



Embassy of India
Vienna

Request for Proposals (RFP)

for Production of

Make in India Publicity Material

RFP No. VIEN/MII/Publicity Kit Tender/2018

Last date for Submission of bids
31 December 2018 Up to 1730 hrs. (Vienna Time)

Date of Opening Technical bids
2 January 2019 at 1100 hrs. (Vienna Time)

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1. Introduction:

1.1 Introduction and Issuer:

Embassy of India in Vienna requests for proposals for producing Make in India Publicity Kits, as per the specifications mentioned under the Scope of Work, from companies/vendors based in Austria with experience and background in production of customized publicity kits for the purpose of branding and publicity used by companies, government agencies and organizations.

1.2 Purpose:

Branding and publicity of Make in India (MII) initiative of Government of India. The logo of MII initiative will be prominently displayed on all items of the publicity kits except the lapel pins, as they will display Indian and Austrian Flag. The publicity kits will be distributed among prospective Austrian companies, investors and various organizations attending Embassy Round table's and various other events hosted by the Mission.

2. Scope of Work

2.1 RFP is invited for producing 500 sets of Make in India Publicity Kits.

2.2 Each Publicity Kit will contain 6 items:

2.2.1 Lapel Pins- India & Austria Flag.

2.2.2 Multifunctional laser pointer with ballpoint pen, stylus and LED.

2.2.3 USB- 8 GB

2.2.4 Folder- A4 size – with notepad

3. Eligibility criteria for bidders:

3.1 The applicant/ company should have valid registration under a competent local authority.

3.2 The applicant/company should be in operation for more than three years.

3.3 The applicant/company should not be black listed by Embassy of India or any agency/entity of government of India or state governments in India.

3.4 An applicant/company (including its Personnel) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in the preparation of the Terms of Reference of the Assignment/job, the selection process for such Assignment/job, or supervision of the Contract, is not eligible.

3.5 One applicant/company may only submit one proposal. If a company submits more than one proposal, such proposals shall be disqualified.

4. Submission of Bids:

4.1 The applicant/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 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.

4.2 The sealed quotation shall be submitted to the Embassy of India, Kaerntnerring 2, 1010, Vienna, Austria.

4.3 The bids may be submitted by hand in person or by courier. Tenders by “Fax/email” shall not be accepted.

4.4Tenders received after the closing date and time as prescribed in the tender notice shall NOT be accepted under any circumstances.

4.5The bid shall be opened on the date and time as given in the tender notice at the Embassy of India, Kaerntnerring 2, 1010, Vienna, Austria in the presence of authorized representatives of the companies, who may wish to attend.

5.Instruction for Bidders regarding submission of Bid:

5.1 Bid must be submitted as per the format specified at Annexure1 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:

6.1 Bids will be opened by a Constituted Committee which will screen them for eligibility as per the eligibility criteria enumerated at point 2 above.

6.2The 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

6.3The company which scores the highest aggregate marks on the basis of above-mentioned evaluation will be awarded the contract for Production.

7. Validly of Bids:

7.1 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:

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

9.Special Condition of Contract:

9.1 Jurisdiction: The disputes, legal matters, court matters, if any shall be subject to jurisdiction as defined by Indian legal system only;

9.2 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;

9.3 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;

9.4 Embassy of India Vienna reserves the right to reject or accept any or all of the bids without assigning any reasons.

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 inclusive of all taxes/VAT
	Total= (In Words)	

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