

Request For Proposal
For Procurement of Token System for Consular Services in High Commission of India,
Male'

HIGH COMMISSION OF INDIA, MALE (MALDIVES)



सत्यमेव जयते

REFERENCE NO. MAL/Estt/886/07/2022
BID SUBMISSION LAST DATE: 23.11.2022

HIGH COMMISSION OF INDIA
MALE', MALDIVES

TENDER DOCUMENT

Table- A: Time and Work Frame

Token System for Que Management for consular services at High Commission of India

CRITICAL DATE SHEET

1	Date of Issue of Tender	02.11.2022
2	Bid Document Download / Sale Start date	02.11.2022
3	Date of Pre Bid Conference- For clarifying issues and doubts, if any, about specification of items and services projected in Bid document	No
4	Bid submission End Date	1700 hrs. 23.11.2022
5	Date of opening of bid	1000 hrs. 24.11.2022
6	Validity of Bid	180 days

**High Commission of India
Male', Maldives**

Scope of Work

High Commission of India, Male' invites bids from interested contractors for the supply of following articles to High Commission of India located at Lot No.11499, Goalhi 4, Hithigas Maagu, Hulhumale Phase -I.

Token System for Que Management for consular services at High Commission of India, Maldives

Item	Qty.
Ticket dispenser having facility to issue tickets for two categories (i) VISA Services (ii) Passport & Miscellaneous Services	1
Digital Signage having facility of speaker for counters	3 (1 for Visa Counter and 2 for Passport & Miscellaneous Services counters)
Related Hardware, software, wire, electrical socket and other equipment required for the whole system of queue management	
Installation including wiring, drilling, concealing of wiring etc. and commissioning	

Note:

1. High Commission of India will not provide any men or material required for completion of the above work
2. The queue management system will not be connected to any wifi or any cloud based service. There should be no possibility of remote access of the system.

MAL/Estt/886/07/2022
High Commission of India
Male', Maldives

02.11.2022

TENDER NOTICE

1. Sealed tenders from reputed, well experienced and financially sound Indian or Maldivian vendors/service providers registered with the Indian/Maldivian Govt., as the case may be, are invited by High Commission of India, Maldives on behalf of the President of India **for Token System for Que Management for consular services at High Commission of India, Maldives**

2. Interested firms may submit their bids complete in all respects after carefully reading the Tender Notice by providing bid in specified format, separately, clearly mentioning **Bid For Token System for Que Management**. Such proposals are to be submitted in High Commission of India, Male' within the stipulated date and time as mentioned in the Tender Notice as given in CRITICAL DATE SHEET.

3. **Bid Should contain the following:**

a. The details in respect of the bidder to be provided in the format attached at **Annexure I**.

b. Duly filled up form attached at **Annexure II** with supporting documents.

c. Proposal of the bidder in the prescribed format attached at **Annexure III**.

Along with submission of bids, all bidders are requested to send the Photographs/reference image of the items offered.

4. No bid shall be entertained after this deadline under any circumstances what so ever.

5. The High Commission of India reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the High Commission of India, Maldives in this regard shall be final and binding on all parties in all circumstances.

5. Earnest Money Deposit: **US\$ 300.00**. EMD Should be deposited in the form of DD/Banker's Cheque in the name of **"High Commission of India" payable at Male', Maldives** (Exemption from payment of EMD permitted as per Government of India regulations). EMD of disqualified bidder will be returned to the bidder within one week of disqualification.

6. If the tenderer fails to supply the ordered quantity within the stipulated time period/ supplies sub-standard item, liquidated damages equivalent to 1% (one percent) of contract/bill value shall be charged per week after completion of 6 weeks of placement of work order and deducted from the bills of the contractor subject to maximum of 10% of contract/bill value. If any of the assigned work is not found satisfactory or damages to the items are recorded within 7 days delivery of items, an appropriate amount shall be deducted for every major

deficiency/damage from final settlement of payment. The amount to be deducted for damage/deficiency will be arrived at after mutual discussion.

7. Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.

8. High Commission of India reserves the right to change the quantity/ upgrade the criteria/drop any item or part thereof/extension of delivery date at any time before placing the purchase order.

9. Any query in respect of the scope of work bidders may contact Mr. Avinash Kumar, Attache (Admn/Estb/DDO) Mob. no. +960-7909323.

10. Address for communication: -

Contact Details: Contact Person:

Head of Chancery

High Commission of India, Lot No.11499, Goalhi 4, Hithigas Maagu, Hulhumale Phase -I.

Email: hoc.male@mea.gov.in Phone No.: +960 4004194

11. Tender Fee- NIL

12. Period for validity of tender: 180 days

13. The work of installation and commissioning has to be completed within 6 weeks of award of work.

14. The Bidding Agency will be bound by the details furnished by it in the bid . In case, any document furnished is found false at any stage, it would be deemed to be breach of terms & condition of work order making it liable for termination of work order and forfeiture of EMD or the Performance Bank Guarantee, as the case may be.

15. In case of tie in the rates, the work will be awarded to the Bidding Agency who have higher work experience and higher value of the work of similar nature executed in the past.

16. The bidding agency will be responsible for compliance of all statutory provisions relating to Service tax, GST as per the Republic of Maldives/ Government of India.

17. Conditional bids will not be considered and will be rejected in the first instance.

18. The bidders shall be responsible for faithful compliance of the terms and conditions as mentioned in the tender document.

19. In case of any dispute on bid documents, the decision of competent authority in the Mission will be final and binding.

20. BIDDER TO GET INFORMED HIMSELF FULLY:

The authorized signatory of tender document will be deemed to have carefully read and understood the tender documents along with the terms & conditions and thereafter has filed the tender document for bid process.

21. LEGAL/Disputes & Differences:

Decision of The High Commission of India, Maldives shall be final and binding on all the bidders. However, any dispute can be referred to an Arbitrator, and will be settled according to the Government of India's Rules and Regulations and not according to Local Laws of the Maldives.



Head of Chancery
High Commission of India
For and on behalf of the President of India

ANNEXURE I

A. APPLICATION FOR BID

1	Name of Bidding Company / Firm / Agency	
2	Name of Proprietor / Director of Company / Firm / Agency	
3	Full Address of Regd. Office:	
	Telephone / Mobile No.	
	Fax No.	
	E-mail Address	
4	Full Address of local Branch office	
	Telephone / Mobile No.	
	Fax No.	
	E-mail Address	
5	Banker of Company / Firm / Agency (full Address)	
	(a) Telephone Number of Banker	
6	GST Registration Number / TIN number, if any (Attach attested copy)	

ANNEXURE II

Name of Bidding Firm

Sl. No.	REQUIREMENT	COPY OF RELEVANT DOCUMENT	ENCLOSED YES/NO
1.	Bidding Agency should be registered with Service Tax/sales tax/GST Authorities	Copy of Service Tax/sales tax/GST Certificate	
2.	Date of Establishment of organization/company/agency	Copy of Registration Certificate	
3.	PAN Card (Not Applicable for Maldivian)	Copy of PAN card	
4.	IT returns/Annual Turnover for the last Three FY (Optional)	Certificate from Statutory Auditor	
5.	Declaration regarding black listing as per format attached	Declaration in enclosed format	
6.	Submission of photograph of Furniture (optional)	Color photograph	

Date:
Place:

(Signature of the Bidder, with official Seal)

DECLARATION

1. I, _____ Son/ Daughter of Mr. _____ signatory of the agency/firm mentioned above, is competent to sign this declaration and execute this tender document:
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. My agency has not been blacklisted/ debarred from participating in tender of any Ministry/ Department of Government of India/Maldives and Government of India/Maldives undertaking in the last Three (3) Years as on date of opening of this Tender.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person(s)

Date:

Full Name:

Place:

Seal:

ANNEXURE III

The detailed proposal token System for Que Management for consular services at High Commission of India, Maldives

Sl. No.	Name of Item	Quantity	Specification/ details	Unit Price (in USD)	Taxes applicable (in USD)	Total Price (in USD) (inclusive of GST)
1	Ticket dispenser having facility to issue tickets for two categories(i) VISA Services and (ii) Passport & Miscellaneous Services	1				
2	Digital Signage having facility of speaker for counters	3				
3	Related Hardware, software, wire, electrical socket and other equipment required for the whole system of queue management	As per requirement				
4	Installation including wiring, drilling, concealing of wiring etc. and commissioning	As per requirement				

Note:

Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly. High Commission of India will evaluate the bids item wise and accordingly, High Commission, at its sole discretion, will award the work to the lowest bidder against each item.



**Head of Chancery
High Commission of India
For and on behalf of the President of India**