

EMBASSY OF INDIA BEIJING

Invites Quotations

For Production of

1000

Investment Opportunities in States of India Pen Drives

Tender No. Investment Opportunities in States/Pen Drives Tender/2017

Last date for Submission of bids

12th November 2017 Upto 1800 hrs (Beijing Time)

Date of Opening Technical bids

13th November 2017 at 1100 hrs (Beijing Time)

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 from companies based in China with experience and background in production of customized pen drives 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 production and designing of customized pen drives.

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:

• **Investment Opportunities in States of India Pen Drives:**

- Quantity: 1000 pen drives (32 GB each)
- Package: 32 GB Branded pen drives in a small transparent cover
- Size: Business card style with dimension 8.5 cm * 5 cm
- Design, Print & Production:
 - Pen drives to be designed based on design elements provided by the Embassy
 - Each pen drive to have logo embossed
 - Each 32 GB pen drive to be preloaded with content [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 procured 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 Investment Opportunities in States of India Pen Drives". 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 Qiao Bei Jie, 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 Qiao Bei Jie, 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 Technical Bid:

Bid has to be submitted as per the format specified at Annexue 1 and should also include the documents in support of 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 then mark the bid as per marking criteria detailed below:

| SN | Component | Marks |
|-----------|--|--------------|
| 1 | Quality and technical specification of the material used in production | 15 |
| 2 | Price Quoted | 30 |
| 3 | Time period for finishing the work | 5 |
| | Total | 50 |

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.



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