



No. Wel/872/1/2026

12 June 2026

Subject: Renovation, Repair and Painting work of Kitchen and Two Guest Toilets at India House, 128 Knights Road, Lower Hutt, Wellington, New Zealand

High Commission of India, Wellington invites tenders for **Renovation, Repair and Painting work of Kitchen and Two Guest Toilets at India House, 128 Knights Road, Lower Hutt**, from a firm/company/contractor having minimum three years' experience of Renovation, Repair and Painting works.

2. Scope of Works: The scope of work for **Renovation, Repair and Painting work of Kitchen and Two Guest Toilets** is broadly as follows but not limited to:

a. Kitchen:

- i. Fabricate supply and install cabinetry units as per the site measure.
- ii. Stainless steel countertops
- iii. Sink with Insinkerator- Inset sink, 1 ½ bowl w drainboard, stainless steel with pre-rinse kitchen faucet and water filter & tap assembly.
- iv. 90cm freestanding Gas stove with Extractor fan/hood- stainless steel
- v. F&P single door Dishwasher to be fitted within the cabinetry.
- vi. Microwave to be fitted in the cabinetry.
- vii. Replace Splash backs- Stainless Steel
- viii. Replace all damaged vinyl flooring.
- ix. Replace/relocate and install LED Light strip under the cabinets and electricals double power sockets on the bench at least at 4 locations

b. Guest Toilets:

- i. Replace the existing washbasin with Wall hung vanity (Wash basin)
- ii. Basin Mixer with Pop-up Waste - Paini Le Mans Basin Mixer or similar
- iii. Mirror suitable for vanity.
- iv. Light (preferably LED)
- v. New toilet suite- CAROMA- Luna Clean flush Wall Faced Toilet Suite or similar
- vi. Reorient the doors, install lock/latches with indicator, and modifications as necessary to make good.
- vii. Replace all damaged vinyl flooring.

c. General:

- i. Demolish and remove the waste materials as necessary
- ii. Replace/repair all plumbing and drainage inside the wall and below the flooring as necessary.
- iii. Replace/repair/make good required damaged wall linings.

- iv. Replace/ repair rotted/ make good required damaged wood.
- v. Repair/ fill/replace/ make good the weather boards where necessary
- vi. Rust kill, Seal, sealer coat, primer coat, Colour bonding coat, Colour topcoat, etc.
- vii. Scrape off all loose and flaking paint
- viii. Treat all rust (rust kill) and seal
- ix. Sand Rough Spots
- x. Fill and Repair
- xi. Caulk All Joints
- xii. Apply primer/sealer where necessary
- xiii. Apply minimum two coats of paint
- xiv. Make good with the adjoining areas.
- xv. All lighting, wiring and transformers to be concealed.

3. Materials

- a) All materials and coatings shall be of approved and recognised proprietary manufacture and of PREMIUM quality.
- b) MDF substrate to all wet areas (bathrooms, kitchen and laundries) to be moisture resistant MR-MDF.
- c) All work shall be carried out by skilled tradesmen using adequate and proper equipment and methods, in accordance with best trade practice.
- d) All painting and specialist surface coating work shall be carried out by specialist and/ or experienced tradesmen in accordance with best trade practice of sound repute using equipment, materials and processes that are best suited for the purpose and shall be of a good quality standard.

4. Cabinet and cabinet fittings

- a) The carcass, divisions, shelves, drawers etc to be made from quality Melteca.
- b) Doors hinged on 'Grass' sprung flush overlay hinges. Fit drawers on good quality extended metal slides.
- c) All timber clashings/nosings to be hardwood.
- d) All hardware shall be "Blum" or equal approved, soft closing sliding drawer slides and drawer carcass and door soft closing closers
- e) All drawers to be constructed with full depth sides and backs.
- f) Joiner to ensure that hinges used are to be suitable for purpose and adjusted to ensure that no edge of any door binds with the carcass or any adjacent door at any stage.
- g) Adjustable shelving to be clashed all sides. Fit adjustable shelves on 5mm Hafele shelf pins, CP finish, minimum 4 per shelf, with adjustment holes at 25mm centres. Router recesses in underside of shelves at support locations to prevent sliding.
- h) Prime underside of benchtop to prevent steam damage from dishwasher.
- i) Reinforce bench below tap mixer with glue and screw fix MDF to provide firm and secure (no wobble) fixing for mixer.

5. Workmanship

In general, but without limitation

- a) Workmanship to the best trade practice.

- b) Cover up to shield all adjoining surfaces and areas liable to damage by this work.
- c) Remove all hardware liable to damage by this work and replace on completion.
- d) Where necessary to prime or seal surfaces before or while building-in.
- e) Prepare all surfaces to be coated by making good all damage and defects. Use as gap filler linseed oil, putty, plastic wood, wood filler or plaster filler as appropriate and to manufacturer's direction.
- f) Apply paint by brush and/or roller to suit location of the coating. Do not spray on site without permission.
- g) Refer to manufacturer's manuals for and follow their preparation, sequence and application recommendations as they apply to each system. Correct defective work immediately with any recoating following the systems recommendation.
- h) Scuff between all coats to remove any dust pick-up, protruding fibres and coarse particles.
- i) All finished paint surfaces to show, uniformity of gloss and colour, the correct thickness of each coat, freedom from painting defects such as tackiness and conspicuous brush marks, cleanliness and absence of disfigurement. Wherever possible, select and use environmentally acceptable paints and coatings.

6. Completion

- a) On completion, carefully and thoroughly clean finished surfaces and leave in tidy order with the whole complete and in first class condition.
- b) Clean all adjoining surfaces, glass, frames and fittings of any paint contamination or damage.
- c) Remove all surplus paint, materials, equipment and rubbish associated with the work from the site.
- d) Provide protective coverings and coatings where required to prevent marking of surfaces visible in the completed work.
- e) Remove protection on completion.
- f) Ensure all elements are free of marks or blemishes. Replace damaged, cracked or marked elements and leave work to the standard required.

7. Warranty

- a) The contractor shall furnish a written 5-year workmanship warranty.
- b) The contractor shall furnish a written applicable warranty for the appliances installed.
- c) The warranty shall cover the making good of any defects that may occur and rectify any damage to any part of the building consequent upon defective workmanship or materials.

8. Submission of Bids:

Prospective bidders are requested to submit their bids in **two parts** i.e. (i) Technical Bid and (ii) Financial Bid. The last date for submission of duly completed bids is **10 July 2026 (5.30PM)** and should be sent by e-mail to admn.wellington@mea.gov.in & estt.wellington@mea.gov.in .

A. Technical Bid: The following documents should be attached with technical bid (*Annexure-I*):

- a) The bidder shall necessarily be a legally valid entity and in existence for a minimum period of 3 years in the business as on the date of tendering.
- b) The contractor/bidder should be GST registered and should have existence of at least 3 years. Please provide relevant statements/ GST returns copies.
- c) The contractor/bidder should have the relevant experience of executing similar works. Please provide at least 3 references.
- d) Name, address, contact no., designation/capacity of the authorized person assigned on behalf of the contractor/bidder to represent.

B. Financial Offer: The financial bid (*Annexure-II*) should be sent separately.

9. Late Applications: Any bid received after the last date and time specified for submission for the same, shall not be accepted under any circumstances. Bids received after the last date and time shall be summarily rejected and no correspondence in this regard will be entertained.

10. Clarification and Amendment: In case any prospective bidder requires any clarification with regard to the terms and conditions, a written clarification may be sought by email addressed to admn.wellington@mea.gov.in & estt.wellington@mea.gov.in. At any time prior to the deadline for submission of bids, the High Commission of India may, for any reasons, whether on its own initiative or suitability of its own requirement or in response to a clarification requested by a prospective bidder, modify the terms and conditions by making necessary amendment(s). The deadline for submission of bids may also be extended at the sole discretion of the High Commission of India.

11. Site visit: Interested bidder/contractor may email: admn.wellington@mea.gov.in & estt.wellington@mea.gov.in to arrange a site visit.

