

**EMBASSY OF INDIA  
SEOUL**

**Notice inviting Quotations/Bids**

**Subject: INVITATION OF BIDS FOR installation of Shell Scheme Booths for Republic Day of India Reception on 28<sup>th</sup> January 2019 in Sevit Island.**

PLACE OF WORK:

ENTRANCE OF THE RECEPTION HALL OF SEVIT ISALND

(Address: 683, Olympicdae-ro, Secho-gu, Seoul)

1. The Embassy of India, Seoul invites sealed quotations from reputed local firms for installation of 6 Shell Scheme Booths (3M x 3M) along with graphic designs and peripherals


2. Scope of works:

Item	Details
Designing & Arranging	
-6 Shell Scheme booth (Size: 3m(w)x3m(t)x3m(h) )  -Material finish  -Flooring  -Electrical installation  -Furniture (1Chair + 1 Table for each)	-All items should be installed and arranged for Republic Day of India Reception to be held on 28 <sup>th</sup> January, 2019 at SEVIT Island.  -Shell Scheme booths for Republic Day of India Reception should show traditional Indian image  -Main structures should be steel made.  -Appropriate wallpaper, painting, laminated film and graphic works are to be included.  -Sufficient lightings and electrical wiring should be installed.  -Appropriate Chair and table should arranged.
Dismantling & Packing	
The agency will be responsible for entire installation and dismantle/disposal after the exhibition. Parts that can be re-used should be packed appropriately for storage.	

3. Eligibility Criteria:
  - (i) The firm should possess all necessary registration and certificates required under local regulations.
  - (ii) The firm should have minimum 3 years of work experience in the similar field.
4. Period of completion for the work is 1 days from the date of commencement.
5. Payment of 100% of contracted amount will be made at the end of completion of work.
6. Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, delivery, etc. Inclusion/exclusion of VAT and other levies/taxes, where applicable, should be clearly specified.
7. Agency shall be bound to remove/rectify/replace any defects/defective work which is noticed at his own risk and own risk and cost.
8. The Embassy of India would not be responsible for any dues other than the agreed contract amount.
9. Bidders should quote for all the scope of work altogether. Designing, arranging and dismantling should be done from one company.
10. Quotations should remain valid for acceptance for 30 days from date of closing without any price escalation for whatever reasons.
11. Once the tender is awarded, the winning bidder will have to complete the task within one week of award of work.
12. Payments to the selected bidder would be through bank transfer on satisfactory completion of work.

Interested parties may forward their sealed quotations (Excluding VAT), on the letterhead of the company on or before 1600 hrs, 7 January, 2019 at the following address:

Head of Chancery  
Embassy of India, Seoul  
101, Dokseodang-ro, Yongsan-gu, Seoul 04419  
Republic of Korea

  
**(R. Venkatesan)**  
(First Secretary, Head of Chancery)  
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