



**Swami Vivekanand Culture Center
Embassy of India
Seoul, ROK**

www.indembassyseoul.gov.in/icc

INSTALLATION, SETTING-UP AND WINDING-UP OF INDIAN PAVILION (PUBLIC BOOTH) AT 30th BUSAN INTERNATIONAL FILM FESTIVAL SCHEDULED TO BE HELD IN BUSAN, SOUTH KOREA FROM 17 -26 SEPTEMBER 2025

Tender No. : SEO/ICC/321/43/2025

Date: July 11, 2025

Last date for submission: 11.08.2025 (upto 12 hours)

**Swami Vivekanand Cultural Center (SVCC),
Embassy of India, Seoul, ROK
102, Dokseodang-ro, Yongsan-gu, Seoul, 04419,
Republic of Korea**

Embassy of India

Seoul

Dated: 11th July 2025

NOTICE INVITING TENDER

Swami Vivekanand Cultural Centre (SVCC), Embassy of India, Seoul invites Tender under two bids system from reputed and registered firms/service agencies for installation, setting-up and dismantling of Indian Pavilion (Public Booth) at 30th Busan International Film Festival (BIFF) scheduled to be held in Busan from 17 – 26 September, 2025.

2. The tender document can be downloaded from the websites <http://www.eprocure.gov.in> and <http://www.indembassyseoul.gov.in/tender> from **11.07.2025** onwards. **No tender fee will be charged for the tender documents** in case a firm has downloaded the tender document from the official website of the Embassy of India, Seoul, i.e. www.indembassyseoul.gov.in/tender. Please note that any corrigendum/addendum in the above tender document, if required, will be hosted in the website of the Embassy of India, Seoul, as given above.


3. The interested firms/service agencies should submit the bids in two separate sealed covers superscribed as **“Technical Bid”** and **“Financial Bid”**. Both sealed covers should be put in a single envelope superscribed as **“Tender No. SEO/ICC/321/43/2025 - Indian Pavilion (Public Booth) at 30th Busan International Film Festival (BIFF) scheduled to be held in Busan from 17 – 26 September 2025”** and addressed to “Head of Chancery, Embassy of India, Seoul, 101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea, 04419. The bid/s with properly sealed envelopes should be submitted by hand or by post to the Embassy of India, Seoul at the address given above. Please note that the bid/s cannot be submitted by email or in open envelopes. The bid/s will not be accepted after the expiry of stipulated date and time under any circumstances.

4. **Bid Security Declaration (BSD)** as per the format at Annexure I is required to be submitted along with technical bid. If the bidder withdraw or modify its bid during the validity of bid or fails to honour its bid, in case of work is awarded, it will be debarred for participation in the Embassy's tender.

5. The Technical Bids and Financial Bids will be opened on 11th August 2025 at 1500 hours in the SVCC, Embassy of India, Seoul by a Committee authorized by the Competent Authority. The financial bids of only qualified bidders, whose Technical Bids are found to responsive, shall be opened by Committee authorized by the Competent Authority of the SVCC/Embassy.

6. The Competent Authority reserves the right to amend any of the terms and conditions contained in the tender documents or reject any or all the bids, or cancel the tender, without giving any notice or assigning any reason thereof. The decision of the SVCC, Embassy of India, Seoul in this regard shall be final and binding upon all bidders. For any queries/clarifications, please contact us at +82-2-792-4257 (extn: 415) or write email to inf.iccseoul@mea.gov.in.

Yours sincerely,


(Ananya Agarwal)
Head of Chancery

SECTION-I

1. GENERAL INSTRUCTIONS TO BIDDERS

- 1.1 For the Bidding/Tender Document Purposes, SVCC, Embassy of India, Seoul shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Contractor and / or Bidder or vice versa.
- 1.2 The tender document can be downloaded from the websites of <http://www.eprocure.gov.in>, <http://www.indembassyseoul.gov.in> from **11.07.2025** onwards. **The last date of submission of bids is 11.08.2025 till 1200 hrs.**
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 The signing authority shall submit the copy of the authorization letter/Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with Bid Security Declaration (BSD) in requisite format or any other requirements, stipulated in the tender documents are liable to be rejected.
- 1.6 The bidder has to submit Bid Security Declaration (BSD) as per format at Annexure I to the effect that if the bidder withdraws or modifies its bid during the period of validity, or if it is awarded the work and it fail to execute the work, before the stipulated deadline, it will be suspended for a specified time period from being eligible to submit bids for tender with the SVCC, Embassy of India, Seoul.
- 1.7 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, SVCC, Embassy of India, Seoul.
- 1.8 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgment due to the Embassy of India, Seoul. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

2. Contact information:

Ms. Ananya Agarwal

Head of chancery

Embassy of India, Seoul

Republic of Korea

Email: inf.iccseoul@mea.gov.in

Telephone No. +82-2-792-4257 (415)

Address: 101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea (04419)

3. Two bid System:

Two bids system will be followed for this tender. In this system, bidders must submit their quotation in two separate sealed envelopes as explained below:

Envelope No. 01 (Technical Bid): Technical Bid should be prepared as per the instructions given in the Tender Documents along with all required information, documents in support of the minimum eligibility criteria, Bid Security Declaration (BSD) etc:

- a. Technical Bid Submission Form duly signed and printed.
- b. Contact Details Form, duly filled and signed/stamped.
- c. Bid Security Declaration (BSD) as per the format enclosed at Annexure I.
- d. All attested supporting document in proof of having fully adhered to minimum eligibility criteria.
- e. The bidder must submit plan/arrangement for implementation of the services.
- f. Detailed technical specifications and compliance to the Schedule of Requirement for which bid is submitted.
- g. Other related documents e.g. Trade License, Commercial Registration etc. as mentioned in the tender document but not listed here.

Envelope 2: "Financial Bid" shall contain: Price schedule complete in all respects with proper seal and signature of authorized person. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as "**Envelope no. 01 - Technical Bid**" and "**Envelope no. 02 - Financial Bid**". Both the sealed envelopes should be placed in a third larger envelope clearly mentioning "**Technical Bid & Financial Bid**" for "**Tender No. SEO/ICC/321/43/2025 - Indian Pavilion (Public Booth) at 30th Busan International Film Festival (BIFF) scheduled to be held in Busan from 17 - 26 September 2025**" and addressed to "**Head of Chancery Embassy of India, Seoul**".

Note 1: Please write tender number on each envelope and seal all the envelopes.

Note 2: Please do not put "Financial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid, the tender will be rejected.

4. Opening of Technical Bids:

- a. All the technical bids received by the Embassy of India, Seoul will be opened on 11th August 2025 at 1500 hrs in the SVCC, Embassy of India, Seoul.
- b. After being opened, the Technical Bids will be evaluated by the SVCC, Embassy of India, Seoul, based on the available documents submitted by the bidder.
- c. After evaluation of the Technical Bids, SVCC, Embassy of India, Seoul will open the Financial Bids of only those bidders who qualify at Technical Bid stage.
- d. Financial Bids of those bidders who do not qualify at Technical Bid stage will not be opened and will be available for collection from SVCC, Embassy of India, Seoul if desired so.

5. Opening of Financial bids:

- a. Financial bids of the short listed bidders only will be opened, by a committee authorized by the competent authority. If any of the participating company/agency desires to be available during opening of the bid/s, need to write separately to +82-2-792-4257 (extn: 415) or write email to inf.iccseoul@mea.gov.in.

- b. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign/acknowledge on the bids document as a proof of having attended the financial bid opening.
- c. The bidder's name, bid prices and such other details considered as appropriate by the SVCC, Embassy of India, Seoul will be announced at the time of the opening of the bids.
- d. **Technically accepted competitive bids ONLY will be considered for the opening of Financial Bids.**

6. **Dates to remember**

SI. No	Events	Date
1.	Date of Publishing in CPP Portal, Embassy's website	11.07.2025
2.	Bid Clarification Meeting	18.07.2025 (upto 1200 hours)
3.	Issue of Corrigendum List (if any)	21.07.2025
4.	Bids submission (start)	21.07.2025
5.	Last date for submission of bid	11.08.2025 (upto 1200 hrs)
6.	Bids opening – Technical Bids	11.08.2025 (at 1500 hrs)
7.	Bids opening – Financial Bids	To be conveyed later
8.	Award of Work	To be conveyed later

SECTION-II

TERMS AND CONDITIONS

1. Implementation/Timelines

The installation and setting work of the booth should be ready and operational by the end of 16th September 2025. Similarly on conclusion of the 30th BIFF, the successful bidder will be required to start dismantling the booth on 25th September 2025 (at 2200 Hours), and should be fully dismantled by the forenoon on 26th September 2025.

2. Ambiguity/dispute

In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, SVCC, Embassy of India, Seoul's interpretation of the clauses shall be final and binding on all parties.

3. Bid Security Declaration (BSD) need to be submitted as per the format enclosed at Annexure I.

4. PERIOD OF VALIDITY OF BIDS

- (a) Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.
- (b) In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

5. PREPARATION OF BIDS

Language: English translated version of documents submitted in Korean language is required to be submitted.

6. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No changes or violation of aforementioned terms and conditions is permissible once the bid is accepted by the SVCC/Embassy.

7. SUBMISSION OF BIDS

- (a) The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted to Head of Chancery, Embassy of India, Seoul (101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea). All the documents in support of eligibility criteria etc. and other required documents are to be submitted along-with the Tender Documents. No Tender Documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

The tender shall be submitted in sealed envelopes as described below:

ENVELOPE **Technical Bid**

'A'

ENVELOPE **Financial Bid**

'B'

- (b) No Bid shall be accepted after the specified date and time. However the Competent Authority in the SVCC, Embassy of India, Seoul, reserves right to extend the date / time for submission of bids, before opening of the Technical Bids.

8. BID OPENING PROCEDURE

- (a) The Technical Bids (Envelope A) shall be opened at Embassy of India, Seoul on 11.08.2025 at 1500 hrs by the Tender Evaluation Committee constituted by the Competent Authority of the SVCC, Embassy of India, Seoul. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the SVCC, Embassy of India, Seoul. The Financial bids (Envelope 'B') will be opened of those bidders who have qualified in technical bid/s.
- (b) The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- (c) After opening of the Technical Bids and verifying the EMD amount/Bid Security Declaration, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.

9. CLARIFICATION ON TECHNICAL BID EVALUATION

- 1) The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the client shall not be considered. The client's request for clarification and the response shall be in writing.
- 2) If a bidder does not provide clarifications of its bid by the date and time set in the client's request for clarification, its bid may be rejected.
- 3) SVCC, Embassy of India, Seoul also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

10. OTHER CONDITIONS

- (a) The successful bidder, on award of work, must send the acceptance in writing within seven (07) days of award of work; otherwise the work award may be awarded to the next successful bidder i.e. L-2.
- (b) No request for revision/increase of approved rates during the currency of the contract will be entertained.
- (c) The bidder's staff should be physically and mentally fit and should not be suffering from any apparent disability.
- (d) The bidder shall be responsible for the conduct/integrity of persons deputed for the works at the premises and will also be responsible for any act of omissions or commissions on their part. He/She will vouch for their character and integrity.

- (e) The bidder will use its own material, staff and expertise to installation, setting-up the booth, man the booth and dismantling of the booth. A list of such staff and material proposed to be used should be provided.
- (f) SVCC, Embassy of India, Seoul reserves the right to terminate the contract at any time by giving one month's notice. However, SVCC shall also have the right to terminate the contract by giving a shorter notice period under special circumstances such as security consideration. The service provider may also terminate the contract by giving one month's notice with justification for termination of services.
- (g) The bidder must sign and affix his seal on every page of the Tender Documents and submit the complete signed Tender Documents.
- (h) If any information or document submitted by the bidder is found to be false/incorrect later, SVCC reserves the right to cancel the Tender Document and can take any action as deemed fit including termination of the contract etc.

SECTION-III

SCOPE OF WORK

1. The contractor has to setup an Indian Pavilion of dimension given below:

Size of the booth: **3m x 6m**

This will include designing, installation, setting up and any other related work. The pavilion has to be put up at Outdoor Plaza at the Busan Cinema Center, 120 Suyeonggangbyeon-daero, Haeundae, Busan during BIFF 2025.

2. The bidder/s has to submit technical plan in the technical bid as per the requirement below:

- a. Planning for Booth Size: 3M x 6M
- b. Design of Booth (as per sample shared by the client)
- c. Printing of designed material (as per sample shared by the client)
- d. Installation of Booth (refer para 3).
- e. Dismantling of Booth and Waste disposal after event gets over (refer para 3)
- f. Staff – 2 people (subject to change)
 - i. One person for booth operation and interpretation (English)
 - ii. One technician for booth operation and maintenance
- g. One LED screen (size 43 inches or larger – TBC)
- h. One reception table
- i. Chairs or sofa (Quantity TBC)
- j. Table and center-piece decoration (Quantity TBC)
- k. Other necessary items for booth operation (to be discussed further)

3. Timeline for setting up of Pavilion would be from **September 8 to September 15 (7 days)**. It has to be up and ready by **September 16, 1400hrs**. Dismantling of the booth should start at **2200 hours on September 25, 2025 and completed by forenoon of September 26, 2025**. (Renting of space at Outdoor Plaza at the Busan Cinema Center, 120 Suyeonggangbyeon-daero, Haeundae, Busan during BIFF 2025, will be done of SVCC, Embassy of India, Seoul).

4. Cost quoted in the financial bid should be as per this scope of work and inclusive of all transportation, labour and any other related charges. SVCC, Embassy of India, Seoul will not entertain the request for payment of any extra charges over and above of the bidding/contract amount. Cost quoted should be inclusive of VAT and other local taxes. The bidder has to ensure compliance of all labor related regulations. SVCC will have no responsibilities for violating local labor law or any other regulations by the bidder.

5. Carrying out of the work has to be mandatorily done in consultation with SVCC, Embassy of India, Seoul.

6. In case of difference in interpretation, decision of SVCC, Embassy of India, Seoul will be final.

SECTION-IV

TECHNICAL BID PROFORMA AND MINIMUM ELIGIBILITY CRITERIA

[INTRODUCTION AND CREDENTIALS OF BIDDER/TECHNICAL INFORMATION (PROFORMA TO BE SUBMITTED WITH TECHNICAL BID BY THE BIDDERS)]

(To be submitted with the Technical Bids only)

1. Name of the Company:
2. Address of the Company:
3. Contact details of Company's authorized officials:

Telephone/Mobile:

Fax:

Email:
4. The following shall be the minimum eligibility criteria for selection of bidders at technical bid stage of the bidding process:-
 - (a) **Legally Valid Entity:** The Bidder/Bidding Firm shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in Seoul. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
 - (b) **Registration:** The Bidder/Bidding Firm must be registered under relevant laws of Government of the Republic of Korea and should have applicable/appropriate licenses in its name. Compliance with labour laws of Government of the Republic of Korea will be the sole responsibility of the company. They shall also compliance with all the requirements of taxes, fees and other statutory payment as required by the concerned Government authority. The proof in support of the same shall be attached with the bid documents.
 - (c) **Experience:** The Bidder should have a minimum of five (5) years experience in setting-up booth and dismantling or such similar work.
 - (d) **Company profile/information regarding key personnel:** The bidding company shall also include in its bid regarding details about the company and about its key personnel.

S. NO.	Requirements	Response/Remarks
I.	(a) Brief introduction of the company.	
	(b) Registration Certificate or License for undertaking the work or giving the required services.	
	(b) Previous experience in the filed (minimum five years).	
	(c) Proof of tax deposit for the last three financial years.	
	(d) Annual turnover of the company for the last three	

	years. Details regarding whether the company has suffered loss in any of previous 5 years.	
	(e) Total number of regular employees with the company.	
II.	Details of work plan and methodology for undertaking the job.	
III.	Expertise of staff (including supervisory/managerial officials) proposed to be deployed for the work/service.	
IV.	List of Embassy/Consulate/Organization where the company is providing or has provided similar services during the last three years.	
V.	Whether company of providing similar services abroad. If so, please give details of such countries.	
VI.	The bidder must submit plan/arrangement for implementation of the services.	

* Supporting documents are to be attached with this proforma and placed in Technical Bid Envelope.

Signature of the authorized signatory of the company with stamp

Date:

Place:

Section V

FINANCIAL BID

Format for submitting the Price Schedule for installation, setting-up and dismantling Indian Pavilion booth at Outdoor Plaza, Busan Cinema Center during 30th BIFF 2025 scheduled to be held in Busan from September 17, 2025 to September 26, 2025.

(To be submitted along with the financial bid only)

BID No. SEO/ICC/321/43/2025

Date:

To,

Head of Chancery
Embassy of India,
Seoul, ROK

Price Schedule

S. No.	Particulars	Total Bid Quantity	Total Value (in KRW)
1	2	3	4
	Installation, setting-up and dismantling of Indian Pavilion booth at Outdoor Plaza, Busan Cinema Center during 30 th BIFF 2025 scheduled to be held in Busan from September 17, 2025 to September 26, 2025.		

Note: Terms of payment may also be included

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

BIDS SECURING DECLARATION

(To be submitted with the Technical Bids only)

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 documents, I/we will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date: _____

Signatures: _____

(Letter head of the company)

(To be submitted with the Technical Bids only)

I/we _____, Representative(s) of M/s _____ solemnly
declare that:-

Myself or my partners do not have any relative working in any office of Embassy of India, Seoul

I/we/company have not been banned/de-listed by any Government or Quasi- Government agencies or PSUs.

[Signature(s) of the Tenderer with Date & Seal]

(On the letterhead of the bidding company)

(To be submitted with the Technical Bids only)

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

UNDERTAKING

I, _____, of M/s. _____, having registered office at _____, do hereby undertake that my company, M/s. _____, will not withdraw or modify its bids from Tender No. SEO/ICC/321/43/2025 dated 11.07.2025 for installation, setting-up and dismantling Indian Pavilion booth at Outdoor Plaza, Busan Cinema Center during 30th BIFF 2025 scheduled to be held in Busan from September 17, 2025 to September 26, 2025.

I, further undertake to _____ have understood _____ that if my company M/s. _____ Enterprise withdraws or modifies its bids or if it fails to sign the contract or fails to submit a performance security before the stipulated deadline if the work is awarded to it, M/s. _____ will be suspended for a specified time period from being eligible to submit bids for contracts with Embassy of India, Seoul.

Signature of the authorized signatory and seal of the company

Place :

Date: