



**High Commission of India  
Colombo**

**Tender Notice**

High Commission of India in Colombo requests proposals from Companies to submit a detailed Technical and Financial proposal for the delivery of Consular/Passport/Visa/OCI/PCC/Surrender Certificate (Renunciation of Indian Citizenship)/Global Entry Program (GEP) Verification/Miscellaneous Attestation related support services (hereinafter referred to as 'CPV Services') for the **High Commission of India, Colombo; Assistant High Commission of India, Kandy; Consulate General of India in Jaffna and Consulate General of India in Hambantota**. The proposal shall be valid for six months after the RFP closing date indicated. The award of the Contract will be, as per provisions indicated in the RFP, on L1 basis of Financial Bids in the two-tier tender process consisting of Technical Bids and Financial Bids.

2. The schedule of tendering process is as mentioned below:

Tender No. LKAC/Visa/2025	Date: 3 February 2025
IMPORTANT DATES	
Release of Request for Proposal (RFP)	03 February 2025
Last date for Submission of written questions by bidding companies	07 February 2025
Pre-Bid conference	10 February 2025
Response to written queries and queries raised in the pre-bid conference	17 February 2025
Issue of corrigendum, if any	19 February 2025
Last Date for submission of bids	05 March 2025 (Time: 1500 hrs LT)
Date of opening of the Technical bids	05 March 2025 (Time: 1630 hrs LT)
*Technical bid presentation by bidders	07 March 2025
*Announcement of results of Technical bids	15 March 2025
*Date of opening of the Financial bids	17 March 2025
*Announcement of the result of Financial bids	28 March 2025
Award of Contract	To be decided

\* Subject to change due to administrative/logistic reasons

3. The detailed RFP can be downloaded from Central Procurement Portal of Government of India ([eprocure.gov.in](http://eprocure.gov.in)), website of High Commission of India, Colombo ([hcicolombo.gov.in](http://hcicolombo.gov.in)) and website of Ministry of External Affairs, India ([mea.gov.in](http://mea.gov.in)). All interested bidders are to submit Technical bids and Financial bids in 2 separate envelopes(refer schedule above) in physical format High Commission of India, Colombo (36-38 Galle Road), addressed to Head of Chancery, High Commission of India, Colombo.

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