



**EMBASSY OF INDIA, MONROVIA  
INVITES QUOTATIONS  
FOR PURCHASE OF DELL DESKTOP COMPUTERS, PRINTERS & OTHER  
IT ITEMS**

**TENDER NO.  
MON/CONS/415/06/2022**

**LAST DATE FOR SUBMISSION OF BIDS  
03 November, 2022 UP TO 1500 HRS (MONROVIA TIME)**

**DATE OF OPENING OF BIDS  
03 November, 2022 AT 1600HRS (MONROVIA TIME)**

---

**PLACE OF OPENING OF BIDS: EMBASSY OF INDIA, MONROVIA, NO. 16,  
COCONUT PLANTATION, MAMBA POINT, MONROVIA**

### Invitation for Bids

Embassy of India, Monrovia invites Bids / Quotations from reputed agencies based in Liberia with experience in sales and supply of DELL Desktop Computers and Printers and related peripherals, as per specifications given below.

1. **Notice Inviting Tender:** - Sealed bids are hereby invited for purchasing of DELL desktop computers and Canon/HP Printers, as per the specifications attached.
2. **Eligibility criteria for bidders:**

The Company should have valid permit/registration from a competent local authority for sales of computers, printers and related peripherals (I.T) in Monrovia.


### 3. Scope of Work:

S. No.	Description of work	Unit
1.	<b>DELL Desktop Computer (CPU + Monitor)</b>  Dell Desktop OptiPlex 7080 Core i7 Processor HDD 2TB, 16 GB DDR-4 RAM 512GB SSD, SSD 2TB Hard drive Dell 24-inch Monitor Dell USB & Dell Mouse	2
2.	<b>Laser Printer Mono</b>  Samsung Laser Printer: SL-M3320ND/XIP, HP or Equivalent	1
3.	<b>Document Scanner:</b>  Fujitsu Image Scanner fi-7240  OR  Fujitsu Image Scanner fi-7260	1
4.	<b>Barcode Reader</b>  Unitech MS250 Scanners USB I/F/ OR Symbol LS2208/LI2208 or other compatible model  OR  MS 840+ 1D Barcode Scanner with USB Cable	1

5.	<b>Adobe Acrobat 9 or above (Standard)</b>	2 licenses
6.	Installation and setup along with usual compliment of software like: Microsoft Windows/MS Word, Open Office, Mozilla Firefox.	Complimentary

4. **Bid System:** - The bidder company shall submit its offer in an envelope, superscripted as "Tender Quotation for sale of computer, printers and related peripherals (I.T)". It should also be superscripted at the bottom left corner with the Full name, Postal address, E-mail, Telephone number of the bidder:

- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India, Monrovia, No. 16, Coconut Plantation, Mamba Point, Monrovia.**
- ii. The bid may be submitted by Hand in person or by courier. **Bids by "Fax / E-mail" shall not be accepted;**
- iii. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
- iv. **Period of BID VALIDITY SHOULD BE 60 DAYS MINIMUM (QUALIFYING CRITERIA).**
- v. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India, Monrovia, No. 16, Coconut Plantation, Mamba Point, Monrovia**, in the presence of the authorized representatives of the companies, who may wish to attend.
- vi. The bid has to be submitted as per the format specified at 'Annexure I. It is a one-part bid system.
- vii. Price can be quoted items wise. The quotation has to be submission in a sealed envelope in Annexure-I

  
**(Jitendra S. Rawat)**  
**Head of Chancery**  
**Embassy of India**  
**Monrovia (Liberia)**



**Annexure-I**

**FINANCIAL BID PROFORMA TO BE FILLED UP AND SUBMITTED**

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
5.	Period of Bid validity.	

**FINANCIAL BID**

Sl. No.	Item-wise break-up and Description	Unit	Total Amount (inclusive VAT)
1.	<b>DELL Desktop Computer (CPU + Monitor)</b>  Dell Desktop OptiPlex 7080 Core i7 Processor HDD 2TB, 16 GB DDR-4 RAM 512GB SSD, SSD 2TB Hard drive Dell 24-inch Monitor Dell USB & Dell Mouse	2	
2.	<b>Laser Printer Mono</b>  Samsung Laser Printer: SL-M3320ND/XIP, HP or Equivalent	1	
3.	<b>Document Scanner:</b>  Fujitsu Image Scanner fi-7240  OR  Fujitsu Image Scanner fi-7260	1	
4.	<b>Barcode Reader</b>  Unitech MS250 Scanners USB I/F/ OR Symbol LS2208/LI2208 or other compatible model  OR  MS 840+ 1D Barcode Scanner with USB Cable	1	

5.	<b>Adobe Acrobat 9 or above (Standard)</b>	2 licenses	
6.	Installation and setup along with usual compliment of software like: Microsoft Windows/MS Word, Open Office, Mozilla Firefox.	Complimentary	
<b>Total Amount =</b>			

**Declaration**

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

(Signature of the authorized signatory)

Dated \_\_\_\_\_

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

Seal of the firm