



EMBASSY OF INDIA BEIJING

**INVITES QUOTATIONS
FOR OUTDOOR LIGHT BOXES
AT EMBASSY OF INDIA, BEIJING,
TENDER NO. PEK/PRESS/09/02/2019-20**

LAST DATE FOR SUBMISSION OF BIDS

17 December 2019 UP TO 1700 HRS (BEIJING TIME)

DATE OF OPENING BIDS

18 December 2019 AT 1000HRS (BEIJING TIME)

**PLACE OF OPENING OF BIDS: 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 for an integrated one-year contract for design, production, installation of 72 images for existing 18 Outdoor Light Boxes, and including its maintenance.

1. Eligibility criteria for bidders:

- The company should have valid permit / registration from a competent local authority for production and installation of publicity light boxes.
- The company should be in operation for more than 5 (five) years.
- The company should have experience in providing publicity/promotion services for a minimum of 5 years.
- The company should have sufficient number staff for the proper executive of the job.

2. Scope of Work:

S.No.	Description of work	Remarks
1.	Maintenance of Light Boxes: i. Quantity: 18 ii. Type: Horizontal and Vertical (2*3m) iii. Lighting: Back-lit with auto night mode (i.e. light sensors) and provision for manual over-ride controls to be integrated by a single switch.	<ul style="list-style-type: none">• Installation of new images at Embassy premises within 20 days of award of contract.• If there is any additional or replacement of electrical components involved, it should be given in ready

		state so that it can be connected to the nearest electrical outlet to be provided Embassy of India within 3 meters of placement of the outdoor light box.
2.	<p>Design of Images:</p> <ul style="list-style-type: none"> i. Design, formatting and production of 72 images/graphics agreed upon by the Embassy. ii. Upto 3 rounds of editing of images including addition of logos, QR codes, resizing, subtitling in Chinese etc. 	Approved designs will be confirmed to vendor by the Embassy at least one week before each round of production and installation of image.
3.	<p>Installation of images:</p> <ul style="list-style-type: none"> i. The first installation of 18 images to be completed within 20 days of award of contract. ii. The subsequent three installations [of 18 images each] to be carried out approximately every 3 months or as decided by the Embassy in consultation with the vendor. 	
4.	The scope of work to include regular maintenance of 18 light boxes including adjustment and inspection (every 30 days) and minor repairs, viz. replacement of wearing parts upto RMB 1500-per job	The company has to ensure that the electrical components are functional.

5.	The Company shall provide Specific Name and Contact details of the concerned technical staff who would be available for general maintenance as well as urgent repair.	
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3. **Bid system:-** The bidder company shall submit its offer in an envelope, super scripted as “**Tender Quotation for Outdoor Light Boxes**”. It should also be super scripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder.

- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- ii. **Contact Person:** Ms. Bai Xue, Local Assistant, Phone No. 85312500 – 396; Mobile No. 152 1084 2906/ 186 1071 3369
- iii. The bid may be submitted by Hand in person or by courier. The bids by “Fax / E-mail” shall **not** be accepted;
- iv. Bid 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 authorized representatives of the companies, who may wish to attend.
- vi. The bid has to be submitted as per the format specified at ‘Annexure I’.
- vii. The Bid should clearly mention the amount covered towards minor repairs.

4. **Mode of Payment:** Payment shall be made by Embassy against a bill/invoice raised by the vendor in two installments. 50% of the total cost shall be paid on signature of contract and remaining upon the completion of 4th installation of images. This will be subject to verification by the Embassy of execution of work as detailed within the scope of work.

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID

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.	
5.	Period of Bid validity.	
6.	Experience in publicity production/works (No. of years).	
7.	Amount upto which the minor repairs would be covered under the maintenance of contract	

<u>FINANCIAL BID</u>	
Description	Amount incl. VAT (RMB)
Integrated one-year contract for design, production, installation and maintenance of 18 light boxes and 72 images to be used for outdoor publicity on the two premises of the Embassy of India to China in Beijing.	
Total=	RMB

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm