

**HIGH COMMISSION OF INDIA**

**MAPUTO**

**\*\*\***

**Tender Document**

**For**

**Supply of 102 units of Desktop Computers, 23 Black and White Laser Printers (20 ppm, USB + Wireless and Inbox toner) and 2 Multi-function Ink-jet colour printers**

**To High Commission of India,**

**Maputo**

**Last Date for Submission of Bid: 09<sup>th</sup> March, 2022**

## Invitation for Bids

1. The High Commission of India, Maputo (henceforth referred to as the ‘Buyer’) invites sealed bids from eligible bidders for supply of One Hundred and Two (102) units of Desktop Computers, Twenty-Three (23) Black and White Laser Printers (Mono Laser Printer 20 ppm, USB + Wireless and Inbox toner) and Two (2) Multi-function Ink-jet colour printers with scanner, for the purpose of further donating the items to the Government of Mozambique.
  
2. Technical Specifications of for hardware and software of the aforesaid computers and printers to be supplied are as under:

<b>Desktop PC (Business/Commercial/Office) Configuration</b>	
Desktop Computers	
Processor	2.9 GHz
RAM	4 GB RAM
Hard disc	1 TB HDD & 7200 rpm SATA Hard Disc
Operating System	
Monitor	LED Monitor 18.5 inch
DVD	DVD Writer
Graphics	
MS Office	Office Software with USER license (Word, Excel, Power Point, Outlook) for at-least one year

<b>Black and White Laser Printers</b>	
Mono Laser Printer 20 ppm, USB + Wireless and Inbox toner	23
<b>Printers with Scanners</b>	
Multi-function Ink-jet colour printers - 15 ppm with scanner	2

### 3. Terms & Conditions for the Bidding Process

#### 3.1) Address for submitting Bids or seeking clarifications regarding this Tender document:

High Commission of India, Maputo  
Avenida Kenneth Kaunda, No. 167  
PO Box 4751  
Maputo, Mozambique  
Contact person: Mr. Rameshwar Bhakta, First Secretary & HOC  
Telephone: +258 21492437; E-mail: hoc.maputo@mea.gov.in

#### 3.2) Manner of depositing the Bids:

3.2.1.) **Sealed Bids** should be either handed over either physically at the Reception of the High Commission of India (HCI), Maputo or sent by Registered post to the above address. **Bids sent by FAX or e-mail will not be considered.**

3.2.2.) Bids should be prepared on the original memo / letter pad of the Bidder, furnishing, inter alia, details like VAT number, copy of Government licence letter, Bank account number (Local currency, Meticaís Account if applicable) and bank address etc. and complete postal & e-mail address of the Bidder.

3.2.3.) Two Bid System: The two-bid system will be followed for this tender. In this system, bidder must submit the offer in two separate sealed envelopes as follows:  
Envelope No. 1: Technical Bid  
Envelope No. 2: Financial Bid

Technical and Financial Bids should be prepared separately and submitted in two separate sealed envelopes, both of which should be further enclosed in a larger sealed envelope superscribed with the words “Bid for Supply of 102 computers and 25 printers”.

3.2.4.) The following documents shall form part of the bid:

- Tender Document (this document)
- Any Addenda to the Tender document issued by the Buyer
- Technical Bid
- Financial Bid
- Certificate of dealership attested by dealer with stamp

- 3.3) **Last Date for Submission of Bids:** The bid should reach the Buyer by **09<sup>th</sup> March, 2022**. Bids received after this date will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents.
- 3.4) **Bid Security Declaration:** The Bidder will furnish a Bid Security Declaration to the effect that if the bid is withdrawn or modified during period of validity or if after being awarded the contract the bidder fails to sign the contract, or to submit a performance security before the deadline defined in the request for bid document, the bidder will be suspended for a period of 180 days for contracts with High Commission of India in Maputo.
- 3.5) **Clarification regarding contents of the Tender Document:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
- 3.6) **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to the deadline prescribed for submission of bids. A scan copy of withdrawal notice may be sent by e-mail but it should be followed by an original signed confirmation copy of withdrawal notice to be sent by post or by hand physically and such signed confirmation should reach the Buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.
- 3.7) **Clarifications regarding contents of Bids:** During the evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of its bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
- 3.8) **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke rejection of bid. Conditional bids will be rejected.
- 3.9) **Validity of Bids:** The Bids should remain valid till (180 Days) from the last date of submission of the Bids.

- 3.10) **Cost of bidding:** The bidder shall bear all the costs associated with the preparation and submission of bid and the buyer shall not be responsible or liable for these costs.
- 3.11) **Amendment of bidding document:** The High Commission of India in Maputo, may amend the bidding document by issuing Addenda, before the deadline for submission of bids.
- 3.12) **Language:** All documents relating to the bid shall be in English language.
- 3.13) **Eligibility of bidder:** Only Mozambique and India-based authorized suppliers/dealers of computers and printers are eligible to participate in this tender. Indian suppliers/dealers would be eligible only when they have operations in Mozambique through registered partners. Further, the bidding companies should have minimum 3 years' experience of supply/ dealership of such items.

The following details of the bidders are required to be furnished as part of the Technical Bid by the respective bidders for the tender:

- (i) Status of the Vender/Supplier: Body corporate, Partnership firm or Proprietorship firm
- (ii) Bidders must submit copy of the certificate of incorporation, partnership deed etc
- (iii) Bidders must submit a Certificate from the Company/Partnership firm that the person signing the bid document is the authorized person of the firm
- (iv) Average Annual Financial Turnover: The bidders must have achieved average annual turnover of MZN 10 million during the last 3 years, ending 31<sup>st</sup> March of the previous financial year
- (v) Bidders must have successfully executed at least One purchase order/contract/agreements of the value of 80% of (Estimated Cost Put to Tender (ECPT)); or Two Purchase orders/contracts/agreements of the value of 50% of ECPT each; or Three purchase orders/contracts/agreements of the value of 40% of ECPT each for similar work during the last 3 years
- (vi) Bidders must submit a Data sheet of the OEM specifying the technical specifications of the Computer/Printer which should not be less than the specifications given in the technical specification.
- (vii) Bidders must submit a Bid Security Declaration as given in **Annexure "A"**

- (viii) Bidders must submit their Annual Accounts of the last three years (2018-19, 2019-20, and 2020-21)

Failure to submit the above documents by the bidders will lead to disqualification of the bid on technical grounds.

**3.14) Price details to be specified in Bid:**

The price shall be quoted CIF, Maputo port, including Customs and other Government duties or taxes, clearing and forwarding charges and any other charges of the consignment. All rates shall be quoted in Meticals in the proforma below:

S. No.	Description of the Items	No. of Units	Unit Price (in Meticals)	Total Amount (in Meticals)

**3.15) Evaluation of all bids and announcement of successful bidder:** The bid will be opened on **Friday 11<sup>th</sup> March, 2022** at 1100 hrs at High Commission of India in Maputo. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of representatives of any bidder. The name of successful bidder will be announced at the same time. If there is any doubt about the bid process, the concerned bidder should give his/her representation in writing on the same day. No such representation will be considered later.

**3.16) Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

3.16.1) All the Technical Bids will be opened first. Bids that are not compliant with the technical specifications of equipment and the eligibility conditions of the Tender document will be discarded.

3.16.2) The financial bids of those bidders who pass the Technical Bid evaluation will be opened next. The successful bidder will be decided on the basis of the lowest price quoted.

4. **Terms & Conditions after selection of successful bidder (henceforth ‘Supplier’)**

4.1) **Delivery Period:** The Supplier shall be required to supply and install the computers and printers within one month from the date of placement of purchase order including the date of the award of work. The period of delivery is not extendable. Buyer would be entitled to unilaterally cancel the Order in case items are not received within the stipulated delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer.

4.2) **Delivery delayed charges:** In case of delay in delivery of 102 computers and 25 printers (including two printers with scanners) by the stipulated date, the supplier shall be liable to pay delayed charges @ 0.1% of the value of supply order for each day of delay subject to a maximum of 10% of price of the consignment.

4.3) **Manufacturer’s Warranty:** The Supplier shall provide comprehensive onsite warranty, including parts and labor from the date of installation and commissioning for a minimum of one year throughout Maputo.

4.4) **Pre-delivery Inspection:** The Supplier shall conduct pre-delivery inspection of the computers, printers and scanners and remove all mechanical, electrical, and physical defects, if any, before delivering the consignment to the Buyer.

4.5) **Payment:** Payment for the consignment of computers, printers and scanners shall be made by the High Commission of India in Maputo in Meticals through a Millennium BIM Cheque in favour of the Supplier drawn on Millennium BIM bank, payable at Maputo, Mozambique. The payment will be released as per the following milestones:

<b>Instalment</b>	<b>Percentage</b>	<b>Milestones</b>
1	90%	Successful installation and commissioning as per contract document on certification of the High Commission of India in Maputo
2.	10%	Completion of warranty period or against submission of Bank Guarantee of equivalent amount from any bank valid for 60 days beyond the date of completion of the Warranty period.

4.6) **Performance Bank Guarantee (PBG):** The successful bidder will submit, within 30 days from receipt of supply order, a PBG equivalent to 3% of the order value. This Bank Guarantee should remain valid for 60 days beyond the date of completion of the Warranty period for the computers, printers and scanners.

\*\*\*\*\*

**Bid Security Declaration Form**

**Date:** \_\_\_\_\_ **Tender No.** \_\_\_\_\_

To : High Commission of India, Avenida Kenneth Kaunda, No. 167, PO Box 4751,  
Maputo, Mozambique

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding from any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (Insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Security Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

\*\*\*\*\*