



**EMBASSY OF INDIA BEIJING**

**INVITES QUOTATIONS**

**PROVIDE SERVICES FOR SETUP OF STAGE, LED SCREENS AND SOUND  
SYSTEM DURING NATIONAL DAY RECEPTION 2019**

**TENDER NO. PEK/GEN/453/01/2018**

**LAST DATE FOR SUBMISSION OF BIDS**

**7 JANUARY 2019 UP TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**7 JANUARY 2019 AT 1600HRS (BEIJING TIME)**

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**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG  
DISTRICT, BEIJING 100600 TEL-00-86-10-8531 2500/2501/2502/2503**

## Invitation for Bids

Embassy of India, Beijing invites Bids/Quotations from reputed SERVICE PROVIDERS IN BEIJING TO **PROVIDE SERVICES FOR SETUP OF STAGE, LED SCREENS AND SOUND SYSTEM DURING NATIONAL DAY RECEPTION 2019**. The National Day Reception is scheduled in the last week of January 2019.

**1. Notice Inviting Tender:** Sealed bids are hereby invited for provision of services for setup of stage, LED screen, Sound, Additional Lights and hiring of services of two professional Photographers.

**2. Eligibility criteria for bidders:**

(i) The company should have experience in providing such services to Embassies/ Corporate clients for at least three years.

(ii) The company should have valid permit/registration/ business license from a competent local authority.

**3. Bid System:** The bid system is a **one-part bid system** with technical and service conditions to be provided in one SINGLE ENVELOPE.

(i) The bidder shall submit offer in **one sealed envelope**, superscripted as "Tender Quotation for PROVISION OF SERVICES FOR THE NATIONAL DAY RECEPTION IN JANUARY 2019";

(ii) The sealed quotations shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**

((iii) The bid may be submitted by Hand in person or by courier. The bids by "Fax / E-mail" shall not be accepted;

(iv) Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;

(v) Bid shall be opened on the date and time as given in the tender notice at Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600, in the presence of the authorized representatives of the companies, **who may wish to attend.**

(vi) The Bids for all vendors who have submitted valid documents will be tabulated and organized during the bid opening ceremony. Final decision on the selected BIDDER shall be conveyed at a later date by written notification.

**4. SCOPE OF WORK IS GIVEN BELOW IN PARA 9.**

**5. Pre-site inspection:** Bidders should visit the site of the National day reception in Four Seasons Hotel near Embassy of India Beijing and seek appointment of the Hotel for onsite inspection before providing the BIDS. Any such appointment may be coordinated by coordinating with Mr Kuldip K Lakra Mobile : +86 18611738863. **Pre-site inspection is a MANDATORY CRITERIA.**

**6. Instructions to Bidders regarding submission of Bid:**

(i) Kindly indicate by a 'YES' or 'NO', if the particular specifications asked in the Bid is being satisfied. In case of any variance from these parameters, it may kindly be explained in Detail. Bid submitted should be strictly in ENGLISH.

(ii) The bid has to be submitted as per the format specified in the TENDER along with the supporting documents as requested.

(iii) **Financial Quotation should be a Lumpsum amount only for provision of all services. Bidder should provide the financial quotation strictly as per attached proforma.**

**7. Selection Procedure:** Bids will be opened by a constituted committee which will screen the bids for eligibility as per Eligibility Criteria enumerated in the TENDER documents. Failure to comply with the eligibility criteria as listed in the Tender will lead to rejection. Decision of the Committee will be final in this regard.

