



**GOVERNMENT OF INDIA  
Embassy of India  
Tokyo**

**Tender Documents**

**Name of Work: Supply and set up of all the office equipment to be rent in the proposed Control Rooms in Hiroshima, Japan.**

Government of India  
Embassy of India  
Tokyo

**Embassy of India  
Tokyo**

**Press Notice**

Embassy of India, Tokyo invites, on behalf of President of India, bids on two bids system for "Supply and set up of all the office equipment to be rent in the proposed Control Room in Hiroshima, Japan."

<b>Earnest money deposit Tender</b>	<b>JPY 50,000</b>
<b>processing fee</b>	<b>Nil</b>
<b>Last date and time of submission of bid</b>	<b>28 April 2023</b>

The bid forms and other details can be obtained from the website <https://www.indembassy-tokyo.gov.in>. Detailed Notice Inviting Tender is also available on <https://eprocure.gov.in/epublish/app>.

*Anviti Chaturvedi*

**Anviti Chaturvedi**  
**Head of Chancery**  
**Embassy of India, Tokyo**  
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Tokyo



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## TENDER NOTICE

Dated 29 March 2023

**Name of Works: " Supply and set up of all the office equipment to be rent in the proposed Control Room in Hiroshima, Japan."**

The Embassy of India, Tokyo, on behalf of the President of India invites Lump-sum Fixed Price Tender, for "**Supply and set up of all the office equipment to be rent in the proposed Control Room in Hiroshima, Japan.**" The broad detail of requirement is in Scope of Work (Section V).

2. Last date for submission of bids: 28 April 2023.

### Tender Documents

#### Tender Contents

##### A. Technical Bid Documents:

Document	I -	S-I	: Instruction to Bidders (Section-I)
Document	I -	S-II*	: Introduction and Credentials of Bidder (Section-II)*
Document	I -	S-III	: Terms and Conditions of contract (Section-III)
Document	I -	S-IV#	: Standard formats for Earnest Money Deposit/Bid Security Guarantee, etc. (Section-IV)

\*Section-II - Documents about the bidders, experience, name of other offices/residences where he is working/ has worked experience, etc. and any other information about bidder. These documents can be supplied and attached by bidders.

##### B. Financial Bid Documents:

Document II	-S-V	: Scope of Work (Section-V)
Document II	-S-VI	: Form of Tender - Financial bid letter (Section-VI)

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TOK/885/01/G/2019  
Embassy of India  
Tokyo

**Instruction to Bidders (Section-I)**

Subject: " **Supply and set up of all the office equipment to be rent in the proposed Control Room in Hiroshima, Japan.**"

The Embassy of India, Tokyo invites sealed tenders for " **Supply and set up of all the office equipment to be rent in the proposed Control Room in Hiroshima, Japan.**"

2. The tenders are invited under two bid system viz. technical Bid and Financial Bid from reputed and experienced suppliers of furniture in Tokyo.

3. Basic Qualifying Criteria are as follows:

- i. The Company should be reputed company in Japan
- ii. The Service Provider should be based in Tokyo, Japan

4. The tender document can be downloaded from the following websites:

[www.indembassy-tokyo.gov.in](http://www.indembassy-tokyo.gov.in)

<https://eprocure.gov.in/epublish/app> -> Tenders by Location -> Japan

5. Bidders are requested to go through the terms & conditions of contract contained in the bid document (Section III). Bidders are required to deposit Earnest Money Deposit (EMD) JPY 50,000/ (Fifty Thousand Yen only) in the form of "Pay Order/demand draft, Bank Guarantee from a Scheduled bank of Tokyo in favor of Embassy of India, Tokyo ". Bids received without EMO will not be considered and rejected summarily.

6. The Tenders should be submitted in two sealed envelopes as below, along with prescribed EMD:

(a) The first sealed cover super scripted as "Technical Bid" should contain details of specifications along with terms and conditions. (as per Section -II).

(b) The second envelope super scripted "Financial Bid' should contain Price Schedule of Quantity (Section V) and rates only for furniture items as per Section VI.

(C) Both the sealed covers, along with EMD should be placed in the main sealed envelope superscripted " " **Supply and set up of all the office equipment to be rent in the proposed Control Room in Hiroshima, Japan.**" " addressed to the Head of Chancery, Embassy of India, Tokyo 2-2-11 Kudan Minami, Chiyoda-ku, Tokyo 102-0074, and must reach on or before **20 April 2023**. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. Embassy will not be responsible or any postal delay. Bids may not be sent by e-mail, however, an intimation of bid submission may be sent by email to [hoc.tokyo@mea.gov.in](mailto:hoc.tokyo@mea.gov.in).

7. The Embassy reserves the right to amend any of the terms and conditions contained in the Tender document or reject any or all applications/offers without giving any notice or assigning any reason thereof. The decision of Embassy in this regard will be final and binding upon the bidders.

8. The Important schedules and dates are given below:

Key Event	Dates
Date of e-publishing on CPP Portal	March 29, 2023
Date of receiving the bids (Start)	March 29, 2023
Date of clarification (start)	March 30, 2023
Date of clarification (end)	April 12, 2023
Bid Submission Closing Date	April 28, 2023
Technical Bid opening Date (Date and time for opening of financial bids of technically qualified bidders will be communicated separately)	May 1, 2023

8. For Any tender related inquiry/clarification/site visit, please contact **Mr. Yakub Topno, Second Secretary, email add: [attadmn.tokyo@mea.gov.in](mailto:attadmn.tokyo@mea.gov.in), phone No. 03-3262-2391 to 97.**

9. All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the quotation is accepted by the Embassy.

*Anviti Chaturvedi*

**Anviti Chaturvedi  
Head of Chancery**

## Section-II

### Introduction and Credentials of Bidder/TECHNICAL INFORMATION (Proforma to be submitted with Technical Bid by the bidder)

Name of firm :

Address of the Registered Office:

Correspondence address:

Contact details:

Telephone No:

Fax :

E-mail :

Requirements	Response
Brief introduction of the company.	
Has tenderer executed at least one similar project of JPY 900,000 or two similar projects of JPY 500,000 in last 10 years?	
Registration Certificate & license for the services.	
Has tenderer incurred any loss in more than 2 years during last 5 years?	
Details work plan and methodology for undertaking the job.	
List: Other Embassies/Consulates or reputed organization where you provided or are providing services of similar nature.	

\*\*Kindly submit the supporting documents.

Name of Company

Seal

## Section-III

### Terms and Conditions of Contract

1. At any time prior to the deadline for submission of bids, Embassy of India, Tokyo may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
2. Embassy of India award the contract to the eligible bidder whose technical tender has been accepted and determined as the lowest evaluated commercial tender. The lowest price criteria shall be applied on the total.
3. 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 documents, Embassy of India, Tokyo's interpretation of the clauses shall be final and binding on all parties.
4. The successful bidder, on award of contract must send the contract/acceptance in writing within 3 days of award of contract; otherwise the Contract will be awarded to the next successful bidder i.e. L-2.
5. No request for revision/increase of approved rates during the currency of tenure will be entertained. No other charges like transportation fare etc. will be payable for providing the services.
6. Validity of Bid - The Bid shall remain valid for a period of 180 days from the date of the opening of the bid or up to any mutually extended period.
7. The firm would be responsible for its workers in terms of their antecedents and conduct, service performance and behavior as also the payment of salaries, compensation etc.
8. Lump Sum Fixed Price Tender - This is a LUMP SUM FIXED PRICE TENDER with Extent of Work as shown on scope of works. The Tenderer shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and character of operations involved in the Works. The Tenderer shall visit and acquaint himself with the Site of the Works. The tenderer shall take entire responsibility in the interpretation of this report and of the site conditions. No consideration or compensation will be given for any alleged misunderstanding of the nature of the work to be executed.
9. Tender and Schedule of Quantities -
  - (i) Bidders shall satisfy themselves of the quantities quoted in the Schedule of Quantities. These quantities shall be taken as guidance to assess the approximate quantum of work involved in the project. The Contractor prior to the submission of the tender, may add to items, quantities to the items in Schedule of Quantities as per the scope of the work, and site visit. It shall be the responsibility of the bidder to satisfy himself of the completeness of the documents for the scope of work and his own assessment of the work after site visit and as per the tentative scope of work mentioned in tender document. No extra cost shall be entertained and payable if any additional information or detail is provided later for carrying out the works as specified in the tender documents.
  - (ii) Bidders are required to quote Lump-sum fixed prices on "Form of Tender". Bidders may prepare schedule of quantity as per scope of work identifying item description, quantity and rates. The total amount of schedule of quantity prepared by them should be transferred to Form of Tender.
  - (iii) The Lump-sum Fixed Price/amount must be quoted both in figures and in words on the Form of Tender and the currency must be in JPY only. In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

10. Final Tender Price- Decision on bid will be taken based on the final price quoted on the Form of Tender. Lump-sum Fixed Price/Amount as quoted in the "Form of Tender" shall be the basis for deciding the tender quote and the L1 bidder. In case of any mismatch in the final quoted price on Form of Tender and Total amount worked out on rates in Schedule of Quantities, the final price quoted on Form of Tender shall be considered for comparison of bids and decision on bid.

If amount quoted on Form of Tender is more than amount worked out on Schedule of Quantities, the rates in the Schedule of Quantities shall not be altered/adjusted. If amount quoted on Letter of Tender is less than amount worked out on Schedule of quantities, the rates on schedule of quantities shall be adjusted in the ratio to match with quoted final price on the Form of Tender.

11. Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quote prices strictly on Lump Sum basis only. Price quoted should be on all-inclusive basis and shall include the cost of all services, personnel, material, transportation etc. Technical information should be given in separate envelope.

12. Quoted price is final fixed lump-sum price inclusive of all taxes except VAT. Item I quantity indicated in the scope of work I schedule of quantity are tentative and some variation during execution may take place. The quoted price should include lump-sum charges for Labor I transportation and civil works required I necessary, if any, for complete installation. Nothing extra is payable for such variation.

13. Earnest Money Deposit – Demand draft/Banker's cheque/Bank Guarantee in favor of Embassy of India, Tokyo or Bid Securing Declaration (Section IV(a) and IV(b)).

14. Disqualification of Tender -Tender may be disqualified for any reason including, but not limited to the following:

- a) If tenderer sets forth any conditions which are unacceptable to the Employer.
- b) If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Document.
- c) If there is evidence of collusion between Bidders.
- d) If Tender sets forth any offer to conditionally discount, reduce or modify its tender.
- e) If Bid price is disclosed before opening of Financial Bid.

15. Employer's right to waive - The Employer reserves the right to waive any deficiency in any tender where such waiver is in the interest of the Employer except that no proposal will be accepted if the Earnest Money Deposit (EMD) or/any of the preceding statutory documents was not submitted with the tender.



Section-IV

**Bank Guarantee Proforma for Earnest Money Deposit/Tender Security**

Bank Guarantee No....

Brief description of contract:- " **Supply and set up of all the office equipment to be rent in the proposed Control Room in Hiroshima, Japan.**"

Name and Address of Beneficiary:- Embassy of India, Tokyo.

Date:

Whereas M/s (Name of Contractor with address) \_\_\_\_\_ have submitted their tender for " **Supply and set up of all the office equipment to be rent in the proposed Control Room in Hiroshima, Japan.**" and one of the tender conditions is for the M/s (Name of Contractor with address) \_\_\_\_\_ to submit a Bank Guarantee for Earnest Money Deposit amounting to ¥50,000 (JPY Fifty Thousand Only). In fulfillment of the tender conditions, we, (Name of Bank with address) \_\_\_\_\_ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount ¥50,000/- (JPY Fifty Thousand Only). This guarantee is valid for a period of 180 Days and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective. Notwithstanding anything to the contrary contained herein above, the maximum liability under this guarantee is restricted to ----- (JPY ----- Only).

Notwithstanding anything to the contrary contained herein above, this guarantee is valid from (date of issue) \_\_\_\_\_ up to the (date after 180 days from date of issue) \_\_\_\_\_ and claims under this guarantee should be submitted not later than (date after 180 Days from date of issue) \_\_\_\_\_.

This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

Date \_\_\_\_\_ Signatures \_\_\_\_\_

**Section-IV(a)**

**Bid Security/Earnest Money Deposit/Bank Guarantee**

To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, Bid Security (also known as Earnest Money) is to be deposited by the bidder. The bidders should furnish bid security along with their bids. The bid security may be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (Proforma attached) from any of the commercial Bank, the Bid Security is to remain valid for a period of 180 days beyond the final bid validity period.

## Section-V

### **Services Required**

" Supply and set up of all the office equipment to be rent in the proposed Control Room in Hiroshima, Japan."

### Office Equipment to be supply

- 33 units of Desktop Computer with English OS and keyboard
- 9 units of A4 monochrome laser printer
- 13 units of Color laser printer
- 4 units of Heavy duty photo copier
- Network router, wires and hubs
- 4 units of Heavy Duty Shredder

### Scope of Works

- Complete installation and setting up of all the office equipment to be use for all the proposed control rooms and individual rooms
- Setting up of network for the desktop computers, printers, copiers for all the locations of the proposed control rooms
- Technical assistance for the duration of the terms, to be present always.
- Complete winding up of all the office equipment installed, exact date and time will be decided later.

**Section-VI**

**Form of Tender (Financial Bid Letter)**

**(To be submitted by the Bidder in following format)**

TO: Embassy of India, Tokyo

We declare:

That we are equipped with necessary expertise and facilities required for carrying out the work as per the requirements of the contract. Our tender offer price for the above work order all complete as per the requirements of the contract is JPY ----- (JPY----- only). We have carefully read and understood the terms and conditions of the tender and enclose herewith complete Financial Bid as required by you. We do hereby confirm that our bid price is inclusive of all. We offer to execute and complete the Works and remedy any defects therein, in conformity with this Tender.

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

Address:

Date: