

**Embassy of India  
Brasilia**

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**Invitation to Bidders**

**Subject: Tender for Installation of Projector 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	10 January 2020
Tender Document Downloading date	10 January 2020
Pre bid meeting date & time (on request)	10-15 January, 2020 (1000 to 1700 hours)
Tender submission closing date and time	31 January 2020 at 1500 hours
Tender opening date and time	03 February 2020 at 1500 hours
Financial bid opening date and time	03 February 2020 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 / Details of Requirement of vehicles

**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 3.00 pm on or before January 17, 2020 at Embassy of India, Brasilia (at the address below):-

**Mr. Anand Prakash, 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 20, 2020 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 Projector”**

#### 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 Projector.

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**Subject: Tender for Supply of Office Furniture – Sofa, centre table and side tables.**

**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 Brasília. A certificate of registration of their office in Brasília should be enclosed.

OR

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

2. The supplier must have a minimum **three years' experience** in supplying of similar products, including sofa; side tables and centre table in Brasilia.

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 Installation of Projector 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 Projector 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. The contractor will submit the bills to the administration section after completion of work.
6. 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

**Mr. Anand Prakash, 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 'supply of Projector' 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 supply of projector and its installation in the Embassy are given below:-

Description of services	Lumpsum price (Monthly in RS)
<b>Supply/Installation of projector</b> <b>(including cost of delivery at the Embassy of India office)</b>  <b>(details of the item proposed to be supplied)</b> <b>Make -</b> <b>Model -</b> <b>Specifications:</b>	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 Projector required to be procured by the Embassy are as follows:-

#### **Projector**

<b>Projection System</b>	: 3LCD, 3-chip technology
<b>Resolution</b>	: 2,304,000 pixels (1920 x 1200) x 3
<b>Output</b>	: 5,500 lumens or higher
<b>Aspect Ratio</b>	: Supports 4:3, 16:9, 16:10
<b>Resize</b>	: 640 x 480, 800 x 600, 1280 x 1024, 1400 x 1050
<b>Lamp Type</b>	: 300 W UHE
<b>Size - projected distance</b>	: Minimum size : 50" Maximum size : 250" or higher