

**EMBASSY OF INDIA, BOGOTA INVITES
QUOTATIONS**

**FOR ORGANISING BUSINESS MEETS AND BUYER SELLER MEETS BETWEEN
INDIA & COLOMBIA AND INDIA & ECUADOR IN PHYSICAL/ VIRTUAL MODE**

TENDER NOTICE

TENDER NO. - BOG/202/8/2021

LAST DATE FOR SUBMISSION OF BIDS	9 August 2022, 05:00 P.M. (Colombia local time)
DATE OF OPENING THE BIDS	10 August 2022, 11:00 A.M. (Colombia local time)
PLACE OF OPENING OF BIDS	Embassy of India, Bogota, Calle 116 #7 15, Torre Cusezar, bogota - 110111

EMBASSY OF INDIA

Bogota

Notice inviting Quotation/Bids

Subject : Invitation of Bids for organising business meets/ buyer seller meets between India & Colombia and India & Ecuador in physical/ virtual mode

The Embassy of India, Bogota invites sealed quotations from reputed marketing and consulting firms for **organising business meets/ buyer seller meets between India & Colombia and India & Ecuador in physical/ virtual mode**, as per the scope of work and terms and conditions outlined in this Tender Notice:

I. Scope of Work :

India and Colombia has a growing bilateral trade and investments. In the last few years, the trade has been robust in several areas including pharmaceuticals, IT services, textiles, chemicals, among others. In the financial year 2021-22, bilateral trade between India and Colombia stood at more than USD 4.5 billion. Likewise, the trade with Ecuador has been growing steadily over the years and holds tremendous potential for further growth. For promotion of bilateral trade in products, the Embassy of India in Bogota is looking to organise business meets and buyer seller meets between Indian exporters and manufacturers and Colombian and Ecuadorean importers/ distributors/ manufacturers/ wholesalers and retailers in sectors such as chemicals, Indian handicrafts, plastics, agro-food, agricultural and marine food products, apparels, textiles, man made fabrics, defence products, and multiple other sectors in the coming months until 31 March 2023. The delegation of Indian exporters and manufacturers would be either visiting Colombia/ Ecuador or hold virtual business/ buyer seller meets with the Colombian counterparts in the coming months as per the tentative schedule provided in Annexure I. In view of the foregoing, the Embassy of India is seeking following services for organising business and buyer seller meets:

- a) Match making: To achieve registration and participation from Colombian/ Ecuadorean companies for holding meeting with Indian manufacturers and exporters in various sectors,

either in physical format in Colombia/ Ecuador or virtual as the case may be, in the sectors/ areas indicated in the tentative Calendar of events provided in Annexure I.

- b) Analysis of the profile of the Indian companies participating in the event and identifying suitable, matching and interested Colombian/ Ecuadorean companies in various sectors
- c) Carrying out pre-event business match making between the potential Indian and Colombian/ Ecuadorean companies, based on the profile, which could translate to physical meetings on the indicated dates for business relations and meetings between the Indian and Colombian/ Ecuadorean counterparts.
- d) Organisation and Coordination of meeting between Indian and Colombia/ Ecuadorean companies on the indicated dates of the events at the venue or virtually as the case may be
- e) Keeping the Embassy updated about the participation and the number of registrations achieved in the run up to the event
- f) Publicity, promotion and canvassing of the event among potential Colombia/ Ecuadorean companies in collaboration with the Embassy of India in Bogota and partnering organisations of the Embassy. This may include creating a website/ portal for registration and information of the event in local language, development of creatives and promotional material including audio-visual content, flyers, brochures in Spanish and English.
- g) Telemarketing and advertisement of the event through prominent national dailies, print and electronic media, social media platforms of the Embassy and local media houses
- h) Liaising with the local chambers and industry associations
- i) It is expected from the bidder that key players in Colombia and Ecuador in the sectors in which the event is being organised may be encouraged to register and participate in the event.
- j) Tentative schedule/ timeline of the above activities from a) to i) may be shared/ indicated in advance in the run up to the main event

II. Eligibility Criteria :

- a) The firm should possess all necessary registration and pertinent certificates required under local regulations.
- b) The firm should have minimum 5 years of work experience in the field and have the history of working in organising business meets and buyer seller meets as per the scope of work outlined in this tender.

III. Bid System

- (a) The Company shall submit its quotations in two separate sealed envelopes, namely (a) First Envelope–superscripted “Technical Bid for **organising business meets/ buyer seller meets between India & Colombia and India & Ecuador in physical/ virtual mode**” in format provided in Annexure - II; and (b) Second envelope–superscripted “Financial Bid for **organising business meets/ buyer seller meets between India & Colombia and India & Ecuador in physical/ virtual mode**” in format provided in Annexure - III. It should also be superscripted at the bottom left corner of the envelopes with full name, postal address, fax, email, telephone number of the bidder.
- (b) The sealed bid shall be submitted to The Head of Chancery, Embassy of India, Bogota.
- (c) Any clarification on the scope of work may be sought by email at email id sspol.bogota@mea.gov.in before 2 August 2022, 05:00 P.M.
- (d) Bids may be sent by hand in person or by courier. Bids received by fax/email shall not be accepted.
- (e) Bids received after the closing date and time 9 August 2022 at 1600 hrs as prescribed in the tender notice shall not be accepted.
- (f) Bids shall be opened on the date and time as given below in the presence of the authorized representatives of the companies, who may wish to attend. The technical bids shall be opened on 10 August 2022 at 11:00 A.M.. Financial bids of only of those companies who have qualified in the technical bid stage shall be considered.

	Date	Time(Colombia Local Time)
Date of Publishing	20-07-2022	8:30 AM
Bid submission Start date	21-07-2022	8:30 AM

Bid Submission End date	09-08-2022	05:00 PM
Technical Bid opening Date	10-08-2022	11:00 AM
Financial Bid opening	10-08-2022	After opening of all Technical Bids and tentatively at 01:00 PM

IV. Terms & Conditions:

- i) The Tender issuing authority reserves the right to withdraw / cancel the Tender for any reasons whatsoever after publication / award of contract.
- ii) The Tender notice issuing Authority reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever.
- iii) The companies will be shortlisted for participation in the tender on the basis of their technical bids. The financial bids of only the eligible companies so shortlisted will be considered. All submitted bids shall be confidential and will remain with the Embassy. The decision of the Embassy in this regard will be final . The Embassy reserves the right to reject any bid without assigning any reasons.
- iv) The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons.
- v) Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, delivery, etc. Inclusion/exclusion of all levies/taxes, where applicable, should be clearly specified.
- vi) Agency shall be bound to remove/rectify/replace any defects/defective work which is noticed at his own risk and cost.
- vii) The Embassy of India would not be responsible for any dues other than the agreed contract amount.

- viii) Bidders should quote for all the scope of work altogether, done from one company.
- ix) Quotations should remain valid for acceptance for 90 days from date of closing without any price escalation for whatever reasons.
- x) Once the tender is awarded, the winning bidder will have to commence the task as per the schedule of business meets/ buyer seller meets proposed by the Embassy of India in Bogota.
- xi) No Advance or down payments. The Embassy would pay in two parts, 50% at the time of issuing the Purchase/ Work Order for working contract and 50% after the work is satisfactorily done. All payments will be made on the basis of actuals. The Payments to the selected bidder would be through bank transfer/ cheque.
- xii) Interested parties may forward their sealed quotations (Technical and Financial bid in separate sealed envelopes) on the letterhead of the company on or before 05:00 P.M. on 9 August 2022 to :

Head of Chancery EMBASSY
OF INDIA, Bogota, Calle 116#7-
15, Torre Cusezar, Bogota -
110111

(Alka Sarkar)

Head of Chancery
Embassy of India, Bogota

Email: hoc.bogota@mea.gov.in

Tentative Calendar of BSMs with Colombia in 2022-23

S No.	Event	Sector	Tentative Dates	Mode of organisation and Location
1.	Leather business/ Buyer Seller Meet	Leather and footwear	October 2022	Physical (Bogota)/ Virtual
2.	Handicrafts business/ Buyer-Seller Meet	Handicrafts and artisanal hand made products	8-9 November 2022	Physical Event (Bogota)
3.	Chemicals Business/ buyer seller Meet	Organic and Inorganic chemicals	November 2022	Physical Event (Bogota)
4.	Engineering goods business/ buyer seller meet	Engineering Goods	September 2022	Physical Event (Bogota)
5.	Plastics Business/ Buyer Seller meet	Plastics	September 2022	Physical (Bogota)/ Virtual Event
6.	Marine Products Virtual Buyer Seller Meet	Marine Products	September 2022	Virtual Event
7.	Agricultural Products Business Meet	Agircultural Products	October 2022	Virtual Event
8.	Defence Products Business Meet	Defence	December 2022	Physical (Bogota) / Virtual
9.	Apparels and Ready Made Garments Business Meet / Buyer-Seller Meet	Apparels and Ready made garments	24-26 January 2023	Physical (Medellin/ Bogota)
10.	Textiles Business Meet / Buyer-Seller Meet	Textiles	24-26 January 2023	Physical (Medellin/ Bogota)
11.	Man made fibres and synthetic and rayon bsuniess meet/ buyer seller meet	Man made fibres, synthetic textiles and rayon	24-26 January 2023	Physical (Medellin/ Bogota)
12.	Chemicals & Allied Products business/ buyer seller meet	Chemicals & Allied Products	February/ March 2023	Physical/ Virtual
13.	Indian exporters-Colombian importers business/ buyer seller meet	Multiple sectors	February / March 2023	Virtual

Tentative Calendar of BSMs with Ecuador in 2022-23

S No.	Event	Sector	Tentative Dates	Mode of organisation and Location
14.	Leather business/ Buyer Seller Meet	Leather and footwear	October 2022	Virtual Event
15.	Plastics Business/ Buyer Seller meet	Plastics	September 2022	Virtual Event
16.	Agricultural Products Business Meet	Agircultural Products	November 2022	Virtual Event
17.	Defence Products Business Meet	Defence	December 2022	Virtual Event
18.	Apparels and Ready Made Garments Business Meet / Buyer-Seller Meet	Apparels and Ready made garments	24-26 January 2023	Virtual Event
19.	Indian exporters- Ecuador importers business meet	Multiple sectors	February 2023	Virtual Event

Annexure-II

To,

Head of Chancery
Embassy of India,
Bogota

Dear Sir/Madam,

I/We, Representative(s) of M/S_____solemnly declare that:-

- a) I/We are submitting tender for **organising business meets/ buyer seller meets between India & Colombia and India & Ecuador in physical/ virtual mode** against tender Notice No. BOG/202/8/2021, dated
- b) All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
- c) All documents / credentials submitted along with this tender are genuine, authentic, true and valid.
- d) The Price – Bid submitted by me / us is “Without Any Condition”.
- e) I/We have not been banned /de-barred by any Government or Quasi Government agencies or PSU's.
- f) In any information or document submitted is found to be false / incorrect, Embassy may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues and blacklisting of my/our firm and all partners of the firm etc.
- g) All the terms and conditions of the tender are acceptable to us.

Yours sincerely

(Signature of Tenderer) with
company seal.

Annexure – III

Proforma for Financial bid

To,

Head of Chancery, Embassy of India, Bogota

Dear Sir,

Sub : Financial bid for organising business meets/ buyer seller meets between India & Colombia and India & Ecuador in physical/ virtual mode TENDER NO. BOG/202/8/2021_____ Name of the Company) proposes to undertake the work of organising business meets/ buyer seller meets between India & Colombia and India & Ecuador in physical/ virtual mode, as per the terms and conditions outlined in this tender notice and for the cost indicated for each of the points from a) to i) in the Part I - scope of work of this tender notice in the following format:

S No.	Slabs with No. of participating Indian companies (For example slabs of 5-15 companies, 16-25 companies, 26 and above companies and so on. The number of companies to be included in each slab is flexible)	Rate per participating Indian company in USD/ Colombian pesos- COP against the slabs of participating companies indicated in the preceding column (Also highlight VAT/ IVA, separately, from the base cost)
1		
2		
3		
.....		
N		

2. We are bound by this offer if the Tender is awarded to us.

For and on behalf of:

Signature (Authorised Signatory)
Designation