

No. Vient/Admn/881/02/2023
EMBASSY OF INDIA
VIENTIANE

NOTICE INVITING TENDER

Embassy of India, Vientiane invites Tender under two bid system from registered and authorized firms/agencies for supply and installation of IT equipment (12 Units of Desktop Computers, 04 Units of Laptops, 13 Units of Printers, 02 Units of Scanners and 6 units of laser pointers) to the Embassy of India, No. 704, Unit 29, Ban Saphanthong Neua, Sisattanak District, P.O. Box No. 225, Vientiane, Lao PDR as per the specifications given in the tender documents.

2. The tender document can be downloaded from our websites <http://www.eprocure.gov.in> and <https://www.indianembassy Laos.gov.in>. **No fee for Tender Document will be charged.**

3. The interested firms/agencies have to submit their tenders in two bid system {i. e. (i) Technical Bid and (ii) Financial Bid}. Tenders are to be submitted to the Head of Chancery, Embassy of India, No. 704, Unit 29, Ban Saphanthong Neua, Sisattanak District, P.O. Box No. 225, Vientiane, Lao PDR. All the necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical Bid in a sealed envelope. The Financial Bid must be submitted in a separate sealed envelope. No bid (s) will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

4. The Bidder is obliged to submit "Bid Securing Declaration" in the format prescribed in the Tender document.

5. Bids can be submitted on any working day from **13.07.2023 to 07.08.2023** (from 0900 hrs to 1700 hrs).

6. The Technical Bids will be opened on **08.08.2023 at 1100 hrs** by the Committee authorized by the Competent Authority of this Embassy. The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date for opening of Financial Bids would be intimated to the respective bidders in due course.

7. The Embassy of India, Vientiane reserves the right to reject any or all the bids without assigning any reason and the decision of the Embassy shall be final and binding.



(Sangeeta Bhatt)
Head of Chancery
12 July, 2023

**Embassy of India
Vientiane, Lao PDR**

<https://www.indianembassylaos.gov.in>

**Tender Document No.: Vient/Admn/881/02/2023
Dated 12 July, 2023**

Tender Document for supply of IT equipment (12 Units of Desktop Computers, 04 Units of Laptops, 13 Units of Printers, 02 Units of Scanners and 6 units of laser pointers) to the Embassy of India, Vientiane, Lao PDR

Last date for submission of bids: 07 August, 2023

SECTION I: INVITATION FOR BIDS (IFB)

1. The Embassy of India, Vientiane invites sealed bids from eligible bidders for supply of IT equipment (12 Units of Desktop Computers, 04 Units of Laptops, 13 Units of Printers, 02 Units of Scanners and 6 units of laser pointers) as per the following specifications:-

S. No.	Equipment	Specifications						Quantity
		Model	Processor	RAM	Storage	Monitor	Softwares	
1.	Desktops	HP ProDesk 280G or Dell OptiPlex 3080	Core I7 (for HP) or Core I5 10400 (for Dell) or higher	8 GB or higher	SSD 256 GB + HDD 1 TB	Lenovo or Dell 23.8"	Windows 10 Professional and Microsoft Office 2019 (Home & Business)	12 Units
2.	Laptops	HP Pavilion 15 or Dell Inspiron 3530	Core I7 12554 (for HP) or Core I5 13350 (for Dell) or higher	16 GB (for HP) / 8GB (for Dell) or higher	SSD 512	16" (for HP) or 15.6" (for Dell)	Windows 10 Professional and Microsoft Office 2019 (Home & Business)	04 Units
3.	Printers	Epson L1800 or 1300 + Ink Tank (A3)						02 Units
4.		Canon G3010 + Ink Tank (Wi-fi) (Color)						04 Units
5.		Canon LBP 6030W Wifi (Black)						04 Units
6.		Canon IP110 (Portable) or any other other portable printer						03 Units
7.	Scanner	HP Scanjet G4050 Photo Scanner						01 Units
8.		Canon Scanner LIDE 400						01 Units
9.	Laser pointers	Laser pointers						06 Units

2. **Contact information:**

Mrs. Sangeeta Bhatt
 Head of Chancery
 Embassy of India
 Vientiane, Lao PDR
 Email: hoc.vientianne@mea.gov.in

3. **Two bid System:**

The two bid system will be followed for this tender. In this system, bidder must submit his offer as explained below:

Envelope No. 1: "Technical Bid" shall contain:

- a. The Bidder is obliged to submit "Bid Securing Declaration" in the format at Annexure-I prescribed in the Tender document.

- b. Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid submitted.
- c. Self attested copies of VAT Registration certificate and Trade License, as applicable.
- d. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association, as applicable.
- e. The bidder must submit plan/arrangement for installation and warranty services/after sale services to be provided at site.
- f. Detailed technical specifications make & model, part number and compliance to the Schedule of Requirement for which bid is submitted.
- g. Other related documents.

Envelope 2: "Financial Bid" shall contain:

Price Schedule complete in all respects with proper seal and signature of authorized person. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as "Envelope no. 1 - Technical Bid" and "Envelope no. 2 - Financial Bid". Both the sealed envelopes should be placed in a third larger envelope clearly mentioning "Technical Bid & Financial Bid for supply of IT equipment" and addressed to "Head of Chancery, Embassy of India, No. 704, Unit 29, Ban Saphanthong Neua, Sisattanak District, P.O. Box No. 225, Vientiane, Lao PDR.

Note 1: Please write tender number on each envelope and seal all the envelopes.
Note 2: Please do not put "Financial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid, the tender will be rejected.

