

No. Hon/Cul/321/18/2017

January 02, 2018

Consulate General of India  
Hong Kong

**Press Notice**

Consulate General of India, Hong Kong, invites on behalf of President of India, sealed bids from experienced firms for "Setting up of Stage, Backdrop, Sound & Lighting System at India House" for one day.

Tender processing fee: Nil  
Earnest money HK\$ 1040  
Last date and time of submission of bid: 23.01.2018 up to 3:00 pm.

The bid forms and other details can be obtained from the website <https://eprocure.gov.in/epublish/app> → Tenders by Location → Hong Kong

Detailed Notice Inviting Tender is also available on [www.cgihk.gov.in](http://www.cgihk.gov.in) or the bid forms can be obtained from the Consulate without any fee/charges.

**(Narayan Singh)**  
**Head of Chancery**  
**Consulate General of India**  
**hoc.hongkong@mea.gov.in**



**GOVERNMENT OF INDIA**

**CONSULATE GENERAL OF INDIA  
HONG KONG**

**Tender for Setting up of Stage, Backdrop, Sound & Lighting System  
at India House for one day**

**Tender Documents**

Government of India  
Consulate General of India  
Hong Kong



**Consulate General of India**  
16-A,B &D, United Centre,  
95 Queensway, Admiralty, Hong Kong  
Telephone : 3970 9922; Fax : 2866 4124  
E Mail: [hoc.hongkong@mea.gov.in](mailto:hoc.hongkong@mea.gov.in)  
[culture.hongkong@mea.gov.in](mailto:culture.hongkong@mea.gov.in)

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## TENDER NOTICE

**Subject: Tender for Setting up of Stage, Backdrop, Sound & Lighting System at India House for one day**

The Consulate General of India, Hong Kong (hereafter also referred to as CGI Hong Kong or the Consulate), is organizing the 4<sup>th</sup> Edition of 'India By the Bay' Festival of Indian Art & Culture on February 02-09, 2018 in Hong Kong.

2. To showcase diverse aspects of Indian culture and to widely publicize the festival, an opening reception / launch ceremony, including a musical performance is being organized at India House on February 01, 2018. Sealed tenders are invited from interested companies to set up sound & lightning system, backdrop, stage, etc. at India House on that date..

2. Broad details of scope of work of website is in Section-IV. Last date of submission of bids: **23<sup>rd</sup> January 2018 (1500 hrs.)**

(Narayan Singh)  
Head of Chancery  
Consulate General of India, Hong Kong  
16 A United Centre, 95 Queensway,  
Admiralty, Hong Kong  
Email: [hoc.hongkong@mea.gov.in](mailto:hoc.hongkong@mea.gov.in)  
Tel: 39709922

Consulate General of India  
Hong Kong

**Instructions to Bidders (Section-I)**

**Subject: Tender for Setting up of Stage, Backdrop, Sound & Lighting System at India House for one day**

1. The Bidding Documents comprise of:

Section-I	Instructions to bidder
Section-II	Introduction and Credentials of Bidder
Section -III	Terms and conditions of Contract
Section - IV	Scope of work
Section - V	Financial bid document - Form of Tender
Section – VI	Standard formats for Earnest Money Deposit/Bid Security/Guarantee, etc.

2. Tenders are invited under two bid system viz. Technical Bid and Financial bid from reputed and experienced firms on the subject.

3. Tender document can be downloaded from the following websites:

[www.cgihk.gov.in](http://www.cgihk.gov.in)

<https://eprocure.gov.in/epublish/app> -> Tenders by location -> Hong Kong

4. The tender should be submitted in two sealed envelopes as below:-

- a) The first sealed cover superscripted as “Technical Bid” should contain details of technical capabilities of the agency/company (as per Section-II).
- b) The second envelope superscripted “Financial Bid” should contain rates only as per Section V.
- c) Both sealed covers should be placed in the main sealed envelope superscripted “Tender for Setting up of Stage, Backdrop, Sound & Lighting System at India House for one day”.

- d) The Bid shall be submitted before **3.00 p.m. on or before 23/01/2018** at the following address:

Consulate General of India, Hong Kong,  
16-A, United Centre, 95 Queensway,  
Admiralty, Hong Kong”.

- e) Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. The Consulate will not be responsible for any postal delay.

5. **Opening of Bids** - Bids shall be opened at **3.30 pm** on the last day of submission **i.e. 23/01/2018** at the Consulate General of India.

6. **Validity of Bid** - The Bid shall remain valid for a period of **15 days** from the date of the opening of the bid or up to any mutually extended period.

7. **Cost of Tendering** – The Consulate will not be responsible to compensate for any expense or losses which may be incurred by the bidder in the preparation and submittal of his bid.

