

**Embassy of India,
Warsaw**

No. WAR/Cons/4151/1/2024 (Vol.II)


18th February, 2025

CORRIGENDUM

Reference is invited to the Embassy of India Warsaw's Request for Proposal (RFP) No. WAR/Cons/4151/1/2024 (Vol.II) dated 07th February, 2025 for Outsourcing of the CPV services at Embassy of India, Warsaw.

2. Bidders may kindly note following changes in the RFP:

| Sr No. | Clause /chapter in the RFP | Existing Provision | Amended Provision |
|---------------|---|---|--|
| 1. | CHAPTER VII: SCOPE OF WORK AND DELIVERABLES REQUIRED 1.P(VII) Submission hours Page 40 | ICAC should remain open for six days a week from Monday to Saturday. Acceptance of application at the counters of ICAC should be at least 17.5 hours per week and Back Office working time should be at least 30 hours per week | ICAC should remain open for Five days a week from Monday to Friday. Acceptance of application at the counters of ICAC should be at least 17.5 hours per week and Back Office working time should be at least 30 hours per week |
| 2. | Annexure: K Financial Bid Page No. 120 | ----- | Amended document is attached herewith. Bidders are requested to submit their financial bids as per the amended Annexure -K |


**Head of Chancery
Embassy of India,
Mysliwiecka 2, Warsaw
hoc.warsaw@mea.gov.in,**

FINANCIAL BID**Annexure: K**

This financial Bid should be enclosed and sealed in a separate envelope superscribed 'Financial Bid'

Note: Service Fee (in Polish Zloty-PLN) must be filled correctly both in figures and in words, without any discrepancy. Any vague details /no response may lead to rejection of the bid.

Proforma for Service Fee

Name of the Bidding Company:

| S.No | Description | Offer of the bidder (in Polish Zloty- PLN) |
|------|--|--|
| 1 | Service Fee as per deliverables in the RFP | Amount in figures: Amount in words: |

Notes:

- i) Service Fee quoted above is the 'Service Fee per application' payable to the Service Provider. Bidder shall quote the Service Fee as per deliverables of the RFP including digitization and indexation of documents, enrolment of fingerprint biometrics, facial Biometric capture, and provision of four Application Facilitating Services viz, photocopying, photographs, Form filling, and Courier Services.
- ii) Financial bid that quotes zero Service Fee will be rejected and will not be considered for the calculation of the L1 bidder.
- iii) Service Fee per application quoted above shall be inclusive of all local taxes (VAT, GST, etc.) as applicable in different provinces of the Republic of Poland. It is the responsibility of the Service Provider to pay applicable taxes to the concerned Governmental authorities.
- iv) Service fee quoted above will be the same for all types of CPV services as per the deliverables in the RFP.

Signature..... Date.....
 Designation with seal of the bidding Company
 (to be signed by CEO or equivalent Authority)