

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

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

ELIGIBILITY CRITERIA

The tenderer must fulfill the following eligibility criteria in order to be eligible for consideration of their bids. The **Technical Eligibility Criteria documents are required to be submitted in English** along with Portuguese documents shall be taken in to account while evaluating their technical bids: -

- 1. Registered Office:** The tenderer must have a registered office or branch office located in Brasília. A certificate of registration of their office in Brasília should be enclosed. The tenderer should attach a copy of 'Certificate of Registration' of its company/firm along with bid documents.
- 2. Experience:** The tenderer must have a minimum three years' experience in executing similar projects in reputed office, preferably in Govt. offices, diplomatic missions, international organizations, MNCs or Public Sector enterprises in Brazil.
- 3. Similar Work:** The bidder should submit along with the bid document a certification from its clients regarding satisfactory in providing similar services during the last three years. The certificates should be from prominent organization(s) viz. Government offices, diplomatic Missions, international organizations, MNCs etc.
- 4. List of Clients:** The tenderer should provide a list of its clients to whom similar service is being provided or has been provided in last three years. The tenderer should also submit a certification from its clients regarding satisfactory performance in providing similar services during the last five years.
- 5. Bank Account:** The tenderer 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.
- 6. Blacklisted:** An undertaking from the tenderer on its official letter head stating that the firm has not been blacklisted by any Government Department, Diplomatic Mission, International Organization, MNCs or Public Sector enterprise.
- 7. Labour Laws:** The firm should follow Brazilian labor laws and should be registered with the competent labor authorities. The Embassy shall not be responsible for any violation of local labour laws during execution of the work envisaged under this tender.

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