

Berne/Com/202/5/2018
Embassy of India
Berne

27 February 2019

NOTICE INVITING QUOTATIONS

The Embassy of India to Switzerland, The Holy See and The Principality of Liechtenstein invites sealed offers/bids from reputed companies for providing office material (electronic and non electronic items) as mentioned below,

i) Electronic Items

Sr No	Item	Quantity	Technical Specification (approx)
1.	Laptop	1	Latest operating system (64 bit) & processing system with compatible Graphic card (GDDR5 SDRAM), 1 TB SSD, 4k ultra HD 3840,15.6 inches screen, DDR4 SDRAM & 1000GB SSD
2.	DVD-RW Drive	1	USB External DVD RW Drive (DVD), Reading format DVD,CDi, writing format DVD,CDi, buffer size 0.37MB, Hardware interface USB 2.0, Size(LXBXH) (138X144X14 mm), mass 200g
3.	TV	1	Smart TV, 4K HDR OLED TV with Dolby Vision, Acoustic Surface and high contrast ratio, Screen size (minimum) 55 inches, screen resolution 3840 X 2160 px, operating system Android, 50 W Speakers, connections: bluetooth, Wi-Fi Direct and WiFi
4.	Printer	1	Colour , Laser & LED with resolution 1200 X 2400 dpi, Print speed 18 PPM (monochrome and colour), 1 paper tray with capacity 165x, wireless internet access, WiFi 802.11bi, approx size (LXWXH) (541X567X533 cm) , Printing with ink economy
5.	Sound System	1	High Quality Sound System to be used for public events

ii) Non Electronic Items

Sr No	Item	Quantity	Technical Specification (approx)
6.	Display/ Storage Racks	2	Approx Size (LXBXH) 80 X 30 X 202 cms
7.	Literature Racks	2	Mobile brochure rack with 4 supports: polystyrene with internal reinforcement made of metal. Shelves:Polystyrene Angles in the angle (0 ° - 45 ° - 75 °) and in the height

			(every 20 mm) adjustable Circulation dimensions: Document format 240 x 320 mm, Usable dimensions: WxD 274 x 327 mm, stop edge: 40 mm 4 smooth running ball rollers
8.	Table (preferably Small)	1	Approx Size (LXBXH): 74 X 74 X 73 cm
9.	Material Transport Trolley	1	Approx Size LXBXH) 1065 x 665 x 956 mm, Platform size: 1000 x 600 mm, Max. load Capacity 350 kg, (trolley should be able to carry at least 10 display standees)

2. Mode of Submission

a. All bidders are requested to give their Technical bids and Financial bids in two separate envelopes (in hard copy, signed on each page in blue/black ink) to the Embassy of India, Berne on or before 17.00 pm on Thursday, 21 March 2019. The sealed cover should be addressed to the Head of Chancery, Embassy of India, Kirchenfeldstrasse 28, CH-3005 Berne. Detailed profile of the company needs to be attached with technical bid in sealed cover.

3. Tender Evaluation

a. The Sealed bids will be opened at 11.00 am on Friday, 22 March 2019, by Tender Evaluation committee of the Embassy of India, Berne. The vendor representative may send their representative at the time of opening of bids.

b. Financial Bid of those tenderer shall be opened who are technically qualified. Date for opening of Financial Bids shall be intimated to the tenderer, who are found to be technically qualified after evaluation in accordance with the prescribed criteria.

c. The Financial bid shall be opened in the presence of selected bidders or their representatives who wish to attend.

4. Other important criterion

a. The tenders received after the due date & time of submission shall not be entertained, and shall be returned to the Tenderer unopened

b. The acceptance of tender will rest with the Embassy of India, Berne, who does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason thereof. Incomplete Tenders or tenders not fulfilling the prescribed conditions are liable to be rejected.

c. The tenders shall be strictly as per the conditions of Embassy of India, Berne. Tenders with any additional condition(s) / modifications shall be rejected

d. The Embassy of India, Berne reserves the right to accept or reject any or all tenders in part or full without assigning any reason thereof.

- e. In case the conditions mentioned above are found violated at any time before opening of tenders the tender shall be summarily rejected
- f. The company/ firm shall only submit one proposal. If a company submits or participates in more than one proposal, such proposals shall be disqualified.
- g. The bid proposals, all related correspondence exchanged by the Company/ firm and the contract to be signed with the winning company shall be written in the English language
- h. Even though the applicant may satisfy the above requirements, he/she would be liable to disqualification, if he/she has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.

5. Confidentiality

- a. Information relating to evaluation of tenders and recommendations concerning awards shall not be disclosed to the firm/company who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of Contract.

6. Proposal Validity

- a. The firm /company's bid must remain valid for 180 days after the last date fixed for submission of tender including the extension(s) given, if any.

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7. Tender Availability

- a. Tender documents can also be downloaded from Embassy of India, Berne's website <http://www.indembassybern.gov.in> or at <https://eprocure.gov.in/>

8. Inquiry/ Clarification

- a. For any inquiry/ clarification please contact Mr. Prasanna Kamble by Email com1.berne@mea.gov.in or by phone +41 (0)31-350-1139.

9. Important Dates

- a. A detailed schedule of all important dates is as below,

Date & Time	Schedule
Wednesday, 27 February 2019, 14.00 pm	Release of Tender / Request for Proposal
Thursday, 21 March 2019, 17.00 pm	Last date of Bid Submission (Both Technical & Financial)
Friday, 22 March 2019, 11.00 am	Opening of Technical Bids
Friday, 22 March 2019, 14.00 pm	Opening of Financial Bids
Friday, 22 March 2019, 17.00 pm	Award of Contract / Issue of Purchase Order
