



**INDIA TAIPEI ASSOCIATION**  
**印度台北協會**

**ITA Tender Notice No. 01/2024**

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 cultural event (**India Spring Fair 2024**) being organized by India Taipei Association on **25<sup>th</sup> & 26<sup>th</sup> May 2024** at **Huasan Creative Park, Taipei**. The event will be in the evening of the weekend. The site will be available to successful contractor from 25<sup>th</sup> May 2024 to carry out necessary construction works for the event.

**Scope of Work / Logistics arrangement**

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

<b>S. No.</b>	<b>Particular</b>	<b>Quantity *</b>
1.	<b>Design:</b> The bidder should come up with the layout design theme for the event. The design will also include designing of Entrance Arch, Stage Backdrop, Photo booths, Posters, Publicity materials.  Printed & Digital version shall be submitted as part part of Bid.  The design should reflect Indian culture and India tourism theme.	
2.	<b>Main Stage</b> for performances (W 960 cm x D 630 cm) covered from Top and backside (Rain protection)	01
3.	<b>Printing of Backdrop</b> for main stage	01
4.	<b>Booth/Stall ( 3 x 3 )</b> with One booth banner, One Table with table cloth and; 3 chairs	50 Units
5.	<b>Rain Protection shed</b> for audience near the main stage (W 1020 cm x D 1070 cm x H 600cm)	01
6.	<b>Creation &amp; printing of Entrance Arch</b> for the venue reflecting the theme of the event	01
7.	<b>Creation of Photo booth</b> – it can be printed or constructed photo booth and showcasing Indian tourism	04
8.	Standees / Foamboards (Human size)	05
9.	<b>Sound, Music and lights system</b> and related peripherals (as	01 set.

	required for an event for delivering speech, singing, musical instrumental performances etc.)	
10.	Photography and videography of the event with 5 minutes edited clip post the event.	
11.	High Voltage power supply for restaurants	
12.	<b>Green Room</b> with light, fan, full size mirror and 6 chairs (covered with flap door)	02 Units
13.	Portable toilets	10
14.	Accessible toilet	02
15.	Provision for Trash bin	10
16.	Labour and insurance for the event	
17.	Architect permission for the event	
18.	Wrap up and cleaning of venue after event	
19.	Night Security for 25 <sup>th</sup> & 26 <sup>th</sup> May 2024	

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 INDIA SPRING FAIR 2024**” and it should contain following:

<b>Part I : Details of Company / Bidder</b>	<b>Part II: Tender documents</b>
A. Breif introduction of company B. Details of company’s registration with local authority C. List of Key Managment 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. <b>Bid Securty (EMD) of NT\$ 100,000/-</b> in form of <b>Demand Draft / Banker’s cheque</b> 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](mailto: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**

**Annexure-I**

DESIGNING, EVENT MANAGEMENT, PHYSICAL CONSTRUCTION and Arrangement of logistics for cultural event (India Spring Fair 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. 1/ 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