| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content   | Points of clarification  | Mission's Reply   |
|-----|--|--|---|
| 1   | Chapter V: (iii)/Mandatory Eligibility<br>Criteria<br>The average annual turnover of the<br>Bidding Company during the last three<br>years (Jan 2021-Dec 2023) must be at<br>least USD 5,00,000 excluding any<br>subsidy or financial help in any manner<br>received from the local govt. or entity or<br>organization or NGO. The Bidding<br>Company shall provide audited<br>information certified by an external<br>auditing agency to substantiate the claim<br>of its turnover. In the case of joint<br>ventures, information must be provided<br>for both the partners of the joint venture<br>and a copy of their joint venture<br>agreement. | balance sheets are typically prepared on a financial year<br>basis, starting from April 1 <sup>st</sup> and ending on March 31 <sup>st</sup> .<br>In order to present the financial data for each calendar<br>year, as desired in the RFP, please confirm if a<br>certificate from a Chartered Accountant verifying the<br>accuracy of the audited data for calendar years is<br>acceptable. | basis of the prevalent accounting year of the country<br>where the company is registered.   |
| 2   |  | for the conversion rate of US\$ to INR for calculating   | Bidders may submit information based on Euro/INR conversion rate as per RBI/Central Bank of the country for the respective years. |
| 3   | Chapter VII: SCOPE OF WORK AND<br>DELIVERABLES REQUIRED: 1-A.<br>(xi) Indian Consular Application Center   | The minimum area of each ICAC to be established is on<br>the very higher side, especially keeping in view the fact<br>that the separate Optional Services and Premium<br>Lounge Services have been removed from this present<br>RFP that might have necessital large space   | based on the current operations at ICACs across   |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content   | Points of clarification  | Mission's Reply   |
|-----|--|--|---|
|     | Indian Consular Application Center<br>(ICAC): Minimum Area of ICAC in Sq.<br>ft.   | requirements.<br>We would request clarification for the big spaces<br>requirement for the various ICACs and also request<br>rationalization of space requirements on the basis of<br>counters required.  | We expect that footfall is likely to go up in the<br>coming months as large number of Indians have<br>come to the country for work in various project.                        |
| 4   | CHAPTER VII: SCOPE OF WORK<br>AND DELIVERABLES REQUIRED<br>T. Consular Camps: The SP may be<br>required by the Mission to organize<br>Consular Camps at any location within<br>the consular jurisdiction of the<br>Mission(s) at no additional cost to the<br>Government of India/ Mission or<br>applicants. SP will be required to<br>provide services, including scrutiny of<br>applications for consular/ Passport/<br>Visa/ OCI/ PCC/ Surrender Certificate<br>/ GEP<br>Verification/Miscellaneous Attestation<br>etc., and acceptance of fees. The same | <ol> <li>Manpower &amp; Resource Requirements:         <ol> <li>Mumber of personnel required for consular camp operations.</li> <li>Number of applications anticipated to be processed at each camp.</li> <li>Number of camps to be conducted per year.</li> </ol> </li> <li>Camp Organization &amp; Logistics:         <ol> <li>Kindly provide logistics for proposed organization and conducting of consular camps.</li> <li>Kindly specify the typical duration of each consular camp.</li> </ol> </li> </ol> | yearly in the previous years which were supported<br>the embassy team.<br>It may be noted that the number and<br>location of Consular camps may vary based on the<br>decision |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content   | Points of clarification   | Mission's Reply  |
|-----|--|---|--|
|     |  | Please indicate the modalities for space requirements or<br>infrastructure that is needed for the successful operation<br>of a consular camp. |  |
| 5   | PageNo.119PartIII:TECHNICALBIDEVALUATIONPROFORMAD) Scoring Criteria/RemarksSr. No. 1 (a)Location of the ICAC:Marks will begiven as per the Mission's judgment onthe basis of information provided by thebidding company.The offer that provides the best locationsfor ICACs in terms of easy andconvenientaccesstransport, prime location and proximityto the Mission etc. will be given thehighest mark 08, and the others will begiven a lower mark on a relative basis tothe best offer | High Proximity km   | awarded based on the information/presentation  |
