



सत्यमेव जयते

Embassy of India  
Seoul

Dated: October 21, 2022

### **TENDER NOTICE**

**Subject:** Subtitling 6 Indian films [Translation of English subtitles into Korean and placing of Korean subtitles]

Embassy of India, Seoul invites sealed quotations for Subtitling 6 Indian films - **Padmaavat, Anandi Gopal, Asuran, House Owner, Natyam and Jyeshthoputr.**

Tender document can be obtained from the Administrative Wing, Eol, Seoul between 9.30 AM and 5.00 p.m. on all working days w. e. f. October 21, 2022. It may also be downloaded from the Mission's website <https://www.indembassyseoul.gov.in/tenders/> and from <http://www.eprocure.gov.in>. The sealed quotations would be accepted till 1000 hrs on Friday November 11, 2022.

2. Bid Securing Declaration in favour of Embassy of India, Seoul should be submitted along with the bid. The quotations should be submitted in sealed envelopes, clearly superscribed as "Tender for Subtitling of 6 Indian Films". The sealed quotations would be opened on November 11, 2022 at 1500 hrs. Eol, Seoul reserves the right to reject one or all of the bids without assigning any reasons. For any queries/clarifications, please contact us at +82-2-798-4346 or write email to [adm.n.seoul@mea.gov.in](mailto:adm.n.seoul@mea.gov.in).



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## **Chapter - I - Terms & Conditions**

### **SECTION I: INVITATION FOR BIDS (IFB)**

1. Embassy of India, Seoul invites sealed bids from eligible bidders for Subtitling of 6 Indian Films.
2. Contact information -  
  
Mr. Md. Sharique Badr,  
Head of Chancery,  
Embassy of India  
101, Doksodong-ro, Hannam-dong  
Yongsan-gu,  
Seoul  
Tel No.+82-2-798-4643  
Email: [hoc.seoul@mea.gov.in](mailto:hoc.seoul@mea.gov.in)
3. Date of submission of bids and opening of bids
  - a. Last date for submission of bids on November 11, 2022 up to 1000 Hrs
  - b. Bids will be opened on November 11, 2022 at 1500 hrs at Embassy of India, Seoul.

## **SECTION II: INSTRUCTIONS TO BIDDERS**

### **1. Delivery period / Timelines**

The works must be completed within 07 (seven) days.

### **2. Order Placements and Release of Payment**

The Purchase Order and payment shall be processed by: Head of Chancery, Embassy of India, Seoul.

### **3. Amendment of Bidding Documents**

At any time, prior to the deadline for submission of bids, EoI, Seoul may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

### **4. Earnest Money Deposit (EMD)**

The tender documents must be accompanied by Bid Securing Declaration. Bid Securing Declaration should be submitted in the sealed envelope. Bids submitted without BSD will stand rejected.

### **5. Period of validity of bids**

Bids shall be valid for a minimum 180 days from the date of submission of bids.

### **6. Submission of bids:**

The Bid shall be neatly arranged, plain and intelligible. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

### **7. Late Bids**

Any bid inadvertently received by EoI, Seoul after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

### **8. AWARD OF CONTRACT Award Criteria:**

- a. EoI, Seoul shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid.



- b. The lowest price criteria shall be applied on the total.
- 9.** Purchaser's Right to amend Scope of Work If, for any unforeseen reasons, Eol, Seoul is required to change the Scope of work, this change shall be acceptable to the bidder without change.
- 10.** Interpretation of the clauses in the Tender Document / Contract Document in case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, Eol's interpretation of the clauses shall be final and binding on all parties.

### **SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)**

#### **1. Prices**

- a. The price quoted shall be considered firm and no price escalation will be permitted.
- b. All items are to be quoted only in English primarily or in Korean.

#### **2. Taxes and Duties:**

- a. The work will be exempted from payment of VAT.

#### **3. Force Majeure:**

EOI may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises

#### **SECTION IV: GENERAL TECHNICAL SPECIFICATION (Scope of Work)**

Subtitling of 6 Indian films [Translation of English subtitles into Korean and placing of Korean subtitles] - **Padmaavat, Anandi Gopal, Asuran, House Owner, Natyam and Jyeshthoputr into Korean language.**

English script shall be provided by the Embassy.

## CHAPTER -II

### SECTION I- TECHNICAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone :

Fax :

E-mail:

SL NO.	REQUIREMENTS	REPLY	REMARKS, IF ANY
1.	a. Brief introduction of the company		
	b. Previous experience in the field (minimum of three years)		
	c. Registration Certificate & license for the services		

## **Section II - FINANCIAL BID PROFORMA**

Name of the firm:

Address of the Registered Office:

Correspondence address:

Contact details:

Telephone: Fax:

E-mail:

<b>SI No.</b>	<b>Items</b>	<b>Charges (Rate per unit) (excluding VAT)</b>	<b>Remarks, if any</b>
1.	Subtitling of 6 Indian films [Translation of English subtitles into Korean and placing of Korean subtitles] - <b>Padmaavat, Anandi Gopal, Asuran, House Owner, Natyam and Jyeshthoputr</b> into Korean language	<b>Note :</b> Price quoted should be on an all-inclusive basis	



**SECTION III**

**BANK GUARANTEE PROFORMA FOR  
EARNEST MONEY DEPOSIT/TENDER SECURITY**

Bank Guarantee No.....

Brief description of contract: Subtitling 6 Indian films [Translation of English sub-titles into Korean and placing of Korean sub-titles] - **Padmaavat, Anandi Gopal, Asuran, House Owner, Natyam and Jyeshthoputr** into Korean language.

Name and Address of Beneficiary: Embassy of India, Seoul, 101 Dokseodong-ro, Hannam-dong, Yongsan-gu, Seoul, Republic of Korea.

Date:

Whereas M/s (**Name of Contractor with address**) \_\_\_\_\_ have submitted their tender for \_\_\_\_\_, and one of the tender conditions is for the M/s (**Name of Contractor with address**) \_\_\_\_\_ to submit a Bank Guarantee for Earnest Money Deposit amounting to \_\_\_\_\_. In fulfilment of the tender conditions, we, (**Name of Bank with address**) \_\_\_\_\_ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of \_\_\_\_\_.

2. This guarantee is valid for a period of 180 (One hundred and eighty) Days and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to \_\_\_\_\_.

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (**date of issue**) \_\_\_\_\_ up to the (**date after 180 days from date of issue**) \_\_\_\_\_ and claims under this guarantee should be submitted not later than (**date after 180 Days from date of issue**) \_\_\_\_\_.

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of the (**Name of the Country**) \_\_\_\_\_ and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the (**Name of the Country**) \_\_\_\_\_ Courts.

Date:

Place:

Name:

Signature:

**SECTION - IV**

**BIDS SECURING DECLARATION**

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 document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:  
Name:

Place:  
Signature: