

**Embassy of India
Brasilia**

Invitation to Bidders

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

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	13 January 2020
Tender Document Downloading date	13 January 2020
Pre bid meeting date & time (on request)	13-18 January, 2020 (1000 to 1700 hours)
Tender submission closing date and time	3 February 2020 at 1500 hours
Tender opening date and time	4 February 2020 at 1500 hours
Financial bid opening date and time	4 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 February 3, 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 February 4, 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.

Mode of submission of Tender : The Tender shall be submitted in sealed envelopes as superscribed as **“Tender for Supply of Office Furniture – Sofa, Chairs, centre table and side tables”**

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 supply of sofa, Chairs, side tables and centre table.

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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 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 supply of office furniture 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 sofa, Chairs, centre table and side tables 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, Brasília.
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 to supply sofa, Chairs, centre table and side tables' 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 furniture(inclusive of delivery and installation charges) in the Embassy are given below:-

Description of services	Lumpsum price (Monthly in R\$)
Supply of two 3- seater Sofa	R\$ _____
Supply of one 2-seater sofa	R\$ _____
Supply of one centre table	R\$ _____
Supply of four side tables	R\$ _____
Supply of six leather/leatherite chairs	R\$ _____
(Photograph of the items proposed to be supplied are to be attached)	
	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 supply of above mentioned items are as follows:-

S. No.	Furniture item	Units to be bought	Specifications
1	SOFA		<u>Specifications: 100% leather chesterfield model made in durable solid wood (eucalyptus or tauari wood) with foam D-28 soft captones</u>
	Sofa three-seater	2 Units	Length of 3 seater sofa - 2.30m in length Depth of 3 seater sofa – 0.90m deep
	Sofa two-seater	1 Units	Length of 2 seater sofa – 1.75 m in length Depth of 2 seater sofa – 0.90m deep
2	Chairs	6 Units	Chairs with leather or leatherite upholstery with arm rest matching with the sofa set.
3	Centre Table	1 Units	Twin layer (1 shelf), made of MDF of 19 mm thickness with dimension 1m by 75cm with glass on top
4	Side Table	4 Units	Made of MDF of 19 mm thickness with dimension 30cm by 30cm with wooden top (matching in colour with the centre table)