

**Consulate General of India
St. Petersburg, Russia**

<https://cgispburg.gov.in/>

Date: 25.11.2025

**Invitation of bids on "A market study on the Russian Coffee Market:
Consumption, Competition and Future Outlook" as per scope of work.**

Tender No. SPB/Com/202/01/2025

Last date for submission of bids-: 15 December, 2025

NOTICE INVITING TENDER

The Consulate General of India St. Petersburg, for and on behalf of the President of India invites interested parties under two-bid system {(i) Technical Bid & (ii) Financial Bid} to carry out a market study on the topic "A market study on the Russian Coffee Market Consumption. competition and Future Outlook" (as per scope of work).

2. Tender Documents can be downloaded from the Consulate General's website <https://cgispborg.gov.in/>
The last date of submission of sealed bids through post/courier or delivery by hand at reception of the Consulate General of India in St. Petersburg is 1700 hrs on 15.12.2025. It is to be addressed to HOC, Consulate General of India St. Petersburg, Ryleeva 35, 191123 and submitted in three sealed envelopes [Envelope 'A': Earnest Money Deposit (EMO) or Bid Securing Declaration (BSD) as per Annexure I; Envelope 'B': Tender Documents (Technical Bid); Envelope 'C': Financial Bid]. All these three envelopes are to be enclosed in another sealed envelope, superscribed with "A market study on the Russian Coffee Market: consumption, Competition and Future Outlook" . Bids submitted through e-mail shall not be considered.
3. For information or clarification related to this tender, please write to hoc.spburg@mea.gov.in
4. The critical dates for this tender are as under.

CRITICAL DATES & SCHEDULES

- | | |
|---------------------------------------|---|
| (i) Date of publishing tender | 25.11.2025 |
| (ii) Bid Submission start date | 25.11.2025 |
| (iii) Bid Submission End Date | 15.12.2025 |
| (iv) Date of opening of Technical Bid | 17.12.2025 |
| (v) Venue for opening bids | Consulate General of India St. Petersburg, Ryleeva 35, 191123 |

Section 1: Instructions to Bidders

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Section 2: Scope of work

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Section 3: Proforma for submitting Earnest Money Deposit (EMD) or Bid Securing Declaration (Annexure I)

Section 4: Proforma for submission of Technical Bids (Annexure II)

Section 5: Proforma for submission of Financial Bids (Annexure III)

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Section-1: INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS

For Bidding Tender Document purposes, the Consulate General of India St. Petersburg, shall be referred to as 'Client'. Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client will be Consulate General of India St. Petersburg

All Bidders are hereby explicitly informed that bids not meeting the minimum eligibility criteria or any other requirements stipulated in the Tender Documents are liable to be rejected. The competent authority reserves the right to reject any or all bids without assigning any reason and the decision of the competent authority of the Consulate General of India St. Petersburg shall be final and binding.

While all efforts have been made to avoid errors in the drafting of the Tender Documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Tender Documents shall be entertained.

If the date fixed for opening of bids is subsequently declared as a holiday by the Government of India, a revised date will be notified. However, in the absence of any such notification, the bids will be opened on the next working date. Absence of a bidder or their representative shall not impair the legality of the opening procedures.

2. MINIMUM ELIGIBILITY CRITERIA

Only parties who have the minimum experience of 3 years in conducting similar studies abroad will be considered. Past STUDY REPORTS for other clients will be taken into account. A list of key consultants who will be working on the study and their CVs is required to be submitted. Their clientele to include international companies as well as governments. The list of earlier client also to be attached with the nature of study completed.

3. VALIDITY OF BIDS

Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.

4. PREPARATION OF BIDS

The Bidding Firms have to submit the Tenders in two bid system i.e. (i) Technical Bid-as per Annexure II, and (ii) Financial Bid-as per Annexure III in the prescribed proforma.

5. EARNEST MONEY DEPOSIT {EMD} or BID SECURING DECLARATION {BSD}

Earnest Money Deposit in the form of Banker's Draft/Security for an amount of Rubles 30000/-, having six months validity drawn in favor of Consulate General of India St. Petersburg should be submitted. EMD is liable to be forfeited if the tenderer withdraws, impairs or derogates from this tender within the period of validity of this tender or fails to furnish Performance Security Deposit (PSD). In accordance with the terms of Tender Documents within the Time Frame specified by the High Commission of India. No interest is payable on EMD or PSD.

