



भारत का राजदूतावास, बर्न

EMBASSY OF INDIA, BERNE

Kirchenfeldstrasse 28,

CH-3005 Bern, Switzerland

Tel: 00-41-31-350 11 30

Fax: 00-41-31-351 15 57

Email: hoc.berne@mea.gov.in

No. Bern/Adm/551/04/41

Dated: 23 February 2021

### **NOTICE INVITING QUOTATIONS**

The Embassy of India, Berne invites sealed quotations/offers from reputed companies based in Switzerland to manufacture 3d-model of the lions of the 'Make in India' logo from 28 different sectors. The design specifications are as below:

- a. Size of the 3d-models: A4-paper size, the thickness of the lion approx. 50-250 millimeters.
- b. Material: Glass or acrylic glass, standing / fixed on a wooden base.
- c. Wooden Base in dark brown or black color, embedded with India's National Emblem in Golden color, along with Text "Embassy of India, Berne" and "Make in India – *respective sector name*".
- d. Dimension of the wooden base: Length as per the length of the 3d-models. Width of 60-80 millimeters and height of 60-80 millimeters to support and balance the 3d-models.
- e. The images of lions from each sector are enclosed in Annexure-1 for reference.
- f. The offer should indicate price per piece in the following categories:

Total number of ordered pieces	Price per piece
Up to 100 pieces	
101 – 200 pieces	
201 – 300 pieces	
301 – 400 pieces	
401 – 500 pieces	
More than 500 pieces	

## **2. Mode of Submission:**

- a. Interested bidders should submit the tender in two sealed envelopes as below:
- b. All bidders are requested to submit hard copies of their technical and financial bids in two separate envelopes and signed on each page of the offer document in blue or black ink. The bid should reach the Embassy of India, Berne, on or before 1700 hours on 17 March 2021 to the office of Mr. Rajiv Kumar, Second Secretary (Head of Chancery), Embassy of India, Kirchenfeldstrasse 28, CH-3005, Berne. The authorized signatory of the company must sign all pages of the submitted document. Detailed profile of the company needs to be attached with technical bid in sealed cover.

## **3. Tender Evaluation**

- a. The sealed bids will be opened at 11.00 AM on 18 March 2021 by the 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, only the shortlisted companies' financial bids would be opened. The Embassy reserves the right at its sole discretion to seek whatever information, documents from the bidders as it may consider necessary to evaluate the bids.
- b. Financial Bids of only those bidders who qualify and are shortlisted on evaluating their Technical Bids would be opened. The Financial Bid opening date and time would be intimated in advance to the bidders qualified in the Technical Bid evaluation process. Their authorized representatives only would be permitted to participate in the opening of Financial Bids.

## **4. Other important criteria**

- a. The bids received after the due date and 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. 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 the Embassy of India, Berne. Bids with any additional condition(s)/modification(s) shall be rejected.
- d. Embassy of India, Berne reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel or modify the process or change/modify/amend any or all provisions of this Tender document, at any time, without assigning any reason whatsoever.
- e. Embassy of India, Berne reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Request for Proposal Application.

f. In case the conditions mentioned above are found violated at any time before the opening of bids, the tender shall be summarily rejected.

g. The company/ firm shall only submit one proposal. If a company submits or participates in more than one proposal, such submissions shall be disqualified.

h. 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.

i. Even though the applicant may satisfy the above requirements, he/she would be liable to disqualification if he/she has made a misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.

## **5. Confidentiality**

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

## **6. Proposal Validity**

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

## **7. Tender Availability**

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

## **8. Enquiry/Clarification**

a. For any inquiry/clarification, please contact Mr. Jitendra Kumar Singh, Attaché (Admin), by email at [admn.berne@mea.gov.in](mailto:admn.berne@mea.gov.in) or by phone at 0041 31 350 11 38.

  
(Rajiv Kumar)

Second Secretary (HOC)

**Rajiv Kumar**  
Second Secretary(Cons.) & HOC  
Embassy of India, Berne  
Switzerland

\*\*\*\*\*

## ANNEXURE - I





















































