

## **Embassy of India, Tel Aviv**

### **Subject: Tender call for providing accounting services to its Embassy of India**

Embassy of India, Tel Aviv, invites tenders from reputed and experienced accounting service providers for providing accounting services to its Embassy of India located at Hayarkon Street 140, Tel Aviv-6345103 (Israel). Interested agencies may send in their bids for the same quoting monthly rates.

*Period of Contract - The period of contract will be for one year beginning from 01.01.2024. The agreement may be extended by mutual consent for a further period of three years from the date of expiry of the first year's agreement on the same rates, terms & conditions.*

#### Conditions:

- 1 A draft agreement is placed at Annexure I. Terms and conditions in the draft agreement will have to be agreed to and signed by the Agency selected for providing the services.
- 2 The signatory to the tender document should also be the authorized signatory of the Agency for signing the Agreement between the Agency and the Embassy of India, Tel Aviv.
- 3 Agencies making their offer for the tender should be registered in Israel as an organization, possess requisite licenses as necessary under Israeli Law and must have sufficient number of trained accountants and staff in their employment.
- 4 They should have experience of providing similar service in Israel.
- 5 The Embassy will have the right to undertake a quarterly review of the services and cancel the agreement in case of lack in quality of service.

Payment - Payment will be made on monthly/quarterly basis. Claims for payment should be made through invoice to be provided by the service provider at the end of each month/quarter.

#### Vital dates:

**Last date for submission of bids: 07 December 2023 1500 hrs**  
**Opening of Bids - 12 December 2023 - 1000 hrs**

*The bidder has the option to be present or send a representative at the time of opening of bids.*

*All offers should be submitted in two separate envelopes as follows:*

**Envelope I : Technical bid** – Giving detailed profile of the agency, their expertise, clientele etc.

**Envelope II : Financial Bid** – Giving the price offer for the service as provided in the draft agreement for 18 employees.

*The above two envelopes may be placed in a sealed cover marked as "Offer for Accounting Services - to be opened by the addressee only" and addressed to the "Head of Chancery, Embassy of India, 140 Hayarkon Street, P.O. Box 3368, Tel Aviv - 6345103( Israel)". The offer must be delivered at the Embassy on or before 1500 hrs of 07 December 2023.*

*Head of Chancery, Embassy of India, Tel Aviv Tel.*

*No.03-527-0715*

*16 November 2023*

# **Accounting services agreement**

Signed on \_\_\_\_\_

## **BETWEEN**

**The Embassy of India  
140, Hayarkon St., Tel Aviv, Israel.  
(Hereinafter : The client)**

## **AND**

**M/s. \_\_\_\_\_**  
\_\_\_\_\_

## **(Hereinafter: The Company)**

Given that the Company is interested in providing Accounting services for Embassy of India (Residence) at Hayarkon 140, Tel Aviv

Given that the Company is experienced, possess valid licenses for providing such services in Israel and they provide such services to various clients in different places in Israel. The Company declares that it is a professional with professional status and background, that it has the necessary abilities and means, including the financial means and human resources available, as well as the professional knowledge, experience, professional training and expertise required to provide the services covered by this Agreement professionally and skillfully and in accordance with the tender documents, the terms of this agreement, and at the highest level to the full satisfaction of the Embassy of India.

The Client agrees to receive accounting/salary keeping services by the Company as per following details:

1. The service will include:
  - Calculation of salary of each local employee by the 22<sup>nd</sup> day of every month. Currently Embassy has 18 local staff. The Company agrees to provide the services at the quoted rate for upto 18 employees without any increase in rate. Rate for additional employee beyond 18 may be quoted.
  - Calculating the leave and Overtime Allowance, missing hours calculation during a month of the locally recruited employees.
  - Calculating the Income Tax, Health Insurance, National Insurance and Pension payable by the employee and the employer.
  - Filing pension of the employees digitally which has become mandatory after order of the Israel Government authority and conforming to local Israeli law.
  - Calculating Convalescence as mandated by local Israeli authorities as and when required.
  - Issuing hard copy of pay slips, information, documents at the end of the month.
  - Time to time guidance about the conforming to local Israeli law while preparing salary, leave, Income Tax, Health Insurance, National Insurance and Pension and all other related works of the local employees.
  - Incorporation of new laws if any mandated by local government while preparing Salary, Leave and Income Tax, Health Insurance, National Insurance, Pension and all other related works of the local employees as well as Social Contribution on part of the employer.

- Calculation of benefits as admissible under relevant Israeli law at the termination/resignation/retirement of any locally recruited employee of the Mission.
- Correction of salary and other pay and emolument details as provided by the salary keeper for each month, if any discrepancies are found in the details provided.
- Apart from telephonic and email communication, time to time meeting between the parties may be required to sort out any issues and the place may be chosen upon mutual convenience.

2. The rates for each of the services will be clear and must not contain any hidden cost. Copies of all documentation will have to be provided in English. All communications with the Embassy will be in English.

3. The Company has been approved by Embassy of India to provide the services that are the subject of this Agreement and The Company agrees to undertake the tasks specified in this Agreement.

The engagement will be on a contractual basis and will not create employer-employee relations between the Embassy of India and the Company, taking into consideration the terms of engagement that are not appropriate for an employer-employee relationship.

In any event, the Company alone will be responsible for calculating and preparing any payment of any kind and nature for the Embassy of India, including legal disputes arising from any errors and omissions.

4. To provide the above mentioned services, The Company also undertakes to transfer the required information/documents from our present salary keeper.

5. The contract is valid for a period of one year, from \_\_\_\_\_ to \_\_\_\_\_. The agreement may be extended by mutual consent for a further period of three years from the date of expiry of the first year's agreement on the same rates, terms & conditions. The Company won the tender published in respect of this Agreement in accordance with the decision of the Tenders Committee of the Embassy of India dated \_\_\_\_\_ and undertook to act and provide the services that are the subject of the Tender in accordance with the provisions of the Tender, its proposal and all its appendices and declarations.

It is hereby clarified that The Company is not entitled to extend the agreement beyond the provisions of the agreement without the consent of the Embassy of India, and the Embassy of India may act in this matter - as in any other matter - at its sole discretion.

The Company undertakes to provide the services during the term of the contract only pursuant to work orders signed/Emailed by the Head of Chancery (HOC) in the Embassy of India from his authorized mail id or any email id authorized by HOC.

It is hereby agreed and declared that the Embassy of India may change, without the need for consultation or with the consent of the Company, the required services provided that the change does not significantly change the economic cost of providing the services.

6. For services received, the Embassy of India Tel Aviv will pay M/s \_\_\_\_\_ an amount of NIS \_\_\_\_\_ (NIS \_\_\_\_\_) per month. Payment will be made on a monthly basis to the Company at the end of each month.

The Company undertakes to reimburse the Embassy of India immediately any excess amount received from the Embassy of India. Any services provided beyond those mentioned above would be charged additionally.

7. The contract may be terminated with a notice of one month, without any penalty (i) in case the service of the Company is found not satisfactory or (ii) there is a fundamental breach of the agreement by The Company (iii) in case the Embassy of India (Residence) is shifted to another location.

In any case of termination of the agreement for any reason, The Company is required to transfer to the Embassy of India all the material in his possession that belongs to the Embassy of India or all the work it did for the Embassy of India until the termination of the agreement without delay and without any harm. For any reason, including not due to due payment.

For the avoidance of doubt, it is hereby clarified that the provisions regarding confidentiality and copyrights shall also apply after termination of this Agreement.

On behalf of the Company  
Name : \_\_\_\_\_ (ID \_\_\_\_\_)  
Tel:  
E-mail :

Embassy of India  
Tel Aviv