



Embassy of India / India Tourism
Beijing

Invites Quotations

For

Hiring of various equipment and services for organizing
Road Shows in Chengdu, Chongqing, and Kunming from 12 to 14 November 2019

Tender Number: ITO Road show/2019

Last Date of Submission: 24 October 2019 (before 5 PM)

India Tourism, Beijing, 709, East Tower, LG Twin Tower b 12 Jian Guo Men Wai Avenue Chaoyang District Beijing
100022 China
Tel : . 00-86-10-65686294

A. Detail of the Event:

- a. Name of the event: India Tourism Road Shows
- b. Venue: Chengdu, Chongqing, and Kunming
- c. Date & Time: 12 to 14 November 2019 in hotels

B. Scope of Work: The India Tourism Office in Beijing 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	Approx. 4M x 2.5 M	Digital Print on PVC material framed on Iron frame
2	Podium Branding	1	According to size of the podium	Digital Print on KT Board
3	Simultaneous Interpretation Equipment	1		Transmitters, receivers, booth, and other necessary equipment
4	Simultaneous Interpreters	2		
5	Standeers	2 at each place	Standard	Specification
6	Photographer	1		
7	Video Camera	1		For live PiP feed on LED screen
8	Sound System with 4 microphones	1 set		2 stage mics, 2 wireless mics, 1 collar-mic, speaker system to cover a space of approx 500 SQM, sound light mixer
9	Light System	1 set		5 lights on the each sides to focus on stage to lit up stage
10	Flowers	1 for registration table 1 for podium 1 for VIP holding room 1 bouquet	Table flowers to have minimum 15 mix flowers each, Bouquet to have 20 mix flowers	
11	LED Screen (P4) and related equipment with electronic backdrop design	1		The Panel should have all necessary accessories to install the LED.

12	Screen Splitter	1		
13	Consecutive Interpreter	1	Half day/Full day	
14	Delegation Booklet	500	A5, 100 -120 pages	
15	The company shall be responsible for installation and wrap up of the equipment.			
16	The company will responsible to tie up with hotels and management company who is organizing road show for better coordination			

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 past 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 scans 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: ITO Road show/2019." and send this to indiatourism.beijing@yahoo.com before last date. For Fax, all scanned documents, inscribing page number on each document, shall be sent to Assistant Director India, Tourism on above email on before last date i.e. 24 October 2019.
- b. All documents, except business license, should be submitted in English
- c. The last date for submission of bid is: 24 October 2019 till 5 PM Beijing time.

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 1 -2 months 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 India Tourism, Beijing 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.

India Tourism, Beijing
China

**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)

S.N.	Items	Quantity	Unit Quote
1	Registration Backdrop: Design & Print	1	
2	Podium Branding	1	
3	Simultaneous Interpretation Equipment	1	
4	Simultaneous Interpreters	2	
5	Standeers		
6	Photographer	1	
7	Videographer	1	
8	Sound System with 4 microphones	1 set	
9	Light System	1 set	
10	Flowers	1 for registration table 1 for podium 1 for VIP holding room 1 bouquet	
11	LED Screen (P4) and related equipment with electronic backdrop design	1	
12	Screen Splitter	1	
13	Consecutive Interpreter	1	
14	Agency Fee		
15	Other Expenses (If any)		
Total (Without Tax)			
Applicable Tax			
Total (Including Tax)			
Total (In Words):			

(Signature of the Authority)

Name:.....

Designation:.....

Date:.....

Place:.....

(Seal of Company)