



सत्यमेव जयते

**High Commission of India to Belize, Mexico City
(Ministry of External Affairs)**

**TENDER DOCUMENT
FOR
SUPPLY OF 415 DESKTOP COMPUTERS and 40 UPS TO BELIZE**

***High Commission of India to Belize, Mexico City*
Musset 325, Col. Polanco
Miguel Hidalgo
Mexico City - 11550**

**High Commission of India to Belize, Mexico City
Musset 325, Col. Polanco
Miguel Hidalgo, CP 11550
Mexico City**

12 Dec, 2019

No- MEX/P/105/5/2018

E-Notice Inviting Tender

Subject - Tender for supply of 415 Desktop Computers and 40 UPS to be donated to Belize

High Commission of India to Belize, Mexico City invites sealed tenders for the supply of desktop computers and UPS to be donated by the Government of India to the Government of Belize as per following details:

Name of Work	Quantity	Earnest money	Pre-Bid Conference	Last date and time of submission of tenders	Date and time of opening of bids
Supply of desktop computer and UPSs to Belize	415 computers and 40 UPS	Rs. 5 Lakhs	January 20, 2020 at 1530 hours (Central Daylight Time, Mexico)	January 29, 2020 up to 1500 hrs. (Central Daylight Time, Mexico)	January 30, 2020 at 1530 hrs. (Central Daylight Time, Mexico)

Details and Specifications of Computers and UPS:

Category	Broad Specifications	Units required
<i>Desktop Computers</i>	<i>Attached as in Annexure I</i>	<i>415 units</i>
<i>UPS (Surge protector)</i>	<i>500Watt - 120V</i>	<i>40 units</i>

2. Process of submission of bids

- a) The tender document can be downloaded from MEA website www.mea.gov.in or Central Public Procurement Portal www.eprocure.gov.in or from the website of Embassy of India, Mexico City at www.indiainmexico.gov.in.
- b) Tenders completed in all respects may be submitted with US (LAC-I), Jawaharlal Nehru Bhavan, 23-D, Janpath, New Delhi-110011 or the High Commission of India to Belize, Musset 325, Polanco, Miguel Hidalgo, Mexico City CP 11550. Bids submitted at any other place will not be considered. The last date of submission of bids is January 29, 2020 upto 1500 hours. The bids shall be opened on January 30, 2020 at 1530 hours in High Commission of India to Belize, Mexico City.

- c) The tender complete in all respect along with enclosures may be submitted in sealed envelope, which shall be super scribed as “BID : TENDER FOR SUPPLY OF DESKTOP COMPUTERS TO BELIZE -2020”. The bid validity will be 180 days from the date of techno-commercial bid opening. Bids valid for the lesser period will be liable for rejection.
- d) **Documents to be submitted** – Annexure A as provided with the tender document completed duly.
- e) Any clarification regarding the tender documents may be sought from Economic and Commercial Wing, High Commission of India to Belize – Mexico City, Musset 325, Col. Polanco, Miguel Hidalgo, Mexico City, com.mexico@mea.gov.in Phone -00521-55-5531-1050).
- f) The tender documents should be signed by the owner of the Company or his authorized signatory.
- g) The original hard copy of Earnest Money Deposit (EMD) of Rs. 5,00,000/- in the form of a Bank Guarantee valid for a period of 225 days from the date of technical bid opening is required to be submitted in a sealed envelope superscribed “Tender for supply of desktop computers to be donated to Belize -2020”, on or before the closing date and time of submission of bids to US(LAC-I), Room no. 3115, Jawaharlal Nehru Bhawan, 23-D, Janpath, New-Delhi -110011 or the Embassy of India in Mexico, Musset 325, Polanco, Miguel Hidalgo, Mexico City, failing which the bid will not be considered.
- h) The Ministry of External Affairs reserves the right to accept or reject any/ all bids without assigning any reason whatsoever.

Terms and conditions:

1. Authorized dealers or Manufacturers of desktop computers in India with ten years experience in this field are eligible to participate and shall be registered with the Government under appropriate law or act. (Either the Indian dealer on behalf of the Principal/OEM or the Principal/ OEM itself can bid but both cannot bid simultaneously in this case. If a dealer submits bid on behalf of one Principal/OEM, the same dealer should not submit a bid on behalf of another Principal/OEM.)
2. Successful bidder has to deposit performance guarantee equal to 10% of the tendered cost at the time of award of work.
3. Time period for delivery of the computers and UPS in Belize City is 150 days from the date of the award of work. This time period is not extendable. Delivery is to be made to Ministry of Education, Culture, youth and Sports Office, #95 Albert Street, Belize City.
4. The bid document can be downloaded from MEA website www.mea.gov.in or Central Public Procurement Portal www.eprocure.gov.in or from the website of High Commission of India to Belize to Mexico and High Commission of India to Belize at www.indiainmexico.gov.in.
5. The Ministry may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document. Any amendment in the bidding document, at any time prior to the deadline for submission of bids, shall be uploaded as “corrigendum” on the Ministry of External Affairs’ website : www.mea.gov.in and Central Public Procurement Portal Website :

<http://eprocure.gov.in/eprocure/app>. Such amendments/modifications shall be binding on all prospective bidders.

6. The Ministry, may in its discretion extend the last date for submission of the bids and such extension shall be binding on all the Bidders.
7. **Pre bid conference:** A Pre bid conference for queries and clarifications on the tender document will be held on *January 20, 2020 at 1530 Hrs*(Central Daylight Time, Mexico) *by teleconferencing at Meeting room, High Commission of India to Belize Mexico City, Musset 325, Col. Polanco, Mexico City. Due to technical reasons, Bidders willing to attend the pre-bid conference are requested to convey their contact details to the High Commission latest by 1100 hrs on **January 15, 2020** so that necessary arrangements could be made. Details are to be conveyed through email to com.mexico@mea.gov.in or hoc.mexico@mea.gov.in.*
8. All the Bidders are to bid for 415 units of desktop computers and 40 units of specified UPS.
9. The Bids will be opened on January 30, 2020 at 1530hrs.
10. The Ministry of External Affairs reserves the right to accept or reject any/ all bids without assigning any reason whatsoever.
11. Further information regarding amendments, corrigendum, extension of date, etc., if any, shall be posted on MEA website <http://www.mea.gov.in> , www.indiainmexico.gov.in or Central Procurement Portal <http://eprocure.gov.in>.

Second Secretary (Eco. & Com.)
High Commission of India to Belize, Mexico City

INSTRUCTIONS TO BIDDERS

1. **Scope of the work in this tender:** Supply and delivery of 415 units of Desktop computers and 40 units of UPS to be delivered at Belize City.
2. **Eligibility:** Authorized dealers or Manufacturers of computers in India or Belize with ten years' experience in this field are eligible to participate. (Either the Indian dealer on behalf of the Principal/OEM or the Principal/ Original Equipment Manufacturer (OEM) itself can bid but both cannot bid simultaneously in this case. If a dealer submits bid on behalf of one Principal/OEM, the same dealer should not submit a bid on behalf of another Principal/OEM.)
3. The bidder should have completed one similar work costing not less than Rs. 80 lakhs, or two similar works costing not less than Rs. 60 lakhs or three similar works costing not less than Rs. 40 lakhs, in order to be eligible for this tender.
4. The average annual financial turnover for the last three financial years ending March 31, 2019 should be not less than Rs. 50 lakhs.
5. **Certificate:** All the documents comprising bid should be signed and sealed by the authorized signatory. The signatory of the bid should be authorized for signing the bid on behalf of by the bidding company/ firm.
6. **Clarification:** Prospective bidders can obtain any clarification regarding the bid document from the Ministry of External Affairs during the pre-bid conference.

7. **No. of bids per bidder:** Each bidder shall submit only one bid. A bidder who submits more than one bid shall be disqualified.
8. **Cost of bidding:** The bidder shall bear all the costs associated with the preparation and submission of bid and the Government of India shall in no case be responsible or liable to these costs.
9. **Amendment of bidding document:** Before the deadline for submission of bids, the Ministry of External Affairs may modify the bidding documents by issuing Addenda. Any Addendum thus issued shall be part of the Bidding Document and shall be communicated to all the bidders and published on the website. The bidders shall acknowledge receipt of each addendum in writing to the High Commission of India to Belize, Mexico City. To give bidders reasonable time in which to take an addendum in preparing their bids, the High Commission of India to Belize, Mexico City may extend as necessary the deadline for submission of bids.
10. **Language:** All documents relating to the bid shall be in English language.
11. **Earnest Money:** Each bid shall be accompanied by Earnest Money Deposit in the form of a Bank Guarantee valid for a period of 225 days from the date of technical bid opening. Bids received without the requisite EMD will be rejected and no further evaluation will be made. EMD shall be forfeited if a bidder withdraws from the tendering process after opening of technical bids OR a successful bidder considered for award of work refuses to submit the Performance Guarantee and sign the Agreement within the stipulated period given by High Commission of India to Belize, Mexico City. No interest will be paid on the EMD submitted by the bidders.
12. **Refund of Earnest Money:** Earnest Money Deposit of successful bidder shall be returned after submission of Performance Guarantee equal to 10% of the tendered cost of the project work from a scheduled bank registered in India or Belize at the time of award of work. Earnest Money Deposit of unsuccessful bidders shall be returned after completing the process of evaluation of bids.
13. The bidder shall sign and submit each page of tender document and no page of this document shall be removed by the bidder. The bidder submitting the bid shall accept all the terms and conditions of the tender.
14. High Commission of India to Belize, Mexico City reserves the right to reject or accept any bid without assigning any reason. Ministry of External Affairs reserves the right to reject or accept the bid of those bidders who refused to sign the agreement, on earlier occasions, after getting the Letter of Intent or Purchase Order.
15. Canvassing, whether directly or indirectly, in connection with the tender is strictly prohibited and the tender(s) submitted by the bidder(s) who resorted to canvassing will be liable for rejection.
16. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
17. The bidder should not be black listed by any Government entity in India.

TERMS & CONDITIONS

1. **Price:** The price shall be quoted excluding Indian Excise, Belizean Customs and their duties. *High Commission of India to Belize* shall issue necessary letter to the concerned tax authorities of India and Belize regarding exemption from taxes and duties. The supplier shall submit original invoice and details of the products to be supplied well in

advance to the Honorary Consulate of India in Belize and High Commission of India to Belize, Mexico City in order to obtain necessary tax exemption from the relevant authorities of Government of Belize.

2. **Currency:** All rates shall be quoted in Indian Rupees/USD/Belizean Dollars. For bid comparison, the prevailing SBI TT rate on the date of bid opening would be used.
3. **Performance Guarantee:** Successful bidder shall have to deposit Performance Guarantee equal to 10% of the contract value in the form of a bank guarantee from a scheduled bank registered in India or Belize valid for a period of one year from the date of award of work. The bank guarantee must be submitted within 10 days of signing of the agreement.
4. **Inspection by High Commission:** Government of Belize shall undertake physical inspection of the computers and UPS through its representatives before taking their delivery. This shall, however, not be treated as discharge of the responsibility of suppliers for pre-delivery inspection of the computers or UPS.
5. **Affixing of stickers/logos:** Laminated bilingual colored stickers in *English and Spanish languages* of an appropriate size, as indicated by the High Commission in due course, shall have to be affixed on each of the computers by the successful bidder. The cost of such stickers would be borne by the supplier.
6. **Delivery:** Successful bidder shall be required to deliver the 415 Desktop Computers and 40 UPS complete in all respects in ready to gift condition within 150 days from and including the date of the award of work. The period of delivery is not extendable.
7. **Liquidated Damages:** In the case of delay in delivery of computers/UPS, if any, the successful bidder shall be liable to pay a penalty of 1.0% of the value of supply order for each week of delay subject to maximum of 10% of the contract value, if delay is attributable on the part of the supplier.
8. **Payment:**
 - (i) 30% of the total cost (including clearing charges) shall be released on dispatch of the consignment on submission of documentary evidence.
 - (ii) 60% of the total cost shall be paid after successful delivery of 415 Desktop computers and 40 UPS to Belize, on submission of documentary evidence.
 - (iii) The remaining 10% of the total payment would be released on completion of satisfactory installation of the computers duly certified by competent authority.
9. **Warranty:** The supplier shall provide warranty of computers and UPS against manufacturing defects and free of cost post-sales service for a period of one year from the date of satisfactory delivery of the same in Belize. The supplier would also designate and convey the name of a suitable service provider in Belize for this purpose and ensure that the warranty/guarantee is strictly adhered to. This information about the proposed service provider should be supplied along with the bid.
10. **Refund of Performance Guarantee:** Performance Guarantee deposited by the supplier shall be released by High Commission of India to Belize, Mexico City on receipt of acknowledgment from the Government of Belize of satisfactory completion of work.
11. **Technical Specifications** of the computers and UPS provided in Annexures I shall prevail in any case of any dispute for technical specifications. **The bidder shall provide a certificate along with the bid that the offered product complies with all the technical specifications of this tender.**

12. **ARBITRATION:** If a dispute arises out of or in connection with the Supply of desktop computers and UPS in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the ICADR Arbitration Rules, 1996. The number of Arbitrators shall be three. Both parties will appoint one Arbitrator each. The third Arbitrator, as the presiding Arbitrator will be appointed by both the parties on mutual consent from the ICADR panel of Arbitrators. The International Centre for Alternative Dispute Resolution will provide administrative services in accordance with the ICADR Arbitration Rules, 1996. The Place of Arbitration shall be Delhi.

TECHNICAL SPECIFICATIONS TO BE MET IN ORDER TO BE ELIGIBLE TO BID

Specification for Desktop computers

1. Dell OptiPlex 3060 Small Form Factor BTX
2. 8GB 2666Mhz DDR4 UDIMM Non-ECC
3. Dell KB216 Wired Multimedia Keyboard English Black
4. Intel Integrated Graphics, Dell Optiplex
5. 3.5 Inch 500GB 7200rpm SATA Hard disk
6. Microsoft Office 30 days trial
7. Dell Digital Delivery Cirrus Client
8. Dell Client System Updates
9. Waves Maxx Audio
10. Dell Developed Recovery Environment
11. Software for OptiPlex Systems
12. Win 10 Pro 64 English, French, Spanish
13. OptiPlex 3060 Small Form Factor with 200W upto 85% efficient power supply
14. Dell MS116 Wired Mouse, black
15. Energy Star
16. ODD Bezel, Small Form Factor
17. 8x DVD +/-RW 9.5mm Optical disk drive
18. System Power cord (Philipine/TH/US)
19. Dell Limited Hardware Warranty Plus service
20. Onsite/inhome service remote diagnosis 1 year
21. TPM Enabled

Specification for UPS – 500W 120Voltage

BID FORM

1. Financial Specifications of the supply of computers and UPS complying with the technical specifications:

Sl. No.	Description of item	Quantity	Basic price, excluding taxes and duties, per unit (in Rs. Both in figures and in words)	Total price (in Rs. Both in figures and in words)
1.	<i>Desktop Computers as in Annexure A</i>	415 units		
2.	UPS (Power surge unit)	40 units		
2.	Clearing & forwarding charges	2 unit		
3.	Any other charges			
Total Composite Price	Rs.			

Evaluation shall be made on the basis of total composite price quoted by the bidder.

DRAFT AGREEMENT

THIS AGREEMENT is made on the day of between The President of India, represented by High Commission of India to Belize, Mexico City (hereinafter referred to as “**the Purchaser**”) of the one part and M/S (hereinafter called “**the Supplier**”) of the other part. **WHEREAS** the Purchaser is desirous of procurement of 415 desktop computers and 40 UPS for donating to the Government of Belize for use in semi rural schools in accordance with all the requirements as set out in the contract. **AND WHEREAS** the Supplier has submitted tender and the Purchaser has accepted the tender submitted by Supplier for the total amount of Rs. _____ (Rupees _____) towards the total price. The whole supply comprised in this Agreement shall be completed within 150 days from the date of agreement and maintenance service provided to maintain the computers in good order for the specified Warranty period from the date of supply to the High Commission in conformity in all respects with provisions of the agreement.

NOW THIS AGREEMENT WITNESSETH AS FOLLOW:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Terms and Conditions of agreement hereinafter referred to.
2. The agreement shall consist of this Form of Agreement, and the following documents, all of which by this reference are incorporated herein and shall form part thereof: a. Tender Press Notice b. Instructions to Bidders c. Terms and Conditions d. Bid Form e. Specifications (Annexure A) f. Letter of Intent Issued by the Purchaser g. Letter of Acceptance given by the Supplier h. Earnest Money Deposit and Performance Guarantee i. Explanatory notes, Addenda, Corrigenda, Amendments, correspondences done under this tender.
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies, the terms and conditions of the tender document shall be final.
4. In consideration of the payment to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Employer to deliver, complete and maintain the computers in conformity and in all respects with the provisions of the agreement.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the supply, delivery and maintenance, the price at the time and in the manner prescribed in the agreement.

IN WITNESS WHEREOF the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day month and year first above written.

Signed, Sealed and Delivered:

By the said
For and on behalf of the

By the said
For and on behalf of Ministry of External Affairs

(
M/s.....(Supplier))

(.....)
(Purchaser)

Witnesses:

1. _____
2. _____

1. _____
2. _____