

No. SOF/813/1/2018
Embassy of India
Sofia

Sofia, the 03rd April, 2019

TENDER NOTICE

Subject: Supply and Installation of Door Frame Metal Detector, X-Ray Scanner and Hand Held Metal Detector at Embassy of India, 4, Alfred Nobel Street, Geo Milev, Sofia – 1113, Bulgaria.

Contents

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

Chapter I - Instructions to Bidders

1. Bids from experienced & registered firms, complete in all respects should be submitted in sealed envelopes addressed to the Head of Chancery, Embassy of India, Sofia in person, or by mail or courier to reach before the deadline of 1700 hrs. on Monday 23rd of April 2019. **Two Separate sealed envelopes** containing **Technical Bid** and **Financial Bid** proposals must be sent. These would be enclosed in an envelope that should be clearly marked "**Tender for Supply and installation of Door frame metal detector, X-ray scanner and Hand held metal detector for Embassy of India, Sofia**". 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 sealed envelopes in the prescribed Technical Bid Document and Financial Bid Document (proforma 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 Bulgarian authorities.

- iv. Annual Report (where statutorily required to be filed) and Financial Reports for the last 3 years.
- v. Details of experience in the field of supplying security equipment to with Embassies / reputed Companies/Government agencies.

3. Technical Conditions/scope of works shall be as under:

- 1. Supply and installation of:
 - i) Door frame metal detector
 - ii) X-Ray Scanner and
 - iii) Hand held metal detector

Providing operational training of these security equipments to present Security Assistants in the Embassy.

4. The bidder should be a company or firm duly registered with the concerned authorities in Bulgaria. Bidder must be a firm with a past record of providing security equipment / services in Bulgaria. Embassy of India reserves the right to reject bids from firms who are blacklisted by Governments of Bulgaria or India for poor performance in the past, or those who do not have adequate experience in the field of providing security equipments.

5. The bids will remain valid for 90 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 responsible for supply and installation of Door Frame Metal Detector, X-Ray scanner and Hand held metal detector at Embassy of India, Sofia near main entrance inside the Building or as advised by the competent authority in the Embassy.

9. The winning bidder would be required to dedicate one supervisor / manager who can be contacted for all queries / requirements.

10. ASSIGNMENT SPECIFIC INFORMATION IN BRIEF:

1. LAST DATE FOR BID SUBMISSION: 1700 HRS, Tuesday, 23rd April 2019.

2. DATE OF OPENING TECHNICAL BIDS: 1530 HRS, Wednesday 24th April 2019.

3. DATE OF OPENING FINANCIAL BIDS: 1530 HRS, Wednesday, 24th April 2019.

4. EVALUATION CRITERIA: 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) Qualifications and experience of the staff proposed.
- (d) Past track record.

11. Bids may be submitted physically or by courier / post to:

Head of chancery, Embassy of India
4, Alfred Nobel Street, Geo Milev, Sofia-1113, Bulgaria

12. For clarifications / queries, if any, prior to submission of bid, prospective bidders may contact the undersigned, on Phone 02-963 5685 during office hours from 10.00 a.m. to 5.00 p.m. on working days.



(P. Subhash Nair)

Second Secretary & Head of Chancery

E-mails:property@indembsofia.org &

Prop.sofia@mea.gov.in

Chapter II - TECHNICAL BID PROFORMA

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

 Telephone:

 Fax:

 E-mail:

Sl. No.	Requirements	Reply	Remarks, if any
1.	a. Brief introduction of the company		
	b. Previous experience in the field (minimum of three years)		
	c. Registration Certificate & license for the services		
2.	Qualification and experience in supply of security equipments – DFMD, HHMD and X Ray Scanner		
3.	a. Details of organizations presently to whom these equipments have been sold – DFMD, HHMD and X Ray Scanner		
	b. Details of past contracts of security equipments undertaken by the firm		
	c. Testimonials [Clients' letters / certificates etc.]		

Chapter III - FINANCIAL BID PROFORMA

1. Name of the firm:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:
 - Telephone:
 - Fax:
 - E-mail:

Sl. No.	Items	Charges (including VAT)	Remarks, if any
1	Supply and installation of Door frame metal detector, Hand held metal detector and X Ray Scanner at Embassy of India, 4, Alfred Nobel Street, Geo Milev, Sofia - 1113	Note : Price quoted should be on an all-inclusive basis for Supply and installation of Door frame metal detector, Hand held metal detector and X Ray Scanner	