



Request for proposal/BID

India Taipei Association intends to conduct a cultural event (Diwali celebration) on **Saturday 26th October 2024 at grass area of WEIWUYING Kaoshiung**. It is estimated that more than 500 visitors to attend this event.

2. The following logistics arrangement is required for this event:

S. No.	Particulars	Quantity	Remarks
1.	Main Stage with stage cover	01	
2.	Backdrop for stage	01	
3.	Audience Tent	01	
4.	Sound & light equipment for evening		As required for the event venue
5.	High Voltage power supply for restaurants		As required for the event venue
6.	Stall with 2 tables and 4 chairs each stall	15	3m x 3m
7.	Green room with 4 chairs, 2 tables, light, fan, mirror and covered with flap	2	
8.	Chairs with covers for VIPs	20	
9.	Chairs for Audience	100	
10.	Fireworks (medium altitude)		Upto 5 -10 minutes
11.	Hand held firecrackers (like sparklers)		
12.	Portable toilets		As per requirement
13.	Accessible toilets	2	
14.	Labour and Insurance for the event		
15.	Necessary Approval from concerned departments for fireworks and architecture permit		
16.	Video and photography of the event & 5 minutes edited video of the event.		
17.	Cleaning of venue after event		
18.	Provision of Emcee for the event.		

3. Reputed Service providers/agencies are requested to submit their proposal and quotation (In English language), to the undersigned by 1700 hrs on 24 July 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 Diwali Festival 2024**” and it should contain following:

Part I : Details of Company / Bidder	Part II: Tender documents
<p>A. Brief introduction of company</p> <p>B. Details of company’s registration with local authority</p> <p>C. List of Key Management Personnel</p> <p>D. Previous Experiences, with photographs</p> <p>E. Reference, if any</p>	<p>A. Duly signed cover letter/ Form of Tender (<i>template given at Annexure I</i>).</p> <p>B. Design concepts</p> <p>C. Lump Sum Financial Bid with break up for various items/components</p> <p>D. Unit costs for hiring of loose items like Table, chair, table cloth, fan, mirror, stalls etc.</p> <p>E. Bid Security (EMD) of NT\$ 100,000/- in form of Demand Draft / Banker’s cheque from reputed bank in favour of India Taipei Association, valid till 15.11.2024</p> <p style="text-align: center;">or</p> <p>submit BID SECURING DECLARATION (FORMAT ATTACHED at Annexure-II)</p>

Note: Bid Security (EMD) to unsuccessful bidder shall be returned within 10 office days of finalizing of contractor, 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) & adadmn.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
02 July 2024

TENDER FOR SELECTING CONTRACTOR FOR EVENT MANAGEMENT AND LOGISTICS
ARRANGEMENT **FOR Diwali 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. 5/ 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

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Bids Securing Declaration

I/we accept that if I/we withdraw or modify bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, ~~or to submit a performance security before the deadline defined in the request for bids document~~, I/we will be suspended for the period of one year from being eligible to submit bids for contracts with the entity that invited the bids.

Date _____

Signatures _____

Name & Stamp

Place _____