

**Embassy of India
Tunis

TENDER NOTICE No. Tun/122/01/2025

Dated 16.10.2025

**NOTICE INVITING TENDER FOR PROVIDING INTERPRETER TO EMBASSY OF
INDIA, TUNIS ON SHORT-TERM BASIS**

TABLE OF CONTENTS

Section	Content	Page No.
Section 1	Notice Inviting Tender	2
Section 2	Affidavit	3
Section 3	Introduction , Scope of work	4
Section 4	Minimum Eligibility Criteria	5
Section 5	Instruction to Bidders	6-8
Section 6	Dispute Settlement, Force Majeure & Penalty Clause	9-10
Section 7	Instruction for submission of online/ offline Bids	11
Section 8	Technical Bid	12
Section 9	Financial bid	13
Section 10	Contact Details Form (Form-1)	14

SECTION-I
NOTICE INVITING E—TENDER

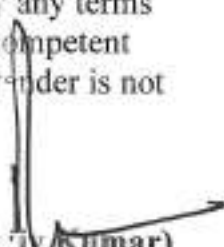
Tender For Providing Interpreter on Short-Term basis.

Embassy of India, Tunis invites bids from reputed/established firms for providing qualified and experienced interpreter on short-term basis for the period 10-16 November, 2025, as per details given in the tender documents.

Important Dates	
Date of publishing	16.10.2025
Bid Document Download Start Date	16.10.2025
Clarification Start Date	17.10.2025
Clarification End Date	17.10.2025
Bid Submission Start Date (online/ offline by sealed letter)	16.10.2025
Bid Submission End Date (online/ offline by sealed letter)	23.10.2025
Date of Technical Bid Opening:	24.10.2025
Date of Financial bid opening:	29.10.2025
Address:	Head of Chancery (HOC) Embassy of India, 4, Rue Didon, Place Notre Dame, Mutuelleville, Tunis Email: hoc.tunis@mea.gov.in

The bid shall be submitted online at Central Public Procurement Portal Website: <https://eprocure.gov.in/eprocure/app>. Offline bids submitted to the Embassy would also be accepted. Sealed envelope submitted to this effect should be superscribed as **Tender for Providing Interpreter on short-term basis** and should reach to the undersigned by 1400hrs on 23.10.2025.

The Competent Authority reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the competent authority of the Embassy shall be final and binding. This notice inviting tender/ e-tender is not a Contract, offer or an agreement by Embassy of India, Tunis.


(Rajiv Kumar)
Head of Chancery (HOC)
Embassy of India, 4, Rue Didon,
Place Notre Dame,
Mutuelleville, Tunis
Email: hoc.tunis@mea.gov.in

SECTION –2
AFFIDAVIT

I/We.....,Partner(s)/
Legal Attorneys/
Proprietor(s)/ Accredited representative(s) of M/s..... solemnly declare that:
I/we am/are submitting tender documents for.....(Company's name)
against Tender Nouse No. Dated 16.10.2025
I/we or our partners do not have any relative working in the Embassy of India, Tunis or the
Ministry of External Affairs (MEA), New Delhi.

All information furnished by me/us in respect of fulfillment of eligibility and
information given in this tender is complete, correct and true. All documents/credentials
submitted along with this tender are genuine, authentic, true and valid.

My/our bid shall be valid for a period of 120 days from the last date fixed for the bid
submission in accordance with the Bidding Documents and shall remain binding upon
me/us and may be accepted at any time before the expiry of the period.
The Price—Bids submitted by me/us is "WITHOUT ANY CONDITION".

If any information or document submitted is found to be false/incorrect, Embassy of India,
Moscow may cancel my/our Tender and can take any action as deemed fit including
termination of the contract, forfeiture of all dues including blacklisting of my/our firm and all
partners of the firm etc.

I/we also declare that the Government of India, Govt. of Tunisia or any other Government
body has not issued any show-cause notice or declared us ineligible or blacklisted us on
charges of engaging in corrupt, fraudulent, collusive or coercive practices or any
failure/lapses of serious nature.

I/we also accept all the terms and conditions of this bidding document and undertake to abide by
them including the condition that Embassy of India, Moscow is not bound to accept highest
ranked bid / lowest bid / any other bid that Mission may receive.

(Signature with Seal) Seal or Notary with date:

SECTION-3

Introduction & Scope of work

3.1. Introduction: Online/ offline quotations are invited from experienced and reputed service providing entities as per eligibility criteria given, for providing Interpreters on temporary basis to the Embassy of India, Tunis from 10-15 November, 2025.

Scope of Work:

3.2 The company should have a large pool of professional and experienced Interpreters (ownership proof to be provided). A detailed requirement for providing professional, qualified and experienced Interpreters is as follows:

Languages Required:

- English ↔ Hindi ↔ French/Arabic
- Additional language combinations may be requested, depending on final visit requirements.

2. Nature of Services:

- Interpretation during high-level official meetings, bilateral engagements, conferences and public events.
- Assistance in note-taking, liaison, and coordination activities related to the delegation.
- Secretarial or administrative support as directed by the Embassy.
- Maintain high standards of professionalism, confidentiality, and decorum.

3. Duration of Engagement:

- 10 to 16 November, 2025 (7 days)
- The exact schedule of duty will be communicated in advance. The interpreters must remain available on call throughout the visit period, including rehearsals or preparatory meetings as required.

4. Location:

- Primarily in Tunis, though flexibility may be required for travel within Tunisia for certain official events.

5. Manpower Requirement:

- Approximately 20 Interpreters, subject to confirmation based on the final visit programme.
- The firm/individual must ensure substitutes or backups in case of absence.

6. Deliverables:

- Professional, accurate, and timely interpretation.
- Daily coordination and reporting to designated Embassy officials.
- Submission of attendance and summary report after completion of engagement.

SECTION-4
(Minimum Eligibility Criteria)

Eligibility and Qualification Criteria

1. The bidder must:

- Be a registered firm/agency or qualified individual operating in Tunisia or India.
- Have a minimum of 5 years of experience in providing professional interpretation or translation services.
- Have successfully handled at least two similar assignments for Embassies, international organizations, or reputed institutions.
- Hold valid business registration certificate, tax identification number, and comply with local statutory requirements.
- Not be blacklisted or debarred by any government, public sector, or international organization.

2. Documents to be submitted with Technical Bid:

- Company profile or individual resume.
- Copy of registration/license and tax identification certificate.
- List of interpreters proposed with their qualifications and experience.
- Documentary evidence of similar previous work.
- Self-declaration regarding non-blacklisting and acceptance of tender terms.

I/we accept all the terms and conditions of this bidding document mentioned above

(Signature with Stamp) Seal of Notary with date:

Instructions to Bidders

1. **Bid System:** Two-Bid System – comprising (a) Technical Bid and (b) Financial Bid.
2. **Mode of Submission.**

- Through CPP/eProcure Portal (<https://eprocure.gov.in>), or
- In sealed envelopes addressed to:

Head of Chancery

Embassy of India

14 Rue London, Place Notre Dame, Mutuelleville, Tunis

Email: hoc.tunis@mea.gov.in; admn.tunis@mea.gov.in

VALIDITY OF CONTRACT

The contract/ panel of companies if awarded, shall be valid for a period of ONE month with no scope of extension. 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 and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in Mission and/ of the Ministry of External Affairs, New Delhi.

Other Conditions:

At any time prior to the deadline for submission of bids, Mission may, for any reason, whether on its or initiative or in response to the clarification requested by a prospective bidder, modify the bid document.

Any amendment in the bidding document, at any time prior to the deadline for e-submission of bids, shall be uploaded as "corrigendum" on <http://eprocure.Nov.in/epublish/app and website of the Mission>. Such amendments/modification shall be binding on all the prospective bidders.

Mission at its discretion may extend the deadline for the submission of bids, if the bid document undergoes changes during the bidding period, in order to give prospective bidder time to take into the consideration the amendments while preparing their bids.