| 6   |  | Kindly provide clarification on the definition and scope of "Exclusive Parking" as outlined in the tender.                                    | Exclusive Parking means Parking space exclusively reserved for applicants visiting ICAC. |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content   | Points of clarification  | Mission's Reply  |
|-----|--|--|--|
|     | Parking facilities with capacity and type<br>of parking<br>i. 5 Marks- Exclusive Parking with<br>adequate slots in ICAC<br>ii. 4-Marks- Adequate parking slots in or<br>near ICAC<br>iii. Less than 4 Marks – for Inadequate   | <ul> <li>a) A confirmation of the number of parking slots to be categorized as "Exclusive Parking" is requested.</li> <li>b) The number of parking slots to be categorized as exclusive parking is also requested.</li> <li>c) This information is crucial for bidders to accurately assess project requirements and submit competitive</li> </ul> | ICAC and based on existing local norms.<br>Marks under Technical bid evaluation will be<br>awarded based on the information/presentation                     |
| 7   | CHAPTER I: REQUEST FOR<br>PROPOSAL (RFP) Point 05.<br>In the event of the rollout of chip-<br>enabled e-passport services by the<br>Ministry, the SP shall be responsible for<br>the enrolment and capture of ten-finger<br>and facial biometric data of the<br>applicants, as prescribed by the Indian<br>Mission. In that case the Mission &<br>Posts in coordination with GoI's | The service fee depends on various factors, such as the<br>index prices of the country. Since we are unsure of when<br>chip-enabled e-passport services will be implemented<br>by the Ministry, we kindly request that this requirement<br>be removed from the current Request for Proposal  | required are detailed in the RFP. Quantity of<br>hardware planning is for bidders to make, taking into<br>account anticipated applicants to be served daily, |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content   | Points of clarification   | Mission's Reply  |
|-----|--|---|--|
| 0   | hardware shall be the responsibility of<br>the SP as per the standards prescribed by<br>NIC. No request/ claim for any hardware<br>and its installation would be entertained<br>under any circumstances during the<br>period of contract. Hence the rates<br>should be quoted with these provisions<br>in mind. The SP shall coordinate with the<br>Mission and NIC or any other agency<br>authorized by the Ministry to put in place<br>seamless procedures for this purpose. | We shall be created if the torusition period and                              | Common handing over downling of 15 down hotmoor  |
| 8   | General Query<br>Responsibility of Handling applications<br>during the transition period.  |   |  |
| 9   | General Query<br>Utilize the services of a subcontractor<br>for a specific category.   | the services of a subcontractor for a specific category of ancillary service. | There is no such provision in the RFP.<br>Please note that agents and middlemen are not<br>permitted under any circumstances. However, for<br>courier and security services, SP can engage reputed<br>companies registered in the country. |
| 10  | General Query<br>Contract Period   |   | Pls, refer to Chapter XVII. The agreement signed<br>will be valid for three years from the date of signing<br>the Agreement, without further extension.  |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content  | Points of clarification   | Mission's Reply   |
|-----|---|---|---|
|     |   | incase the need arise or the circumstances demand. The<br>present formulation does not allow the possibility of<br>extension. It is therefore, proposed that the Para I may<br>be modified to incorporate flexibility and allow<br>discretion to the Mission for the extension of the<br>Agreement after the completion of 3-year term. |   |
| 11  |   | Kindly confirm that the cost associated with addressing<br>this backlog is not included in the bid price and<br>constitutes a separate and excluded expense to be<br>reimbursed by the mission.   | complete the services for all the   |
| 12  |   | Kindly confirm that the average number of pages per<br>application to be digitized by the digitization center to<br>accurately estimate resource requirements and submit<br>competitive bids.   | digitized for application varies from   |
| 13  | <ul> <li>Chapter 1: Request for<br/>Proposal (RFP)</li> <li>8. The Mission/Post handled<br/>approximately 53500 no. of services/<br/>transactions during the three years from<br/>Jan-2022 to Dec-2024 (equivalent to 81<br/>transactions/services per working day,<br/>assuming 220 working days in a year.</li> </ul> | 2024.   | Eindhoven so it would be difficult to figure out<br>number of applications as desired.  |
| 14  | Chapter III<br>Clause (vi)<br>Instructions to Bidders   |   | outstanding penalties levied by any Indian<br>Mission/Posts shall not be considered and |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content  | Points of clarification  | Mission's Reply  |
|-----|---|--|--|
|     | (vi) Bidding companies having<br>outstanding penalties levied by the<br>Indian Mission/Post as per the<br>provisions of the Agreement payable to<br>Missions/Posts/MEA, shall not be<br>considered. | <ul> <li>question has responded to the Show cause notice for<br/>levying of penalties/notice demanding penalties and<br/>a final communication qua said penalties has not<br/>been received from the Mission/Post MEA.</li> <li>Please clarify whether Bidding companies who<br/>have challenged the levying of any particular<br/>penalties against them whether before Mission/Post<br/>MEA or before a court or before an arbitral tribunal<br/>are eligible to bid?</li> </ul> | otherwise of outstanding penalty cases in earlier  |
| 15  | clause (vi)<br>Instructions to Bidders  | Please be kind to clarify whether the penalties that are<br>contested by the Bidding Company including but not<br>limited to for lack of proof and a reply from the Mission<br>is awaited, will be considered as outstanding penalties<br>for the purpose of Chapter III, clause (vi)  | outstanding penalties levied by any Indian<br>Mission/Post shall not be considered and summarily |
| 16  |   | Please be kind to clarify about the external audit agency<br>which will be acceptable to the Mission.  | An external audit agency in the country where the company is registered.                         |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content   | Points of clarification  | Mission's Reply  |
|-----|--|--|--|
| 17  | Deliverables Required<br>Clause (x) Appointment System (b)   | photograph services.   | minutes from the time of token generation till the   |
| 18  | Chapter VII: Scope of Work and<br>Deliverables Required<br>Clause G Return of documents to the<br>applicants (c)<br>Despatch the document(s)/passport/<br>PCC to applicants via courier in a<br>secured manner on the same day (or the<br>next working day in case of delayed<br>receipt). | mandatory or optional?   | Courier service is a mandatory deliverable to be<br>provided by the SP, with the option for applicant to<br>collect passport/document<br>from ICACs. |
| 19  | Deliverables Required  | Please be kind to clarify the total revenue of photocopy,<br>photograph, form filing and courier services availed by<br>the applicants in the last three years for the purpose of<br>calculation of the financial bid. | No such data available.  |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content   | Points of clarification   | Mission's Reply   |
|-----|--|---|---|
|     | <ol> <li>Photographs</li> <li>Form Filing</li> <li>Courier Service</li> </ol>  |   |   |
| 20  |  | Please be kind to clarify, what is the maximum number<br>of parking slots to be considered as adequate slots in<br>ICAC.  |   |
| 21  | Part III: Technical Bid Evaluation<br>Proforma Point 4 (a)<br>Provision of Application<br>Facilitating Services at ICACs<br>Photocopying<br>Photograph<br>Form Filling<br>Courier Services<br>Refer to Chapter VII, para (3) of the RFP<br>(7 marks) | expected from the Service provider. This will enable us<br>to incorporate the necessary details into our Technical<br>Bid accordingly.                                | Necessary counter, hardware and manpower<br>facilities have to be provisioned for Application<br>Facilitating services such as Photograph, photocopy,<br>form filling etc. Refer to Chapter VII, Para (3) As<br>regards Courier service, Bidder has to provide<br>information regarding the courier despatch process,<br>the courier company to be hired, etc., in its technical<br>bid. Technical Bid evaluation marks will be<br>awarded, based on the solution/explanation<br>provided by the bidder, as per Annexure J (Part-III)<br>of the RFP |
| 22  | Proforma Point 9   | Please be kind to clarify the Reference Letters provided<br>to the bidding company by foreign client governments<br>will be considered in assessing market reputation | This will be acceptable.  |
| 23  | Annexure-K<br>Financial Bid<br>Note: 1 – Service Fee quoted above is<br>the 'Service Fee per application' payable<br>to the Service Provider. Bidder shall   | courier services to be computed given they vary<br>based on distance and local circumstances.   | Bidders need to factor in courier charges, variability<br>of distances amongst other factors to offer a singular<br>all-inclusive service fee. The bidder has to provide<br>information regarding Courier dispatch process, the<br>courier company to be hired etc in its technical bid.<br>Marks under Technical bid evaluation will be  |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content   | Points of clarification  | Mission's Reply  |
|-----|--|--|--|
|     | quote the Service Fee as per deliverables<br>of the RFP including digitization and<br>indexation of documents, enrolment of<br>fingerprint biometrics, facial Biometric<br>capture, and provision of four<br>Application Facilitating Services viz,<br>photocopying, photographs, Form<br>filling, and Courier Services. | to be made qua the differential courier rates and<br>ultimately differential service fees.   | awarded, based on the information provided by the<br>bidder, as per part III, Annexure-J of the RFP. |
| 24  | Financial Bid<br>Note: 1 – Service Fee quoted above is<br>the 'Service Fee per application' payable<br>to the Service Provider. Bidder shall<br>quote the Service Fee as per deliverables  | If the Service Fee has multiple components including<br>digitization and indexation of documents, enrolment of<br>fingerprint biometrics, facial Biometric capture, and<br>provision of four Application Facilitating Services viz,<br>photocopying, photographs, Form filling, and Courier<br>Services, please clarify how is the service fee to be<br>quoted if for instance an applicant does not avail any or<br>all of the 4 Application Facilitation Services. |  |
| 25  | Chapter III<br>Point No. xii, Page No. 11<br>EMD and other Bank Guarantees (BGs)<br>can be furnished through SWIFT<br>(including e-Bank guarantee)   | Details of the Embassy Bank account duly mentioning<br>Account No / Address of Bank / Details of swift / IBAN  |  |
| 26  |  | Kindly advise how many original and copies of technical bid are required.  | One copy of the technical bid should be original and<br>three copies could be in duplicate.          |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content   | Points of clarification   | Mission's Reply   |
|-----|--|---|---|
|     | of Bid Cover Letter and Declaration<br>(Annex-F), Mandatory Eligibility<br>Criteria (Annex-D), Technical Bid<br>(Annex-J) and a Declaration by the<br>Bidder (Annex-E). All these annexures<br>should be duly filled in Four Copies of<br>technical bid. To be enclosed. |   |   |
| 27  | As per Chapter VII<br>point No xi page No 23 in Note under<br>point © SP shall also operate on a regular<br>basis, an exclusive submission counter<br>each at the Embassy of India, The Hague<br>with adequate number of staff for<br>processing of applications.        | Please share an estimate or indication as to how many                         | 01 staff will be required at the Embassy counter.   |
| 28  |  | and received by post / courier at each ICAC.                                  | Since we are opening a new ICAC centre in<br>Eindhoven so it would be difficult to figure out<br>number of applications as desired. |
| 29  | Chapter X<br>Page No 49 point No 1(i)<br>The SP shall provide a Bank Guarantee<br>in the Netherlands for the Govt funds<br>held by SP.   |   | Details will be provided to the bidder who is<br>awarded the contract, at the time of signing of<br>Agreement.                      |
| 30  | Chapter VII<br>Page No. 28, Point No. xii (a)<br>The SP shall provide an efficient and<br>courteous telephonic enquiry system<br>through Toll-free numbers / Voice Over<br>Internet Protocol   | Please provide number of calls / emails received for planning of call center. | No such records available however the SP should stick the requirement as per the RFP.   |
| 30  | Chapter XIV<br>Page No 76 point No 1(iv)<br>The proposal must contain the  | Can the BID docs be signed by DSC or physical signatures are reqd.            | Physical signatures are required.   |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content  | Points of clarification  | Mission's Reply  |
|-----|---|--|--|
|     | information required by the RFP, in original, signed.   |  |  |
| 31  | General Query   | Will there be a single Service fee for Consular / Passport<br>/ Visa / OCI / PCC / Surender Certificate / GEP<br>Verification Services / Misc Attestation. | The service fee for all the CPV services will be the same.   |
| 32  | Chapter V<br>Point No 1(x) page No 17<br>The Bidding Company must provide<br>certificate that its operations are<br>compliant with local laws and relevant<br>tax regime. | provided?  | Mission would accept balance sheet on the basis of<br>the prevalent accounting year of the country where<br>the company is registered.   |
| 33  | Chapter VII<br>Point No 1(T), page No 43<br>Consular Camps  | How many consular camps will be conducted during a calendar year   | In general, 04 to 05 Consular Camps were held<br>yearly in the previous years which were supported<br>the embassy team.<br>It may be noted that the number and<br>location of Consular camps may vary based on the<br>decision of Embassy. |
