

**No. MAP/230/8/2018**  
**HIGH COMMISSION OF INDIA**  
**Maputo**  
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**NOTICE INVITING TENDER**

High Commission of India, Maputo invites Tender under two bid system from registered and authorized firms/agencies for supply and installation of one hundred two (102) units of Desktop Computers, 23 Black and White Laser Printers and 2 Multi-function Ink-jet colour printers DCP-T500W with scanner to the High Commission of India, Avenida Kenneth Kaunda, No. 167, PO Box 4751, Maputo, Mozambique as per the specifications given in the tender documents.

2. The tender document can be downloaded from our websites <http://www.eprocure.gov.in> and <http://www.hcimaputo.gov.in>. 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}. Tenders are to be submitted to the Head of Chancery, High Commission of India, Avenida Kenneth Kaunda, No. 167, PO Box 4751, Maputo, Mozambique. 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. The Earnest Money Deposit (EMD) of Meticals 200,000/- (Meticals Two hundred thousand only) in the form of Account Payee Demand Draft (DD)/Pay Order (PO) drawn in favour of “High Commission of India, Maputo” is required to be enclosed with the Technical Bid. In case the EMD is not submitted, the bid shall not be considered and would summarily be rejected.

5. Bids can be submitted on any working day from 17.08.2021 to 07.09.2021 (from 0900 hrs to 1700 hrs).

6. The Technical Bids will be opened on 08<sup>th</sup> September 2021 at 1100 hrs by the Committee authorized by the Competent Authority of this High Commission at No. 167, Av, Kenneth Kaunda, No. 167. 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.

7. The High Commission of India, Maputo reserves the right to reject any or all the bids without assigning any reason and the decision of the High Commission shall be final and binding.

(Rameshwar Bhakta)  
Head of Chancery  
16<sup>th</sup> August 2021  
Tel No +258 21492437



**HIGH COMMISSION OF INDIA**  
*Av. Kenneth Kaunda, No.167, P.O. Box No.4751*  
*MAPUTO, MOZAMBIQUE*

[www.hcimaputo.gov.in](http://www.hcimaputo.gov.in)

Tender Document No:I

Dated 16<sup>th</sup> August 2021

Tender Document for supply of one hundred two (102) units of Desktop Computers, Black and White Laser Printers 23 (Brother HL01210w Mono Laser Printer 20 ppm, USB + Wireless and Inbox toner) and 2 Multi-function Ink-jet colour printers DCP-T500W with scanner to the High Commission of India, Maputo

Last date for submission of bids: 7<sup>th</sup> September 2021

## SECTION I: INVITATION FOR BIDS (IFB)

1. The High Commission of India, Maputo invites sealed bids from eligible bidders for supply of one hundred two (102) units of Desktop Computers, Black and White Laser Printers 23 (Brother HL01210w Mono Laser Printer 20 ppm, USB + Wireless and Inbox toner) and 2 Multi-function Ink-jet colour printers DCP-T500W with scanner as per the following specifications for hardware and software:-

<b>Desktop PC (Business/Commercial/Office) Configuration</b>	
Brand, Series and Name	3ZD13EA HP 290-Generation
Processor	Core i3/8100, 3.6 GHz
RAM	4 GB RAM
Hard disc	500 GB & 7200 rpm SATA Hard Disc
Operating System	Windows 10
Monitor	LED Monitor 18.5 inch
DVD	DVD Writer
Graphics	Intel Graphics 630
MS Office	MS Office 365 for at-least one year

### Contact information:

Mr. Rameshwar Bhakta  
Head of Chancery  
High Commission of India  
Maputo, Mozambique  
Email: [hoc.maputo@mea.gov.in](mailto:hoc.maputo@mea.gov.in)

### 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**

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

- a. A Demand Draft/Pay Order of Meticals 200,000/- (Mts Two hundred thousand only) towards Earnest Money Deposit (EMD).
- b. Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid submitted.
- c. Self attested copies of VAT Registration certificate and Trade License, as applicable.
- d. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association, as applicable.
- e. The bidder must submit plan/arrangement for installation and warranty services/after sale services to be provided at site.
- f. Detailed technical specifications make & model, part number and compliance to the Schedule of Requirement for which bid is submitted.
- g. The bidder should submit an undertaking to the effect that a Performance Bank Guarantee (PBG) of 10% of the order value will be submitted in case the High Commission of India, Maputo decides to place the Purchase Order with them.
- h. Other related documents.

**Envelope No. 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 102 Desktop Computers and 25 printers and addressed to **Head of Chancery, High Commission of India, Avenida Kenneth Kaunda, No. 167, PO Box 4751, Maputo, Mozambique.**

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.

**4. Crucial dates and time:**

- a. Starting date for submission of bids: 17<sup>th</sup> August 2021 at 0900 hrs
- b. Last date for submission of bids: 07<sup>th</sup> September 2021 till 1700 hrs
- c. Technical bid will be opened on 08<sup>th</sup> September 2021(Wednesday) at 1100 hrs at the following

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

**5. 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 High Commission of India, Maputo 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 one month, from the date of 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 different locations in Maputo as indicated by the High Commission of India

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

The Purchase Order and payment shall be processed by “Head of Chancery, High Commission of India, Maputo” as per the payment terms and conditions.

### **4. Amendment of Bidding Documents**

At any time prior to the deadline for submission of bids, The High Commission of India, Maputo, 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. Earnest Money Deposit (EMD)**

a. The tender documents must be accompanied by Earnest Money Deposit (EMD) of Meticals 200000/-, in the form of a Demand Draft (DD)/Pay Order (PO) drawn on any Nationalized Bank, in favour of “High Commission of India, Maputo”. The amount towards EMD is Mts 200,000 (Mts Two hundred thousand only) and should be submitted in the envelope containing Technical Bid. Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash/cheque/FDR/BG or any other form except DD/PO. **No interest shall be payable on EMD.**

b. The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of the placing of the final order on the selected bidder.

c. The successful bidder, on award of contract/order, must send the contract/order acceptance in writing, within 03 days of award of contract/order, failing which the EMD will be forfeited and the order will be placed to the next successful bidder.

**d. The EMD shall also be forfeited:**

- i. If the bidder withdraws the bid during the period of bid validity specified in the tender.
- ii. If the bidder fails to furnish the acceptance in writing, within 01 week of award of contract/order.
- iii. In case a successful bidder fails to furnish the Performance Bank Guarantee.

**6. Period of validity of bids:**

- a. Bids shall be valid for a minimum 180 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.

**7. Eligibility Criteria:**

The bidder must have successfully executed at least:

1. One purchase order/contract/agreement of the value of 80% of ECPT; or
2. Two purchase order/contract/agreement of the value of 50% of ECPT; or
3. Three purchase order/contract/agreement of the value of 50% of ECPT each similar work during last 3 years.

**8. 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.

**9. 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 High Commission of India, Maputo, the bid-closing deadline will stand extended to the next working day up to the same time.
- b. The High Commission of India, Maputo 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 High Commission of India, Maputo.

**10. Late Bids:**

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

**11. Criteria for Award of Contract/Order:**

- a. The High Commission of India, Maputo 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 High Commission of India, Maputo reserves **the right to split the order** and award the contract to more than one bidder.

**12. Purchaser's Right to amend Scope of Work:**

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

**13. 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, High Commission of India's interpretation of the clauses shall be final and binding on all parties.

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### **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 Section-IV of this document.
- c. All items are to be quoted in Mozambican currency, 'Meticals'. The prices quoted should be inclusive of freight, insurance, and packing.

#### **2. Performance Bank Guarantee (PBG):**

The successful bidder will be required to furnish the Performance Bank Guarantee in form of a Bank Guarantee of 10% (ten percent) amount of the Purchase Order value within 02 weeks of receipt of Purchase Order, as per the format attached to this document (Refer Annexure – I). This bank guarantee shall remain valid for 60 days beyond the date of completion of the Defect Liability Period / Warranty Period.

#### **3. Warranty:**

Minimum three (03) year on site comprehensive warranty including parts and labor from the date of Installation & Commissioning.

#### **4. Payments:**

The payment shall be released to the Contractor as per following payment milestones.

<b>Installment</b>	<b>%</b>	<b>Milestone</b>
1 <sup>st</sup>	70	Delivery of material and production of claim with supporting document.
2 <sup>nd</sup>	20	Successful installation & commissioning as per contract document on certification of High Commission of India, Maputo.
3 <sup>rd</sup>	30	Completion of warranty period or against submission of Bank Guarantee of equivalent amount from any bank valid for the entire period of warranty.

**5. Penalty for delayed Services:**

a. The High Commission of India, Maputo reserves the right to levy penalty @ of 1 % of order value per week of delay beyond the scheduled date of deliveries/execution of the order successfully, subject to maximum of 5% of the order value.

**6. Force Majeure:**

The High Commission of India, Maputo 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 a 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.

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**Section IV**

**Format for submitting the Price Schedule for supply of one hundred two (102) units of Desktop Computers, Black and White Laser Printers 23 (Brother HL01210w Mono Laser Printer 20 ppm, USB + Wireless and Inbox toner) and 2 Multi-function Ink-jet colour printers DCP-T500W with scanner**

BID No MAP/230/8/2018

Date:.....

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

**Price Schedule**

S. No	Item	Total Bid Quantity	Unit Price (in Meticals)	Total Price (in Meticals)

Note:

Above quoted price for supply of one hundred two (102) units of Desktop Computers, Black and White Laser Printers 23 (Brother HL01210w Mono Laser Printer 20 ppm, USB + Wireless and Inbox toner) and 2 Multi-function Ink-jet colour printers DCP-T500W with scanner is complete in all respect as per technical specifications and terms & conditions mentioned in the bid document.

Yours faithfully,

Name: .

(Signature of Authorized Signatory)  
Designation:  
Company seal:

**ANNEXURE 1 – PROFORMA OF BANK GUARANTEE  
(On non-judicial paper of appropriate value)**

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

**BANK GUARANTEE NO:**

DATE:

Dear Sir,

This has reference to the Purchase Order No. MAP/230/8/2018 dated \_\_\_\_\_ placed by the High Commission of India, Maputo to M/s (Name & Address of vendor) for supply of one hundred two (102) units of Desktop Computers, Black and White Laser Printers 23 (Brother HL01210w Mono Laser Printer 20 ppm, USB + Wireless and Inbox toner) and 2 Multi-function Ink-jet colour printers DCP-T500W with scanner to the High Commission of India, Maputo. The conditions of this order provide that the vendor shall,

1. Arrange to deliver the items listed in the said order to the consignee, as per details given in said order, and
2. Arrange to install and commission the items listed in said order at ....., Mozambique to the entire satisfaction of ....., Mozambique and
3. Arrange for the comprehensive warranty service support towards the items supplied by vendor on site in....., Mozambique, as per the warranty clause in said purchase order. M/s (Name of Vendor) has accepted the said purchase order with the terms and conditions stipulated therein and have agreed to issue the performance bank guarantee on their part, towards promises and assurance of their contractual obligations vide the purchase order No. MAP/8/2018 dated \_\_\_\_\_ M/s (name of vendor) holds a current account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

The High Commission of India, Maputo shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking of security

in respect of the supplier's obligations and /or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the supplier or the said contract or to grant time and or indulgence to the supplier or to reduce or to increase or otherwise vary the prices or the total contract value or to forebear from enforcement of all or any of the obligations of the supplier under the said contract and/or the remedies of the High Commission of India, Maputo under any security(ies) now, or hereafter held by the High Commission of India, Maputo and no such dealing(s) with the supplier or release or forbearance whatsoever shall have the effect of releasing the bank from its full liability of the High Commission of India, Maputo hereunder or of prejudicing right of the High Commission of India, Maputo against the bank.

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of the High Commission of India, Maputo and liabilities of the supplier arising upto and until date.....

Your right to recover the said sum of Meticals. \_\_\_\_\_ /- (Meticals \_\_\_\_\_ Only) from us in manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s and/or that any dispute or disputes are pending before any officer, tribunal or court or Arbitrator.

Our liability under this guarantee is restricted to Mts \_\_\_\_\_ (Meticals \_\_\_\_\_ Only) Our guarantee shall remain in force until unless a suit action to enforce a claim under guarantee is filed against us within six months from (which is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there. We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated.

We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated.

Notwithstanding anything contained herein:

- A. Our liability under this guarantee shall not exceed Mts.....(in words)
- B. This bank guarantee shall be valid up to.....& unless a suit for action to enforce a claim under guarantee is filed against us within six months from the date of expiry of guarantee. All your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there after i.e. after six months from the date of expiry of this Bank guarantee.
- C. We are liable to pay the guaranteed amount or any parts thereof under this bank guarantee only and only if you serve upon us a written claim or demand or before .....
- D. The Bank guarantee will expire on .....

Granted by the Bank

Yours faithfully,  
For (Name of Bank)  
SEAL OF THE BANK  
**Authorised Signatory**