



**Consulate General of India  
St. Petersburg**

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SPB/862/01/2023

**NOTICE INVITING TENDER**

**FOR SELECTION OF A FIRM/AGENCY TO CARRY OUT  
STRUCTURAL EVALUATION OF A PROPERTY IN ST. PETERSBURG**

The Consulate General of India, St. Petersburg, proposes to acquire a built-up property in St. Petersburg. For this purpose, the Consulate intends to hire the services of a reputed professional structural engineer/company to carry out assessment of the structural soundness and residual life of the property. The evaluation agency should be technically qualified and registered or licensed to carry out such evaluations in Russia. Interested firms/agencies may send their offers/quotations, in sealed envelopes, to the Head of Chancery, Consulate General of India, 35, Ryleeva Street, St. Petersburg, latest by 20 December, 2024. Further details are available on the Consulate General's website <https://cgispburg.gov.in/> under the menu 'Tender Notices'.

**(D.C.D. Dass)**  
**Head of Chancery**  
**Consulate General of India**  
**Saint Petersburg**  
**27.11.2024**



**Consulate General of India  
St. Petersburg**

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**NOTICE INVITING TENDER**

**FOR SELECTION OF A FIRM/AGENCY TO CARRY OUT  
STRUCTURAL EVALUATION OF A PROPERTY IN ST. PETERSBURG**

The Consulate General of India, St. Petersburg, intends to acquire a property in St. Petersburg for official use of the Consulate General. For this purpose, the Consulate General wishes to engage the services of a reputed professional structural engineer/company to carry out assessment of the structural soundness and residual life of the property. The evaluation agency should be technically qualified and registered or licensed to carry out such evaluations in Russia. Interested firms/agencies may submit their quotations to the Consulate General in sealed envelopes. Bidders shall submit their bid in a large sealed envelope super-scribed, "Structural Evaluation Bids", for Consulate General of India, St. Petersburg, which shall have following three separate sealed envelopes inside:

**Envelope A:** This envelope shall be super-scribed as "**EMD**". It shall contain the Demand draft or Banker's cheque or an unconditional and irrevocable Bank Guarantee or a print-out of online payment towards EMD, as per conditions mentioned at para 6 below.

**Envelope B:** This envelope shall be super-scribed as "**Technical Bid**". It shall contain documents establishing the technical eligibility of the firm (registration certificate, work experience, certificates from clients indicating satisfactory services etc.) and other documents **along with their english translation** required to establish sound financial condition of the firm.

**Envelope C:** This envelope shall be super-scribed as "**Financial Bid**". It shall contain the financial bid, as per para 5 below.

No tender documents will be accepted after the expiry of stipulated date and time under any circumstances.

**1. Scope of work:** The Consulate General intends to acquire a property situated at **35 & 37 Ryleeva, St. Petersburg**. The structural soundness evaluator firm/agency shall provide the following services in this regard:

(a) Structural assessment – Detailed assessment of structural soundness of the building including an indication of the residual life of the building and structural safety measures if required.

(b) Carry out an inspection of the installed equipment such as air conditioning, fire safety system, wiring, plumbing, heating, security devices etc. Also check whether these are installed as per the prescribed local standards and their balance/residual working span.

(c) Any other work which falls under the ambit of evaluation of structural soundness as per local/international norms.

**2. Eligibility Criteria:** The structural soundness evaluator firm/agency should be locally registered and appropriately qualified in accordance with Russian laws and have at least 10 years of experience in carrying out such evaluation. Documentary evidence of registration and experience should be submitted as part of technical bid.

**3. Time Frame:** The selected structural soundness evaluator firm would be expected to immediately start the work in coordination with the Owner of the property and the Consulate General and submit the Structural Soundness Assessment Report to the Consulate General within a period of **3 weeks** from the date of letter of appointment.

**4. Period of validity of bids:** The bid shall remain valid for a period of **45 days** from the date of the opening of the bid or up to any mutually extended period. A bid valid for a shorter period shall stand rejected.

