



INDIA TAIPEI ASSOCIATION
印度台北協會

ITA Tender Notice No. 03/2024

On behalf of the India Taipei Association (ITA) sealed bids are invited from experienced contractor for **DESIGNING, EVENT MANAGEMENT, PHYSICAL CONSTRUCTION** and Arrangement of logistics for a tourism & cultural event “**Colors of India festival 2024**” being organized by India Taipei Association on **17th March 2024**. The event timing will be from 11:00am to 05:00pm.

Scope of Work / Logistics arrangement

2. Following designing, logistics arrangement & permission, insurance are required for the event:

S. No.	Particular	Quantity *
1.	Main Stage for performances (W 960 cm x D 630 cm) covered from Top and backside (Rain protection)	1
2.	Stage cover/tent (W1020cm x D1070cm x H 600cm)	01
3.	Printing of Backdrop for main stage	01
4.	Audience Tent (10 m x 10 m)	01
5.	Booth/Stall (3m x 3m) with One booth banner, 2 Tables with table cloth and; 4 chairs	14 Units
6.	Sound/Music/DJ Equipment	
7.	High Voltage power supply for food stalls	10
8.	Green Room with light, fan, full size mirror and 6 chairs (covered with flap door)	02 Units
9.	Chairs for Audience	100 Units
10.	Emcee (Bilingual – English & Mandarin)	1
11.	Photography and videography of the event with 5 minutes edited clip post the event.	
12.	Portable toilets	10
13.	Accessible toilet	02
14.	Provision for Trash bin	14
15.	Labour and insurance for the event	
16.	Architecture permission for the event	

17.	Wrap up and cleaning of venue after event	
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3. Reputed Service providers/agencies are requested to submit their proposal and quotation (In English language), undersigned by 1100 hrs on 29 February 2024 at following address:

**India Taipei Association, Taipei
Suit 1708, No. 333, Section 1,
Taipei World Trade Centre
Keelung Road, Taipei - 110**

The bid shall be submitted in large sealed envelope superscribed on the envelope as “ **BID FOR THE “COLORS OF INDIA FESTIVAL 2024”** and it should contain following:

Part I : Details of Company / Bidder	Part II: Tender documents
A. Brief introduction of company B. Details of company’s registration with local authority C. List of Key Management Personnel D. Previous Experiences, with photographs E. Reference, if any	A. Duly signed cover letter/ Form of Tender (<i>template given at Annexure I</i>). B. Design concepts C. Lump Sum Financial Bid with break up for various items/components D. Unit costs for hiring of loose items like Table, chair, table cloth, fan, mirror etc. E. Bid Security (EMD) of NT\$ 20,000/- in form of Demand Draft / Banker’s cheque from reputed bank in favour of India Taipei Association, valid till 30.05.2024

Note: Bid security to unsuccessful bidder shall be returned immediately, whereas it will be returned to successful bidder after successfully concluding the event.

4. [In case of any query or prior bid meeting please approach us through email ddgpol.ita@mea.gov.in](mailto:ddgpol.ita@mea.gov.in) & adadm.n.ita@mea.gov.in or can call at 02-2729-5154 Ext. 314.

5. India Taipei Association reserve the right to cancel this tender inquiry at any stage without assigning any reason whatsoever.

**(Aparna Ganesan)
Deputy Director General**

#Note: Venue of the event will be Taipei / New Taipei City.

Annexure-I

DESIGNING, EVENT MANAGEMENT, PHYSICAL CONSTRUCTION and Arrangement of logistics for cultural event (Colors of India Festival 2024)

FORM OF TENDER

(To be submitted by the bidder in following format)

To:
Ms. Aparna Ganesan
Deputy Director General, ITA Taipei
Suites 1708, TWTC, ITB,
No. 333, Keelung Road, Sec.1, Taipei, Taiwan.

We have examined tender Notice No. **3/ 2024** for the above-named work and have inspected the site and general conditions under which the work is to be carried out. We offer to execute and complete the work and remedy any defects therein, in conformity with this tender, which includes all these documents for the **Lump-Sum Fixed Price** of NT\$ _____ (excluding VAT)

If this offer is accepted, we will commence the work as soon as is practicable and complete the work in accordance with the above-named documents well before the event schedule.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____

in the capacity of _____

duly authorized to sign tenders for and on behalf of _____

Address: _____

Date: _____

email id & Tel. No. _____

Company Staff/chop