

**Mos/Info/302/4/2022  
Embassy of India  
Moscow**

**Date: 29.06.2022**

**Invitation for Bids**

The Embassy of India, Moscow (hereafter referred to as Buyer) intends to invite bids for contract for **maintenance of Embassy of India, Moscow website (<https://www.indianembassy-moscow.gov.in>)**, and other digital media related work for a period of 02 (two) years from the competent companies and qualified individuals (hereafter referred to as Seller/Service Provider). The details are available in the Request for Proposal.

Companies with sound financial and business credentials, and qualified individuals having adequate experience in providing similar services, with demonstrated skills, are invited to send their profiles and expression of interest, along with a detailed offer taking into account pre-qualification requirements indicated in the RFP.

The Service Provider is required to submit technical and financial bids in two separate envelopes. In the first stage, only the technical bids will be opened and examined and only the bidders fulfilling the technical requirements will be selected for opening the financial bids. Any remaining bids will not be processed further. Financial bids of companies qualifying on technical evaluation will be opened in the next stage and the Contract Price shall be the criterion for selecting the successful Service Provider. If the Contract Price is same for more than one company, the company graded higher will become eligible.

The offers/bids may be sent in sealed covers (super scribed 'Embassy of India website' and containing two separate sealed covers super scribed "Technical Bid" and "Financial Bid") addressed to FS (HOC), Embassy of India, Moscow, 6-8, Vorontsovo Polye, Moscow, (Ph: +7 (495) 545 3524, Fax: +7 (495) 917 2285, e-mail : [hoc.moscow@mea.gov.in](mailto:hoc.moscow@mea.gov.in)) so as to reach the Embassy latest by **July 20, 2022**. All the bids shall be opened simultaneously at 16:30 hrs on the day after the final date of submission of bid. Interested bidders may participate in the opening of the bid.

The Embassy of India, Moscow's decision on the pre-qualification of the agencies and selection of the website manager shall be final.

V.P. Singh  
FS (HOC)

**REQUEST FOR PROPOSAL (RFP)**

**EMBASSY OF INDIA, MOSCOW (RUSSIA)**

**Invitation of Bids for Maintenance of Embassy of India Website  
and other digital media related work for a period of 02 years**

**No.Mos/Info/302/4/2022**

**Dated 29.06.2022**

1. Bids in sealed covers (Technical and Financial separately) are invited for items listed in Part II of this RFP Please superscribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -

a) Bids/queries to be addressed to: FS (HOC)

b) Postal address for sending the Bids:

**Embassy of India 6-8, Vorontsovo Polye Moscow Russia - 105064**

c) Name/designation of the contact personnel:

Mr. V.P. Singh, FS (HOC)

d) Telephone numbers of the contact personnel:

+7 (495) 783 7535 +7 (495) 545 3524

e) E-mail ids of contact personnel:

[hoc.moscow@mea.gov.in](mailto:hoc.moscow@mea.gov.in)

[press.moscow@mea.gov.in](mailto:press.moscow@mea.gov.in)

3. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP without notice, should it become necessary at any stage.

## **Part I - General Information**

1. **Pre-qualification requirements** : The reputation, capacity and credibility of the Service Provider shall be evaluated before finalizing the bid and signing of contract with the Service Provider. The Service Provider should have adequate experience in website maintenance and digital media related work and must **provide the following documents as a part of the technical bid**:

- a) Detailed profile including available, technical expertise and the past experience of executing similar types of work;
- b) Details of the security clearance certificate/audit conducted, if any;
- c) Copies of the similar contracts executed.

2. **Last date and time for depositing the Bid.** Last date and time for receipt of Tender is **20.07.2022 at 1630 Hrs.** Bids in sealed covers superscripting the Tender Enquiry reference and Tender Opening Date are to be deposited in the Tender Box / reach by the due date and time. In case of two-bid enquiry, the sealed Bids (**both technical and commercial**) *should be sealed separately with clear indication and then both are to be put in one sealed envelope superscripting the Tender No and Due Date of opening and deposited / reach by the due date and time.* The responsibility to ensure this lies with the Bidder.