**5. Fees:** The firms/agencies should submit their quote indicating lump-sum fees for the whole work, exclusive of VAT. Hourly quotation of fees will be summarily rejected. The quotation for fees may be submitted in a separate sealed envelope duly super-scribed as Financial Bid.

**6. Site inspection:** *Site inspection can be done by the bidders on 03.12.2024 (1500 hrs), 06.12.2024 (1500 hrs) and 12.12.2024 (1500 hrs) with a prior intimation at [accts.spburg@mea.gov.in](mailto:accts.spburg@mea.gov.in) and [inf.spburg@mea.gov.in](mailto:inf.spburg@mea.gov.in).*

## **6. Conditions:**

(a) **EMD:** Prospective bidders shall deposit an amount Rouble 25,000/- with the Consulate General as Earnest Money Deposit (EMD). This can be in the form of a Bank draft or Banker's cheque in favour of 'Consulate General of India, St. Petersburg' or Online payment to the Consulate General's official bank account **or** an unconditional and irrevocable Bank Guarantee (as per format at Annexure-I). EMD shall be submitted in a separate sealed envelope. EMD shall have to remain valid for a period of 45 days beyond the final bid validity period. The EMD received from unsuccessful bidders will be returned to them after finalization and award of contract to the successful bidder. EMD of the successful bidder will be returned after submission of the Performance Bank Guarantee.

(b) **Performance Guarantee:** The successful bidder will submit a 'Letter of Acceptance' in writing and 'Performance Guarantee' @ 5% of the accepted tender amount, within 7 days of award of contract/order. This should be in the form of an unconditional and irrevocable Bank Guarantee (as per format at Annexure-II) and should be valid up to 30 days beyond the stipulated date of completion of work.

(c) **Liquidated Damages:** In case of any delays on the part of the firm to submit the Structural Evaluation Report within the stipulated period, the firm shall be liable to pay the Consulate General, liquidated damages @ 0.5 % per week, subject to a maximum of 10 % of the accepted tender cost.

(d) **Forfeiture of EMD:** The EMD shall be forfeited in the following cases:

- (i) If the bidder withdraws the bid during the period of bid validity specified in the tender.
- (ii) If the successful bidder fails to furnish the 'Letter of Acceptance', in writing, within **7 days** of award of contract/order.
- (iii) If the successful bidder fails to furnish the Performance Guarantee, within **7 days** of award of contract/order.
- (iv) If the successful bidder withdraws or modifies the bid during the period of validity or after award of work.

**7. Payment modalities:** The entire fee (100%) will be released to the firm in lump-sum, within 45 days of submission of correct and complete bills on successful completion of the firm's entire obligations under the contract i.e. when the Structural Soundness Evaluation Report is submitted to the Consulate General and accepted by the Consulate General to be satisfactory.

**8. The Contractor will maintain complete confidentiality with respect to contents of the Structural Evaluation Report.**

9. If any clarification is required, the Consulate General may be contacted at [hoc.spburg@mea.gov.in](mailto:hoc.spburg@mea.gov.in) and [accts.spburg@mea.gov.in](mailto:accts.spburg@mea.gov.in).

10. Interested firms/agencies, reputed and having sufficient expertise and experience may send their response/quotation in a sealed envelope (along with EMD of Rouble 25,000/-), clearly mentioning the following:

- (a) Lump-sum amount payable to the firm towards fees (as part of Financial Bid).
- (b) Acceptance of the conditions as mentioned at para 6 above (as part of Technical Bid), along with other requisite documents as indicated at Envelope B.

**The bids, in sealed envelopes, may be sent to the following address not later than 20.12.2024 to:**

The Head of Chancery  
Consulate General of India  
Saint Petersburg  
35, Ryleeva Street  
St. Petersburg - 191123

11. The Technical Bids will be opened on 20.12.2024 at 1530 hrs at the Consulate General of India, 35, Ryleeva Street, St. Petersburg, by a Committee authorized by the Competent Authority of

this office and the Financial bids will be opened on 24.12.2024 at 1530 hrs. The authorised representatives of the bidders shall be permitted to attend the bid opening. The financial bids of only those bidders, who have submitted the EMD and whose technical bids are accepted, shall be opened by the Committee authorized for the purpose at a time and date that will be separately communicated.

12. Bank Details :- Consulate General of India in St. Petersburg  
Address :191123, St. Petersburg, st. Ryleeva, 35  
INN : 9909058734  
Checkpoint :784261001  
Payment account: 40807810303000000163  
At the Northern Capital Branch of JSC Raiffeisenbank  
Cor/account: 30101810100000000723  
BIC 044030723

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**Bank Guarantee Proforma for Earnest Money Deposit**

Bank Guarantee No.....

Brief description of contract: Structural Evaluation of Property at 35 & 37, Ryleeva Street, Saint Petersburg.

Name and Address of Beneficiary: Consulate General of India, 35, Ryleeva Street, St. Petersburg – 191123.

Date:

Whereas M/s (***Name of the Firm with address***) have submitted their tender for Structural Evaluation of Property at 35 & 37 Ryleeva Street at St. Petersburg for Consulate General of India, St. Petersburg, and one of the tender conditions is for M/s (***Name of the Firm with address***) to submit a Bank Guarantee for Earnest Money Deposit amounting to Rouble 25,000/-. In fulfillment of the tender conditions, we, (***Name of Bank with address***) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of Rouble 25,000/-.

2. This guarantee is valid for a period of 90 (Ninety) days\* and any claim and statement hereunder must be received at the above-mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained herein above, the maximum liability under this guarantee is restricted to Rouble 25,000/-.

4. Notwithstanding anything to the contrary contained herein above, this guarantee is valid from 21.02.2025 up to the (***date after 90 days from date of issue***).

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of Russia and is governed by the United Rule for Demand Guarantee (URDG) (ICC Publication No.758) and shall be subject to exclusive jurisdiction of the Courts of Russia.

Date:

Place:

Name:

Signature:

[\*45 days beyond the final bid validity period of 45 days.]

Bank Guarantee Proforma for Performance Security

Bank Guarantee No.....

Brief description of contract: Structural Evaluation of Property at 35 & 37, Ryleeva Street, Saint Petersburg.

Name and Address of Beneficiary: Consulate General of India, 35, Ryleeva Street, St. Petersburg – 191123.

Date:

Whereas M/s (*Name of the Firm with address*) have submitted their tender for Structural Evaluation of Property at 35 & 37 Ryleeva Street at St. Petersburg for Consulate General of India, St. Petersburg, and one of the tender conditions is for M/s (*Name of the Firm with address*) to submit a Bank Guarantee for Performance Security (*5% of the accepted tendered amount*) amounting to Rouble \_\_\_\_\_ (*5% of the accepted tendered amount*). In fulfilment of the tender conditions, we, (*Name of Bank with address*) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of Rouble \_\_\_\_\_ (*calculated as 5% of the accepted tendered amount*).

2. This guarantee is valid for a period of \_\_\_\_ days and upto \_\_\_\_\_ (*30 days beyond the stipulated date of completion of work*) and any claim and statement hereunder must be received at the above-mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained herein above, the maximum liability under this guarantee is restricted to Rouble \_\_\_\_\_ (*5% of the accepted tendered amount*).

4. Notwithstanding anything to the contrary contained herein above, this guarantee is valid from (*date of issue*) up to the (*30 days beyond the stipulated date of completion of work*) and claims under this guarantee should be submitted not later than (*from date of expiry*).

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of Russia and is governed by the United Rule for Demand Guarantee (URDG) (ICC Publication No.758) and shall be subject to exclusive jurisdiction of Russia's Courts.

Date:

Place:

Name:

Signature: