

REQUEST FOR PROPOSAL
EMBASSY OF INDIA, CAIRO, EGYPT

INVITATION OF BIDS FOR PROVIDING ACCOMMODATION
TO INDIAN AIR FORCE CONTINGENT PARTICIPATING IN
TACTICAL LEADERSHIP PROGRAMME-10 (TLP-10) AT CAIRO, EGYPT

REQUEST FOR PROPOSAL (RFP) NO: - EGY/DA/01/2026

1. Bids in sealed cover are invited for items listed in Section II of this RFP. Please superscribe the above mentioned title, RFP number and date and time of opening of the Bid onto the sealed cover to avoid the bid being declared invalid.

2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are as follows:-

(a) Bids to be addressed to: Defence Attache, Embassy of India, Cairo, Egypt in the address mentioned below.

(b) The postal address for sending the Bids:-

Defence Attache
Defence Wing, Embassy of India
Post Box No. 718,
5 Aziz Abaza Street, Zamalek,
Cairo-11211, Egypt

(c) Name/designation of the Contact: **Group Captain Perminder Antil,**
Defence Attaché

(d) Telephone number of contact: **+20 1223167628**

(e) E-mail ID of Defence Wing, Eol, Cairo, Egypt: da.cairo@mea.gov.in

(f) Fax Number: **+202 27357374**

3. This RFP is divided into five Parts as follows: -

(a) Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) Part II – Contains Essential Details of the services required.

(c) Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) Part V – Contains Evaluation Criteria..

4. This RFP is being issued with no financial commitment and the **Client** reserves the right to change or vary any part thereof at any stage. **Client** also reserves the right to withdraw the RFP, should it come necessary at any stage.

PART-I- GENERAL INFORMATION

1. **Pre-Qualification Requirements**. The reputation, capacity and credibility shall be evaluated before finalizing the bid and selecting the Company/Agency. The Company/Agency should have adequate experience in providing **accommodation services** in the past. The Company/Agency should be security cleared from concerned Egyptian authorities.

2. **Last Date and Time for Depositing Bids**. Last date and time for receipt of Tender is **04 May 2026 at 1000 Hrs**. Bids in sealed covers superscripting the Tender Enquiry reference and Tender Opening Date are to be deposited with Defence Wing, Embassy of India, Cairo, Egypt / reach by the due date and time. The responsibility to ensure this lies with the Bidder.

3. **Time and Date of Opening Bids**. Bids shall be opened on **04 May 2026 at 1100 Hrs** (If due to any exigency, the due date for opening Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any day/time as estimated by the Client).

4. **Place of Opening of the Bids**. Bids shall be opened in the Tagore Hall/ earmarked place in Embassy of India, Egypt. The Bidders may depute their representative, duly authorised in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of representative. The bids will be signed by the DA and evaluated by a board of officers at Embassy of India, Egypt.

5. **Forwarding of Bids**. The Bids should be forwarded by the Bidders under their original memo/ letter head with furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable, etc and complete postal along with e-mail address of their office.

6. **Withdrawal of Bids**. A bidder may modify or withdraw his Bid after submission provided that the written notice of modification or withdrawal is received by the Client prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the client not later than the deadline for submission of Bids.

7. **Rejection of Bids**. Conditional tenders will be rejected.

8. **Manner of Depositing Bids**. Sealed Bids should be either handed over at Defence Wing, Embassy of India, Cairo, Egypt or sent by registered post at the address given below so as to reach by due date and time (**Late tenders will not be considered**). No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. **Bid sent by FAX or e-mail will not be considered.**

PART II

ESSENTIAL DETAILS – SCOPE OF WORK/ SERVICES REQUIRED

1. **Scope of Work/ Services Required:** The following services will be required at following place from **07 May 2026 to 12 June 2026 (Tentatively)**:

(a) **Near Cairo West Airbase (07 May 2026 to 12 June 2026 (Tentatively) :**

Ser No.	Type of accommodation	Name of the Hotel	3/5 Star	Rate per day including VAT (US\$)	Remarks (if any)
(i)	Single occupancy room including breakfast				
(ii)	Twin sharing room including breakfast				

(b) **Near Cairo International Airport (07-08 May 2026 and 11-12 June 2026 (Tentatively) :**

Ser No.	Type of accommodation	Name of the Hotel	3/5 Star	Rate per day including VAT (US\$)	Remarks (if any)
(i)	Single occupancy room including breakfast				
(ii)	Twin sharing room including breakfast				

2. **Cancellation/Postponement of the Requirements.** No amount/fee will be paid to the service provider by the client, in case of cancellation/postponement of the requirements.

PART III - STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of his acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Company in the contract) as selected by the Client. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Arbitration.** All dispute or differences arising out of or in connection with the services should be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the performance, which cannot be settled amicably, may be resolved through arbitration.

2. **Penalty for use of Undue Influence.** The Company/Agency undertakes that it has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Client or otherwise in procuring the Contacts or forbearing to do or for having done or forborne to do ant act in relation to the obtaining or execution of the present contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with Government of India.

Any breach of aforesaid undertaking by the Company or any one employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) or the commission of any offence by the Company or anyone employed by him or acting on his behalf as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Client to cancel the contract and all or any other contracts with the company and recover from the Company the amount of any loss arising from such cancellation. A decision of the Client or his nominee to the effect that breach of the undertaking had been committed shall be final and binding on the Company. Giving or offering of any gift, bribe or inducement or any attempt at any act on behalf of the Company towards any officer/ employee of the Client or to any other person in a position to influence any officer/ employee of the Client for showing any favor in relation to this or any other contract shall render the Company to such liability/ penalty as Client may deem proper, including but not limited to termination of the contract, imposition of penal damage and refund of the amounts paid by the Client.

3. **Agents / Agency Commission.** The Company/Agency confirms and declares to the Client that the Company/Agency has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Contractor; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Company/Agency agrees that if it is established at any time to the satisfaction of the Client that the present declaration is in any way incorrect or if at a later stage it is discovered by the Client that the Company/Agency has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution.

4. **Non-Disclosure of Contract Documents.** Except with the written consent of the Client/ Company, other part shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof any third party.

5. **Termination of Contract.** The Client shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) The delivery of the services is delayed for cause not attribute to Force Majeure for more than 02 hours after the schedule date of providing the service.
- (b) The Company is declared bankrupt or become insolvent.
- (c) The client has noticed that the Company has utilised the service of any Indian/ Foreign agent in getting this contract and paid any commission to such individual/ company etc.
- (d) As per the decision of the Arbitration Tribunal.

6. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by Fax or registered pre-paid mail/ airmail or email, addressed to the last known address of the party to whom it is sent.

7. **Transfer and Sub-letting.** The Company/Agency has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

8. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

9. **Inspection/Acceptance/Rejection.** The Defence Attaché being the end user, will be the final inspecting authority and will have all right to reject the services if found unsuitable/different from the initially agreed upon between the Principal and the Company/Agency.

PART IV - SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Client. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Fall Clause.** If the contractor reduces its price or sells or even offers to sell the contracted goods or services following conditions of sale similar to those of the contract with the Client, at a price lower than that offered to the Client under extant contract, to any person or organisation during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the contract and the contract will be amended accordingly.

PART V - EVALUATION CRITERIA & PRICE BID ISSUES

Evaluation Criteria. The board guidelines for evaluation of Bids will be as follows:

- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
- (b) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder.
- (c) The Bidders are required to spell out the rates of Excise Duty, VAT, Service Tax, etc. in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Customs Duty / Excise Duty / VAT is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entertained after the opening of tenders.
- (d) Adequate details are to be provided to eliminate any ambiguity in the interpretation of the quoted price.