



**EMBASSY OF INDIA BEIJING
INVITES QUOTATIONS
FOR PURCHASE OF HP DESKTOP COMPUTERS AND PRINTERS**

TENDER NO. PEK/GEN/885/1/2018

LAST DATE FOR SUBMISSION OF BIDS

30 July, 2018 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING OF BIDS

30 July, 2018 AT 1600HRS (BEIJING TIME)

**PLACE OF OPENING OF BIDS: EMBASSY OF INDIA BEIJING, NO.5, LIANG MA
QIAO BEI JIE, CHAOYANG DISTRICT, BEIJING 100600 TEL-00-86-10-8531
2500/2501/2502/2503**

Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations from reputed agencies based in China with experience in sales and supply of HP Desktop computer, Printers and related peripherals.

1. **Notice Inviting Tender:-** Sealed bids are hereby invited for purchasing of HP desktop computers, printers.
2. **Eligibility criteria for bidders:**
 - The Company should have valid permit/registration from a competent local authority for sales of computers, printers and related peripherals (I.T) in Beijing.
 - The Company should be in operation for more than 5 (five) years.
 - The Company should have experience in providing supply of computer, printers and related peripherals (I.T) service for a minimum of 5 years.
3. The Company should have worked with any Embassy/ Foreign Mission/ Multinational organization related to supply of computers and printers and related peripherals.
4. **Scope of Work:**

S.No.	Description of work	Unit
1.	HP Desktop Computer (CPU + Monitor) Processor Intel New Core i5-6500 and above. RAM 8GB DDR4 Video Card Integrated HDD 1TB SATA LAN CARD Integrated Gigabit Ethernet 10/100/1000 DVD/CD-RW No Wi-Fi/Bluetooth facility Monitor- 23.8"	7
2.	Printer HP LaserJet M403dn	2
3.	Installation and setup along with usual compliment of software like: open office, Mozilla Firefox.	
4.	Installation of printer SNo.2 (2 Nos). in such a manner that 3 desktop each are connected with one printer by a switch. Installation including purchased and wiring of cable as well as per of switch. The installation to be made in an office room.	

5. Bid system:- The bidder company shall submit its offer in an envelope, superscripted as “Tender Quotation for sale of computer, printers and related peripherals (I.T)”. It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;

- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
- ii. Contact person Mr. Jitendra Kumar, Property Assistant, Phone No.0086-10-85312548 Email: property2.beijing@mea.gov.in
- iii. The bid may be submitted by Hand in person or by courier. **Bids by “Fax / E-mail” shall not be accepted;**
- iv. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- v. **Period of BID VALIDITY SHOULD BE 120 DAYS MINIMUM (QUALIFYING CRITERIA).**
- vi. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600,** in the presence of the authorized representatives of the companies, who may wish to attend.
- vii. The bid has to be submitted as per the format specified at ‘Annexure I. It is a one-part bid system.
- viii. Price can be quoted items wise or lump sum basis. The quotation has to be submission in a sealed envelope in Annexure-I

FINANCIAL BID PROFORMA TO BE FILLED UP AND SUBMITTED

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
5.	Period of Bid validity.	

FINANCIAL BID

Item-wise break-up and Description	Amount Per pec (RMB)	Total Amount incl. VAT (RMB)
HP Desktop Computer (CPU + Monitor) Processor Intel New Core i5-6500 and above. RAM 8GB DDR4 Video Card Integrated HDD 1TB SATA LAN CARD Integrated Gigabit Ethernet 10/100/1000 DVD/CD-RW No Wi-Fi/Bluetooth facility Monitor- 23.8"		
Printer HP LaserJet M403dn		
Installation and setup along with usual compliment of software like: open office, Mozilla Firefox.		
Installation of printer SNo.2 (2 Nos). in such a manner that 3 desktop each are connected with one printer by a switch. Installation including purchased and wiring of cable as well as per of switch. The installation to be made in an office room.		

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Agency/Company _____

Seal of the firm

