

**HAN/872/07/2020**  
**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 latest by 1700 hours on 9<sup>th</sup> March 2021.

**2. Brief Scope of Work:**

<b>No</b>	<b>Items/Model/Origin</b>	<b>Unit</b>	<b>Quant.</b>
01	<b>Polycom Real Presence Group 500-720p:</b> 1. Group 500HD codec 2. EagleEyeIV-12X camera (Resolution 1980*1080) 3. Mic Array (covers 360 degree, 22kHz bandwidth, cable length 7.6m) 4. Universal Remote 5. 2 HDMI (1.8 m) 6. 1 CAT 5E LAN (3.6m) 7. 1 HDMI digital (3m) 8. Power: EU-Type C	Set	01
2	Onsite Setup, Installation and training along with user manual	Pkg	1

**3. 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.

#### 4. **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. HAN/872/07/2020  
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.	Year of Incorporation	
vi.	Registration No.	
vii.	Registered Office & Address	
viii.	Branch offices if any	

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:

No .	Items/Model/Origin	Unit	Quant.	Price inclusive of tax (VND)
1	<b>Polycom Real Presence Group 500-720p:</b> 1. Group 500HD codec 2. EagleEyeIV-12X camera (Resolution 1980*1080) 3. Mic Array (covers 360 degree, 22kHz bandwidth, cable length 7.6m) 4. Universal Remote 5. 2 HDMI (1.8 m) 6. 1 CAT 5E LAN (3.6m) 7. 1 HDMI digital (3m) 8. Power: EU-Type C	Set	1	
2	Onsite Setup, Installation and training along with user manual	Set	1	

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

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

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

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