



भारत का राजदूतावास, बर्न
EMBASSY OF INDIA
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No. Bern/Admn/861/01/2012

dated 07 January, 2021

Notice Inviting Tender

The Embassy of India, Berne invites sealed offers/bids from reputed companies based in Switzerland for providing various technical & logistical support (i.e. hiring of venue for the event, hiring of audio-visual equipment, technical assistance etc.) for organizing various events under Make in India, State Facilitation, Market Expansion programme of the Mission. Offer should clearly indicate hourly & full day charges for each service.

2. **Mode of Submission:** The tender should be submitted in two sealed envelopes as below:

(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 Embassy of India, Bern on or before 1700 hrs on 05 February, 2021 in the office of Mr. Rajiv Kumar, Second Secretary (Head of Chancery), Embassy of India, Kirchenfeldstrasse 28, CH 3005, e-mail: hoc.berne@mea.gov.in, Tel No.: 0041313501130. All pages of the submission document must be signed by authorised signatory.

3. **Tender Evaluation**

a. The sealed bids will be opened at 11.00 AM on Tuesday 09 February, 2021 by Tender Evaluation Committee of the Embassy of India, Berne. The vendor 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 companies 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.

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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 Bid 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 Financial Bids.

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.


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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.

7. **Tender Availability**

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

8. **Inquiry/Clarification**

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

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