



भारत का राजदूतावास, बर्न

EMBASSY OF INDIA

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Berne/Cul/321/5/2019

31 July, 2019

NOTICE INVITING QUOTATIONS

The Embassy of India, Berne invites sealed offers/bids from reputed companies based in Switzerland for photography and videography services for various events. Offer should clearly indicate hourly & full day charges of both photography & videography services. The bids should indicate editing charges and any other charges, including rates for designing photo book and video editing charges (per hour of content etc.)

2. Mode of Submission

a. All bidders are requested to give their Technical bids and Financial bids in two separate envelopes (in hard copy, signed on each page in blue/black ink) to the Embassy of India, Berne on or before 17.00 pm on Wednesday 21, August 2019. The sealed cover should be addressed to the Head of Chancery, Embassy of India, Kirchenfeldstrasse 28, CH-3005 Berne. Detailed profile of the company needs to be attached with technical bid in sealed cover. Example of similar works done previously should be attached.

3. Tender Evaluation

a. The sealed bids will be opened at 11.00 am on Friday 23 Aug, 2019, by Tender Evaluation committee of the Embassy of India, Berne. The vendor representative may send their representative at the time of opening of bids. Based on the evaluation for fulfilling the criterion, the financial bids of only the short-listed agencies would be opened. The Embassy reserves the right at its sole discretion to seek whatever information, documents etc. from the bidders, as it may consider necessary for the purpose of evaluation of the bids.

b. Financial Bids of only those bidders who qualify and are short listed on evaluation of their Technical Bids would be opened. The date and time of opening of Financial Bids would be intimated in advance to the bidders who have qualified in the Technical Bid evaluation, and their authorized representatives only would be permitted to participate in the opening of the Financial bids.

R.B.

4. Other important criterion

- a. The bids received after the due date & time of submission shall not be entertained, and shall be returned to the Tenderer unopened.
- b. The acceptance of bids will rest with the Embassy of India, Berne, who does not bind to accept the lowest bid and reserves the right to reject any or all the bids received without assigning any reason thereof. Incomplete Tenders or tenders not fulfilling the prescribed conditions are liable to be rejected.
- c. The bids shall be strictly as per the conditions of Embassy of India, Berne. Bids with any additional condition(s) / modifications shall be rejected
- d. The Embassy of India, Berne reserves the right to accept or reject any or all bids in part or full without assigning any reason thereof.
- e. In case the conditions mentioned above are found violated at any time before opening of bids, the tender shall be summarily rejected
- f. The company/ firm shall only submit one proposal. If a company submits or participates in more than one proposal, such proposals shall be disqualified.
- g. The bid proposals, all related correspondence exchanged by the Company/ firm and the contract to be signed with the winning company shall be written in the English language
- h. Even though the applicant may satisfy the above requirements, he/she would be liable to disqualification, if he/she has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.

5. Confidentiality

- a. Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the firm/company who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of Contract.

6. Proposal Validity

- a. The firm /company's bid must remain valid for one year from the closing date for submission of bids.

A handwritten signature in black ink, appearing to be 'Rao B', with a long horizontal line extending from the bottom right.

7. Tender Availability

- a. Tender documents can also be downloaded from Embassy of India, Berne's website <http://www.indembassybern.gov.in> or at <https://eprocure.gov.in/>

8. Inquiry/ Clarification

- a. For any inquiry/ clarification please contact Mr. Amit Gupta, Attache (Admn) by Email admn.berne@mea.gov.in or by phone +41 (0)31-350-1138



(Roshni Thomson)
Second Secretary (HOC)
