

EMBASSY OF INDIA, BOGOTA

INVITES QUOTATIONS

**FOR DESIGNING AND PRINTING CATALOGUE CUM COFFEE TABLE
BOOK ON ART, CULTURE, HISTORY, NATURAL, TOURISTIC AND
HISTORICAL SITES OF STATES OF PUNJAB, HARYANA AND UNION
TERRITORY OF CHANDIGARH OF INDIA INCLUDING THE WORKS OF
LE CORBUSIER FOR TOURISM PROMOTION OF STATES OF PUNJAB,
HARYANA AND UNION TERRITORY OF CHANDIGARH**

TENDER NOTICE

TENDER NO. 1- BOG/202/2/2022

LAST DATE FOR SUBMISSION OF BIDS: 5 December 2022 1700 hours

DATE OF OPENING THE BIDS: 6 December 2022 1100 hours

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

Invitation of Bids for DESIGNING AND PRINTING CATALOGUE CUM COFFEE TABLE BOOK ON ART, CULTURE, HISTORY, NATURAL, TOURISTIC AND HISTORICAL SITES OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH OF INDIA INCLUDING THE WORKS OF LE CORBUSIER FOR TOURISM PROMOTION OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH

The Embassy of India, Bogota invites sealed quotations from reputed firms for commissioning of **DESIGNING AND PRINTING CATALOGUE CUM COFFEE TABLE BOOK ON ART, CULTURE, HISTORY, NATURAL, TOURISTIC AND HISTORICAL SITES OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH OF INDIA INCLUDING THE WORKS OF LE CORBUSIER FOR TOURISM PROMOTION OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH.**

Scope of Work :

1. Design, print and publication of CATALOGUE CUM COFFEE TABLE BOOK ON ART, CULTURE, HISTORY, NATURAL, TOURISTIC AND HISTORICAL SITES OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH OF INDIA INCLUDING THE WORKS OF LE CORBUSIER FOR TOURISM PROMOTION OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH.

2. Sourcing design content and materials such as graphics and visual content of Punjab, Haryana and Chandigarh from the internet and open sources and incorporating them in the catalogue cum coffee table book and shooting photographs of Le Corbusier's works.

3. The catalogue cum coffee table book must be of size 28 X 28 cms, having 56 pages and the number of such copies must be 200. The catalogue cum coffee table book must have hard front and back covers.

Eligibility Criteria :

a) The firm should possess all necessary registration and certificates required under local regulations.

Bid System

The Company shall submit its quotations in two separate sealed envelopes, namely

(a) First Envelope—superscripted“Technical Bid for textile sector market research report” in format provided in Annexure-I; and (b) Second envelope—superscripted “Financial Bid for textile sector market research report” in format provided in

Annexure-II. 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 5 December 2022.

(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 of 5 December 2022, 1700 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 6 December 2021. 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 | 14-11-2022 | 8:30 AM |
| Bid submission Start date | 14-11-2022 | 8:30 AM |
| Bid Submission End date | 5-12-2022 | 4:00 PM |
| Technical Bid opening date | 6-12-2022 | 11:00 AM |
| Financial Bid opening date | 6-12-2022 | 11:00 AM |

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) Period of completion for the work is 45 days from the date of commencement, including the feedback sessions.
- vi) 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.
- vii) Agency shall be bound to remove/rectify/replace any defects/defective work which is noticed at his own risk and cost.
- viii) The Embassy of India would not be responsible for any dues other than the agreed contract amount.
- ix) Bidders should quote for all the scope of work altogether, done from one company.
- x) Quotations should remain valid for acceptance for 90 days from date of closing without any price escalation for whatever reasons.
- xi) Once the tender is awarded, the winning bidder will have to complete the task within 40 days of award of work.
- Xii) The Payments to the selected bidder would be through bank transfer/ cheque on satisfactory completion of work.
- xiii) The Embassy of India will have exclusive IP rights on the report.
- xiv) The selected bidder would be required to work with the Culture Wing of the Embassy to design the catalogue cum coffee table book.

xv) The current tender document is valid for 21 days from the date of publishing, which is the first day of the validity period.

xvi) Interested parties may forward their sealed quotations (Technical and Financial bid in separate sealed envelopes) on the letterhead of the company on or before 1700 hrs on Thursday, 5 December 2022 addressed 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
sspol.bogota@mea.gov.in

Annexure-I

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 **FOR DESIGNING AND PRINTING CATALOGUE CUM COFFEE TABLE BOOK ON ART, CULTURE, HISTORY, NATURAL, TOURISTIC AND HISTORICAL SITES OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH OF INDIA INCLUDING THE WORKS OF LE CORBUSIER FOR TOURISM PROMOTION OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH** against tender Notice No. 1 - B O G / 2 0 2 / 2 / 2 0 2 2 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 – II

Proforma for Financial bid

To,
Head of Chancery,
Embassy of India,
Bogota

Dear Sir,

Sub : Financial bid for **DESIGNING AND PRINTING CATALOGUE CUM COFFEE TABLE BOOK ON ART, CULTURE, HISTORY, NATURAL, TOURISTIC AND HISTORICAL SITES OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH OF INDIA INCLUDING THE WORKS OF LE CORBUSIER FOR TOURISM PROMOTION OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH TENDER NO. 1-BOG/202/2/2022**

_____ (Name of the Company) proposes to undertake the work of **DESIGNING AND PRINTING CATALOGUE CUM COFFEE TABLE BOOK ON ART, CULTURE, HISTORY, NATURAL, TOURISTIC AND HISTORICAL SITES OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH OF INDIA INCLUDING THE WORKS OF LE CORBUSIER FOR TOURISM PROMOTION OF STATES OF PUNJAB, HARYANA AND UNION TERRITORY OF CHANDIGARH** at a cost of _____ (amount in words) payable after completion of the work. The cost is all inclusive of tax and rates.

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

For and on behalf of:

Signature (Authorised Signatory)
Designation: