

No.Duba/Prop/885/06/2018
Consulate General of India
Dubai

NOTICE INVITING TENDER

Subject: Invitation for competitive tender for Supply of computer, printers, scanners and related peripherals for the Consulate General of India, Dubai.

On behalf of the President of Republic of India, Consulate General of India, Dubai invites sealed quotations from reputed, experienced and financially sound companies registered under relevant UAE Companies Law who can supply computers, printers and related peripherals to Consulate General of India, Dubai. Details of technical specifications and the quantity has been defined in 'Scope of work' in this tender document. The company should have a minimum of 05 years of experience in the relevant field as on 31.10.2018. Bids / quotations may be submitted to 'Head of Chancery, Consulate General of India, Al Hamriya, Diplomatic Enclave, P.O. Box No.737, Dubai, U.A.E.' by Post or hand delivered latest by 1500 hrs of 18.12.2018. The schedule for bidding is as follows:

Bid submission (start date)	:	27.11.2018 (0900 hrs)
Bid submission (end date)	:	18.12.2018 (1500 hrs)
Bid Opening date (Technical)	:	19.12.2018 (1000 hrs)
Bid Opening date (Financial)	:	19.12.2018 (1100 hrs)

SCOPE OF WORK

General

1. The company shall supply the items as indicated in the attached document;
2. Technical specifications & quantity as indicated by the Consulate General of India, Dubai shall be adhered by the company;
3. All the equipment as indicated must have on-site warranty including immediate free-of-cost replacement in case of fault or malfunctioning;
4. Company would be responsible for the supply, delivery, installation and commissioning of each equipment;
5. Equipment must of good quality, of reputed brands and in factory packed condition.

Eligibility Criteria

- 1 The bidder must be registered under the UAE Companies Act and should have all applicable/appropriate licenses in their own name. *(A copy of valid trade license to be enclosed with the technical bid).*
- 2 The *bidders* should have a minimum of 05 years experience in the field as on 31.10.2018. The company should have a good financial standing Profit and loss Statements duly certified by Chartered Accountant for a period of last three years. *No loss has been incurred for more than two years out of last five years.*

3 Bidder may give information of details of services done for various important clients recently.

Terms & Conditions

4 The bidder will have to ensure compliance of all mandatory Laws/regulations laid down by the Government of the UAE and any other relevant Acts and regulations enforceable from time to time without any liability on the Consulate General of India, Dubai or without any responsibility for statutory compliance by the Consulate.

Earnest Money Deposit

5 The bidder should furnish refundable Earnest Money Deposit (EMD) of AED 1000.00 in the form of a Demand Draft/Banker's cheque, Bank Guarantee or online payment to Bank Account in favour of 'Consulate General of India, Dubai' along with the bid. The bidder may submit Bid Securing Declaration if submission of EMD is not possible.

6 Any bid not accompanying with EMD or Bid Securing Declaration shall be rejected.

7 The EMD will be forfeited on account of one or more the following reasons:
The bidder withdraws his bid during the period of bid validity;
In case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish Performance Guarantee;
Furnishing of any wrong information.

8 The bidder should be ready to provide Performance Guarantee of 5% of *accepted contract value before issue of letter of award of work.*

9 Right to accept any bid and to reject any or all bids: The Consulate General of India, Dubai, at its own discretion, accept or reject any bid/quotation without assigning any reasons thereof. The decision of the Consulate shall be final and binding on all.

10 Change Orders: The agreement may be amended or modified with consent of both parties in writing signed by the duly authorized representatives of the respective parties. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e., the bidder and Consulate General of India, Dubai.

11 Notification of award: Prior to the expiration of the period of bid validity, Consulate will issue letter of Intent to successful bidder that it is proposed to accept his bid. Upon the receipt of acceptance letter from successful bidders and furnishing of Performance Guarantee, the letter of award of work will be issued and *Contract* will be signed by Consulate and EMD will be refunded to unsuccessful bidders at the earliest and latest within 30 days of award of work.

12 Force Majeure: Notwithstanding the provisions of contract, the service provider shall not be liable for forfeiture of its Performance Guarantee, or termination for default, if and to the extent that, its delay in performance or other failure to

perform its obligations under the contract is the result of an event of Force Majeure.

For the purpose of this clause, '*Force Majeure*' means an event beyond the control of the service provider and not involving the service provider's fault or negligence and not foreseeable. Such events may include but are not restricted to acts of the Consulate either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a *Force Majeure* situation arises, the service provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the Consulate in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means not provided by the Force Majeure event.

