

No. WAS/Prop/122/08/2023
EMBASSY OF INDIA
Washington DC

TENDER NOTICE No. 4/2023

The Embassy of India, Washington DC invites proposal for hiring of equipment to be used during high level visit to Washington DC during third/fourth week of June 2023 as attached.

2. Embassy's website <https://www.indianembassyusa.gov.in/Tender> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp/> may also be referred to for complete details, scope of work, and conditions of eligibility.
3. The bids should be submitted in three sealed envelopes {Envelope-A "Earnest Money Deposit" through a Cheque / Banker's Cheque / Demand Draft for US\$ 500.00 (US Dollars Five Hundred Only) in favour of "Embassy of India, Washington DC", Envelope-B "Technical Bid Documents", and Envelope-C "Financial Bid Documents"}. Three envelopes containing "A", "B" & "C" shall be duly superscripted with above titles and put in another sealed envelope superscripted with the title "proposal for hiring of equipment to be used during visit of the high level delegation.
4. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority shall be final and binding.
5. Last date for receipt of bids is June 6, 2023 till 1700 hrs. (EST).



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INVITATION TO BID

Name of Works: The Embassy of India, Washington DC invites proposal for hiring of equipment to be used during visit of the high-level delegation during third/fourth week of June 2023.

2. Embassy of India, Washington DC, on behalf of the President of the Republic of India, hereby invites proposal for hiring of equipment to be used during visit of the high level delegation as attached. Details of tender are as under:

S. No.	Particulars	Annexure
(i)	Scope of Work	A
(ii)	Eligibility Criteria	B
(iii)	Instructions for bidding	C

SCOPE OF WORK

List of items to be hired.

S.No	Equipment	Total No
1	Desktop Computer	48
2	Printer(B&W) All-in one)	44
3	Color Printer	6
4	Fax machine	7
5	Heavy duty Photocopier	6+1(color)
6	Shredder	5
7	Scanner	3
8	Fax lines with international Long-distance facility	8
9	Wifi Hot Spot device	26
10	4G/5G Dongles from two carrier	59
11	iPad to be used with Wifi	11
12	Internet connection	3(500 mbps)
13	Telephone Lines with International Long distance facility	16
14	Technical support around the clock	

ELIGIBILITY CRITERIA

The following shall be the eligibility criteria for selection of bidders at technical bid stage of the bidding process:

- (a) Legally Valid Entity:** The Bidder/Bidding Firm should be a registered entity under relevant laws. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
- (b) Experience:** The Bidder shall have experience of undertaking jobs as per scope of work for at least last three (3) years.
- (c) Bidder's profile and financial status:** The bidder may provide the organization's profile and financial status in terms of annual turnover and taxes paid during the last three years.

INSTRUCTIONS FOR BIDDING

- 1.1 For the purpose of Bidding / Tender Document, the Embassy of India, Washington DC shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to as 'Contractor' and / or 'Bidder' or interchangeably.
- 1.2 The tender document can be downloaded from the Embassy's website <https://www.indianembassyusa.gov.in/Tender> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp/> from May 17, 2023 onwards. The last date of submission of bids is June 6, 2023, till 1700 hrs. (EST).
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount,

or any other requirements stipulated in the tender documents are liable to be rejected.

- 1.5 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Embassy of India, Washington DC.

2. EARNEST MONEY DEPOSIT

- 2.1 The Earnest Money Deposit of US\$ 500.00 (US Dollar Five Hundred only) in the form of Account Payee Cheque / Banker's Cheque / Demand Draft issued by any reputed Bank drawn in favour of "Embassy of India, Washington DC" has to be submitted along-with the bid. The Account Payee Cheque / Banker's Cheque / Demand Draft must be valid for six (6) months.
- 2.2 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid EMD shall be forfeited to the government or will render the bidder ineligible to submit bids for contracts with the Embassy of India Washington DC.
- 2.3 No claim shall lie against the Embassy in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e., no interest will be payable on EMD.
- 2.4 The EMD may be forfeited:
- (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder
 - (a) fails to sign the contract in accordance with the terms of the tender document.
 - (b) fails or refuses to honour his own quoted prices for the services or part thereof.

3. VALIDITY OF BIDS

- 3.1 Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.
- 3.2 In case, client calls the bidder for negotiation, this shall not amount to cancellation or withdrawal of the original offer which shall be binding on the bidder.

3.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

4. PREPARATION OF BIDS

- 4.1 **Language:** Bids and all accompanying documents shall be in **English** only. The technical as well as the financial bids should be submitted in two envelopes.
- 4.2 **Earnest Money Deposit:** Earnest Money Deposit of USD 500.00 in the form of Account Payee Cheque / Demand Draft / Pay Order to be submitted separately in a sealed envelope superscribed as “**Envelope A – Earnest Money Deposit**”
- 4.3 **Technical Bid:** A Technical Bid should be prepared as per the instructions given in the Tender Document along with all required information and documents in support of the eligibility criteria. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “Envelope B – Technical Bid”.**
- 4.4 **Financial Bid:** Bidder shall prepare the Financial Bid (lump-sum amount) as provided in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as “**Envelope C- Financial Bid**”.

5. SUBMISSION OF BIDS

- 5.1 The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid}. Tenders are to be submitted to the Head of Chancery, 2107 Massachusetts Avenue NW Washington DC -20008. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along with the Tender Documents.
- 5.2 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the Embassy reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

BID OPENING PROCEDURE

- 6.1 The Technical Bids (Envelope A) shall be opened in the Board Room of the Embassy of India, Washington DC on June 6 ,2023 at 1800 hrs. in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Embassy. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy. The Financial bids (Envelope 'C') will be opened subsequently.
- 6.2 Bids shall be declared as valid or invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. However, in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.
- 6.3 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.
- 6.4 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- 6.5 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- 6.6 Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 6.7 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the eligibility criteria as specified in the Tender Document.
