

# TENDER SUMMARY

## Product Specifications

The Economic and Commercial Wing of the Embassy of India, Moscow, wants to create specialized packages comprising of customized, made to order products with the **Make in India logo and imaging**. **These products are:**

**Stainless steel thermos (approximately 500 in number),  
Stainless steel thermos cups (approximately 1000 in number),  
Business card holders (approximately 1000 in number) and  
Coasters (approximately 2500 in number)**

Applicants are also encouraged to send in their ideas for other products along with cost estimates. These products would be used for the purpose of gifting and handing out during events hosted by the Embassy as well during meetings between Embassy officials and Russian stakeholders. .

## Logo and Branding



## Project Goals and Objectives

Our objectives and goals with this tender include:

- i) Provision of official merchandise for gifting purposes.
- ii) Development of a single source arrangement with reliable corporate gifting firms.

## Purpose of this Invitation to Tender

The purpose of this document is to enable organizations that are capable and interested in supplying merchandise with the “Make in India” logo for corporate gifting purposes.

## Format of Tender Submission

Tenders have to be submitted in two sealed envelopes one for technical bid and other financial bid to Mr. S. Inbasekar, Counsellor, Economic & Commercial and Trade Wing of the Embassy of India, Moscow (4, Vorontsovo Polye) on or before **25 January, 2018**.

## Procurement Timetable

Interested firms may bid for the contract, sending in all requirements with cost estimates, no later than **25 January 2018**. After evaluating the technical and financial components of the received bids, the Embassy will contact the shortlisted firms directly.

## Tender Evaluation

Tenders will be evaluated against the following criteria:

- Quality of proposed merchandise
- Production and delivery timelines
- Cost
- Flexibility of service
- Design and
- Supplier track record or history in the industry.

**Please note that this is an open tender process.**

### **Detailed Requirements**

- Please note that the bids will be appraised on two different criteria-technical and financial. Each aspect of the bid will be evaluated individually and the best holistic bid will be selected.
- Please note that “best offer” tenders are requested.
- Detailed information on the costing (including VAT) of all aspects of the requirements, for example, costs of design, shipping prices etc. are to be included.
- The technical bid must comprise of a brochure/sample pictures of the kind of products already designed by the company. It is to be noted that those bids that qualify the final tender will also have to be given in soft copy.
- Full range of merchandise items available to select from including styles, sizing guides and material specifications.
- Eligibility Criteria will also include past experience and experience of firm in the business

### **Supplier Information**

#### **General Information**

Please ensure that your offer includes your general business information including business name, address, quality assurance systems and other standard business information.

#### **Evidence of Capacity to Deliver Contract Requirements**

Please ensure that your offer includes a statement outlining your capacity and ability to deliver on the requirements including information on similar arrangements you have successfully delivered..

### **INSTRUCTIONS TO SUPPLIERS**

Amendments, if any, to the tender will be posted on the website <http://www.indianembassy.ru/> and individual applicants will not be notified personally of the same. Applicants are encouraged to check the website for amendments or updates regularly till the closing of the tender.