



**EMBASSY OF INDIA,
MONROVIA INVITES
QUOTATIONS**

**FOR SUPPLY OF OFFICE FURNITURE ITEMS
FOR EMBASSY OF INDIA, MONROVIA [Liberia]**

TENDER NO. MON/PROP/881/1/2022

LAST DATE FOR SUBMISSION OF BIDS

12 January, 2023 UP TO 1500 HRS (MONROVIA TIME)

DATE OF OPENING OF BIDS

12 January, 2023 AT 1600 HRS (MONROVIA TIME)

PLACE OF OPENING OF BIDS:

**EMBASSY OF INDIA
NO. 16, COCONUT PLANTATION, MAMBA POINT, MONROVIA**

Invitation for Bids

Tender Notice

Embassy of India, Monrovia invites sealed Bids / Quotations from reputed dealers based in Liberia for supply of office furniture items as per list attached (**Annexure-II**) for Embassy of India, Monrovia [Liberia]. The detailed tender document along with its **Annexures - I & II** may also be downloaded from Central Procurement Portal <https://eprocure.gov.in> and also from the official website of the Embassy of India, Monrovia at <https://www.indianembassymonrovia.gov.in/tenders.php>

2. The objective of this Notice Inviting Tender is to select an appropriately qualified firm / dealer for supply of good quality furniture items. The items to be supplied should comply with standard guarantee norms and should be delivered and assembled at the Embassy of India, No. 16, Coconut Plantation, Mamba Point, Monrovia, Liberia.
3. The bidding companies/firms should have the following requirements:
 - (i) The Company should have valid permit/registration from a competent local authority for sales of furniture and related items in Monrovia.
 - (ii) The Company should have experience in providing supply of furniture and related items for a minimum of 5 years.
 - (iii) The Company should have After sales service in Liberia for any repair/replacement.
4. Duly filled-in Annexure-I along with the documentary evidence of the above qualifications may be submitted along with sealed bids. Copies of the credentials/documents are required to be self-attested by the applicant with official seal.

5. Schedule for submission/opening of bids:

Start date of submission of bid	23 December 2022 at 0900 hrs
Last date for Enquiries	11 January, 2023 at 1700 hrs
Last date, time & place for submission of competitive bids	12 January, 2023 at 1500 hrs
Date, time & place of opening of bid	12 January, 2023 at 1600 hrs at Embassy of India, No. 16 Coconut Plantation, Monrovia, Liberia

6. **Tender Compliance for the Agency:**

(i) Interested parties may send their bids/quotations in sealed envelopes to the Head of Chancery, Embassy of India, Monrovia (Liberia) by January 12, 2022 [1500 hrs]. The envelope should be superscripted as **“Quotation for supply of furniture items for the Chancery”**. It should also be superscripted at the bottom left corner with the full name, postal address, fax, email, telephone number of the firm/dealer. Interested parties are welcome to send a representative for opening of the bids in the office of the Head of Chancery, Embassy of India, Monrovia.

(ii) The bid has to be submitted as per the format specified at ‘Annexure-I’ alongwith your quotation with item-wise price of the furniture mentioned in Annexure-II. It is a one-part bid system.

(iii) The applications would be rejected due to incorporation of any false information and furnishing fake or truncated documents.

(iv) The validity of the quotation shall be at least 30 days from the last date of submission of bid.


7. **Terms & Conditions**

The payment will be made either through Bank Transfer or Account Payee Cheque after supply of the items/goods and receipt of the invoice in this regard.

8. The bid may be submitted by Hand in person or by courier. The bids by “Fax/E-mail” shall **not** be accepted.

9. Bid received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances.

10. The Embassy of India, Monrovia reserves the right to reject any bid at any stage of the bidding process without assigning any reasons whatsoever.


(Jitendra Singh Rawat)
Head of Chancery
Embassy of India
Monrovia, Liberia

E-mail: admn.monrovia@mea.gov.in

ANNEXURE - I

Technical Bid for engagement of Agency for supply of furniture for the Embassy of India, Monrovia

Sl. No.	Particulars	Details to be filled by the Agency
1.	Name of the Firm/ Agency	
2.	Registered office/ business address of the agency and duration of the period the company is operating in this field	
3.	Name of Contact Person(s)	
4.	Address with telephone, Fax numbers, Email and name(s) of the contact person(s)	
5.	Whether the agency is providing supply of furniture and related items to reputed customers like Embassies, UN offices, INGOs, Multinational Companies etc. Given names of institutions where the agency is empanelled/ providing such services (please write Yes or No . If yes, attach copy of Orders / proof)	

I/ We _____ do hereby declare that the entries made in the above form are true to the best of my/ our knowledge and also we shall be bound by the acts of my/our duly constituted attorney.

I/ We hereby understand that the submission of application does not guarantee for contract as service provider of Embassy of India, Monrovia.

I/We further understand that in case of any information submitted by me / us, found to be incorrect either before or even after the contract, Embassy of India, Monrovia will have the right to summarily reject the application/ cancel the contract at anytime without assigning any reason whatsoever.

Date:
Place:

Signature of authorized signatory
Name
Seal

Annexure-II**List of furniture for the Embassy of India, Monrovia**

Sl. No	Description	Units
1	Office Table for Ambassador (with side table for computer/printer set up - attached or detached) (Length: 210-230 cm and Width: 100-110 cm)	1
2	Office Table (with side table for computer/printer set up - attached or detached) (Length: 170 -190 cm and Width: 90-110 cm)	1
3	Office Table with side table (detached) (Length: 140-150 cm and Width: 70-80 cm)	1
4	Office Chair for Ambassador	1
5	Office chair for officers	1
6	Office Chair for staff	2
7	Computer tables with chairs	3 sets
8	Visitor Chairs for Ambassador room	3
9	Visitor Chairs for Officers' room	2
10	Visitor chairs for Staff	2
11	Console table/chest of drawers (space in the room?) (Length: 140-160 cm and Width: 40-60 cm)	1
12	Sofa (3+1+1) + centre table +2 side tables for Ambassador room	1 set
13	Sofa (3+1+1) + centre table +2 side tables for Officers' room	1 set
14	Almirah	5
15	4-drawers cabinet	3