

Consulate General of India
Sao Paulo

Sao/327/2/2018

Dated 05th August 2022

**Tender inviting quotation for
Buyer Seller Meet event on virtual platform focused on
Engineering products**

In continuation of the Tender notice dated 11th July 2022, Quotations are invited by the Consulate General of India for organizing a Buyer Seller Meet event on virtual platform focused export promotion of Engineering products from India to Brazil, tentatively in the second/third week of September 2022. The event is proposed to focus on specific segments selected by the concerned Export Promotion Council (EEPC India), also being engaged with by the Consulate. There would be around 20-25 sellers and 15-20 buyers in the event, and 5 or more B2B meetings scheduled for each seller, depending on the interest of buyers, scheduled over 2 or more days.

A. **Work Description**

- creation of web based platform for display of sellers` profiles;
- e-mail blasting and mobilization of buyers;
- matchmaking service;
- fixing agendas for B2B meetings;
- arranging online meetings with links management & coordinating B2B meetings;
- engaging partner sectoral association, if required;
- pre-event orientation session with sellers;
- opening ceremony;
- preparation of event report with results, photos and contact details of buyers and sellers;
- and all other necessary functions related to the event.

B. **Submission of Quotation**

- Quotation should be sent to the following address in a sealed cover :-

Head of Chancery,
Consulate General of India
Av. Paulista, 925, 7th Floor, Sao Paulo.

- On top of the sealed cover, “**Quotation for organizing virtual Buyer Seller Meet on Engineering products**” should be clearly mentioned.

C. **Last Date of submission of quotation** : By 1700 hrs
on 16th August 2022

D. **Details of Quotation :**

- The proposal may mention details of the services being provided and head-wise costs of each service and the total cost. All amounts may be mentioned in Brazilian Reais and one final amount should be proposed including all taxes and without any condition of subsequent variation of exchange rate.
- Rate of hiring of one Interpreter per hour may also be mentioned separately in the proposal.
- The payment (preferably in two instalments) will be released by the Consulate.



Harish Baxla
Head of Chancery
Consulate General of India
Email: hoc.saopaulo@mea.gov.in