



**EMBASSY OF INDIA
LUANDA (ANGOLA)**

No. LUA/A/551/01/2022

03 October 2022

Subject: Tenders are invited from reputed Firms/Companies based in Angola for purchase Multifunction Color Printer for Embassy of India, Luanda

E-tenders are invited from the Manufacturers/ Sole agents / Dealers / Distributors for supply of Multifunction Color Printer at Embassy of India, Four Villas Condominium, Av. Principal de Talatona, Luanda, Angola.

IMPORTANT DATES

Tender Reference No	LUA/A/551/01/2022	
Name of Organization	Embassy of India, Luanda	
	Date	Time (Luanda Local time)
Date of Publishing	03/10/2022	1200 hrs
Bid Document download start date	03/10/2022	1300 hrs
Clarification start date	03/10/2022	1300 hrs
Clarification end date	03/10/2022	1300 hrs
Bid Submission start date	03/10/2022	1300 hrs
Bid Submission end date	10/10/2022	1200 hrs
Bid opening date	10/10/2022	1300 hrs

NOTICE INVITING BIDS

Embassy of India invites sealed quotations from reputed, experienced and registered suppliers/agencies for Supply Multifunctional printers at Embassy of India, Luanda.

2. Any clarification on this tender may be obtained from "Head of Chancery, Embassy of India, Luanda" in person or by email: hoc.luanda@mea.gov.in. The bids (Technical and Financial bids) should be sent in two separate sealed envelope addressed to "Head of Chancery, EoI, Luanda, Four Villas Condominium, Av. Principal de Talatona, Luanda," by post or delivered by hand on or before 10 October 2022 up to 1200 hrs.
3. The quotation shall remain valid for 120 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/-

Head of Chancery

SCOPE OF WORK

Description	Specification	Requirement
Multifunction monochrome printer with dual side printing and scan facility	Print/ Copy/ Scan Connectivity: Wireless, Ethernet, USB ADF capacity -35 pages Printing Technology: Laser Printer output: Color/Monochrome Fast high quality printing and scanning at up to 30 ppm with automatic duplex Auto document feeder Automatic duplex printing Automatic duplex scanning 250-sheet capacity tray adjustable for letter or legal size paper, plus a manual feed slot for envelope printing Make: Canon/Xerox/Richo	1 (ONE)

INSTRUCTIONS TO TENDERER

Tender should be submitted in two parts, Part-I (Technical Bid) & Part-II (Financial Bid). Envelope of Part-I should be superscripted as "Technical Bid for Supply of Multifunctional Printer at Embassy of India, Luanda" and Envelope of Part- II should be superscripted as "Financial Bid for Supply of Multifunctional printers at Embassy of India, Luanda". 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.

3. Eligibility Criteria:

S.No	Particular	Details
v.	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.
vi.	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.
vii.	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.
viii.	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.		

4. **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 120 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 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. Guarantee: The contractor shall furnish guarantee for genuineness of the product i.e. the product supplied should be of original make only. In case, any substandard article is supplied, the Embassy shall reserves the right to withhold all the payments due to the contractor and may debar him/her from any future business with the Embassy.

6. 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.

7. Tender Evaluation:

7.1 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.

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

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

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

9. Delivery and completion period: Time is essence for any contract. The Contractor shall ensure 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 within stipulated time period. Non compliance of time schedule may endanger the contract and invite penalty.

10. Supplier's Obligations:

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

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

11. 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.