



Government of India
Ministry of External Affairs
XPD Division
PMS Section, Shastri Bhawan
New Delhi 110001

ENOTICE INVITING TENDERS FOR COLLECTING PACKAGING and
AIRFREIGHT SHIPMENT (**DOOR TO DOOR**) OF BOOKS MAGAZINES AND
OTHER PUBLICITY MATERIAL

Tender No: K/PMS/308/30/2023	DATED:
IMPORTANT DATES	
Published dated	05.03.2024
Bid Document Download Start Date	05.03.2024
Clarification Start Date	05.03.2024
Clarification End Date	26.03.2024
Bid Submission Start Date(online)	05.03.2024
Bid Submission End Date(online)	26.03.2024
Pre-Bid Meeting Date	13.03.2024
Date of Technical Bid Opening(Online)	27.03.2024
Date of Financial Bid Opening(online)	To be decided later

The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> Manual bids shall not be accepted.

Each submitted .pdf document (as requested under **Annexure A**) must clearly mention the S. No. and title from the tabular requirements under **Annexure A** to identify corresponding to which point the document has been submitted.

Publicity Officer (PMS Section)/US
XPD Division
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REQUEST FOR PROPOSAL

1. Introduction:

External Publicity and Public Diplomacy (XPD) Division of the Ministry of External Affairs invites proposals from reputed Companies/Firms to collect, package and airfreight shipments (**Door to Door**) to **209 Indian Missions/Posts abroad and the additional stations that may be added from time-to-time**. The estimated cost of work is approx. Rs. 2 Crore annually. List of stations is appended at **Annexure D**. The period of validity of the contract will be **one (01) year** from the date of signing of the Contract.

2. Brief description of the Selection Process:

XPD Division will adopt a two-stage selection process in evaluating the E-Proposals comprising Two Covers (Technical and Financial bids) online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app>. In the first stage, a technical evaluation will be carried out. **Online bidders fulfilling all the requirements under Annexure A – Cover 1 (S. No. 1 to 9), as well as, scoring more than 70% and above marks in questionnaire under the Heading: Technical Evaluation (Annexure A) shall qualify the Technical bid.**

In the second stage, Financial bids of only those Vendors will be opened who will qualify the Technical bids. During the Financial Bid stage, the Vendor who quotes the lowest amount (L1) pertaining to a particular Mission/ Post will be assigned to deliver to that Mission/Post.

In the scenario, where two or more vendors have offered the same rate for any particular Mission/Post, the Station will be awarded to the Bidder scoring a higher percentage of marks during the Technical Bid stage.

During the tenure of the Contract, if additional Station(s) is added to the list of Missions/Posts (**Annexure D**), the Ministry will invite price quotes (in the format of **Annexure B** in hardcopy and/ or email) from the Bidders who would have participated in the Tender and would have qualified the Technical Evaluation stage. The received price quotations will be evaluated by the internal Technical Bid Evaluation Committee. The Vendor who quotes the lowest amount pertaining to the new Station(s) will be assigned to deliver to that Mission/Post.

3. Technical Specification:-

(a)	Name of Work	Collect, package and airfreight shipments (Door to Door) It will be the Vendor's responsibility to deliver the shipment at the door of the Mission/Post, post-delivery of the shipments.
(b)	Material to be shipped	Books, Magazines, and other publicity material to be shipped as Diplomatic cargo with due security consideration.
(c)	Packing Specifications	Packaging material for the consignments is to be provided by the Vendor and packaging is to be performed by the Vendor. Moreover, Packaging is to be done in new & unused, seven-ply superior quality corrugated boxes, with bubble wrapping on the inside and shrink gunny wrapping on the outside, under supervision.

4. Minimum Eligibility Criteria

- (a) Vendor should have an experience of working with Ministries/Departments under Government of India in this field, and should furnish '**User Satisfaction Certificates**' from **at least 03 Ministries/Departments under Government of India** serviced during the **last 02 years in the area pertinent to this proposal**.
- (b) Vendor shall be required to submit copies of Income Tax Returns of the **last 03 years** along with Turnover certificates (minimum annual turnover **Rupees Thirty Lakhs**) for the **last 03 years** ratified by a practising Chartered Accountant.
- (c) PAN numbers allotted to the Vendor by Income Tax Department and GST number allotted by Service Tax department to the Vendor should be clearly mentioned in the tender and copies should also be enclosed.
- (d) The Vendor will submit an affidavit/certificate to the effect that the information submitted by him is correct and he will abide by the decision of competent authority of Ministry of External Affairs regarding collecting, packaging and airfreight shipments (Door to Door). In the event of the information submitted by Vendor being found to be false or fabricated in any manner whatsoever, the Vendor may be suspended and/or debarred from bidding for all future projects/proposals of Ministry of External Affairs. The Earnest Money Deposit (EMD) may also be forfeited in case false information is discovered at a subsequent stage.
- (e) The Vendor is to confirm in writing the acceptance of all the terms and conditions for collecting, packaging and airfreight shipments (Door to Door) in consideration of his application for declaration as per **Annexure C**.

- (f) The Vendor should have not been de-registered/blacklisted previously by any government organization. A duly signed, self-declaration in this regard should be submitted.
- (g) The Vendor should provide an affidavit concerning 'Non-disclosure' of any kind of information supplied by the Ministry of External Affairs to prevent any unauthorised access/ sharing, as per **Annexure E**.

5. Submission of online bids

- (a) The bid shall be submitted only online over the Central Public Procurement (CPP) Portal Website: <http://eprocure.gov.in/eprocure/app>

Manual bids will not be accepted under any circumstances.

- (b) The online bids (complete in all respect) must be uploaded online on the CPP Portal in two separate parts, viz.:

- a. **Technical Bid:** to be uploaded in the format as given in **Annexure A**

- b. **Financial Bid:** to be uploaded in the format as given in **Annexure B**. The Vendor must submit their financial bid in the prescribed format (BOQ.XXXX File) - specified at **Annexure B** of this tender document. Vendors are required to download the BOQ File, open it and complete the unprotected cells with their respective financial quotes [the rate per Kg for each station, the GST percentage and the GST amount charged] and other details (such as name of the Vendor). No other cells should be changed. Once the details have been completed, the Vendor should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the Vendor, the bid will be rejected. **The Vendors are strictly advised to refrain from quoting unrealistic prices at which they may not make supplies later.**

- (c) Both Technical and Financial bids are to be submitted concurrently, duly digitally signed on the CPP Portal.

- (d) The Vendors shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by the respective Vendor.

6. Pre-Bid Meeting

A pre-bid meeting will be held (**ref. table 'Important Dates'**) to provide clarification(s) on the expected requirements and the Tender formalities pertaining to the dispatch of Publicity Material to Missions/Posts abroad.

The pre-bid will be held at the Conference Room of the Ministry of External Affairs, 1st Floor, A-wing, Shastri Bhawan, New Delhi 110001. In addition to attending the pre-bid meeting, the prospective bidder may choose to reach-out to the XPD Division of the Ministry at the email: popms@mea.gov.in or at the number: 011-23381719, upto the scheduled time & date for seeking clarifications (**ref. table 'Important Dates'**).

7. Disqualification

Even though the Vendors meet the above criteria, they are subject to be disqualified if any Vendor or constituents has:-

- (a) A criminal history or has been convicted by any court of law for any of the offences under any Indian laws.
- (b) If any criminal proceeding(s) is/are pending in any court of law in India against any of the Vendor and if any such proceeding culminates into conviction.
- (c) Made misleading or false representation in the forms, statements and attachments submitted.
- (d) The Vendor who does not submit hard copy of EMD will be disqualified from the tendering process.
- (e) The Vendor quotes unrealistic prices at which they may not make supplies later.

In the event of disqualification, the Vendor will be de-barred from participating in future Tenders in the Ministry. Moreover, the EMD/Performance Bank Guarantee deposited by the Vendor with the Ministry will be forfeited.

8. Earnest Money Deposit (EMD):

The Vendor shall furnish an Earnest Money Deposit (EMD) amounting to **Rs 4,00,000/-** together with the Technical Bid Cover. The EMD shall be in Indian Rupees and shall be in the form of insurance surety bonds, Account payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form in favour of '**Pay and Accounts Officer, Ministry of External Affairs, New Delhi payable at New Delhi**'.

The original hard copy of EMD of Rs 4,00,000 /- in the form of Demand Draft is also required to be submitted in a sealed envelope, superscribed: '*Tender for Collecting, Packing and Airfreight Shipment (Door to Door) of books, magazines, and other Publicity Material* on or before the closing date and time of e-submission of online bids to **Publicity Officer, PMS Section, Room No. 255, A Wing, XPD Division, Ministry of External Affairs, New Delhi**, failing which the bids will not be considered.

The Earnest Money of unsuccessful Vendor shall be refunded without any interest within 30 days of declaration of result of first stage i.e. technical evaluation. EMD of the successful Vendor will be released after the Vendor signs the final Contract and furnishes the Performance Bank Guarantee. The EMD shall not carry any interest. The EMD will be forfeited on account of one or more of the following reasons:

- (a) Vendor withdraws the Proposal during the validity period specified in e-Tender document.
- (b) Vendor does not respond to request for clarification of its Proposal/ substandard works.
- (c) Vendor fails to provide required information during the evaluation process or is found to be non-responsive.
- (d)** In case the successful Vendor fails to sign the Contract, or furnish the Performance Bank Guarantee in time as per schedule.

9. Performance Bank Guarantee

Performance Bank Guarantee shall be submitted by the successful Vendor through a nationalized bank, along with the final Contract and it **shall remain valid up to 60 days after the completion of the tenure of contract period.**

The value of the Performance Guarantee for the Vendor will be computed in proportion to the number of Missions/Posts awarded to the Vendor against Rs. 6,00,000/- (Rupees Six Lakh only), as per 3% of the total value of approx. Rs. 2 Crore of the Tender, for a total of 209 Missions/Posts, as follows:

Amount of Performance Bank Guarantee = [(no. of Stations awarded) / (total 209 Stations)] x (6,00,000)

(a) This Performance Guarantee shall be encashed by the Ministry of External Affairs in case the contractor fails to adhere to the terms and conditions of the Contract signed with the Agency(s).

(b) No Interest shall be paid on the Performance Guarantee.

10. Validity of the Contract:

The validity period of the contract shall be **01 year** from the date of signing of the Contract. Ministry of External Affairs may decide to extend the contract by one year beyond the period of 01 year, if required, on the same rates and terms and conditions.

In case of an extension of the Contract beyond the period of one (01) year, the consent of the successful Vendors will be sought on the same rate and terms & conditions, as quoted for this proposal, for each awarded Mission/Post, for the extended period as well. Moreover, the Performance Bank Guarantee will be renewed for its validity, for the renewed period of the Contract.

11. Payment

The Vendor, once awarded work, will submit the invoice for payment, along with the proof of the dispatch of consignment i.e. copies of the Airway Bill, sent to the Missions/Posts concerned. In the scenario of a discrepancy having been noted with regards to any dispatch, an amount commensurate to the consignment cost i.e. the dispatch cost and the cost of goods, would be recovered from the Vendor.

12. Terms & Conditions

- (a). Full fill all the columns in Technical Bid format (from S. No. 1 to 9) under **Annexure A**.
- (b). Validity of Proposal: 180 days (from the date of bid opening), Ministry of External Affairs reserves the right to reject a proposal valid for a shorter period as non responsive.
- (c). Bid Currency: Prices shall be expressed in Indian Rupees only.
- (d). For verification of information submitted by the Vendor, the Committee may visit Vendor's offices at its own cost.
- (e). The Vendors shall provide all the necessary documents, samples and reference information as desired by the Committee.
- (f). The Vendors shall also assist the Committee in getting relevant information from the Vendors references, if desired.
- (g). In the event, the information submitted by Vendor is found false or fabricated in any manner whatsoever, the Vendor may be suspended and/or debarred from bidding for all future projects/proposals of Ministry of External Affairs. The Earnest Money Deposit (EMD) may also be forfeited in case false information is discovered at a subsequent stage.
- (h). The cost indicated in the Financial Bid corresponding to each awarded Mission/Post shall be treated as final and reflecting all inclusive.
- (i). The tender is non-transferable. The incomplete and conditional tenders will be summarily rejected.
- (j). No Vendor will be allowed to withdraw after e-submission of bids/opening of the tender; otherwise the EMD submitted by the firm will be forfeited.
- (k). Refusal to lift consignments at the contracted rate and quantity thereafter may result in cancellation of contract and invoking of the bank guarantee as well as disqualification of the firm for applying for future contracts.
- (l). During the period, no request for increase in quoted rates shall be accepted under any circumstances.

- (m). If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted and its EMD/performance guarantee shall be forfeited.
- (n). **The publicity material for packing shall be collected from PMS Section, located at: Room No.255, A Wing, II Floor, Shastri Bhawan, MEA, New Delhi, or from any other address in Delhi-NCR, as intimated by the Ministry.**
- (o). In the scenario of exigent deliveries to Station(s), the Vendor will adhere to the time lines for delivery as directed by the Ministry.
- (p). The Vendor, once awarded work, will not appoint or engage any sub-contractor or outsource to any 3rd party to perform any of the obligations/assignments under the scope of this Proposal.
- (q). Ministry reserves the right to terminate the Contract with the Vendor, once awarded the Station(s) for dispatch of consignment, in the event of aberrations by the Vendor from the terms and conditions mentioned as part of this Proposal, namely: delay(s) in accepting the consignment from the XPD Division and/or delay in dispatch of the consignment to the respective station(s), bundling of multiple consignments before dispatch to the respective station(s), usage of sub-standard packaging material, receipt of torn/ lost/ open consignments at the receiving station(s), etc. In the said scenario, Ministry shall furnish to the Vendor a written notice of such aberrations and provide a grace period to cure its performance within 30 days. However, if beyond the period of 30 days, if the Vendor fails to rectify its performance, Ministry will terminate its contract with the Vendor, and shall encash the Performance Bank Guarantee submitted by the Vendor to the Ministry.

13. Timelines for dispatch

The Vendor will have to accept and dispatch each consignment, from **PMS Section, located at: Room No.255, A Wing, II Floor, Shastri Bhawan, MEA, New Delhi, or from any other address in Delhi-NCR, as per the intimation by the Ministry, within 10 days after accepting the consignment from one of the above mentioned locations. Delays in dispatching the consignment will under no circumstances be acceptable to MEA.**

14. Penalty

- (a) In case Vendor withdraws or changes his quotation, EMD will be forfeited. Refusal or inability or delay by the successful Vendor to supply all deliverable as per scope

of work at the contracted rate or any false statement in the bid may result in termination of the contract and forfeiting of EMD/Performance Guarantee as well as disqualification of the Vendor from participating in future tenders.

- (b) Delays are unacceptable and will invite a **penalty of 5% of the total amount of the bill** for a delay in dispatching the consignment to the respective station(s) awarded to the Vendor, beyond the **period of 10 days**, after accepting the consignment from the PMS Section. **The penalty amount would augment by 0.5% of the total amount of the bill for every day thereof, after the period of 10 days of delay.**

15. Amendment of Bidding Document:

- (a) At any time prior to the deadline for e-submission of bids, the Ministry may, for any reason, whether on its own initiative or in response to the clarification request by a prospective Vendor, modify the bid document.
- (b) 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.gov.in/eprocure/app_and www.mea.gov.in. Such amendments modification shall be binding on all the prospective Vendors.
- (c) Ministry at its discretion may extend the deadline for the e-submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective Vendor time to take into the consideration the amendments while preparing their bids.
- (d) The Ministry 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 continued in the tender document or to reject any or all the tenders in whole or impart without giving any notice or assigning any reason.
- (e) Further Addendum/Corrigendum if any will be uploaded onto website of MEA only besides the CPP portal. The decision of Ministry, in this regard, shall be final and binding on all.

16. Corrupt or Fraudulent Practices:

- (a) It is expected that the Vendors who wish to bid for this tender have highest standards of ethics.
- (b) Ministry shall reject bid if it determines that the Vendor recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.

- (c) Ministry may declare a Vendor ineligible, either indefinitely or for a stated duration, if it at any time determines that the Vendor has engaged in corrupt and fraudulent practices during the execution of contract.

17. Settlement of Disputes and Arbitration

All disputes, differences and questions arising out of or in any way concerning the Contract ensuing vide this RFP or subject matter thereof or the representatives' rights, duties or liability of the parties shall be resolved in accordance with the Arbitration and Conciliation Act of 1996, as amended. The Arbitration proceedings will be held in New Delhi.

18. Force Majeure

If either MEA or the Vendor fails to fulfill its obligation hereunder (other than an obligation for the payment of money), when such failure is due to an 'act of god', or other circumstances beyond its reasonable control, including but not limited to fire, flood, civil commotion, riot, war (declared and undeclared), revolution and embargoes, then said failure shall be excused for the duration of such event and for such a time thereafter as is reasonable to enable the parties i.e. MEA and the Vendor, to resume performance as part of the Contract which is to ensue vide this RFP, provided however, that in no event shall such time extend for a period of more than one hundred eighty (180) days.

19. OPENING OF E-TENDER

Technical Proposals shall be opened as per Schedule mentioned in the table: '**Important dates**' at the office of the Ministry of External Affairs, in the presence of Vendors or their authorized representatives who choose to attend the opening of Bids. Authorized representative with authority letter on the letter-head of tendering company/firm/agency etc. duly signed by the tenderer will only be allowed to attend the meeting of the Tender Committee to be held at the location **Room No. 255, II Floor, A Wing, Shastri Bhawan, Ministry of External Affairs, New Delhi** for opening the Technical Bids.

20. Ministry of External Affairs also reserves the right to call for additional information from the Vendors.

ANNEXURE – A

Cover 1

S. No.	<u>Document</u>	<u>Format</u>
1	EMD of Rs.4,00,000/- (Rs. Four Lakhs only) and Bank Details (certified copies)	.pdf
2	Name of the Company/Firm/Agency with Year of Establishment along with Detailed office address with Telephone and Email ID and Certificate of Incorporation Details	.pdf
3	'User Satisfaction Certificates' from services during the last 02 years as proofs of experience of working with 03 Ministries/ Department/security sensitive organizations under Government of India in the field of collecting, packaging and airfreight of consignments, as per the scope of this proposal	.pdf
4	Income Tax Returns for the last 03 years (minimum annual turnover Rs. Thirty Lakh) and PAN/GST registration certificates (Attested copies)	.pdf
5	Undertaking that the Vendor has not been de-registered/blacklisted by any Departments/ Ministries/ Organizations of the Govt. of India/ State Govt. Reference Para 4(f)	.pdf
6	Affidavit/ Certificate to the effect that the information provided by the Vendor is correct and the decision of competent authority of the Ministry of External Affairs will be abided by. Reference Para 4 (d).	.pdf
7	Written acceptance of all the Terms & Conditions for collecting, packaging and airfreight shipments (Door to Door) consideration of the application for declaration as shown in Annexure C .	.pdf
8	Affidavit regarding a Non-Disclosure of information to protect the information shared by the Ministry of External Affairs from unauthorised access/ sharing, as per Annexure E .	.pdf
9	Vendor must furnish as physical sample, on the day of the Technical Bid opening, the material to be used for packaging the Publicity material, as specified under Para 3 (c)	Physical sample material

TECHNICAL EVALUATION		Format of submission
Total Weightage = 100 Marks		
	<p>* Relative grading will performed for each item below * Minimum qualifying marks are 70%</p>	
(a)	<p>Annual Turnover of the Bidder for the last 03 years (Minimum 30 lakhs). Max. Weightage = 10 Marks</p>	.pdf to be uploaded online
(b)	<p>Previous experience of the Bidder in service to Ministries/ Department/security sensitive organizations under Government of India in the field of collecting, packaging and airfreight of consignments, during the last 02 years, as per the scope of this proposal (Minimum 3). Max. Weightage = 40 Marks</p>	.pdf to be uploaded online
(c)	<p>Bidder must furnish as physical sample, on the day of the Technical Bid opening, the material to be used for packaging the Publicity material, as specified under Para 3 (c) e.g. type & quality of material used for packaging i.e. weather-proof, thickness of the board, etc. Max. Weightage = 20 Marks</p>	Physical sample material
(d)	<p>On the day of the Technical Bid opening, the Bidder must provide an overview of the Company, the end-to-end process of dispatch of the consignment, as practised at the Bidding firm, and the related infrastructure involved in dispatch of consignment. Max. Weightage = 30 Marks</p>	Presentation / Explanation by the Bidder

ANNEXURE B

Financial Bid Format (to be submitted in BOQ.xls format online)

S. No.	Item Description	Weight	(A) Rate in INR excluding GST (for minimum weight one kg)	(B) GST Amount in INR	GST % charged	TOTAL RATE in INR (for minimum 1 Kg) (A) + (B)
1.	TENDER FOR COLLECTING, PACKAGING & AIRFREIGHT SHIPMENT (DOOR TO DOOR) OF BOOKS, MAGAZINES, AND OTHER PUBLICITY MATERIAL as per enclosed list (Annexure D)	Minimum 1 Kg	*			

Vendors are to submit separate financial quotes for each station. The rate quoted by the Vendor shall be for the entire scope of work on the 'firm rate / fixed rate' basis and should be all inclusive:

- (A) Airfreight charges
- (B) Packing charges
- (C) Customs examination charges
- (D) Band/strapping charges
- (E) Transportation charges from MINISTRY OF EXTERNAL AFFAIRS premises in New Delhi or other destinations in Delhi-NCR, as may be intimated from time to time, to the door of the Mission/Post, post-delivery of the shipments
- (F) Documentation charges
- (G) Porterage charges
- (H) Agency charges
- (I) Terminal charges
- (J) Any other ancillary/incidental charge not covered above.

Annexure C

Declaration Certificate

This is to certify that I/We before signing this E-Tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

I will accept the consignment of 1 Kg (1 Kilogram) and above.

Signature:

Name:

ANNEXURE – D
LIST OF MISSIONS/POSTS

S. No.	Name of Mission/Post	S. No.	Name of Mission/Post	S. No.	Name of Mission/Post
1	AHCI Chittagong	78	E/I Berne	155	E/I Yangon
2	AHCI Kandy	79	E/I Biratnagar	156	E/I Yerevan
3	AHCI Khulna	80	E/I Bishkek	157	E/I Zagreb
4	AHCI Mombasa	81	E/I Brasilia	158	HCI Abuja
5	AHCI Rajshahi	82	E/I Bratislava	159	HCI Accra
6	AHCI Sylhet	83	E/I Brazzaville	160	HCI Brunei
7	ASEAN Mission in Jakarta	84	E/I Brussels	161	HCI Canberra
8	CGI Atlanta	85	E/I Bucharest	162	HCI Colombo
9	CGI Bali	86	E/I Budapest	163	HCI Dar-e-Salaam
10	CGI Bandar Abbas	87	E/I Buenos Aires	164	HCI Dhaka
11	CGI Birgunj	88	E/I Cairo	165	HCI Gaborone
12	CGI Birmingham	89	E/I Cape Town	166	HCI Georgetown
13	CGI Chiangmai	90	E/I Caracas	167	HCI Harare
14	CGI Chicago	91	E/I Conarky	168	HCI Islamabad
15	CGI Dubai	92	E/I Copenhagen	169	HCI Kampala
16	CGI Durban	93	E/I Dakar	170	HCI Kingston
17	CGI Edingburgh	94	E/I Damascus	171	HCI Kuala Lumpur
18	CGI Erbil	95	E/I Djibouti	172	HCI Lilongwe
19	CGI Frankfurt	96	E/I Doha	173	HCI London
20	CGI Geneva	97	E/I Dublin	174	HCI Lusaka
21	CGI Guangzhou	98	E/I Dushanbe	175	HCI Male
22	CGI Hambantota	99	E/I Guatemala City	176	HCI Valetta
23	CGI Hamburg	100	E/I Hanoi	177	HCI Maputo
24	CGI Herat	101	E/I Havana	178	HCI Mbabane
25	CGI Ho-Chi-Minh-City	102	E/I Helsinki	179	HCI Nairobi
26	CGI Hong Kong	103	E/I Jakarta	180	HCI Nicosia
27	CGI Houston	104	E/I Juba	181	HCI Ottawa
28	CGI Istanbul	105	E/I Kabul	182	HCI Port Louis
29	CGI Jaffna	106	E/I Kathmandu	183	HCI Port Moresby
30	CGI Jalalabad	107	E/I Khartoum	184	HCI Port of Spain
31	CGI Jeddah	108	E/I Kigali	185	HCI Pretoria
32	CGI Johannesburg	109	E/I Kinshasa	186	HCI Singapore
33	CGI kandahar	110	E/I Kuwait	187	HCI Suva
34	CGI Mandalay	111	E/I Kyiv	188	HCI Victoria (Mahe)
35	CGI Mazar-E-Sharif	112	E/I Lima	189	HCI Wellington
36	CGI Medan	113	E/I Lisbon	190	HCI Windhoek
37	CGI Melbourne	114	E/I Ljubljana	191	HCI Yaounde
38	CGI Milan	115	E/I Luanda	192	ILO Naypyitaw
39	CGI Munich	116	E/I Madrid	193	PDI Paris

40	CGI New York	117	E/I Malabo	194	PMI Geneva
41	CGI Osaka Kobe	118	E/I Manila	195	PMI, New York
42	CGI Perth	119	E/I Mexico City	196	Representative office at Taipei (Taiwan)
43	CGI Phuentsholing	120	E/I Minsk	197	ROI Ramallah
44	CGI Saint Denis	121	E/I Moscow	198	HCI Mbabane
45	CGI Saint Petersburg	122	E/I Muscat	199	E/I Lome (Togo)
46	CGI San Francisco	123	E/I Niamey (Niger)	200	E/I Santo Domingo
47	CGI Sao Paulo	124	E/I Oslo	201	HCI Freetown
48	CGI Shanghai	125	E/I Ouagadougou	202	E/I Gabon
49	CGI Sittwe	126	E/I Panama City	203	E/I Tallinn
50	CGI Sydney	127	E/I Paramaribo	204	E/I Asuncion
51	CGI Toronto	128	E/I Paris	205	E/I Monrovia
52	CGI Vancouver	129	E/I Phnom Penh	206	CGI Seattle
53	CGI Vladivostok	130	E/I Prague	207	CGI Brisbane
54	CGI Zahidan	131	E/I Pyong Yang	208	E/I Vilnius
55	CGI Zanzibar	132	E/I Rabat	209	HCI Valletta
56	E/I Abidjan	133	E/I Reykjavik		
57	E/I Abu Dhabi	134	E/I Riyadh		
58	E/I Addis Ababa	135	E/I Rome		
59	E/I Algiers	136	E/I Sanaá		
60	E/I Almaty	137	E/I Santiago		
61	E/I Amman	138	E/I Sao Tome		
62	E/I Ankara	139	E/I Seoul		
63	E/I Antananarivo	140	E/I Sofia		
64	E/I Ashgabat	141	E/I Stockholm		
65	E/I Asmara	142	E/I Tashkent		
66	E/I Astana	143	E/I Tehran		
67	E/I Athens	144	E/I Tel Aviv		
68	E/I Baghdad	145	E/I The Hague		
69	E/I Bagota	146	E/I Thimphu		
70	E/I Bahrain	147	E/I Tokyo		
71	E/I Baku	148	E/I Tripoli		
72	E/I Bamako	149	E/I Tunis		
73	E/I Bangkok	150	E/I Ulan Bataar		
74	E/I Beijing	151	E/I Vienna		
75	E/I Beirut	152	E/I Vientiane		
76	E/I Belgrade	153	E/I Warsaw		
77	E/I Berlin	154	E/I Washington		

Annexure E

Affidavit for Non-Disclosure of Information

I, undersigned, do hereby certify that all the information provided by the Ministry of External Affairs shall be protected from unauthorized access/sharing.

Authorized signature:

Name: