

No. BZV/Admn/861/3/2020  
Embassy of India  
Brazzaville  
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TENDER NOTICE

18<sup>th</sup> August, 2020

**Subject: Invitation of tender for supply & installation of CCTV system for the Embassy Residence.**

Sealed bids are invited from professional agencies for providing & installation of CCTV system along with monitoring system for the Embassy Residence situated at 2 Avenue cardinal Emile Biayenda, Brazzaville.

2. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the form and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender, without any additional charges.
3. Bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
4. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions will be available to him as per the local conditions and other factors having a bearing on the scope of the work.
5. **The terms and conditions of the tender would be as follows:**
  - (a) **Scope of work:** The requirement & specification of the CCTV cameras and its accessories to be supplied by the bidder is attached to the tender notice at **Annexure 'A'**.
  - (b) **Tender Details:** Bidder should furnish with the tender, complete and full details of the job & equipment to be used as part of **Technical bid** as per **Annexure 'A' & 'B'**. The **Financial bid** is to be submitted as per **Annexure 'C'**. Bidder should also include the **Annual Maintenance Charges(AMC)** of the CCTV system in the Financial bid.
  - (c) **Tender Documents:** The Tender documents will be free of cost. The Embassy will not be responsible to compensate for any expenses or losses which may incurred by the bidder in the preparation and submitter of his Tender.
  - (d) **Two stage bidding:** This will be a two –stage bidding process. The bidders have to provide two separate sealed covers for **Technical & Financial bid**. These two sealed covers may be kept in one single envelope for submission. The financial bid will be opened of only those bidders whose technical bid are accepted.

- (e) **Quoted (bid) Price:** Price quoted should be on an all-inclusive basis and shall include the cost of all services, equipment, assembly of items, personnel, transportation, taxes etc. No extra cost beyond the quoted amount shall be payable on any account. Also, indicate the VAT amount (whether quoted price is inclusive or exclusive). Once agreed to by the firm, the contract amount shall not be increased during the period of the contract by the bidder.
- (f) **Commencement of the works:** Once the contract is awarded, the winning bidder will have to supply the item with immediate effect.
- (g) **Validity of the Bids:** Prices quoted in the bids of the tender should remain valid for acceptance for ninety (90) days from date of closing of tender, without any price escalation for whatever reason.
- (h) **Notice of Acceptance:** A Bid shall be treated as successful only after the competent authority in the Embassy of India has approved it in accordance with the terms of the Tender Notice. Embassy of India shall send the notice of acceptance to the successful lowest Bidder. Subsequent to the notice, a contract shall be signed between the Embassy of India and the successful lowest Bidder for supply of the agreed items.
- (i) **Payment/Bills:** Payment/Bills may be submitted after supply of photocopier and will be settled upon inspection of the items supplied after a period of 15 days. No advance payment will be made.
- (j) **Guarantee:** Successful bidder will provide the guarantee of the equipment installed on awarding of the contract.
- (k) **Right to revoke:** The Embassy of India reserves the right to revoke the contract at any time if the services/equipment rendered/provided are not found satisfactory.

6. The bids in sealed envelope(s) should be submitted to the tender issuing authority **Head of Chancery, Embassy of India, Brazzaville, 05 Avenue Monseigneur Augouard & Bayardelles, Centre-Ville, Brazzaville,** latest by **1500 pm on 9<sup>th</sup> September 2020**. Tenders received after the deadline will not be considered. The **Technical bids** of the Tender will be opened on **11<sup>th</sup> September 2020** at **1100hrs** and date of opening the **Financial bid** of the tender will be announced at that time.



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**INFORMATION TO BE PROVIDED IN TECHNICAL BID**

- List of other clients the Company in the Republic of Congo.
- Past experience, service history, achievements of the company.
- Registration certificate of the company under relevant statutory regulations applicable in the Republic of Congo.
- Photo/brochure of the CCTV cameras & its accessories proposed by the bidder
- Approximate life-span of the equipment proposed by the bidder
- Guarantee offered by the bidder for the item
- Availability of the CCTV cameras & its accessories in the stock of the bidder
- In case of non-availability of items in stock. Time required to procure
- Any other information worth sharing about the Company or suggestions relating to supply & installation of CCTV Cameras.

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