



EMBASSY OF INDIA
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No. YAN/ADM/551/04/2020

Dated: December 23, 2020

NOTICE INVITING TENDER

Sealed Tenders are invited from registered reputed firms/agencies for supply and installation of IT and other equipment to No. 1 Fleet, Thilawa, as per the specification given in the tender document.

2. Firms/agencies can apply for supply/installation of full or part of equipment mentioned in the tender. However, they have to apply for whole quantity of specific goods (like 08 computers or 02 digital cameras, etc.). The Embassy of India, Yangon reserves the right to purchase full or part quantity of items/equipment from any single or group of vendor/vendors.

3. The tender documents can be downloaded from the Embassy's website: www.embassyofindiyangon.gov.in or CPP Portal: <https://eprocure.gov.in>.

Last date of submission of Tender	: 07.01.2021 (1700 hrs)
Opening of Technical Bid	: 08.01.2021 (1100 hrs)
Opening of Financial Bid	: 08.01.2021 (1500 hrs)

4. Suppliers/companies must submit Technical Bid and Financial Bid in two separate envelopes. Tenders in which Technical Bid and Financial Bid is submitted in same envelope will summarily be rejected. A bid sent through Fax or email will not be accepted.

(a) **Envelope 1: Technical bid** as per Appendix-A detailing particulars of the bidder (including key personnel and their contact details), competency and experience of the bidder. The envelope should prominently be superscribed "**TECHNICAL BID FOR SUPPLY AND INSTALLATION OF IT AND OTHER EQUIPMENT IN NO. 1, FLEET, THILAWA**"

(b) **Envelope 2: Financial bid** as per Appendix-B. The envelope should prominently be superscribed "**FINANCIAL BID FOR SUPPLY AND INSTALLATION OF IT AND OTHER EQUIPMENT IN NO. 1, FLEET, THILAWA**"

5. For any queries/clarifications, e-mail may be sent to: adm.yangon@mea.gov.in

6. The Embassy of India, Yangon reserves the right to reject any or all the bids without assigning any reason. The decision of the Embassy of India, Yangon shall be final and binding.

7. The bidder or his authorized representative, who wish to be present, may attend the bid opening on the date and time specified.
8. In case of any dispute, the decision of Deputy Chief of Mission of Embassy of India, Yangon, will be final.

(Sankar Nandi)
Head of Chancery

GENERAL TERMS AND CONDITIONS:

1. Scope of Work

The detailed scope of supply and installation of IT and other equipment in No.1 Fleet, Thilawa have been given in Appendix-'A' i.e. in Technical Bid.

2. Eligibility Criteria

The Contractor/Firm submitting bids should have experience of at least 2 years in the above business and should be registered with the relevant Myanmar government offices as is required under the local regulations for tax and other purposes.

3. Earnest Money Deposit (EMD):

- (i) Each Technical Bid shall be accompanied by Earnest Money Deposit (EMD) in the form of a Bank Guarantee/Cash only, drawn on any Bank in favour of Embassy of India, Yangon.
- (ii) The Bank Guarantee should be valid for a minimum period of 60 days.
- (iii) The BG should be payable at Yangon only.
- (iv) EMD must be attached with Technical Bid only, without which the bid shall stand rejected.
- (v) Amount of EMD to be attached with Technical bid is explained in table below:

S. No.	Items	Amount of EMD (in US\$)
1.	08 (eight) Personal Computer Desktop with accessories (UPS, Keyboard, Mouse, Mouse Pad, etc.)	300.00
2.	02 (two) Duplex Printer (Black & White)	40.00
3.	02 (two) Color Printer	50.00
4.	02 (two) Digital Storage Media 2 TB	20.00
5.	100 (hundred each) CDs (RW)/CDs/DVDs	15.00
6.	02 (two) Photo copier cum Printer (Heavy duty)	450.00
7.	02 (two) Fax machine	50.00
8.	02 (two) Shredder (Heavy duty)	200.00
9.	02 (two) Mini Projector with accessories	100.00
10.	02 (two) Digital Camera	50.00
11	02 (two) 16 Port Managed Switch for LAN including setting up charges	25.00
12.	01 (one) Safe Locker	25.00
13.	02 (two) File Cabinets	25.00

For example, if any company want to supply only items at S. No. 1 will deposit an EMD of US\$ 300/-. A company willing to supply items at S. No.1, 5, 7 will deposit US\$ 300+15+50=US\$ 365/- and the company willing to supply all items will deposit US\$ 1350/-.

Earnest money will be forfeited:

- (i) If the bidder withdraws his bid during the period of bid validity.
- (ii) In case of the successful bidder, if the bidder fails to sign the contract.

Refund of Earnest Money Deposit (EMD):

- (i) Refund of EMD to the unsuccessful bidders shall be made after signing of the contract / final order with successful bidder.
- (ii) EMD of successful bidder shall be refunded after award of the contract and deposit of Performance Security @ 5% of the total contract value in the form of Bank Guarantee. The Performance Security should be valid upto 60 days from date of supply/installation of goods. After successful completion of all contractual obligations, the Performance Security (without any interest) shall be refunded (after 60 days).

4. Other terms and conditions: Bidders shall submit the following documents:

- (a) Duly filled in bid documents (Appendix-A & Appendix-B) with proper seal and signature of authorized person on each page.
- (b) A copy of Certificate of Registration of the company.
- (c) Detailed technical specification make and model, country of make as per Technical Bid.

5. SPECIAL CONDITIONS OF CONTRACT

- a. Supply and installation must be completed within 5 days after placement of job order. The equipment covered by this document is required to be supplied and installed at No.1 Fleet, Thilawa. The job order is likely to be issued around January 11/12, 2021
- b. Bids shall be valid for a minimum 60 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.
- c. The price quoted shall be considered firm and no price escalation will be permitted.
- d. Bidders must quote the price in the format given in Price Schedule at Annexure-II of this document.
- e. All amounts are to be quoted only in US Dollars.
- g. The prices quoted should be inclusive of freight, insurance, packing, distribution and installation at site.

6. Warranty:

All the items supplied shall carry minimum one (01) year comprehensive warranty from the date of Installation / Commissioning.

7. Payments:

Full payment will be made after successful supply/installation of items.

Location of Work: No.1 Fleet, Thilawa.

**TECHNICAL BID FOR SUPPLYING IT AND OTHER EQUIPMENT TO
EMBASSY OF INDIA, YANGON**

S. No.	Name of Items	Quantity (in nos.)	Specifications	Make / Model	Country of Make	Warranty in years	Remarks, if any
1.	Personal Computer Desktop with accessories (UPS, Keyboard, Mouse, Mouse Pad etc.)	08	Dell 24" Stand alone with Windows 10 PRO 64 BIT; Pre-Installed MS Office (Home & Business); Processor–Intel i-7 10 TH Gen; RAM– 8GB (Minimum); ROM–1TB SSD (Minimum); Mouse and Keyboard; Pre-Installed Genuine Antivirus (Kaspersky) with at least 02 years validity with UPS	Dell/HP			
2.	Duplex Printer (Black & White)	02	Canon MF-244 dw	Canon			
3.	Color Printer	02	Canon MF-746 cx Canon MF-266 dn	Canon			
4.	CDs (RW) / CDs/ DVDs	100 /100 /100	Maxell	Maxell			
5.	Digital Storage Media 2 TB	04	Seagate 2 TB	Seagate			
6.	Photo Copier cum Printer (Heavy Duty)	02	Canon IR – 5735i	Canon			
7.	Fax Machine	02	Canon L - 170	Canon			
8.	Shredder (Heavy Duty)	02	Intimus 45 CC4	Intimus			
9.	Mini Projector with accessories	02	Canon LVX – 350 with Screen	Canon			
10.	Digital Camera	02	Canon EOS M 50	Canon			
11.	16 Port Managed Switch for LAN including setting up charges	02	Cisco/D-Link	Cisco/ D-Link			
12.	Safe Locker	01	Leeco	Leeco			
13.	File Cabinet	02	Leeco	Leeco			

Following is to be filled in compulsorily

SI No.	Particulars	Details to be filled by the Agency
1	Name of the Company	
2	Address, Telephone No. and E-mail of the Company	
3	Name, Designation, Mobile & e-mail id of the contact person	
4	Year of Registration. (Attach copy of certificate of incorporation / Registration)	
5.	If EMD is deposited	Yes/No

I/We certify that all the terms and conditions of the tender documents are acceptable to me/us.

Signature of Authorized Person of the concern
(Name, Date, Designation, Company Seal)

APPENDIX-B

FINANCIAL BID FOR SUPPLYING IT AND OTHER EQUIPMENT TO EMBASSY OF INDIA, YANGON

S. No.	Name of Items	Quantity (in nos.)	Specifications	Make / Model	Price Quoted (in USD)
1.	Personal Computer Desktop with accessories (UPS, Keyboard, Mouse, Mouse Pad etc.)	08	Dell 24" Stand alone with Windows 10 PRO 64 BIT; Pre-Installed MS Office (Home & Business); Processor–Intel i-7 10 TH Gen; RAM– 8GB (Minimum); ROM–1TB SSD (Minimum); Mouse and Keyboard; Pre-Installed Genuine Antivirus (Kaspersky) with at least 02 years validity with UPS	Dell	
2.	Duplex Printer (Black & White)	02	Canon MF-244 dw	Canon	
3.	Color Printer	02	Canon MF-746 cx Canon MF-266 dn	Canon	
4.	CDs (RW) / CDs/ DVDs	100/100 /100	Maxell	Maxell	
5.	Digital Storage Media 2 TB	04	Seagate 2 TB	Seagate	
6.	Photo Copier cum Printer (Heavy Duty)	02	Canon IR – 5735i	Canon	
7.	Fax Machine	02	Canon L - 170	Canon	
8.	Shredder (Heavy Duty)	02	Intimus 45 CC4	Intimus	
9.	Mini Projector with accessories	02	Canon LVX – 350 with Screen	Canon	
10.	Digital Camera	02	Canon EOS M 50	CANON	
11.	16 Port Managed Switch for LAN including setting up charges	02	Cisco/D-Link	Cisco/ D-Link	
12.	Safe Locker	01	Leeco	Leeco	
13.	File Cabinet	02	Leeco	Leeco	

Declaration

I/We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same. No other charges would be payable by the Embassy.

I/We also understand that the items have to be supplied within 5 days from the date of issue of work order.

Signature of Authorized Person of the concern
(Name, Date, Designation, Company Seal)