

No.PMI/NY/867/1/2026
Permanent Mission of India to the UN
New York

20 February 2026

NOTICE INVITING TENDER

Permanent Mission of India to the UN (PMI), New York invites Tender under two-bid system from registered and authorized firms/agencies for providing annual maintenance of Sprinkler System at the PMI building, 235 East 43rd Street, New York 10017 as per details given in the tender documents.

2. The tender documents are available at: <http://www.eprocure.gov.in> and PMI's website from 23.02.2026 to 23.03.2026.
3. Interested service providers/firms may submit the tenders under the two-bid system [i.e (i) technical Bid and (ii) Financial Bid]. Tenders are to be submitted to Head of Chancery, Permanent Mission of India to the UN, 235 East 43rd Street, New York 10017. All necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical Bid in a **sealed** envelope. The Financial Bid will be submitted in a **separate sealed** envelope.
3. The Earnest Money Deposit (EMD) of **US\$1000** (US Dollars One Thousand only) in the form of Cashier's Check drawn in favour of '**Permanent Mission of India to the UN, New York**' and payable at New York is required to be submitted along with the tender documents. Bids submitted without EMD shall not be considered and would be rejected summarily.
4. The Technical Bids will be opened on 24.03.2026 at 1100 hrs by a Committee authorized by the Permanent Mission of India. The financial bids of only those bidders, who qualify the Technical Bid stage, shall be opened by the Committee. The pre-bid site visit to assess the job requirement / quantum of work involved may be conducted between 1100-1300 hrs & 1400-1600 hrs on any working day from 23.02.2026 to 23.03.2026 after scheduling prior appointment.
5. Permanent Mission of India reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the Mission shall be final and binding.

(Suman Sonkar)
Head of Chancery
Tel No +1-212-490-9660

Tender Documents

TECHNICAL PROPOSAL SUBMISSION FORM

(to be printed on Bidder's letterhead)

Dated: _____

LETTER OF BID

To

Ms. Suman Sonkar
Head of Chancery
Permanent Mission of India to the UN
New York 10017

Ref: Invitation for Bid No. NY/PMI/871/1/2026

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.

2. We offer to execute in conformity with the Bidding Documents for providing annual maintenance of Sprinkler System at the PMI building for Permanent Mission of India to the UN, New York.
3. Our bid shall be valid for a period of 120 days from the last date for the bid submission and shall remain binding upon us and may be accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
5. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory
Full Name and Designation
(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Section-1: INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS

1.1 For the Bidding / Tender Document Purposes, the Permanent Mission of India to the UN, New York shall be referred to as '**Client**' and the Bidder/Successful Bidder shall be referred to '**Contractor**' and/or '**Bidder**' or interchangeably.

1.2 The tender documents can be downloaded from the websites of <http://www.eprocure.gov.in> OR <http://www.pminewyork.org> from 23 February 2026 to 23 March 2026 (up to 1700 hrs).

1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

1.4 The bidder shall submit a copy of the authorization letter / Power of Attorney as proof of authorization for signing on behalf of the Bidder.

1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements stipulated in the tender documents are liable to be rejected.

1.6 The bidding company may be a Limited/Private Limited Company registered under the relevant Acts. Bidding in the form of JV Consortium is not permitted.

1.7 The parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client — Permanent Mission of India to the UN, New York.

1.8 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent to the PMI, New York. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

2. MINIMUM ELIGIBILITY CRITERIA

2.1 The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:-

(a) Legally Valid Entity: The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by the US Government/NYC authorities to do business in New York. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.

(b) Registration: The Bidder/Bidding Firm must have tax registration with the concerned authority. The proof in support of the same shall be attached with the bid documents.

(c) Experience: The Bidder shall have experience minimum 5 years in maintenance and inspection of Sprinkler systems for any number of buildings of similar constructions and equipment as is found in the PMI Building including but not limited to Embassies / High Commissions / Government Departments / Public Sector Companies / reputed corporate organization / multinational companies in New York city . The Contractor should have proven track record with [FDNY violation resolution](#).

(d) Contractor should be in compliance with NYC licensing and certification requirements.

2.2 Documents supporting the Minimum Eligibility Criteria:

(i) As proof of having fully adhered to the minimum eligibility criteria at 2.1 (a), attested copies of certificates issued by the respective authority should be attached with the bid documents.

(ii) As proof of having fully adhered to minimum eligibility criteria at 2.1(b), copy of tax registration certificate should be attached with the bidding document.

(iii) As proof of having fully adhered to minimum eligibility criteria at 2.1(c), copies of experience certificates for completed work / ongoing work issued by the Foreign Embassies/High Commissions/Government Departments/Public Sector Companies/reputed corporate organization/multinational companies shall be attached with the bidding document.

