

**EMBASSY OF INDIA,  
HANOI**

**TENDER DOCUMENT**

The Embassy of India, Hanoi invites sealed bids from experienced, locally-based, registered companies in Vietnam for supply and installation of Video Conferencing Equipments to Embassy of India Hanoi. Companies may submit their bids for the above work in a sealed envelope by regular post or by Hand to the Head of Chancery, Embassy of India, Hanoi by 24/04/2020.

**Brief Scope of Work:**

No	Items/Model/Origin	Unit	Quant.
1	<b>Video Conferencing System</b> <b>AVER SVC 100</b> (Made in Taiwan) <ul style="list-style-type: none"><li>- Upgrade to 16 sites MCU</li><li>- Full HD-1080p video quality</li><li>- 18X camera</li><li>- HD Sharing content</li><li>- One touch recording</li><li>- Live video streaming</li><li>- Dual monitor support</li><li>- Web &amp; mobile streaming</li><li>- SVC 100 Codec</li><li>- Camera PTZ 1080 p</li><li>- SVC Microphone array</li><li>- Remote control</li><li>- Adapter &amp; cables</li></ul>	Set	1
2	Sony FWD 55BZ35E (Made in Vietnam) <ul style="list-style-type: none"><li>- Sony TV, 55"</li><li>- Resolution: 4K UHD</li></ul>	Set	1
3	Onsite Setup, Installation and training along with user manual	Pks	1

**Other Terms and Conditions:**

- i. **Payment:** The payment shall be made only after the satisfactory supply and installation of video conferencing equipments as per scope of work and supply of commercially acceptable invoices.

- ii. **Site Visits:** Intending bidders shall visit the site as per schedules indicated by Embassy of India, Hanoi and shall get themselves thoroughly acquainted with the local site condition.
- iii. **Bid Validity:** Bids shall be valid for a period of 120 days from the last date fixed for the bid submission.
- iv. **Taxes and duties:** The bidder must include in their bids all duties, royalties or any other taxes as applicable as per the laws of the Government of Socialist Republic of Vietnam. The tender inviting authority will entertain no extra claim on this account at any stage of execution of work.

### **General Instructions**

- i. Issuance of this Tender, preparation and submission of a response and the subsequent receipt and evaluation of response by Embassy of India Hanoi does not commit Embassy to award a contract to any bidder, even if all requirements stated are met.
- ii. Mere submission of information does not entitle the bidder to meet an eligibility criterion. Embassy of India Hanoi reserves the right to vet and verify any or all information submitted by the bidder.
- iii. If any claim made or information provided by the bidder in the bid or any information provided by the bidder in response to any subsequent query by Embassy of India Hanoi, is found to be incorrect or misinterpretation of facts, then the bid will be liable for rejection.
- iv. After the selection, the successful bidder must be able to commence the service within 7 days after the award of Letter of Intent.
- v. The bidder would be responsible for all mandatory compliances for social, safety and environmental issues related to the performance of the bidder in the Embassy of India premises, as stated above in the eligibility criteria.
- vi. The Embassy of India Hanoi reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. **The decision of the Embassy in this regard shall be final and binding on all.**

ANNEXURE-I  
**(TECHNICAL BID)**

TENDER NOTICE NO. \_\_\_\_\_ dated \_\_\_\_\_  
Cover-I (Technical Bid)

The following documents need to be attached in the Technical Bid Proforma

<b>S. No.</b>	<b>Details</b>	
i.	Name of the Bidding Firm	
ii.	Name of the Authorized Signatory	
iii.	E Mail ID	
iv.	Telephone No.	
v.	FAX No.	
vi.	Year of Incorporation	
vii.	Registration No.	
viii.	Registered Office & Address	
ix.	Branch offices if any	
x.	Certified copies of Registration and Incorporation particulars of Company (To be attached by the bidder)	(To be attached by the bidder)
xi.	Certified copy of the Tax Registration Certificate (To be attached by the bidder)	(To be attached by the bidder)
xii.	Proof of Minimum experience of at least successfully completed one work of same nature	(To be attached by the bidder)

Signature of the Authorised  
Signatory of the Bidder with  
Seal of the firm/company  
Name: \_\_\_\_\_  
Mob. No. \_\_\_\_\_  
Date: \_\_\_\_\_

ANNEXURE-II  
**Financial Bid Proforma**

1. Name of the firm:
2. Address of the Registered Office:

<b>No</b>	<b>Items/Model/Origin</b>	<b>Unit</b>	<b>Quant.</b>
1	<b>Video Conferencing System</b> <b>AVER SVC 100</b> (Made in Taiwan) <ul style="list-style-type: none"><li>- Upgrade to 16 sites MCU</li><li>- Full HD-1080p video quality</li><li>- 18X camera</li><li>- HD Sharing content</li><li>- One touch recording</li><li>- Live video streaming</li><li>- Dual monitor support</li><li>- Web &amp; mobile streaming</li><li>- SVC 100 Codec</li><li>- Camera PTZ 1080 p</li><li>- SVC Microphone array</li><li>- Remote control</li><li>- Adapter &amp; cables</li></ul>	Set	1
2	Sony FWD 55BZ35E (Made in Vietnam) <ul style="list-style-type: none"><li>- Sony TV, 55”</li><li>- Resolution: 4K UHD</li></ul>	Set	1
3	Onsite Setup, Installation and training along with user manual	Pks	1

Signature of the authorized signatory of the Bidder with  
seal of the firm/company

**Name:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

**Date** \_\_\_\_\_