

**Embassy of India
Tokyo**

Press Notice

Embassy of India, Tokyo invites, on behalf of President of India, for scanning of all Consular Documents (passport, visa and other consular documents) w.e.f. January, 2025.

Earnest money deposit	JPY 675,000 or EMD declaration
Tender Processing fee	Nil
Last date and time of submission of bid	28.11.2024

The bid forms and other details can be obtained from the website <https://www.indembassy-tokyo.gov.in>. Detailed Notice Inviting Tender is also available on <https://eprocure.gov.in/epublish/app>.



(Tseten Nordon Cargyal)
Head of Chancery
Embassy of India, Tokyo
Email: hoc.tokyo@mea.gov.in

भारत का राजदूतावास
टोक्यो



Embassy of India
2-2-11 Kudan-Minami, Chiyoda-ku,
Tokyo – 102-0074
Telephone : +81 3 3262-2391 to 97
Email: hoc.tokyo@mea.gov.in

TENDER NOTICE

No. TOK/CONS/Misc/01/2024

Dated 07.11.2024

Name of Works: Scanning of Consular Documents

The Embassy of India, Tokyo, on behalf of the President of India invites for scanning/ digitization (in black and white mode) of all Consular Documents (passport, visa and other consular documents, which range between 5-15 pages (approx)/ 100-200 application per day (approx) w.e.f. January, 2025.

2. The bidder has to use their own manpower/ computer/ scanner for the above mentioned work. However, the space/ electricity shall be provided by the Embassy in its premises.

2. Last date for submission of bids: 28.11.2024

Tender Documents

Bid Documents:

(a) **Technical & Financial:** Documents about the bidders, experience, name of other offices/residences where he is working/ has work experience, etc. and any other information about bidder. These documents can be supplied and attached by bidders.

(b) **Financial:** Lump sum fixed price/ per application for the above mentioned work in JPY to be quoted on this form by Bidder (the bidder may mention their price in per unit consular documents)


(Tseten Nordon Cargyal)
Head of Chancery
Embassy of India, Tokyo
Email: hoc.tokyo@mea.gov.in
Tel: +81-3-3262 2391
Fax: +81-3-3234 4866

Embassy of India
Tokyo

Instruction to Bidders (Section-I)

Subject: scanning/ digitization (in black and white mode) of all Consular Documents (passport, visa and other consular documents, which range between 5-15 pages (approx)/ 100-200 application per day (approx) w.e.f. January, 2025.

The Embassy of India, Tokyo invites sealed tenders for the above mentioned works.

2. Basic Qualifying Criteria is as follows:

- i. The Company providing technical services (from hereon "the Service Provider") should have experience of executing such work in Japan
- ii. The Service Provider should be based in Japan

4. The tender document can be downloaded from the following websites:

www.indembassy-tokyo.gov.in

<https://eprocure.gov.in/epublish/app> -> Tenders by Location ->Japan

5. Bidders are requested to go through the terms & conditions of contract contained in the bid document. Bidders are required to deposit Earnest Money Deposit (EMD) JPY 675,000 (JPY Six Hundred Seventy Five Thousand Only) in the form of 'Banker's cheque' from a Scheduled bank of Tokyo in favour of Embassy of India, Tokyo "or Earnest Money Declaration in place of EMD.

6. The Tenders should be submitted in sealed envelopes as below, along with prescribed EMD or declaration.

(a) The first sealed cover superscripted as "Bid for Digitization of Consular Documents" should contain details of technical/ financial capabilities/ price schedule/ rates etc. of the firm (with documentary evidence i.e. Company registration paper, experience with other other reputed organizations in Tokyo.

(b) The sealed cover, along with EMD should be placed in the main sealed envelope superscripted 'Bid for Digitization of Consular Documents' addressed to the Head of Chancery, Embassy of India, Tokyo 2-2-11 Kudan Minami, Chiyoda-ku, Tokyo 1020074, and must reach on or before 25.10.2024. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Embassy will not be responsible for any delay. Bids may not be sent by e-mail.

7. The Embassy reserves the right to amend any of the terms and conditions contained in the Tender document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of Embassy in this regard will be final and binding upon the bidders.

8. The Important schedules and dates are given below:

Key Event	Dates
Date of e-publishing on CPP Portal	07.11.2024
Date of receiving the bids (Start)	07.11.2024
Date of clarification (start)	07.11.2024
Date of clarification (end)	28.11.2024
Bid Submission closing Date	28.11.2024
Technical Bid opening Date	29.11.2024

9. All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the quotation is accepted by the Embassy.

Section II

Introduction and Credentials of Bidder/TECHNICAL INFORMATION
(Proforma to be submitted by the bidder)

Name of firm :

Address of the Registered Office:

Correspondence address:

Contact details:

Telephone No.:

Fax :

E-mail:

Requirements	Response
Brief introduction of the company.	
Has tenderer executed at least one any project of JPY 2 million or two any projects of JPY 1 million in last 10 years?	
Registration Certificate & license for the services.	
Has tenderer incurred any loss in more than 2 years during last 5 years ?	
Details work plan and methodology for undertaking the job.	
List: Other reputed organizations where you have executed work of similar nature.	

