

**High Commission of India  
Dhaka, Bangladesh**

**[www.hcidhaka.org](http://www.hcidhaka.org)**

**Date: 01 May 2013**

**Supply of Six Laptops to the High  
Commission of India, Dhaka**

**Tender No.: DAC/Pol/Comp/2013**

**Last date for submission of bids: Thursday, 16 May 2013**

**HIGH COMMISSION OF INDIA  
DHAKA**

**TENDER NOTICE**

High Commission of India (HCI) in Dhaka invites sealed quotations from Original Manufacturers/suppliers of Laptops or their authorized distributors for supply as per specifications given in the Tender Document on CIF Dhaka basis.

Tender document can be obtained from the HCI, Dhaka between 2.30 PM to 5.00 PM on all working days or downloaded from Mission's website [www.hcidhaka.org](http://www.hcidhaka.org). **BD Taka 500 per each hard copy of the tender document may kindly be paid by the bidder at the Reception of the High Commission of India, Dhaka towards Tender Document Fee, even if the document is downloaded from the website.**

The sealed quotations **would be accepted till 5.30 PM on 16 May 2013**. EMD Pay Order/Demand Draft of **Taka 15,000 (TK Fifteen Thousand only)** favouring '**High Commission of India, Dhaka**' should be submitted along with the bid. The quotations should be submitted in sealed envelopes, clearly superscribed as "**Tender for supply of Computers and accessories to the High Commission of India, Dhaka**" in tender box kept at the reception of the Mission. **The sealed quotations would be opened on Sunday, 19 May 2013 at 3.30 pm in Conference Room of the Mission** in the presence of the authorized representatives of the companies present. HCI, Dhaka reserves right to reject one or all of the bids without assigning any reasons.

For any queries/clarifications, please contact us at: 00-88-02-9850690 or send e-mail to: [pol1.dhaka@mea.gov.in](mailto:pol1.dhaka@mea.gov.in)

Counsellor (Political)

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

**1. HCI, Dhaka** invites sealed bids from eligible bidders for supply of six laptops to HCI, Dhaka on CIF - Dhaka basis as per Schedule of Requirements.

**2. Contact information –**  
**Dr. Manoj Kumar Mohapatra**  
**Counsellor (Political)**  
**High Commission of India**  
**Dhaka, Bangladesh;**  
**Tel: 9850 690**

### **3. Date of submission of bids and opening of bids**

- a. Last date for submission of bids on **16 May 2013** up to 1730 Hrs
- b. Bid will be opened on **19 May 2013 at 15.30 Hrs at: Conference Room, HCI, Dhaka.**
- c. The representatives of bidders may choose to attend the opening of the bids.
- d. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the bid opening.
- e. The bidder's name, bid prices, discounts and such other details considered as appropriate by HCI, Dhaka will be announced at the time of the opening of the bids.

## **SECTION II: INSTRUCTIONS TO BIDDERS (ITB)**

### **1. Delivery period / Timelines**

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

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

The laptops are required to be supplied at the High Commission of India, Dhaka, Bangladesh with **one year warranty.**

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

The Purchase Order and payment shall be processed by:

**Head of Chancery**  
**High Commission of India**  
**Dhaka**

#### 4. Amendment of Bidding Documents

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

#### 5. Earnest Money Deposit (EMD)

- a. The tender documents must be accompanied by Earnest Money Deposit of appropriate amount, in the form of a Pay Order drawn on any Nationalized Bank, in favour of **High Commission of India, Dhaka**. The amount towards EMD is **Taka 15,000 (Taka Fifteen Thousand only)** and should be submitted in the envelope containing technical bid. Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash/cheque/ FDR/ BG or any other form except PO. No interest shall be payable on EMD.
- b. The EMD will be returned to the bidder(s) whose offer is not accepted by HCI, Dhaka within 30 days from the date of the placing of the final order(s) on the selected bidder(s).
- c. 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 EMD will be forfeited and the order will be placed to the next successful bidder.
- d. **The EMD shall be forfeited:**
  - I. If the bidder withdraws the bid during the period of bid validity specified in the tender.
  - II. In case a successful bidder, fails to furnish the Performance Bank Guarantee
  - III. If the bidder fails to furnish the acceptance in writing, within 7 days of award of contract/ order.

