



No. SEO/ADM/885/2/2022  
Embassy of India  
Seoul

Dated: 17 October 2022

**TENDER NOTICE**

**Subject: Supply and installation of Computers, Monitor, Printers and Scanners at Embassy of India, 101, Dokseodong-ro-, Yongsan-gu, Seoul, Republic of Korea.**

Embassy of India, Seoul invites sealed quotations for supply and installation of Seven (7) Computers with 27" Monitors, Three (3) Mono printers and Two (2) Mono Printer-cum scanners at its Chancery building in Seoul as per specifications given in the Tender Document. Tender document can be obtained from the Administrative Wing, Embassy of India, Seoul between 9.30 AM and 5.00 p.m. on all working days w.e.f. 17 October, 2022. It may also be downloaded from the Mission's website <https://www.indembassyseoul.gov.in/tenders/> and from <http://www.eprocure.gov.in>. The sealed quotations would be accepted till 3.00 p.m. on Monday, 7 November 2022.

2. Bid Securing Declaration in favour of Embassy of India, Seoul should be submitted along with the bid. The quotations should be submitted in sealed envelopes, clearly super-scribed as "Tender for supply of IT Equipment". The sealed quotations would be opened on 7 November 2022 at 1500 hrs. EoI, Seoul reserves the right to reject one or all of the bids without assigning any reasons. For any queries/clarifications, please contact us at +82-2-798-4257 / +82-2-798-4244 or write email to [adm.seoul@mea.gov.in](mailto:adm.seoul@mea.gov.in) / [indianembseoul@gmail.com](mailto:indianembseoul@gmail.com)



*[Signature]*  
**[Md. Sharique Badr]**  
Head of Chancery/FS  
[hoc.seoul@mea.gov.in](mailto:hoc.seoul@mea.gov.in)

## Chapter – I – Terms & Conditions

### SECTION I: INVITATION FOR BIDS (IFB)

1. Embassy of India, Seoul invites sealed bids from authorised distributors for supply and installation of Seven (7) Computers with 27" Monitor, Three (3) Mono printers and Two (2) Mono Printer-cum scanners.

2. Contact information –

**Mr. Sunil Dhoundiyal**

Attache (Admin)

Embassy of India

101, Dokseodong-ro, Hannam-dong

Yongsan-gu,

Seoul

Tel No.+82-2-798-4257 / +82-2-798-4244

Email: [admn.seoul@mea.gov.in](mailto:admn.seoul@mea.gov.in) / [indianembseoul@gmail.com](mailto:indianembseoul@gmail.com)

3. Date of submission of bids and opening of bids

- a. Last date for submission of bids on 7 November 2022 up to 1500 Hrs
- b. Bids will be opened on 7 November 2022 at 1600 Hrs at Embassy of India, Seoul.

## SECTION II: INSTRUCTIONS TO BIDDERS

### 1. **The Bidding Documents comprise of:**

#### Chapter - I

- Section I : Invitation to Tender
- Section II : Instructions to Bidders
- Section III : Special conditions of contract (SCC)
- Section IV : General technical specification (Scope of Work)

#### Chapter – II

- Section I : Technical bid proforma
- Section II : Financial bid proforma
- Section III : Bid Security Declaration(BSD)
- Section IV : Undertaking

### 2. **Delivery period / Timelines**

The complete supply must be dispatched within 15 (fifteen) days, after placement of purchase order.

### 3. **Locations for the Supply, Installation & Warranty Services**

The Seven (7) Computers with 27" Monitors, Three (3) Mono printers and Two (2) Mono Printer-cum scanners are required to be supplied & installed at the 101 & 102 Dokseodong-ro, Hannam-dong, Yongsan-gu, Seoul with one year warranty.

### 4. **Order Placements and Release of Payment**

The Purchase Order and payment shall be processed by: Head of Chancery, Embassy of India, Seoul.

### 5. **Amendment of Bidding Documents**

At any time, prior to the deadline for submission of bids, Embassy of India, Seoul may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

### 6. **Bid Securing Declaration (BSD)**

- a. The tender documents must be accompanied by Bid Securing Declaration. Bids submitted without BSD will stand rejected.
- b. The successful bidder, on award of contract / order, must send the contract/order acceptance in writing, within 7 days of award of contract/ order, failing which the order will be placed to the next successful bidder.

**7. Period of validity of bids**

Bids shall be valid for a minimum 180 days from the date of submission of bids.

**8. Submission of bids:**

The Bid shall be neatly arranged, plain and intelligible. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

**9. Late Bids**

Any bid inadvertently received by Embassy of India, Seoul after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

**10. AWARD OF CONTRACT Award Criteria:**

- a. Embassy of India, Seoul shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid.
- b. The lowest price criteria shall be applied on the total.

