

No.Ban/Admn/885/01/2025  
Embassy of India  
Bangkok  
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Notice Inviting Tender

Dated 29.04.2025

Subject: Invitation of tender for "Maintenance of Computers and related peripherals of Embassy of India, Bangkok".

The Ambassador of India to Thailand, for and on behalf of the President of the Republic of India invites lump-sum tenders from reputed, experienced and financially sound companies registered under relevant laws of the Kingdom of Thailand which can provide maintenance services for Computers and related peripherals of Embassy of India, Bangkok, initially for a period of one year as has been defined in 'Scope of work' mentioned in Section -2 of this tender document.

2. The interested service provider companies have to submit the tender in two bid system {i.e. (i) Technical Bid and (ii) Financial Bid}. Tenders are to be submitted to Head of Chancery, Room No. 403, Administration Wing, Embassy of India, Bangkok. The Bids will be opened on 21.05.2025 at 1100 hrs by the Committee authorized by the Competent Authority of this Embassy. The financial bids of only those bidders, whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose.

3. The site visit may be conducted between 1000 hrs to 1600 hrs from 29.04.2025 to 21.05.2025 on prior appointment with Mr. Dharamveer Singh on his mobile no. 0963504243 to assess the job requirement / quantum of work involved.

4. The pre-bid meeting will be held in Conference Room of Embassy of India, Bangkok at 3rd Floor, Embassy of India, 46, Prasarnmitr, Sukhumvit, SOI 23, Bangkok - 10110, Thailand on 12.05.2025 at 1500 hours.

5. The Tender Notice is also published on Central Public Procurement Portal (CPPP) of Government of India <http://eprocure.gov.in/e-publishing>, the website of Embassy of India, Bangkok, <https://embassyofindiabangkok.gov.in> and the website of Ministry of External Affairs, Government of India <https://mea.gov.in/>. There is no fee for tender documents. The important schedule is given below:

Date of Publishing	:	29.04.2025
Bid submission start date	:	29.04.2025
Seek clarification start date	:	29.04.2025
Pre-bid meeting	:	12.05.2025
Seek clarification end date	:	21.05.2025
Bid submission end date	:	21.05.2025
Bid opening date	:	21.05.2025

6. The English language is to be used for the needs of this tender. Therefore, all supporting documents must be in English. No other language will be accepted. 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 Embassy shall be final and binding.



(Sivaguru M.)

Head of Chancery

E-mail: [hoc.bangkok@mea.gov.in](mailto:hoc.bangkok@mea.gov.in)



## Section-1: Instructions to the bidders

### 1. General Instructions

1.1. For the Bidding / Tender Document purposes, the Embassy of India, Bangkok shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Service provider and /or Bidder or interchangeably'.

1.2. While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

### 2. Minimum Eligibility Criteria and Eligibility Documents

2.1. **Legally Valid Entity:** The Bidder/Bidding companies shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited/ Company registered under the relevant Act or a firm having trade license granted by City Corporation to do business in Bangkok. The proof for supporting the legal validity of the Bidder/Bidding company shall be attached attested copies of certificates issued by the respective authority with the technical bid.

2.2. **Registration:** The Bidder/Bidding Firm must have VAT registration with the concerned authority. The proof in support of the same (attested copy of VAT registration certificate) shall be attached with the technical bid.

2.3. **Experience:** The bidders should have a minimum of five (05) years experience in the field as on .04.2025. The details of the work may also be elaborated to specify whether the works have been done for Embassies /Government Ministries /Departments /Public Sector Companies /reputed corporate organization /multinational companies. As a proof in support of the same, attested copies of experience certificates for completed work/ongoing work issued by the Foreign Embassies/Government Ministries/ Departments/ Public Sector Companies/ reputed corporate organization/multinational companies shall be attached with the technical bid.

2.4. The bidder shall submit the copy of the authorization letter/Power of Attorney as the proof of authorization for signing on behalf of the Bidder.