Terminate Contract :

- 13 The service provider shall pay the expenses of applicable duties for execution of agreement.
- 14 If the service provider imposes any condition, in conflict with the conditions mentioned herein, his tender is liable to be summarily rejected. In any case, none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Consulate.
- 15 The tendering authority (Consulate) reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has submitted bid.
- 16 Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.
- 17 The rates quoted by the service provider shall be deemed to include all taxes and duties etc. as applicable. Liability, if any, towards staff and employees from principal employer's end shall be deemed to be included in the offer.
- 18 Validation of Contract: The contract shall be valid till the final supply is made and furnishing of certification of completion of supply by the Consulate General of India Dubai. The Consulate will have the right to review or cancel contract at any stage of execution with 30 days of notice.
- 19 Performance/Service Guarantee: The successful bidder is required to submit 5% of the contract amount as Performance Guarantee before the commencement order is given and within 10 days before signing the final contract. The EMD of the successful bidder may be adjusted in the Performance Guarantee by

depositing the difference in amount of Performance Guarantee or alternatively EMD could be refunded by taking a fresh Guarantee. The Guarantee shall remain valid for six months.

The guarantee amount in full or part may be forfeited in the following cases:

- I. When the terms and conditions of the contract are breached.
- II. When the service provider fails to comply with minimum service levels agreed upon.
- III. Failure of the service provider to comply with statutory requirements shall constitute sufficient grounds for annulment of the award and forfeiture of service guarantee.

Notice with reasonable time will be given to *Service Provider* in case of forfeiture of Performance Guarantee.

The Guarantee shall be valid for additional 180 days and shall be refunded after successful completion of contract period provided there is no breach of contract. No interest shall be paid on the Service Guarantee.

20. Other conditions: The service provider shall ensure that all compliances governing the supply of equipment are met under this contract.

The service provider shall assign personnel of appropriate qualification and experience to perform and fulfill its obligation under this tender. The service provider shall take commercially reasonable steps to ensure the staff members performing services under this tender are qualified and suitable to perform such services. The service provider is obliged to replace, without unreasonable delay and at no cost to the Consulate, any personnel whom the Consulate considers lacking the necessary competence or with whom the Consulate finds it difficult to collaborate.

The service provider shall ensure that all employees assigned by them to perform development of the services are employees of the service provider and that under no circumstances shall the relationship of employer and employee be deemed to arise between the Consulate and the service provider's personnel.

The service provider must know and follow their duties related to safety for all personnel.

The service provider should ensure that proper qualified/trained/licensed personnel carry out the jobs and that proper supervision is done for all jobs. All workmen of the service provider must have valid identification cards before the entry into Consulate is allowed for delivery and related work during duty hours.

21. Taxes and Duties: The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. The Consulate will entertain no extra claim on this amount at any stage of execution of work. In case of any variations in the taxes, the same shall be charged after producing the Government notification.

Terms of Payment: The payments shall be made in two parts i.e 1st after 30 days of complete commissioning of all the equipment and 2nd after 45 days or as agreed by both the parties under the contract of supply of items.

General Instructions for Compliance

The tenders should be submitted in three sealed covers – First cover/sealed containing *EMD or Bid Securing Declaration*, the *second* sealed cover should be superscribed “Technical Bid” and *third* sealed cover superscribed “Financial Bid”. All three sealed covers should be placed in a large sealed envelope superscribed “Tender for supply of computers/printers/scanners and related peripherals” and addressed to ‘Head of Chancery, Consulate General of India, Al Hamriya, Diplomatic Enclave, P.O. Box No.737, Dubai, UAE’.

The ‘Technical Bid’ should contain – (a) The requisite information duly filled in as per Proforma at Annexure-I; (b) Agency profile including previous experience of business with other clients / Government Departments; (c) All other required documents. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.

The tender forms shall be filled in ink or typed. No tender filled in pencil will be considered. The tender shall be signed, dated and witness in all places provided for in the documents. All corrections/deletions/scoring out/over writing shall be initialed. Any correction made in the tender documents by the bidder shall be made in ink only and not by using correcting fluid, and should duly be authenticated. Every page of the tender shall be initialed by the bidder, and submitted back as a token of accepting the laid down terms and condition. The bidder shall sign all schedule forming part of the tender.

Late Bids: The bidders are advised, in their own interest, to ensure that the tender document reaches the Consulate well before the closing date and time of the bid submission. Any bid received after the deadline shall be rejected and returned unopened.

Modifications and withdrawals: No documents may be modified after submission. In case of any changes the bidder may write the corrections and send the same and it is at the discretion of the tender inviting authority to accept the same or reject it, and no changes shall be accepted once the bids are opened. In case of withdrawal, the bidder will lose his Earnest Money Deposit.

Technical specifications of products and related details

S.No.	Item	Model & specification	Quantity required
1	Desktop / monitor	Intel Core i5 minimum 4170 3.7 Ghz, 500GB / 1 TB SATA HDD 7200 rpm; 16 GB RAM DDR3 1600 Mhz; Keyboard/Mouse/DVD RW; Minimum 8 USB Port; Windows 10 Professional (64 bit) Chassis : Small Form Factor (SFF) Chassis; Display (minimum) : 1 x 21.5” WTFT (1366 x 768, VGA only, HDMI, LED) with IE 11.0 or above	27 (Twenty seven)
2.	Laser Printer Mono	Samsung Laser Printer SL-M3320ND/XIP, HP or equivalent (This is minimum configuration)	6 (Six)
3.	Document Scanner	Fujitsu Scanpartner 30F (High Duty Scanner) or Fujitsu Image Scanner FI-7240	5 (Five)
4.	Barcode Reader	Unitech MS250 Scanners USB I/F or Symbol LS2208/LI2208 or other compatible model	27 (Twenty seven)
5.	Licensed Software	Adobe Acrobat 9 Standard	2 (Two)

Bids Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date _____

Signatures_____

[Letter head of the Company]

I/We, _____, Representative(s) of
M/s. _____ solemnly declare that:-

- Myself or my partners do not have any relative working in any office of Consulate General of India, Dubai.
- I/We Company have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.

[Signature(s) of the Tenderer with Date & Seal]

Performance / Service Guarantee Format

To:
Consulate General of India
Dubai.

WHEREAS ----- (Name of the Service Provider) herein called "the Bidder" has undertaken, in pursuance of Contract No. _____ dated _____ to supply computers/printers and related peripherals hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with our performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee.

THEREFORE We hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of _____ (Amount of the Guarantee in Words and Figures 5% of invoice) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of _____ (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____, **20**__

(Signature and Seal of Guarantors)

Date :
Address :

Part-I : Technical Bid**Bidder's description format summary**

Name of the Bidding Firm	
Name of Partner(s) & Nationality	
Name of the Authorized Signatory Nationality Passport No.	
E Mail ID	
Telephone No.	
Fax No.	
Year of Incorporation	
Registration No.	
Service tax no.	
Registered Office & Address	
Branch offices in UAE (with address and Contact details) if any	
Total turnover in the <i>last five</i> financial years	
Total Staff Strength <i>with Nationality of Employee</i>	
Total Technical staff percentage	

Bidder information – More detailed information on the following aspect may be given in typed form.

- **Business background**

- How many years has your firm been in business? How many years under its present business name?
- Attach a current organizational chart and include the total number of employees in your firm by various locations.

- **Claims and Suits (Explain any “Yes” answers)**

- Has your firm, its subsidiaries or its parent companies, ever filed for bankruptcy?
- Has your firm ever failed to complete work awarded to it?
- Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers?
- Has your firm filed any lawsuits or requested arbitration with regard to any contract(s) within the last five years?

- **Financial Information**

- Please provide copies of your firm's audited financial statements (income statement, balance sheet, cash flow statements) for the last 3 years.
- How long has your company been providing the services outlined in this Tender? Please list contact names and phone number for three (3) companies with which you have entered into facilities/property management contracts, and include a brief description of the scope covered under each.
- Please list your top five (5) customers and indicate what % of your business they represent.
- Who are your bankers?

Part-II: Financial Bid

Consulate General of India, Dubai

REQUEST FOR PROPOSAL(TENDER)

SUPPLY OF COMPUTERS/PRINTERS / SCANNERS & RELATED PERIPHERALS

FOR

CONSULATE BUILDING OF CGI, DUBAI

PART 2 – Financial Bid

To:

Head of Chancery

Consulate General of India

Al Hamriya, Diplomatic Enclave,

P.O. Box No. 737

Dubai, U.A.E.

PHONE NO: 00971 4 3971222, 3971333

Dear Sir,

Sub: Financial Bid for supply of computers, printers and related peripherals to CGI, Dubai building

I/We are submitting tender for the Maintenance of CGI, Dubai building work against Tender Notice No.Duba/Prop/885/06/2018 dated 26.11.2018.

As part of the Bid, we hereby submit an offer AED.....(In Words.....) towards supply of computers, printers and other equipment as mentioned in the tender notice. The above is inclusive of all the applicable taxes; fees, as per regulations.

We have read these conditions carefully and will comply strictly. We agree to bind by this offer if we are selected as the preferred bidder.

If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.

We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature,

If any information or document submitted is found to be false/incorrect, Consulate may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for feature of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

NOTE: All the above work will conform to Dubai Municipality Norms.

The C.R. number of the company registered with Dubai Chamber of Commerce is

For and on Behalf of:

Signature (Authorized Signatory)/Designation

DATES TO REMEMBER

Sl. No.	Events	Date
1.	Notice Inviting Tender	26-11-2018
2.	Last Date of Tender Submission	18-12-2018
4.	Opening of Technical Bids	19-12-2018
5.	Opening of Financial Bids (of only those who qualifies in the minimum eligibility criteria)	19-12-2018