



**Embassy of India  
Beijing**

**Invites Quotations**

**for**

**Hiring of various equipment and services for organizing**

**Start-up event at Beijing on 01 December 2019**

**Tender Number: PEK/COM/212/13/2019**

**Last Date of Submission: 25 November 2019 (before 5 PM)**

**A. Detail of the Event:**

- a. Name of the event: Start-up Event
- b. Venue: Beijing Hotel NUO, 33 East Chang An Avenue Dong Cheng District, Beijing 100004 P.R China
- c. Date & Time: Full Day on 01 December 2019

**B. Scope of Work:** The Embassy invites Quotations from reputed vendors based in China for hiring of the following equipment/services:

S.N.	Items	Quantity	Size	Specification
1	Registration Backdrop: Design & Print	1		Digital Print on PVC material framed on Iron frame
2	Podium Branding	1		Digital Print on KT Board
3	Simultaneous Interpretation Equipment	1	Headphones for 300 people	Transmitters, receivers, booth, and other necessary equipment
4	Simultaneous Interpreters	2		For half day
5	Standees	2		Standard Size
6	Photographer	1		
7	Delegation Booklet & printing design	300		A5 size, glossy print
8	The company shall be responsible for installation and wrap up of the equipment.			

**C. Minimum Eligibility Criteria**

- a) The bidder should be a registered company in China.
- b) The agency should have experience of providing services for at least pat 2 years.
- c) The agency should neither be blacklisted / debarred by the Chinese Government nor by Indian Government from doing business in India or China as the case may be, on the date of submission of bid.

**D. Bid Documents:** Eligible bidder shall submit the following documents:

- a. Copy of Business License, duly stamped and signed.
- b. Self-declaration of experience, legality, certification of authority, duly stamped and signed, as per the format at **Annexure A**.
- c. Financial Bid as per the format at **Annexure B**. submitted in the agency's letter head duly stamped and signed by an authorized representative of the company. The quotation should be inclusive of all taxes. The quotation should be all inclusive. No separate payment will be made for transportation of equipment, hiring of labor, their travel, and any other event related expenditure which is not clearly mentioned in the Scope of Work.

**E. Submission of Bids:**

- a. The company scan all the documents mentioned above in para C, can be submitted either by email or fax. For email, the bidder should submit these documents in a single email with Subject "**Quotation for**

**Tender Hiring of various equipment and services for organizing Start-up event at Beijing on 01 December 2019**” and send this to [com1.beijing@mea.gov.in](mailto:com1.beijing@mea.gov.in) before last date. For Fax, all scanned documents, inscribing page number on each document, shall be sent to 010-85312532 before last date.

- b. All documents, except business license, should be submitted in English.
- c. The last date for submission of bid is: **25 November 2019**.

**F. Selection Process:**

- a. Bids only received on or before the due date will be considered.
- b. Bid should be complete in all aspects and should include all necessary documents as have been mentioned in para D above.
- c. The lowest bid of the qualified bidders will be considered for award of work.

**G. Payment Terms:**

- a. No advance payment will be made.
- b. 100% payment will be paid within 2 weeks after submission of payment invoice by the company.
- c. The company should submit invoice within 2 weeks of completion of event.

**H. Termination**

- a. The Embassy of India may terminate the tender process anytime, without giving any explanation for the termination.

**I. Force Majeure**

- a. Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party’s agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services.
- b. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

**Economic and Commerce Wing  
Embassy of India  
Beijing**

**Annexure A: Letter of Authority  
(On Letter Head of the company)**

1. **Name of the Company in English:**
2. **Name of the Company in Chinese:**
3. **Address of the company:**
4. **Name of the legal representative (English and Chinese):**
5. **Mobile number of legal representative:**
6. **Email of legal representative:**
7. I hereby certify that the company has experience as required in the scope of work of the tender
8. I certify that information and document submitted as part of the bid are true and authentic.
9. I certify that the company is a legal entity in China and authorized to conduct business in China.
10. I also certify that the company is never blacklisted or barred from doing business by Chinese or Indian government.
11. I accept terms and conditions mentioned in the tender document and hereby agree to submit our bid.

**(Signature of the Authority)**

Name:.....

Designation:.....

Date:.....

Place:.....

**(Seal of Company)**

**Annexure B (Financial Bid)  
(On letterhead of the company)**

<b>S.N.</b>	<b>Items</b>	<b>Quantity</b>	<b>Unit Quote</b>
1	Registration Backdrop: Design & Print	1	
2	Podium Branding	1	
3	Simultaneous Interpretation Equipment	1	
4	Simultaneous Interpreters	2	
5	Standeers	2	
6	Photographer	1	
7	Booklet Printing	300	
8	Agency Fee		
9	Other Expenses (If any)		
		<b>Total (Without Tax)</b>	
		<b>Applicable Tax</b>	
		<b>Total (Including Tax)</b>	
<b>Total (In Words):</b>			

**(Signature of the Authority)**

**Name:.....**

**Designation:.....**

**Date:.....**

**Place:.....**

**(Seal of Company)**