

**Consulate General of India  
Sao Paulo**

Sao/Com/202/1/2023

Dated 30<sup>th</sup> August 2023

**Tender inviting quotation for  
Buyer Seller Meet event on virtual platform focused on  
Electrical Equipment & Machinery and Subcontracting**

Quotations are invited by the Consulate General of India for organizing a Buyer Seller Meet event on virtual platform focused export promotion of **Electrical Equipment & Machinery and Subcontracting products** from India to Brazil, tentatively in the third week of November 2023. The event is proposed to focus on specific segment(s) selected by the concerned Export Promotion Council (EEPC India), also being engaged with by the Consulate. There would be maximum 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. The Consulate will coordinate with EEPC India to mobilize sellers (exporters) from India for the event, however to mobilize buyers from Brazil and to organize and coordinate the virtual event, the services of a matchmaking/marketing agency are sought. The details of the work to be assigned are as follows:

**A. Work Description**

- creation of web based platform for display of sellers` profiles;
- 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 :-

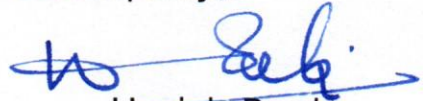
Head of Chancery,  
Consulate General of India  
Av. Paulista, 925, 7<sup>th</sup> Floor, Sao Paulo.

- On top of the sealed cover, "**Quotation for organizing virtual Buyer Seller Meet on Electrical Equipment & Machinery and Subcontracting products**" should be clearly mentioned.

C. **Last Date of submission of quotation** : By 1700 hrs  
on 15<sup>th</sup> September 2023

**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 finally agreed will be released in two instalments by the Consulate – first instalment within one week after approval of quotation and second instalment within one week before the event (after receipt of payment voucher from the company).



Harish Baxla .

Head of Chancery  
Consulate General of India  
Email: [hoc.saopaulo@mea.gov.in](mailto:hoc.saopaulo@mea.gov.in)