#### 6. Period of validity of bids

- a. Bids shall be valid for a minimum 180 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.
- b. HCI, Dhaka may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD. A bidder agreeing to the request for extension will not be permitted to modify his bid.

#### 7. SUBMISSION OF BIDS

The Bid shall be neatly arranged, plain and intelligible. Each page of the bid should be signed. 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.

## **8. Late Bids**

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

## **9. AWARD OF CONTRACT**

### **Award Criteria:**

- a. HCI, Dhaka 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.
- c. If more than one bidder happens to quote the **same lowest price**, HCI, Dhaka reserves the right to split the order and award the contract to more than one bidder.

## **10. Purchaser's Right to amend Scope of Work**

If, for any unforeseen reasons, HCI is required to change the Scope of Supply, this change shall be acceptable to the bidder without change in the unit price quoted.

## **11. 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, HCI'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 Price Schedule at Section – V of this document.
- c. All items are to be quoted only in Bangladeshi Taka.
- 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 and insurance till Dhaka. The items will be exempted from payment of customs duty by Govt. of Bangladesh. Necessary Custom Duty Exemption Certificate shall be arranged by HCI, Dhaka as & when required.
- b. The consignment will be cleared by Govt. of Bangladesh. However, the bidder should insure the consignment till actual delivery to the end user.

### **3. Performance Bank Guarantee (PBG):**

The successful bidder will be required to furnish the Performance Bank Guarantee in form of a Bank Guarantee for the 10% (ten percent) amount of the Purchase Order within 5 working days of receipt of Purchase Order, as per the format attached to this document (Refer Annexure – I). This bank guarantee shall remain valid till the completion warranty period.

### **4. 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 Dhaka. The repairing/rectification/replacement/ configuration required, if any, of the items under warranty must be done at on site workshop.

### **5. Payments:**

- a. Payment will be made against delivery of laptops at High Commission of India, Dhaka.

### **6. Penalty for delayed Services**

- a. HCI reserves the right to levy penalty @ of 0.5% of CIF value per day of delay beyond the scheduled deliveries/execution of the order successfully, subject to maximum of 5% of the order value.
- b. HCI reserves the right to cancel the order in case the delay is more than 15 days.
- c. The penalties, if any shall be recovered from the 10% claim due after installation & commissioning.

### **7. Force Majeure:**

HCI 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 SPECIFICATIONS

High Commission of India desires to purchase six laptops.

Brand	IBM, Dell, HP, HCL, Acer or equivalent brand of International repute
No. of laptops	6 (Six)
	<b>Technical Specifications (equivalent or above the following specifications)</b>
CPU Technology	Intel Core i3 Processor – 1.4 Ghz
System Memory	2 GB
Display	14" High-Definition LED Bright View Display (1366 x 768)
Hard Disk	500 GB SATA (5400 rpm)
Operating System	Genuine Windows 8
Optical Disk	None
Wireless connectivity	Integrated 10/100 BASE-T Ethernet LAN, 802.11/b/g/n, Bluetooth
Built-in Camera	Webcam with Integrated Digital Microphone
Expansion Slots	Multi-Format Digital Media Card Reader for Secure Digital Cards, Multi-media cards
Battery Back up	8 hours
AC Adapter	65 WAC Power 3 pin AC Adapter
Warranty	1 year carry-in comprehensive warranty (parts & labour)

## ANNEXURE 1 - PROFORMA OF BANK GUARANTEE

(on non-judicial paper of appropriate value)

To,  
**Head of Chancery**  
**High Commission of India**  
**Dhaka**

BANK GUARANTEE NO:

DATE:

Dear Sir(S)

This has reference to the Purchase Order No. \_\_\_\_\_ Dated \_\_\_\_\_ been placed by HCl, Dhaka M/s (Name & Address of vendor) for .

The conditions of this order provide that the vendor shall,

1. Arrange to deliver the items listed in the said order to the consignee, as per details given in said order, and
2. Arrange for the comprehensive warranty service support towards the items supplied by vendor on site across Bangladesh, as per the warranty clause in said purchase order.

M/s (Name of Vendor) has accepted the said purchase order with the terms and conditions stipulated therein and have agreed to issue the performance bank guarantee on their part, towards promises and assurance of their contractual obligations vide the purchase order No. \_\_\_\_\_ M/s. (name of vendor) holds a current account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

HCl, Dhaka shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking of security in respect of the suppliers obligations and /or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the supplier or the said contract or to grant time and or indulgence to the supplier or to reduce or to increase or otherwise vary the prices or the total contract value or to forebear from enforcement of all or any of the obligations of the supplier under the said contract and/or the remedies of the HCl, Dhaka under any security(ies) now, or hereafter held by the HCl, Dhaka and no such dealing(s) with the supplier or release or forbearance whatsoever shall have the effect of releasing the bank from its full liability of the HCl, Dhaka hereunder or of prejudicing right of the HCl, Dhaka against the bank.



This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of the HCI, Dhaka and liabilities of the supplier arising upto and until date.....

Your right to recover the said sum of Tk. \_\_\_\_\_ /- (Taka \_\_\_\_\_ Only) from us in manner aforesaid will not be affected/or suspended by reason of the fact that any dispute or disputes have been raised the said M/s and/or that any dispute or disputes are pending before any officer, tribunal or court or Arbitrator.

Our liability under this guarantee is restricted to Tk \_\_\_\_\_ (Taka \_\_\_\_\_ Only) Our guarantee shall remain in force until unless a suit action to enforce a claim under guarantee is filed against us within six months from (which is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated.

Notwithstanding anything contained herein:

A. Our liability under this guarantee shall not exceed Tk.....(in words)

B. This bank guarantee shall be valid up to.....& unless a suit for action to enforce a claim under guarantee is filed against us within six months from the date of expiry of guarantee. All your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there after i.e. after six months from the date of expiry of this Bank guarantee

C. We are liable to pay the guaranteed amount or any parts thereof under this bank guarantee only and only if you serve upon us a written claim or demand or before .....

D. The Bank guarantee will expire on .....

Granted by the Bank.

Yours faithfully,

For (Name of Bank)  
Authorised Signatory

SEAL OF THE BANK

## ANNEXURE 2 – MANUFACTURER AUTHORISATION FORMAT

(on manufacturer's/authorized distributor letterhead)

Date:

**Head of Chancery  
High Commission of India  
Dhaka**

Subject: Manufacturer/authorized distributor authorization against tender no. DAC/Pol/Comp/2013 dated May 01, 2013 for supply of six laptops to HCI Dhaka, Bangladesh.

Dear Sir,

We, M/s (*Name of the manufacturer*) having registered office at (*address of the manufacturer*) by virtue of being manufacturer for (*Name of the product/s*), hereby authorise M/s (*Name of the bidder*) having their office at (*Address of bidder*) to submit quote, negotiate, supply, provide after sales support for our range of products quoted by them to meet the above mentioned tender requirements.

M/s (*Name of the manufacturer*) within the scope of requirement as per the tender mentioned above through its authorized partner M/s (*Name of the bidder*) shall provide support & product warranty services for a minimum period of 1 year from the date of supply at Dhaka.

The undersigned is authorized to issue such authorization on behalf of M/s (*Name of the manufacturer*).

For M/s (*Name of the manufacturer*)

Signature & company seal

Name

Designation

e-mail

Mobile No.

**Section – V**

Format for Submitting the Price Schedule for supply of six laptops to HCI, Dhaka

BID No. DAC/Pol/Comp/2013

Date: .....2013

To

Head of Chancery  
High Commission of India  
H.No.2, Road No.142  
Dhaka-1212, Bangladesh

**Price Schedule**

S.No.	Item	Total Bid Quantity	Unit Price (in BD Taka)	Total Price (in BD Taka)
1	2	3	4	5

Note: 1. Above quoted prices for laptops are complete in all respect as per technical specifications inclusive of all taxes & duties, packing, forwarding, transit insurance, loading & unloading, transportation & other charges etc.

2. Certified that rates quoted for laptops are as per specifications, terms & conditions mentioned in the bid document.

Yours faithfully,

(Signature of Authorised Signatory)

Name & Designation :

Company seal :