No. YER/CUL/321/35/2019
Embassy of India
Yerevan
***
(Request for Proposal)

Subject: Tender for establishment of India Corners at Yerevan State University and Institute of Oriental Studies, Armenia.

1. **Background:** This RFP is for establishment of India Corners at “Yerevan State University” and “Institute of Oriental Studies”, Yerevan, Armenia. The proposals for supply of books on India, electronic items and furniture are invited as per details in the following paras.

2. **Scope of work:** The following would be the scope of work:

   (i) Supply of the items enlisted below in the request for proposal as per designs attached, and

   (ii) Providing miscellaneous services related to the works to make the Centers functional. It will include labor charges, purchase and installation of small miscellaneous fixtures/items, removal of garbage, transport, and extensive cleaning of Centers after completion of the work.

3. **Inviting bids from companies:** The furniture and electronic items to be provided should be of international standards. Specifications of the materials to be used should be mentioned clearly. The quotations must contain detailed cost-break up – separate cost of each item, labor charges, purchase and installation of small miscellaneous fixtures/items, removal of garbage, transport, and extensive cleaning of Centers after completion of the work. The company without any pre-payment will be given preference. If payments are to be made in stages, all stages should be specified clearly. Bidders should note that bids will be inclusive of transportation, meal and other charges etc, if any. The payment will be made only through bank-transfers in AMD. The bidder L1, selected for the job will be obliged to complete the job in one month from the day they are awarded the work. In case, that company fails to start the job within 7 days of the confirmation, the next bidder L2 will be selected for the job. No price escalation after submission and acceptance of the bid will be entertained. Instead, it will disqualify that company. Quotation should remain valid for 90 days. The process involves “Two-stage Bidding” – “Technical” followed by “Financial”. The sole objective of two-stage bidding is to weed out sub-standard service providers. Each bidder has to simultaneously provide bids in two separate, sealed covers indicating the kind of bid on each envelope which must be stamped and signed by authorized signatory of the bidder company. All the documents being submitted should be attested by the signatory of the bidder company. If any company desires to bid for supply of furniture – one or more than one furniture in the list, but not for electronic items, they can do so with the above-mentioned complete details in their bids. Similarly, if any company desires to bid for supply of electronic items – one or more than one furniture in the list, but not for furniture items, they can do so with the above-mentioned complete details in their bids. They can quote miscellaneous service charges in respect of their supplies.

**Part I: Technical Bid (Consisting of details of items being supplied along with services attached and terms and conditions):**

The companies submitting their bids are requested to submit:

i. Data-sheet mentioning full details of the Bidder:
   a) Name of the Company,
   b) Name of the owner of the Company,
   c) Full postal address,
d) Contact details viz. telephone/fax numbers, emails etc.,
e) Year of registration of the company,
f) Annual turn-over of the last two financial years,
g) Instalments in which the company will like to be paid which should be in 
conformity with Part III below,
h) Number of employees in the company, and 
i) Estimated time of completion of the project.

ii. Duly certified copy of registration of the company (Company’s registration should 
not be less than three years),

iii. Certified copies of their annual turn-over for the last two years which should be more 
than USD 10,000 (US Dollars ten thousand only),

iv. Have you worked with any Government Organization earlier? If yes, please give 
details of the work done,

v. Whether similar job undertaken in the past, if so details,

vi. Photo of the samples of similar work (if any) which the bidder is interested should 
be attached,

vii. Copies of past records of services along with appreciation letters/certificates (if any), 
and

viii. An affidavit mentioning that the company selected will deposit the earnest money 
through bank guarantee within seven days of the decision of the Bid committee and 
the selected company will abide by the guidelines mentioned in Part III below of 
this Tender. If any company is not interested in submitting the bank guarantee, they 
should clarify, why they are not able to submit the bank guarantee.

ix. Bidder will have to comply for performance guarantee, retention money, liquidating 
damages etc. as mentioned in Part – III. If any company is not capable/interested in 
complying Part-III of the RFP, they should clarify, why they are not able to submit 
the bank guarantee.

In case of any deviation from the prescribed norm, the bid will be rejected at this 
stage and will not be considered for financial bid.

Part II: Financial Bid (Indicating costs – item-wise and service-wise for the services mentioned in 
Technical Bid): Bidding companies may kindly note that the Embassy is exempt from VAT. So, the 
invoice/quotation should be without tax component. The total cost will be the basis to decide the L1.

Part III: The following may also be noted by the bidders and they will have to comply:

a) Earnest money deposit is – 2% of the contract value,
b) Performance guarantee – 5% of the contract value is to be deposited at the time of 
signing the contract,
c) Retention money – 5% will be deducted from each running account bill, and 
d) Liquidating damages – 5% of accepted contract per week basis subject to maximum 
of 10% of contract value,
e) The procedure and standard of construction as prescribed by Armenia Government 
will be followed by the bidder during the painting / renovation work of the house.
f) The retention money etc. will be released only after due certification by 
Ambassador,
g) The final decision would rest with Embassy of India, Yerevan and Embassy would 
owe no explanation to anyone about the selection process of the company for the 
job, and
h) The selected company will liaise with local authority to seek necessary clearance, if any required.

**Quotation should be in the following format:**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the item</th>
<th>No of Items</th>
<th>Total No. of items</th>
<th>Cost in AMD including the cost of transportation, installation, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>For Yerevan State University</td>
<td>For Rs. 100,000</td>
<td>List of books being supplied be attached with their prices</td>
</tr>
<tr>
<td>1</td>
<td>Books - Indian culture, history, heritage, personalities etc.</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>T V (49&quot;) SONY KD-49XPF8596BR</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Projector BENQ MX535</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Screen HAMA TRIPOD PROJECTION SCREEN</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Table As per design attached</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Chairs As per design attached</td>
<td>24</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>7</td>
<td>Bookshelf As per design attached</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>8</td>
<td>Misc. Contingency For transportation, setting up labor charges and miscellaneous items for each Center separately, if any.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Pre-bid meeting:** Any query in respect of supply/services of the above-mentioned items/services may be addressed to Mr. Shambhu Amitabh, Second Secretary & HOC, Embassy of India, Yerevan at 50/2, India Street, Yerevan, Armenia -0015 (Tel: 374-10 533928; 539173/4/5; Fax: 374-10 533984; E-mail: hoc.yerevan@mea.gov.am till 13th July 2020.

2. **Contact Person:** The advertisement has been placed on the Central Public Procurement Portal (CPPP) and the Official Website of the Embassy of India, Yerevan. Quotations would be accepted till 24th July 2020 (15:00 Hrs). The quotation signed by the authorized person of the company should be submitted in **sealed cover** to Mr. Shambhu Amitabh, Second Secretary & HOC, Embassy of India, Yerevan at 50/2, India Street, Yerevan, Armenia -0015. He can be contacted at Tel: (374-10) 533928; 539173/4/5; Fax: (374-10) 533984; E-mail: hoc.yerevan@mea.gov.am on any working day.

3. **Evaluation & Selection:** Both – Technical and Financial Bids will be opened on 30th July 2020 at 11:00 Hrs. in the Event Room of Embassy of India, Yerevan. Bidding companies are requested to send their representatives during the opening of bid. Technical Bids will be opened first and Financial Bids of only those companies will be considered who will qualify in Technical bidding. The
quotation offering as per scope of work, good credentials and best prices would be selected for the award of the job. However, the final decision would rest with Embassy of India, Yerevan and we would owe no explanation to anyone about the selection process of the company for the job.

[Shambhu Amitabh]
Second Secretary & HOC
Embassy of India, Yerevan
8-9-2020