



भारत का राजदूतावास, बर्न

**EMBASSY OF INDIA**

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Bern/Admn/122/02/2019

Dated:- 10 May, 2019

**NOTICE INVITING QUOTATIONS**

The Embassy of India, Berne invites sealed cover quotations for supply of following items on hiring basis and also for set up of control rooms for five days in the month of September, 2019. Tenders are hereby invited from reputed companies based in Switzerland and having relevant experience.

**2. Scope of work :**

S. No.	Item	No.
1.	Desktop Computers	20
2.	Computer Printers	20
3.	Fax machines	4
4.	Whiteboard with marker and magnets	2
5.	Photocopier machines	4
6.	Shredders	3
7.	Lap Tops	5
8.	Wi-fi dongles with SIM cards	20
9.	Mobile Phone with SIM Cards	80
10.	Wi-fi Hotspots with SIM cards	10
11.	Scanners	2
12.	Technician for 24 x 7 service for trouble shooting for 4 days	1

*(All computers/laptops should have Hindi typing enabled through installation and enabling of "Google Input tools on Windows". All computers/laptops should have Windows/MS Office & PDF installed)*

**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 Monday 10 June, 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.

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### **3. Tender Evaluation**

a. The sealed bids will be opened at 11.00 am on Thursday, 13 June, 2019, by Tender Evaluation committee of the Embassy of India, Berne. The vendor may send their representative at the time of opening of bids. Based on the evaluation for fulfilling the criteria, the financial bids of only the short-listed agencies would be opened. The authority reserves the right at its sole discretion to seek whatever information, documents etc. from the bidders, as it may consider necessary for the purpose of evaluation of the bids.

b. Financial Bids of only those bidders who qualify and are short listed on evaluation of their Technical Bids would be opened. The date and time of opening of Financial Bids would be intimated in advance to the bidders who have qualified in the Technical Bid evaluation, and their authorized representatives only would be permitted to participate in the opening of the Financial bids.

### **4. Other important criterion**

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

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

c. The bids shall be strictly as per the conditions of Embassy of India, Berne. Bids 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 bids 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 bids, 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 bids 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.

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**6. Proposal Validity**

a. The firm /company's bid must remain valid for 6 months from the closing date for submission of bids.

**7. Inquiry/ Clarification**

a. For any inquiry/ clarification please contact Mr. Amit Gupta, Attache (Admn) by Email [admn.berne@mea.gov.in](mailto:admn.berne@mea.gov.in) or by phone +41 (0)31-350-1138



(Roshni Thomson)  
Second Secretary (HOC)