

**EMBASSY OF INDIA
(DUSHANBE, TAJIKISTAN)**

Limited Tender Enquiry

FOR

Supply of 25 Personal Computers & Office
Accessories to
Dushanbe, Tajikistan

September, 2020

1. Embassy of India, Dushanbe invites bid from interested firms registered to do business in Tajikistan for supply of 25 personal computers & office accessories in Dushanbe, Tajikistan.
2. The Tender Document is available for downloading from <http://www.eoidushanbe.gov.in> or from CPPP's portal <https://eprocure.gov.in/epublish/app> or from the Reception of Embassy of India, Dushanbe till 1700 hrs on 30 September 2020. The deadline for submission of bids is 1030 hrs (Tajik time) on 01 Oct 2020.
3. **Bids shall be submitted in the format specified in this tender under "Technical Bid Format and Price Bid Format to be Utilized by the Bidders for their Bid "**. Bidders submitting directly or via post to Embassy of India, 45, Bukhoro Street, Dushanbe, 734025, Tajikistan should provide the quotation in sealed envelopes, clearly marked as "*Supply of 25 Personal Computers & Office Accessories to Embassy of India, Dushanbe, Tajikistan*".
4. Embassy of India, Dushanbe reserves the right to reject one or all of the bids without assigning any reason.

**Head of Chancery,
Embassy of India 45,
Bukhoro Street,
Dushanbe, 734025,
Tajikistan**

Instructions to Bidder:

(i) Scope of the bid: Supply of 25 Personal Computers & Office Accessories to Embassy of India, Dushanbe, Tajikistan from interested firms registered to do business in Tajikistan. The Tender form with Terms and Conditions can be downloaded from Embassy Website at <http://eoidushanbe.gov.in> or from <https://eprocure.gov.in/epublish/app> or obtained from reception of Embassy of India, Dushanbe.

Eligibility:

(ii) Bidder shall be authorized dealers of computers and peripherals registered in Tajikistan and should have a minimum experience of 03 years for supply of computers and peripherals.

(iii) Bidder shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

Terms & Conditions of Contract:

(i) The computers and peripherals **should be based on technical specification under** “*Specifications and Allied Technical Details of the Requirement*” of this tender document with spares and services available in Tajikistan.

(ii) Last Date of Bid Submission: The closing date for submission of bid is 01 October 2020 up to 1030 hrs (Tajik time). Late bids (i.e. tenders received after specified closing time will not be considered). Bids sent through courier/post should be so dispatched that it reaches this office before closing time and no explanation will be entertained for reasons such as delay in flight etc.

(iii) Opening of Bids: Bids shall be opened in the Embassy of India, Dushanbe at 1100 hrs on 01 October 2020.

(iv) The Embassy reserves the right to reject or accept any application without assigning any reason.

(v) Successful bidder would be notified and awarded the contract.

(vi) Time for completion: Time for supply of computers and peripherals is within 30 days from the date of award of work. The 30 days time period is not extendable.

(vii) Inspection by Embassy: Embassy of India, Dushanbe shall also undertake physical inspection of equipment through its Technical Evaluation Committee before taking their delivery.

(viii) Payment & Pricing: The price shall be quoted for delivering at the site as notified by Embassy of India, Dushanbe (inclusive of transportation and other relevant charges) but excluding Tajik Customs and other duties from which a diplomatic Mission is exempted. Embassy of India, Dushanbe shall issue necessary letter to the concerned tax authorities regarding exemption from taxes and duties. The supplier shall also submit original invoice and details of equipment well in advance to obtain necessary tax exemption from the relevant authorities. Payment shall be made to the supplier in the currency in which the price is quoted after satisfactory delivery of computers and peripherals to the Embassy of India, Dushanbe.

(ix) Clarification: Prospective bidders can obtain further information and any clarification regarding bidding document from Embassy of India, Dushanbe, 45, Bokharo Street, 734025, Tajikistan - (phone +992 37 2211186) from 24-30 Sep 2020 during 1000 hrs to 1300 hrs or emailed to hoc.dushanbe@mea.gov.in and pol.dushanbe@mea.gov.in.

(x) Submission of Bid: Completed bids in all respects along with enclosures shall be submitted in a sealed envelope which shall be superscribed "*Bid For Supply Of 25 Personal Computers & Office Accessories To Embassy Of India, Dushanbe, Tajikistan*" (one photocopy of the bid document should also be enclosed). Bids should either be deposited in the Embassy reception through authorized representative or sent by Registered Post.

(xi) Contents of Bid: The following documents shall form part of the bid for "Supply of 25 Personal Computers & Office Accessories to Embassy of India, Dushanbe, Tajikistan".

1. Technical Bid as per format under "*Technical Bid Format and Price Bid Format to be Utilized by the Bidders for their Bid*"
2. Price Bid as per format under "*Technical Bid Format and Price Bid Format to be Utilized by the Bidders for their Bid*"
3. Copy of Registration Document of the Firm in Tajikistan

(xii) Liquidated Damages: In case of delay in delivery, if any, the successful bidder is liable to pay a penalty of 0.5% of value of the supply order for each day of delay **subject to maximum penalty of 10% of the order value.**

(xiii) Warranty and Support: All the items covered in the schedule of requirements, shall carry **minimum 1 year on site comprehensive warranty**

from the date of its installation & commissioning. The bidder must undertake to provide the on-site support during the warranty period in Tajikistan. The repairing/ rectification/ replacement/ configuration required, if any, must be done at site only. During the warranty, all complaints should be rectified within 7 (Seven) working days from the time of complaint. The bidder should have their own branch office/service center at Tajikistan. However, if the bidder plans to provide service through local dealer/service provider at Tajikistan, an undertaking to this should be submitted along with the technical bid. The details viz. name, address, contact person, telephone/fax, email etc. should be provided of this local dealer/service provider before placement of purchase order.

Specifications and Allied Technical Details of the Requirement

S.No.	Details	Specifications Required by Embassy of India	Quantity
	Make/Model		
1	Personal Computer (HP/Dell/ASUS/Lenovo)	Intel core i3 RAM: 4 GB Hard disk: 1TB Monitor: 21 inches Optical drive DVD+ RW Windows 10 and Microsoft Office personal (Licensed for life) Keyboard, Mouse and UPS.	25
2	Projector Full HD	Hull High Definition	01
3	Screen for projector	Minimum 2x2 meters	01
4	Multi function printer	Printer/copier/scanner	03
5	Photocopier machine with auto-feeder	(Minimum speed 20 pages per minute)	02

Technical Bid Format and Price Bid Format to be Utilized by the Bidders for their Bids

Technical Bid Format

S.No	Details	Quantity	Warranty period	Specifications of the Equipment Quoted in the Bid	Rate per Unit	Total cost
	Make/Model					
1	Personal Computer	25				
2	Projector Full HD	01				
3	Screen for projector	01				
4	Multi function printer	03				
5	Photocopier machine with auto-feeder					

Price Bid Format

S.No	Description of Item	Quantity	Rate per unit	Total price
1	Computer and Peripheral	25		
2	Transportation till Dushanbe, Tajikistan	25		
	Total			

Note: Only basic price excluding VAT should be quoted.