(iv) Copy of manpower wages roll in support of available manpower in respect of the previous four quarters shall be attached with the bidding documents.

3. EARNEST MONEY DEPOSIT

3.1 The Earnest Money Deposit of US\$1000 (US Dollars One Thousand only) in the form of Cashier's Check issued by any reputed Bank drawn in favour of 'Permanent Mission of India, New York' has to be submitted along with the bid. The validity of the Cashier's Check must be up to 6 (six) months.

3.2 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD shall be forfeited.

3.3 The bids submitted without the Earnest Money Deposit shall be summarily rejected.

3.4 No claim shall lie against the Mission in respect of erosion in the value or interest on the amount of EMD i.e. no interest will be payable on EMD.

3.5 The bid security may be forfeited:

i. If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or

ii. In case of successful bidder, if the bidder:

(a) fails to sign the contract in accordance with the terms of the tender document;

(b) fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the timeframe specified by the client; or

(c) fails or refuses to honor his own quoted prices for the services or part thereof.

4. VALIDITY OF BIDS

4.1 Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of bids.

4.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

4.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

4.4 **PRE-BID MEETING/SITE VISIT:** A pre-bid meeting, if necessary, will be held on 10 March 2026 at 1100 in the PMI Building.

5. PREPARATION OF BIDS

5.1 Language: Bids and all accompanying documents shall be in English only.

5.2 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount. Documents comprising the Bid:

- a) Technical Bid Submission Form duly signed and printed on Company's letterhead.
- b) Contact Details Form, duly filled, signed & stamped.
- c) Earnest Money Deposit of US\$ 1000.00
- d) All supporting document in proof of having fully adhered to minimum eligibility criteria as mentioned in Section-2 above.

The Technical Bid along with all the required documents as mentioned in the Tender Documents shall be attached with bid documents.

Cover-I (Technical Bid) (following documents to be attached)		
Sl. No.	Document	Yes/No
1	Contact Details Form (Form-I)	
2	EMD of US\$ 1000.00	
3	Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities	
4	Certified copies tax registration	
5	Proof of minimum experience of completion of works of similar nature in Foreign Embassies/ High Commissions / Government Departments / Public Sector Companies / reputed corporate Organizations / multinational companies	
6	Power of Attorney/Authorization for signing the bid documents	
7	Attested copy of manpower wages roll	
8	Detailed scope of work to be performed	

5.3 **Financial Bid:** Bidder shall prepare the financial Bid in the Price Schedule as provided in the Tender Document. The Financial Bid shall be sent in a separate sealed envelope along with the bid documents.

6. SUBMISSION OF BIDS

6.1 The Bidding firms have to submit the tenders in two bid system [i.e (i) Technical Bid and(ii) Financial Bid] in the prescribed proforma. Tenders are to be submitted to Head of Chancery, Permanent Mission of India, New York. All documents in support of eligibility criteria etc. and other required documents are to be submitted along with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

The tender shall be submitted in sealed envelopes as described below:

ENVELOPE 'A' Earnest Money Deposit (EMD)
ENVELOPE 'B' Tender Documents (Technical bid)
ENVELOPE 'C' Financial Bid (Section-3)
Other enclosures as required in this tender.

The envelopes containing "A", "B" & "C" of offers shall be duly super-scribed with Name of Work and these Envelopes A, B, and C are to be put in another envelope & sealed. The name of work should be written on top of all the envelopes. Envelope "A" containing EMD shall be opened first.

Bidders who have submitted valid EMD as mentioned shall be considered successful for opening of Technical Bids. Technical bids (Envelope B) of successful bidders shall be opened immediately. Both EMD & Technical bids envelopes (A & B) shall be opened in the presence of bidders or their representatives. After evaluation of Technical Bids on site, a list of qualified bidders will be prepared by the Committee. Opening of financial bid (Envelope "C") will be undertaken subsequently, the date & time of which will be communicated to those who have qualified the technical bid stage.

6.2 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the PMI, reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

7. BID OPENING PROCEDURE

7.1 The Technical Bids shall be opened in the PMI on 24.03.2026 at 1100 hrs before the Committee in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

7.2 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.

7.3 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.

7.4 Absence of bidder or their representative shall not impair the legality of the opening procedures.

7.5 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

7.6 Bids shall be declared as valid or invalid based on preliminary scrutiny by the Tender Opening Committee, i.e. after on-site verification of documents submitted by the bidders. The financial bids shall be opened subsequently. However, in case anything found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.

7.7 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

8. CLARIFICATION ON TECHNICAL BID EVALUATION

8.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.

8.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.

