



**High Commission of India
Dar es Salaam**

Date: 17.05.2024

Subject: Tender for supply and installation of access control devices in the Chancery-cum-Residential building of the High Commission of India Dar es Salaam

High Commission of India, Dar-es-Salaam invites sealed quotations from reputed, experienced and financially sound Companies registered under relevant Tanzanian Companies Law which can supply and install the Access Control Devices in the Chancery-cum-Residential building of the High Commission of India, Dar-es-Salaam Building. The Tender document inviting bids for this work can be downloaded from the Mission's website <https://hcindiatz.gov.in> in the What's New Section under the heading "Tender for supply and installation of access control devices in the Chancery-cum-Residential building of the High Commission of India Dar es Salaam"

DAR/ADM/815/02/2024
High Commission of India
Dar es Salaam

Date: 16.05.2024

Notice Inviting Bids

The High Commission of India, Dar es Salaam invites bids from interested entities for supply and installation of access control devices in the Chancery-cum-Residential building of the High Commission of India Dar es Salaam

2. The tender Document shall be available for collection by applicants from 17.05.2024 to 30.05.2024 upto 1500hrs from High Commission of India, Plot No. 213/51, Shaaban Robert Street, P.O.Box 2684, Dar es Salaam, Tel. +255 22 2113094 Email: hoc.desalaam@mea.gov.in. Tender can also be downloaded from www.eprocure.gov.in and Mission's website: www.hcindiatz.gov.in.
3. Interested parties may visit the site to survey and ascertaining the suitability and requirement of the work during 17th - 30th May, 2024 with prior appointment. This would help the interested suppliers to formulate their quotation. A prior appointment should be made with Administration Section of the High Commission of India (Tel. No. +255-22-2113094/96/Extn. 212) for this purpose.
4. Suppliers are required to submit their bids in a single sealed envelope describing in detail the specification of the requisite items. Since only some of the crucial requirements are listed in the tender, it is emphasized that detailed technical specifications of the access control device may be submitted as this shall become basis for selection of the best option by the High Commission. The bids should be valid for a period of four months from the date of the opening of bids.
5. The sealed envelope (Title: **PRICE QUOTATION FOR SUPPLY AND INSTALLATION OF ACCESS CONTROL DEVICES IN HIGH COMMISSION OF INDIA**) should be submitted to the attention of the Head of Chancery, High Commission of India, Dar es Salaam latest by 1500 hrs on 31.05.2024.
6. If any information furnished by the applicant is found incorrect at a later stage, the bidder shall be liable to be debarred from the tendering process. The High Commission of India reserves the right to verify the particulars furnished by the applicant independently.
7. Representatives of all the bidding parties can be present at the time of the opening of the bids. The bids shall be opened on 03.06.2024 at 1530 hrs. in the Conference Room, Mezzanine Floor, High Commission of India, Dar es Salaam. The work shall be offered to the lowest bidding party after evaluating the product offered by each party in terms of High Commission's requirement.



Head of Chancery,
High Commission of India,
213/51 Shaaban Robert Street
P.O.Box 2684 Dar es Salaam
Tel: +255 22 2113094

SCOPE OF WORK

Sl. No.	Item	Remarks
i	Access control devices - 6 (for 6 gates)	The Access control device to be operated with key card and/or alphanumeric code
ii	Necessary supporting hardware/software	To centralize all the devices with single Access key card/ alphanumeric code for use

SECTION-I

Terms & Conditions:

1. **Submission of Bids:** The bid containing details of the Access Control Device proposed to be installed and their pricing separately should be submitted in a sealed envelope superscribed with the words "Bid for supply and installation of Access Control Device in the High Commission of India". The following documents shall form part of the bid:
 - Tender Document
 - Any Addendum to Tender Document issued by the High Commission
 - Bid containing product description and cost
2. **Clarification regarding contents of the Tender:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the High Commission of India in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids.
3. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the High Commission of India prior to deadline prescribed for submission of bids. A scan copy of withdrawal notice may be sent by e-mail but it should be followed by an original signed confirmation copy of withdrawal notice to be sent by post and such signed confirmation should reach the High Commission of India not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.
4. **Validity of Bids:** The Bids should remain valid till (120 Days) from the last date of submission of the Bids. A bid valid for a shorter period shall stand rejected.
5. **No. of bids per Make/Model:** Each bidder shall submit only one bid for a particular make/model of Access control device. A bidder who submits more than one bid for the same make/model shall be disqualified.
6. **Cost of bidding:** The bidder shall bear all the costs associated with the preparation and submission of bid and the buyer shall not be responsible or liable for these costs.
7. **Amendment of bidding document:** The High Commission of India, Dar-es-Salaam may amend the bidding document by issuing Addendum, before the deadline for submission of bids.
8. **Language:** All documents relating to the bid shall be in English language. If any document is not in English, an courtesy English translation copy may be attached.

- 09. Eligibility of bidder:** Only reputed dealers/suppliers or Original Manufacturers of Access control device and such solutions are eligible to participate in this tender. Further, the bidding companies should have the capacity to provide maintenance and repair support after the installation.
- 10. Price details to be specified in Bid:** The bidder shall submit price of devices and necessary accessories to do the installation and setup.
- 11. Manufacturer's Warranty:** The Supplier shall provide warranty of the product for a period of at least one year. The Supplier shall have authorized service provider in Tanzania.
- 12. Evaluation of all bids and announcement of successful bidder:** The bids will be opened on 03.06.2024 at 1530 hrs at High Commission of India, Dar-es-Salaam. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of representatives of any bidder.
- 13. Evaluation Criteria:** The broad guidelines for evaluation of Bids will be as follows:
- 13.1** Bids that are not compliant with all the eligibility and qualifying requirements of the NIT will be discarded.
- 13.2** The successful bidder will be decided on the basis of the lowest price quoted after evaluating the product offered by the bidder.
- 14. Payment:** The payment shall be done subsequent to the delivery and installation of the equipment at the above cited location and the quoted prices should include the cost of hardware, software, and installation of the equipment.