



Consulate General of India
Hambantota

No. Hamb/Prop/885/01/2024

Dated: 19.06.2024

NOTICE INVITING TENDER (NIT)

**PROCUREMENT OF ONE (01) HEAVY DUTY PAPER SHREDDER MACHINE FOR
CONSULATE GENERAL OF INDIA, HAMBANTOTA, SRI LANKA**

1. Quotations are invited from reputed and experienced companies/firms located in India or Sri Lanka for supply of one (01) heavy duty paper shredder machine with desired specifications:

S.No	Required items	Specification
1	Heavy Duty Shredder Machine	<ul style="list-style-type: none">➤ Shredding Material : Paper➤ Security Level (DIN 66399) : P-5 (Minimum)➤ Cut Type : Micro Cross Cut (3.5 mm x 5 mm)➤ Minimum Sheet capacity : 4-5 papers (80 gsm)

2. Interested bidders are requested to submit their quotation for the above mentioned shredder machine as per required specifications.

TERMS AND CONDITIONS:

3. The terms and conditions for Post's proposal are elaborated below. The prospective bidders may examine the terms and conditions carefully and submit their quotations if they feel confident that their firm/company can meet the desired requirements of high quality and time bound transportation.

(a) The firm should have minimum 03-05 years experience in supplying to Government Offices/Institutions or manufacturing the shredder machine. Documents in support to the same must be submitted with the quotation.

(b) The validity of the quotations, i.e. rates quoted, should be valid for a period of Six months from the dates of intimation / approval by Consulate General of India, Hambantota.

(c) For Companies from India, the firms should have been registered with MSME and copy of the same must be submitted with the quotation. OEM Certificate should also be submitted with the quotations. For Companies from Sri Lanka a Copy of **Business Registration Certificate** should be submitted with the quotation.

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(d) VAT amount should be clearly mentioned in the Financial Bid. As a Diplomatic Mission, the Consulate is eligible for VAT exemption in Sri Lanka. No additional packing charges will be paid to the suppliers.

(e) The bill of the firm will be settled only after confirmation that the shredder machine supplied is received in good condition and is as per the specifications elaborated in this Notice Inviting Tender. **It may be noted that in case, the machine supplied by the company/firm is not as per desired specification or arrive in a broken / non-working condition, the responsibility and the cost of transportation of taking back the machine from Consulate General of India, 107-B, New Rd, Hambantota, Sri Lanka and for supplying new shredder machine lies entirely with the company/firm supplying the shredder machine.**

(f) The costs and arrangement of transportation from the firm's warehouse to the Consulate General of India, 107-B, New Rd, Hambantota, Sri Lanka has to be borne by the prospective company/firm supplying the shredder machine. The amount for transportation should be shown separately in the quotations.

(g) The bids should be submitted in sealed envelopes. Envelopes should indicate the name and address of the tenderer to identify the bid and to enable the bid to be returned unopened in case it is declared 'late' or 'rejected'. Offers received through Fax/ E-mail or through open letter shall be ignored.

(h) Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.

(i) The Bids must be valid up to 120 days from the date of opening of the bid.

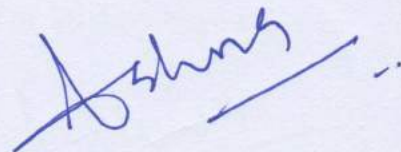
(j) Tender must specify number of days required to supply the above item after award of tender.

(k) Necessary documents supporting the fulfillment of all terms and conditions as elaborated above need to be submitted by the prospective bidder company/firm along with the quotations.

(l) **Submission of Bids:** The bids should be submitted in two sealed envelopes (**Envelop A " Technical Bid Documents", Envelop B - "Financial Bid Documents"**). The two envelopes containing 'A' & 'B' must be duly super-scripted with the above titles and put in another sealed envelop super-scripted with the title "Supply of shredder machine for Consulate General of India, Hambantota". Bids may be submitted in two different envelopes as per details given below: -

TECHNICAL BID:

The first sealed envelope (marked as Envelope "A" and super-scripted as Technical Bid) should contain following documents regarding technical specifications of the company.



Sr. No.	Company's eligibility criteria	Remarks
(a)	Introduction and credentials of Tenderer including company profiles, etc.	Relevant document may be submitted.
(b)	Company Registration	Proof of registration may be submitted
(c)	Warranty of Shredder Machine	Must be mentioned in the technical bid.
(d)	An undertaking that the company agrees to the terms and conditions of the Tender documents.	Signed undertaking may be submitted.

II. **FINANCIAL BID:** The second envelope (marked as Envelope "B" and super-scripted as **Financial Bid**).

III. Both the sealed envelopes should be placed in the main sealed envelope super-scripted "**Supply of Shredder Machine for Consulate General of India, Hambantota**" addressed to the Head of Chancery, Consulate General of India, Hambantota, 107 B, New Road, Hambantota-82000 and must reached Consulate General of India before last date of submission of bids.

4. Important schedules and dated are as under:

Events	Date
Notice Inviting Tender	19.06.2024
Starting date of Tender submission	19.06.2024 (05.00 p.m.)
Last date of Tender Submission	10.07.2024 (05.00 p.m.)
Date of opening of tender	11.07.2024 (F/N)
Venue for opening tender	107 B, New Road, Hambantota, Sri Lanka

5. Any clarification / information regarding this tender notice may be obtained by email at hoc.hambantota@mea.gov.in; vc.hambantota@mea.gov.in, adm.hambantota@mea.gov.in

6. Terms of payment are subjected to negotiations, if the estimates are accepted.

7. Consulate General of India, Hambantota reserves the right to reject any or all bids without assigning any reasons, if not found suitable.

Earnest Money Deposit/Bid Security Deposit: Bidders are required to submit Earnest Money Deposit (EMD) of 3 % of total cost along with their bids . The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per rule laid down by Government of India / Sri Lanka. EMD is to remain valid for a period of 30 days beyond

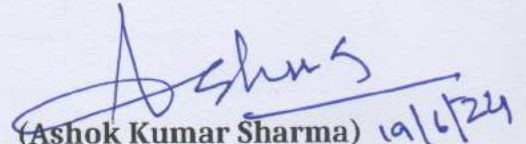


the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The EMD must be submitted along with the Technical Bid. Furthermore, normal cheque will not be accepted as EMD.

PERFORMANCE GUARANTEE:

8. At the time of award of contract, the companies shall be required to submit performance guarantee in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee equal to 5% of the annual value of the contract. The Performance Guarantee shall remain valid for a period two months beyond the date of completion of all contractual obligations. This performance guarantee instrument has to be couriered/submitted in person by the company/firm to Consulate General of India Hambantoa at their own cost.

The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the Consulate General of India, shall be final and binding.


(Ashok Kumar Sharma) 19/6/24
Head of Chancery

Annexure -1

Format for Submitting the Technical Bid

(To be submitted in a separate sealed cover superscribed as "Envelope A -Technical Bid")

BID No. Hamb/Prop/885/01/2024

Date:

To,
Head of Chancery
Consulate General of India
No. 107 B, New Road
Hambantota

TECHNICAL BID

Sr. No.	Company's eligibility criteria	Supporting Documents (Attached / Not Attached)
(a)	Introduction and credentials of Tenderer including company profiles, etc.	
(b)	Company Registration	
(c)	Warranty of Shredder Machine	
(d)	An undertaking that the company agrees to the terms and conditions of the Tender documents.	
(e)	Detailed specification / brochure / make / model of the proposed machine	

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Annexure -2

Format for Submitting the Financial Bid

(To be submitted in a separate sealed cover superscribed as "Envelope B – Financial Bid")

BID No. Hamb/Prop/885/01/2024

Date:

To,
Head of Chancery
Consulate General of India
No. 107 B, New Road
Hambantota

FINANCIAL BID

S. N.	Description	Qty.	Unite Price in INR/ LKR	VAT/Taxes as applicable	Total Price in INR/LKR
1					
2					
3					
Total Amount (in INR/LKR)					

*Please note that delivery of the items is to be made at the premise of Consulate General of India, Hambantota. Please clearly mention if there is any additional delivery charge.

(Total Rupees in words.....)

Yours faithfully,

(Signature of Authorized Signatory)
Name: Designation:

Company seal:

Declaration in lieu of Bid Security Amount

I, (.....) on behalf of company M/s (name of Company) having office at hereby declares that my financial bid for the work "Procurement of Heavy Duty Shredder by Consulate General of India, Hambantota" shall remain valid till 11th December 2024. I undertake that I will not withdraw or modify my bid till 11th December 2024.

I also undertake that upon award of work, I will submit the Performance Guarantee as required under the contract. I understand that in the event of my not submitting the performance Guarantee or if I fail to execute the work, my company shall NOT be considered for any work in the Consulate General of India for a period of two years starting from the date of award of work.

(Signature with name and address) Office Seal of the Company