8.3 Client also reserves the right to seek confirmation/clarification from the issuing agency, on the supporting documents submitted by the bidder as per clause 2.2.

9. PERFORMANCE SECURITY (PS):

9.1 The successful bidder shall deposit Performance Security which will be a sum equivalent to 10% of the accepted contract value in favour of Permanent Mission of India, New York, payable at New York in the form of Cashier's Check. In case the contract is further extended beyond the initial period, the Performance Security shall be renewed accordingly by the Service Provider. No interest shall be paid on Performance Security.

9.2 The Performance Security will be forfeited by order of the Competent Authority in the Mission in the event of any breach or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, portion of the Performance Security, as may deemed fit by the Mission sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of SP's bill has been received and examined.

9.3 If the Contractor fails to provide the Performance Security, such failure shall constitute a breach of the contract and the PMI shall be free to make other arrangements at the risk, cost and expense of the Contractor.

9.4 On due performance and completion of the contract in all respects, the Performance Security will be returned to the Service Provider without any interest on presentation of an absolute 'No Demand Certificate' from the Service Provider and upon return in good condition of any specifications, samples or other property belonging to the client, which may have been issued

to the Service Provider, for carrying out work stipulated in the contract.

10. VALIDITY OF CONTRACT

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended on year-to-year basis, for further 02 years [maximum tenure 03 years from the date of start of initial work] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the client shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for blacklisting, etc. solely at the discretion of the competent authority in Mission.

11. PAYMENTS

11.1 After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Service Provider for the annual maintenance and inspection of the Sprinkler System

11.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.

11.3 The Contractor shall be paid on a quarterly basis for the services of inspection and testing in a year. The billing cycle will be the 1st of March, 1st of June, 1st of September and 1st of December. The Contractor shall submit correct invoice in terms of services within 10 days of the succeeding month and payment shall be released within 30 days of submission of acceptable invoices.

11.4 All payments shall be made in US Dollars by means of checks or ACH Payment in the name of the bidding company.

11.5 The Client shall be entitled to deduct in accordance with applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor.

11.6 No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

12. Other Conditions, Force Majeure & Penalty Clause

12.1 The Service Provider should submit precise profile of its key clients along with details of services provided.

12.2 In case the Service Provider fails in adhering to monthly, quarterly and annual inspection or testing requirements at Mission's premises, and Mission has to make alternative arrangements for the same, then Service Provider would reimburse the cost of such arrangements.

12.3 Service Provider would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Mission's premises. Service Provider would indemnify Mission against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Mission would not be liable to pay any damages or compensation to such cleaners or to any third party.

12.4 Permanent Mission of India reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the PMI in this regard shall be final and binding on all.

12.5 Financial Bids should be valid for four months (120 days) from the date of opening. The Financial Bids would be opened by the authorized officers in the presence of representatives of the firms present at the time of opening of the tenders. The date, time and venue of opening of bids will be intimated to the companies.

12.6 Permanent Mission of India reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.

12.7 The PMI may, by written notice sent to Contractor, terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the PMI's convenience, the extent to which performance of work under the contract is terminated and the date from which such termination becomes effective.

12.8 Any wrong or misleading information will lead to disqualification.

12.9 The bidder shall deploy adequate manpower, machinery and resources to ensure completion of work as per stipulated operational timings. No over timing shall be allowed to the Contractor in this regard.

12.10 Should any new areas of work not envisaged as being part of this tender document be added, the prices for the new areas of work shall be mutually agreed upon between the Client and the bidder based on the actual rate analysis or as per the prevailing rates as agreed in this tender document, provided such additional work involves additional working hours.

12.11 Additional staff required other than specified shall be obtained on pro-rate basis.

12.12 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the service provider in the Mission's premises as stated in the eligibility criteria.

Section-2: Scope of Work:

This Contract covers the following components of Fire Sprinkler System:

One (1) Wet System, Two (2) dry system, Standpipe

VISUAL INSPECTION

Monthly

- Inspection of control valves with locks and/or supervised tamper switches. Inspection of all gauges.
- Inspection of the external system alarm valve/dry valve
- Inspection of backflow prevention assemblies (supervised only - no weekly Inspection), if applicable.
- Inspection of Fire Booster Pump and Special Service Pumps (Supervised only - no weekly), if applicable.

Quarterly

- Inspection of alarm devices
- Inspection of Sprinkler Siamese connection, caps, gaskets, signs, ball drip

Annually

- Inspection of the hangers, pipe and fitting throughout the building where accessible
- Inspection of the spare heads, wrenches, and sprinkler heads where accessible.
- Hose and hose storage devices (for standpipes only)

TESTING

Monthly

- Perform monthly fire pump churn test,
- Drop water pressure from the sensing line to test that the pump turns on as intended.