| 34  | Annexure H<br>page No 108 Note 1<br>Bidder should ensure that the seal and<br>Code No of the signatory is put by the<br>bankers before submission of BG.                  | Since the BG can be furnished through SWIFT (including e-Bank guarantee) hence affixing of bank seal is not possible. Pls clarify on the same.             | e-BG and SWIFT transactions will be accepted as  |
| 35  | Annexure H<br>page No 108 Note 2<br>Stamp paper is required for BG issued<br>by the Banks located in India.   | Since the BG can be furnished through SWIFT (including e-Bank guarantee) hence Stamp paper requirement does not exist. Pls clarify on the same.            |  |
| 36  | The award of the Contract will be, as per provisions indicated in the succeeding  | Please advise how will the Authority ensure that the price quoted by any bidder is viable?   | RFP provision for selection is minimum technical qualification score and L1 criteria only.   |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content   | Points of clarification  | Mission's Reply   |
|-----|--|--|---|
|     | paragraphs, on the L1 basis of Financial<br>Bids in the two-tier tender process<br>consisting of Technical<br>Bids and Financial Bids. |  |   |
| 37  | Request for Proposal (RFP)<br>Point 3, Page 3  | Does this clause indicate that the SP should ensure that<br>for staff employment and remuneration, banking<br>operations, environment, safety, insurance, privacy, and<br>local tax payments strict adherence to all local laws and<br>requirements be a mandatory condition when quoting<br>the Single Service Fee? |   |
| 38  | "The Bidding Company must provide<br>certification that its operations are   |  | The only criteria for selection of SP is<br>minimum technical qualification as per<br>provisions of RFP and L1 criteria |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content  | Points of clarification                                      | Mission's Reply  |
|-----|---|--|--|
|     | 6   | Further, what would be the procedure for such determination? |  |
| 39  | "The SP is required to set up a new<br>Indian Consular Application Center<br>(ICAC) in prominent locations as<br>specified in the following table under the<br>jurisdiction of Mission/Post, in well- |  | The bidder is required to submit its financial bid,  |
| 40  | Chapter XI<br>Service Level Metrics/Penalties<br>Page 69, point 41<br>Personal Records (PII Data)   |  | SP should not hold any personal records of applicants beyond the stated limit as mentioned in RFP. |

| S/N | RFP Document Reference(s) (Section<br>& Page No.) with Content  | Points of clarification   | Mission's Reply  |
|-----|---|---|--|
| 41  | Annexure: K, Financial Bid<br>Page 125  | considered under vague here.  | Bidding companies are required to submit their financial bid, strictly as per the Annexure-K of the RFP. No additional information/calculation sheet is required to be provided by bidders.              |
| 42  | determined based on the Service Fee<br>quoted by the bidders, as per Annexure-<br>K of this RFP. The bidder who has<br>quoted the lowest 'Service Fee' will<br>be ranked as L1 and the contract will be | the bidder with the lowest financial bid automatically<br>ranked as "L1" and resultantly automatically the bidder<br>to whom the award/contract shall be granted? Are no<br>viability studies/analysis to be conducted by the<br>MEA/Mission against the financial bids of the<br>technically responsive bidders, to ensure that the lowest<br>financial bid is a value which can validly and viably<br>provide the services stipulated in the RFP and meet the<br>quality stipulations of the same, as also defined in the | Opening of Financial Bids shall not construe to<br>be declaration of "L1". Results of Financial<br>Bids will be declared subsequently after<br>necessary internal process, based on L1 criteria<br>only. |
| 43  | Chapter XV, Para B (II)(b)<br>Page 78<br>Before the opening of the Financial Bids,<br>the marks obtained by the various<br>bidders in the Technical Bid stage will be<br>communicated by email.         | For the sake of transparency, will the Mission also<br>provide the scores provided to the bidder for each of the<br>respective items in the technical bid?  |  |
| 44  | Generic Query<br>Mission has provided the application<br>count category wise for past three years   | Mission has provided us the volumes for past three<br>years, can the mission provide the guidelines on the<br>projected application volume for the next three-year<br>alia contractual period   | Amsterdam and the Hague. Third center in   |