12. Undertaking: The bid must be signed by the authorized person and seal affixed on every page and thereafter complete signed document must be submitted. An undertaking should be submitted along with the bid indicating that "I/We accept the terms and conditions of the tender for **Renovation, Repair and Painting work of Kitchen and Two Guest Toilets at India House, 128 Knights Road, Lower Hutt, Wellington, New Zealand.** I/We undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the High Commission of India and shall abide by them. I/we further undertake that the information given are true and correct in all respect and I/we hold the responsibility for the same."

13. Evaluation Criteria: A duly constituted Tender Evaluation Committee will evaluate all the bids received in accordance with the stipulated terms and conditions. List of all the agencies fulfilling the technical requirements will be prepared. The Committee may seek clarification/additional information from the firm/agency in case it is so required to evaluate the bids and help in decision-making for the purpose of selection of successful

service provider. Incomplete and conditional bids will not be accepted and summarily rejected.

14. Other Terms and Conditions:

- i. The selected firm/agency shall not utilize or publicize or disclose or part with any statistic, data or information collected with contract, failing which contract awarded may be cancelled and action as deemed fit may be taken.
- ii. No terms and conditions other than as stipulated above will be entertained. Bids without acceptance of the terms and conditions stipulated above are liable to be rejected.
- iii. The selected firm/agency shall ensure the compliance of all Statutory Acts and rules including the EPF Act and any other Labour Acts. The High Commission of India shall not be liable for any financial burden/ liability due to negligence by the contractor or his failure to comply with labour laws or any other Statutory Acts/Rules as per notifications issued from Govt. of New Zealand from time to time.
- iv. The High Commission of India reserves the right to accept or reject any or all the bids without assigning any reason thereof. The decision of the High Commission of India will be final.
- v. The successful firm/agency will depute one authorized person to resolve the issues, if any, at any time as per the requirement of the High Commission of India.

15. Duration/schedule of works: The contractor would need to submit detailed program/schedule of works after the award of works.

16. Validity of bids/prices: Prices to remain valid for 90 days from last date of submission of bids. The rates shall remain fixed & valid for a period of contract from the date of acceptance of contract on successful award of the same.

17. Payment and Period of the Contract: No advance payment will be made. Payment will be released as per the following stages of certified completion of the works:

Percentage completion of works	Payment percentage
75% completion of works	50%
100% completion of works	40%
After 30 days of 100% completion of works	Balance 10%

18. Disputes: High Commission of India and the bidder shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of Head of Chancery, High Commission of India, Wellington will be final & binding in case the disagreement or dispute if not resolved through mutual negotiation.

Annexure-I

Technical Bid Proforma
To be submitted on company letter head

Name of the Agency and address		
Website address		
Phone Numbers		
Fax Numbers		
E-mail		
Contact Person:		
Name		
Mobile No		
Fax No.		
E-mail		
Annual Turnover: <i>(Please enclose copies of Tax Returns/Audited Accounts in support of your claim)</i>		
	Financial Year	Turnover (NZ\$)
2023-2024		
2024-2025		
2025-2026		
Registration Particulars		
GST Registration No.		
Construction industry registration such as Master Builder or similar		

Undertaking

(To be submitted along with Technical Bid)

To be submitted on Company's/vendor's letter head

- 1) I/We accept the terms and conditions of the tender for **Renovation, Repair and Painting work of Kitchen and Two Guest Toilets at India House, 128 Knights Road, Lower Hutt, Wellington, New Zealand.**
- 2) I/We undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the High Commission of India and shall abide by them.
- 3) I/we further undertake that the information given are true and correct in all respect and I/we hold the responsibility for the same.

Place:

Date:

Signature of Authorized Signatory

Name:

Designation:

Seal:

Annexure-II

Financial Bid Proforma
To be submitted on company letter head

S. No.	Description of Work	Amount (NZ\$)
1.	Renovation, Repair and Painting work of Kitchen and Two Guest Toilets	
2.	GST	
3.	Grand Total	

Note:

Please submit the Bill of Quantities (BOQ) along with this financial bid

No other cost/ amount would be paid over and above the aforesaid proposal amount. Payment will be released as per clause 15 based on satisfactory performance.