Quarterly

- Test and operate local flow alarm from one location only. Building Alarm Company do complete their inspection as per Mission's maintenance contract with them.
- Perform Main Drain test

Annually

- Perform a full flow 2" main drain test.
- Operate each Sprinkler Control Valve by closing and re-opening the valve its operation.

- Perform trip test for dry systems,
- Hose Nozzle and Hose Storage devices (for standpipes only).
- Re-rack hose if part of contract. If hose is in poor condition, it will need to be replaced.
- Perform full flow fire pump test,
- Attach hoses to the discharge test header. The hoses are run to a safe location where the flow of water will cause no damage. Pressure readings are taken as the pump is run through its various stages. The results are recorded and plotted on a graph by Service Provider's engineering department

Services must meet **NYC Fire Code** and **Department of Buildings (DOB) regulations**.

All onsite technicians must hold a valid FDNY Certificate of Fitness.

Emergency Response: The Contractor to provide 24/7 emergency repair services with a maximum 4-hour response time for critical impairments.

Reporting: Maintain all records on-site via official FDNY-approved inspection cards and provide digital copies of all reports.

The following items are NOT included in this contract but can be performed at customer's request.

- Hydraulic calculations
- Water storage tank and heating systems for water and low temperature inspections.
- Exterior tank inspections.
- Pre-action or deluge testing
- Testing of any casing or pressure relief valves.
- Daily/Weekly inspections or tests
- Inspections or testing on pumps
- Inspections or testing on dry systems
- Reset of dry valves after trip test is billed as time and material.
- Winterization of dry systems
- Standpipe inspections .
- Backflow prevention assembly testing.
- Testing of hoses and cleaning of hose after fire
- Hose records, hose identification and fire alarm testing.
- Testing for flow switch and tamper switch to be done by Alarm Company semi-annually
- FDNY testing
- Repairs
- Antifreeze testing or sampling
- Pressure Reducing Valve testing
- Additional requirement per FDNY regulations

Every effort will be made by Contractor to make a thorough inspection. Accordingly the design, condition, performance, or operability of any portion of the systems before or after an inspection/test is performed by Contractor..

Unless specifically stated, this contract excludes any work (Inspection, test, maintenance, and repair) on Mission's alarm system, tank or fire pump. Therefore, Contractor does not assume any liability for them.

CHECKLIST

SI. No.	PARTICULARS	YES/NO
1	Have you filled and submitted all forms (i) Technical bid, (ii) Financial bid, (iii) Contact detail form and (iv) Checklist?	
2	Have you read and understood various conditions of the Contract and shall abide by them?	
	TECHNICAL BID	
3	Have you enclosed the Cashier's Check for US\$1000 as EMD?	
4	Legal Valid Entity: Have you attached the certificate issued by competent authority?	
5	Tax Registration Certificate	
6	Experience: Have you attached the experience certificates issued by Organizations / Government Departments / Embassies?	
7	Have you submitted the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
8	Have your Technical Bid been prepared as per the requirements of the Tender?	
	FINANCIAL BID	
9	Have your financial Bid proposal duly filled in as per instructions?	
10	Have you quoted prices against each of the category, i.e. manpower, material & equipment?	
11	Have you provided cost break ups for all components in the Financial bid?	
12	Have you attended pre-bid site visit/briefing?	

Note: The above must be filled, signed and submitted along with the bid.

Signature of the authorized signatory of the Bidder
with seal of the firm/company

Name: _____

Mob No. _____

Date: _____

CONTACT DETAILS FORM

DETAILS OF BIDDER

Sl.No.	Name of the Company	
1	Name and designation of the owner / MD	
2	Communication address	
3	Phone no. / mobile no.	
4	Fax	
5	E-mail	

DETAILS OF THE BIDDER'S REPRESENTATIVE

Sl.No.	Particulars	
1	Name of the representative	
2	Designation	
3	Phone No.	
4	Mobile No.	
5	Email	

Section-3: Financial Bid

FINANCIAL BID

SI.No.	Description	Personnel	Cost per as per description (US\$)
1	Inspection : Monthly Quartely : Annually	FDNY approved personnel	
2	Testing: Monthly Quartely : Annually		
3.	FDNY 5 Year testing		For indicative purpose only (Be paid if Mission needs to do it within 3 years of on-going contract.)

Annual costing for the above items =

- i. Payments shall be made by the Client as per the terms and conditions of the Tender Documents;
- ii. The annual costing of the above items will be paid to the SP as per terms of Section 11 of this tender document.
- iii. Hourly labor rates for non-contract repairs should also be indicated.
- iv. The quoted amount shall be inclusive of all charges.
- v. The Client being a diplomatic mission, no taxes shall be charged.