

**Embassy of India**  
**Moscow**  
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**Invitation for Expression of Interest for Empanelment of Firms For Transportation Of Mortal Remains / Local Cremation / Burial**

Embassy of India, Moscow invites sealed quotations from reputed, experienced and financially sound firms / agencies registered under relevant Russian Law which can provide services related to transportation of mortal remains to India , local cremation & burial of mortal remains of Indian nationals. The company should have a minimum of 3 years experience in the field as on 31.12.2024. Bidding firms / agencies are invited to submit the quotation, as per format attached at Annexure-A & B for carrying out the service on behalf of the Embassy of India, Moscow, 6-8 Vorontsovo Polye, Moscow. The empanelment of firm will be on the L1 basis of quote and will initially be for a period of two years and can be extendable to 1 more year at the same rates, terms and conditions.

**SCHEDULE AND PROCESS FOR SUBMISSION OF QUOTATION**

<b>Sl no.</b>	<b>IMPORTANT DATES</b>	
1	Release of Request for Quotation	10 September 2025
2	Submission of Quotation Starts:	11 September 2025
3	Last date for submission of Quotation*:	9 October 2025
4	Date of opening of Quotations*:	10 October 2025
*Subject to change due to administrative/logistic reasons		

All queries from the firms relating to this advertisement must be submitted by email only exclusively to email id : cons.moscow@mea.gov.in . The queries must be in an attached file in word format only. The Embassy will endeavour to provide answers to all questions raised by the firms. The quotation should be sent in sealed cover, superscribed in bold letters, “Quotation For Empanelment of Firm For Transportation Of Mortal Remains / Local Cremation / Burial, Embassy of India, Moscow” addressed to: Counsellor (Consular), Embassy of India, 6-8 Vorontsovo Polye, Moscow so as to reach the Embassy latest by 1600 hrs of October 14, 2025. All quotations shall be opened simultaneously at 1100 hrs on October 15, 2025 at the Embassy. The decision of the Embassy on pre-qualification of the quotations shall be final. The Embassy reserves the right to reject any quotation based on security considerations at any stage in the process.

## **SCOPE OF WORK**

The firm / agency has to complete all formalities related to registration of death at the Embassy and transportation of mortal remains or local cremation / burial , as instructed by the Embassy.

## **TERMS AND CONDITIONS**

The firm / agency will have to ensure compliance of all mandatory laws / regulations laid down by the Government of the Russian Federation and any other relevant Acts and regulations enforceable from time to time without any liability on the Embassy of India, Moscow or without any responsibility for statutory compliance by the Embassy.

**Duration of Empanelment :** The empanelment will be for a period of two years duration from the date of award which will be extendable, for a maximum tenure of one year at same rate and terms and conditions upon satisfactory performance by firm / agency.

**Right to accept any bid and to reject any or all bids:** The Embassy of India, Moscow, at its own discretion, can accept or reject any bid / quotation without assigning any reasons thereof. The decision of the Embassy of India, Moscow shall be final and binding on all.

**Change Orders:** The agreement may be amended or modified with consent of both parties in writing signed by the duly authorized representatives of the respective parties. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e., the bidder and Embassy of India, Moscow.

**Site Visit:** The bidders shall visit the Embassy, understand the scope thoroughly (even if it is not mentioned in this tender) and then quote. The bidder shall contact Second Secretary (Consular) at [cons1.moscow@mea.gov.in](mailto:cons1.moscow@mea.gov.in), Embassy of India, Moscow for visiting the site from 06.09.2025 to 10.09.2025.

**Termination:** The Embassy may terminate the empanelled firm / agency, by giving a written notice of 30 days to the service provider for unsatisfactory performance.

**Terms of Payment:** The payments shall be made upon completion of work and upon submission of original invoices in the Embassy. Firm / agency shall ensure timely submission of invoice to the Consular Section.

**Part-I: Firm's description format summary**

Name of the Bidding Firm

Name of Partner(s) & Nationality

Name of the Authorized Signatory

Nationality

Passport No.

E Mail ID

Telephone No.

Fax No.

Year of Incorporation

Registration No.

Service tax no. / TRN No.

Registered Office & Address

Branch offices in Russia (with address and Contact details) if any

**Part-II: Quotation Format**

To:

Counsellor (Consular)

Embassy of India, Moscow

cons.moscow@mea.gov.in

Dear Sir/ Ma'am,

**Sub: Quotations For Empanelment Of Firms For Transportation Of Mortal Remains / Local Cremation / Burial**

As part of the empanelment, we hereby make the following price offer to the Embassy of India, Moscow towards providing the Transportation Of Mortal Remains / Local Cremation / Burial services.

**2. (I) Quotation for transportation of mortal remains :**

<b>Sl. No.</b>	<b>Description</b>	<b>Quote (in RUB)</b>
1	Death Certificate Charges	
2	Embalming Charges	
3	Cargo Charges	
4	Coffin Box	
5	Ambulance Charge	
6	Service Charge	
7	Any other charges	

**(II) Quotation for local cremation / burial of mortal remains :**

Sl. No.	Description	Quote (in RUB)
1	Death Certificate Charges	
2	Municipality Charges	
3	Crematorium ground charges	
4	Burial ground charges	
5	Ambulance Charge	
6	Service Charge	
7	Any Other Charges	

\*‘as per actuals’ may be mentioned for charges which are fixed & decided by government.

We agree to bind by this quotation, if we are selected.

For and on Behalf of:

Signature (Authorized Signatory)

Designation