



**High Commission of India, Abuja, Nigeria**

**Notice Inviting Tender (NIT) for**

**SUPPLY AND INSTALLATION OF PUBLIC ADDRESS SYSTEM  
AT THE MULTI-PURPOSE HALL OF THE HIGH  
COMMISSION**

**TENDER NO. HCI/ABUJ/305/02/2023-II**

**Date: 30 January 2024**

**DATE OF PREBID MEETING**

**05 February 2024 at 1600 Hrs**

**LAST DATE FOR SUBMISSION OF BIDS  
20 February 2024 UP TO 1200 HRS (WAT)**

**DATE OF OPENING BIDS FOR TECHNICAL EXAMINATION**

**20 February 2024 AT 1600 HRS (WAT)**

## **NOTICE FOR INVITING TENDER (NIT) FOR BIDS**

High Commission of India, Abuja invites Bids/Quotations from the reputed companies/agencies having service centers/maintenance offices in Nigeria, preferably in Abuja including good background with experience in dealing with supply, installation and maintenance of Public Address System.

1. **Notice Inviting Tender:** Two-part sealed bids are hereby invited for **“SUPPLY AND INSTALLATION OF PUBLIC ADDRESS SYSTEM IN THE HIGH COMMISSION’S MULTI-PURPOSE HALL WITH 1 YEAR WARRANTY”**.
2. Eligibility criteria for bidders:
  - I. The company/agency should have at least 05 years’ experience in dealing with the supply, installation and maintenance of Public Address Systems.
  - II. The company/agency should have valid permit/registration from a competent local authority in Abuja/Nigeria for supply of Public Address Systems.
  - III. The company/agency should have minimum annual turnover of at least Naira 40 million during last 03 financial years supported by audited financial statements. The bidder should not have incurred any financial loss for more than one year during the last three years ending on date of tender.
  - IV. Service and Maintenance facilities of said brand in Abuja / Nigeria.
  - V. Strong testimonials on service guaranty by clients in Nigeria.
  - VI. Replacement guarantee of 1 year. The vendor shall replace the faulty speakers or any other components in case of any problem occurs within 1 year from the date of handing over of PA System.
3. **Bid system:-** Bidders shall submit their bid in a large sealed envelope superscribed with “Supply And Installation of Public Address System in the High Commission’s Multi-Purpose Hall-2023” which shall have following three sealed envelopes inside:
  - **Envelope A:** Should contain **“Earnest Money Deposit (EMD)”**. The bidder shall submit a Demand draft or Banker's cheque amounting to Naira 2,000,000 (Naira two million only) in the form of *“Pay Order/Demand Draft or Bank Guarantee from any Scheduled bank recognised by the Central Bank of Nigeria”* in favour of “High Commission of India, Abuja”.
  - **Envelope B:** Should contain the duly filled-in Technical Bid Proforma (Annexure-II) complete in all respects along with all the supporting documents. This envelope should be superscribed “Technical Bid for Supply

and Installation of Public Address System”.

- **Envelope C:** Should contain the duly filled-in Financial Bid Proforma (Annexure-III). This envelope should be superscribed “Financial Bid for Supply and Installation of Public Address System”.
4. All the envelopes should be superscribed at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the Agency/Company.
  5. Firstly, the envelope containing the EMD would be opened. No bid will be accepted without EMD and will be rejected at once. Technical Bids of only those bidders will be opened who have submitted EMD of Naira Two Million. Then, Financial Bids of only the technically qualified bidders will be opened.
  6. The sealed quotations shall be submitted to the **Head of Chancery, High Commission of India, Abuja, 364 Cadastral Zone, Central Business District, FCT, Abuja**. The bid may be submitted either by hand (in person) or by courier. The bids by 'Fax / E-mail' shall not be accepted. Bids received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances.
  7. The bid has to be submitted as per the format specified at the Annexes with all the supporting documents. The bid is to be submitted in English.
  8. Technical bid shall be opened on the date and time as given in the tender notice on the first page at the High Commission of India, Abuja, **364 Cadastral Zone, Central Business District, FCT, Abuja**, in the presence of the authorized representatives of the companies, who may wish to attend.
  9. Financial bid shall be opened on the date and time, to be communicated later, at High Commission of India, Abuja, **364 Cadastral Zone, Central Business District, FCT, Abuja**, in the presence of the authorized representatives of the companies, who qualify the technical bids and wish to attend.
  10. **Pre-bid meeting:** All bidders, if required, may visit the site of installation as the area has its specific requirements. Based on the area and sound requirement at the site, a brief installation plan in English (no more than two pages) should also be provided in the technical bid. The pre-bid meeting will take place on **05 February 2024 at 1600 Hrs**. During the meeting, all bidders are welcome to clarify all their concern regarding submission of technical and financial bid, if any.

11. **Validity of Bids:** The bids shall have a minimum validity of six months **(180 DAYS)** from the date of opening of bids. A bid for a shorter period of validity shall be rejected.

12. **Payment terms:** Payment terms shall be as below:

**First installment (as advance payment) - 30 % of the amount:** within a period of maximum 30 days of the agreement / contract signed between High Commission of India and successful bidder.

*[The advance shall be released only after obtaining a bank guarantee bond from scheduled bank for amount of advance to be released and valid for the contract period. Bank Guarantee will be returned upon receiving of the product. In case product is not delivered by the contractor within the validity period of the agreement / contract, Bank Guarantee will be forfeited by the Mission along with the interest accrued thereon. The interest on advance shall be calculated from the date of payment to the date of recovery. Both dates are inclusive]*

**Second installment - 35% of the amount:** upon receiving of the product

**Third installment - 25 % of the amount:** upon Installation (final commissioning), completion certificate from the contractor -subject to satisfaction of the High Commission of India.

**Final payment - 10 % of the amount:** retention money (to be released upon completion of one year after commissioning)

13. Bidder should provide experience details along with supporting documents for supply, installation and maintenance of PA system.

14. Rates should be inclusive of all the taxes as applicable. VAT should not be included as High Commission of India, being a diplomatic Mission, is exempted from VAT under the Vienna Convention.

15. Least Cost System will be followed. There will be no weight age for marks or score during evaluation of technical bids and the responsive technically qualified bidder with the lowest evaluated cost shall be selected

16. The High Commission of India, Abuja reserves the right to reject or accept any or all application(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it. Bids incomplete in any form are liable to be rejected outright.

17. Finalization of any bid is the sole discretion of High Commission of India, Abuja. It reserves the right to modify the tender document or any other condition.

18. If any dispute, difference or question at any time arises between the High Commission and the contractor in respect of the agreement signed which cannot be settled mutually or in case of termination, shall be referred to arbitration. The

arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations Commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties. The Arbitration will have its Seat in New Delhi and the hearings will be conducted at Ministry of External Affairs in New Delhi.

19. Price escalation shall **not** be admissible due to any reason, including but not limited to, change in foreign currency exchange rate, increase in prices of material, equipment & labour, fuel (petrol, diesel, gas, etc.), transport, electricity & water, levy of new taxes, hike in any tax rate, Cess or due to delay in completion etc.
20. If contractor will not be able to deliver and install the PA System within 60 days w.e.f. the date of award of contract, a penalty of 0.2% of the total bid price will be imposed on the successful bidder / contractor and be deducted from the first installment for each day of delay.

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**High Commission of India, Abuja**

## SCOPE OF WORK

The bidder selected shall be required to supply and install Public Address System along with related accessories in the multi-purpose hall of the High Commission of India, Abuja, Nigeria. The system must be full range capable of handling speech, playback/ background music, special performances and should be compatible with the LED screen installed at multi-purpose hall. The Hall has an internal central dome shape with a height of approximately 15 meters, which is acoustically treated with panels. Width and length of auditorium is approximately 18m by 25m.

The system shall include the following:

**(A) MIXER;**

- I. Professional 16 channels, expandable to 32 channels digital mixer

**(B) MICROPHONES;**

- I. 1 pcs of unidirectional, professional gooseneck podium microphones, or equivalent
- II. 1 pcs of professional single hand held condenser wireless microphones
- III. 1 set of dual hand held wireless microphones
- IV. 1 unidirectional wireless lapel microphone
- V. 2 pcs of dynamic wired microphones
- VI. 1 pcs of wired condenser microphones
- VII. 5 microphone stands

**(C) SPEAKERS:**

- I. 2 pcs of 4 by 6" or 8" active column array speakers
- II. 4 pcs of 2 by 6" active column array speakers
- III. 2 pcs of single 18" active subwoofer speakers
- IV. 6 pcs of wall brackets speaker hangers

**(D) ACCESSORIES:**

- I. Signal cables for speakers
- II. Microphone cables for microphones,
- III. Power cables, extensions and sockets for speakers,
- IV. Pipping for the cables,
- V. Trunk for the cables.
- VI. Designated Electricity Distribution panel for PA system, LED, desktop etc. and peripherals.
- VII. Any other accessories including wires, services of mechanic, electrician etc.

- (D) **OTHERS :**
- I. Logistics
  - II. Installation
  - III. Testing

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**High Commission of India, Abuja**

**ANNEXURE-I****TECHNICAL BID PROFORMA****Part A: Basic details**

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company including Name, Mobile Number and Email.	
4.	Registration and incorporation particulars of the Agency/Company.	
5.	Period of Bid validity (minimum 180 days)	
6	1 Year warranty after commissioning	
7	Have the bidder incurred any financial loss for more than one year during the last three years ending on date of tender.	
8	Experience in related work (No. of years)	
9	Supporting documents with respect to point (8) above	
10	Does company has service/maintenance facilities/centers in Abuja / Nigeria (please mention the address(s))	
11	Whether manufacturer /authorized distributor/supplier	

**(Signature of the authorized signatory with stamp)**

Dated\_\_\_\_\_

**Full Name and Designation of the signatory**

**Full address of the Agency/Company**\_\_\_\_\_

**Contact details of the signatory**\_\_\_\_\_



**Part B. Proforma for list of clients (attach a separate list, if needed)**

S.No.	Details	Name of Client(1)	Name of Client(2)
1	Address, fax and telephone number		
2	Project name, location and address		
3	Brief details of the work [Please enclose copy of Work /Purchase Order]		
4	Value of work as completed		
5	Date of award of contracts		
6	Date of completion of work		
7	Details of Service & Maintenance Work		
8	Testimonials		
9	Brief installation plan		

\*Enclose the supporting documents wherever require.

**(Signature of the authorized signatory with stamp)**

Dated\_\_\_\_\_

**Full Name and Designation of the signatory**

**Full address of the Agency/Company**\_\_\_\_\_

**Contact details of the signatory**\_\_\_\_\_

### **Technical parameters of Public Address System**

S.No.	Description	Specification Required	Whether the bid satisfies the requirement or not. In case of deviation, please specify.
1	Mixer	16 channels digital mixing console, expandable to 32 channels digital mixer	
2	Microphone	Unidirectional, professional gooseneck podium microphones, or equivalent	
		professional single hand held condenser wireless microphones	
		dual hand held wireless microphones	
		unidirectional wireless lapel microphone	
		dynamic wired microphones	
		wired condenser microphones	
		Microphone stands	
3	Speakers	4 by 6" or 8" active column array speakers	
		2 by 6" active column array speakers	
		single 18" active subwoofer speakers	
		wall brackets speaker hangers	
4	Accessories	As per scope of work	

**(Signature of the authorized signatory with stamp)**

Dated \_\_\_\_\_

**Full Name and Designation of the signatory**

**Full address of the Agency/Company** \_\_\_\_\_

**Contact details of the signatory** \_\_\_\_\_

**DECLARATION**

I certify that the information furnished above is full and correct to the best of my knowledge. I hereby agree to all terms and conditions as per the tender document.

**(Signature of the authorized signatory with stamp)**

Dated\_\_\_\_\_

**Full Name and Designation of the signatory**

**Full address of the Agency/Company**\_\_\_\_\_

**Contact details of the signatory**\_\_\_\_\_

**ANNEXURE-II**

**FINANCIAL BID PROFORMA**

<b>Description</b>	<b>Amount excluding VAT (Naira)</b>
Supply of Public Address System (as per scope of work)	
Installation & Commissioning of the Public Address System and interconnection with the existing LED setup.	
Taxes (if any) expect VAT	
Total	

I certify that the information furnished above is full and correct to the best of my knowledge. **I hereby agree to all terms and conditions as per the tender document.**

**(Signature of the authorized signatory with stamp)**

Dated \_\_\_\_\_

**Full Name and Designation of the signatory**\_\_\_\_\_

**Full address of the Agency/Company**\_\_\_\_\_

**Contact details of the signatory**\_\_\_\_\_