REQUEST FOR QUOTATION
(Bidding Terms & Scope of Work)

FOR

Selection of an agency for Procurement of Memento

Dated: 11th November 2021

Invest India

Invest India is the National Investment Promotion and Facilitation Agency of India and acts as the first point of reference for investors in India.
DISCLAIMER

1. This Request for Proposal ("RFQ") is issued by Invest India, a joint venture between the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Industry Associations and State Governments of India.

2. The information contained in this RFQ or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of Invest India or any of its employees or advisors, is provided on the terms and conditions set out in this RFQ.

3. This RFQ is not a contract and is not an offer by Invest India to the prospective bidders or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by Invest India, in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFQ may not be appropriate for all persons, and it is not possible for Invest India, its employees or advisers to consider the objectives, technical expertise and particular needs of each party, who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.

4. Information provided in this RFQ to the bidders is on a wide range of matters and is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Invest India accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the laws expressed herein. Invest India, its employees and advisers make no representation or warranties and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, claims, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFQ and any assessment, assumption, statement or information contained herein or deemed to form part of this RFQ or arising in any way in this selection process. Invest India accepts no liability of any nature, whether resulting from negligence or otherwise, however caused, arising from reliance of any bidder upon the statements contained in this RFQ.

5. Invest India is entitled, in its absolute discretion, but without being under any obligation, to update, amend or supplement the information, assessment or assumption contained in this RFQ. The issue of this RFQ does not imply that Invest India is bound to select a bidder or to appoint the selected bidder, as the case may be, for this project and Invest India reserves the right to reject all or any of the proposals of any bidder, without assigning any reason whatsoever.

6. Invest India or its authorized officers / representatives / advisors reserve the right, without prior notice, to change the procedure for the selection of the selected bidder or terminate discussions and the delivery of information at any time before the signing of any agreement for the project, without assigning reasons thereof.

7. The RFQ does not address concerns relating to diverse investment objectives, financial situation, and particular needs of any party. The RFQ is not intended to provide the basis for any investment
decision and each bidder must make its / their own independent assessment in respect of various aspects of the techno-economic feasibilities of the project. No person has been authorized by Invest India to give any information or to make any representation not contained in the RFQ.

8. Invest India may terminate the bid process at any time and without assigning any reason and makes no commitments, express or implied, that this process will result in a business transaction with anyone.
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LETTER OF INVITATION

Dear Sir/Madam,

1. Invest India invites proposals from vendors for “Selection of an agency for Procurement of Memento”

2. The vendors are requested to carefully study the Scope of Work attached below.

3. Please inform us within same day of issue of RFQ at the below mentioned address (email), upon receipt:
   
   3.1 that you will submit a proposal

4. The information may be submitted at the following address via email to:
   
   Geethu Nithyanandan
   
   Invest India.
   
   Vigyan Bhawan Annexe
   
   Maulana Azad Road | New Delhi 110011
   
   M: +91 8593983952
   
   E: procurement@investindia.org.in (cc to geethu.Nithyanandan@investindia.org.in)
   
   W: www.investindia.gov.in

Yours faithfully,

Deepak Bagla

MD & CEO
1. INTRODUCTION

Invest India is set up as a non-profit venture under the Department of Industrial Policy and Promotion, Ministry of Commerce and Industries, Government of India. Operationalized in early 2010, the Agency has been set up as the dedicated investment promotion agency (IPA) for attracting investments into the country in a structured, focused, and comprehensive manner.

Invest India is the first point of reference for foreign investors, and investment promotion and facilitation constitute the core mandate of the Agency. Its services include providing quality input and support services to Indian and overseas enterprises — through granulated, sector- and state-specific information, assistance with location identification, expedition of regulatory approvals, facilitation of meetings with relevant government officials, organization of investment road shows and roundtables, and aftercare services that include initiating remedial action on problems faced by investors by involving the government department concerned.

The ODOP Initiative is aimed at manifesting the vision of the Hon’ble Prime Minister of India to foster balanced regional development across all districts of the country. The idea is to select, brand, and promote One Product from each District (One District – One Product) of the country for enabling holistic socioeconomic growth across all regions. The range of the chosen products varies across the length and breadth of the country while also touching upon multiple sectors with existing clusters and communities that have already created a niche identity for themselves.

As a part of its work to create market linkages and building awareness about the various products from the length and breadth of the country, the ODOP Initiative planning a showcase as well as first one-of-a-kind experiential zone at the 40th edition of the ITPO International Trade Fair.

In furthering the same, Invest India proposes to invite quotations from an agency to provide merchandise that they can be given to key dignitaries as part of the initiative’s promotional activities. The bidder shall have an overall approach to procure and brand these merchandise as per the requirement shared by the team.

2. IMPORTANT DATES

<table>
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<tr>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFQ Issue Date</td>
<td>11/11/2021</td>
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<tr>
<td>Last Date for Query Submission</td>
<td>11/11/2021 02:00 PM</td>
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<tr>
<td>Last Date for Bid Submission</td>
<td>12/11/2021, 02:00 PM</td>
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3. TERMS OF REFERENCE:

• REQUIREMENT—Merchandise procurement with ODOP logo

    400 units are to be procured for each of the below 8 merchandises with ODOP logo imprinted on them (logo design to be shared separately) resulting in total 3,200 units

    1. Mugs
    2. Writing Pads/ Diary
    3. Bookmarks
    4. String Pen
    5. Key chain
    6. Pen Drives
    7. Visiting Card Holder
    8. Pen with stylus

    The following considerations for the procurement of products are given below:

    1. Products in any category may be swapped with another product only if the product is unavailable and has been swapped with an appropriate alternative from the list of products under the ODOP initiative.
BID PROPOSAL SHEETS

Quotes submitted towards providing complete solutions to Invest India, the national investment promotion and facilitation agency for India, promoted by Department for Promotion of Industry and Internal Trade (DPIIT) Ministry of Commerce and Industry, Government of India, in accordance with the scope of work and terms & conditions mentioned under Clause 7.

Financial Bid

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<tr>
<th>S.no.</th>
<th>Scope of work</th>
<th>Amount in INR</th>
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<tr>
<td>1</td>
<td>Cost of total procurement of 1 unit under each of 8 branded merchandises (as per Section 7 TOR Requirement 3) – (exclusive of taxes)</td>
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<tr>
<td></td>
<td>• 1. Mugs</td>
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<td>Cost of total procurement of 400 units under each of 8 branded merchandises (as per Section 7 TOR Requirement 3) – (exclusive of taxes)</td>
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<td>4</td>
<td>Total cost of the project (inclusive of taxes) - in digits</td>
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<td>5</td>
<td>Total cost of the project (inclusive of taxes) - in words</td>
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Note:

- The Financial bids must be capped at/below INR 5,00,000 (inclusive of taxes). Any bid above the mentioned cost will not be considered for evaluation.
- The prices stated in the Contract/work order shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights.
- For the purpose of evaluation for Selection of Bidder, the lumpsum cost inclusive of taxes of all the above will be considered. However, in case an agency is hired only for a specific section of the scope, the abovementioned cost against that activity will be considered for evaluation.
- Invest India reserves the right to modify the order for the procurement of mementos.
In case of any additional products required Invest India will pay the agency on Pro-rata basis.

Signature of the Authorized Signatory

Place:                     Name:
Date:                     Designation: