



GOVERNMENT OF INDIA
HIGH COMMISSION OF INDIA, KUALA LUMPUR

No. Q/Prop/885/01/2020(Vol.III)

Dated: 01.02.2024

NOTICE INVITING LIMITED RE-TENDER
PROCUREMENT OF 14 (FOURTEEN) NOS. OF DESKTOP COMPUTER SETS
TO HIGH COMMISSION OF INDIA

High Commission of India, Kuala Lumpur invites bids from registered companies for supply of 14 (Fourteen) desktop computer sets with the following specifications:

- a) **Computer set (HP, RAM 8GB, Intel core i5 processor with pre-installed latest version of Microsoft windows, 250 GB HDD/SSD, 21 inches monitor, key board and mouse) : 13 nos.**
- b) **All-in-One PC (HP, RAM 8GB, Intel core i7 processor with pre-installed latest version of Microsoft windows, 250 GB HDD/SSD, 21 inches monitor, key board and mouse) : 01 no.**

2. Envelopes should indicate the name and address of the tenderer to identify the bid and to enable the bid to be returned unopened in case it is declared 'late' or 'rejected'. Offers received through Fax/E-mail or through open letter shall be ignored.

3. The Bids must be valid for 21 days.

4. Tender must specify number of days required to supply the above items after award of tender.

5. **SUBMISSION OF BIDS:** The bids should be submitted in two sealed envelopes (Envelop A "Technical Bid Documents", Envelop B – "Financial Bid Documents"). The two envelopes containing 'A' & 'B' must be duly superscripted with above titles and put in another sealed envelop superscripted with the title 'Supply of 12 desktop computer sets to High Commission of India'. Bids may be submitted in two different envelopes as per details given below:-

I. **TECHNICAL BID:**

The first sealed envelope (marked as **Envelope "A"** and superscripted as **Technical Bid**) should contain following documents regarding technical specifications of the company.

Sr. No.	Company's eligibility criteria	YES/NO	Remarks
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1.	Introduction and credentials of Tenderer including company profiles, etc.	YES/NO	Relevant documents may be submitted
2.	Company House registration	YES/NO	Proof of registration may be submitted
3.	SST registration	YES/NO	Proof of SST registration may be submitted
4.	Warranty of the equipment for at least 6 months	YES/NO	Must be mentioned in the technical bid.
5.	An undertaking that the company agrees to the terms and conditions of the Tender documents.	YES/NO	Signed undertaking may be submitted.

II. **FINANCIAL BID:** The second envelope (marked as **Envelope “B”** and superscripted as **Financial Bid**) should provide items-wise charges, in RM.

III. Both the sealed envelopes should be placed in the main sealed envelope superscripted **“Supply of 14 (Fourteen) Desktop Computer sets to High Commission of India”** addressed to the **HOC & Second Secretary, High Commission of India, Kuala Lumpur, Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak, 53000 Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia** and must reach High Commission of India before last date of submission of bids.

6. Important schedules and dates are as under:

S. No.	Key Events	Date/time
1.	Date of publication of tender	01.02.2024
2.	Bid Submission Start date	02.02.2024 (1130 hrs MYT, 0900 hrs IST)
3.	Bid Submission End Date	21.02.2024 (1330 hrs MYT, 1100 hrs IST)
4.	Date of Technical/Financial bid Opening	23.02.2024 (1630 hrs MYT, 1400 hrs IST)
5.	Venue for opening tender	High Commission of India, Kuala Lumpur, Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak, 53000 Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia

7. TERMS AND CONDITIONS:

The terms and conditions for Mission’s proposal are elaborated below. The prospective bidders may examine the terms and conditions carefully and submit their quotations if they feel confident that their firm/company can meet the desired requirements of high quality and time bound transportation.

- (a) The firm should have minimum 10 years experience in supplying to Government Offices/Institutions or dealing with computers. Documents in support to the same must be submitted with the quotation.
- (b) The validity of the quotations, i.e. rates quoted, should be valid for a period of two years from the dates of intimation / approval by High Commission of India, Kuala Lumpur
- (c) The firms should register with MSME and copy of the same must be submitted with the quotation. OEM Certificate should also be submitted with the quotations.
- (d) The bill of the firm will be settled only after confirmation that the computer sets supplied are received in good condition and are as per the specifications elaborated in this Notice Inviting Tender. It may be noted that in case, the instruments supplied by the company/firm are not as per desired specification or arrive in a broken condition, the responsibility and the cost of transportation of taking back the instruments from High Commission of India, Kuala Lumpur and for supplying new computer sets lies entirely with the company/firm supplying the musical instruments.
- (e) The costs and arrangement of transportation from the firm's warehouse to the High Commission of India, Kuala Lumpur has to be borne by the prospective company/firm supplying the computer sets. The amount for transportation should be shown separately in the quotations.
- (f) The quotations for the proposal shall have to be submitted through email to the undersigned at hoc.kl@mea.gov.in (and cc: property.kl@mea.gov.in). No physical copies of quotations shall be accepted at High Commission of India, Kuala Lumpur.
- (g) Necessary documents supporting the fulfillment of all terms and conditions as elaborated above need to be submitted by the prospective bidder company/firm along with the quotations.

8. Earnest Money Deposit/Bid Security Deposit:

The estimated cost of the scope of work mentioned in this tender document is RM 70,000/- equivalent to INR 12,60,000. The prospective bidders must submit Earnest Money Deposit/Bid Security Deposit of the amount of RM 2,100/- (equivalent to INR 37,800/-) in the form of Fixed Deposit Receipt or Bank guarantee from any of the Indian Commercial banks. The instrument should be valid for a period of at least forty five days beyond the final bid validity period. This Bid Security instrument has to be couriered/submitted in person by the company/firm to High Commission of India, Kuala Lumpur at their own cost.

OR

In place of Earnest Money Deposit, the prospective bidders may also submit Bid Security Declaration as per the undertaking in the enclosed format along with their quotation.

9. PERFORMANCE GUARANTEE:

At the time of award of contract, the companies shall be required to submit performance guarantee in the form of banker's cheque, bank draft or bank guarantee equal to 3% of the annual value of the contract. The Performance Guarantee shall remain valid for a period two months beyond the date of completion of all contractual obligations. This performance guarantee instrument has to be

couriered/submitted in person by the company/firm to High Commission of India, Kuala Lumpur at their own cost.

10. The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the High Commission of India, shall be final and binding



(N. Sivan)

Head of Chancery
High Commission of India,
Kuala Lumpur
01.02.2024

**Name of Work: - Procurement of 14 desktop computer by High Commission of India,
Kuala Lumpur.**

Declaration in lieu of Bid Security Amount

I, _____ on behalf of company
M/s _____ (name of Company) having office at
_____ hereby declares that my financial bid for the work
“Procurement of 14 desktop computers by High Commission of India, Kuala Lumpur shall remain valid
till 25 February 2023. I undertake that I will not withdraw or modify my bid till 25 February 2023 .

I also undertake that upon award of work, I will submit the Performance Guarantee as required
under the contract. I understand that in the event of not submitting the Performance Guarantee or if I
fail to execute the work, my company shall NOT be considered for any work in the High Commission of
India for a period of two years starting from the date of award of work.

(Signature with name and address)
Office Seal of the Company