

**HIGH COMMISSION OF INDIA  
DHAKA, BANGLADESH**

[www.hcidhaka.gov.in](http://www.hcidhaka.gov.in)

**Tender for Supply and Installation of Video Door Phones at residences  
of High Commission of India, Dhaka**

**Date: 28.08.2019**

**Tender No.: DAC/ADM/885/03/2019**

**Last date for submission of bids: 18.09.2019**

**HIGH COMMISSION OF INDIA**  
Dhaka, Bangladesh

**Invitation for Tender**

**High Commission of India, Dhaka invites Tender under two bid system from registered and authorized firms/agencies for the under mentioned works as per the terms and conditions set forth in the Tender Documents.**

|     |   |   |
|-----|---|---|
| 1.  | Ministry  | Ministry of External Affairs, Government of India   |
| 2.  | Agency  | High Commission of India, Dhaka   |
| 3.  | Procuring entity name                               | High Commission of India, Dhaka   |
| 4.  | Invitation Ref. No & Date                           | No.DAC/ADM/885/03/2019 dated 28.08.2019   |
| 5.  | Tender Name   | Supply and Installation of Video Door Phone at residences of official of High Commission of India, Dhaka  |
| 6.  | Time for Completion of the works                    | 90 days from the date of signing of Contract  |
| 7.  | Date for submission of Tender                       | Tender document can be submitted between 10 AM to 5.00 PM from 29.08.2019 to 18.09.2019 on all working days.  |
| 8.  | Earnest Money Deposit (EMD)/ Tender Security Amount | Tk. 42,000/- in the form of Bank Pay Order from any Schedule Bank. ( <i>Note that Fixed Deposit receipts will not be considered as security money</i> ).  |
| 9.  | Tender Opening date and Time                        | Technical bids will be opened on 19.09.2019 at 03.00 P.M. at Conference Room, High Commission of India, 1-3, Park Road, Baridhara, Dhaka-1212.  |
| 10. | Eligibility of Bidder                               | The bidder should have the past experience of executing similar works. The bidder should be a registered firm with a valid trade licence and VAT registration.  |
| 15. | Liquidity Damage                                    | The liquidated damages for the whole of the Works are 0.5% (zero point five percent) of the final Contract Price per day. The maximum amount of liquidated damages for the whole of the Works is 5% (five percent) of the final Contract Price.   |
| 16. | Defect Liability                                    | The Defects Liability Period is 365 (Three hundred sixty five) days from the date of completion of the work.  |
| 11. | Performance Guarantee                               | The successful bidder has to deposit Performance Security in the form of a Demand Draft/Pay Order/ Bank Guarantee drawn in favour of the High Commission of India payable at Dhaka for an amount equal to 10% of the Contract Price.  |
| 12. | Retention Money                                     | On completion of the Project, 10% (Ten) of the total cost will be retained till the defects liability period (365 days). This 10% will be deducted from the last bill/ bills. The retention money will be released on the completion of warranty period OR against submission of Bank Guarantee of equivalent amount from any bank valid until a date 60 days from the date of expiry of Defect Liability Period. |
| 13. | Name and address of the Office Receiving Tenders    | Head of Chancery, High Commission of India, 1-3, Park Road, Baridhara, Dhaka-1212.  |
| 14. | Name and address of office for opening Tenders      | Head of Chancery, High Commission of India, 1-3, Park Road, Baridhara, Dhaka-1212.  |

**Tender for Supply and Installation of Video Door Phones at High Commission of India, Dhaka**

|                            |   |
|----------------------------|---|
| 15. Special Instructions : | <p>i) The bidders shall submit documentary evidence in respect of their financial and technical capability and also of their experience in execution of similar nature of work. The Eligibility Document (Technical Bids) and Priced Tender Document (Financial Bids) shall be submitted in two separate Envelopes, marked ENVELOPE-1 and ENVELOPE-2 respectively and these two envelopes shall be sealed in an outer Envelope. <b><i>D.D./Pay Order for Tk. 42,000/- (Taka Forty Two Thousand only) should be submitted in the envelope containing <u>technical bids</u>.</i></b> The %Technical Bids+ shall be evaluated first in order to determine the eligibility of the Tenderers to be included in the competition. The %Financial Bids+ of the Tenderers, who is/ are found eligible in technical bids to compete in the priced Tender, shall only be opened.</p> <p>ii) The Agency/procuring entity reserves the right to accept or reject any or all the Tender without assigning any reasons whatsoever.</p> <p>iii) <b>Two sets of Tender shall be submitted; one in original and one in copy.</b> In case of any discrepancy between original and copy, the original shall prevail.</p> <p>iv) If the Tenderer submits any false/incorrect or forged certificates, its Tender will be rejected and the Tender security may be forfeited.</p> <p>v) In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, High Commission of India's interpretation of the clauses shall be final and binding on all parties.</p> |
|----------------------------|---|

Head of Chancery  
High Commission of India  
Dhaka

## DATES TO REMEMBER

| Sl. No. | Activity  | Date                       |
|---------|---|----------------------------|
| 1.      | Notice Inviting Tender  | 28.08.2019 - 1600 hrs      |
| 2.      | Start date of Tender submission   | 29.08.2019 - 1000 hrs      |
| 3.      | Last date of Tender Submission  | 18.09.2019 - 1700 hrs      |
| 4.      | Opening of Technical Bids   | 19.09.2019 - 1500 hrs      |
| 5.      | Opening of Financial Bids (of only those who qualifies in the minimum eligibility criteria) | Date to be intimated later |

## SECTION II: SCOPE OF WORK

Total 39 pieces of video door phones has to be supplied and installed at residences outside Chancery of High Commission of India, situated at different locations in Baridhara.

| Sr. No. | Items            | Specifications   | Quantity |
|---------|------------------|--|----------|
| 1.      | Video Door Phone | <b>Screen: 7 inch TFT/LED</b><br><b>Outer unit: Weather proof, vandal proof and 100% Water resistant</b><br><b>Camera: (i) Resolution: Minimum 720 TVL</b><br><b>(ii) IR mode with Night Vision</b><br><b>(iii) Minimum 120° wide angle camera</b><br><b>(iv) Loaded with WDR (Wide Dynamic Range)</b><br><b>Other specifications:</b><br><b>(i) memory expandable upto 32 GB</b><br><b>(ii) should have features of both visual and non visual communications</b><br><b>(iii) Digital based system</b><br><b>(iv) wireless system</b> | 39       |

2. Vender has to go for installation work in different location in Baridhara, Dhaka and no separate conveyance will be allowed to them.

3. Contractor will provide all the fixture and spare parts required for installation without any separate cost. He is responsible for the installation of the gadgets at individual residences of the officials of the officials to the satisfaction of the High Commission of India and the official concerned.

4. The contractor shall plan & execute the work in such a way that the work proceeds smoothly to the satisfaction of the High Commission of India.

5. Supply and installation work must be completed within one (01) month, after signing of Contract Agreement.

6. All the supply and works including fixture and spare parts shall carry minimum one (01) year warranty from the date of finishing of work and the repairing/rectification required, if any, of the materials/items under warranty must be done on-site.

## SECTION III: MINIMUM ELIGIBILITY CRITERIA

1. **The following shall be the Minimum Eligibility Criteria for selection of bidders at the technical stage of the bidding process:**

a. **Legally Valid Entity:** The bidder/bidding firm should necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under

**Tender for Supply and Installation of Video Door Phones at High Commission of India,  
Dhaka**

the relevant Act or a firm having valid Trade License granted by the City Corporation to do business.

- b. **Registration:** The bidder/bidding firm must have VAT registration with the concerned authority.
- c. **Experience:** The bidder/bidding firm shall have experience of supply and installation of video door phone for Embassies/High Commissions/Government Ministries/ Departments/ Public Sector Companies/ Reputed Corporate Organizations/Multinational Companies.
- d. **Company profile/information regarding key personnel:** The bidder/bidding firm shall also include in its bid, as per pro-forma at **Annexure-6** to this tender document, details about the company and its key personnel.
- e. **EARNEST MONEY DEPOSIT (EMD):** The bidder/bidding firm should attach the EMD of appropriate value, as prescribed in this tender document.

**2. Documents in support of Minimum Eligibility Criteria:**

- a. As proof of having fully adhered to the minimum eligibility criteria at 1 (a) above, attested copies of certificates issued by the respective authority should be attached with the bid.
- b. As proof of having fully adhered to the minimum eligibility criteria at 1 (b) above, attested copy of VAT Registration certificate should be attached with the bid.
- c. As proof of having fully adhered to the minimum eligibility criteria at 1 (c) above, attested copies of experience certificates for complete/ongoing work issued by Foreign Embassies/High Commissions/ Government Ministries/Departments/Public Sector Companies/Reputed Corporate Organizations/ Multinational Companies should be attached with the bid.
- d. As proof of having fully adhered to the minimum eligibility criteria at 1 (d) above, copies of supporting documents for company profile/information about key personnel should be attached with **Annexure-6** to this tender document.
- e. As proof of having fully adhered to the minimum eligibility criteria at 1 (e) above, the PO/DD towards EMD (in original) should be attached with the Technical bid.

**SECTION-IV: BIDS**

**1. Preparation of Bids:**

Two-bid system will be followed for this tender. In this system, bidder must submit his offer as explained below.

a. **Envelope No. 1: "Technical Bid"**

- (i) Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid should be submitted.
- (ii) All the necessary documents including those in support of Minimum Eligibility Criteria should be submitted with Technical Bid. These documents should be self attested.

**Tender for Supply and Installation of Video Door Phones at High Commission of India,  
Dhaka**

(iii) EMD should be submitted with the %Technical Bid+. Bids submitted without %EMD+ will be rejected summarily.

b. **Envelope 2: "Financial Bid"**

(i) Bidders must quote the price in the format given in **Annexure-2** to this tender document.

(ii) No other documents except %Price Schedule+ may be submitted along with Financial Bid otherwise the bid shall stand rejected.

(iii) All amounts are to be quoted only in **Bangladeshi Taka**. The price quoted shall be considered firm and no price escalation will be permitted. The prices quoted should be inclusive of charges for freight, insurance, packing, distribution, after sales service, etc.

c. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as %Envelope No. 1 - Technical Bid" and "Envelope No. 2 - Financial Bid".

d. Both the sealed envelopes should be placed in a third larger envelope clearly mentioning %Technical Bid & Financial Bid+for **Supply and Installation of Video Door Phone** at the High Commission of India, Dhaka.

e. Please write Tender Number viz. No **DAC/ADM/885/03/2019** on each envelope and seal all the envelopes.

2. **Submission of Bids:**

The bid complete in all respect may be submitted to the Head of Chancery, High Commission of India, 1-3 Park Road, Baridhara, Dhaka-1212, Bangladesh. **The bids viz. Technical and Financial Bids should be submitted in two sets – one original and one copy.**

3. **Deadline for Submission of Bids:**

(a) Bids must be submitted on or before **18.09.2019 at 1700 hrs** which is the last date for submission of bids.

(b) In the event of the specified date for the submission of bids being declared a holiday for the High Commission of India, Dhaka and the deadline for submission of bids will stand extended to the next working day up to the same time.

(c) The High Commission of India, Dhaka may extend the deadline for submission of bids by amending the bid document and the same shall be notified on the website of the High Commission of India, Dhaka.

(d) No bid (s) will be accepted after the deadline for submission of the bids.

4. **Validity of Bids:**

a. Bids shall remain valid and open for acceptance **for a period of 180 days** from the last date of submission of bids.

b. A bid valid for a shorter period shall stand rejected.

c. The High Commission of India, Dhaka may ask for extension of validity of bids for another

**Tender for Supply and Installation of Video Door Phones at High Commission of India,  
Dhaka**

period of 60 days, without any modifications and without giving any reasons thereof. Such request and the response shall be made in writing only.

- d. In case, the High Commission of India, Dhaka calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

**5 Bid Opening Procedure:**

- a. **Technical Bids (Envelop-A)** will be opened in the Conference Room of the Head of Chancery, High Commission of India, Plot 1-3 Park Road, Baridhara, Dhaka-1212, Bangladesh.
- b. Technical Bids will be opened at **1500 hrs** on **19.09.2019** in presence of participating bidders or their representatives and the Tender Evaluation Committee (TEC) constituted by the competent authority of the High Commission of India, Dhaka.
- c. After evaluation of the Technical Bids, the qualified bidders will be shortlisted.
- d. **Financial Bids (Envelope-B)** of shortlisted bidders only shall be opened on a subsequent date which will be intimated to them by email/fax.
- e. Financial Bids (unopened) of those bidders who will not qualify at Technical Evaluation stage will be returned to them.
- f. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date and the time will remain unchanged.
- g. A letter of authorization shall be submitted by the bidders' representatives before opening of the bids.
- h. Absence of any bidders or their representatives shall not impair the legality of the opening procedures.
- i. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance sheet as a proof of having attended the financial bid opening.

**SECTION V: INSTRUCTIONS TO BIDDERS (ITB)**

**1. Contact information:**

Head of Chancery  
High Commission of India  
Plot 1-3, Park Road, Baridhara  
Dhaka-1212, Bangladesh  
Tel No +880-02-55067330  
Email: [hoc.dhaka@mea.gov.in](mailto:hoc.dhaka@mea.gov.in)

**2. Implementation period / Timelines**

The complete implementation must be carried **within 1 month** after the signing of contract.

### 3. Locations for the Supply and Commissioning

The material/equipments covered under this tender document are required to be supplied and installed as per the instruction of **High Commission of India, Plot 1-3, Park Road, Baridhara, Dhaka-1212, Bangladesh.**

### 4. 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. The bidder, as part of its Technical bid, will submit its company profile and information regarding its key personnel, per **Annexure-6** of this tender document, with supporting documents such as copy of National ID, etc.

### 5. 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.

### 6. 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, but before opening of technical bids.

### 7. Earnest Money Deposit (EMD)

- a. The tender documents must be accompanied by Earnest Money Deposit of appropriate amount, in the form of a Demand Draft (DD) drawn on any Nationalized Bank, in favour of '**High Commission of India, Dhaka**'. The amount towards EMD is **Tk. 42,000/- [Taka Forty Two Thousand only]** and should be submitted in the envelope containing technical bid. Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash/cheque/ FDR/ BG or any other form except DD. 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.

### 8. 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.

### 9. 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.

## **10. Cancellation of Tender**

The High Commission reserves the right to cancel the tender or re-tender at any stage for security reasons or for any other reason as decided by the Competent Authority.

## **11. Notification of Award of Work**

- (a) HCI, Dhaka shall award the work to the eligible bidder whose bid will be 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.
- (d) Award of work will be notified as per pro- forma given in Annexure-3 to this tender document.

## **12. Contract Agreement:**

- a. The successful bidder will be required to sign a Contract Agreement with the High Commission of India, Dhaka as per the format given in Annexure-4.
- b. The Contract Agreement must be signed within seven (7) days after the acceptance of the Notification of Award of Work by the successful bidder.

## **13. 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, as per the format attached to this document (Annexure. 5). After submission of BG, EMD and other payment will be released. This bank guarantee shall remain valid till the completion of warranty period/defect liability period.

## **14. Warranty:**

All the items covered under the schedule of requirements, shall carry a warranty as provided by the OEM firm of the said equipment or a minimum 1 (one) year on site comprehensive warranty from the date of Installation/Commissioning/completion. 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.

## **15. Payments:**

- a. 10% of the price quoted will be paid as mobilization advance to the contract awardees within one month from the date of issue of work order on submission of BG of an equivalent amount.
- b. 80% of the price will be paid on successful installation and commissioning of the equipments as per tender document and to the satisfaction of High Commission of India Dhaka.
- c. 10% of the price quoted will be kept as Retention money (to ensure quality construction as per tender specifications). It will be released on the completion of warranty period/defect liability period or against submission of Bank Guarantee of equivalent amount from any bank valid for the entire period of warranty/defect liability.

**16. Penalty for delayed Services:**

- a. HCI 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 8 weeks.
- c. The penalties, if any shall be recovered from the 20% claim due after installation/commissioning/completion.

**17. 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.

**LETTER OF BID**

[To be printed on bidder's letterhead]

Date: \_\_\_\_\_, 2019

To  
Head of Chancery  
High Commission of India  
Plot 1-3, Park Road  
Baridhara, Dhaka-1212

Reference: Tender No. DAC/ADM/885/03/2019

Dated: 28.08.2019

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bid Documents for supply and installation of video door phones at the residence of officials of High Commission of India, Dhaka.
3. Our bid shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and may be accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security in accordance with the Bid Documents.
5. We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid that you may receive.

Yours sincerely

(Full Name)  
Designation  
[Put the seal here]

[Authorized person shall attach a copy of authorization for signing on behalf of bidding company]

Format for Submitting the Price Schedule

(To be submitted along with the financial bid in separate sealed cover)

Tender No. **DAC/ADM/885/03/2019**

Date: 28.08.2019

TENDER

Head of Chancery  
High Commission of India  
Plot 1-3, Park Road  
Baridhara, Dhaka-1212

Dear Madam,

Sub: Financial Bid for Supply and Installation of Video Door Phones at residences of High Commission of India, Dhaka

*I / We are submitting tender for the Supply and Installation of Video Door Phones against Tender Notice No. DAC/ADM/885/03/2019 dated 28.08.2019.*

As part of the Bid, we hereby offer Figures..... (In Words.....) for \_\_\_\_\_. The above is inclusive of all the applicable taxes; fees, as per regulations.

We have read these conditions carefully and will comply strictly. We agree to bind by this offer if we are selected as the preferred bidder.

*If our bid is accepted, we commit to submit a Performance Guarantee / Security Deposit in accordance with the Bidding Documents.*

*We also declare that the Government of India or any other Government body has not declared us ineligible or black-listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature,*

*If any information or document submitted is found to be false / incorrect, High Commission cancel my / our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my / our firm and all partners of the firm, etc..*

NOTE: All the above work will conform to City Municipality Norms.

The C.R. number of the company registered with City Chamber of Commerce is \_\_\_\_\_.

For and on Behalf of:

Signature (Authorized Signatory)

Designation:

**Tender for Supply and Installation of Video Door Phones at High Commission of India,  
Dhaka**

[On the letterhead of the bidding firm]

Date: ০ ০ ০ ০ ০ ০ ০ , 2019

**Format for submitting the Price Schedule for Supply and Installation of Video Door Phone at the High Commission of India, Dhaka**

Reference: Tender No. DAC/ADM/885/03/2019 Date: 28.08.2019

To

**Head of Chancery**  
High Commission of India  
1-3 Park Road  
Baridhara  
Dhaka-1212  
Bangladesh

**Price Schedule**

| S. No. | Item Description | Total Bid Quantity | Unit Price (in Taka) | Total Price (in Taka) |
|--------|------------------|--------------------|----------------------|-----------------------|
| 1      | 2                | 3                  | 4                    | 5                     |
|        |                  |                    |                      |                       |

**Amount in words:**

**Note:** Above quoted price is complete in all respect, including applicable taxes as per technical specifications and terms & conditions mentioned in the bid document.

Yours faithfully

(Signature of Authorised Signatory)  
(Name)  
Designation  
Seal of the company

**Notification of Award**

No:

Date:

To:

*[Name of Contractor]*

This is to notify you that your Tender dated *[insert date]* for the execution of the Works for *[name of project/Contract]* for the Contract Price of Tk *[amount in figures and in words]*, is hereby accepted by *[name of Employer]*.

You are requested to convey your acceptance in writing to undertake the work within 7 days and then proceed with the execution of the Works on the basis that this Notification of Award shall constitute the formation of a Contract, which shall become binding upon you furnishing a Performance Security within fourteen (14) days, and signing the Contract Agreement within seven (7) days after the acceptance to undertake the work.

We attach the Contract Agreement for your perusal and signature. The proforma for Bank Guarantee is also enclosed.

Signed

Duly authorised to sign for and on behalf of  
*[name of Procuring Entity]*

Date:

**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 letter of Notification of Award
  - b. the signed Contract Agreement;
  - c. the completed Tender Submission Sheet as submitted by the Tenderer;
  - d. the letter of acceptance by the Tenderer,
  - e. Performance Guarantee
3. The Contractor will complete the work within one (1) month from the date of signing of Contract Agreement.
4. This contract will be valid till completion of all the contractual obligations of the Contract as per the tender document.
5. 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.
6. 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

**PROFORMA OF BANK GUARANTEE**  
(on non-judicial paper of appropriate value)

To,  
**Head of Chancery**  
**High Commission of India**  
**Dhaka**

BANK GUARANTEES 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 upto 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 \_\_\_\_\_  
(Taka \_\_\_\_\_ Only) 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

**Tender for Supply and Installation of Video Door Phones at High Commission of India,  
Dhaka**



**CONTACT DETAILS FORM**

**Bidder's description format summary**

|  |  |
|--|--|
| Name of the Bidding Firm   |  |
| Name of Partner(s) & Nationality                                   |  |
| Name of the Authorized Signatory                                   |  |
| Nationality  |  |
| Passport No.   |  |
| E Mail ID  |  |
| Telephone No.  |  |
| Fax No.  |  |
| Year of Incorporation  |  |
| Registration No.   |  |
| Service tax no.  |  |
| Registered Office & Address  |  |
| Branch offices in (with address and Contact details) if any        |  |
| Average Annual turnover in the <i>last five</i> financial years    |  |
| Total Staff Strength with Nationality of Employees                 |  |
| Total Technical staff percentage                                   |  |
| Nationality of Staff working in Company and to be deputed for work |  |

DETAILS ABOUT KEY PERSONNEL OF THE BIDDING COMPANY

(With ID proof/supporting documents)

- 1.
- 2.
- 3.
- 4.
- 5.