3. **Site Visit:** Bidders may also undertake site visit for visualization and better understanding of the quantum of work any time after fixing a prior appointment with ASO(Property) on his mobile no +66-963504243

### 4. Preparation of bids

4.1. **Technical Bid:** Technical Bid should be prepared as per the proforma at Section – 3 and as per the instructions given in the Tender Documents alongwith all required information, documents in support of the minimum eligibility criteria.



4.2. **Financial Bid:** Financial Bid shall be submitted in a separate sealed envelope along with the bid documents as per the proforma at Section-4 of this tender document. Financial bids of only those bidders will be opened who qualify in the technical bids.

4.3. **Taxes and Duties:** The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. The Embassy of India, Bangkok will entertain no extra claim on this amount at any stage of execution of work.

5. **SUBMISSION OF BIDS:** The Bidders have to submit the bids in two Envelope – First Envelope (Envelope 'A') containing Technical Bid and should be superscribed "Technical Bid", the *second* Envelope (Envelope 'B') containing Financial bid and should be superscribed "Financial Bid". Both the sealed covers should be placed in a large sealed envelope superscribed "Maintenance of Computers and related peripherals of Embassy of India, Bangkok" and addressed to 'Head of Chancery, Embassy of India, Bangkok, 46, Soi 23 (Prasarnmitr), Sukhumvit Road, Bangkok-10110.

## 6. **BID OPENING PROCEDURE**

6.1. The Bids shall be opened in the Conference Room of Embassy of India, Bangkok, 46, Soi 23 (Prasarnmitr), Sukhumvit Road, Bangkok-10110 on .05.2025 at 1100 hrs before the Committee constituted by the Competent Authority of the Embassy of India, Bangkok in the presence of such bidders, who may wish to be present themselves personally or through their representatives.

6.2. The envelope "A" containing Technical Bid shall be opened first. After evaluation of Technical Bids on site, a list of qualified bidders will be prepared. Thereafter, Financial Bids (envelope "B") of only those bidders, who qualify in Technical Bids, shall be open by the Committee authorized for the purpose.

8. **Contract Management:** The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year to year basis, for further 02 years [maximum tenure 03 years from the date of start of work initially] as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the Bidder. In case of breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Embassy of India, Bangkok shall have the right at any time to terminate the contract forthwith and initiating administrative actions for black listing etc. solely at the discretion of the competent authority in Embassy of India, Bangkok. The Embassy of India, Bangkok will have the right to review, for extension or cancel contract at any stage of execution with 30 days of notice.

9. **Performance/Service Guarantee:** The bidder is required to submit 5% of annual contract amount as Performance Guarantee within 15 days of signing the final contract (*Proforma at Annexure -I*). The Guarantee shall remain valid during the tenure of contract period and additional 60 days. No interest shall be paid on the Performance/ Service

Guarantee. The guarantee amount in full or part may be forfeited in the case of terms and conditions of the contract are breached.

10. PAYMENTS: The bidder shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1<sup>st</sup> of every month to the last day of the month. The bidder shall submit correct invoice in terms of quality and commercial aspects within 10 days of the succeeding month and payment shall be released within 30 days of submission of acceptable invoices. All payments shall be made in Thai Baht (THB) by means of crossed cheques.

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## Section-2 : Scope of Work

The Embassy of India, Bangkok has more than 80 Computers (desktop/Laptops) and related peripherals.

The Embassy would require services of one Computer Technician/IT Manager twice a week on requirement basis. The day and schedule of the visit of computer technician will be decided mutually between Embassy of India, Bangkok and the successful bidder company.

The Computer Technician/IT Manager should be certified WINDOWS and FEDORA LINUX professionals and must have solid working knowledge and ability to work on LINUX command lines, installation of LINUX in Computer systems etc. The Computer Technician/IT Manager should be able to communicate in English language.

The Computer Technician/IT Manager will required to undertake the following works;

1. Attending day to day complaints in operation of Computers (desktop/Laptops) and related peripherals such as printers, scanners, CD/DVD drives, mouse, keyboard etc.
2. Formatting and re-installation of software as required, checking system software, web browser setting and Internet connection compatibility on system etc.
3. Retrieval and restoration of computer and related data in the event of computer crashing.
4. Installation and update of anti-virus system. The anti-virus software will be provided by the Embassy.
5. Installation of LINUX on a new system. The LINUX software CD, anti-virus software and other software's will be provided by the Embassy of India, Bangkok.
5. Maintenance of Internet servers, Internet router and its network, LAN, Internet Protocol related hardware requirements and internet connectivity trouble shooting.
6. Providing technical support for online meeting/Video Conference to be held via digital platform such as WebEX, Google Meet, Microsoft Team on requirement basis in the premises of Embassy of India, Bangkok or at the Residence of Ambassador of India, Bangkok.

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(To be printed on Bidder's letterhead)

Section-3 : Technical Bid

“Maintenance of Computers and related peripherals of Embassy of India, Bangkok”.

Dated: ....., 2025

To,

Head of Chancery  
Embassy of India,  
46, Soi 23 (Prasarnmitr),  
Sukhumvit Road, Bangkok-10110

Ref: Invitation for Bid No. Ban/Admn/885/01/2025 dated 29.04.2025

We, the undersigned, declare that:

We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.

2. We offer to execute in conformity with the Bidding Documents for providing Maintenance of Computers and related peripherals of Embassy of India, Bangkok.

3. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

4. We also accept all the terms and conditions of this bidding document and undertake to abide by them.

5. Following attested supporting documents in proof of having fully adhered to Minimum Eligibility Criteria/Eligibility Documents are enclosed.

(i) Certified copies of Registration/Incorporation particulars of Company/Firm from appropriate authorities.

(ii) Certified copies VAT registration

(iii) Proof of minimum experience of completion of works of similar nature in any Foreign Embassies/Government Ministries/Departments/Public Sector Companies/reputed corporate organization/ multinational companies.

(iv) Power of Attorney/Authorization for signing the bid documents.

Yours sincerely,  
Authorized Signatory  
Full Name and Designation

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)



Section-4 : Financial bid

“Maintenance of Computers and related peripherals of Embassy of India, Bangkok”

Dated: ....., 2025

To,

Sivaguru M.  
Head of Chancery  
Embassy of India,  
46, Soi 23 (Prasarnmitr),  
Sukhumvit Road, Bangkok-10110

Ref: Invitation for Bid No. Ban/Admn/885/01/2025 dated 29.04.2025

Sub: Financial Bid for “Maintenance of Computers and related peripherals of Embassy of India, Bangkok”.

I/We are submitting tender for “Maintenance of Computers and related peripherals of Embassy of India, Bangkok” against Tender Notice No. Ban/Admn/885/01/2025 dated 29.04.2025.

As part of the Bid, we hereby offer THB.....(In Words Thai Baht ..... ) exclusive of VAT per month, for providing Maintenance services of Computers and related peripherals of Embassy of India, Bangkok.

We have read these conditions carefully and will comply strictly. We agree to bind by this offer if we are selected as the preferred bidder.

If our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.

We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature,

If any information or document submitted is found to be false/incorrect, Embassy of India, Bangkok may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for feature of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

Note: All the above work will conform to Bangkok Municipality Norms.

For and on Behalf of:

Signature (Authorized Signatory)  
Designation:



Performance / Service Guarantee Format

To,  
Embassy of India  
Bangkok.

WHEREAS ----- (Name of the Service Provider) herein called "the Bidder" has undertaken, in pursuance of tender No. Ban/Admn/885/01/2025 dated 29.04.2025 to provide "Maintenance of Computers and related peripherals of Embassy of India, Bangkok". hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance with our performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee.

THEREFORE We hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of \_\_\_\_\_ (Amount of the Guarantee in Words and Figures 5% of annual invoice) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of \_\_\_\_\_ (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature and Seal of Guarantors)

Date :

Address :