



**EMBASSY OF INDIA
LUANDA (ANGOLA)**

No. LUA/A/321/01/2021

18 May 2023

Subject: Tenders are invited from reputed Firms/Companies based in Angola for supply and installation of Stage, Lights and Sound System at Marginal de Luanda

Embassy of India, Luanda invites bids from professionally qualified and experienced companies for supply and installation of stage, Lights and sound system at Marginal de Luanda on 17 June 2023 to celebrate the International Yoga Day 2023.

IMPORTANT DATES

Tender Reference No	LUA/A/321/01/2021	
Name of Organization	Embassy of India, Luanda	
	Date	Time (Luanda Local time)
Date of Publishing	18/05/2023	1200 hrs
Bid Document download start date	18/05/2023	1500 hrs
Clarification start date	19/05/2023	0900 hrs
Clarification end date	26/05/2023	1300 hrs
Bid Submission start date	19/05/2023	1300 hrs
Bid Submission end date	29/05/2023	1200 hrs
Technical Bid opening date	30/05/2023 at Four Villas Condominium, Av. Principal de Talatona, Luanda	1500 hrs
Financial Bid opening date	To be intimated in due course	

NOTICE INVITING BIDS

Embassy of India invites sealed quotations from reputed, experienced and registered suppliers/agencies for supply and installation of stage, lights and sound system at Marginal de Luanda on 17 June 2023 (1500-2000 hours).

2. Any clarification on this tender may be obtained from “Head of Chancery, Embassy of India, Luanda” in person (+244 934 546 715) or by email: adm.luanda@mea.gov.in. This tender document can also be downloaded from Government of India, e-Publishing System Website <https://eprocure.gov.in> and Embassy of India website: <https://www.indembangola.gov.in>. The tenders should be submitted in **ONE SEALED ENVELOPE** in the following manner:

- The **first sealed cover** should be superscripted '**Technical Bid**' should contain details of technical capabilities of the firm with documentary evidence i.e. Copy of NIF No./Tax Payer No., Past Experience details with proof and Declaration for non-blacklisted company (Annexure I).
- The **second sealed envelope** should be superscripted '**Financial Bid**' and should give costs of the required services.
- Both the sealed covers should be placed in ONE SEALED ENVELOPE superscripted "BID FOR SUPPLY & INSTALLATION OF STAGE, LIGHTS AND SOUND SYSTEM". This should be addressed to **EMBASSY OF INDIA, FOUR VILLAS CONDOMINIUM, AV. PRINCIPAL DE TALATONA, LUANDA** and sent by post or hand delivered **latest by 1200 hrs. of 29 May 2023**. The bids will be opened in the presence of the bidders or their authorized representatives (along with authorization letter from the bidder) at designated time and date 1500 hrs on 30.05.2023. Tenders received after the due date and time or incomplete and conditional tenders shall not be accepted. Submission of more than one tender paper by a bidder for a particular work will render the bid liable for rejection.

3. The quotation shall remain valid for 60 days from the date of opening of Technical Bid. Any future clarification and /or corrigendum(s) shall be communicated through 'Tender Notice' section on the Embassy website www.indembangola.gov.in

4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason thereto.

-Sd-

(Aditya Vats)

Head of Chancery

SCOPE OF WORK

The purpose behind issuing this Request for Proposal (RFP) is to invite technical and commercial bids for selection of service provider for supply and installation of stage, lights and sound system at Marginal de Luanda on **17 June 2023 – Saturday (1500 – 2030 hours)** for celebrating International Yoga Day. Approximately 300 people are expected to join in the celebrations. The requirement/specification are as under:

Description	Specification
Stage Set up	Dimension (LBH) – 10 mtr X 7 mtr X 70 cm
Sound System	Sound system with wireless microphones, amplifiers, laptop, DJ etc
Lights - Stage	Focus Light to cover stage area
Outer Area Lights	Illumination on 6 to 8 structure with Halogen Lights
Decoration	Stage to be decorated with tri colors cloths (material will be provided by the Embassy)
Mobile Washroom	2 (Male) + 2 (Female)

INSTRUCTIONS TO TENDERER

Tender should be submitted in two parts, Part-I (Technical Bid) & Part-II (Financial Bid) in ONE SEALED ENVELOPE superscripted "BID FOR SUPPLY & INSTALLATION OF STAGE, LIGHTING AND SOUND SYSTEM". Envelopes should indicate the name and address of the Tenderer to identify the bid and to enable the bid to be returned unopened in case it is declared 'late' or 'rejected'. Offers received through Fax/E-mail or through open letter shall be ignored.

1. Eligibility Criteria:

S.No	Particular	Details
i.	Experience	The company/contractor should have minimum three years' experience in the field. (b) Preference will be given to those company/contractor which has experience in working with Diplomatic Missions/Govt. Departments/ reputed Hotels/private organization etc.
ii.	Registration No.	The company/contractor should have a valid Registration Number either in India and/or Angola. Copy of the same must be attached with the Technical Bid.
iii.	VAT/TAX	Certificate that company/contractor pays VAT/TAX regularly and their VAT dues are cleared either in India and/or Angola for the last financial year.
iv.	Declaration for non-blacklisted company	The bidder shall give a declaration that it is not blacklisted by any of the government organizations in Angola or in India
NOTE: Unprecedented situation: If after opening of financial bids it is found that there are more than one lowest bidders, in that case preference will be given to those contractor which scores more evaluation marks in the technical bids.		

2. **Local Conditions:** It shall be the responsibility on part of each tenderer to fully informed/acquainted/familiarized itself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All tenderer(s) intending to bid may visit and make themselves thoroughly acquainted with the local site conditions. The Embassy shall presume that the tenderer has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising thereof shall be permitted by Embassy, on the basis of any nonclarity of information about

local conditions being pleaded by the tenderer. Further, no claim for financial adjustment being made by the contract awarded on these tender document will be entertained by the Embassy.

3. Validity of bids:

3.1 Quoted rates must be valid for a period of 60 days from the date of opening of Technical Bids. However, the tenderer should have no objection to extend it, if required by the Embassy.
3.2 The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity. There should be no alteration later after submission of bids.

4. Payment Terms & Conditions: The payment shall be released to the contractor after successful supply and installation of the product at the site and submission of tax invoice, after ensuring desired quality and specifications of the articles. Payments to the supplier will be made within a reasonable period through Bank Transfer. No advance payment shall be made to the agency.

5. Financial Bid: The rates should be quoted in Angolan Kwanza (AKZ) inclusive of all taxes/duties, transportation, installation and other charges, if any, with complete description failing which the same shall be liable for rejection.

NB: If any of the conditions mentioned in the tender inquiry document are altered/changed/modified / add any new condition, which are not compliance with tender inquiry document, by tenderer in their proposal, it may be treated as unresponsive and it may be rejected.

6. Tender Evaluation:

6.1 The Embassy will evaluate the entire tenders, strictly on the basis of the predetermined inclusion/exclusion criteria, terms & conditions of the tender and terms & conditions as stipulated by the tenderer(s) in their tenders. During evaluation / scrutiny of the tenders, at any stage, if it is found that any of the tenderer(s)' terms and conditions are not in compliance with tender inquiry document, Embassy may seek the clarification within the specified target time and if the tenderer fails to reply/or not agree/ accept the terms and conditions, the decision on the tender will be taken by Embassy.

6.2 Financial Bid of only those bidders' shall be opened who qualify in technical bid evaluation stage.

6.3 The Embassy reserves the right to reject any or all bids without assigning any reason thereof.

7. Award of Contract: After due evaluation of the financial bid(s), the Embassy will award the contract to the lowest evaluated responsive tenderer.

8. Delivery and completion period: Time is essence for any contract. The Contractor shall confirm delivery and installation of the articles within 07 working days from the day of receiving purchase order on mail/telephone. In exigencies but not in usual practice, the delivery time can be relaxed upto one week. It shall be the sole responsibility of the contractor to deliver the product on **17 June 2023 (by 1200 hours)**. Non compliance of time schedule may endanger the contract and invite penalty.

9. Supplier's Obligations:

9.1 The suppliers shall ensure that stock of product is available with them and the Contractor shall confirm delivery and installation of the articles within 07 working days from the day of receiving purchase order

9.2 The suppliers shall also ensure quality of the products. They will also ensure that original make products only are supplied.

9.3 The supplier will be solely responsible for security of his articles and dismantling/transportation charges.

10. Penalty : During the contract period, if the contractor fails to supply products under his/her contract; the Embassy reserves the right to withhold all payments due to him/her and debar from any future business with the Embassy. This is also applicable in case if substandard quality products or spurious/duplicate articles are supplied.

12. Clarification: The prospective tenderer(s) requiring any clarification regarding the tender document are requested to contact Admin Wing (email id: hoc.luanda@mea.gov.in). At any time prior to the deadline for submission of bids, the Embassy may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer(s), modify the tender document by amendment. The amendment will be published on Embassy website. In order to afford prospective tenderer(s) reasonable time to take the amendment into account and preparing their bid, the Embassy may, at its discretion extend the deadline for the submission of Tender.

Declaration by the Firm/Agency

This is to certify that we have not been debarred and blacklisted by any government agency or organization in Angola or in India. Further, before signing this tender, It is certified that I/we have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of authorized person with firm's seal

Name:

Address:

Phone No (O):

Email:

Date: