

No. BRA/CH/881/01/2020  
भारत का राजदूतावास/Embassy of India  
ब्रासीलिया/Brasilia

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**NOTICE INVITING TENDER FOR SELECTION OF COMPANY FOR  
MAINTENANCE OF COMPUTERS AND COMPUTER RELATED PERIPHERALS  
IN THE EMBASSY OF INDIA, BRASILIA**

**INVITATION TO TENDER**

The President of India acting through the **Embassy of India in Brasilia** invites Lump-sum Fixed Price Tender for maintenance of the computer and computer related peripherals in the Embassy of India on **“Lump-sum Fixed Price basis”**. This tender shall be on the basis of following tender documents:

<b>Technical Bid Document:</b>	
Document – I	Invitation to Tender, Instructions to Bidders, Eligibility Criteria, Scope of Work, Introduction and Credentials of Bidder, Bid Security Declaration & Terms and Conditions of the contract.
<b>Financial Bid Document:</b>	
Document- II	Form of Tender (Lump sum price to be quoted on this form by Bidder)

1. The last date of submission of sealed bids is 1700 hrs on **3 October 2024** in the office of Mrs. Sunila Krishnan, Head of Chancery, Embassy of India, SES 805 Lote 24, Asa Sul, Brasilia, DF-70452-901 BRAZIL, Telephone No.: +55-61-98139 1513; email : [hoc.brasilia@mea.gov.in](mailto:hoc.brasilia@mea.gov.in). Technical will opened at 1500 hrs on **4 October 2024** & only the technical qualified companies, the Financial bids will be opened on 1600 hrs on **4 October 2024** in the Embassy of India, Brasilia. Any Tender received after this date and time will not be considered.

2. Applicants may send their representative to be present during opening of bids after obtaining prior permission from the Embassy of India, Brasilia.

3. The Tender shall remain valid for a period of One Hundred Eighty (180) days from the date of opening or till any extended period.

4. **Eligibility Criteria:** The tenderer must fulfill the eligibility criteria laid down in document titled 'Eligibility Criteria' annexed with the tender documents, so as to be eligible for consideration of their bids. These criteria shall be taken in to account while evaluating their technical bids

5. **Financial quote & variations:** The company shall quote their Lump-sum Fixed Price based as per the Scope of Work in the Proforma of Financial Bid attached along with the tender.

6. **Arbitration:**

6.1 If any dispute, difference or question at any time arises between the Mission and the Company in respect of the agreement signed which cannot be settled mutually or in case of termination, shall be referred to arbitration.

6.2 The arbitration proceedings will be conducted in accordance with and be sub-

ject to the UNCITRAL (United Nations commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties.

**6.3** The Arbitration will have its sittings in Embassy of India, Brasilia

**7. Rejection:** Embassy of India, Brasilia reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the applicants. Submission of false information/document shall render the bidder ineligible.

**8. Award of Work:** The financial bids opened in presence of the representatives of the company shall be further evaluated by the 'Tender Evaluation Committee'. 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.

[Sunila Krishnan]  
**Head of Chancery**  
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