3. **Manner of depositing the Bids.** Sealed Bids should be either dropped in the Tender Box marked as **TENDER BOX** kept near Reception, Embassy of India, **Moscow** or sent by registered post at the address given below so as to reach by the due date and time. Late tenders will not be considered. This Embassy will have no responsibility for postal delay or non-delivery/non-receipt of Bid documents. Bids from outside Russia can also be sent by e-mail on [hoc.moscow@mea.gov.in](mailto:hoc.moscow@mea.gov.in) with **password protection only**.

### **Address for sending Bid documents:**

Mr. V.P. Singh

FS (HOC)

Embassy of India, Moscow 6-8,  
Vorontsovo Polye Moscow,  
Russia -105064

email : [hoc.moscow@mea.gov.in](mailto:hoc.moscow@mea.gov.in)

Tele: +7 (495) 545 3524

4. **Time and date for opening of Bids:** Bids shall be opened **at 16:30 hrs.** on **21.07.2022** (if due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer).

5. **Location of the Tender Box:** Tender box is located near **Reception, Embassy of India, Moscow**. Only those Bids that are found in the tender box will be opened.

6. **Place of opening of the Bids:** Bids shall be opened in the office of FS(HOC). The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical

clauses quoted by all bidders will read out in the presence of the representatives of all the bidders. This event will not be postponed due to nonpresence of bidding parties. Security clearance has to be obtained for firms representatives to visit Embassy of India, Moscow for official purposes. Following points may be borne in mind while seeking security clearance for attending Tender Opening:

(a) **For Indian Nationals:** In case of Indian nationals, at least one working day's notice is required for arranging security clearance. Fax indicating name and designation of personnel attending the Tender Opening has to be made one working day before the Tender Opening. In case of extreme exigency, if Fax communication is not possible the following officers may be contacted telephonically for assistance:

FS (HOC) : Mr. V.P. Singh

(b) **For Foreign Nationals.** In case of foreign nationals at least three clear working day's notice is required for arranging security clearance. The request for security clearance by foreign nationals must be accompanied with personal details as per the following proforma:

Name and Surname	
Fathers Name	
Date / Place of birth	
Nationality	
Passport No / Place / Date of issue	
Date of Expiry	
Occupation	
Permanent Address	
Visa Number	
Date of Issue	
Type of Visa	
Date of Expiry	

(c) **Indian Representatives of foreign firms** will be allowed to attend Tender Opening only if they produce an authorization from their principals. This authorization will have to be submitted at the time of Tender Opening.

7. **Two-Bid system.** In case of the Two-bid system, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.

8. **Forwarding of Bids.** Bids should be forwarded by Bidders under their original memo / letter pad with complete postal & e-mail address of their office.

9. **Clarification Regarding Contents.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 07 (*seven*) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

10. **Withdrawal of Bids.** A bidder may withdraw his bid after submission if the Buyer receives the written notice of withdrawal prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but a signed confirmation copy to be sent by post should follow it and such signed confirmation should reach the

purchaser not later than the deadline for submission of bids. No bid shall be modified after the submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

11. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of bids, the Buyer may, at his discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

12. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary / rejection. Conditional tenders will be rejected.

13. **Validity of Bids.** The Bids should remain valid till **180 Days** from the last date of submission of the Bids.

14. **Earnest Money Deposit:** Bidders are required to submit an Earnest Money Deposit (EMD) of US\$ 500/- (US\$ five hundred only) as described in Annexure I. It must be delivered to the Embassy of India, Moscow in the form of Demand Draft/Bank Guarantee in favour of Embassy of India, Moscow.

The bid security of unsuccessful bidders will be returned to them after the award of the contract. Earnest Money Deposit with Embassy of India, Moscow for the purpose of tender will earn no interest.

EMD will be forfeited on account of one or more of the following reasons:-

- i. The Bidder withdraws/modifies his bid during the period of bid validity.
- ii. In case the selected bidder fails to sign the agreement in time and furnish performance bank guarantee.

