

**EMBASSY OF INDIA**

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Yangon, Myanmar

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Email: hoc.yangon@mea.gov.in

No. 0204/Jt Ser Act/DA

15 December 2023

NOTICE INVITING TENDER

Sealed tender is invited from registered Company/ Contractors/ Firms/Specialized agency by Embassy of India, Yangon with Technical and Financial bids for “**Supply of Seventy (70) Personal Computer Desktop Set, Four (04) Color Printers (A4)**”, **Two Color Printer (A3) and Two Smart Board**” with warranty of one year at Defence Wing, Embassy on India Yangon Myanmar. Tender documents will be available on website <https://embassyofindiayangon.gov.in/> and CCP Portal www.eprocure.gov.in. Minimum details of technical specification of the items are required as under:-

Desktop Computer Set

- (a) CPU, Intel core i7, Window 11 Pro, 13th Generation, 8 GB RAM, 500 GB HDD, intel @integrated Graphics.
- (b) Monitor 22 inches.
- (c) Key Board.
- (d) Mouse with mouse pad.
- (e) UPS (650VA)

Color Printer

- (f) Printer Canon Image Class

Smart Board

- (g) Brand AOC, Interactive Display White Board for class room.
- (h) Model SPT6531V (Technical specifications)

For any query/ clarification, please send an email to the da.yangon@mea.gov.in and adm.yangon@mea.gov.in

1.0 QUALIFYING CRITERIA

1.1 The agency should be in IT business for at least three years and should have been providing IT maintenance and repair services to reputed customers like Embassies, UN Officers, NGOs and other multinational companies. The agency should submit documentary evidence.

1.2 The agency should be connected by Fax, e-mail and telephone facilities for 24x7 for customer service.

1.3 Preference will be given to those agencies who accept payment by Bank transfer rather than cash.

1.4 The company should be registered with relevant Myanmar Government Authorities as required under the local rules and regulations for tax and other purposes.

2.0 SCOPE OF WORK

2.1 The scope of work includes installation/ updation support at designated location at Myanmar (**Kalaw and Nay Pyi Taw**), repair and maintenance support for the one year.

3.0 INSTRUCTIONS TO BIDDERS:

3.1 Bidders are required to fill in all the details asked for Technical Bid document (Annexue-I) and Financial Bid document (Annexure-II).

3.2 All pages of the tender document should bear the signature and seal of the authorized representative of the applicant.

3.3 Copies of credentials/documents are to be annexed with the tender document with self-attestation by the Applicant with official seal.

3.4 The bidder shall also mention the supply process in detail.

3.5 Validity of the tender should be for minimum period of 180 days from the date of opening of bids.

3.6 The embassy shall not take any responsibility for the delay, loss or non-receipt of quotations/documents not submitted directly to the office of the undersigned.

3.7 Corrections, if any, must be attested. All rates shall be indicated in both figures and words. Where there is difference between rates quoted in figures and words, the rates quoted in words will prevail.

3.8 The tender document is liable to rejection in the event of non-adherence to the terms and conditions mentioned therein.

3.9 The bids are liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.

4. SUBMISSION OF BIDS:

4.1 Tender should be submitted in two parts, Part-I (Technical Bid) & Part-II (Financial Bid) in following manner:

- (a) The first sealed cover superscribed as **“Tender for Supply of Seventy (70) Personal Computer Desktop Set, Four (04) Color Printers (A4)”, Two Color Printer (A3) and Two Smart Board”**, Defence Wing, Embassy of India, Yangon, **Part-I Technical Bid**". All relevant documents along with signed and stamped copy of this tender document shall be enclosed with the Technical Bid only.
- (b) The second sealed cover superscribed as **“Tender for Supply of Seventy (70) Personal Computer Desktop Set, Four (04) Color Printers (A4)”, Two Color Printer (A3) and Two Smart Board”**, Defence Wing, Embassy of India, Yangon, **Part-II Financial Bid**" and in this envelope, there should be only financial quote.
- (c) Both the sealed covers should be placed in one main sealed envelope superscribed **“Tender for Supply of Seventy (70) Personal Computer Desktop Set, Four (04) Color Printers (A4)”, Two Color Printer (A3) and Two Smart Board”**, Defence Wing, Embassy of India, Yangon,. The envelope should be addressed to **“Defence Attaché, Embassy of India, 545-547, Merchant Street, Yangon, Myanmar”** and must reach on or before 1700 hours on 05 January 2024. The bids must be submitted physically or by courier/post at the aforesaid address so as to reach on or before the prescribed date and time. The Embassy will not be responsible for any postal/courier delay.

4.2 Bids should reach before due date of submission of bids. Telex/Facsimile, late or incomplete/conditional bids shall not be accepted.

4.3 Bids having financial quotes in the Technical Bid shall stand rejected.

4.4 The bids shall be valid for a minimum period of 180 days from the date of opening of technical bids. A bid for a shorter period shall stand rejected.

5. EVALUATION OF BIDS:

5.1 A Tender Evaluation Committee (TEC) will open and evaluate the bids in following manner:

- (i) The technical bids shall be opened first on the appointed date and time. After scrutiny of technical bids, the Embassy will shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids. A representative of the bidder may attend the bid opening meeting.
- (ii) Financial bids of only those bidders who qualify the technical parameters and found to be competent by the TEC to execute the work, will be opened on the

date and time decided by the TEC, an intimation of which will be given to the bidders for participating in the financial bids opening meeting. Financial bids of the bidders who are found disqualified during Technical evaluation will not be opened.

- (iii) The lowest financial bid (L1) will be considered as successful bidder.
- (iv) Mere quoting the lowest rate shall not amount to commitment on the part of Embassy for award of contract.

6. SALIENT DATES:

- 6.1 Date of publication of tender: 15 December 2023
- 6.2 Last date of submission of bids: 05 January 2024 (1700 hours)
- 6.3 Date of opening of technical bids: 08 January 2024 (1500 hours)
- 6.4 Date of opening of financial bids: 11 January 2024 (1500 hours)

7. FEE SCHEDULE:

- 7.1 Fee for purchase of Tender document: NIL

7.2 Ernest Money Deposit (EMD) of amount Kyat 40,00,000 must be deposited either by cash, Banker's Cheque or bank transfer in favour of "Head of Chancery, Embassy of India, Yangon" on or before the last date of submission of bids. A proof of deposit of EMD should be there in the Technical Bids documents. Any bid, without EMD deposit, is liable to be rejected during technical evaluation. The EMD amount will not fetch any interest.

7.3 EMD of unsuccessful bidders will be returned within 10 days of award of the work to the successful bidder.

7.4 **Performance Guarantee (PG).** The successful bidder shall be obliged to deposit an amount equivalent to 5% of the value of the contract in the form of Bank Guarantee/ Cash as Performance Bank Guarantee (PG) within 10 days of issue of supply order. The PG shall be remain valid for a period of one year after successful supply of items. The Performance Guarantee will not fetch any interest. The Contractor is liable to replace/ repair of any defect of the work/ supply free of cost, if detected within one-year period, failing which the PG will be fortified. If the performance of the service provider is not found satisfactory, the performance guarantee shall be forfeited.

8.0 GENERAL TERMS AND CONDITIONS:

8.1 There should not be any change of rate during the contract period. The period of contract may be extended at the discretion of Embassy of India, Yangon.

8.2 Invitation of tender document does not bind the Embassy to select any agency for the contract.

8.3 Embassy of India, Yangon also reserves the right to accept or reject any or all the tenders and/or withdraw or cancel or suspend this notification without assigning any reasons.

8.4 In any item found to be damaged on receipt, replacement will be asked or recovery will be made after examining the loss/damage.

8.5 The contractor/agency shall be responsible for all statutory/labour regulations applicable.

8.6 In case of dispute the decisions of the Deputy Chief of Mission, Embassy of India, Yangon shall be final.

8.7 Consortium, Joint Venture, subletting, sub-contracting or hiring services of other entity for execution of the Services under this tender is not allowed.

8.8 This tender is not transferable.

8.9 The Embassy is indemnified from all work of commission or omission.

8.10 Embassy of India, Yangon also reserves the right to decrease/ increase the quantity of the items demanded as per the cost.

9. PAYMENT TERMS & MODE OF PAYMENT

9.1 Payment shall be made within twenty (20) working days from the date of the submission of invoice. No extra amount will be payable in addition.

9.2 The payment will be made only in Kyat through bank transfer for which bidders are requested to submit their Bank Details.

10. TERMINATION OF CONTRACT

10.1 The contract with the successful bidder may be terminated if bidder fails to perform its obligations specified in the contract agreement or if the service provided is found to be unsatisfactory.

(Ashok Kumar)
Head of Chancery
Embassy of India
545-547, Merchant Street
Post Box No. 751
Yangon, Myanmar

TECHNICAL BID FOR SUPPLY OF IT EQUIPMENT

Name of work: "Supply of Seventy (70) Personal Computer Desktop Set, Four (04) Color Printers (A4)", Two Color Printer (A3) and Two Smart Board for the Defence Wing Embassy of India Yangon

Ref. No. 0204/Jt Ser Act/DA/2023

SI No	Particulars	Details to be filled by the Agency
1	Name of the Tenderer	
2	Registered office/business address of the agency	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5	Year of Incorporation/Constitution of the Firm/Agency. (Attach copy of proof)	
6	Whether the agency is/have been providing services to reputed customers like Embassies, UN Offices, INGOs, Multinational Companies etc. Give details. (Attach copy of Orders/proof)	
7	Annual Turnover of the company for the past three years. Loss for the company in last three years if any.	
8	Whether the firm is ready to accept payment through Bank Transfer. (Attach copy of Bank Details)	
9	Whether the agency has deposited EMD of Kyat 40,00000 along with tender	
10	The design/picture of the IT equipments to be supplied is to be attached with make/ model with manufacturer.	
11	Any other information in support of the case	

I/We _____ have fully understood the foregoing terms for supply of IT Equipments to Defence Wing Embassy of India Yangon and having accepted the same, I/We have made my/our offer keeping in view of those terms. I/We do hereby declare that the entries made in the above form are true to the best of my/our knowledge and also we shall be bound by the acts of my/our duly constituted attorney. I/We hereby understand that the submission of application does not guarantee for award of contract as service provider of Embassy of India, Yangon. I/We further understand that in case of any information submitted by me/us are found to be incorrect either before or even after the contract, Embassy of India, Yangon will have

the right to summarily reject the application/cancel the contract at any time without assigning any reasons whatsoever.

Date :

Place :

(Office Seal/Stamp)

Signature of authorized signatory

Name :

Designation :

FINANCIAL BID FOR SUPPLY OF IT EQUIPMENTS

Name of work: Supply of Seventy (70) Personal Computer Desktop Set, Four (04) Color Printers (A4)", Two Color Printer (A3) and Two Smart Board" for Defence Wing, Embassy of India, Yangon,

Ref. No. 0204/Jt Ser Act/DA/2023

Date:

Subject: Quotation for Supply of IT Equipments for the Defence Wing Embassy of India Yangon.

(a) Name, address, Mobile No. of the contractor firm.....
.....
.....

(b) Cost of each IT equipment

In Myanmar Kyat _____

Total (in words) _____

Total Cost of items as per quantity

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

Total Cost

Note: Please read instructions carefully and incorporate all necessary details.

It is confirmed that I/We have fully understood the terms for the tender of the Supply of IT Equipments to Defence Wing Embassy of India, Yangon and are agreeable to me/us.

Date :

Place :

(Office Seal/Stamp) Signature of authorized signatory

Name :

Designation :