

High Commission of India, Kuala Lumpur
Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak,
53000 Kuala Lumpur, Federal Territory of Kuala Lumpur

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Name of Work: High Commission of India, Kuala Lumpur intends to engage an agency to manage/supply the following at the 5th India-ASEAN Business Summit on 6th March, 2023 in Berjaya Times Square Hotel, Kuala Lumpur:-

1. Souvenir Book
2. Invitations/ tags/ banners
3. Momento
4. Photography / Videography
5. Decorations
6. Backdrop Banner
7. Awards/Trophies

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-sd/-
C. Sushma
FS (Com & Edu)

Signature & name with Address of Bidder/Contractor

High Commission of India, Kuala Lumpur
Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak,
53000 Kuala Lumpur, Federal Territory of Kuala Lumpur

NOTICE INVITING TENDER

High Commission of India, Kuala Lumpur invites offline tender/bids from all reputed and eligible vendors/supplier under two bids/cover system i.e. Technical Bid (Cover-1) and Financial bids (Cover-2) for the supply of Souvenir Book, Invitations/ tags/ banners, Memento, Photography/Videography, Decorations, Backdrop Banner and Awards/ Trophies for the 5th India-ASEAN Business Summit at Berjaya Times Square Hotel, Kuala Lumpur through Central Public Procurement Portal of Government of India (www.eprocure.gov.in) and <https://hcikl.gov.in/>. Details of activities are as follows:-

Sl. No.	Activity	Date & Time
1.	Publishing date of Tender Notice	21.02.2023 at 1700 hrs
2.	Document Download start date	21.02.2023 at 1700 hrs
3.	Document Download end date	02.03.2023 at 1100 hrs
4.	Queries clarification start date	22.02.2023 at 1100 hrs
5.	Queries clarification end date	24.02.2023 at 1700 hrs
6.	Bid submission start date (Cover -1 & 2)	27.02.2023 at 1100 hrs
7.	Bid submission end date (Cover -1 & 2)	02.03.2023 at 1500 hrs
8.	Technical Bid Opening date (Cover – 1)	03.03.2023 at 1100 hrs

2. Tender Notice can be downloaded directly from Central Public Procurement Portal of Government of India (www.eprocure.gov.in) and High Commission of India, Kuala Lumpur's website i.e. <https://hcikl.gov.in/>. Submission of duly filled in Tender Document/Bids are required to be deposited at the **office of First Secretary (Commerce & Education) Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak, 53000 Kuala Lumpur, Federal Territory of Kuala Lumpur.**

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PRE-QUALIFICATION CRITERIA/PROFORMA FOR SUBMISSION

Sl. No.	Required Documents	Description	Evaluation Mark	Enclosed (Yes/No)
1.	Experience	(a) The company/contractor should have minimum two year's experience.	04	
		(b) Preference will be given to those company/contractor which has experience in working with Diplomatic Mission/Govt. Departments/Hotels/any other reputed organization.	02	
2.	Turnover	Last two years Income Tax Returns and one year balance Sheet with as a proof of minimum Turnover of MYR 500,000/- (Five hundred thousand only)	02	
3.	Registration Number	The company/contractor should have a valid Registration Number either in India or Malaysia	02	
4.	EMD	EMD of MYR 2,600/- (Two thousand six hundred only) by Demand Draft/Bank Guarantee in favour of High Commission of India, Kuala Lumpur, payable at Kuala Lumpur. Please enclose copy of receipt/deposit of EMD in the form of Demand Draft/Bank Guarantee.	Mandatory	
5.	Mycard Card	Copy of Mycard Card	Mandatory	
6.	Address Proof	Address Proof of the Bidder/Tenderer	Mandatory	
7.	10% Performance Money of the approved cost or the submitted EMD will be taken (whichever is higher) only from successful bidder and returned only after successful completion of job without any interest.			
8.	There must be two envelopes, one for Technical Bid and other for Financial Bid with clearly and boldly written over them Technical Bid and Financial Bid. No indication of financial bid is required to be produced/enclosed in Technical Bids.			
9.	All tender documents are required to deposit at the office of office of First Secretary (Com & Edu.) Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak, 53000 Kuala Lumpur, Federal Territory of Kuala Lumpur			

Note : All documentary proofs to be enclosed for above items.

I hereby agree to abide by all the terms & conditions of the tender document.

Name & Signature of
the Authorized Signatory of the Firm
(With Seal of the Agency affixed) Date

-sd/-
C. Sushma
FS (Com. & Edu.)

**High Commission of India
Kuala Lumpur**

ADDITIONAL CONDITIONS

Subject:- Supply, manage and execution of event related supply/works.

1. The work shall be completed within before the event or as per requirement of the event, which will be shared by the Event Organizer.
2. The quoted amount will be gross (including all kind of taxes, other charges viz transport, electricity, labour etc) in itself and the bidder has to complete and deliver the job. Penalty will be recovered from the bill for delay in execution of work and supply of items etc would tantamount to be **NIL** payment for certain or all unaccomplished work.
3. **10% Performance Security/Guarantee i.e. MYR 8,600/- (Eight thousand six hundred only)** will be have to be submitted by the sucessful bidder or will be recovered from the payment.
4. The Performance Security/Guarantee will be released only after the successful completion of work.
5. Only best quality and approved material/items/services should be used/deployed for the proposed work.
6. The High Commission of India, Kuala Lumpur reserves the right to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.
7. The **Earnest Money Deposit (EMD)** shall be returned to the successful bidder only after receipt of Performance Security/Guarantee and will not carry any interest.
8. High Commission of India, Kuala Lumpur reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. HCI, KL can accept or reject the financial proposal without assigning any reason and decision of the HCI, Kuala Lumpur will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, HCI, Kuala Lumpur reserves all the rights to decide on the issue of identifying selected bidder.

-sd/-

C. Sushma
FS (Com & Edu)

I hereby agree to abide by all the terms and conditions of the tender document.

Name & Signature of
the Authorized Signatory of the Firm
(With Seal of the Agency affixed) Date

APPROXIMATE ESTIMATE

Sl. No.	Work Description	Estimated Cost
1.	<p>High Commission of India, Kuala Lumpur intends to engage an agency to manage/supply the following at the 5th India-ASEAN Business Summit on 6th March, 2023 in Berjaya Times Square Hotel, Kuala Lumpur:-</p> <ol style="list-style-type: none"> 1. Souvenir Book 2. Invitations/ tags/ banners 3. Memento 4. Photography / Videography 5. Decorations 6. Backdrop Banner 7. Awards/Trophies 	<p>MYR 86,000/- (Malaysian Ringgit Eighty-six thousand only)</p> <p><i>(Subject to revision at actual work done)</i></p>

The stages of payment shall be as under:-

Sr. No.	Release Mile stone	Remarks
1.	Submission and approval of overall layout & plan, detail specifications & detailed designs and schedules etc. as per requirement of tender	10% against submission of equivalent amount of Performance Money
2.	Mobilization of requisites items at site	10% of approved amount.
3.	On completion of all/entire supply/items/designs and other necessary arrangements as per tender requirements for commencing the event.	30%
4.	Final completion as per satisfaction of event organiser.	Balance

UNDERTAKING / CERTIFICATE

NAME OF WORK : — High Commission of India, Kuala Lumpur intends to engage an agency to manage/supply various items as mentioned in the scope of work at the 5th India-ASEAN Business Summit on 6th March, 2023 in Berjaya Times Square Hotel, Kuala Lumpur.

1. I/We _____ Contractor/Proprietor/Director/Partner/authorized signatory of the Agency/Firm, mentioned above is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender action and execution of contract and undertake to abide by them.

3. The information/documents furnished are true and authentic to the best of my knowledge and belief, I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law or may lead to blacklisted.

4. I, do hereby declare that our firm has neither been blacklisted/no criminal case pending against the firm by any of the Govt. Institute/Ministries/Departments/PSUs/other organizations with which the firm had contracted of during the last three years nor has been penalized by such offices/organizations.

(Signature of Bidder/Contractor)

Date :

Full Name :

Place :

Seal:-

DECLARATION BY THE TENDERER/CONTRACTOR

1. I/We hereby tender for the execution of event's related work/supplies to High Commission of India, Kuala Lumpur as per the terms and conditions of the tender action and contract.

2. I/We hereby agree to abide by and fulfill all the terms and conditions/provisions as annexed hereby and so far as applicable or in default thereof to forfeit and pay to the High Commission of India, Kuala Lumpur sum of **MYR 8,600.00 (Malaysian Ringgit Eight thousand Six hundred only)** mentioned in the said conditions without prejudice to the High Commission of India, Kuala Lumpur's right to claim damages for breach of contract. The sum **MYR 8,600.00 (Malaysian Ringgit Eight thousand Six hundred only)** deposited as Performance Money/Security/Guarantee is to be absolutely forfeited by High Commission of India, Kuala Lumpur, if I/We found to be defaulter at any stage during the execution of the Contract Agreement within the specified time limit.

3. The Earnest Money (EMD) will only be refunded to the unsuccessful tenderer in due course after finalization/approval of the tender of successful bidder by the Competent Authority without any interest.

(Signature of Bidder/Contractor)

Date : _____

Full Name : _____

Place : _____

Seal:- _____

SCOPE OF WORK

TECHNICAL SPECIFICATION

1. Supply/manage/execute various items/work in the 5th India-ASEAN Business Summit on 6th March, 2023

Sl. No.	Description of work
1.	Souvenir Book
2.	Invitations/ tags/ banners
3.	Memento
4.	Photography / Videography
5.	Decorations
6.	Backdrop Banner
7.	Awards/Trophies

Note:- Approved samples are considered for financial bidding. Technical specification of the items/material/design has to be enclosed. All queries are required to be clarified on +603 4025 2323 during the prescribed period of time.

Name & Signature of
the Authorized Signatory of the Firm
(With Seal of the Agency affixed)

Date

FINANCIAL BID

Proforma for Submission of Financial Bid

1. Supply/manage/execute various items/work in the 5th India-ASEAN Business Summit on 6th March, 2023 under the following:-

Sl. No.	Description of work	Rate in MYR
1.	Souvenir Book	
2.	Invitations/ tags/ banners	
3.	Memento	
4.	Photography / Videography	
5.	Decorations	
6.	Backdrop Banner	
7.	Awards/Trophies	

Name & Signature of
the Authorized Signatory of the Firm
(With Seal of the Agency affixed)

Date