Or

In lieu of EMO, a Bid Securing Declaration (as per Annexure I) may be submitted.

6. SUBMISSION OF BIDS

Interested parties may send a proposal with objectives, approach, proposed outcomes, research methodology, financial cost of the study (separate from the technical proposal) and relevant annexures. Tenders are to be submitted in sealed envelopes to HOC, Consulate General of India, St. Petersburg by 1700 hours on 15.12.2025. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever. The tender shall be submitted in three sealed envelopes with headings as described below:

ENVELOPE 'A' - Earnest Money Deposit (EMD)

or

Bid Securing Declaration (BSD) - Annexure I

ENVELOPE 'B'- Technical Bid (including all the necessary documents In support of eligibility criteria etc.) - Annexure II

ENVELOPE 'C' - Financial Bid -Annexure III

The above three envelopes should be enclosed in another sealed envelope with following remarks written on top "A market study on the Russian Coffee Market Consumption, Competition and Future Outlook"

7. BID OPENING PROCEDURE

[The technical bid of the firm which has submitted EMO/BSD shall only be opened]

Technical Bids shall be opened in Consulate General of India, St. Petersburg and before the Tender Evaluation Committee constituted by the Competent Authority of the Consul General in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, In absence of such notification, the bids will be opened on next working date. Absence of bidder or their representative shall not impair the legality of the opening procedures.

Envelope "A" containing EMO or BSD shall be opened first. Technical Bids (Envelope "B") shall be opened thereafter. Technical bids of only those bidders shall be opened who have submitted EMO or BSD. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Consulate General of India, St. Petersburg. The Financial Bid (Envelope C) of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.

Bids shall be declared as valid or invalid by the Tender Evaluation Committee. Based on the outcome, contract will be awarded to the successful bidder/firm.

8. COMMENCEMENT & COMPLETION OF THE WORK

The study must be completed within 60 days (2 months) of the award of the contract.

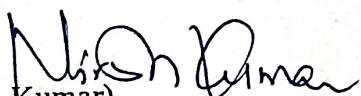
9. INTELLECTUAL PROPERTY RIGHTS

The intellectual property rights of the study and the database would rest with the Consulate General of India, St. Petersburg and Ministry of External Affairs, Government of India. The responsibility of data collection, analysis and report writing will solely lie with the Institution to whom the contract is awarded. Discretion with regard to engagement of external parties must be applied by the selected consultancy in consultation with the Consulate General of India St. Petersburg, as the IPR on the content of the finished study shall belong to the Ministry of External Affairs, Government of India.

10. PAYMENT PROCEDURE

1	Presentation of a preliminary outline and approach of study	10% of total cost
2	Satisfactory review on the market study report based on pilot study	40% of total cost
3	Satisfactory review on the final draft of the study report.	30% of total cost
4	Final submission of market study report to the satisfaction of the competent authority	20% of total cost

(Sh. Nirmesh Kumar)
Consul(HOC)



Section-2: SCOPE OF WORK

1. Scope of work:

The appointed agency/research partner may undertake the following:

- Market Assessment- Market size, growth rate, and forecast for each coffee segment.
- Overview of consumer consumption spaces: Home brewing, Cafes and chains, Retail ready-to-drink, E-commerce and subscription models etc.
- Competitive Landscape- Analysis of each origin's competitive advantages viz., price competitiveness, roasting profiles, branding, sustainability, logistics etc.
- Price benchmarking across product categories.
- Consumer Preferences viz., Preferred roast levels and flavor profiles, Trends in specialty coffee adoption, Demand for traceability and sustainability labels (organic, fair trade, rainforest alliance etc.).
- Perception of Indian coffees among consumers and industry professionals.
- Value Chain & Distribution viz., Mapping of major importers, roasters, packers, wholesalers and retailers, B2B vs. B2C channels etc.
- Specific Regulatory & Compliance Requirements viz., Labeling and packaging standards, Requirements related to food safety & quality control etc.
- Promotion Strategy viz., identifying the High-potential geographic regions/cities within Russia, recommended promotional interventions (trade fairs, cupping sessions, B2B events etc.), Potential Indian brand collaborations with Russian roasters or chains etc.

2. Deliverables:

1. A comprehensive report is to be submitted by covering points mentioned in scope of study. The overall objectives of the study is to benefit India's exports of coffee to the Russian Federation. Scope of work be read by the MRA {Market Research Agency} from that perspective. The MRA shall have the freedom to submit any more findings which will be beneficial for promotion of Indian coffee.
2. Providing data base directory of authentic buyers and importers of coffee in the Russian Federation in a database directory. The data should include names of importers, distributors, online platforms and leading brands along with their contact information such as phone numbers/email addresses and their location. The directory may be submitted in ready to publish formal as soft copy.

Section 3: Earnest Money Deposit

Annexure I

Earnest Money Deposit (EMD)

INVe (Company's name) offering to carry out "A market study on the Russian Coffee Market Consumption, Competition and Future Outlook" hereby provide Earnest Money Deposit of Rbls 30,000/- vide Demand Draft/Pay order no.-_____ (in case of an Indian Firm/Agency INR, Rs. 30,000/-)

2. I/We fully understand that the EMO money shall be forfeited in case of any of the conditions mentioned in the tender is violated.

Bid Securing Declaration (BSD)

I/We accept that if I/We withdraw or modify Bids during the period of validity or if I/We are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for Bid Documents, I/We shall be debarred for a period of two years from the date of award of work from submitting Bids for contracts with the Government of India/High Commission/Embassy/Consulate General of India.

Date:

Signature of the authorized signatory of the
Tenderer with seal of the firm

Section 4: Proforma for submission of Technical Bids (Annexure II)

Annexure II

No./SPB/Com/202/01/2025, Consulate General of India St. Petersburg

Section-4: Proforma for submission of Technical Bids

Below information to be typed on Company's Letter Head (having full contact address, email id and phone number) (To be given in a separate sealed Envelope 'B')

Technical Bid

From

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To

Head of Chancery

Consulate General of India, St. Petersburg

Ryleeva 35, 191123

No.	Particulars	Details to be filled in by the Agency
1	Name	
2	Registered office	
3	Contact person	
4	Address	
5	Phone	
6	Mobile	I
7	Email	
8	Year of incorporation	
9	Valid VAT Registration (copy to be attached)	Yes/ No
10	Company registration certificate (copy to be attached)	Yes/ No
11	Annual turnover of the company for the last 3 consecutive financial years	Yes/ No
12	Audited Financial Statement submitted	Yes /No
13	Details of previous experience (Copies of experience certificates, work orders to be attached)	Yes/ No
14	Other Embassies or reputed organizations where your company has been providing services or similar nature	Yes/No

- 15 Awards/ QC certifications (copies to be attached) Yes/No
16. Clientele (give the list) Yes/No
17. Any other relevant information
Verification • the application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her
19. knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the authority.

Name & Signature of authorized signatory
Date: Name & Seal of Agency

Section 5: Proforma for submission of Financial Bids

Annexure III

No./SPB/Com/202/01/2025, Consulate General of India, St. Petersburg

Section-5: Proforma for submission of Financial Bids

Below information to be typed on Company's Letter Head (having full address, email id and phone number) (To be given in a separate sealed envelope 'C')

Financial Bid

From

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To

To

Head of Chancery

Consulate General of India St Petersburg

Ryleeva 35, 191123

I/We have read and examined the documents relating to the Market Study on Leather Sector in the United Kingdom.

Details of Activities	Base Amount Rs. or Rubles)	Tax(%) Rs. or (Rubles)	TOTAL or(Rubles)	Rs
Market Study				
TOTAL				

1. Price has to be quoted In Indian Rupees Or Rubles.
2. Taxes (if any) has to be mentioned.
3. All inclusive prices have to be quoted.

4. In case of a mismatch in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The vendor agree that the above price have been quoted after reading and understanding the complete tender documents
SUB TOTAL: Rs.(or Rubles),
(In words)
6. Taxes if any. _ GRAND TOTAL: Rs,(or Rubles),. (in words)

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the Market Study, I/We shall not withdraw the Tender during the validity period and the Organizers shall be at liberty to forfeit the EMO and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF THE VENDOR:

NAME AND ADDRESS

STATUS OF THE SIGNATORY.....

(SEAL)

Place:

Date: