

**CONSULATE GENERAL OF INDIA
(ISTANBUL)**

TENDER NOTICE

FOR

ENGAGEMENT OF PROFESSIONAL AGENCY/FIRM FOR

LEGAL/PROPERTY DUE DILIGENCE

**OF A BUILDING PROPOSED FOR ACQUISITION FOR USE AS THE CHANCERY OF THE
CONSULATE GENERAL OF INDIA, ISTANBUL**

Particular	Details
Tender No.	IST/ADM/861/01/2025
Date of Issue	05/10/2026
Contact details	hoc.istanbul@mea.gov.in , vc.istanbul@mea.gov.in , admn1.istanbul@mea.gov.in

SECTION I – NOTICE INVITING TENDER

The Consulate General of India, Istanbul invites bids from reputed, experienced and professionally qualified firms/agencies legally authorized to operate in Türkiye for providing professional services in respect of a building proposed to be acquired by the Consulate General of India, Istanbul for use as its Chancery.

The assignment comprises following component:

- Legal/Property Due Diligence

Bidders may submit bids for this component subject to meeting the eligibility requirements prescribed for this work.

1. Important Dates

Particular	Details
Tender No.	IST/ADM/861/01/2025
Date of publication/issue	06/10/2026
Tender document available from	06/10/2026
Last date for clarification	12/10/2026
Financial Bid opening	12/10/2026
Currency	USD or EUR or TL

SECTION II – INSTRUCTIONS TO BIDDERS

2.1 Background

The Consulate General of India, Istanbul is examining the acquisition of a suitable building/property in Istanbul for use as the Chancery. For this purpose, the Consulate intends to engage suitably qualified professional firm/agency for obtaining independent professional reports covering legal/property due diligence.

SECTION III – ELIGIBILITY AND QUALIFICATION CRITERIA

3.1 General Eligibility

1. Be a legally registered company/firm/professional entity or other legally recognized entity in Türkiye.
2. Possess all licenses/registrations /permissions required under Turkish law for the services offered.

3. Have adequate professional experience in the relevant field.
4. Have qualified personnel capable of undertaking the assignment.
5. Not have been blacklisted/debarred by any Government department, public authority etc as on the date of submission of bids.
6. Suitable experience with diplomatic transactions /properties.

3.2 Eligibility for Due Diligence

- At least 2 year's professional experience in property/legal due diligence.
- At least 2 similar assignments during the preceding 5 years.

SECTION IV – SCOPE OF WORK

4.1 Component I – Legal/Property Due Diligence

The selected agency shall undertake comprehensive due diligence of the proposed property, including:

- Verification of ownership and title/registration documents.
- Verification of chain/history of ownership and third-party rights.
- Search for mortgages, liens, charges, easements, attachments, leases, usufructs, restrictions and other encumbrances.
- Verification of zoning, permitted use, development rights and planning restrictions.
- Verification of building permits, construction approvals, occupancy/use permits, completion certificates, approved drawings, renovation permissions and fire-safety approvals.
- Verification/search for litigation, disputes, tax/municipal/utility dues and other liabilities.
- Identification of legal, regulatory and transaction risks.
- Submission of a detailed Due Diligence Report identifying documents examined, findings, deficiencies, outstanding approvals/documents, risks and recommended corrective action.
- Any other details that may impact acquisition.

SECTION V – DELIVERABLES

- Legal/Property Due Diligence Report.

Report shall be submitted in one signed/stamped hard copy and one searchable PDF/electronic copy.

SECTION VI – BID SUBMISSION REQUIREMENTS

Part – Financial Bid

S. No.	Component	Professional Fee	Taxes	Other Charges	Total
1	Legal/Property Due Diligence	USD/EUR/TL			

All financial quotations shall be submitted exclusively in USD or EUR or TL. A bidder shall quote in one currency only with a bid validity of minimum 30 days. The financial bids to be submitted should be supported by following documents;

- Covering letter, Registration/incorporation certificate.
- Professional licenses/registrations, including Firm profile.
- Relevant experience and similar assignments, Proposed methodology and work schedule.
- Other supporting documents.

SECTION VII – EVALUATION OF BIDS - Preliminary Examination and award of contract.

Bids shall be examined for completeness, eligibility, required registrations/documents, signatures, bid validity and compliance with tender conditions. Incomplete or substantially non-responsive bids may be rejected. After qualifying in the minimum eligibility criteria, bidder with Lowest price will be awarded the contract. The selected bidder shall receive a Letter of Award/Work Order. The bidder will submit the report of due diligence as soon as possible and the period shall commence from the date of the Work Order and/or receipt of all documents/access required for commencement.

SECTION VIII – PAYMENT TERMS

Payment shall be made upon satisfactory completion and acceptance of the respective deliverable. Suggested structure: 100% upon submission and acceptance of the final report for the respective component, unless otherwise approved. No advance payment shall be made unless specifically approved and provided for in the contract.

SECTION IX – TAXES AND STATUTORY DEDUCTIONS

The bidder shall be responsible for all taxes, duties, levies and statutory obligations applicable to the services under the laws of Türkiye and/or applicable Government of India rules. Applicable withholding/deductions shall be made by the Consulate.

SECTION X – CONFIDENTIALITY AND OWNERSHIP OF REPORTS

All information supplied by the Consulate and all information obtained during the assignment shall be treated as confidential. Reports and deliverables prepared specifically for the Consulate shall become the property of the Consulate upon payment of the agreed fees.

SECTION XI – GENERAL TERMS AND CONDITIONS

- The Consulate reserves the right to accept or reject any or all bids, subject to applicable rules.
- The Consulate may seek clarifications during evaluation.
- The bidder shall be responsible for costs associated with preparation and submission of its bid.
- The bidder shall comply with applicable laws and regulations of Türkiye.
- Any material misrepresentation may result in rejection/termination.
- Any amendment to the tender shall be issued through a formal corrigendum/addendum.
- The bidder shall comply with the security and access requirements of the Consulate.

SECTION XII – FORCE MAJEURE

Neither party shall be liable for failure to perform contractual obligations to the extent such failure results from circumstances beyond its reasonable control, subject to prompt notification and applicable law.

SECTION XIII – TERMINATION

- Failure to commence work within the prescribed period.
- Failure to deliver reports within the agreed period without valid justification.
- Material misrepresentation.
- Breach of confidentiality.
- Undisclosed conflict of interest.
- Insolvency/cessation of business.

- Other material breach of contract.

DRAFT AGREEMENT

This Agreement is made on ____ day of _____ 2026 between the Consulate General of India, Istanbul, Government of India (the “Consulate”) and [Name of Firm], having its registered office at [address] (the “Consultant/Service Provider”).

1. Assignment

The Consultant shall provide professional services for [Legal /Property Due Diligence] in respect of the property proposed for acquisition by the Consulate.

2. Contract Value

The total contract value shall be USD/EUR/TL, inclusive of applicable taxes as specified.

3. Deliverables

The Consultant shall submit the report specified in the Tender Document and Work Order and the assignment shall be completed as soon as possible.

4. Payment

Payment shall be made after satisfactory completion and acceptance of the deliverables, subject to applicable deductions.

5. Confidentiality

The Consultant shall maintain complete confidentiality regarding all information obtained during the assignment.

6. Conflict of Interest

The Consultant confirms that no conflict of interest exists and undertakes to immediately disclose any conflict arising during the assignment.

7. Professional Responsibility

The Consultant shall undertake the assignment using reasonable professional skill, care and diligence and in accordance with applicable professional standards.

8. Termination

The Consulate may terminate the Agreement in accordance with the provisions of the Tender Document and this Agreement.

9. Dispute Resolution

Disputes shall be resolved in accordance with the mechanism prescribed in the Tender Document and applicable law.

10. Entire Agreement

The Tender Document, accepted proposal, Letter of Award, Work Order and this Agreement shall collectively constitute the contract documents.

**For and on behalf of CONSULATE
GENERAL OF INDIA, ISTANBUL**

Name: _____

Designation: _____

For and on behalf of [CONSULTANT]

Name: _____

Designation: _____

Signature: _____

Date: _____

Signature: _____

Date: _____