

**Embassy of India  
Baku, Azerbaijan**

No. BKU/Estt/868/01/2022

date 15.06.2023

**TENDER NOTICE**

Bids are invited from interested firms towards purchase and installation of Intercom Cabling and installation of Intercom Equipment System in the premises of the Embassy of India in Baku, Azerbaijan.

**Contents**

Sl. No.	DETAILS
1.	Chapter I : Tender Details and General Instructions
2.	Chapter II : Technical Bid Proforma
3.	Chapter III : Financial Bid Proforma

**Chapter I – Tender Details and General Instructions**

Embassy of India, Baku invites Bids under Two bid system- containing **Technical Bid** and **Financial Bid** from experienced & registered firms, complete in all respects should be submitted addressed to the Head of Chancery, Embassy of India, Baku by hand/courier to reach before the deadline of 1730 hrs on 07 July 2023.

The submitted Bids should clearly carry the subject line “Purchase and Installation of Intercom Cabling and installation of Intercom Equipment System”. All tenders received after the deadline will be summarily rejected.

2. All bidders should submit along with the Tender the following documents:
  - i. Separate bids in the prescribed Technical Bid Document and Financial Bid Document (proformas attached in chapter II and III).
  - ii. Both the above documents must be signed by authorized signatories of the bidding firm with a seal / stamp.
  - iii. Self-attested photo-copy of registration of the company/ firm proprietorship with the concerned Azerbaijani authorities.
  - iv. Annual Report (where statutorily required to be filled) and Financial Reports for the last 3 years.
  - v. Details of experience in the field of Installation of Intercom Cabling and installation of Intercom Equipment System with Embassies /reputed Companies/Government agencies.
3. Last date for submission of bids is 1730 hrs. on 07 July 2023.
4. The bidder should be a company or firm duly registered with the concerned authorities in Baku. Bidder must be a firm with a past record of providing Installation of Intercom Cabling and installation of Intercom Equipment System in Azerbaijan. Embassy of India reserves the right to reject bids from firms who are blacklisted by Governments of Azerbaijan or India for poor performance in the past, or those who do not have adequate experience in the field.
5. The bids will remain valid for 180 days from tender closing, for award of contract after obtaining approval of competent Indian authorities. No price escalation would be allowed.
6. The successful bidder has to sign a contract with the Embassy of India in an appropriate form for execution of the contract.
7. First the Technical bid will be opened and the pre-qualification of the bidder will be assessed and then financial document of only those bidder [s] who meet the technical criterion will be opened.
8. The winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements.

9. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

STARTING DATE FOR SUBMISSION OF TENDER:	1000 hrs, 15 June 2023
LAST DATE FOR BID SUBMISSION:	1730 hrs, 07 July 2023.
DATE OF OPENING TECHNICAL BIDS:	1100 hrs, 10 July 2023.
DATE OF OPENING FINANCIAL BIDS:	1500 hrs, 10 July 2023.
<b>EVALUATION CRITERIA:</b> The Tender Evaluation Committee [TEC] will evaluate the Technical information individually using the following criteria: (a) The Organization's relevant experience for the Assignment. (b) Quality of SERVICE plan and methodology for undertaking the job. (c) Past track record.	

10. Bids may be submitted to:

*Head of Chancery, Embassy of India  
6A, Olimpia Street, Narimanov District, Ganjlik, Baku 1072, Azerbaijan*

11. For clarifications /queries, if any, prior to submission of bid, prospective bidders may contact the undersigned, on Phone (012) 564 63 44 during office hours from 10.00 AM to 5.00 PM on working days or email their queries to [admin.baku@mea.gov.in](mailto:admin.baku@mea.gov.in)

-Sd/  
(Vinay Kumar)  
Head of Chancery



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**EMBASSY OF INDIA  
BAKU (AZERBAIJAN)**

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**NOTICE INVITING TENDER**

Sealed tenders are invited from the established, reputed and experienced firms towards purchase and installation of Intercom Cabling and installation of Intercom Equipment System in the premises of the Embassy of India in Baku, Azerbaijan.

The tenders / bids in a sealed cover envelope should reach Embassy of India, Baku by 07 July 2023. Further details can be obtained from the website: <http://eprocure.gov.in/cppp> or <https://www.indianembassybaku.gov.in> under the "Tender Notices" Section on the Homepage or can approach the Embassy of India, Baku through email at [admin.baku@mea.gov.in](mailto:admin.baku@mea.gov.in) or Tel : + 994 12 5646344 / 54.

## Schedule of Quantities(BOQ)

The Embassy of India, Baku proposes to invite tender proposals from interested firms for installation of intercom cabling and installation of Intercom equipments in the Embassy of India, Baku office premises.

### Scope of Work

- a) An internationally renowned brand of Intercom System (Hybrid PABX/ IP based Intercom PABX system).
- b) 20 Telephone Line Digital Phone Intercom System (provision should be there to increase the telephone lines when needed)
- c) All Telephone units having caller Id, call record/ missed call facility and call history management. Provision of giving customized voice messages when these phone lines are dialed. Automated voice messages during off hours, Call record facility with redial, speed dial, speaker phone, ITS with LCD/LED display, phone book and ringer indicator.
- d) Port extension card NS series or equivalent to connect upto all units.
- e) Latest trunk card and telephone lines
- f) All Installation accessories like plastic electric cable ducts, fischer plastic anchors size, screws, connectors, telephone outlets 40, network cables, etc.

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## Chapter II – Technical Bid Documents

### Instruction to Bidders

#### **Subject: Installation of Intercom Cabling and Intercom Equipment System**

1. The Embassy of India, Baku invites sealed tender bids for Installation of Intercom Cabling and Intercom Equipment System in its Office Building .
2. Tenders are invited under two bid system viz Technical bid and Financial bid from reputed and experienced firms in Azerbaijan.
3. The Tender document can be downloaded from the Embassy of India website <https://www.indianembassybaku.gov.in/tenders.php> or from <https://eprocure.gov.in/epublish/app> →Tenders by Location → Baku, Azerbaijan.
4. Bidders are requested to go through terms and conditions of contract contained in the bid document.
5. **The first sealed cover should be superscripted as “Technical Bid”** containing technical documents showing technical capabilities of the firm while the **second sealed cover should be superscripted as “Financial Bid”** containing price schedule and lump sum rate for Installation of Intercom Cabling and Intercom Equipment System in Embassy of India, Baku Office Building.
6. **Both sealed covers should be placed in the main sealed envelope superscripted “Installation of Intercom Cabling and Intercom Equipment System in Embassy of India, Baku”** addressed to : Head of Chancery, Embassy of India, 6A Olimpia Street, Narimanov District, Ganjlik, Baku, Azerbaijan. Bids may be hand delivered or sent by post addressed to the Embassy of India, Baku so as to reach on or before the prescribed timeline. Embassy will not be responsible for postal delay.
7. 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.

## TECHNICAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone:

E-mail:

Sl.N o.	Requirements	Reply / Remarks
1.	<ul style="list-style-type: none"><li>• Brief introduction of the company</li><li>• Previous experience in the field(minimum of three years)</li><li>• Registration Certificate &amp; license for the services</li></ul>	
2.	Plan of action and methodology proposed to install the Intercom cabling and Intercom equipment system as per technical specification in this Tender document.	
3.	<ol style="list-style-type: none"><li>a. Details of Current contracts /services in the field undertaken by the firm</li><li>b. Details of the past contracts undertaken by the firm</li><li>c. Testimonials [Clients' letters /certificates, etc]</li></ol>	

## Terms and Conditions of the Contract

1. At any time prior to the deadline for submission of the bids, Embassy of India, Baku may, for any reason, whether on its own initiative or in response to any clarification requested by a prospective bidder, modify the tender document.
2. Embassy of India, Baku may 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 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 document , Embassy of India, Baku's interpretation of the clauses will 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. L2.
5. After acceptance of order, the winning company must complete the installation of the cabling and intercom equipment as per the Scope of Work mentioned in Bill of Quantities.
6. No request for revision/ increase of approved rate during the currency of project execution will be entertained. No other charges will payable for providing the services except the lump sum amount quoted in the Financial bid.
7. Validity of Bids: The bids shall remain valid for a period of 180 days from the date of opening of bids or upto any mutually extended period.
8. Period of completion of work is 15 working days.
9. Defects liability period: The winner of the project will be required to provide technical assistance in the first three months after installation of the wiring and equipment to ensure the system functions smoothly without any issues.



