

Tender for Annual Maintenance Contract for

Garden Maintenance services at the Chancery premise of the Embassy of India, Lisbon and the Residence of the Ambassador of India, Lisbon.

Tender No. LIS/866/01/2026
Dated: 0 5 - 1 1 - 2 0 2 6

Last date for submission of bid:27-11-2026

Rua pero da covilha, 16
Lisboa 1400-297
Portugal

No. LIS/866/01/2026
Embassy of India, Lisbon

NOTICE INVITING TENDER

Embassy of India, Lisbon invites Tender under two bid system from registered and authorized firms/agencies for providing Garden Maintenance services at the Embassy of India, Lisbon located at Rua Pero da Covilha 16, Lisboa 1400-297 Portugal and the residence of the Ambasssador of India to Portugal (India House) as per details given in the tender documents.

2. The interested firms/service agencies should submit the bids in two separate sealed covers, superscribed as "Technical Bid" and "Financial Bid". Both sealed covers should be put in a separate single envelope superscribed as Tender No. LIS/866/01/2026 for AMC for Garden Maintenance services at Embassy of India, Lisbon and India House and addressed to the Head of Chancery Embassy of India, Lisbon. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

3. The Earnest Money Deposit (EMD) of Euro 690 in the form of Account Payee Demand Draft/Pay Order drawn in favour of "Embassy of India, Lisbon" is required to be submitted along with tender bids.

4. The Technical Bids will be opened on 30-11-2026 by a Committee authorized by the Competent Authority of the Embassy of India, Lisbon. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose. The pre-bid site visit may be conducted from 09-11-2026 on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to hoc.lisbon@mea.gov.in.

5. **If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.**

6. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of the Embassy of India, Lisbon shall be final and binding.

LETTER OF BID

Dated: _____

To,
The Head of Chancery
Rua Pero da Covilha 16, Lisboa 1400-297 Portugal

Ref: Invitation for Bid No. LIS/866/01/2026 dated 05-11-2026

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders,

2. We offer to execute in conformity with the Bidding Documents for AMC for Garden Maintenance services at Rua Pero da Covilha 16, Lisboa 1400-297 Portugal and India House.

3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.

4. If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.

5. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,
Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)
Full Name and Designation
(To be printed on Bidder's letterhead)

DATES TO REMEMBER

Events	Date
Notice Inviting Tender	**05-11-2026**
Starting date of Tender submission	**09-11-2026**
Site visit	**09-11-2026**
Pre-bid meeting	**09-11-2026**
Last date of Tender Submission	**27-11-2026**
Opening of Technical Bids	**30-11-2026**
Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	**Will be intimated at later date**

1. GENERAL INSTRUCTIONS

1.1 For the Bidding / Tender Document Purposes, the Embassy of India, Lisbon shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and / or Bidder or interchangeably.

1.2 The tender document can be downloaded from the websites of http://www.eprocure.gov.in, Embassy of India, Lisbon https://www.eoilisbon.gov.in from 05-11-2026 onwards. The last date of submission of bid is 27-11-2026.

1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

1.4 The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.

1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied by EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.

1.6 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Embassy of India, Lisbon.

1.7 For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter handed over personally/courier or by email to the Embassy of India, Lisbon. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

1.8 The bidders are required to visit the site to assess the quantum of work involved before submitting the tender. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

2. Scope of Work:

The work involves upkeep and complete maintenance of gardens at the following two properties of the Embassy of India:
Garden 1 (approx. 450 sq. mtr): Rua Pero de Covilha No. 16, Restelo, 1400-297 Lisbon
Garden 2 (approx. 980 sq. mtr): India House.
The work will include the following:

2.1 Maintenance and upkeep of all green areas, including grass lawns, and potted plants.
2.2 Mowing of lawns at regular intervals or as required.
2.3 Pruning of trees, bushes, hedges and shrubs, etc. regularly to make it a presentable area and ensure proper collection and disposal of all trimmed branches.
2.4 Maintenance of hedges and plantation areas in a healthy, neat, and well-presented condition. Where gaps, bare patches, or missing plants are identified, the Contractor shall fill them with suitable evergreen hedge plants or other appropriate species, with prior approval of the Embassy.
2.5 Provision and planting of flowering plants, herbs, seeds, etc., in pots, flower beds, and other garden areas, on a seasonal and perennial basis, at the contracted rate, without additional cost to the Embassy.
2.6 Weeding and cleaning of flowerbeds.
2.7 Periodical manuring and fertilizing the plants and trees.
2.8 Cutting and removal of dead or infected trees, as and when necessary.
2.9 Monitoring health of plants and trees and chemical treatment against insects and plant diseases, if necessary, of plants and trees.
2.10 Provision for spraying and application of insecticides, pesticides, etc. as needed.
2.11 Maintenance of the sprinkler system; Ensure regular watering of all plants and the lawn area.
2.12 Cleaning the green spaces by regularly removing litter, fallen leaves, trimmed branches, and other organic waste and ensure the proper collection and disposal of all waste.

2.13 The cost of all necessary equipment, materials and products used in the maintenance and conservation of the gardens will be borne by the company.

3. MINIMUM ELIGIBILITY CRITERIA

3.1 The Agency must have a minimum of five years experience of handling similar kind of work in reputed organizations.

3.2 The agency must possess valid business registration and applicable tax registration certificates.

3.3 The agency should have sufficient employees on its rolls specifically trained for gardening services. The persons deployed by the agency should have requisite experience and skills for carrying out the assigned maintenance task using appropriate materials and tools/equipment.

4. EARNEST MONEY DEPOSIT

4.1 The Earnest Money Deposit of Euro 690 in the form of account Payee Demand Draft/Pay Order issued by any reputed Bank drawn in favour of "Embassy of India" has to be submitted along with the bid. The validity of the Demand Draft/Pay Order must be up to 6 (six) months from the last date for submission of bids.

4.2 No request for transfer of any previous deposit of Earnest Money Deposit or Performance Security Deposit or adjustment against any pending bill held by the Client in respect of any previous work shall be entertained.

4.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the government or will render the bidder ineligible to submit bids for contracts with the Embassy of India, Lisbon.

4.4 The bids without Earnest Money Deposit will be summarily rejected.

4.5 No claim shall lie against the Client in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD.

4.6 The bid security may be forfeited:

(i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or

(ii) In case of successful bidder, if the bidder:

(a) fails to sign the contract in accordance with the terms of the tender document;

(b) fails to furnish required Performance Security Deposit in accordance with the terms of Tender Documents within the time frame specified by the client; or

(c) Fails or refuses to honour his own quoted prices for the services or part thereof.

5. VALIDITY OF BIDS

5.1 Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.

5.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

5.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

5.4 PRE-BID MEETING/SITE VISIT: Interested firms/service agencies may visit the site for visualization and better understanding of the quantum of work during working days from Monday to Friday between 10 AM to 5 PM from 02.11.2026 onward after fixing a prior appointment. A pre-bid meeting will take place on 09-11-2026 The site address is Rua Pero da Covilha 16, Lisboa 1400-297 Portugal.The bidders may also submit their queries by email on the aforementioned email IDs which will also be discussed in the pre-bid meeting.

6 PREPARATION OF BIDS

6.1 **Language**: Bids and all accompanying documents shall be in **English** only. The technical as well as the financial bids should be submitted in two sets – one original and one copy.

6.2 **Technical Bid**: Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as "Envelope A – Technical Bid"**. Documents comprising the Bid:

a. Technical Bid Submission Form duly signed and printed on Company's letterhead.

b. Contact Details Form, duly filled and signed & stamped**.**

c. All attested supporting documents in proof of having fully adhered to minimum eligibility criteria as referred in Section-3 above.

6.3 **Earnest Money Deposit**: Earnest Money Deposit of Euro 690 in the form of account payee Demand Draft or Pay Order to be submitted separately in a sealed envelope superscribed as **"Envelope B – Earnest Money Deposit"**.

6.4 **Financial Bid**: Bidder shall prepare the Financial Bid in the Price Schedule as provided in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as "**Envelope C- Financial Bid**".

7. SUBMISSION OF BIDS

7.1 The Bidding firms have to submit the tenders in two bid system i.e (i) Technical Bid and (ii) Financial Bid in the prescribed proforma. Tenders are to be submitted to The Head of Chancery, Embassy of India Lisbon at Rua Pero da Covilha 16, Lisboa 1400-297 Portugal. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

The tender shall be submitted in sealed envelopes as described below:

ENVELOPE 'A'	Technical bid
ENVELOPE 'B'	EMD (Demand Draft / Pay Order)
ENVELOPE 'C'	Financial Bid

7.2 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the Embassy of India, Lisbon reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

8. BID OPENING PROCEDURE

8.1 The Technical Bids (Envelope A) shall be opened at the Embassy of India, Lisbon at Rua Pero da Covilha 16 in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Embassy of India, Lisbon. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy of India, Lisbon. The Financial bids (Envelope 'C') will be opened on a subsequent date, which will be intimated to the shortlisted bidders, by mail/phone.