4. Crucial dates and time:

- a. Starting date for submission of bids: 13 July, 2023 at 0900 hrs (Thursday)
- b. Last date for submission of bids: 07 August, 2023 up to 1700 hrs (Monday)
- c. Technical bid will be opened on 08 August, 2023 at 1100 hrs (Tuesday) at the following venue:
Embassy of India, No. 704, Unit 29, Ban Saphanthong Neua, Sisattanak District, P.O. Box No. 225, Vientiane, Lao PDR

5. Opening of Financial bids:

- a. Technically accepted competitive bids ONLY will be considered for the opening of Financial Bids.

- b. The date and time for opening of Financial Bids will be intimated to the respective bidders in due course.
- c. Financial bids of the short listed bidders only will be opened, in the presence of the bidders or their authorized representative, who choose to attend.
- d. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance sheet as a proof of having attended the financial bid opening.
- e. The bidder's name, bid prices, discounts and such other details considered as appropriate by the Embassy of India, Vientiane will be announced at the time of the opening of the bids.

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. **Delivery period / Timelines:**

The supply and installation must be completed within 03 weeks, after placement of purchase order.

2. **Location for the Supply and Installation:**

The IT equipment covered by this document are required to be supplied and installed in Vientiane as per the address to be conveyed by Embassy of India, Vientiane at the time of placement of purchase order or in due course.

3. **Order Placements and Release of Payment:**

The Purchase Order and payment shall be processed by "Head of Chancery, Embassy of India, Vientiane"

4. **Amendment of Bidding Documents**

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

5. **Bid Securing Declaration (BSD):**

- a. The Bidder is obliged to submit "Bid Securing Declaration" in the format at Annexure-I prescribed in the Tender document. If the bidder withdraw or modify the bid during the period of validity or fail to sign the contract before the deadline after awarding the contract, they will be suspended for the period of one year from being eligible to submit bids for contracts with Government of India.
- b. The successful bidder, on award of contract/order, must send the contract/order acceptance in writing, within 02 days of award of contract/order, failing which the order will be placed to the next successful bidder.

6. **Period of validity of bids:**

- a. Bids shall be valid for a minimum 60 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.
- b. The Embassy of India, Vientiane may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request. A bidder agreeing to the request for extension will not be permitted to modify his bid.

7. **Submission of Bids:**

The Bid shall be neatly arranged, plain and intelligible. Each page of the bid should be signed. 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.

8. **Deadline for Submission of Bids:**

- a. Bids must be submitted before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared a holiday for the Embassy of India, Vientiane, the bid closing deadline will stand extended to the next working day up to the same time.
- b. The Embassy of India, Vientiane may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified on the website of the Embassy of India, Vientiane.

9. **Late Bids:**

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

10. **Criteria for Award of Contract/Order:**

- a. The Embassy of India, Vientiane shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated financial bid.
- b. The lowest price criteria shall be applied on the total.
- c. If more than one bidder happens to quote the same lowest price, the Embassy of India, Vientiane reserves the right to split the order and award the contract to more than one bidder.

11. **Purchaser's Right to amend Scope of Work:**

If, for any unforeseen reasons, the Embassy of India, Vientiane is required to change the Scope of Supply, this change shall be acceptable to the bidder without change in the unit price quoted.

12. **Interpretation of the clauses in the Tender Document:**

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, Embassy of India'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. Bidders must quote the price in the format given in Price Schedule at Section-IV of this document.
 - c. All amounts are to be quoted only in United States Dollar (USD).
 - d. The prices quoted should be inclusive of freight, insurance, packing, distribution, installation, after sales service.

2. **Installation and Commissioning**

Vendor will be responsible for successful installation and commissioning wherever these equipment are required to be installed and provide necessary technical help to ensure that they are in a working condition to the satisfaction of Embassy of India, Vientiane/end user.

3. **Warranty:**

All the items supplied shall carry minimum one (01) year on site comprehensive warranty including parts and labor from the date of Installation & Commissioning. The bidder must undertake to provide the installation and warranty service at Vientiane. The repairing/rectification/replacement/configuration required, if any, of the items under warranty must be done free of cost at on-site.

4. **Payments:**
 - a. 90% of the payment will be made on delivery of material and production of claim with supporting document.
 - b. Balance payment of 10% against successful installation & commissioning as per contract document and to the satisfaction of Embassy of India, Vientiane.

5. **Penalty for delayed Services:**
 - a. The Embassy of India, Vientiane reserves the right to levy penalty @ of 1 % of order value per week of delay beyond the scheduled deliveries/execution of the order successfully, subject to maximum of 5% of the order value.
 - b. The Embassy of India, Vientiane reserves the right to cancel the order in case the delay is more than 02 weeks.
 - c. The penalties, if any shall be recovered from the 10% claim due after installation & commissioning.

6. **Force Majeure:**

The Embassy of India, Vientiane 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

Format for submitting the Price Schedule for supply of IT Equipment as mentioned in para 1 of Section I: Invitation for Bids (IFB)

Bid No. Vient/Admn/881/02/2023

Date:

To,

Head of Chancery
Embassy of India
No. 704, Unit 29,
Ban Saphanthong Neua,
Sisattanak District,
P.O. Box No. 225,
Vientiane, Lao PDR

Price Schedule

S. No.	Item	Total Bid Quantity	Unit Price	Total Price

Note:

Above quoted price for supply of IT equipment is complete in all respect as per technical specifications and terms & conditions mentioned in the bid document.

Yours faithfully,

(Signature of Authorised Signatory)

Name:

Designation:

Company seal:

No. Vient/Admn/881/02/2023

Embassy of India
Vientiane

Bid Securing Declaration

I/We accept that if I/we withdraw or modify Bid during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract 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.

(Signature of Authorised Signatory)

Name:

Designation:

Company seal: