

Embassy of India  
Belgrade

\*\*\*

No. Bel/885/03/218

11 September 2020

**NOTICE INVITING TENDER**

**Subject: Procurement of 02 Desktop (Single Monitor), 01 Laser Printer Mono, 01 Document Scanner and 02 Barcode Reader.**

Embassy of India, Belgrade invites Tender under two bid system from registered and authorized firms/agencies for supply and installation of 02 (two) Desktop (Single Monitor), 01(one) Laser Printer Mono, 01(one) Document Scanner and 02(two) Barcode Reader to the Embassy of India, Belgrade as per the specifications given in the tender documents.

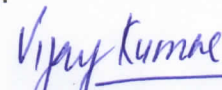
2 The tender document can be downloaded from Mission's website (<https://www.eoibelgrade.gov.in/>) and from CPP Portal: <https://eprocure.gov.in/epublish/app>. No fee for Tender Document will be charged.

3 The interested firms/agencies have to submit their tenders in two bid system i. e. (i) Technical Bid and (ii) Financial Bid. Bids are to be submitted to the Head of Chancery, Embassy of India, Belgrade at 7a, Djordja Radojlovica, Belgrade. All the necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical Bid in a sealed envelope. The Financial Bid must be submitted in a separate sealed envelope. No bid(s) will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

4 Bids can be submitted on any working day from 14 September – 05 October 2020 (from 0900 hrs to 1700 hrs).

5 The Technical Bids will be opened on 06 October 2020 at 1500 hrs by the Committee authorized by the Competent Authority of this Mission. The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date for opening of Financial Bids would be intimated to the respective bidders in due course.

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



(Vijay Kumar)

Head of Chancery

Embassy of India, Belgrade

Tel. No. +381-266520

Email id: [hoc.Belgrade@mea.gov.in](mailto:hoc.Belgrade@mea.gov.in)

**Embassy of India  
Belgrade  
(Serbia)**

**Tender document No. Bel/885/03/2018**

**Dated 14 September 2020**

**Tender Document for supply and installation of 02  
Desktop (Single Monitor), 01 Laser Printer Mono, 01  
Document Scanner and 02 Barcode Reader**

**Last date for submission of bids: 05 October 2020**



## SECTION I: INVITATION FOR BIDS (IFB)

1. The Embassy of India, Belgrade invites sealed bids from eligible bidders for supply of 02 Desktop (Single Monitor), 01 Laser Printer Mono, 01 Document Scanner and 02 Barcode Reader as per the following specifications for hardware and software: -

S. No.	Item	Model Specification	Quantity
1.	Desktop (Single Monitor)	Minimum Configuration: Intel Core i5 3.2 GHz, 9 MB Cache, 6 Core, 7 <sup>th</sup> Generation and above, HDD: 500GB SATA HDD 7200 rpm and above RAM: 8GB DDR3 1600 MHz RAM and above Key-Board and Mouse DVD RW:/ODD/OS Minimum 8 USB Port for connecting peripherals Win10 Professional with Warranty (64 bit) CHASSIS: Small form Factor (SFF) Chassis Display (minimum): 21.5" WTFT (1366x768), VGA only, HDMI, LED) with IE 11.0 or above	2
2.	Laser Printer Mono	Samsung Laser Printer SL-M3320ND/XIP, HP or Equivalent	1
3.	Document Scanner	Fujitsu Scan Partner 30F (Heavy Duty Scanner) OR Fujitsu Image Scanner fi-7240	1
4.	Barcode Reader	Unitech MS250 Scanners USB I/F/ Symbol LS2208/LI2208 or other compatible model	2

### 2. Two bid system:

The two-bid system will be followed for this tender. In this system, bidder must submit his offer as explained below:

Envelope No. 1: "Technical Bid" shall contain:

- Duly filled Technical Bid (Annexure I) with proper seal and signature of authorized person
- The bidder must submit plan/arrangement for installation and warranty services/after sale services to be provided at site.
- Detailed technical specifications make & model, part number and compliance to the Schedule of Requirement for which bid is submitted.
- Other related documents.

Envelope 2: "Financial Bid" shall contain:

Price Schedule complete in all respects with proper seal and signature of authorized person. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as "Envelope no. 1 - Technical Bid" and "Envelope no. 2 - Financial Bid". Both the sealed envelopes should be placed in a third larger envelope clearly mentioning "Technical Bid & Financial Bid" for supply of IT equipments and addressed to 'Head of Chancery, Embassy of India, Belgrade at 7a, Djordja Radojlovica, Belgrade.'

\*\*\*\*\*

☐ **Note 1:** Please write tender number on each envelope and seal all the envelopes.

☐ **Note 2:** Please do not put "Financial Bid" (prices quoted) in the technical bid envelope. If the price quoted is submitted with technical bid, the tender will be rejected.

3. **Crucial dates and time**

- a. Starting date for submission of bids: 14 September 2020 at 0900 hrs (Friday)
- b. Last date for submission of bids: 05 October 2020 up to 1700 hrs (Thursday)
- c. Technical bid will be opened on 06 October 2020 at 1500 hrs (Monday) at the following venue:

O/o Head of Chancery, Embassy of India, Belgrade at 7a, Djordja Radojlovica, Belgrade.

4. **Opening of Financial bids:**

- a. Technically accepted competitive bids ONLY will be considered for the opening of Financial Bids.
- b. The date and time for opening of Financial Bids will be intimated to the respective bidders in due course.
- c. Financial bids of the short-listed bidders only will be opened, in the presence of the bidders or their authorized representative, who choose to attend.
- d. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance sheet as a proof of having attended the financial bid opening.
- e. The bidder's name, bid prices, discounts and such other details considered as appropriate by the Embassy of India, Belgrade will be announced at the time of the opening of the bids.

## **SECTION II: INSTRUCTIONS TO BIDDERS (ITB)**

1. **Delivery period/Timelines**

The supply and installation must be completed within 02 weeks, after placement of purchase order.

2. **Location for the Supply and Installation**

The equipment covered by this document are required to be supplied and installed at the Embassy of India, Belgrade, 7a, Djordja Radojlovica, Belgrade.

3. **Order Placements and Release of Payment**

The Purchase Order and payment shall be processed by the Embassy.

4. **Amendment of Bidding Documents**

At any time prior to the deadline for submission of bids, the Embassy of India, Belgrade may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

5. **Period of validity of bids:**

- a. 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.
- b. The Embassy of India, Belgrade may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.



## 6. Submission of Bids:

The Bid shall be neatly arranged, plain and intelligible. Each page of the bid should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

## 7. Deadline for Submission of Bids:

- a. Bids must be submitted before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared a holiday for the Embassy of India, Belgrade, the bid closing deadline will stand extended to the next working day up to the same time.
- b. The Embassy of India, Belgrade may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified on the website of the Embassy of India, Belgrade.

## 8. Late Bids:

Any bid inadvertently received after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

## 9. Criteria for Award of Contract/Order:

- a. The Embassy of India, Belgrade shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated financial bid.
- b. The lowest price criteria shall be applied on the total.
- c. If more than one bidder happens to quote the same lowest price, the Embassy of India, Belgrade reserves the right to split the order and award the contract to more than one bidder.

## 10. Purchaser's Right to amend Scope of Supply:

If, for any unforeseen reasons, the Embassy of India, Belgrade is required to change the Scope of Supply, this change shall be acceptable to the bidder without change in the unit price quoted.

## 11. Interpretation of the clauses in the Tender Document

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, Embassy's interpretation of the clauses shall be final and binding on all parties.

\*\*\*\*\*

### SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

#### 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 RSD.

#### 2. Warranty:

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

#### 3. Penalty for delayed Services:

- a. The Embassy of India, Belgrade reserves the right to levy penalty @ of 0.5 % of order value per week of delay beyond the scheduled deliveries/execution of the order successfully, subject to maximum of 5% of the order value.
- b. The Embassy of India, Belgrade reserves the right to cancel the order in case the delay is more than 02 weeks.

#### 4. Force Majeure:

The Embassy of India, Belgrade may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

\*\*\*\*

**TECHNICAL BID SHEET**

**GENERAL DETAILS OF BIDDER**

NAME OF THE COMPANY :

NAME AND DESIGNATION OF  
AUTHORIZED REPRESENTATIVE:

COMMUNICATION ADDRESS :

PHONE NO./MOBILE NO. :

FAX E-MAIL I.D. :

WARRANTY PERIOD :

AVAILABILITY OF SPARE PARTS :

**PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE**

NAME OF THE CONTACT PERSON DESIGNATION

PHONE No

MOBILE No

E-MAIL ID

DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY  
(With ID proof/supporting documents)

1.

2.

3.

4.

5.

(Signature of Authorised Signatory)

Name:

Designation:



## **Annexure - II**

**Format for submitting the Price Schedule for supply and installation of 02 Desktop (Single Monitor), 01 Laser Printer Mono, 01 Document Scanner and 02 Barcode Reader to the Embassy of India, Belgrade.**

BID No Bel/885/03/2018

Date: .....

To,

Head of Chancery  
Embassy of India  
Belgrade  
Email: [hoc.belgrade@mea.gov.in](mailto:hoc.belgrade@mea.gov.in)

### **Price Schedule**

S. No.	Items (As per specifications mentioned in tender document)	Specification	Bid Quantity	Unit Price (in RSD)	Total Price (in RSD)
1	2	3	4	5	5
(i)	02 Desktop (Single Monitor)				
(ii)	01 Laser Printer Mono				
(iii)	01 Document Scanner				
(iv)	02 Barcode Reader				

Note: Bidder may also submit additional documents regarding item specifications/any other details.

Quoted price are mentioned in the above table for supply and installation of 02 Desktop (Single Monitor), 01 Laser Printer Mono, 01 Document Scanner and 02 Barcode Reader to the Embassy of India, Belgrade.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation: