

**Embassy of India
Riyadh**

Dated 16th February, 2025

Corrigendum-1

This is with reference to the Embassy's Request for Proposal (RFP) No. Riy/Cons/551/01/2025 dated 29th January, 2025 inviting proposals from prospective Service Providers for outsourcing of Consular, Passport and Visa services of the Embassy of India, Riyadh and Consulate General of India, Jeddah.

2. Prospective Bidders may kindly note the modification in Annexure-K and submit their Financial Bid as per the modified Proforma appended below.



(Sarata Kumar Nayak)
Second Secretary(Consular)
Embassy of India, Riyadh

FINANCIAL BID

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

Note: Service Fee (in SAR) 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 SAR)
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 Kingdom of Saudi Arabia. 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)