8. **Amendments to Tender Document** - At any time prior to the date of opening of the bid, the Consulate General of India Hong Kong may issue an addendum in the Tender Document in writing to all persons or firms to whom the Tender documents have been issued, deleting, varying or extending any item of this Tender Document. Prospective bidders shall promptly acknowledge receipt of each Addendum by email to the Consulate General of India Hong Kong.

9. **Lump Sum Fixed Price Tender** - This is a LUMPSUM FIXED PRICE TENDER with extent of work as shown in Scope of Work. The bidder shall examine the scope of work and other Documents and all Addenda (if any) before submitting his bid and shall become fully informed as to the extent, quality, type and character of operations involved in the Scope of Work. The bidder shall visit the site and explore & acquaint himself with the Scope of Work. The bidder shall take entire responsibility in the interpretation of this tender. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed. Price escalation, in rates due to any reason shall not be applicable.

10. **Final Tender Price - Decision on bid will be taken based on the final price quoted on the Form of Tender.** Lump-sum Fixed Price/Amount as quoted in the “**Form of Tender**” shall be the basis for deciding the tender quote and the L1 bidder.

11. **Conditional Acceptance of the Tender** - The acceptance of the bid shall be conditional and not finally binding upon the Consulate General of India Hong Kong. The Consulate General of India Hong Kong may withdraw the acceptance

of the bid without any notice or other formality and may enter into a new Agreement for the execution of the Scope of Works or any part of it.

12. Any further information or clarification which the bidder may require in order to complete his bid may be obtained from:

**“Mrs. Hema Rana,  
Vice Consul (Culture),  
Consulate General of India, Hong Kong,  
16-A, United Centre, 95 Queensway,  
Admiralty, Hong Kong”.**  
**Tel: 852 39709930**  
**E-mail: culture.hongkong@mea.gov.in**

The last date for receiving the clarification requests is **22 January 2018**. Any query received beyond the specified timeline would not be entertained.

13. **Disqualification of Tender** - Tender may be disqualified for any reason including, but not limited to the following:
- If bidder sets forth any conditions which are unacceptable to the Consulate General of India Hong Kong.
  - If any bid is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Document.
  - If there is evidence of collusion between Bidders.
  - If bidder sets forth any offer to conditionally discount, reduce or modify its bid.
  - If Bid price is disclosed before opening of Financial Bid.

14. **Compliance with Tender Document** - Bidder shall have deemed to have read carefully all the Tender Documents and visited the website. The quoted Lump-sum Fixed price are inclusive all cost and charges and complete in all respect to make the contract functional as per the standard and to the entire satisfaction of the Consulate General of India Hong Kong.

15. The tender Reference No. is as follows:

Reference No.	Hon/Cul/321/18/2017
Name of Organization	Consulate General of India Hong Kong

16. The important schedule and dates are given below:

S. No.	Key Event	Dates
1.	Date of e-publishing on CPP Portal	02.01.2018
2.	Date of receiving the bids (Start)	02.01.2018
3.	Date of clarification (Start)	02.01.2018
4.	Date of clarification (End)	21.01.2018
5.	Bid submission closing date & Time	23.01.2018 (1500 hrs)
6.	Technical Bids opening date (date and time)	23.01.2018

	for opening of financial bids of technically qualified will be Intimated separately	(1530 hrs)
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17. No proposal will be accepted after the deadline for submission. In no event will Consulate General of India, Hong Kong be responsible for ensuring that Agency inquiries have been received by it. Consulate General of India, Hong Kong will endeavor to provide a timely response to all questions and would provide information to the extent it is currently available to the best of its knowledge. The responses will be communicated through email.

**18. Payment will be made in HKD by Consulate General of India, Hong Kong to the successful vendor. Payments shall be subject to deductions of any amount for which the Vendor is liable as per the penalty clause of this tender document.**

19. It is to be noted that

- a) The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by CGI Hong Kong.
- b) The quotation shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.
- c) All prices should be quoted in HKD and indicated both in figures and words. Figures in words will prevail.
- d) The cost should include all travel costs, shipping/mail, telephone/fax charges and agency administrative costs that may be incurred by the agency as part of this contract.

20. It may be noted that:

- a) Unless it is in formal manner described above, any representation or explanation to the Bidder shall not be considered valid or binding on the Consulate General of India Hong Kong as to the meaning of anything connected with the Tender Document.
- b) The date and time for submission may be deferred by an official notification in writing issued by the Consulate General of India Hong Kong to all Bidders. Bids received after this date will not be considered.
- c) The Consulate reserves the right to amend any of the terms and conditions contained in the tender document or rejects any or all bids without giving any notice of assigning any reason thereof. The decision of Consulate in the regard will be final and binding upon all the bidders.

21. Bidders are requested to go through the terms & conditions of contract contained in the bid document (Section III). Bidder are required to deposit Earnest Money Deposit (EMD) HK\$ 1,040/- (HK\$ One Thousand and Forty only) in the form of "Pay Order / Demand Draft, Bank Guarantee from a Scheduled bank of Hong Kong in favour of 'Consulate General of India, Hong Kong' or Earnest Money Declaration. **Bids received without EMD or Earnest Money Declaration will not be considered and rejected summarily.**
22. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the bid is accepted by the Consulate.

(Narayan Singh)  
Head of Chancery

Signature of bidder\_\_\_\_\_

Stamp of bidder/Company\_\_\_\_\_

Date\_\_\_\_\_



**Section-II**

**Introduction and Credentials of Bidder/Technical Information  
(Proforma to be submitted with Technical Bid by the Bidder)**

1. Name of Company:
2. Address of the Registered Officer :
3. Correspondence address:
4. Contact details:

Telephone No. :

Fax No. :

E-mail:

S. No.	Requirements	Response
1.	a) Brief introduction of the company	
	b) Previous experience in the field (minimum three years)	
	c) Total number of regular employees with the company	
	d) Annual turnover of the company for the last two years. Whether the firm has suffered loss in any of previous 5 years.	
	e) Registration certificate and license for the services	
2.	Work plan and methodology for undertaking the job	
3.	List of other organizations where the company is providing or has provided similar services.	
4.	Qualification and experience of staff proposed to be deployed for the job	

**Supporting documents are to be attached**

*(Documents about the bidders, experience, name of other offices/establishments where the bidder is working/has worked earlier, etc. and any other information about bidder – these documents can be supplied and attached by the bidders).*

Signature of bidder\_\_\_\_\_

Stamp of bidder/Company\_\_\_\_\_

Date\_\_\_\_\_

### Section III

#### Terms and Conditions

1. Mere submission of tender shall not confer any right whatsoever on the submitting entity.
2. The tender shall remain valid for a period of **15 days** from the date of publication of tender.
3. It shall be obligatory on part of the submitting entity to furnish any further information as may be sought by Consulate General of India, Hong Kong.
4. Neither the issue of this invitation for bid nor any part of its contents is to be taken as any form of commitment or acknowledgement on part of Consulate General of India, Hong Kong to proceed with any tender or any entity. Consulate General of India, Hong Kong reserves the rights to annul or terminate the process or reject any tender at any time or stage without assigning any reason.
5. Incomplete proposals are liable to be rejected.
6. **Penalty Clause** - The service provider is liable for penalty, as deemed fit by the Consulate General of India, Hong Kong, in case it fails to provide desired service or breaches of the contract or for loss or damage, if any, to the property at India House.
7. This tender is not an agreement and is neither an offer nor invitation by Consulate General of India, Hong Kong to any person. The purpose of this tender is to provide interested parties with information that may be useful to them in preparing their proposal pursuant to this tender. This tender includes statements, which reflect various assumptions and assessments arrived at by Consulate General of India, Hong Kong. Such assumptions, assessments and statements do not purport to contain all the information. This tender may not be appropriate for all persons, and it is not possible for Consulate General of India, Hong Kong, its employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements and information contained in this tender may not be complete, accurate, adequate or correct. Each entity should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this tender and obtain independent advice from appropriate sources.
8. Consulate General of India, Hong Kong may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this tender.
9. The issue of this tender does not imply that Consulate General of India, Hong Kong is bound to select a particular entity or to appoint the Selected entity, as the case may be, for the Project and Consulate General of India, Hong Kong reserves

the right to reject all or any of the proposals without assigning any reason whatsoever.

10. Further, all information/data/reports/pitches/data or other material submitted to Consulate General of India, Hong Kong under this tender by the bidder shall become the property of Consulate General of India, Hong Kong. The bidder hereby agrees that they shall not have any right claim, authority whatsoever over the submitted information/reports/pitches/data or other material to Consulate General of India, Hong Kong. The bidder further agrees and undertakes that Consulate General of India, Hong Kong may use the aforesaid information/data/reports/pitches/data or other material at its sole discretion and the bidder shall not have any objection whatsoever in Consulate General of India, Hong Kong using the same.

11. The firm shall be a legal entity as per the Government of Hong Kong SAR rules/regulations and laws of the land.

12. The service providers are hereby clearly informed that fulfilment of conditions, as mentioned in Technical bid, is mandatory and these are our critical minimum requirement and any inability to meet any or all of these would make them liable for rejection at the technical bid opening stage.

13. **Performance Security** – 5% of the contract value in the form of a Bank Guarantee valid for a period of sixty days beyond the date of the completion of all the contractual obligations of the supplier under the contract and discharged after completion of work will submitted by the successful bidder.

Signature of bidder\_\_\_\_\_

Stamp of bidder/Company\_\_\_\_\_

Date\_\_\_\_\_

**Section-IV**

**Scope of work**

**A Setting up of Sound System**

	<b>Sound System</b>	<b>No. of Pcs</b>
1.	Peecker Sound Speaker	2
2.	Mackie SRM450 Active Monitor	2
3.	Yamaha DM 1000 16 CH Digital Console, set	1
4.	XTA GQ600 Graphic Equalizer	2
5.	Sony MDR – 7506 Headphone	1
6.	Tascam Solid State CD Recorder	1
7.	SHURE UR4D Receiver	1
8.	SHURE UR2 handheld MIC beta 58 A ( Shure Beta 58A Cable Mic)	2
9.	AKG C518 Microphones	3
10.	AKG C391B Condenser Microphone	3
11.	K&M 201/2B Misc. Stand BK W/Foldg Leg	5
12.	K&M 211/B Boom Arm Black 3/8”	5
13.	K&M 259 Microphone Stand /Low	2
14.	Countryman DB85 D.I. Box	2

**B Setting up of Lighting System**

	<b>Lighting System</b>	<b>No. of Pcs</b>
1.	Viky LP354 LED Spot	10
2.	TRUSS 2MX3	
3.	TRUSS 1Mx3	
4.	Sandbag x 8	
5.	Cable x 1 lot	

**C Stage & Backdrop**

	<b>Stage &amp; Backdrop</b>
	Stage lay with red carpet (6'D x 11'W or 12'W x 8'H) Backdrop with spot light (11'W x 8.5'H or 12W x 8H) 3mx 3m marquee in red color x 8 set

Signature of bidder\_\_\_\_\_

Stamp of bidder/Company\_\_\_\_\_

Date\_\_\_\_\_

**Section-V**

**Bank Guarantee Proforma for Earnest Money Deposit/Bid Security**

Bank Guarantee No.....

Brief description of Work: Setting up of Stage, Backdrop, Sound & Lighting System at India House for one day

Name and Address of Beneficiary: Consulate General of India; Hong Kong

Date:

Whereas M/s (Name of the company with address)\_\_\_\_\_ have submitted their tender for above mentioned work at Consulate General of India, 16-A,B & D, United Centre, 95 Queensway, Admiralty, Hong Kong and one of the tender conditions I for the M/s (Name of company with address \_\_\_\_\_) to submit a bank guarantee for security deposit amounting to **HK \$ ----- (HK \$ ----- only**. In fulfilment of the tender conditions, we, (Name of bank with address)\_\_\_\_\_ hereby irrevocably and unconditionally undertake to pay you within three working day of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of **HK \$ \_\_\_\_\_ (HK \$ \_\_\_\_\_ only)**.

This guarantee is valid for a period of **30 days** and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall be come null and void whether returned to us for cancellation or not and any claim or statement received after expiry has be ineffective.

Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to **HK \$ \_\_\_\_\_ (HK \$ \_\_\_\_\_ only)**.

Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (date of issue)\_\_\_\_\_ up to the (date after 30 days from date of issue)\_\_\_\_\_ and claims under the guarantee should be submitted not later than (date after 30 days from date of issue)\_\_\_\_\_

This guarantee may not, without our prior written consent be transferred or assigned and this guarantee is limited to the payment of a sum of money.

This guarantee shall be governed and construed in accordance with the laws of Hong Kong and is governed by the United Rule for Demand Guarantee (ICC Publication No. 758) and shall be subject to exclusive jurisdiction of the Hong Kong Courts.

Date\_\_\_\_\_

Signature\_\_\_\_\_

## **Section-V**

### **Bid Security / Earnest Money Deposit / Bank Guarantee**

To Safeguard against a bidder's withdrawing or altering its bid during the bid validity period, Bid Security (also known as Earnest Money) is to be deposited by the bidder. The bidders should furnish bid security along with their bids. The bid security may be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (Proforma attached) from any of the commercial bank, the Bid Security is to remain valid for a period of 30 days beyond the final bid validity period.

In place of Bid Security, the Bidders has option to sign a Bid security declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for 12 months from being eligible to submit Bids for contracts with the Consulate General of India.

**Section-V**

**Earnest Money Deposit/Bid Securing Declaration**

I/we accept that if I/we withdraw or modify bids during the period of valid or if I/we are awarded the contract and I/we fail to sign the contract or to submit performance security before the deadline defined in the request for bids document, I/we will be debarred for 05 years from being eligible to submit any bid for contracts with Consulate General of India, Hong Kong.

Date:\_\_\_\_\_

Signature\_\_\_\_\_