8.2 Bids shall be declared as valid or Invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.

8.3 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through mail/phone about the date for opening of the Financial Bids.

8.4 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.

8.5 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.

8.6 Absence of bidder or their representative shall not impair the legality of the opening procedures.

8.7 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

9. CLARIFICATION ON TECHNICAL BID EVALUATION.

9.1 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.

9.2 If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.

9.3 Client also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

10. VALIDITY OF CONTRACT

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the client shall have the right at any time to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor and initiating administrative actions for blacklisting etc. solely at the discretion of the competent authority in the Embassy of India, Lisbon.

11. PAYMENTS

11.1 After award of work, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the SP towards the AMC.

11.2 The prices in the Price Schedule shall be inclusive of all applicable taxes as may be levied by the Government from time to time.

11.3 All payments shall be made in Euro by means of crossed cheques/ bank transfer.

11.4 The Client shall be entitled to deduct in accordance with applicable law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the

Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor.

11.5 The payment to the workers in accordance to minimum wages prescribed by the local Government along with the statutory compliance Bonus is sole responsibility of the Contractor. In case of revision in minimum wages by the local Government, the same would be absorbed by the service provider. Claim for any escalation shall not be entertained by the Client.

11.6 **Price Revision**: No request for revision/ increase of approved rates during the currency of the contract will be entertained.

11.7 No payment shall be made in advance nor will any loan from any bank or financial institution be recommended on the basis of the order of award of work.

12. Other Conditions, Force Majeure & Penalty Clause

12.1 The workers so provided should be on the roll of the Company.

12.2 The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be given.

12.3 The bidder should submit precise profile of its key clients alongwith details of services provided.

12.4 If any gardener is absent on a given day, the company will provide a substitute for him otherwise proportionate deductions will be made from the monthly payment.

12.5 In case the Service Provider fails in adhering to the daily gardening requirements at Mission's/ Post's premises, and Client has to make alternative arrangements for daily gardening, then Service Provider would reimburse the cost of such arrangements.

12.6 Contractor would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its employees for work at Mission's/ Post's premises. Contractor would indemnify Client against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. Client would not be liable to pay any damages or compensation to such gardeners or to any third party.

12.7 In case of any complaint, either as regards the nature of service or as regards the behaviors of gardeners on duty or otherwise, Contractor would be intimated and would be required to take corrective measures promptly.

12.8 Client reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Client in this regard shall be final and binding on all.

12.9 Client reserves its right to revoke the contract at any time, if the services rendered are not found satisfactory during the period of the contract.

12.10 Client may, by written notice sent to Garden Maintenance agency, terminate the contract, with a notice period of at least one month, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Client's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective.

12.11 The bidder must have modern equipment(s), latest technical expertise for management of buildings and related facilities, as has been defined in brief scope of work. Machinery, equipment, implements and material proposed to be used should be clearly indicated. List of equipment owned by the company may also be furnished with the bid.

12.12 Any wrong or misleading information will lead to disqualification.

12.13 The bidder shall maintain at all times machinery / equipment and other resources required for upkeep and cleanliness of the premises of the Client. The SP will arrange at his own cost additional machinery/ equipment and resources if required by the Client for the purpose.

12.14 Client reserves the right to remove any person found unfit.

12.15 The bidder would be responsible for all mandatory compliance for social, safety and environmental issues related to the performance of the service provider in the Embassy of India, Lisbon premises as stated in the eligibility criteria.

12.16 If any of the assigned work is not found satisfactory, an appropriate amount will be deducted for every major deficiency from the bill for the respective month. The decision of the Embassy of India, Lisbon will be final in this regard.

12.17 Inordinate delays may be treated as breach of contract and shall be noted as deficient performance and be held against the contractor in future tenders. A show-couse notice shall be issued to the contractor before declaring it a deficient performance. In case Mission/Post decides to allow performance of contract after inordinate delays, upto 10% of the total contract value will be recovered from the contractor as liquidated damages.

Annexure -1

Format for Submitting the Financial Bid

(To be submitted in a separate sealed cover superscribed as "Envelope C – Financial Bid")

BID No. _____ Date:……

To,

Embassy of India, Lisbon
Rua Pero da Covilha 16, Lisboa
1400-297 Portugal

FINANCIAL BID

Proforma to be filled up and submitted by the bidder (in English)

1.	Name of the Bidding Agency/ Company	
2.	Address of the Bidding Agency/ Company	
3.	Contact details of the Bidding Agency/ Company	

Break-up of the total cost:

No. of gardeners and hours	**2 man hours per day**
Wages of gardeners (monthly)	
Total Wages	
gardening material charges (if applicable)	
Taxes (if applicable)	
{Any further break-up of monthly charges, if available}	
Total Amount (monthly) (inclusive/ exclusive of taxes)	

Total monthly charges for gardening services: _____ (incl./ excl. taxes)

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Annexure-2

Letter of Award

No. Date:
To:
[Name of Contractor]

This is to notify you that your bid dated *[insert date]* for the execution of the Works for *[name of project/Contract]* for the Contract Price of *[amount in figures and in words]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by *[name of Employer].*

You are requested to proceed with the execution of the Works on the basis that this Letter of Award shall constitute the formation of a Contract, which shall become binding upon you signing the Contract Agreement within seven (7) days and furnishing a Performance Security within fifteen (15) days.

We attach the Contract Agreement for your perusal and signature.

Signed
Duly authorised to sign for and on behalf of
[name of Procuring Entity]
Date:

Annexure-3

Contract Agreement

CONTRACT/AGREEMENT NO ..... DATED.....

THIS AGREEMENT is made on .....between Embassy of India, Lisbon (hereinafter referred to as "Client" which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and whose principal place of office is at Rua Pero da Covilha 16, Lisboa 1400-297 Portugal,

AND

M/s ..... having its registered office at..... (Hereinafter referred to as "the Contractor") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing manpower services to Client

NOW THIS AGREEMENT WITNESSTH as follows:

WHEREAS the Client invited bids through open tender, vide Notice Inviting Tender dated 05-11-2026 for "providing Garden Maintenance services at Embassy of India, Lisbon and the Residence of Ambassador of India to Lisbon under Tender No. LIS/866/01/2026 dated05-11-2026.

AND WHEREAS the Contractor submitted his bid in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfills all the requirements and has resources and competence to provide the requisite services to the Client

AND WHEREAS the Client has selected M/s.....as the successful bidder ("the Contractor") pursuant to the bidding process and negotiation of contract prices, awarded the Letter of Award (LoA) No ....., to the Contractor on.....for a total sum of.....[.....Only] for providing gardening services required at Rua Pero da Covilha 16, Lisboa 1400-297 Portugal and India House.

AND WHEREAS the Client desires that the gardening services (as defined in the Bidding Document) be provided, performed, executed and completed by the Contractor, and wishes to appoint the Contractor for carrying out such services at the monthly charges of _____ for an initial period of one year from___to_____, extendable for further two years on yearly basis at the same rates and terms & conditions, subject to satisfactory performance by the Contractor

AND WHEREAS the Contractor acknowledges that the Client shall enter into contracts with other contractors / parties for the Garden Maintenance services of its premises in case the Contractor falls into breach of the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard,

AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.

AND WHEREAS the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing Garden Maintenance services in

the Client's premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.

AND WHEREAS the Contractor shall be responsible for payment of Service Tax with Central Excise and Taxation Department. The documentary proof of the same must be submitted within one month of payment of particular bill for the amount of Service Tax Charged in the said bill

AND WHEREAS the Client and the Contractor agree as follows:

In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement. (This Agreement shall prevail over all other Contract documents) :-

The Letter of Award (LoA) issued by the Client;
Letter of Acceptance by the Contractor;
The complete Bid, as submitted by the Contractor;
The Tender Document No. LIS/866/01/2026 dated 05-11-2026; The Addenda, if any, issued by the Client;
Any other documents forming part of this Contract Agreement till date;
Charges - Schedule annexed to this Article of Agreement;
Supplementary Agreements executed from time to time;
Scope of work.

Price Revision: There will be no mid-term escalation in the contract rate during the entire contract period. Claim for any escalation on account of minimum wages and any other statutory obligations, or otherwise also, during the entire period of the contract, shall not be entertained by the Mission/ Post. The payment to the workers in accordance to minimum wages prescribed by the Government of Portugal, along with other statutory payments, is the sole responsibility of the Contractor.

Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

This Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Contractor

(Authorized Signatory)

Signed on Behalf of Embassy of India, Lisbon

(Authorized Signatory)

Annexure-5

CONTACT DETAILS FORM

Bidder's description format summary

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory Nationality Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices (with address and Contact details) if any	
Average Annual turnover in the *last five* financial years	
Total Staff Strength with Nationality of Employees	
Total Technical staff percentage	
Nationality of Staff working in Company and to be deputed for work (National of India or friendly country)	

DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY

(With ID proof/supporting documents)

1.

2.

3.

4.