

**EMBASSY OF INDIA**

545-547, Merchant Street

Post Box No. 751

Yangon, Myanmar

Tel: (951) 391219, 243972, 388412

Fax: (951)254086, 250164, 388414

Website: <https://embassyofindiayangon.in>

No. YAN/ADM/885/01/2019

10.04.2019

NOTICE INVITING TENDER

Tender is invited from registered reputed firms/agencies for supply and installation of IT equipment to Embassy of India, 545-547, Merchant Street, Yangon as per the specifications given in the tender document.

2. The tender documents can be downloaded from the Embassy website : www.embassyofindiayangon.gov.in / CPP Portal: <https://eprocure.gov.in> from 10.04.2019 to 30.04.2019. No fee for tender document will be charged.

Last date of submission of Tender : 30.04.2019 (1300 hrs)
Opening of Bid : 30.04.2019 (1500 hrs)

3. Bid must be submitted in a sealed envelope clearly superscribed "BID FOR SUPPLY OF IT EQUIPMENT" along with all relevant documents to the "Head of Chancery, Embassy of India, 545-547, Merchant Street, Yangon, Myanmar. A bid sent through Fax or email will not be accepted.

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


(Udit Gaurav)

Second Secretary & Head of Chancery

A. SCOPE OF WORK

1. Supply and installation of desktop computer with monitor, laser printer, document scanner and barcode reader of as per following model/specification:

Sl No.	ITEM	Model & Specification	Quantity
1	Desktop	Core i5 processor from 7 th or 8 th generation HDD: 1TB, SATA, 7200 RPM Key-Board & Mouse DVD RW:/OD/OS RAM: 8GB DDR4 2666 Mhz 8 or higher USB ports Small Form Factor (SFF) Chassis 22 inch LED full HD monitor with HDMI, VGA port OS: 64 bit Windows-10 Professional with warranty.	2
2	Laser Printer Mono	Samsung Laser Printer SL-M3320ND/XIP <u>or</u> HP <u>or</u> Equivalent	1
3	Document Scanner	Fujitsu ScanPartner 30F (High Duty Scanner) <u>OR</u> Fujitsu Image Scanner fi-7240	1
4	Barcode Reader	Unitech MS250 Scanners USB I/F / Symbol LS2208/LI2208 <u>OR</u> other compatible model	1

C. INSTRUCTION TO BIDDERS:

1. Bidders shall submit the following documents: :
- Duly filled in bid document with proper seal and signature of authorized person on each page of the bid submitted as per **Annexure-I**.
 - A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association, as applicable;
 - Detailed technical specifications make & model, country of make, country of origin, part number and compliance to the Schedule of Requirement for which bid is submitted

D. GENERAL TERMS & CONDITIONS:

1. The supply and installation must be completed within 7 days, after placement of purchase order. The equipment covered by this document are required to be supplied and installed at the Embassy of India, 545-547, Merchant Street, Yangon.

- 2. The successful bidder, on award of contract/order, must send the contract/order acceptance in writing, within 02 days of award of contract/order.
- 3. 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.

E. SPECIAL CONDITIONS OF CONTRACT

1. Prices:

- a. The price quoted shall be considered firm and no price escalation will be permitted.
- b. Bidders must quote the price in the format given in Price Schedule at **Annexure-II** of this document.
- c. All amounts are to be quoted only in US Dollars.
- d. The prices quoted should be inclusive of freight, insurance, packing, distribution and installation at site.

2. Warranty:

All the items supplied shall carry **minimum one (01) year comprehensive warranty including parts and labor from the date of Installation & Commissioning**. The bidder must undertake to provide the installation and warranty service at Yangon. The repairing/rectification/replacement/configuration required, if any, of the items under warranty must be done at on-site workshop.

3. Payments:

Full payment will be made within 7 working days after successful installation and testing of equipment.

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ANNEXURE-I

No. YAN/ADM/885/01/2019

10.04.2019

"BID FOR SUPPLY OF IT EQUIPMENT AT EMBASSY OF INDIA, YANGON"

1	Name of the Company	
2	Address, Telephone No. & E-mail of the Company	
3	Name, Designation, Mobile & E-mail of contact person	
4	Year of Registration (Please attach copy of Certificate of Incorporation)	
5	Name of 3 present clients with contact details (please attached in separate sheet)	

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

Signature of the authorized Person of the concern

Name, Date , Designation, Company Seal

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FINANCIAL BID FOR SUPPLY OF IT EQUIPMENT TO EMBASSY OF INDIA

Sl No.	ITEM	Model & Specification	Quantity	Unit Price (US\$)	Total price in US\$
1	Desktop	Core i5 processor from 7 th or 8 th generation HDD: 1TB, SATA, 7200 RPM Key-Board & Mouse DVD RW:/OD/OS RAM: 8GB DDR4 2666 Mhz 8 or higher USB ports Small Form Factor (SFF) Chassis 22 inch LED full HD monitor with HDMI, VGA port OS: 64 bit Windows-10 Professional with warranty.	2		
2	Laser Printer Mono	Samsung Laser Printer SL-M3320ND/XIP <u>or</u> HP <u>or</u> Equivalent	1		
3	Document Scanner	Fujitsu ScanPartner 30F (High Duty Scanner) <u>OR</u> Fujitsu Image Scanner fi-7240	1		
4	Barcode Reader	Unitech MS250 Scanners USB I/F / Symbol LS2208/LI2208 or other compatible model			

[Please mention country of make and country of origin for each product. In case of import please mention CIF Price]

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

Signature of the authorized Person of the concern

Name, Date , Designation, Company Seal