**8. Validity of Bids:** The bids shall have a minimum validity of 20 days from the date of opening of bids. **A bid for a shorter period of validity shall be rejected.**

**9. SCOPE OF WORK: The Scope of work defined below describes provision of services.**

S NO	PARTICULARS	REMARKS
A	<p>Setting of the Stage</p> <p>(1) To construct / fabricate a backdrop of 9.7*4.5(H)meters, iron frame with PVC printing, thick PVC printing, high quality.</p> <p>(2) The vendor has to make minor edits in the digital backdrop provided and show it to the Embassy for finalization before the PVC printing. Vendor has to adapt Backdrop design for various locations.</p> <p>(3) Provide and install Stage Carpet 9.76*3.66 meter, red colour. Covering of the staircase in same/matching colour.</p> <p>(4) Podium/ Lectern Branding: 2pcs, KT board,</p>	<p>(1) Backdrop design to be provided by the Embassy of India Beijing.</p> <p>(2) Price should include setup and removal.</p> <p>(3) Setup to be done at least 4 hours before the start of the event.</p> <p>(4) The vendor should coordinate with the Hotel directly.</p> <p>(5) Proofreading of backdrop to be done at</p>

	0.24*1.08H meter with appropriate backdrop design provided by the Embassy.	least three times before actual printing.
B	<p>Hiring of Two Photographers</p> <p>(1) Hiring of TWO Photographer for the event.  (2) Handover edited pictures in high resolution .jpeg format in two separate copies.  (3) Undertake one photo collage of one minute with shortlisted photographs and background music. Shortlisted Photographs for the collage and shortlisted background music to be pre-approved by the Embassy.</p>	<p>(1) Photographer should reach at 1030 am at the designate place and stay till 3 pm.  (2) Photographer should have prior experience in handling national day celebration.  (3) Company should coordinate with clients and provide Good quality images.</p>
C	<p>Installation of Two LED Screens of Size 4*3 METRES and ADEQUETE LIGHTING:</p> <p>(1) COMPLETE with 2 sets of supporting frames, each with a size of 4*1*1.5H metres, digital printing and covered from 3 sides of the 2 stages.  (2) 2 video processors, 2 video switches  (3) Peripherals 6 LED par lights with dimmer and 2 stands, one on each side of the stage, dimmer packs and light console.  (4) One supervisor to be present for setup, removal and during operation for Quality Control.  (5) Assistance in running of the videos, scrolling of the Speech and Playing of the National Anthem.</p>	<p>(1) Planning and co-ordination with client as well as HOTEL STAFF.  (2) SETUP should be ready at least three hours before the start of the event.  (3) Testing of the SETUP.  (4) Transportation of the LED screen, Support frame, Lighting and other equipment.  (5) Setup and removal of the Equipment/ Frames.</p>

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**ANNEXURE I**

**GENERAL INFORMATION**

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Registration and incorporation particulars of the Agency/Company (A copy with English translation to be provided)	
5.	Period of Bid validity (should be NOT less than 20 days)	
6.	Number of Years of experience in providing services (Para 2 above). Please provide references if any.	
7.	Any other information	

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. The self-attested copies of required documents as mentioned AT SERIAL NUMBER 4 AND 6 ABOVE IS BEING submitted herewith. We understand that in case of non-submission of required documents, the bid shall stand rejected.

**(Signature of the authorized signatory)**

Dated \_\_\_\_\_

Name and address of the Agency/Company \_\_\_\_\_

**Seal of the firm**

**Proforma for compliance to scope of work and general conditions**

1.	Has the Bidder understood the Scope of Work completely? (May respond in yes or no)	
2.	Any Deviation thereof from the Scope of Work?	
3.	Confirm if Bidder agrees to the payment terms and conditions? (Yes or No)	
4.	Confirmation if Bidder has undertaken pre-site inspection (Yes/ No)	
5.	Lumpsum Amount (RMB)	

**Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I have understood the Terms and Conditions of the Bid Document completely and also understood the services to be provided to the Embassy of India Beijing on their National Day reception. I have undertaken site inspection and quoted the amount based on explanations received from the Site Manager of the Hotel about the requirements of Embassy of India Beijing. The Lumpsum amount quoted above is all inclusive for all services listed at Scope of Work in the Tender document.

**(Signature of the authorized signatory)**

**Dated** \_\_\_\_\_

**Name and address of the Agency/Company** \_\_\_\_\_

**Seal of the firm**