

PUBLIC ANNOUNCEMENT

15 January 2016

Competitive Project Bidding on Processing Company for Visa-Issuance Related Work

1. **Name of the person who is offering the Competitive Project Bidding, his position and address:**

Yutaka Kikuta (Mr.)
Deputy Chief of Mission and Accounting Official
Embassy of Japan
50-G, Shantipath, Chanakyapuri, New Delhi 110021

2. **Item for Competitive Project Bidding:**

Name of the Item: Processing Company for Visa Issuance Related Work
**Please refer to the "prospectus" for details. It will be distributed at the briefing session.*

3. **Briefing Session**

Based on this Public Announcement, the Embassy will hold a briefing session for those organizations/individuals who are interested in submitting their written proposal. Those interested in participating in the briefing session may please confirm their presence for the same, through e-mail addressed to jpemb.combidding@nd.mofa.go.jp by **12:00 hours, on 28 January 2016.**

(1) Date of Briefing: **29 January 2016 at 14:30 hours**

(2) Venue of Briefing: Auditorium, Ground Floor, Embassy of Japan

4. **Deadline for Submission of the Written Proposal**

(1) Deadline: **17 February 2016, by 13:00 hours**

Please either submit the written proposal in person, or send it through post to the following address. If sending by post, please make sure to send it through registered post, and to ensure that the proposal reaches the Embassy before the prescribed deadline.

(2) Contact: Consular Section, Embassy of Japan
50-G, Shantipath, Chanakyapuri
New Delhi, 110021
Tel: (011)-4610-4610

Officers in charge: Ryo Matsumae(Mr.) / Nobuaki Norizuki(Mr.)

5. Eligibility for Application

- (1) To have hub(s), including branch offices and others, in New Delhi
- (2) To be able to successfully undertake and complete the contract, and not be in a position of financial insolvency/bankruptcy
- (3) Not to be applicable under the following conditions:
 - (i) To intentionally coarsen the services in the process of implementation of the contract, and/or to conduct improper performance in terms of quality and quantity of the services related to the contract.
 - (ii) To disturb fair competition, formation of fair prices, or to form partnerships/alliances with other entities to gain undue benefit, or to indulge in any kind of unfair/illegal practices.
 - (iii) To prevent the successful bidder from concluding the contract.
 - (iv) To prevent the execution of functions of officers who conduct supervision and/or inspection of the process of concluding the contract.
 - (v) Not to implement the contract without any legitimate reasons
 - (vi) To employ and/or engage the services of persons who are not permitted to participate in the competitive bidding process under this rule (Sl. No.5) as an agent, manager and/or employee
- (4) Not to have any past record of blacklisting/suspension/termination of services as notified/issued by the Ministry of Foreign Affairs of Japan, Government of India, and/or other Embassies/High Commissions in New Delhi

6. Miscellaneous

- (1) Those organizations/individuals who do not submit all the relevant documents (as mentioned at Sl. No.4 above) before the deadline are not eligible to participate in the project bidding process.
- (2) All expenses relating to the preparation and submission of the written proposal will have to be borne by those who submit the said document. The submitted documents will not be returned, regardless of whether they are accepted or not.

7. Contact

Embassy of Japan (Contact persons: Ryo Matsumae(Mr.) / Nobuaki Norizuki(Mr.)
50-G, Shantipath, Chanakyapuri, New Delhi, 110021
Tel:(011)-4610-4610
E-mail: jpemb.combidding@nd.mofa.go.jp