

**High Commission of India**

**Islamabad**  
**(Visa Wing)**

**Expression of Interest**

The High Commission of India, Islamabad is planning to appoint Pakistan-based company/companies to facilitate Indian visa services. Companies are invited to indicate their interest. The Expression of Interest should be accompanied by a duly filled proforma available on the High Commission's website [[www.india.org.pk](http://www.india.org.pk)]. The Expression of Interest, accompanied by the proforma and any other information that the interested company finds relevant, should be sent both in printed and electronic form to Dr. Piyush Singh, First Secretary, High Commission of India, G-5, Diplomatic Enclave, Islamabad [E-mail: [cons.islamabad@mea.gov.in](mailto:cons.islamabad@mea.gov.in)]. The Expression of Interest should reach High Commission of India, Islamabad on or before 15 March 2017 [1700 hrs].

In case of any queries, they may be sent before 22 February 2017 at [cons.islamabad@mea.gov.in](mailto:cons.islamabad@mea.gov.in). All interested companies can also send their representatives to the High Commission, for any clarification, with prior appointment.

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## Proforma to be submitted along with the Expression of Interest

### Section A: Organizational Profile

S.No.	Head	Information
i	Full legal name of the Interested Company	
ii	Address	
	(a) Registered Office	
	(b) Corporate Office	
	(c) Head Office	
	(d) Details of valid Registration No., date and issuing authority	
iv	(a) Contact person with name, designation, postal address, email address, Telephone number, Including mobile number (b) Additional contact person with similar details	
v	Website link of the Interested Company giving details of the activities of the company including outsourcing activities	
vi	List of Branch offices with address and website links indicating activities.	
vii	Geographical presence across Pakistan	
viii	Brief sketch of company, giving details of its management, manpower, etc.	
ix	Company's financial credentials, including turnover and profit figures for last 3 years	
x	Number of years of experience in the outsourcing field	
xi	Experience in capturing biometrics for visa-related or other services	
xii	Experience in digitizing and indexing documents	
xiii	Any awards or certification	
xiv	Any other information regarding company profile relevant for visa outsourcing services	

**[Note:** Companies can use additional sheets, if required, for responding to any of the points mentioned in the above table.]

## Section B: References

(Please provide three references only)

S.No.	Head	Information
i	Name of the referral Company/organisation with Postal, Email address, Telephone No. and website link	
ii	Field of activity of the referral company/organisation	
iii	Name of the contact person, designation, email address and telephone number of the referral company/organisation	
iv	Number of years of association if the Interested Company with the referral Company/ organisation	

**[Note:** The referees may be advised that High Commission of India, Islamabad or Ministry of External Affairs, New Delhi may contact them for any verification.]

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