Embassy of India

Baghdad

Tender Ref. No. : BAG/861/01/ 2026

Dated: 12th November 2026

Tender for shifting of T-walls, generators, sandwich cabins, iron gate, office equipment, safes, furniture, files and other materials of Embassy of India in Baghdad [House No. 22, Street No. 16, District 601, Mansour, Baghdad] to new Embassy premises (House No. 29, Street No. 18, District 601, Mansour, Baghdad) and new residence premises (House No. 17/1 Street No. 18, District 601, Mansour Baghdad).

Embassy of India
Baghdad

Dated: 12th November 2026

Notice Inviting Tender for shifting of T-walls, generators, sandwich cabins, iron gate, office equipment, safes, furniture, files and other materials of Embassy of India in Baghdad [House No. 22, Street No. 16, District 601, Mansour, Baghdad] to new Embassy premises (House No. 29, Street No. 18, District 601, Mansour, Baghdad) and new residence premises (House No. 17/1 Street No. 18, District 601, Mansour Baghdad).

Embassy of India, Baghdad invites sealed tenders/quotations from interested, registered firms/agencies specialized in packing and moving works for shifting of T-walls, generators, sandwich cabins, furniture, fixtures, office equipment, safes etc.as follows: -

Name of work	Period of Completion
Packing and moving works for shifting of T-walls, generators, sandwich cabins, furniture, fixtures, office equipment, safes etc.	7 days

2. The tender document can be downloaded from the website https://www.eoibaghdad.gov.in/ from 12th November 2026 onwards. Please note that any corrigendum/addendum in the above tender document, if required, will be hosted on same

Tender Reference No.	BAG/ESTT/861/01/2026
Issuing Authority	Head of Chancery, Embassy of India, Baghdad
Work Description	Tender for shifting of T-walls, generators, sandwich cabins, iron gate, office equipment, safes, furniture, files and other materials of Embassy of India in Baghdad [House No. 22, Street No. 16, District 601, Mansour, Baghdad]
Time period for completion of work	07 days
Address for submission	The tender should be sealed in an envelope super-scribed with the reference number indicated in column No. 1 above and delivered to Head of Chancery, Embassy of India, Baghdad at House No. 22, Street No. 16, District 601, Mansour, Baghdad
Pre-Qualification	(i) Bid is open only to firms/ companies duly recognized/registered with relevant agencies of the Government of Iraq. (ii) Firm/Company should have minimum experience of 03 years working in the field. (iii) Firms/Company, preferably, has experience of working with reputed clients viz., international organizations, Diplomatic Missions, Government offices, MNCs etc.
Terms & Conditions	(i) The tender should be valid for 90 Days. (ii) The Embassy of India, Baghdad, reserves the right to reject any or all bids/offers without giving any notice or assigning any reason thereof. The decision of the Embassy in this regard will be

	final and binding upon the bidders. (iii) Submission of Earnest Money Deposit (EMD) is must. (iv) Submission of Performance Guarantee by the successful bidder is must. The amount may be adjusted against the EMD already deposited with the Embassy.

3. The interested bidders should submit the bids in two separate sealed covers, superscribed as "Technical Bid" and "Financial Bid". Both sealed covers should be put in a single enveloped superscribed as "Tender for Shifting of T-walls, generators, sandwich cabins, iron gate, office equipment, safes, furniture, files and other materials of Embassy of India in Baghdad [House No. 22, Street No. 16, District 601, Mansour, Baghdad]. The envelope should then be physically dropped at the Embassy of India, Baghdad at the address given above. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose (24th November at 1700 hours) under any circumstances.

4. The Earnest Money Deposit (EMD) of USD 500/- (Five Hundred USD only) in the form of Account Payee Demand Draft/Pay Order/ Fixed Deposit drawn in favor of "Embassy of India, Baghdad" is required to be submitted along with tender bids.

5. The Technical Bids will be opened on 25th November 2026 at 1100hrs by a Committee authorized by the Competent Authority of the Embassy. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose. The pre-bid site visit may be conducted from 15th November 2026 to 23rd November 2026 between 1000 hrs and 1700 hrs. For any queries, please write to hoc.baghdad@mea.gov.in or adm.baghdad@mea.gov.in.

6. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of the Embassy shall be final and binding.

7. The important schedule of tender is given below:

Sr. No.	Key Event	Date and Time
i	Date of Publishing	12th November 2026
ii.	Bid submission start date	15th November 2026
iii.	Bid submission end date	24th November 2026
Iv	Bid Opening Date	25th November 2026

Place/Venue : Embassy of India, Baghdad, House no. 22, Street No. 16, District 601, Mansour, Baghdad

C. SCOPE OF WORK

a) Packing and movement of T-walls, two generators, one diesel fuel tank, one motorized iron gate, concertina wire, security lights, sandwich cabins and Mahatma Gandhi bust

b) Packing of files, computers, Office Equipment, Almirahs and other materials as available in the respective rooms.

c) Shifting of heavy safes (04 numbers), from the present location to the New Embassy building

d) Dismantling of furniture, air conditioners etc. wherever applicable, and assembling thereof at new Embassy and residence premises in respective office/room.

e) Unpacking of the goods and placing in the respective rooms at the New Embassy and residence buildings.

f) Disposal of packing material used for transportation of articles, after unloading, unpacking & installation at the point of delivery.

2. The above mentioned work shall be carried out with contractor's own material and labor.

3. The contractor shall plan & execute the work in such a way that the work proceeds smoothly to the satisfaction of the Embassy of India.

D. EARNEST MONEY DEPOSIT (EMD)

The amount towards EMD is USD 500/- (Five Hundred USD only).

2. The tender documents should be accompanied by Earnest Money Deposit (EMD) in the form of a Demand Draft (DD)/Pay Order (PO) / Fixed Deposit Receipt drawn on any Bank, in favour of "Embassy of India, Baghdad".

3. Bids submitted without "EMD" will stand rejected.

4. No interest shall be payable on EMD.

5. The EMD will be returned to the unsuccessful bidder(s) within 10 days from the date of issuance of the Notification of Award of Work on the selected bidder or cancellation of the tender.

6. The EMD shall be forfeited:

a) If the bidder withdraws the bid during the period of bid validity specified by the bidder in the bid form.

b) In case of successful bidder, if the bidder

(i) Fails to sign the Contract Agreement in accordance with the terms of the tender document

(ii) Fails to furnish required Performance Bank Guarantee in accordance with the terms of Tender Documents within the time frame specified in the tender document

(iii) Fails or refuses to honour his own quoted prices for the services or part thereof.

E. Time Period for execution and completion of Work

The entire shifting must be completed within 07 calendar days from the date of award of contract. Prospective bidders are advised to physically visit the site to assess the scope and

extent of work. Site visits may be scheduled with prior appointment by contacting through email at adm.baghdad@mea.gov.inor hoc.baghdad@mea.gov.in.

F. Eligibility Criteria:

1) Must be a registered entity in the Republic of Iraq.

2) Minimum 3 years of establishment.

3) Completed at least 2 similar works in the last 3 years.

4) Minimum annual turnover of USD 50,000/- in each of the last 3 years, bidders must submit financial statements for the last 3 years.

G. Pre-bid Meeting

1) Embassy of India, Baghdad, will conduct the Pre-bid Meeting, if specifically requested, to address the submitted queries.

2) A prospective bidder, requiring a clarification on the Tender document may send their queries as indicated in the bid document to adm.baghdad@mea.gov.inor hoc.baghdad@mea.gov.in.

3) Pre-bid meeting will take place on 19th November 2026at 1100 hours to address the submitted queries.

H. Evaluation and Selection

Selection shall be based on the Lump-Sum Fixed Price quoted (L1 Basis) from those who have qualified on the technical parameters.

2) Bidders must submit a brief company profile including background, experience, past project photos and references, and any relevant brochures or achievements.

I. Terms& Conditions:

1) Technical bid and financial bid if not submitted in separate sealed envelopes will lead to disqualification.

2) To assist in Technical evaluation, the Embassy reserves the right to call for any clarification from any/all bidding agencies during the evaluation of the bids. Such clarification should be submitted only in writing. However no other correspondence on bids will be entertained.

3) Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.

4) The bids shall remain valid for a period of 90 (Ninety) days.

5) Failure to furnish all the required information may result in rejection of the bid.

6) Tender bids received after the closing date and time will not be entertained.

7) The Embassy reserves the right to extend the last date and time for submission of the bids on its own discretion.

8) The Embassy reserves the right to accept or reject any or all bids without assigning any reasons at any stage of tender process. No bidders shall have any cause or claim against the Embassy for rejection of their bid.

9) In all matters related to dispute relating to this tender, the decision of the Embassy of India will be final and binding upon the agency.

10) Any notice by one party to the other, pursuant to the Contract shall be sent by e- mail/letter and confirmed in writing to the address specified for that purpose in the Contract.

11) Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency.

12) The damage caused, if any to the premises of the Embassy of India,Baghdad, through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the Embassy of India, Baghdad, on this account shall be made good by the Firm/Agency.

13. Arrangement of vehicle, manpower, equipment and other necessary materials will be the sole responsibility of the company to whom work will be awarded.

14. All items must be properly marked with room number/code for identification and delivery to the respective rooms.

15. The selected Firm/Agency must use their own good quality packing material, like gunny bags, packing tape, cardboard carton, thermocol sheets etc.

J. Performance Bank Guarantee: The successful bidder shall provide a Performance Guarantee for the due and faithful performance of contract for a sum of 5% of the total contract price before the signing of Agreement. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of contractual obligations. Earnest Money Deposit of the successful bidder may be adjustedagainst the Performance guarantee. Refusal or inability or delay by successful bidder to supply all deliverables as per scope of work at the contracted rate may result in termination of the contract and forfeiture of Performance Guarantee (PG) as well as disqualification of the bidder from participating in future tenders.

K. Work Order with the successful bidder will be signed after the submission of the Performance Bank Guarantee (PBG) which shall be 5% percent of the contract value.

(Dipak Das)
Head of Chancery
Embassy of India, Baghdad

Annexure-I

Technical Bid forshifting of T-walls, generators, sandwich cabins, iron gate, office equipment, safes, furniture, files and other materials of Embassy of India in Baghdad [House No. 22, Street No. 16, District 601, Mansour, Baghdad] to new Embassy premises (House No. 29, Street No. 18, District 601, Mansour, Baghdad) and new residence premises (House No. 17/1 Street No. 18, District 601, Mansour Baghdad).

Name of the Firm: _____

Registered/Postal Address _____

Telephone No. _____

E-mail _____

Company Registration No. _____

VAT/PDV No. _____

Sl. No.	Criteria	Proof enclosed
1	Company registration as a commercial entity in Iraq (enclose copy of Registration certificate)	Yes / No
2	Three (3) years' experience in the relevant field in Government Departments/leading Corporate Offices/Diplomatic Missions	Yes / No
3	Annual Turnover should not be less than USD50,000/- during each of the last three years [2025, 2024 and 2023]	Yes / No
4	Company has its own establishment comprising of manpower, vehicles, lift van etc. required to carry out such work.	Yes / No
5	Company is capable of shifting heavier items like T-walls, generators, cabins, safes	Yes / No

SIGNATURE WITH SEAL

Annexure-II

Financial Bid for shifting of T-walls, generators, sandwich cabins, iron gate, office equipment, safes, furniture, files and other materials of Embassy of India in Baghdad [House No. 22, Street No. 16, District 601, Mansour, Baghdad] to new Embassy premises (House No. 29, Street No. 18, District 601, Mansour, Baghdad) and new residence premises (House No. 17/1 Street No. 18, District 601, Mansour Baghdad).

Name of the Firm: _____

Registered/Postal Address _____

Telephone No. _____

E-mail _____

Registration No. _____

Sl. No.	Work	Lumpsum quoted rate in USD / IQD
1	**shifting of T-walls, generators, sandwich cabins, iron gate, office equipment, safes, furniture, files and other materials of Embassy of India in Baghdad [House No. 22, Street No. 16, District 601, Mansour, Baghdad] to new Embassy premises (House No. 29, Street No. 18, District 601, Mansour, Baghdad) and new residence premises (House No. 17/1 Street No. 18, District 601, Mansour Baghdad).**	
	Total	

Note: Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above subject to fulfilment of other conditions.

SIGNATURE WITH SEAL

Annexure-III

List of Items to be shifted (tentative list)

Sl.No.	Description of items to be shifted
1	T-Walls
2	Concertina Wires and security lights
3	Diesel generators
4	Sandwich Cabins
5	Black Iron motorized gate
6	Mahatma Gandhi Statue / Bust
7	Computer System (PCs)
8	Printers scanners fax
9	Photocopier/Xerox machine
10	TV set
11	Office Table
12	Computer Table
13	Office and Visitor Chairs
14	Sofa
15	Almirah (Big) (including files)
16	Almirahs (Small) (including files)
17	Filing cabinet (including files)
18	Centre Table
19	Metal Racks
20	Wooden shelves
21	Pictures/Frames/ Metal & wooden artworks
22	Library shelves with books
23	Shredding machine
24	Heavy Safes
25	Beds
26	Kitchen / Pantry items
27	Air Conditioners
28	Curtains
29	Carpets
30	Files (to be carried in the Carton Boxes)

* There are no lifts in the existing chancery premises and the new building.

* Items mentioned above are only indicative in nature. The Firm/Agency must visit the actual site at House No. 22, Street No. 16, District 601, Mansour, Baghdad to have a realistic assessment of the quantity/ volume of items to be shifted before quoting the price.