Name of Company

Seal

Section-III
Terms and Conditions of Contract

1. At any time prior to the deadline for submission of bids, Embassy of India, Tokyo may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
2. Embassy of India award the contract to the eligible bidder whose tender has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.
3. Interpretation of the clauses in the Tender Document/contract Document. In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender documents, Embassy of India, Tokyo's interpretation of the clauses shall be final and binding on all parties.
4. The successful bidder, on award of contract must send the contract acceptance in writing within 3 working days of the award of contract; otherwise the Contract will be awarded to the next successful bidder i.e. L-2.
5. No request for revision/increase of approved rates during the currency of tenure will be entertained.
6. Validity of Bid -The Bid shall remain valid for a period of **180 days** from the date of the opening of the bid or up to any mutually extended period.
7. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behavior as also the payment of salaries, compensation etc.
8. Lump Sum Fixed Price Tender - This is a LUMPSUM FIXED PRICE TENDER with Extent of Work as shown on scope of works. The Tenderer shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and character of operations involved in the Works. The Tenderer shall visit and acquaint himself with the Site of the Work. The tenderer shall take entire responsibility in the interpretation of this report and of the site conditions. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed.
9. Tender and Schedule of Quantities -
 - (i) Bidders shall satisfy themselves of the quantities quoted in the Schedule of Quantities. These quantities shall be taken as guidance to assess the approximate quantum of work involved in the project. The Contractor prior to the submission of the tender, may add to items, quantities to the items in Schedule of Quantities as per the scope of the work, and site visit. It shall be the responsibility of the bidder to satisfy himself of the completeness of the documents for the scope of work and his own assessment of the work after site visit and as per the tentative scope of work mentioned in tender document. No extra cost shall be entertained and payable if any additional information or detail is provided later for carrying out the works as specified in the tender documents.
 - (ii) Bidders are required to quote Lump-sum fixed prices on "Form of Tender". Bidders may prepare schedule of quantity as per scope of work identifying item description, quantity and rates. The total amount of schedule of quantity prepared by them should be transferred to Form of Tender.

(iii) The Lump-sum Fixed Price/amount must be quoted both in figures and in words on the Form of Tender and the currency must be in JPY only. In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

10. Final Tender Price- Decision on bid will be taken based on the final price quoted on the Form of Tender. Lump-sum Fixed Price/Amount as quoted in the "Form of Tender" shall be the basis for deciding the tender quote and the L1 bidder. In case of any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in Schedule of Quantities, the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid.

If amount quoted on Form of Tender is more than amount worked out on Schedule of Quantities, the rates in the Schedule of Quantities shall not be altered/adjusted. If amount quoted on Letter of Tender is less than amount worked out on Schedule of quantities, the rates on schedule of quantities shall be adjusted in the ratio to match with quoted final price on the Form of Tender.

11. Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on Lump Sum basis only. Price quoted should be on all-inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in separate envelope.

12. Quoted price is final fixed lump-sum price inclusive of all taxes. Item I quantity indicated in the scope of work I schedule of quantity are tentative and some variation during execution may take place.

13. Earnest Money Deposit -Banker's cheque/Bank Guarantee in favour of Embassy of India, Tokyo.

14. Disqualification of Tender -Tender may be disqualified for any reason including, but not limited to the following:

- a) If tenderer sets forth any conditions which are unacceptable to the Employer.
- b) If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Document.
- c) If there is evidence of collusion between Bidders.
- d) If Tender sets forth any offer to conditionally discount, reduce or modify its tender.
- e) If Bid price is disclosed before opening of Financial Bid.

15. Employer's right to waive - The Employer reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Employer except that no proposal will be accepted if the Earnest Money Deposit (EMD) or/any of the preceding statutory documents was not submitted with the tender.

16. Defects liability period/Warranty Period: Defects Liability period will be 12 months from date of completion of work.

✓ 17. Payment Terms: On completion of work on each months basis. However, the company has to submit performance bank guarantee as 5% of total amount of 3 years lump sum payments in advance before commencement of work.

Section-IV

Bank Guarantee Proforma for Earnest Money Deposit/Tender Security

Bank Guarantee No....

Name and Address of Beneficiary:- Embassy of India, Tokyo.

