

No. Kua/Com/207/01/2021
High Commission of India,
Kuala Lumpur
(Commerce Wing)

Subject:- Invitation for quotation to hire a Company to assist in organizing Buyer Seller Meets

High Commission of India, Kuala Lumpur, as part of its efforts to increase trade linkages between India and Malaysia, holds **Buyer seller Meets** in various sectors, from time to time.

2. This call for tender is for a Company to assist the Commerce Wing of the High Commission in coordinating the Malaysian participation in Buyer Seller Meets. Each Buyer Seller Meet will have 50-100 Indian Sellers and 50-100 Malaysian Buyers.

Following will be the expectation of assistance from the Company:

1. The work of the Company will **begin at least four weeks before scheduled Virtual Buyer Seller Meet in a specific sector.**
2. The Company would **reach out to at least 100 Malaysian buyers/importers** of related products in the specific sector.
3. The Company would work towards ensuring **attendance/participation of at least 40 Malaysian buyers** to participate in the BSM.
4. The Company would ensure that the duly filled one-page registration document (format will be shared by the High Commission) is filled by the interested buyer and shared with the High Commission.
5. The Company **would prepare a brochure** of all participating Malaysian buyers in the Virtual BSM along with their profile and contact details.
6. If certain Malaysian buyers are not available to join the BSM physically, they may join the same virtually, for which meeting link will be shared by the High Commission.

The High Commission of India proposes to hold a total of **Six BSMs (in various sectors) in the year 2023.**

3. Interested Companies may respond to this Invitation by **3rd March 2023** with a price quotation to carry out the assistance as outlined in para 2 above to com1.kl@mea.gov.in

-sd/-
C. Sushma
FS (Com. & Edu.)

PRE-QUALIFICATION CRITERIA/PROFORMA FOR SUBMISSION

Sl. No.	Required Documents	Description	Evaluation Mark	Enclosed (Yes/No)
1.	Experience	(a) The company/contractor should have minimum two year's experience.	04	
		(b) Preference will be given to those company/contractor which has experience in working with Diplomatic Mission/Govt. Departments/Hotels/any other reputed organization.	02	
2.	Turnover	Last two years Income Tax Returns and one year balance Sheet with as a proof of minimum Turnover of MYR 100,000/- (One hundred thousand only)	02	
3.	Registration Number	The company/contractor should have a valid Registration Number either in India or Malaysia	02	
4.	Mycard Card	Copy of Mycard Card	Mandatory	
5.	Address Proof	Address Proof of the Bidder/Tenderer	Mandatory	
6.	10% Performance Money of the approved cost has to be submitted by the successful bidder on award of work and will be returned only after successful completion of job without any interest.			
7.	There must be two envelopes, one for Technical Bid and other for Financial Bid with clearly and boldly written over them Technical Bid and Financial Bid. No indication of financial bid is required to be produced/enclosed in Technical Bids.			
8.	All tender documents are required to deposit at the office of office of First Secretary (Com & Edu.) Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak, 53000 Kuala Lumpur, Federal Territory of Kuala Lumpur			

Note : All documentary proofs to be enclosed for above items.

I hereby agree to abide by all the terms & conditions of the tender document.

Name & Signature of
the Authorized Signatory of the Firm
(With Seal of the Agency affixed) Date