

Expression of Interest

For short listing agencies for
SAUDI/QATAR/BAHRAIN/KUWAIT Embassy Attestations,
MOFA and Visa Stamping

UTTAR PRADESH FINANCIAL CORPORATION

U.P. State Government Recruiting Agency

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Ghaziabad

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Meerut

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Meerut
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E-mail : meerut@upfcindia.com

DISCLAIMER

UPFC Overseas Manpower Recruiting Agency (UPFC OMRA) invites Expression of Interest (EOI) from reputed agencies, who are engaged in Visa Stamping and document attestation of various foreign Embassies/Consulates in India (Here after referred to as the agencies), for SAUDI/QATAR/BAHRAIN/KUWAIT EMBASSY ATTESTATIONS, MOFA AND VISA STAMPING.

This document does not constitute an offer or invitation, or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any contract or commitment whatsoever. While this document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by UPFC Overseas Manpower Recruiting Agency or any of their employees, advisors or agents appointed by UPFC Overseas Manpower Recruiting Agency as to or in relation to the accuracy or completeness of this document and any liability thereof is hereby expressly disclaimed.

Some of the activities indicated to be carried out by UPFC OMRA subsequent to the receipt of the responses are indicative only. UPFC OMRA has the right to continue with these activities, modify the sequence of activities, add new activities or remove some of the activities, as dictated by the best interests of the deliverance of Services.

1. Scope of Work

Provide SAUDI/QATAR/BAHRAIN/KUWAIT Embassy Attestation, MOFA-KSA and Visa Stamping services

The selected agencies will have to facilitate SAUDI/QATAR/BAHRAIN/KUWAIT Embassy Attestations through their Delhi, MOFA and Visa Stamping services for the candidates recruited through UPFC Overseas Manpower Recruiting Agency (OMRA).

2. Instruction to Applicants

2.1 Submission of EOI

1. Eligible Agencies/Service providers should read this document in detail and assess their capabilities for provision of a total solution before submission of EOI.
2. Interested agencies may download the EOI document from the website www.upfcomra.com or may obtain the same from Branch Office Ghaziabad free of cost.
3. Agencies submitting the EOI document should include in their proposals a demand draft of Rs 1000/- from any scheduled bank, payable at Ghaziabad drawn in favour of UPFC, along with the proposal. Failure to do so will result in rejection of the proposal. The payment made towards EOI is non-refundable.
4. Any subsequent corrigenda/clarifications, if any, will be made available on www.upfcomra.com.

5. A pre-bid meeting may be held if required before the submission date of the EOI.
6. Interested agencies may submit their Expression of Interest (EOI) by providing all the necessary documents in English as specified in the response.
7. The EOI document should be submitted in a sealed cover along with an application duly signed by an authorized signatory and must reach the address mentioned by 17.00 hours on 09.02.2017. Any submission beyond the stipulated time will be summarily rejected. UPFC OMRA reserves the right to extend the time period of submission.
8. UPFC OMRA reserves the right to withdraw this EOI without any financial liability; if it is determined that such action is in the best interest of UPFC OMRA.
9. UPFC OMRA undertakes that all the information shared by the applicants will be held in strict confidence and will not be made public unless directed by a court of law.
10. Respondents are requested to submit their responses in the format given below.
 - a) Covering Letter as per the format provided in Appendix I.
 - b) POA (Power of Attorney) document which authorizes the signatory to sign on the application documents on behalf of the company should be attached in the format available with the agency.
 - c) Requested information in the suggested formats along with the mandatory supporting documents for each of the criteria as provided in Appendix I, II & III.
 - d) Competitive quotes for SAUDI/QATAR/BAHRAIN/KUWAIT Embassy Attestations, MOFA & Visa Stamping.
11. Expression of Interest in the prescribed format given in the Annexure shall be submitted at the following address on or before 5 pm on 09.02.2017, in an envelope super scribed “EXPRESSION OF INTEREST FOR SAUDI/QATAR/BAHRAIN/KUWAIT ATTESTATIONS, MOFA & VISA STAMPING SERVICES” to the following address.

At Branch Office :
Recruiting Agency

Uttar Pradesh Financial Corporation
Improvement Trust Building
Ist Floor, Old Private Bus Stand
Compound, Ghaziabad
Tel : 0120 – 2790890, 4108890
E-mail : ghaziabad@upfcindia.com

General Instructions

1. The agency shall bear all the costs for participation in the bid process including preparation of responses to the EOI and must be ready to undertake this activity on its own.
2. Participants declared by UPFC OMRA to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible. Certificate from the Company Secretary to the effect that the agency is not blacklisted/declared ineligible by UPFC OMRA shall be submitted.
3. Breach of general or specific instructions for bidding, general and special conditions of contract with UPFC OMRA during the past 5 years may make a firm ineligible to participate in EOI bidding process.
4. Any false information provided in the EOI with respect to citations, Projects handled, Office locations or any other information would lead to disqualification of the bidder and other suitable penal actions.
5. The agency should submit proof of activity to do Visa Stamping, Embassy Attestation etc. and copy of e-Wakala in their own name, if any.
6. The agencies may quote rates and hence required for SAUDI/QATAR/BAHRAIN/KUWAIT EMBASSY ATTETSTATIONS, MOFA and VISA STAMPING Services.
7. The empanelled agencies may have to execute MOU with UPFC (R.A.)

Primary Eligibility Criteria

The agency shall have at least 2 year of experience in the Embassy Attestation and Visa Stamping sector.

The Submission against EOI shall contain following details

1. Company profile (As per the format in Annexure 1).
2. Details of similar projects/services executed.
3. The company shall give the details of its proposed support model.

Appendix I : Covering letter from the Agency

Company Letterhead

[Date]

To,

Chief Manager
I/c Operations (R.A.)
U.P. Financial Corporation
GHAZIABAD

Reference : Notice for the Expression of Interest for SAUDI/QATAR/BAHRAIN/KUWAIT Attestations, MOFA & VISA Stamping Services.

Dear Sir,

This is to notify you that our company intends to submit a proposal in response to the EOI for SAUDI/QATAR/BAHRAIN/KUWAIT Attestations, MOFA & VISA Stamping Services. Primary and Secondary contacts for our company are:

Primary Contact Secondary Contact

Name	Primary Contact	Secondary Contact
Title		
Company Name		
Address		
Phone		
Mobile		
Fax		
E-mail		

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to UPFC OMRA is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favors our company in the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the work of SAUDI/QATAR/BAHRAIN/KUWAIT Embassy Attestations, MOFA & VISA Stamping Services.

Should we be shortlisted after the evaluation of this response, we agree to maintain all the conditions related to quality, data security and confidentiality prescribed in this EOI. We understand that UPFC OMRA reserves the right to close the engagement, if it is determined that such action is in the best interest of UPFC. We agree to abide by the conditions set forth in this EOI. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this,Day of, 2017

(Signature)

(In the capacity of)

Duly authorized to sign the EOI Response for and on behalf of:

Sincerely,

[AGENCY'S NAME]

Name

Title

Signature

Date

(Name and Address of Company)

Seal/Stamp of the Agency

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I,, certify that I am of
....., and
that..... who signed the above response is
authorized to bind the corporation by authority of its governing body.

(Seal here)

Date

Appendix II: INDEX OF FORMATS

The responder would be required to provide all the information in forms listed below. All participating firms would be required to furnish required supporting documents as mentioned in the Pre-qualification Criteria

Sl.No.	Form
1	Details of the Organization
2	Form II: Financial Information
3	Form III: Proof of license/permit to do MOFA, Visa Stamping and embassy attestation
4	Form IV: Information on Prior Experiences
5	Competitive Quotes

Appendix III: Formats for Responses

Form I: Details of the Organization	
Name	
Nature of the legal status in India	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India	
Other Relevant Information	

Form II: Financial Information		
	Revenue (in INR Crores)	Profit Before Tax (in INR Crores)
FY 2015-16		
FY 2014-15		
FY 2013-14		

Form III: List of Enclosures : Proof of licence/permit to do Visa Stamping, Embassy Attestation etc		
Copies of proof of licence/permit to do Visa Stamping	Yes	No
Copies of proof of licence/permit to do Embassy Attestation	Yes	No
Copy of e-Wakala, if any	Yes	No
List of Other Enclosures:		
1		
2		
3		
4		
5		

Form IV: Information on Prior Experiences			
Summary of works undertaken:			
Client Information			
Sl.No.	Name of Client	Client's Contact Details	Type of Services rendered
Other Relevant Information:			

