

EMBASSY OF INDIA BEIJING

Invites Quotations

For Production of

Make in India Publicity Material

Tender No. MII/Publicity Material Tender/2015

Last date for Submission of bids

20th January 2016 Upto 1800 hrs (Beijing Time)

Date of Opening Technical bids

21st January 2016 at 1100 hrs (Beijing Time)

Embassy of India Beijing, No.5, Liang Ma QiaoBeiJie, Chaoyang District,
Beijing 100600

Tel-00-86-10-8531 2500/2501/2502/2503

Invitation for Bids

Embassy of India, Beijing invites bids/quotations from companies based in China with experience and background in production of customized promotional gift sets for the purpose of publicity use by companies, government agencies and organizations.

1. Notice Inviting Tender: Sealed bids are hereby invited for hiring of company for designing and production of customized promotional gift sets.

2. Eligibility criteria for bidders:

- The applicant should have valid registration under a competent local authority
- The company should be in operation for more than three years

3. Scope of Work:

- **Work to be completed within 15 days of award of contract**
- **Sample set to be approved by the Embassy before production**
- **MII Diary Gift set:**
 - Quantity: 1000/1500 sets
 - Package: notebook/diary, USB drive, metal pen, gift box and carry-bag
 - Texture/Material of notebook cover: PU (25 K loose-leaf notebook)
 - Size: A5 (23.6*18) 25K, 100 pages of 80 gm of yellow paper
 - USB drive: minimum 18 GB, good quality
 - Design, Print & Production:
 - design gift sets based on design elements provided by the Embassy,
 - embossed logo on diary
 - logo on USB drive, pen, gift box and carry-bag
 - pre-load every USB drive with Make in India promotional material provided by the Embassy,
 - diary to include 12-14 double-sided customized promotional pages printed on glossy paper[content to be provided by Embassy of India Beijing],

4. Bid System: Single bid system as detailed below:

- i. The bidder shall submit offer in a single sealed envelope containing the technical specification of the goods as per the scope of work along with the cost of procurement. The sealed envelope should be kept inside a large sealed envelope and subscribed as “Tender Quotation for production of Make in India Publicity Material”. It should be superscripted at the bottom left corner with Full name, Postal address, fax, email, telephone number of the bidder.
- ii. The sealed quotation shall be submitted to the **Embassy of India Beijing, No.5, Liang Ma QiaoBeiJie, Chaoyang District, Beijing 100600.**
- iii. The bids may be submitted by hand in person or by courier. Tenders by “Fax/email” shall not be accepted.
- iv. Tenders received after the closing date and time as prescribed in the tender notice shall **NOT** be accepted under any circumstances.
- v. The bid shall be opened on the date and time as given in the tender notice at the **Embassy of India Beijing, No.5, Liang Ma QiaoBeiJie, Chaoyang District, Beijing 100600** in the presence of authorized representatives of the companies, who may wish to attend.

5. Instruction for Bidders regarding submission of Bid:

Bid has to be submitted as per the format specified at Annexure 1 and should also include the documents to support the eligibility criteria, profile and track-record of the Agency. All the documents should be self-attested with the seal of the bidders. Unsigned/overwritten quotations will not be considered and incomplete/conditional bids will be rejected.

6. Selection Procedure

Bids will be opened by a Constituted Committee which will screen them for eligibility as per the eligibility criteria enumerated at point 2 above. The committee will mark the bid as per the following criteria: quality and technical specification of material used in production by the company will carry weightage of 20 marks while weightage of 30 marks will be given for financial quotation. The company which scores the highest aggregate

marks on the basis of above mentioned evaluation will be awarded the contract for production

7. Validity of Bids: The bids shall be valid for a period of three months from the date of opening the bids. A bid for shorter period of validity shall be rejected.

8. Payment: Payment against bill/invoice shall be released on receipt of the publicity material.

9. Special Condition of Contract:

- i. Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to jurisdiction as defined by Indian legal system only;
- ii. Arbitration:** All disputes of any kind arising out of service shall be referred by either party after issuance of 30 days of notice in writing to the other party clearly bringing out the nature of dispute to a single arbitrator acceptable to both parties;
- iii. Force Majeure:** Any shortfall in service or failure in fulfillment of obligations under contract due to *force majeure* like natural disasters of the nature of earthquake, floods, storm or man-made ones like war, civil strife shall be looked into in consideration of those extenuating circumstances by either side;
- iv. Embassy of India Beijing** reserves the right to reject or accept any or all of the bids without assigning any reasons.

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Annexure- I

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID

1.	Name of the Bidder Company	
2.	Address of the Bidder Company	
3.	Contact details of the Bidding Company	
4.	Name of the Proprietor/Partners/Directors of the Company	
5.	Company's bank details- name, address and Current Account number	
6.	Registration and incorporation particulars of the Agency/Company	
7.	Period of Bid validity	
8.	Any other information	

SN	Item of work as per scope of work of Tender Notice	Amount incl. VAT (RMB)
	Total=	

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. The self-attested copies of required documents as mentioned in para 5 of the Tender notice have been submitted. 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