

No. Was/PIC/872/2/20121
Embassy of India
Washington DC

Invitation of Bid

Name of Works: Information Technology related services to be provided at Chancery Buildings of Embassy of India, located at 2107 Massachusetts Ave, NW, Washington DC 20008 and 2536 Massachusetts Ave, NW, Washington DC 20008.

Embassy of India, Washington DC on behalf of the President of Republic of India, hereby invites tenders for Information Technology related services to be provided at Chancery Buildings located at 2107 Massachusetts Ave, NW, Washington DC 20008 and 2536 Massachusetts Ave, NW, Washington DC 20008.

The Tender shall be submitted in a Sealed Cover before **10:00AM on 22nd December 2023** in the office of Head of Chancery, Embassy of India, Washington DC, (2107 Massachusetts Avenue NW, Washington DC 20008). Any Tender received after this date and time will not be considered. **Tender shall be opened on 22nd December 2023 at 03:00 PM.**

- The Tender shall remain valid for a period of Sixty (60) days from the date of opening or any extended period.
- Tenderer shall quote his/her price based on the enclosed **Scope of work in Annexure-A.**
- The Embassy of India will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.
- The successful tenderer shall be responsible for coordinating his work with various Sub- tenderers and other bid-pack tenderer employed on the Works coordinating his work between various trades.
- The Embassy of India will not be responsible to compensate for any expense or losses which may be incurred by the Tenderer in the preparation and submission of his Tender.
- The Tenderers are required to quote prices and satisfy himself about the Scope of Work in Tender Document. They are free to add/delete items which are needed for completion of the job.
- No alteration shall be made by Tenderer to the Tender Document unless otherwise permitted.

- The amount and rates for variations must be quoted both in figures and words in US Dollars only. In case of any discrepancy between figures or words, the amount or rates quoted in words shall be taken to be correct for this tender.
- The Tenderer shall strictly comply with all the conditions stated in the Tender. Decision on bid will be taken based on the final price quoted on the Form of Tender. Any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid. The rates on schedule of quantity or elsewhere shall be adjusted in the ratio to match with quoted Final price on the form of tender.
- The acceptance of the tender shall be conditional and not finally binding upon the Embassy of India until the actual contract signed between the Tenderer and the Embassy of India. Should the tenderer fail to sign the contract within the stipulated time or for any other reason withdraw his participation in the Tender, the Embassy may withdraw his acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the Works. No payment shall be released to the tenderer unless the agreement is signed.
- Any further information or clarification which the Tenderer needs may be obtained from Ms. Neha Singh, FS (Press, Information & Culture), Embassy of India, Washington DC (Email: fspic.washington@mea.gov.in). All information requested by and supplied to one bidder will be supplied to all bidders.
- The date and time for submission may be deferred by an official notification in writing issued by the Embassy of India to all Tenderer. Tenders received after this date will not be considered.
- Tender may be disqualified for any reason including, but not limited to the following:
 - If Tenderer sets forth any conditions which are unacceptable to the Embassy of India.
 - If any tender is submitted under a name other than the name of the individual firm partnership or corporation that was issued the Tender Document.
 - If there is evidence of collusion between Tenderer.
 - If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
- *(i) The attention of Tenderer is drawn as to compliance with laws and regulations concerning safety and health, labour regulations, social insurance etc.*
- Scope of Work: Scope of Work is enclosed in the Tender Documents as Annexure 'A'.
- Tenderer shall have deemed to have read carefully the Scope of Work and acquainted himself with the work by visiting the site.

Special Terms and Conditions

- The Tenderer need to deploy the professional workers/technicians trained in the field. The quality of work should not be compromised.
- The Tenderer must submit with his Tender an Earnest Money Deposit (EMD) of US\$ 1500.00 in the form of cheque/demand draft/bank guarantee in favour of Embassy of India, Washington DC. The Tender must be valid for 60 days and EMD shall be valid for 60 days. The EMD of unsuccessful bidder will be returned after the award of work while EMD of successfully bidder can be adjusted against Retention Money at discretion of the Embassy.
- If, at any time during the period of contract, it is observed by the Embassy or its authorized representative, that the services rendered by the company are not to the satisfaction of the corporation or any terms of the contract are violated, Embassy reserves the right to terminate the contract without any notice.
- Work will be authorized by means of a works order issued under the authority of Embassy of India, Washington DC.
- The Tenderer is to maintain during the period of the contract the level and quality of service offered in the contract documents.
- At no time during the continuance of the contract shall the principal or its representative, servant or agent act or be deemed to act in any manner whatsoever for or on behalf of the tenderer or so as to relieve or release the tenderer in any way from his contract responsibilities.
- The Tenderer's attention is drawn to his statutory obligations pursuant to the Health and Safety law in the country. No cost additional to the contract price shall accrue on account of the tenderers obligations under the Act and the tenderer shall indemnify the principal against costs arising from any failure of the tenderer to meet his obligations.
- All work is to be carried out as per best trade and accepted working practices, using current market standards.
- **Eligibility of Tenderer** - Tenderer should have good experience in relevant field of work and submit recent list of jobs done with specified names of clients.

SCOPE OF WORK

Information Technology Related Services at two Chancery buildings located at:

- 1) 2107 Massachusetts Ave, NW, Washington DC 20008**
- 2) 2536 Massachusetts Ave, NW, Washington DC 20008**

Works to be carried out by the Tenderer:

- Managing and monitoring regular updates of the Embassy website, including security, liaising with Website Design Agency for uploading various periodical news-bulletins, links to important news items, videos, notifications, press releases and other material for the purpose of wider dissemination and publicity.
- Troubleshooting including site visits of over 120 workstations.
- When required, advising the Mission on various matters related to IT.
- Handling technical details of virtual meetings organized by the Mission.
- Maintaining & troubleshooting internet services of the Mission in coordination with vendors.
- Creating content for social media including visit videos etc on need basis.
- Maintenance of Mission's aggregated contact lists from various wings
- Monitoring and posting to social media accounts of the Embassy almost on real time basis.
- Design and dispatch of e-invites for various events organized in coordination with other Wings. Any other work related to the above mentioned on need basis.

Working Hours:

8 hours a day and 5 days a week. The tenderer would also provide unhindered services on weekends, and when required.

Terms of Contract

- i) Initial Contract period will for a period of two years and may be extended based on quality of services provided.
- ii) The contract may be terminated with one month's notice.

- iii) The payment for the service will be made at the end of each month.
- iv) Embassy will not be responsible for the insurance and medical care of the workers deputed for the above services.