# High Commission of India Dhaka, Bangladesh www.hcidhaka.org

**Date: 20 August 2013** 

Supply of 1 EPABX system (Model No.-KX-TDA600 Hybrid IP-PBX) and 45 (Model No.-KX-TS3282BXW) + 65 (Model No.-KX-TS7705) Panasonic Handsets for High Commission of India, Dhaka

# **Tender No.: DAC/ADM/885/03/13**

Last date for submission of bids: Tuesday, 29 August 2013

Section-I: Invitation for bids (IFB)

Section-II : Instructions to bidders (ITB)

Section-III : Special Conditions of Contract (SCC)
Section-IV : General Technical Specifications (GTS)

Section-V : Price Schedule

#### No.DAC/ADM/885/03/13 HIGH COMMISSION OF INDIA DHAKA

#### **TENDER NOTICE**

High Commission of India, Dhaka (HCI) invites sealed quotations from suppliers of one EPABX system (Model No.-KX-TDA600 Hybrid IP-PBX) and 45 (Model No.-KX-TS3282BXW) + 65 (Model No.-KX-TS7705) Panasonic Handsets as per specifications given in the Tender Document on CIF Dhaka basis.

Tender document can be obtained from the Administrative Wing, HCI, Dhaka between 2.30 p.m. and 5.00 p.m. on all working days w.e.f. 20 August, 2013 or downloaded from the Mission's website www.hcidhaka.org. BD Taka 250/- per copy of the tender document may kindly be paid by the bidder towards Tender Document Fee, even if the document is downloaded from the website.

The sealed quotations would be accepted till 5.30 p.m. on 29 August, 2013. EMD Pay Order/Demand Draft of <u>Taka 25,000 (Taka Twenty Five Thousands only)</u> favouring 'High Commission of India, Dhaka' should be submitted along with the bid. The quotations should be submitted in sealed envelopes, clearly superscribed as "Tender for supply of one EPABX system (Model No.-KX-TDA600 Hybrid IP-PBX) and 45 (Model No.-KX-TS3282BXW) + 65 (Model No.-KX-TS7705) Panasonic Handsets to the High Commission of India, Dhaka" in the tender box kept at the Reception of the Mission. The sealed quotations would be opened on Monday 02 September, 2013 at 3.30 p.m. in Conference Room of the Mission in the presence of the authorized representatives of the companies present. HCI, Dhaka reserves the right to reject one or all of the bids without assigning any reasons.

For any queries/clarifications, please contact us at: 9888789-91 or send e-mail to: administration@hcidhaka.org

FS (HOC) 19 August, 2013

#### **SECTION I:** INVITATION FOR BIDS (IFB)

- **1. HCI, Dhaka** invites sealed bids from eligible bidders for supply of one EPABX system (Model No.-KX-TDA600 Hybrid IP-PBX) and 45 (Model No.-KX-TS3282BXW) + 65 (Model No.-KX-TS7705) Panasonic Handsets to HCI, Dhaka on CIF Dhaka basis as per general technical specifications.
- 2. Contact information Mr. Mridu Pawan Das Head of Chancery High Commission of India Dhaka, Bangladesh; Tel: 9888789-91

#### 3. Date of submission of bids and opening of bids

- a. Last date for submission of bids on 29 August, 2013 up to 1730 Hrs
- b. Bids will be opened on 02 September
- C.
- d.
- e., 2013 at 1530 Hrs at: Conference Room, HCI, Dhaka.
- **f.** The representatives of bidders may choose to attend the opening of the bids.
- **g.** The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the bid opening.
- **h.** The bidder's name, bid prices, discounts and such other details considered as appropriate by HCI, Dhaka will be announced at the time of the opening of the bids.

#### **SECTION II: INSTRUCTIONS TO BIDDERS (ITB)**

#### 1. Delivery period / Timelines

The complete supply must be dispatched within 30 (thirty) days, after placement of purchase order.

#### 2. Locations for the Supply, Installation & Warranty Services

One EPABX system (Model No.-KX-TDA600 Hybrid IP-PBX) and 45 (Model No.-KX-TS3282BXW) +65 (Model No.-KX-TS7705) Panasonic Handsets is required to be supplied & installed at the High Commission of India, Dhaka, Baridhara Diplomatic Enclave, Bangladesh with **one year warranty.** 

#### 3. Order Placements and Release of Payment

The Purchase Order and payment shall be processed by: Head of Chancery
High Commission of India
Dhaka

#### 4. Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, HCI, Dhaka may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

#### 5. Earnest Money Deposit (EMD)

- a. The tender documents must be accompanied by Earnest Money Deposit of appropriate amount, in the form of a Pay Order/ Demand Draft drawn on any Nationalized Bank, in favour of **High Commission of India, Dhaka.** The amount towards EMD is <u>Taka 25,000 (Taka Twenty Five only)</u> and <u>should be submitted in the sealed envelope. Bids submitted without EMD will stand rejected.</u> EMD will not be accepted in the form of cash/cheque/ FDR/ BG or any other form except PO or Demand Draft. No interest shall be payable on EMD.
- b. The EMD will be returned to the bidder(s) whose offer is not accepted by HCI, Dhaka within 30 days from the date of the placing of the final order(s) on the selected bidder(s).

c. The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be placed to the next successful bidder.

#### d. The EMD shall be forfeited:

- I. if the bidder withdraws the bid during the period of bid validity specified in the tender.
- II. in case a successful bidder fails to furnish the Performance Bank Guarantee
- III. if the bidder fails to furnish the acceptance in writing, within 7 days of award of contract/ order.

#### 6. Period of validity of bids

- a. Bids shall be valid for a minimum 180 days from the date of submission of bids. A bid valid for a shorter period shall stand rejected.
- b. HCI, Dhaka may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD. A bidder agreeing to the request for extension will not be permitted to modify his bid.

#### 7. SUBMISSION OF BIDS

The Bid shall be neatly arranged, plain and intelligible. Each page of the bid should be signed. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

#### 8. Late Bids

Any bid inadvertently received by HCI, Dhaka after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

## 9. AWARD OF CONTRACT Award Criteria:

- a. HCI, Dhaka shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid.
- b. The lowest price criteria shall be applied on the total.
- c. If more than one bidder happens to quote the **same lowest price**, HCI, Dhaka reserves the right to split the order and award the contract to more than one bidder.

#### 10. Purchaser's Right to amend Scope of Work

If, for any unforeseen reasons, HCI is required to change the Scope of Supply, this change shall be acceptable to the bidder without change in the unit price quoted.

# 11. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, HCI's interpretation of the clauses shall be final and binding on all parties.

#### SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

#### 1. Prices

- a. The price quoted shall be considered firm and no price escalation will be permitted.
- b. Bidders must quote the price in the format given in Price Schedule at Section – V of this document.
- c. All items are to be quoted only in Bangladeshi Taka.
- d. The prices quoted should be inclusive of freight, insurance, packing, distribution, after sales service.

#### 2. Taxes and Duties:

- a. The prices quoted should be inclusive of freight and insurance till Dhaka. The items will be exempted from payment of customs duty by Govt. of Bangladesh. Necessary Custom Duty Exemption Certificate shall be arranged by HCI, Dhaka as & when required.
- b. The consignment will be cleared by Govt. of Bangladesh. However, the bidder should insure the consignment till actual delivery to the end user.

#### 3. Performance Bank Guarantee (PBG):

The successful bidder will be required to furnish the Performance Bank Guarantee in form of a Bank Guarantee for the 10% (ten percent) amount of the Purchase Order within 5 working days of receipt of Purchase Order, as per the format attached to this document (Refer Annexure – I). This bank guarantee shall remain valid till the completion warranty period.

#### 4. Warranty:

All the items covered under the schedule of requirements, shall carry minimum 1 (one) year on site comprehensive warranty from the date of delivery of the items. The bidder must undertake to provide the installation and warranty service at Dhaka. The repairing/ rectification/replacement/ configuration required, if any, of the items under warranty must be done at on site workshop.

#### 5. Payments:

a. Payment will be made against delivery of one EPABX system (Model No.-KX-TDA600 Hybrid IP-PBX) and 45 (Model No.-KX-TS3282BXW) + 65 (Model No.-KX-TS7705) Panasonic Handsets at High Commission of India, Dhaka.

#### 6. Penalty for delayed Services

- a. HCl reserves the right to levy penalty @ of 0.5% of CIF value per day of delay beyond the scheduled deliveries/execution of the order successfully, subject to maximum of 5% of the order value.
- b. HCI reserves the right to cancel the order in case the delay is more than 15 days.
- c. The penalties, if any shall be recovered from the 10% claim due after installation & commissioning.

#### 7. Force Majeure:

HCI may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of nature (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

### **SECTION IV: GENERAL TECHNICAL SPECIFICATIONS**

High Commission of India desires to purchase one EPABX system and 45 + 65 Panasonic Handsets.

Brand		Panasonic		
No. of EPABX		One		
		Technical Specifications		
		(equivalent or above the following	specifications)	
Model		KX-TDA600 Hybrid IP-PBX		
Origin		Japan, Made in Vietnam		
Capacity		Standard & Digital Subscriber		
		16 digital & 32 T&T and 216 Extensions(Caller ID)		
Expandable Up t	0	1024 Lines		
Control Bus		Original bus (16-bit, 8 MHz, 10 megabytes per second)		
Communication I	Bus	H, 100 bus conformity (1024 time slo	its)	
Switching		Distributed Switching		
Memory Backup	Duration	7 years		
Power Input	PSU-M	100 V AC to 130 V AC, 2.5 A/200 V AC to 240 V AC,		
		1.4 A, 50Hz/60 HZ		
PSU-L		100 VAC to 130 V AC, 5.1 A/200 V AC to 240 V AC,		
D: 11	<b>-</b> .	2.55 A, 50Hz/60 HZ		
Dialing	Trunk	Dial Pulse (DP) 10 pps, 20 pps Tone (DTMF) Dialing		
On a matin or	Extension	Dial Pulse (DP) 10 pps, 20 pps Tone (DTMF) Dialing		
Operating	Temperature	0°C to 40°C		
Environment	Humidity	10% to 90% (non-condensing)		
Conference C shelf)	all Trunk(per	From 10x3-party conference call to 4x8-party conference call		
Music on Hold (N	ЛОН)	2 ports (Level Control:-11dB to + 11dB in 1dB steps).		
		MOH1: External Music Source Port. MOH2:		
<b>D</b> .	T	Selectable Internal/External Music Source Port		
Paging	Internal	Level Control:-15dB to + 6 dB steps		
	External	2 ports (Volume Control:-15dB to + 15 dB in 1 dB		
Serial Interface	DC 222C	steps)		
Port		1 (maximum 115.2 kbps)		
		SLT	1 pair wira/T D\	
Extension Connection Cable		DPT	1-pair wire(T,R) 1-pair wire	
		DEI	1-pair wire (D1,D2) or	
			2-pair wire (T,	
			R, D1,D2)	
		APT	2-pair wire (T,	
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

			R, D1, D2)
		PT-interface CS	1-pair wire (D1, D2)
		DSS Console and Add-on Key Module	1-pair wire (D1, D2)
	Basic Shelf	16.9" (W) x 16.3" (H) x 10.6" (D)	
Dimension	Expansion Shelf	16.9" (W) x 16.3" (H) x 10.6" (D)	
Weigh(when	Basic Shelf	Under 35.27 lbs	
fully mounted)	Expansion Shelf	Under 35.27 lbs	
Minimum Numbe	r of	1. for PT or SLT	
Extension Instruments per Line		<ul><li>2. by Parallel or extra Device Port connection of an APT/DPT and an SLT</li><li>3. by Digital extra Device Port connection of 2 DPTs and an SLT</li></ul>	
Main Key Features			
Warranty		console/PC phone, PC programming 2 years-in comprehensive warranty (parts & labour)	

#### 45 Panasonic Handsets

Brand	Panasonic		
No. of Instruments	45 instruments		
	Technical Specifications		
	(equivalent or above the following		
	specifications)		
Model	KX-TS3282BXW		
Power Supply	AC adaptor (220 V-240 V AC, 50/60 Hz) Three "AA" size Manganese (R6, UM-3) batteries (for a power failure, p.9)		
Power Consumption	Standby: Approx. 1W Maximum: Approx. 1.5 W		
Dimensions (H x W x D)	Approx. 96 mm x 186 mm x 231 mm		
Mass (Weight )	Approx. 890 g		
Dialing Mode	Tone (DTMF)/ Pulse		
Operating Environment	5°C - 40°C		
Main Key Features	Black Color, Intercom, Two-Line Telephone Jack, Caller ID Compatible, Pulse-Or-Tone Dialing Capability, LCD Contrast, Storing Names and Numbers, Finding Stored Items, Editing The Caller's List Phone Number, Erasing Caller List Information, One-Touch Dialer Memory, Setting Password, Dial Lock & Call Restriction		
Warranty	1 year-in comprehensive warranty (parts & labour)		