Date:

Whereas M/s (Name of Contractor with address) _____ have submitted their tender for Name of work: 'Digitization of Consular Documents', one of the tender conditions is for the M/s (Name of Contractor with address) to submit a Bank Guarantee/ Earnest Money Deposit amounting to 168,000/- (JPY One Hundred Sixty Eight Thousand Only). 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 675,000/- (JPY Six Hundred Seventy Five Thousand only). This guarantee is valid for a period of 180 Days and any claim and statement here under 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.

Notwithstanding anything to the contrary contained here in above, the maximum liability under this guarantee is restricted to 675,000/- (JPY Six Hundred Seventy Five Thousand only).

Notwithstanding anything to the contrary contained herein above, this guarantee is valid from (date of issue) to the (date after 180 days from date of issue) and claims under this guarantee should be submitted not later than (date after 180 Days from date of issue)_____

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.

Date

Signatures_____

Section-IV(a)

Bid Security/Earnest Money Deposit/Bank Guarantee

To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, Bid Security (also known as Earnest Money Deposit) is to be deposited by the bidder. The bidders should furnish bid security along with their bids. The bid security may be in the form of Banker's Cheque or Bank Guarantee (Proforma attached) from any of the commercial Bank, the Bid Security is to remain valid for a period of 180 days beyond the final bid validity period.

Section-V

Form of Tender (Financial Bid Letter)

(To be submitted by the Bidder in following format)

TO: Embassy of India, Tokyo

We declare:

That we are equipped with necessary expertise and facilities required for carrying out the work "Digitization of Consular Documents" as per the requirements of the contract. Our tender offer price for the above work order all complete as per the requirements of the contract is.....JPY.....only).

We have carefully read and understood the terms and conditions of the tender and enclose herewith complete Financial Bid as required by you. We do hereby confirm that our bid price is inclusive of all. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

In the capacity of-----

Date:

FORMAT FOR PERFORMANCE BANK GUARANTEE

Name of Works: Scanning of Consular Documents

In consideration of the Embassy of India, Tokyo having declared _____ [Name and address] as "Qualified Interested Party" (hereinafter called "the QIP ") to submit a financial bid to seek permission to scanning of consular documents on the terms and conditions set out in the tender document notified dated 07.11.2024, wherein it has been stipulated that the QIP shall furnish to the Ministry a Bank Guarantee from any Japanese bank for the sum equal to 5% of the total amount of the financial bid for 3 years as security for the due observance and performance of the terms and conditions of the said Tender Document.

WHEREAS the Company has agreed to irrevocably and unconditionally guarantee to the Embassy (in the form of demand draft after allotment of work) that the QIP shall comply with all the terms and conditions of the tender document to the satisfaction of the Ministry.

NOW THEREFORE the company, hereby affirm that we are the Guarantor and responsible to you, on behalf of the QIP up to a total _____ (Amount of Guarantee) _____ (in words) payable, and we undertake to pay you, upon your first written demand and without cavil, demur or argument, any sum or sums within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

The company agree that the decision of the Embassy as to whether the QIP has failed to or neglected to perform or discharge his duties and obligations as aforesaid as per the terms and conditions of the said Tender Document and as to the amount payable to the Embassy by the Bank hereunder, shall be final and binding on the company. Any dispute between the Embassy and the said LOI/ Permission Holder shall not affect our obligation under this guarantee.

We further agree that no change or addition to or other modification of the terms of the Tender or of the works to be performed there under shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification, etc.

The company _____, do hereby declare and agree that:

- (a) *The Guarantee herein contained shall remain in full force and effect till the expiry of three year from the date of allotment of work.* It shall also continue to be enforceable till all the dues of the Embassy under and by virtue of the said financial bid have been fully paid and its claims satisfied or discharged or till the Embassy informs that all the terms and conditions of the said Tender have been fully and properly carried out by the said QIP and accordingly discharges this guarantee.
- (b) The Ministry shall have the fullest liberty without our consent and without discharging in any manner our obligations hereunder to vary any of the terms and conditions of the said Tender or to extend time of performance of any obligations by the said QIP from time to time or to postpone for any time or from time to time any of the powers exercisable by the Ministry against the said

QIP and to forbear or to enforce any of the terms and conditions relating to the said Tender and we shall not be relieved from our liability by reason of any variation or extension being granted to the said QIP or forbearance act or omission on the part of the Ministry or any indulgence by the Ministry to the said QIP or to give such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

- (c) Any claim which we have against the QIP shall be subject and subordinate to the prior payment and performance in full of all the obligations of us hereunder and we will not without prior written consent of the Ministry exercise any legal right or remedy of any kind in respect of any such payment or performance so long as our obligations hereunder remain owing and outstanding.
- (d) This guarantee shall be irrevocable and the obligations of us herein shall not be conditional of any prior notice by us or by the QIP.
- (e) The company will not revoke the guarantee during the currency except with the previous consent of the Embassy.

This guarantee shall not be discharged or affected due to any change in the name, constitution or address of the company or the QIP.