

**Embassy of India
Brasilia**

Invitation to Bidders

Subject: Tender for supply and Installation of AC compressors at the Embassy

1. General Information:

Embassy of India, Brasilia, Brazil on behalf of the President of India invites tender in on Fixed Price Lumpsum basis for the above-mentioned work. The timeline of the tender process is given below:-

Tender Publishing Date	15 December 2020
Tender Document Downloading date	15 December 2020
Pre bid meeting date & time (on request)	17 December 2020 (1000 to 1700 hours)
Tender submission closing date and time	14 January 2021 at 1700 hours
Tender opening date and time	15 January 2021 at 1500 hours
Financial bid opening date and time	15 January 2021 at 1530 hours

2. Documents for Tender

The following documents are attached for submission of tender documents :-

Annexure A: Invitation and Instruction to Bidders

Annexure B: Eligibility Criteria

Annexure C: Terms and Conditions

Annexure D: Financial Bid

Annexure E: Scope of Work

3. Issue, Receipt and Opening of Tender Document

(i) Receipt of Tender Documents

The Tender documents, as mentioned above, may be obtained free of cost and may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also the official website of the Embassy of India, Brasilia at <http://www.eoibrasilia.gov.in/#documentaries>

(ii) Submission of Tender

(a) The Tender shall be submitted before 5.00 pm on or before January 14, 2021 at Embassy of India, Brasilia (at the address below):-

**Ms. Pushpa M. Tigga, Head of Chancery
Embassy of India, Brasilia
SES 805 Lote 24, Asa Sul
Brasilia, Distrito Federal
CEP – 70452-901, BRAZIL**

- (b) Any Tender received after this date and time will not be considered. Tender shall be opened on the January 15, 2021 at 3.00 PM.
- (c) The Tender shall remain valid for a period of One Hundred Eighty (180) days from the last date of submission or any extended period.
- (d) Mode of submission of Tender : The Tender shall be submitted in sealed envelopes as superscribed as **“Tender for supply and Installation of AC compressors at the Embassy”**

4. **Opening of Tender**

- (a) The tenders shall be opened in the Embassy of India, Brasilia office at the address given above. The bidders may send their representatives on the stipulated date for opening of tender.
- (b) After opening of tenders, the ‘Evaluation Committee’ of the Embassy will evaluate the tender documents, and the successful bidder shall be informed of about acceptance of the bid separately later.
- (c) A letter of ‘Award of Contract’ shall be issued to the successful bidder, whose bid is found to be lowest and whose bid has been finally accepted.

5. **Other information**

- (a) Embassy will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.
- (b) The tenderer, whose bid is accepted shall be issued a letter to ‘Award the Work’.
- (c) The Tenderer will also be required to sign the ‘Terms and Conditions’ of the agreement for Installation of AC units.

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Technical Eligibility Criteria

The bidder/supplier must fulfill the following eligibility criteria in order to be eligible for consideration of their bids. These criteria shall be taken in to account while evaluating their technical bids:-

1. The supplier must have a registered office or branch office located in Brazil. A certificate of registration of their office in Brazil should be enclosed.

OR

The bidder should have e-commerce facility and should be able to supply the such products at any address within Brazil.

2. The supplier must have a minimum **three years' experience** in supplying of similar products, including Air Conditioning units and related items.

3. The supplier should have its own bank account, as all payment under the contract shall be made by the Embassy either by bank transfer or by cheque only.

4. The supplier should follow local laws and should be registered with competent local authorities. In undertaking the work mentioned in this tender, Embassy shall not be responsible for any violation of local labour laws by the supplier.

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Terms and Conditions of the Contract

The terms and conditions for Tender for supply and Installation of AC compressors at the Embassy under the tender shall be as given below. The letter of 'Award of Work' shall be given to the successful bidder only after signing a contract with the Embassy with these terms and conditions:-

Contract Conditions.

1. The supplier should be capable of, and in possession of all resources required for the supply of AC compressors as per the specifications enlisted in scope of work at Annexure E.
2. Rates once presented shall be final and will not be allowed to change without prior approval.
3. The price to be quoted shall be inclusive of taxes and any other applicable charges; Embassy will not be liable to pay any charges other than the lumpsum charges quoted in the tender.
4. The tender process or the contract can be terminated at any time without any notice at the discretion of the Embassy of India, Brasilia.
5. **Company should provide at least one year warranty for repair/replacement of defective spare parts of the compressors after installation.**
6. The contractor will submit the bills to the administration section after completion of work.
7. Late submission of bill/invoices etc. shall not generate any extra charges on the Embassy

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Proforma of Financial Bid

(to be submitted on official letterhead of the bidder)

To

Ms. Pushpa M. Tigga, Head of Chancery
Embassy of India, Brasilia
SES 805 Lote 245, Asa Sul, 70452-901 Brasilia-DF

Gentlemen,

I/We, the undersigned, am/are willing to enter into a contract and provide services of 'Tender for supply and Installation of AC compressors at the Embassy' in full and in accordance with the requirement laid down by the Embassy and to the entire satisfaction of the Embassy.

1. Our rate contract for Tender for supply and Installation of AC compressors at the Embassy and its installation in the Embassy are given below:-

Description of services	Lumpsum price (Monthly in RS)
Tender for supply and Installation of AC compressors at the Embassy Units - Five (including cost of delivery at the Embassy of India office) (Details of the item proposed to be supplied) Make - Model - Specifications:	RS _____ Total _____

I/We, agree that this offer will remain valid for a period of 180 (One Hundred and Eighty) Days from the date of Opening of bids.

Date: _____ Name : _____

Place: Brasilia Signature : _____
Address : _____
Telephone : _____
Email : _____

Note : The person signing the financial bid should be competent to do so, and must submit a copy of documentary proof for the same.

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Scope of Work

Details of requirement of services/Technical specifications of items

The scope of work/technical specifications required for the AC compressors required to be procured by the Embassy are as follows:-

Make	:	LG
Model	:	LG MULT V III,
Series	:	ARUV160LT3 - 16 HP; ARUV140LT3 - 14 HP and ARUV200LT3 - 20 HP
Voltage	:	380 V3N
Frequency	:	60Hz
Refrigerant	:	R410A
Max Pressure:		5000kPA
Phase	:	3 Ohms
Capacity	:	133800 – 191100 Btu/h
Power	:	10900 – 15350 W
Current	:	18 – 25.35 A
Warranty	:	Atleast one year for repair/replacement of defective spare parts.