

Embassy of India
Beirut, Lebanon

CORRIGENDUM

10th January, 2025

Reference this Mission's tender number BEI/ADM/578/01/2015 dated 07.01.2025 for **hiring of services of a legal advisor for the benefits of Indian workers in Lebanon.**

2. In order to make the bidding process more convenient for the vendors, the following details are being added to the original tender:

Scope of work for Legal Advisor for Embassy of India

- Legal assistance in retrieving passports of Indian workers from the sponsor/ employer.
- Legal assistance on complaints against Indian workers by sponsors/ employers.
- Legal assistance on non-preparation/denial/delay of papers like work permit, residence permit, etc.
- Denial of return ticket during the currency of the contract or after completion of contract period.
- Legal assistance in death compensation/ insurance claims from the insurance companies.
- Regularization/ legalization of stay of illegal Indian workers.
- Legal assistance during breach of contractual obligation by the sponsors/employers.
- Legal assistance in repatriation/exit from Lebanon for overstaying Indian workers.
- Regular meeting with Embassy officials at least once in a month.

- Preparation of replies to queries on various matters and their legal status in Lebanon.
- Legal support for the Embassy in litigation relating to Indian PSUs/Government companies.
- Attend to urgent cases, subject to a maximum of 12 cases in a year, involving Indians requiring legal assistance and specifically referred by Embassy of India, Beirut.

3. **Bid System**

A two-bid system (Technical & Financial Bids) will be followed.

4. **Technical Eligibility Criteria.**

The legal firm/professional must hold license to practice law in Lebanon.

The legal firm/professional must be based in Lebanon.

5. **Financial round:**

- i. Only the agencies/professionals, who qualify the Technical Eligibility Criteria, will be eligible to participate in the financial bidding round.
- ii. Contract will be awarded to the technically qualified Lowest Bidder.
- iii. The date and time for opening of the Financial Bid will be intimated on a later date.
- iv. The bidder will quote their 'per year rate' (exclusive of applicable taxes) for carrying out the entirety of the scope of work.
- v. No change in financial bids is allowed after the last date of submission of tender documents.

6. **Terms & Conditions:**

- i. Tender bids received after the closing date and time will not be entertained.
- ii. The Embassy reserves the right to extend the last date and time for submission of the bids on its own discretion.
- iii. The bidding agency/professional shall bear all costs associated with the

preparation and submission of its bids and the Embassy of India, Beirut will in no way be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. It is also clarified that no binding relationship will exist between any of the bidders and the Ministry until execution of a contractual agreement

- iv. The bids shall remain valid for a period of 180 (One hundred & eighty) days.
- v. Failure to furnish all the required information may result in rejection of the bid.
- vi. Agencies/professionals applying for the tender will submit a certificate that the information submitted by them is correct and they will abide by any decision of the Embassy. In case the information submitted by the agency/professional is found to be false and/ or incorrect in any manner, the agency/professional can be suspended and/or debarred.
- vii. Any notice by one party to the other, pursuant to the Contract shall be sent by e- mail/letter and confirmed in writing to the address specified for that purpose in the Contract.
- viii. To assist in Technical Evaluation, the Embassy reserves the right to call for any clarification from any/all bidding agencies/professionals during the evaluation of the bids. Such clarification should be submitted only in writing. However, no other correspondence on bids will be entertained.
- ix. Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
- x. In all matters related to dispute relating to this tender, the decision of the Embassy of India, Beirut will be final and binding upon the agency/professional.
- xi. The Embassy reserves the right to accept or reject any or all bids without assigning any reasons at any stage of tender process. No bidders shall have any cause or claim against the Embassy for rejection of their bid.

7. Payment terms:

- The price quoted shall remain fixed and not be subject to variations in

exchange rate, duties, levies etc. The calling rates may be done in US Dollars.

- Only applicable taxes shall be applied in addition to quoted rates.
- The Agency has to provide services on a 24 x 7 basis.

8. Liquidated damages and termination:

- In case of quality of service provided by the agency/professional found wanting / inadequate, the competent authority may terminate the contract agreement after giving 15 days' notice.
- In case of a material breach of any of the terms and conditions mentioned in the tender document, the competent authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this Embassy in that.

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(Ajay Kumar)

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