सत्यमेव जयते

Embassy of India
Guatemala

INVITATION FOR TENDERS

GUA/ADMN/885/01/2025

Date : 27 March 2025

The Embassy of India, 3 Avenida, Calle 17-59, Zona- 14, Guatemala City invites bids for hiring and installation of Digital LED panel screen and sound system at Cercha, Coban to organize Yoga event on 21 June 2025. The bids should include all the expenses like hiring, supply, transportation and installation of items as prescribed in the attached scope of work including all required accessories, cabling and other electrical fittings during installation of Digital LED panel at designated location, all other material related to work including delivery, labor, material etc.

2. Interested parties are welcome to contact the Embassy to submit their bids on any working day till Thursday, 17 April 2025 between 0900 hrs and 1730 hrs. Please send an e-mail to admn.guatemala@mea.gov.in or contact via telephone number +502-2246-1661 in case of any questions. All Interested companies may e-mail their quotes at admn.guatemala@mea.gov.in or send by post at the following address latest by 17 April 2025:

Head of Chancery
Embassy of India
3 Avenida, Calle 17-59,
Zona- 14, Guatemala City

[Ramesh C Khulbey]
Head of Chancery

Last date of submission of bids is Thursday, 17 April 2025.

Terms and Conditions:

1. The Submission of Bids:
Bidders shall submit their Financial Bid in a sealed envelope at Embassy of India, Seoul

2. Last date for submission

The last date for submission of duly completed bids is 17 April 2025 (1500 hrs) and should be submitted at Embassy of India, 3 Avenida, Calle 17-59, Zona 14, Guatemala City.

3. Validity of Bid –

The Bid shall remain valid for a period of 60 (Sixty) days from the date of the opening of the bid or up to any mutually extended period.

4. Late Applications:

Any bid received after the last date and time specified for submission for the same, shall not be accepted under any circumstances. Bids received after the last date and time shall be summarily rejected and no correspondence in this regard will be entertained.

5. Period of Contract:

The period of contract will be valid till completion of the event

6. Scope of work:

The selected vendor will be responsible for the supply, transportation, installation, and operational setup of the Digital LED panel screen, sound system, video camera system, and lighting at the designated venue. The scope of work includes but is not limited to:

1. Digital LED Panel Screen & Display Setup

- One main LED panel screen of 6m x 5m, including a stage setup.
- High-resolution display suitable for outdoor conditions with optimal brightness and visibility.
- Seamless modular panel system for a clear, uninterrupted display.
- Power backup provisions, including UPS or inverter as required.
- Live video feed integration with the camera system.
- On-site technical support for troubleshooting and management.

2. Sound System & PA System

- Professional-grade PA system with high-quality speakers, mixers, and amplifiers.
- Wireless and wired microphones for announcements, speeches, and performances.
- Setup of speakers and sound balancing to ensure clear and uniform audio coverage.
- Backup power support for uninterrupted functionality.
- On-site sound technician for real-time adjustments and support.

3. Video Camera System

- High-definition video camera setup to capture event proceedings.
- Live video feed connection to LED panel screens and TV screens.
- Camera operator support for smooth event coverage.
- Cabling, mounts, and necessary accessories for seamless integration.

4. Lighting System

- Appropriate stage lighting setup, ensuring clear visibility of performers and speakers.
- Ambient lighting arrangements, adjusted as per the event's requirement.
- Weather-resistant fixtures, suitable for outdoor settings.

5. Accessories & Additional Requirements

- All necessary cabling, electrical fittings, connectors, and mounting structures.
- Secure and weather-resistant setup, ensuring stability in outdoor conditions.
- Installation of power supply connections, ensuring compatibility with local power sources.
- On-site technicians for troubleshooting and immediate response during the event.
- Dismantling and removal after event completion.

7. Payment terms:

- The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- Payment will be released on submission of invoice for the same at the end of the event. Maximum 50% can be made in advance.
- The agency who has been awarded the contract shall submit the bills within a week of expiry of the billing period.
- The quote price will be excluding IVA.
- The payment will be released through direct bank transfer
- Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, rental taxes, consumable, labour, insurance of its workers, etc. The Embassy of India would not be responsible for any dues other than the agreed contract amount.