#### 65 Panasonic Handsets

Brand	Panasonic		
No. of Instruments	65 Instruments		
	Technical Specifications		
	(equivalent or above the following specifications)		
Model	KX-TS7705		
LCD Display	2 Line (16 Digits & Date / Pict)		
LCD Contrast	4 Levels		
Caller ID	Yes		
Caller ID Memory	30 Numbers		
Redial	5 Numbers		
Tone / Pulse Setting	Yes		
Flash Time Setting	Programmable		
Speakerphone	Yes		
Ringer Volume Control	Off / Low / High		
Speakerphone Volume	4 Levels		
Control			
Wall Mountable	Yes		
Dimensions (W x D x H	130 x 202.5 x76.5		
mm)*1			
Weight (kg)*2	0.488		
Main Key Features	Black Color, Caller ID Compatible for Smooth		
	Communication, Speakerphone for Hands-Free		
	Conversation, 30 Call Logs Retained & Redial The		
100	Latest 5 Numbers		
Warranty	1 year-in comprehensive warranty		
	(parts & labour)		

#### ANNEXURE 1 - BANK GUARANTEE OF PERFORMANCE SECURITY

(on non-judicial paper of appropriate value)

To, Head of Chancery High Commission of India Dhaka

Dilaka	
BANK GUARANTEE NO:	DATE:
Dear Sir(S)	
This has reference to the Purchase Order No Dated been placed by HCI, Dhaka M/s (Name & Address of vendor) for .	

The conditions of this order provide that the vendor shall,

- 1. Arrange to deliver the items listed in the said order to the consignee, as per details given in said order, and
- 2. Arrange for the comprehensive warranty service support towards the items supplied by vendor on site across Bangladesh, as per the warranty clause in said purchase order.

M/s (Name of Vendor) has accepted the said purchase order with the terms and conditions stipulated therein and have agreed to issue the performance bank guarantee on their part, towards promises and assurance of their contractual obligations vide the purchase order No. \_\_\_\_\_ M/s. (name of vendor) holds a current account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

HCI, Dhaka shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking of security in respect of the suppliers obligations and /or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the supplier or the said contract or to grant time and or indulgence to the supplier or to reduce or to increase or otherwise vary the prices or the total contract value or to forebear from enforcement of all or any of the

obligations of the supplier under the said contract and/or the remedies of the HCI, Dhaka under any security(ies) now, or hereafter held by the HCI, Dhaka and no such dealing(s) with the supplier or release or forbearance whatsoever shall have the effect of releasing the bank from its full liability of the HCI, Dhaka hereunder or of prejudicing right of the HCI, Dhaka against the bank.

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of the HCI, Dhaka and liabilities of the supplier arising up to and until date......

Your right to recover the said sum of Tk/- (Taka/-
Only) from us in manner aforesaid will
not be affected/or suspended by reason of the fact that any dispute or disputes have been raised the said M/s and/or that any dispute or disputes are pending before any officer, tribunal or court or Arbitrator.
Our liability under this guarantee is restricted to Tk(TakaOnly) Our guarantee shall remain in force until unless a suit action to enforce a claim under guarantee is filed against us within six months from (which is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.
We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated.
Notwithstanding anything contained herein:  A. Our liability under this guarantee shall not exceed Tk(in words)  B. This bank guarantee shall be valid up to& unless a suit for action to
enforce a claim under guarantee is filed against us within six months from the date of expiry of guarantee. All your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities

there after i.e. after six months from the date of expiry of this Bank

guarantee

C. We are liable to pay the guaranteed amount or any parts thereof unde
this bank guarantee only and only if you serve upon us a written claim o
demand or before

D. The Bank guarantee will expire on ........ Granted by the Bank.

Yours faithfully,

SEAL OF THE BANK For (Name of Bank) Authorized

Signatory

#### ANNEXURE 2 – MANUFACTURER AUTHORISATION FORMAT

(on manufacturer's/authorized distributor letterhead)

Date:

Head of Chancery High Commission of India Dhaka

Subject: Manufacturer/authorized distributor authorization against tender no. DAC/ADM/881/06/2003 dated 29 July, 2013 for supply of one EPABX system (Model No.-KX-TDA600 Hybrid IP-PBX) and 45 (Model No.-KX-TS3282BXW) + 65 (Model No.-KX-TS7705) Panasonic Handsets to HCI Dhaka, Bangladesh.

Dear Sir,

We, M/s (Name of the manufacturer) having registered office at (address of the manufacturer) by virtue of being manufacturer for (Name of the product/s), hereby authorize M/s (Name of the bidder) having their office at (Address of bidder) to submit quote, negotiate, supply, provide after sales support for our range of products quoted by them to meet the above mentioned tender requirements.

M/s (Name of the manufacturer) within the scope of requirement as per the tender mentioned above through its authorized partner M/s (Name of the bidder) shall provide support & product warranty services for a minimum period of 1 year from the date of supply at Dhaka.

The undersigned is authorized to issue such authorization on behalf of M/s (Name of the manufacturer).

For M/s (Name of the manufacturer)

Signature & company seal Name Designation e-mail Mobile No.

#### **ANNEXURE 3 – NOTIFICATION OF AWARD**

To: [Name of Contractor]	ate:
This is to notify you that your Tender dank the Works for [name of project/Continumount in figures and in words], as continuith the Instructions to Tenderers [Employer].	tract] for the Contract Price of Tk orrected and modified in accordance
You are requested to proceed with the hat this Notification of Award shall co which shall become binding upon you within fourteen (14) days, and signification (21) days,	nstitute the formation of a Contract, furnishing a Performance Security
We attach the Contract Agreement for y	your perusal and signature.
	Signed
	Duly authorised to sign for and on behalf of [name of Procuring Entity]
	Date:

#### ANNEXURE 4 – CONTRACT AGREEMENT

THIS AGREEMENT made the [day] day of [month] [year] between [name and address of Employer] (hereinafter called "the Employer") of the one part and [name and address of Contractor] (hereinafter called "the Contractor") of the other part:

WHEREAS the Employer invited Tenders for certain works, viz, [brief description of works] and has accepted a Tender by the Contractor for the execution of those works in the sum of Taka [Contract price in figures and in words] (hereinafter called "the Contract Price").

#### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.
- 2. The documents forming the Contract shall be interpreted in the following order of priority:
  - a. the signed Contract Agreement;
  - b. the letter of Notification of Award
  - c. the completed Tender Submission Sheet as submitted by the Tenderer;
  - d. the Drawings,
  - e. the priced Bill of Quantities as submitted by the Tenderer;
  - f. Scope of Work, and
  - g. Performance Guarantee
- 3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
- 4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Employer: For the Contractor:
Signature
Print Name
Title
In the presence of
Name
Address

#### Section – V

Format for Submitting the Price Schedule for supply of one EPABX system (Model No.-KX-TDA600 Hybrid IP-PBX) and 45 (Model No.-KX-TS3282BXW) + 65 (Model No.-KX-TS7705) Panasonic Handsets for High Commission of India, Dhaka

BID No. DAC/ADM/881/06/2003	Date:
2013	

#### **Price Schedule**

Name of firm	Address for correspondence	Contact Details	Unit Price (in BD Taka)	Total Price (in BD Taka)
1	2	3	4	5

- Note: 1. Above quoted prices for one EPABX (Model No.-KX-TDA600 Hybrid IP-PBX) and 45 (Model No.-KX-TS3282BXW) + 65 (Model No.-KX-TS7705) Panasonic Handsets are complete in all respect as per technical specifications inclusive of all taxes & duties, packing, forwarding, transit insurance, loading & unloading, transportation, installation & other charges etc.
  - 2. Certified that rates quoted for one EPABX (Model No.-KX-TDA600 Hybrid IP-PBX) and 45 (Model No.-KX-TS3282BXW) + 65 (Model No.-KX-TS7705) Panasonic Handsets are as per specifications, terms & conditions mentioned in the tender document.

Yours faithfully,

(Signature of Authorised Signatory)

Name & Designation : Company seal :