Mission reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. The decision of the Mission in this regard shall be final and binding.

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

Quotation/ bid should be valid for four months (120 days) from the last date of submission of bids, which would be opened by the authorized officers in the presence of representatives of the firms present at the time of opening of the tenders at the Embassy. Their authorised representative may be present at that time.

Normally the company quoting the lowest amount (L-1) out of all companies would be awarded the work, if not found eligible or the offer has not been considered by the Mission for any other reason. Only becoming the L1 firm would not be the sole criteria for availing the contract. Mission will select more than one companies and prepare a panel of agencies for this purpose. Mission's discretion in this regard shall be final and work shall normally be awarded to the agency having the lowest charges.

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

1) Termination: (i) The Mission may, by written notice sent to the agency, terminate the contract in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for the Mission's convenience, the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective. (ii) The company may terminate the contract with a written notice of 15 day/30 days to Mission specifying the reasons for termination.

Draft Contract: A draft contract (in English language or along with certified English translation) must also be provided by bidders which will be signed with the successful bidder after completion of tender process, with the amendments, if any, proposed by the Embassy and agreed to by the company.

Conflict of Interest: Bidders, and any of their affiliates shall be considered to have a conflict of interest and shall not be eligible for selection as operator under any of the circumstances set forth below:

Conflicting Assignment/job: A bidder or any its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with its Assignment/job of the bidder to be executed for the same Employers.

Conflicting Relationship: A bidder that has a business or family relationship with a member of the Mission's staff who is directly or indirectly involved in any part of (i) the Preparation of the terms of reference of the Assignment job, (ii) the selection process for such Assignment/job, or (iii) supervision of the contract, may not be awarded a Contract, until and less the conflict arising from this relationship has been resolved in a manner acceptable to Mission.

Bidders have its obligation to disclose any situation of actual or potential conflict that impairs their capacity in serving the best interest of Mission, or that may reasonably be perceived as having this effect. Failure to disclose said situation may lead to the disqualification of the bidder or the termination of this contract.

Only one proposal: Each bidder will submit only one proposal. If a bidder submits or participates in more than one proposal, all such proposal shall be disqualified.

Non-Transferability: This tender is non transferable. Incomplete and conditional tenders will be summarily rejected.

Non withdrawal of bids: No bidder will be allowed to withdraw after e-submission of bids/ opening of the tender.

Integrity: The bidder must observe highest standards of ethics during the selection process and also during the execution of the work. Mission may reject a proposal at any stage if it is found that the company selected has indulged in corrupt or fraudulent activities in competing for or in executing the assigned work in question and may also declare the entity ineligible or blacklist it either indefinitely or for a stated period of time.

PAYMENTS

(a) After acceptance of LoA (Letters of Agreement), a price schedule shall be annexed to the Contract according to which all payments shall be made to the Service Provider.

(b) The prices so mentioned shall specifically mention Service Tax/VAT or any other applicable taxes as may be levied by the Tunisian Govt. from time to time.

Payment shall be released within 30 days of receipt of acceptable/ correct invoice.

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

Mode of payment shall be electronic transfer or cheque to a bank account provided by the bidder for the purpose at the time of award of contract in the local currency i.e. **Tunisian Dinar**. Acceptance of any other mode of payment or payment in any other currency would be at the discretion of the Mission.

SECTION-7
(Instructions for submission of online Bids / Online Bids)

Instruction for submission of online bid:

The bid shall be submitted online at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> along with an e-mail on hoc.tunis@mea.gov.in; admn.tunis@mea.gov.in

All documents as per tender requirement shall be uploaded online through Central Public Procurement Website: <http://eprocure.gov.in/eprocure/app> along with an e-mail on hoc.tunis@mea.gov.in; admn.tunis@mea.gov.in

Bids submitted online without required documents will be summarily rejected.

The bids are to be submitted and duly digitally signed on the Central Public Procurement Portal.

The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidder.

Prospective bidders are accordingly advised to go through instructions provided at Central Public Procurement Portal.

The online bids (complete in all respect) must be uploaded online in PDF Format.

Instruction for submission of offline Bids:

The bid shall be submitted offline at the following address:

Address: Head of Chancery (HOC)
Embassy of India, 1, Rue Didon,
Place Notre Dame, Mutualiteville,
Tunis

All other conditions remain same as per Para 7.1

Technical Bid Format

S. No.	Particulars	Details / Remarks
1.	Name of the Firm / Individual	
2.	Registered Address	
3.	Contact Details (Phone/Email)	
4.	Business Registration / License No.	
5.	Tax Identification Number	
6.	Years of Experience in Interpretation	
7.	Details of Similar Assignments (attach proof)	
8.	Languages Offered	
9.	List of proposed Interpreters with Qualifications	
10.	Experience with Diplomatic / Govt. Entities	
11.	Any Additional Information	

(Signature with date, name, and seal)

SECTION—6

(Dispute Settlement, Force Majeure & Penalty Clause)

G.1 Dispute Settlement

If any dispute or difference arises between the parties hereto as to the representatives, interpretation and implication of any provision of this agreement including the rights or liabilities of any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this tender, shall within 15 days (or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to arbitration in accordance with the Rules of Arbitration and Conciliation Act 1996 (under the framework of Indian Law) and the rules framed there under for the time being force. The award made in pursuance thereof shall be binding on the parties.

The sole arbitrator shall be appointed by the mutual consent of both parties.

The venue of the Arbitration shall be at Delhi or Tunis, as per discretion of Mission.

The language of arbitration proceedings will be English only.

Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrator otherwise decides in the Award.

The provision of this clause shall not be frustrated, abrogated or become inoperative, notwithstanding its tender agreement expires or ceases to exist or is terminated or revoked or declared unlawful.

The Courts at New Delhi shall have exclusive jurisdiction in all matters concerning

this Agreement under including any matter related to or arising out of the arbitration proceedings or the Award made therein.

G.2 Force Majeure

Notwithstanding the provisions of contract, the Service Provider shall not be liable for termination or default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purpose of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault of negligence and not foreseeable. Such events may include but are not restricted to acts of the Mission either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restriction and freight shortages.

If a Force Majeure situation arises, the Service Provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the Mission in writing the Service Provider shall continue to perform its obligations under the Agreement as far as is reasonably practical and shall seek all reasonable alternative means not prevented by the Force Majeure event.

G.3 Penalty

The work assigned to the agency should be carried out in the time bound manner as per the guidelines stipulated by the Mission from time to time keeping in view the local practices and regulations. If any of the assigned work incurs additional charges on part of Mission then the amount so incurred by the Mission

will be recovered from the service provider.

If the vehicle do not report on duty, do not report on time, wearing shabby dress or the car is not clean or maintaining in it the articles as mentioned in Section 43 of this Notice Inviting Tender, then penalty of an amount of TND 200/- would be levied on the service provider on each such instance.

The amount of penalty would be recovered by way of adjustment in the pending bills of the service provider future bills.

The decision of Competent Authority of the Mission with regard to levying of penalty would be final and binding.

**CONTACT DETAILS FORM
GENERAL DETAILS OF
BIDDER**

1	NAME OF THE	
2	NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE	
3	Communication ADDRESS	
4	TELEPHONE AND MOBILE NO.	
5	FAX NO.	
6	E-MAIL ID	

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1	NAME OF THE CONTACT PERSON	
2	DESIGNATION	
3	COMMUNICATION ADDRESS	
4	TELEPHONE NO.	
5	MOBILE NO.	
6	E-MAIL ID	

Financial Bid Format

Description of Service	No. of Interpreters	Duration (10-16 Nov 2025)	Unit Rate (per day) as well as hourly charges beyond the normal duty hours	Total (inclusive of all taxes)	Remarks
Interpreter (English-Hindi-French/Arabic)					
Interpreter (English-[Chinese Language])					

Total Amount (inclusive of all taxes): _____
 Currency: _____

Authorized Signatory:
 (Signature with date, name, and seal)