



**EMBASSY OF INDIA BEIJING**

**INVITES QUOTATIONS  
FOR OUTDOOR LIGHT BOXES  
AT EMBASSY OF INDIA,BEIJING,  
TENDER NO. PEK/PRESS/09/02/2020**

**LAST DATE FOR SUBMISSION OF BIDS**

**16 December 2020 UP TO 1700 HRS (BEIJING TIME)**

**DATE OF OPENING BIDS**

**17 December 2020 AT 1500HRS (BEIJING TIME)**

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**PLACE OF OPENNING 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

Sealed tenders having financial bids and credentials of the firm, are invited by the **Embassy of India, Beijing** from Firms/Companies situated within Beijing for an integrated one-year contract for design, production, installation and maintenance of 72 images for existing 18 Outdoor Light Boxes. The tender should be submitted in prescribed format as laid down in the tender document.

### **CHAPTER-I**

1. **Instruction to Firms/Companies:** Embassy of India, Beijing invites quotations for for an integrated one-year contract for design, production, installation and maintenance of 72 images for existing 18 Outdoor Light Boxes. The detailed terms and conditions, schedule of work/ specifications and format for quotations are available in the document. The Firms/Companies are instructed to go through Form thoroughly before quoting their rates.
- 1.1 **Firms/Companies** are requested to submit complete information regarding the quotation as per Annexure-I. All pages of the document must be signed by the authorized signatory.
- 1.2 **Price quoted should be inclusive of all charges in RMB. In no case any enhancement in approved rate will be entertained by the Embassy. The quotations shall be furnished in a sealed envelope.**

### **CHAPTER-II**

2. **Conditions of Contract:**
- 2.1 The contract, if awarded, will be for one year from the date of award and extendable for further one year subject to continuous satisfactory performance (maximum tenure 03 years). No escalation in cost will be entertained during the period.
- 2.2 The Embassy has the right to accept/reject the bid and does not bind itself to accept the lowest quotation or any quotation and can reject any or all the quotations or to scrap the RFP in whole or in part; without assigning any reason whatsoever.



- 2.3 In case of failure of the Agency/Company to comply with the provision of the terms and conditions mentioned in this Document or the Agreement to be signed between Embassy and the successful Agency/Company, the Competent Authority of this Embassy reserves the right to terminate the contract and to blacklist the Agency/Company.
- 2.4 The Agency/Company will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the Embassy will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the Agency/Company of such rules, statutory obligations etc.
- 2.5 The Agency/Company will be responsible for conduct of the persons engaged by him for the work, which will be conducive for maintaining harmonious atmosphere as expected by the Embassy.
- 2.6 In the event of any violation of laws, rules, statutory provision by the Agency/Company, this will amount to breach of contract and in such case, the Embassy will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.
- 2.7 This Embassy reserves the right to terminate the contract in any eventuality, without any notice and without explaining any reasons to the Agency/Company. The Agency/Company shall not have claim for any compensation in such event of discontinuation of the contract.
- 2.8 The price quoted by the bidder shall be kept open and valid for acceptance for a minimum period of 120 business days.
- 2.9 **Quotation system:-** The company/ agency shall submit its offer in **three separate sealed envelopes**, namely, (a) **First envelope-** superscripted "Technical quotation- Design, Installation and Maintenance of Outdoor Light Boxes" (b) **Second envelope-** superscripted "Financial quotation- Design, Installation and Maintenance of Outdoor Light Boxes". Both the sealed envelopes shall be kept inside a large sealed envelope, i.e. in a **Third envelope** superscripted as "Design, Installation and Maintenance of Outdoor Light Boxes for Embassy of India". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the Agency/ Company.



- **The sealed bid shall be submitted to Deepak Padmakumar, Second Secretary (Pol, Press & Info), Embassy of India Beijing, No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- **Contact Person for clarifications and handing over of bids:** Ms. Li Yutong, Local Assistant, Phone No. 85312509; Mobile No. 151 2266 6657, Email: [press1.beijing@mea.gov.in](mailto:press1.beijing@mea.gov.in);
- The bids may be submitted by Hand in person or by courier. The bids by Fax / E-mail shall **NOT** be accepted;
- Bids received after the closing date and time as prescribed in the quotation notice, shall **NOT** be accepted under any circumstances;
- Financial bid will be opened for all those parties who have qualified technically.
- The bid has to be submitted as per the format specified at 'Annexure-I' with all supporting documents.
- **The bid is to be submitted either only in English or in Bilingual (English and Chinese) format.** The cost of translation of the documents shall be borne by the bidder. In case of any discrepancy between the English and the Chinese version, the English version shall prevail.
- 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.**

## CHAPTER-III

### 3. Eligibility Criteria:

- 3.1 The Agency/Company should be based in Beijing, China. Its address, telephone/Mobile/Fax/e-mail address, etc. should be provided, while submitting the completed tender form.
- 3.2 The Agency/Company should have an experience of **at least three (3) years** in similar works in Beijing, and should be a registered firm/entity legally authorized and competent to engage in the scope of work envisaged. Registration Certificate/ Business License as per the extant regulations of the People's Republic of China are required to be submitted along with the bid.

- 3.3 The Agency/Company should have an annual turnover to 1,000,000 RMB and should not be insolvent. Financial documents certifying the same should be submitted along with the bid.
- 3.4 The firms should have adequate number of technically qualified staff (at least 10 numbers) and workmen in its registered office for provision of services of which one key person should be assigned for coordination with the Embassy of India exclusively. An undertaking that the company has a minimum of 10 numbers of such staff and workmen should be submitted along with the bid.
- 3.5 The key person would be available for making quotes, answering all queries troubleshooting and responding to emergency queries whose details should be shared with Mission during quotation submission.

## CHAPTER –IV

### 4. Scope of Work:

S.No.	Description of work	Remarks
1.	<b>Maintenance of Light Boxes:</b> <ol style="list-style-type: none"> <li>Quantity: 18</li> <li>Type: Horizontal and Vertical (16 – 2*3m approx. and 2- 4*2m approx.)</li> <li>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.</li> </ol>	<ul style="list-style-type: none"> <li>One-time replacement of <b>all</b> LED lights, sensors, and transformers in the 18 light boxes with new components, with minimum one year guarantee for all replaced parts. This work is to be undertaken before the first round of images are installed. Thereafter, if any of the LED lights, sensors, or transformers requires a replacement during the period of contract, it will be the responsibility of the Agency/Company to whom the contract is awarded to replace the component at no extra cost.</li> <li>Repair of the cabling, including switch, through which electricity supply is provided to the light boxes.</li> </ul>



2.	<b>Design of Images:</b> <ol style="list-style-type: none"> <li>Design, formatting and production of 72 images/graphics agreed upon by the Embassy.</li> <li>Upto 3 rounds of editing of images including addition of logos, QR codes, resizing, subtitling in Chinese etc.</li> </ol>	Approved designs will be confirmed to vendor by the Embassy at least one week before each round of production and installation of image.
3.	<b>Installation of images:</b> <ol style="list-style-type: none"> <li>The first installation of 18 images to be completed within two weeks of award of contract.</li> <li>The subsequent three installations [of 18 images each] to be carried out once every 3 months, or as decided by the Embassy in consultation with the vendor.</li> </ol>	
4.	The scope of work to include regular maintenance of 18 light boxes including adjustment and inspection ( <b>every 30 days</b> ) and minor repairs, viz. replacement of wearing parts, not including the frames.	The company has to ensure that the electrical components, including sensors, are fully 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.	

## CHAPTER-V

### 5. Price Schedule:

- 5.1 The Firm/Company(s) shall quote price in clear terms. **Bids having any hidden costs or conditional costs are liable to be rejected.**
- 5.2 **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 signing of contract and remaining upon the completion of fourth 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.	Name and Contact Details of the Contact Person from 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.	Total number of staff employed by the Agency/Company.	
8.	Per Unit Cost that would be charged for one-time change of light box screen for special events and promotions outside of the regular schedule of once every three months starting two weeks from the signing of the contract.	
<b><u>FINANCIAL BID</u></b>		
<b>Description</b>		<b>Amount incl. VAT (in RMB)</b>
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.		

**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**