

**CONSULATE GENERAL OF INDIA  
MUNICH**

INVITES QUOTATIONS FOR PROVIDING AND INSTALLING DESKTOP COMPUTERS (ENGLISH KEYBOARD), PRINTERS (BLACK & WHITE AND COLOUR), PHOTOCOPY MACHINES, SCANNERS, DONGLES, HOTSPOTS, MOBILE PHONES, SIM CARDS WITH RECHARGES, ADAPTORS AND EXTENSION CABLE AND HIRING AN IT EXPERT TO BE ON SERVICE AT THE VENUES.

TENDER NO. MUN/ADM/160/1/2022

LAST DATE FOR SUBMISSION OF BIDS  
30 MAY 2022 UP TO 1700 HRS (MUNICH TIME)

DATE OF OPENING OF BIDS

31 MAY, 2022 AT 1100 HRS (MUNICH TIME)

PLACE OF OPENING OF BIDS: CONSULATE GENERAL OF INDIA,  
WIDENMAYERSTRASSE 15, 80538, MUNICH

## **Invitation for Bids**

Consulate General of India, Munich invites Bids/Quotations from reputed IT agencies based in Germany with experience in providing and supplying IT equipment such as Desktop computer, Printers and related peripherals.

1. Notice Inviting Tender:-Sealed bids are hereby invited for following:

### **Provide on rent and installation of**

23 net enabled Desk top (all in one) computers with English keyboard  
11 laptops with English keyboards  
26 Black & White printers with spare cartridges  
3 Colour printers with spare cartidges  
3 large photocopy machine  
3 small photocopy machine  
3 Uninterrupted Power Supply Unit (UPS) to be connected with PC

### **Sale & installation of**

6 Desk top HP computers English keyboards **with CPU**

### **Supply of**

- (a) Hot-spots - 20
- (b) Dongles - 20
- (c) Hiring of Cell phones (Android)/ Sim Cards / Recharge: 100
- (d) Universal adapters : 30
- (e) Extension Cable : 20

Printing & supply of 100 Identity cards with cover and neck band.

**Availability of an IT expert on 24/7 basis for 3 days for attending any issues related to non working of Computer / printer / photocopier etc. after supply and installation**

**Please note that the place/venue of supply and installation would be Munich. Exact location would be communicated to the bidder to whom the work has been awarded to.**

2. Eligibility criteria for bidders:

- i) The Company should have valid permit/registration from a competent local authority for sales of computers, printers and related peripherals (I.T) in Munich.
- ii) The Company should have adequate experience in providing supply of computer, printers and related peripherals (I.T) service

3. The Company preferably should have worked with reputed organisations like Embassy/ Foreign Mission/ Multinational organization related to supply of computers and printers and related peripherals.

4 Scope of Work:

Supply of All in one desk top computers with English Keyboard on <b>rent</b> (23) {Supply and installation}	Minimum Configuration: •Intel® Core™ i5-9500 processor •Intel® UHD Graphics 630 •8 GB SDRAM, 256 GB PCIe® NVMe™ M.2 SSD •60.45 cm (23.8 "), Full HD (1920 x 1080)
Supply of Desktop Computer (7) <b>with separate CPU and English keyboard (purchase)</b> {Supply and installation}	HP Pavilion 24-k0300ng, 23.8 Zoll, 512 GB Speicher, 8 GB RAM, Core™ i5 Prozessor, Intel® UHD Graphics,
Supply of Laptops with English keyboard on <b>rent</b> (11)	Minimum Configuration: •Intel® Core™ i5-9500 processor •Intel® UHD Graphics 630 •8 GB SDRAM, 256 GB PCIe® NVMe™ M.2 SSD •60.45 cm (23.8 "), Full HD (1920 x 1080)
Photocopy machine large (03) on <b>rent</b> Photocopy machine small (03) on <b>rent</b> {Supply and installation}	Canon/Xerox photocopy machine
Multifunction black & white printer/scanner (27) on <b>rent</b> {Supply and installation}	HP multifunction printer/scanner
Colour printers on <b>rent</b> (3) {Supply and installation}	HP multifunction printer/scanner
Uninterrupted Power Supply Units {UPS} (supply and installation)	3
Supply of Fax machines <b>on rent</b>	8
Supply of fixed telephone instrument <b>on rent</b>	8
Cross cutting paper	5



shredder machine <b>on rent</b>		
Printing & supply of identity cards with cover and neck bands	100	

### **Supply of**

- (a) Hot-spots - 20
- (b) Dongles - 20
- (c) Hiring of Cell phones (Android)/ Sim Cards / Recharge: 100
- (d) Universal adapters : 30
- (e) Extension Cable : 20

**Availability of an IT expert on 24/7 basis for 4 days after installation for attending any issues related to non working of Computer / printer / photocopier etc. after supply and installation.**

5. Bid system:- The bidder company shall submit its offer in an envelope, superscripted as "Tender Quotation for sale of computer, printers and related peripherals (I.T)". It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder:

- i. The sealed bid shall be submitted to The Head of Chancery, Consulate General of India, Munich, Widenmayerstrasse 15, 80538, Munich;
- ii. Contact person Mr. Yogendra Pal, HOC, Phone No.0049 89 21023916 Email: hoc.munich@mea.gov.in.
- iii. Bid received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances;
- v. Period of bid validity should be 45 days minimum (qualifying criteria).
- vi. Bid shall be opened on the date and time as given in the tender notice at Consulate General of India, Munich, Widenmayerstrasse 15, 80538, Munich, in the presence of the authorized representatives of the companies, who may wish to attend.
- vii. The bid has to be submitted as per the format specified at 'Annexure I. It is a one-part bid system.
- viii. Price can be quoted items wise or lump sum basis. The quotation has to be submission in a sealed envelope in Annexure-I

**FINANCIAL BID PROFORMA TO BE FILLED UP AND SUBMITTED**

1. Name of the Bidder Agency/Company.
2. Address of the Bidder Agency/Company.
3. Contact details of the Bidding Agency/Company.
4. Period of Bid validity.

**FINANCIAL BID**

Supply of All in one desk top computers with English Keyboard on <b>rent</b> (23) {Supply and installation}	Minimum Configuration: HP Elite one 800 G5 7AB 96EA •Intel® Core™ i5-9500 processor •Intel® UHD Graphics 630 •8 GB SDRAM, 256 GB PCIe® NVMe™ M.2 SSD •60.45 cm (23.8 "), Full HD (1920 x 1080)
Supply of Desktop Computer (7) with separate CPU and English keyboard <b>(purchase)</b> {Supply and installation}	HP Pavilion 24-k0300ng, 23.8 Zoll, 512 GB Speicher, 8 GB RAM, Core™ i5 Prozessor, Intel® UHD Graphics,
Laptops with English keyboard on rent (11)	Minimum Configuration: HP Elite one 800 G5 7AB 96EA •Intel® Core™ i5-9500 processor •Intel® UHD Graphics 630 •8 GB SDRAM, 256 GB PCIe® NVMe™ M.2 SSD •60.45 cm (23.8 "), Full HD (1920 x 1080)
Photocopy machine large (03) on <b>rent</b> Photocopy machine small (03) on <b>rent</b> {Supply and installation}	Canon/Xerox photocopy machine
Multifunction black & white printer/scanner (27) on <b>rent</b> {Supply and installation}	HP multifunction printer/scanner
Colour printers on <b>rent</b> (3) {Supply and installation}	HP multifunction printer/scanner

Hot-spots <b>(on rent)</b>	20
Dongles <b>(on rent)</b>	20
Supply of fixed telephone instrument <b>(on rent)</b>	7
Supply of Fax machines on rent <b>(on rent)</b>	6
Cross cutting Shredder machines <b>(on rent)</b>	5
Printing and supply of Identity cards with cover and neck bands	100

**Availability of an IT expert on 24/7 basis for 4 days, for attending any issues related to non working of Computer / printer / photocopier etc. after supply and installation.**

Declaration I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated \_\_\_\_\_

Name and address of the Agency/Company