**11.** Purchaser's Right to amend Scope of Work if, for any unforeseen reasons, Embassy of India, Seoul is required to change the Scope of Supply, this change shall be acceptable to the bidder without change in the unit price quoted.

**12.** Interpretation of the clauses in the Tender Document / Contract Document In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, Embassy of India's interpretation of the clauses shall be final and binding on all parties.

## **SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)**

### **1. Prices**

- a. The price quoted shall be considered firm and no price escalation will be permitted.
- b. Bidders must quote the price in the format given in Financial Bid Proforma at Section-II, Chapter-II of this document.
- c. All items are to be quoted only in English primarily or in Korean.
- d. The prices quoted should be inclusive of freight, insurance, packing, distribution, after sales service.

### **2. Taxes and Duties:**

- a. The prices quoted should be inclusive of freight, installation and insurance. The items will be exempted from payment of VAT. Necessary VAT Exemption Certificate shall be arranged by Embassy of India, Seoul as & when required.

### **3. Warranty:**

All the items covered under the schedule of requirements, shall carry minimum 1 (one) year on site comprehensive warranty from the date of delivery of the items. The bidder must undertake to provide the installation and warranty service at Seoul. The repairing/ rectification/replacement/ configuration required, if any, of the items under warranty must be done at on site workshop.

### **4. Payments:**

100% Payment will be made against supply and installation of Seven (7) Computers with 27" Monitors, Three (3) Mono printers and Two (2) Mono Printer-cum scanners at Embassy of India, Seoul.

### **5. Force Majeure:**

Embassy of India may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises

#### SECTION IV: GENERAL TECHNICAL SPECIFICATION (Scope of Work)

Supply and installation of:

Sl.No.	Items	Brand & Model	Specification	Quantity
1.	Desktop PC + Monitor	Only International Brands like HP, Dell Etc.	<ul style="list-style-type: none"><li>• Intel 12Gen Core i9</li><li>• DDR-4/5 16GB RAM</li><li>• Intel UHD Graphics</li><li>• SSD 512GB NVMe</li><li>• SATA3 1TB HDD</li><li>• SuperMulti DVD-RW</li><li>• Tower type</li><li>• Keyboard</li><li>• Mouse + Mouse pad</li><li>• 27" / IPS Wide Viewing Angle / 1920*1080 / HDMI,D-SUB</li></ul>	7
2.	Mono Laser Printer	Only International Brands like HP, Epson, Canon etc.	<ul style="list-style-type: none"><li>• A4 /=&gt;28ppm</li><li>• Duplex printing</li><li>• Fedora compatible</li></ul>	3
3.	Mono Laser Printer-Cum Scanner	Only International Brands like HP, Epson, Canon etc.	<ul style="list-style-type: none"><li>• A4/21ppm</li><li>• Duplex Printing</li><li>• Copy</li><li>• Scan</li><li>• Fedora compatible</li></ul>	2

## CHAPTER –II

### SECTION I- TECHNICAL BID PROFORMA

1. Name of the firm:

2. Address of the Registered Office:

3. Correspondence address:

4. Contact details:

Telephone :

Fax :

E-mail:

SL NO.	REQUIREMENTS	REPLY	REMARKS, IF ANY
1.	a. Brief introduction of the company		
	b. Proof of Original Equipment Manufacturer (OEM) or Authorised distributor/ Supplier/ dealer.		
	c. Previous experience in the field (minimum of three years)		
	d. Registration Certificate & license for the services		
	e. Income Tax return for last three financial years.		
	f. Undertaking that bidder agrees to terms & conditions of this tender		

**Section II - FINANCIAL BID PROFORMA**

Name of the firm:

Address of the Registered Office:

Correspondence address:

Contact details:

Telephone: Fax:

E-mail:

SI No.	Items	Qty.	Unit price (excluding VAT)	Total Amount
			<b>Note :</b> Price quoted should be on an all-inclusive basis	

**Note:** Above quoted price for supply and installation of Seven (7) Computers with 27" Monitors, Three (3) Mono printers and Two (2) Mono Printer-cum scanners is complete in all respect as per technical specifications and terms & conditions mentioned in the bid document.



**SECTION – III**

**BIDS SECURING DECLARATION**

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:  
Name:

Place:  
Signature:

**Section – IV**  
**Form of Tender**  
**(To be submitted by the Bidder in following format)**

TO: Head of Chancery  
Embassy of India  
Seoul

I/We have examined tender conditions for the above-named work and general conditions under which the Works are to be carried out. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender, which includes all these documents for the Fixed Price Lump Sum of : KW \_\_\_\_\_ (Korean Won \_\_\_\_\_) exclusive of VAT.

If this offer is accepted we will commence the Works as soon as is practicable and complete the Works in accordance with the above-named documents within the Time for Completion.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature

in the capacity of \_\_\_\_\_

duly authorized to sign tenders for and on behalf of  
(Name of the Company)

Address:

Date: