



**High Commission of India
Singapore**

No. SIN/881/3/2022

14.03.2023

NOTICE INVITING TENDER

Tenders are invited from reputed Computer hardware companies in Singapore for supply of IT Equipment such as CPU, Monitor, Laptops etc. for High Commission of India, Singapore at 31 Grange Road, Singapore 239702.

2. Details and specification of IT equipment required are as follows:

Sr. No.	Description of item	Qty
1.	<u>CPU Specification:</u> - HP Elite Desk SFF - i7 Processor - 1TB HDD - 8GB RAM	5
2.	<u>Monitor Specification:</u> - HP P22VA or Dell S2222H - 21.5" size	1
3.	<u>Laptop Specification:</u> - Lenovo Thinkpad E15 - Windows 11 - i7 Processor	1
4.	MS Office Home and Business	1
5.	Adobe Acrobat reader	1

Terms and Conditions:

1. The bidder should clearly understand the requirement in respect of the make and model of CPU and Monitor, disk storage capacity, memory size and monitor size etc.
2. The supply of all IT equipment should be within two weeks from the date of approval. The successful bidder shall ensure timely delivery of the equipment.
3. The payment shall be made within 14 days after delivery of all the requested IT equipment. In case of any lapse or short comings in the execution of work, deductions will be made by HCI. No advance payment will be made.
4. The bids must be sent in a sealed cover or by email to property.singapore@mea.gov.in by ..31....March 2023. The bids should be addressed to " Head of Chancery,, High Commission of India, No. 31 Grange Road, Singapore 239702."
5. Any clarification on this tender may be obtained from "Property Section, High Commission of India, Singapore" in person or by email at property.singapore@mea.gov.in or contact at 62382518.
6. The unsolicited bids shall be rejected by the High Commission without assigning any reason.



(Shivji Tiwari)
Head of Chancery

Shivji Tiwari
Head of Chancery
High Commission of India
Singapore

ANNEXURE-A

Name of work: - Supply of IT equipment at No: 31, Grange Road, Singapore - 239702

Declaration in lieu of Earnest Money Deposit

I, _____ on behalf of company
M/s _____ (name of Company) having
office at _____ hereby declare
that my financial bid for the work "supply of IT equipment" at No: 31, Grange Road,
Singapore 239702" by High Commission of India, Singapore 239702 shall remain
valid till 31st March 2023. I undertake that I will not withdraw or modify my bid till
31st March 2023.

I also undertake that upon award of the work, I will deliver the requested IT
equipment as required under the contract. I understand that if I fail to execute the
work, my company shall NOT be considered for any work in the High Commission 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