10. Commencement of date of supply shall be counted from the date of Issue of Letter of Acceptance of Letter of Award.
11. No escalation on rates due to delay in works shall be admissible.
12. The Embassy will not be bound to accept the lowest or any tender nor give any reason for the rejection of the Tender Document.
13. Lump Sum Fixed Price Tender : This is a lump sum fixed price tender with extent of work with extent of work as Addenda (if any) before submitting and shall become fully informed as to the extent, quality , type and character of operations involved in the works.
14. Tender and Schedule of Quantities-
  - (i) Bidders shall satisfy themselves of the quantities quoted in the schedule of quantities prior to the submission of the tender. It shall be the responsibility of the bidder to satisfy himself of the completeness of the documents for the scope of the work. No extra cost shall be entertained and payable beyond the lump sum rate.
  - (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.
  - (iii) The lump sum fixed price / amount must be quoted both in figures and in words on the Form of Tender. In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.
15. Bidders would be required to furnish the information and submit documents, as per the attached proforma and would quoted prices strictly on lump sum basis only. Price quoted should be on all inclusive basis, and shall include the cost of all equipment, material, services, labour transportation, etc. Technical information should be given in separate envelope.
16. Quoted price is final fixed lump sum price inclusive of all charges, but excluding VAT. Items of quantity indicated in the scope of work in Schedule of Quantity are tentative and some variation during execution may take place.

17. 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 Embassy.

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.

18. Embassy's right to waive- The Embassy 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 any of the statutory documents was not submitted with the tender.

19. Payment: The payment would normally be paid after the completion of the project. However in case the lowest bidder selected requests for any advance payment, part payment as advance can be paid against a written guarantee.

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## Technical Bid Letter

( to be submitted by the bidder in following format)

**Head of Chancery**  
**Embassy of India, Baku, Azerbaijan**

Date:

Letter of Bid

Ref: Invitation for Bid No. No. BKU/Estt/868/01/2022 dated 13 June 2023

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents including any Addendum issued in accordance with Instructions to Bidders.

2. We, in conformity with the Bidding Documents offer to provide and carry out installation of Intercom Cabling and installation of Intercom Equipment System in the premises of the Embassy of India in Baku, Azerbaijan as per the scope of work defined in this tender.

3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.

4. We also declare that M/s .....(Name of the bidder)..... has not been declared ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature by any Govt. agency of the Azerbaijan.

5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,  
Authorised Signatory

(Authorised person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

### Chapter III- Financial Bid Proforma

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

Telephone:

E-mail:

S. No.	Items	Charges (excluding VAT)	Remarks, if any
1	Towards purchase and installation of Intercom Cabling and installation of Intercom Equipment System in the premises of the Embassy of India in Baku	<b>Note:</b> Price quoted should be on an <b>all-inclusive basis</b> and shall include the cost of all equipments, personnel, transportation, rentals, consumables, warranty and other charges but excluding VAT.	

**Form of Tender (Financial Bid Letter)**  
( to be submitted by the bidder in following format)

Head of Chancery  
Embassy of India, Baku, Azerbaijan

Date:  
Letter of Bid

Ref: Invitation for Bid No. No. BKU/Estt/868/01/2022 dated 13 June 2023

We declare :

That we are equipped with necessary expertise and facilities required for providing and carrying out installation of Intercom Cabling and installation of Intercom Equipment System in the premises of the Embassy of India in Baku.

2. Our Lump sum tender offer price for the above work order is AZN \_\_\_\_\_ . We have carefully read and understood the terms and conditions of the tender and enclose herewith our financial bid as required. We do hereby confirm that our bid price is excluding VAT. We offer to execute and complete the project in conformity with this tender.

3. We understand that you are not bound to accept the lowest or any tender you may receive.

Yours sincerely,  
Authorised Signatory

(Authorised person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation.