

Embassy of India  
Asuncion

No. ASU/ADM/813/2/2023

07 June, 2024

**TENDER NOTICE**

**Subject: Installation of CCTV cameras for the Chancery (Embassy) Premises and Embassy Residence.**

The Embassy of India, Asuncion invites sealed tender from professional companies/firms based in Asuncion for installation of CCTV cameras at the Chancery Premises and the Embassy Residence at the following locations:

**A) Chancery Premises :** Av. Gral. Bernardino Caballero 249, Bernardino Caballero, Asunción

**B) Embassy Residence:** 263 Papa Juan XXIII Street almost Ricardo Odriozola Street, Manora, Asuncion

**2. The technical specifications of the cameras including, but not limited to, number of cameras, camera specifications and accessories may be collected from the Embassy by interested agencies before submission of final bid.**

**3. Last date of submission of bids:** 28 June, 2024

**Tender Documents**

**A. Technical Bid Documents:**

Annexure A : Instructions to bidders

Annexure B : Terms and Conditions of the contract

Annexure C : Technical Bid

**B. Financial Bid Documents:** Annexure D :  
Financial Bid Proforma



**(Aliawati Longkumer)**  
**Counsellor (Head of Chancery)**  
**Embassy of India, Asuncion**  
**Tel: +595 984 387638**  
**Email: hoc.asuncion@mea.gov.in**

**Instructions to Bidders (Annexure-A)**

**Subject: Installation of CCTV cameras for the Chancery (Embassy) Premises and Embassy Residence**

Tenders are invited under two bid system viz. Technical Bid and Financial bid from professional companies/firms on the subject.

2. Tender document can be collected from Embassy of India, Asuncion or downloaded from <https://eprocure.gov.in/epublish/app> -> Tenders by location -> Asuncion
3. The tender should be submitted in two sealed envelopes as below:
  - a) The first sealed cover superscripted as "Technical Bid" should contain details of technical capabilities of the firm (with documentary evidence i.e. firm registration paper, experience with other offices/organizations (as per **Annexure-C**).
  - b) The second envelope superscripted "Financial Bid" should contain cost of installation only as per **Annexure-D**.
4. The Embassy reserves the right to amend any of the terms and conditions contained in the tender document or reject or all bids without giving any notice of assigning any reason thereof. The decision of Embassy in this regard will be final and binding upon all the bidders.
5. Bidders are requested to go through the terms & condition of the tender (**Annexure-B**).
6. The important schedule and dates are given below:

S. No.	Key event	Dates
1.	Tender publish date	7 June 2024
2.	Bid submission start date	8 June, 2024
3.	Bid submission end date	28 June, 2024 at 1730 hrs.
4.	Opening of technical bids	2 July, 2024 at 1500 hrs.
5..	Opening of financial bids	Date to be intimated later (only to technically qualified bidders)

7. For any tender related enquiry/clarification/site visit, please contact the undersigned by email [adm.n.asuncion@mea.gov.in](mailto:adm.n.asuncion@mea.gov.in) or by phone at +595 984 121415.
8. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. No change or violation of aforementioned terms and conditions is permissible once the bid is accepted by the Embassy.

  
**(Aliawati Longkumer)**  
**Counsellor (Head of Chancery)**  
**Embassy of India, Asuncion**  
**Email: [hoc.asuncion@mea.gov](mailto:hoc.asuncion@mea.gov)**



**Terms and Conditions**

1. At any time prior to the deadline of submission of bids, Embassy of India, Asuncion, may for any reason, whether on its own initiative or in response to the clarification requested by a prospective bidder, modify the tender document.
2. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, Embassy of India, Asuncion's interpretation of the clauses shall be final and binding on all parties.
3. The successful bidder, on award of contract, must send the contract/acceptance in writing within 7 days of award of contract; otherwise, the contract may be awarded to the next successful bidder i.e. L-2.
4. No request for revision/increase of approved rates during the currency of the contract will be entertained.
5. The company shall be responsible for the conduct/integrity of persons deputed for installation of CCTV cameras at the premises and will also be responsible for any act of omissions or commissions on their part. The company shall vouch for their character and integrity and shall ensure that no person of doubtful antecedents, in any way, as associated with the technicians at the Chancery's premises.
6. The bid will remain valid for a period of 30 days from date of opening of the bids.
7. The Company must be registered under the relevant laws of the Paraguayan Government and should have all applicable/appropriate licenses in its name, compliance with relevant law and regulations of Paraguayan Government including labour law will be the sole responsibility of the company. They shall comply with all the requirements of taxes, fee and other statutory payment as are required by the concerned Paraguayan authorities.
8. The company is prohibited from subletting/outsourcing the job to any other agency.
9. The company is liable for penalty, as deemed fit by the Embassy of India, Asuncion, in case it fails to provide desired service, or for breaches of the contract, or for loss or damage, if any, to property or anyone etc. due to unsuitable/harmful materials or due to the negligence on the part of the workers of the service provider firm and to be compensated accordingly.
10. The company is hereby clearly informed that fulfilment of conditions, as mentioned in Technical bid, is mandatory and these are our critical minimum requirement and any inability to meet any or all of these would make them liable for rejection at the technical bid opening stage.
11. The Bidder must sign and affix his seal on every page of the Tender Document and submit the complete Signed Tender Document.
12. If any information or document submitted is found to be false/incorrect, The Embassy may cancel the Tender and can take any action as deemed fit including termination of the contract etc.

Signature of bidder\_\_\_\_\_

Stamp of bidder/Company\_\_\_\_\_

**Annexure-C (To be submitted as Technical Bid)**

**QUALITY PARAMETERS FOR SERVICE PROVIDER COMPANIES**

In case of partial fulfilment, the bidder is required to mention which conditions cannot be fulfilled.

S. No.	Item/ Description	Response*
1.	Provide the list of other clients (for example other Embassies, International Organizations etc.) to whom the company is serving in Paraguay as well as in other countries, if any.	
2.	Submit a brief of past experience, service history and achievements of the company.	
3.	Submit evidence of registration of the company under relevant statutory regulations such as labour laws etc.	
4.	Any other services other than technical services provided to the clients should be enumerated.	
5.	Industry certification obtained by the provider for its quality from the specialized certification bodies.	

\* Responses shall be filled in the given column and relevant documents shall be enclosed with the technical bid.

**Declaration**

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

**(Signature of the authorized signatory)**

**Date:** \_\_\_\_\_

**Name and address of the Agency/Company:** \_\_\_\_\_

**Seal of the firm:**



**FINANCIAL BID**

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE BID (IN ENGLISH)

1.	Name of the Bidding Agency/Company	
2.	Address of the Bidding Agency/Company	
3.	Contact details of the Bidding Agency/ Company	

**Break-up of the total cost:**

Sr. No.	Location	Bid Amount
01	<b><u>Chancery:</u></b> Av. Gral. Bernardino Caballero 249, Bernardino Caballero, Asuncion	
02	<b><u>Embassy Residence:</u></b> (263 Papa Juan XXIII Street almost Ricardo Odriozola Street, Manora, Asuncion)	

**Total monthly amount for Installation of CCTV cameras: USD\_\_\_\_\_(excl. VAT)****Declaration**

I hereby certify that the information furnished above is full and correct to the best of my knowledge. The quoted unit price (monthly) includes all mandatory contribution such as social security contribution etc. as per the extant provision of the Government of the Paraguay.

**(Signature of the authorized signatory)****Dated**\_\_\_\_\_**Name and address of the Agency/Company**\_\_\_\_\_**Seal of the firm**