Alternatively, a Bid Security Declaration (BSD) may be submitted in lieu of an EMD as per Annexure II.

15. The Agency has to provide services on a 24 x 7 basis.

## **Part II - Essential Details of items/services required**

### **(I) Broad Scope of work:**

The work would broadly include:

1. An overhaul of the website design to make its layout more attractive, user friendly and practical, including adapting it to make it mobile phone friendly.
2. Maintenance of the Embassy website including portals of Commerce wing related to Trade queries and Commercial Attestation for a duration of two years.
3. Deployment of a dedicated team on a 24 x 7 basis. This will be in addition to the tech support the agency is expected to provide. The details of the nodal person needs to be shared with the Embassy.
4. Editing & Uploading of content on portal and related webpages. The content may include documents, PDFs, Images, videos, weblinks, etc.
5. Designing of webpages/modules on special occasions and as per Ministry's requirements. e.g. on the occasion of International Day of Yoga, etc.
6. To ensure that the website is GIGW (Guidelines for Indian Government Website) compliant and has the requisite features ensuring accessibility to physically disabled persons. The website should also observe the W3C guidelines available at [www.w3.org/TR/WCAG20-TECHS/PDF7.html](http://www.w3.org/TR/WCAG20-TECHS/PDF7.html)
7. Carrying out security audit of the website and procurement of digital certificates (eg. SSL, website quality certificate etc.) as and when required.
8. Designing of a URL shortener for the Embassy.

### **(II) Detailed Scope of Work**

#### **Website Design**

1. Website must be Responsive and vast sections will be Bilingual (English and Russian) with uniform and user-friendly presentation of the contents.
2. Website must be designed, developed, deployed and maintained according to W3C Guidelines and the Guidelines for Indian Government Websites (GIGW).
3. The website must be developed using well established technologies preferably Open Source environment without using any third party tool or framework, which may incur any financial implication to the Embassy.
4. Compliance of web standards and guidelines issued by Government of India time to time and certification by the STQC, DEITY for GIGW compliance.
5. Transfer of Source code and other credentials for the website to the Embassy.
6. Responsive design that is aesthetic and modern compatible with all handheld (mobile) devices and browsers.
7. At least three design options/templates need to be provided with technical presentation for home page as well as inner pages of the website.
8. Upon selection, selected agency will need to provide FRESH designs incorporating inputs from Embassy of India, Moscow if any, for website for the Embassy to choose from.
9. Embassy will reserve the right to choose and finalise the new design for the website. Redevelopment of the website will start only after the design of the website gets finalized.

10. Design must have Search Engine Optimization (SEO) boosting elements/SEO friendly. Highly user-friendly information architecture (IA) and clear navigation. The Design of the website may undergo changes during the period of contract as per the guidelines of MEA from time to time. The company should make such mandatory changes without any additional cost to the Embassy.
11. Website speed optimization.
12. Customization of user interface in terms of color, font size and language, etc.
13. The website should provide cross-platform links to host Ministry's YouTube channel, Facebook posts and Tweets etc.

#### **CMS Maintenance:**

1. Maintenance and redevelopment of a customized Content Management System (CMS). CMS must be flexible and scalable to accommodate suggested changes/modifications including design and IA, as and when required during the contract period.
2. CMS must have simple workflow and publishing controls.
3. CMS should have simple and easy administration.
4. CMS must have Search Engine friendly attributes.
5. CMS must have security features.
6. CMS must have robust content templates.
7. CMS must support detailed analytics for each section of the website.
8. Comprehensive SEARCH functionality on homepage as well as each section of the website. Auto archival mechanism to maintain the archived documents with proper classification and auto archival system.
9. Content optimization including images.
10. Role/Level based access to users for content updates.
11. Audit trails of the documents hosted on the website should be maintained and should be accessible to the administrator as and when required.
12. Content of each section should be sharable by the user on multiple platforms such as Facebook, Twitter, WhatsApp, Email, etc.

