

No. Vient/Admn/885/01/2024
Embassy of India
Vientiane

NOTICE INVITING TENDER

Embassy of India, Vientiane invites sealed bids from eligible bidders for purchase of 1 (one) Photocopier as per the details below:

Preferred models: **Canon/Ricoh/Xerox**

Minimum specifications:

- (i) Color and b/w print, copy and scan
- (ii) Copy speed of 30 ppm for A4 and 15 ppm for A3
- (iii) A4 and A3 tray of 500 sheets capacity – 1 each
- (iv) 100 sheet bypass tray – 1
- (v) Print resolution of 1200 dpi
- (vi) Should have duplex setting and other special copy functions
- (vii) Print from USB and Scan to USB
- (viii) Should be connected to computer system through wired connection

2. Bids may preferably include charges for trade-in/buy back/Exchange offer of existing 3 photocopiers. The photocopier for trade-in are (i) Canon Image Runner 2545 (ii) Ricoh Aficio MP 2000le and (iii) Sharp AR-5620N. The trade-in/buy back rates for the old machines must be mentioned separately in the quotation. The interested bidders may inspect these photocopiers to ascertain their conditions.

Eligibility conditions for bidders:

3. Bidder should be a Laos based company/firm engaged in supplying photocopiers in Vientiane and having its office in Vientiane. Self attested copies of Registration certificate/Trade license should be attached with the bid.

4. Crucial dates and time:

- a. Starting date for submission of bids: 14th June, 2024 at 0900 hrs
- b. Last date for submission of bids: 08th July, 2024 up to 1700 hrs
- c. Bids will be opened on 09th July, 2024 at 1100 hrs (TBC) at the following venue:
Embassy of India, No. 704, Unit 29, Ban Saphanthong Neua, Sisattanak District, P.O. Box No. 225, Vientiane, Lao PDR

Submission of bids:

5. The price quoted by the bidders shall be in Lao Kip/US\$ including all the applicable taxes. The bid should be valid for a minimum period of 120 days from last date of submission of bids. The financial quotation must be in the format attached (Annexure-I).

6. The Bidder is obliged to submit "Bid Securing Declaration" in the format prescribed in the Tender document (Annexure-II).

7. For any clarification, bidders may contact Mr. Shyam, Attache (Administration), Embassy of India by e-mail at adm.vientianne@mea.gov.in.

8. The tender, complete in all respects, should be submitted in the prescribed form along with supporting documents in sealed envelope 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 and must reach on or before 08th July, 2024 by 1700 hrs. No bids received after the expiry of the prescribed date and time for submission of bids.

Opening of bids:

9. The bids shall be opened in Embassy by the Committee authorized by the Competent Authority of this Embassy on 09th July, 2024 at 1100 hrs (TBC) in the Embassy of India. Representatives of all the bidders can be present at the time of opening of the bids. The bidder's name, bid prices, discounts and such other details as considered appropriate by the Embassy of India, Vientiane will be announced at the time of the opening of the bids.

10. 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.

Award of contract:

11. The contract shall be awarded with the approval of the competent authority in the Embassy of India to the bidder whose bid has been determined to be eligible and substantially responsive to the bid documents and who has offered the lowest evaluated bid (which includes the basic price, buyback amount, if any).

12. The bidders should arrange demonstration of the machine enabling the assessment of the performance by the officials of the empowered Committee/officials, if so required by the Embassy.

13. 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 Annexure-I of this document.
- c. All amounts are to be quoted only in Lao Kip / United States Dollar (USD).
- d. The prices quoted should be inclusive of freight, insurance, packing, distribution, installation, after sales service.

14. Installation and Commissioning

Successful bidder will be responsible for successful installation and commissioning wherever the equipment is 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.

15. Warranty

There must be minimum warranty of two years including all spare parts, developer, drum, labour, software etc. All photocopiers are to be repaired on site free of cost during the warranty period.

16. **Payments:**

- a. 90% of the payment will be made on delivery of the equipment and production of the invoice.
- b. Balance payment of 10% against successful installation & commissioning as per contract document and to the satisfaction of Embassy of India, Vientiane.

17. **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.

-Sd-
(Rohit Babbar)
Head of Chancery

Format for submitting the Bid for supply of Photocopier

Bid No. Vient/Admn/885/01/2024

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

Subject: FINANCIAL BID

FOR INITIAL SUPPLY AND INSTALLATION AND TRADE-IN/BUY BACK

| Sr. No. | Description | Qty | Cost (including applicable taxes, if any) (In Lao Kip / US Dollars) |
|--|---|------------|--|
| 1. | Photocopier Make/Model: Detailed technical specifications: | 1 | |
| 2. | Trade-in offer for 3 old photocopiers (i) Canon Image Runner 2545 (ii) Ricoh Aficio MP 2000le (iii) Sharp AR-5620N | 3 | |
| Total cost considering trade-in | | | |

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

This is to confirm that I/We agree to abide by all the terms and conditions mentioned in the tender. I/We further declare that information given by me/us is true. If at any time the information given is found to be incorrect or false, the Embassy of India can take any action including termination of contract.

Yours faithfully,

(Signature of Authorised Signatory)

Name:
Designation:
Company seal:

No. Vient/Admn/885/01/2024

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: