

No. Kua/Prop/885/2/2018
High Commission of India
Kuala Lumpur

Date: 15 November 2018

NOTICE INVITING TENDER

Sealed quotations are invited from reputed and experienced companies/firms for supply of the following IT equipments to the High Commission of India, Kuala Lumpur.

2. SCOPE OF SUPPLY:

Sl.No.	Item Description	Model/ Minimum configuration*	Quantity
1.	Desktop (Single Monitor)	Intel Core i3 4170 3.7 GHz (preferred i5) 500 GB SATA HDD 7200 rpm RAM 8 GB DDR3 1600 MHz RAM Key Board & Mouse DVD RW/ ODD/OS Minimum 8 USB ports for connecting of peripherals Win 10 Professional with warranty (64bit) Chasses: Small Form Factor (SFF) Chasses Display (minimum): 1X21.5" WTFT (1366X768, VGA only, HDMI, LED) with IE 11.0 or above	8
2.	Laser Printer Mono	Samsung laser Printer SL-M3320ND/XIP- HP or equivalent	3
3.	Document Scanner	Fujitsu Image Scanner 30F (Heavy duty scanner) OR Fujitsu Image Scanner fi-7240	2
4.	Barcode Scanner	Unitech M5250 Scanners USB I/F/Symbol LS2208/LI2208 or other compatible mode	8
5.	Adobe Acrobat Reader 9	OEM/ Licensed	2

* The configurations given above are minimum requirements only based on system compatibility.

3. QUOTATIONS, CRITICAL DATES AND GENERAL CONDITIONS:

The High Commission of India shall follow single bid system i.e Techno-commercial bid. The bidder should submit the bid in an envelope superscribed as "Techno-commercial Bid' as the case may be. Both these envelopes should be kept in bigger envelope and this should be superscribed as "Bids for Garden Maintenance for the High Commission of India, Kuala Lumpur". The schedule for bidding will be as follows:

Tender issue date:	15.11.2018 at 1500 hrs.
Bid submission start date:	16.11.2018 at 1000 hrs.
Bid submission end date:	29.11.2018 at 1300 hrs.
Bid opening date:	29.11.2018 at 1500 hrs.

Bids should contain following documents along with the financial proposal:

- Experience of at least five years of executing works of similar nature. Relevant documents/certificates showing minimum experience should be submitted.
- List of establishments where the company is presently working.
- List of plant and machinery and employees of the company

Conditional offers shall not be accepted and shall be rejected summarily without assigning any reason.

The bid should be addressed to “Head of Chancery, HCI, Kuala Lumpur” in a sealed envelope and must reach undersigned on or before 23 November 2018 by 1300 hrs.

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 5% of the annual value of the contract. The Performance Guarantee shall remain valid for a period one month beyond the date of completion of all contractual obligations.

The High Commission of India reserves the right to reject any quotation or scrap the whole process without assigning any reason. No claim whatsoever in this regard shall be entertained.

Any clarification on this tender may be obtained from the Head of Chancery, HCI, Kuala Lumpur in person or by email at hoc.kl@mea.gov.in.

Sd/-
(Dr. Varun Jeph)
FS(Commerce)/Head of Chancery