#### **Website Maintenance:**

1. The maintenance support for two [2] years after the successful launching of the website, extendable for a year as per Embassy's discretion.
2. Maintenance of CMS and technical modifications as and when required.
3. Creation of new web pages within existing site as and when required.
4. Website design changes as and when required.
5. Website technical functionality upgrade as and when required.
6. Monitoring and maintaining website speed, sign up process, navigation links etc.
7. To design and upload banners, iQuery, graph artwork, info graphics and audio - video files etc. on the website.
8. Formatting and posting of content updates, images, videos etc. on regular basis. Conversion of documents to required format such as HTML/HTMLS.
9. Bug fixing and keeping website (s) secured from all possible cyber-attacks and hackers at all time.
10. Security audit as and when required.
11. Content upload and website support on 24X7 basis.
12. Keeping activity log for all web updates.
13. Creation and maintenance of archive section on the website.
14. Trouble shooting.

### **Part III - Standard Conditions of RFP**

The Bidder is required to give confirmation of his acceptance to the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

#### **1. Minimum Eligibility Criteria:**

- i. Earnest Money Deposit (EMD) of US\$ 500/ - (US\$ five hundred only) in the form of Demand Draft/Bank Guarantee in favor of Embassy of India, Moscow OR Bid Securing Declaration (BSD) in lieu of EMD, format of which is at Annexure II of the Tender Document.
- ii. The agency should hold valid PAN, Sales tax/GST/VAT registrations .
- iii. A minimum of three years of experience in the relevant area and execution of a work of similar nature of project value worth at least US\$ 5000/ - per year, in the last three years.
- iv. The average annual turnover of the agency should be at least US\$ 50,000/- per year for the last three financial years - The agency is required to submit a certificate from its auditor to this effect. The turnover figures for the preceding three financial years should also be marked clearly on the balance sheet. Turnover figures only for complete (not partial) financial years shall be accepted. In case the agency has multiple business wings, turnover figures of only the software development /related branch shall be considered and the agency will have to submit the said figure.
- v. The agency should neither be blacklisted by any Govt. Department nor should any Criminal Case be registered against the agency or its owner or partners.
- vi. Agency must have filed Tax Returns for the last three years.
- vii. The agency may have ISO 9001, 20000 and /or ISO 27001 certification.

#### **2. Pre-bid Meeting**

- i. A prospective bidder, requiring a clarification on the Tender document shall notify Embassy of India, Moscow via email to [press.moscow@mea.gov.in](mailto:press.moscow@mea.gov.in) or [info.moscow@mea.gov.in](mailto:info.moscow@mea.gov.in) within the time-frame.
- ii. Embassy of India, Moscow will conduct the Pre-bid Meeting on 08.07.2022 at 1600 hours(Moscow Time) virtually to address the submitted queries.

**3. Effective Date of the Contract.** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

**4. Disputes.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions.

#### **5. Penalty Clause:**

- i. If the bidder (i.e. Seller) withdraws or alters the bid before the expiry of bid validity period, Embassy (i.e. Buyer) may take the decision to forfeit the EMD and debar it from participating in future tenders .
- ii. If at any future point of time it is found that the bidder has submitted information which is factually incorrect or if the bidder does not fulfill any of the contractual obligations, the Embassy may take a decision to cancel the contract with

immediate effect, and/or debar the bidder from bidding prospectively in this and all other tender procedures for a period to be decided by the Ministry and take any other action as deemed necessary. The penalty with respect to its time period shall be quantified by the Embassy at its own discretion/ satisfaction.

- iii. It would be the first and foremost responsibility of the contractor to ensure that the services are being provided satisfactorily and contract is executed as per agreed terms and conditions. In the event of delayed or unsatisfactory services, this Embassy may recover a sum from the contractor equivalent to a minimum of 0.5% of the price for any portion of services delayed/ negligence in service. The maximum amount which shall be recovered would be 10% of the price for any portion of services delayed/ negligence in service.

**6. Access to Books of Accounts.** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

**7. Non-disclosure of Contract documents.** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

**8. Liquidated Damages.** In the event of the Seller's failure to submit the documents, supply of services, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of service.

**9. Termination of Contract.** The Buyer shall have the right to terminate this Contract in part or in full, by a written notice sent to the Seller, in any of the following cases:

- (a) The delivery of the required services is delayed for causes not attributable to Force Majeure for more than 01 month by the buyer after the scheduled date of delivery.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The delivery of service is delayed due to causes of Force Majeure by not more than **01 month** provided Force Majeure clause is included in contract.
- (d) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.

The notice of termination shall specify the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

**10. Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

**11. Transfer and Sub-contract.** The Seller has no right to give, bargain, sell, assign or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

**12. Patents and other Industrial Property Rights.** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the

supplies including technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

**Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

#### **Part IV - Special Conditions of RFP**

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

##### **1. Payment Terms.**

- The Payment terms would be as follows:
  - 10% Advance.
  - 10% at the end of contract.
  - Balance Amount in 4 Equal installments to be paid at the end of every quarter
- The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- The agency who has been awarded the contract shall submit the bills within a week of expiry of the billing quarter.
- Only applicable taxes shall be applied in addition to quoted rates.

##### **2. Force Majeure Clause.**

(a) Neither party shall bear responsibility for the complete or partial nonperformance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than **1 (one) month**, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the services received.

**3. Specification.** The following Specification clause will form part of the contract placed on successful Bidder - The Seller guarantees to meet the specifications as per Part-II of the RFP.

The Seller, in consultation with the Buyer, may carry out technical upgradation/alterations in the design and specifications.

4. **Inspection Authority.** The Inspection of HSP site may be carried out by the Indian Embassy.
5. **Evaluation Criteria.** The broad guidelines for evaluation of Bids will be as follows:
  - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
  - (b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
  - (c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder.
  - (d) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer.
  - (e) Any other criteria as applicable to suit a particular case.
6. **Price Bid Format.** Bidders are required to fill up the Price Bid giving details of the applicable Taxes / Duties / Overheads / other costs (as applicable) as per Annexure III.

S. No.	Document	File type
1	Earnest Money Deposit (EMD) of US\$ 500/- (US\$ five hundred only) in the form of Demand Draft/Bank Guarantee in favour of Embassy of India, Moscow OR Bid Securing Declaration (BSD) in lieu of EMD. Scanned copy of the Demand Draft/Bank Guarantee/ BSD to be uploaded.	pdf
2	Copies of registration certificates of the company	pdf
3	Copy of PAN & GST number as applicable	pdf
4	Copy of Tax returns for the last three years	pdf
5	Copy of Latest Tax/VAT/GST Clearance Certificate or copy of latest tax deposit challan.	pdf
6	A list of their owners/partners etc. of the agency with contact details	pdf
7	Copy of Certificate to the effect that the agency is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the agency or its owner or partners anywhere in India.	pdf
8	Copies of award of contracts	pdf
9	Copy of an audited statement of account of the agency and relevant documents in support of Annual Turn-over. (turnover figures must be highlighted)	Pdf
10	Details of the bank account for release of payment through Electronic Fund Transfer System.	
11	Contact details of the agency's representative	
12	Details of the team in the company who would be responsible for the management of Embassy of India's website.	

**Bids Securing Declaration**

(On company letterhead)

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bids document ( 2 years if not specified) from being eligible to submit Bids for contracts with the entity that invited the Bids.

**Date**

**Signatures**

## Tender Inviting Authority: Embassy of India, Moscow

Name of Work: Redesign and maintenance of the website/webpages of Embassy of India, Moscow

Contract/ Tender No: .....

Name of the  
bidder/Bidding

Firm/Company:

<b>Price Schedule</b>			
<b>(Entry to be) Number</b>	<b>(Entry to be) Text</b>	<b>(Entry to be) Number</b>	<b>(Entry to be) Text</b>
Sl. No.	Item Description	Basic Rate in figure to be entered by the Bidder in US\$	Total Amount in Words
1.	<b>Item-wise description (may add more sub-headings)</b> (Inclusive of Taxes)		US \$ <b>(amount in words)</b> Only
2.	Per Quarter Rate (Inclusive of Taxes)		US \$ <b>(amount in words)</b> Only
Total In Figures			
Quoted Rate in Words			