

**Embassy of India
Moscow

Supply of Desktop Computers and Printers for Embassy of India, Moscow



TENDER NOTICE No. MOS/PROP/884/01/2024

Dated 23.02.2024

Last Date of Submission of Bid : 14.03.2024

(NOTICE INVITING E-TENDER)

No. MOS/PROP/884/01/2024

Date : **23.02.2024**

SUBJECT: Supply of Desktop Computers and Printers for Embassy of India, Moscow

Embassy of India, Moscow invites bids from established firms/company for Supply of Desktop Computers and Printers for Embassy of India, Moscow. The important dates are as under:-

TENDER NOTICE No. MOS/PROP/884/01/2024		Dated	23.02.2024
Important Dates			
Date of publishing	23.02.2024		
Bid Document Download Start Date	23.02.2024		
Clarification Start Date	26.02.2024		
Bid Submission Start Date (Offline by sealed envelope)	28.02.2024		
Pre-Bid Meeting	5.03.2024 (at 15.00 Hrs)		
Clarification End Date	10.03.2024		
Bid Submission End Date (Offline by sealed envelope)	14.03.2024 (till 17:00 hrs)		
Date of Technical Bid Opening at Embassy of India, Vorontsovo Polye 6-8, Moscow	15.03.2024 (at 11:00 hrs)		

2. Interested firms may submit their bids in **two bids system (Technical Bid and Financial Bid in separate sealed cover)** superscribed as '**Supply of Desktop Computers and Printers for Embassy of India, Moscow**'. The bids will also be accepted in online mode through Central Public Procurement (CPP) Portal. More information for submitting online bids on CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

3. The Competent Authority of the Embassy reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the competent authority of the Embassy shall be final and binding. This notice inviting tender/ e-tender is not an offer or an agreement by Embassy of India, Moscow.

(Naorem J Singh)
Counsellor (HOC)
Embassy of India, Moscow
Vorontsove polye 6-8
Moscow 105064

Email:- hoc.moscow@mea.gov.in

Embassy of India
Moscow

Date : 23.02.2024

Notice Inviting Tender

The Embassy of India, Moscow invites bids/offers from interested and reputed vendors/suppliers for supply of Desktop Computers and Printers to the Embassy at Vorontsovo Pole 6-8, Moscow, 105 064.

2. Scope of Work : The Embassy of India, Moscow invited bids/offers from eligible and interested vendors for supply of the following IT Equipment.

S. No.	Equipment	Quantity	Technical specifications	Preferred Model
1	CPU	6	Brand: HP / DELL OS: Windows 10/11 Processor: i5 12 th gen or above RAM: 8 GB or above (DDR4) Hard disk: 256 GB SSD or above DVD Writer : YES	HP ProDesk 400 G9 SFF
		3	Brand: HP / DELL OS: DOS / Windows 11 Processor: i3 12 th gen or above RAM: 8 GB or above (DDR4) Hard disk: 256 GB SSD or above. DVD Writer : YES	HP ProDesk SFF 290 G9
2	Monitor	9	Brand: HP / DELL Display size: 23.5" or above Panel technology: IPS	HP P24h G4 23.8" FHD
3	Printer	3	Brand : HP / Canon / Brother Type : Monochrome (Black & White) Multi Functional Printer Duplex Printing : YES Print Technology : Laser Automatic Document Feeder : YES Wi-Fi Option : No	HP Laserjet Pro MFP M227sdn
		2	Brand : HP / Canon / Brother Type : Color Multi Functional Printer Duplex Printing : YES Print Technology : Laser Automatic Document Feeder : YES Wi-Fi Option : No	HP Color Laserjet Pro MFP M283fdn
		2	Brand : HP / Canon / Brother Type : Monochrome Basic Printer Duplex Printing : YES Print Technology : Laser Wi-Fi Option : No	HP Laserjet M211d

3. Payment Schedule :

50% payment of the total value of the equipment will be paid before the supply of the equipment. The remaining 50% of the payment will be made on successful delivery of the equipment.

4. Eligibility Criteria :

a) **Legally Valid Entity:** The Bidder shall be registered with appropriate Russian Authority for the IT related services. The Bidder must have appropriate licenses and registrations from all relevant authorities. The proof for supporting the legal validity of the bidder shall be attached along with the technical bid.

b) **Experience:** The bidder shall have experience in supplying Computer Desktops and related equipments. Relevant Work Order/Agreement/completion certificate should be enclosed. The proof of relevant Work Orders / Completion Certificates may be attached with the technical bid.

5. Other terms and Conditions :

The delivery of the equipment should be done within a period of one week. The successful bidder is responsible for support for the warranty period. Any defect that develops during the warranty period shall be addressed by the vendor at no extra cost to the Embassy of India.

6. Pre-Bid Meeting :

Pre-bid meeting shall be held with the eligible and intending bidders in the main Chancery building in Embassy of India, Moscow at 1500 hours on 05.03.2023 to clear the doubts of intending bidders, if any. Bidders should send all their queries to the email ssmgmt.moscow@mea.gov.in. All modifications / addendums /corrigendum issued regarding this bidding process shall be uploaded on website only and shall not be published in any Newspaper.

7. Submission of Bids :

Interested Vendors / Suppliers are required to submit their offers/bids in two bid system { (I) Technical Bid and (II) Financial Bid } in sealed covers as per Annexure 'A' (Technical Bid) and Annexure 'B' (Financial Bid) in the letterhead of the company.

The tender shall be submitted in two sealed envelopes as described below :

1) Envelope 'A' - Technical Bid (Annexure A)

2) Envelope 'B' - Financial Bid (Annexure B)

The envelope should be superscribed as **“Supply of Desktop Computers and Printers for Embassy of India, Moscow”**. Also for Technical Bid, **Annexure 'A'** should be written on the

envelope and subsequently for Financial Bid, **Annexure 'B'** should be written on the envelope. The bids/offers should be valid for a period of three months from the date of opening of bids.

The sealed envelopes containing the bids/offers should be addressed to Mr. Naorem J. Singh, Head of Chancery, Embassy of India, Vorontsovo Pole 6-8, Moscow, 105 064 and should be handed over to the security in the Embassy latest by 14th March, 2024 (by 1700 hrs) .

8. Opening of Bids :

The Technical Bids (Envelope A) shall be opened on **15th March, 2024 at 1100 hrs at the Embassy of India, Vorontsovo Pole 6-8, Moscow** in the presence of Tender Evaluation Committee constituted by Competent Authority. The Representatives of all the bidding parties can be present at the time of the opening of the bids.

After evaluation of the Technical Bids, a list of qualified bidders will be prepared. The Financial Bid (Envelope 'B') will be opened on a subsequent date, which will be intimated to the shortlisted bidders by email.

The Financial Bids of only those bidders, who qualify at Technical Bid Stage, shall be opened by the Committee authorized for the purpose. Those bidders who qualify in the technical bid stage, will be intimated through email/phone about the date of opening of Financial Bids.

The work order shall be offered to the bidder who quoted the lowest price among the qualified bidders, by means of a contract, which will be signed with them.

9. Contact Details :

For any queries/clarifications, please contact the Embassy at the following address:

**Embassy of India,
Vorontsovo Pole 6-8,
Moscow, 105 064
Tel. No. +7(495) 783 75 35 /Ext. 278, 333)
E-mail: prop.moscow@mea.gov.in, ssmgmt.moscow@mea.gov.in**

10. The Embassy of India reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the Embassy shall be final and binding. This notice inviting bids is not an offer or an agreement by Embassy of India, Moscow.

(Naorem J. Singh)
Counsellor (HOC)
Embassy of India
Vorontsovo Pole 6-8
Moscow, 105064
Email: hoc.moscow@mea.gov.in

Technical Bid

ANNEXURE-A

S. No.	Equipment	Minimum Technical specifications	Preferred Model	Proposed Model	Minimum Technical specifications of Proposed Model	Compliance (Fully Compliant/Partially Compliant/ Compliant with minor deviations)
1	CPU	Brand: HP / DELL OS: Windows 10/11 Processor: i5 12 th gen or above RAM: 8 GB or above (DDR4) Hard disk: 256 GB SSD or Above DVD Writer : YES	HP 400 G9 SFF		Brand: OS: Processor: RAM: Hard disk: DVD Writer :	
		Brand: HP / DELL OS: DOS / Windows 11 Processor: i3 12 th gen or above RAM: 8 GB or above (DDR4) Hard disk: 256 GB SSD or above. DVD Writer : YES	HP Pro SFF 290 G9		Brand: OS: Processor: RAM: Hard disk: DVD Writer :	
2	Monitor	Brand: HP / DELL Display size: 23.5" or above Panel technology: IPS	HP P24h G4 23.8" FHD		Brand: Display size: Panel technology:	
3	Printer	Brand : HP / Canon / Brother Type : Pro MFP Monochrome (Black & White) Multi Functional Printer Duplex Printing : YES Print Technology : Laser Automatic Document Feeder : YES Wi-Fi Option : No	HP Color Laserjet M227sdn		Brand : Type : Duplex Printing : Print Technology : Automatic Document Feeder : Wi-Fi Option :	

	Brand : HP / Canon / Brother Type : Color Multi Functional Printer Duplex Printing : YES Print Technology : Laser Automatic Document Feeder : YES Wi-Fi Option : No	HP Color Laserjet Pro MFP M283fdn		Brand : Type : Duplex Printing : Print Technology : Automatic Document Feeder : Wi-Fi Option :	
	Brand : HP / Canon / Brother Type : Basic Printer Duplex Printing : YES Print Technology : Laser Wi-Fi Option : No	HP Laserjet M211d		Brand : Type : Duplex Printing : Print Technology : Wi-Fi Option :	

We understand that Embassy of India, Moscow reserves the right to accept / reject any / all bid (s) without assigning any explanation or reason whatsoever and the decision of Embassy of India, Moscow on the subject shall be final and binding on all bidders.

I/We have gone through the terms and conditions given in the bid document and agree with the same.

Signature of the authorized signatory of the Bidder with seal of the firm/company

Name: _____

Mob No. _____

Email id _____

Date: _____

Financial Bid

ANNEXURE-B

S. No.	Equipment	Quantity	Preferred Model	Proposed Model	Cost of one Item	Total Cost
1	CPU	6	HP 400 G9 SFF			
		3	HP Pro SFF 290 G9			
2	Monitor	9	HP P24h G4 23.8" FHD			
3	Printer	3	HP Laserjet Pro MFP M227fdn			
		2	HP Color Laserjet Pro MFP M283fdn			
		2	HP Laserjet M211d			
Grand Total						

We understand that Embassy of India, Moscow reserves the right to accept / reject any / all bid (s) without assigning any explanation or reason whatsoever and the decision of Embassy of India, Moscow on the subject shall be final and binding on all bidders.

I/We have gone through the terms and conditions given in the bid document and agree with the same.

Signature of the authorized signatory of the Bidder with seal of the firm/company

Name: _____

Mob No. _____

Email id _____

Date: _____