

High Commission of India, Kuala Lumpur
Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak,
53000 Kuala Lumpur, Federal Territory of Kuala Lumpur

Telephone No: +6-03-4025 2323

E-mail ID – fscom.kl@mea.gov.in

Name of Work: High Commission of India, Kuala Lumpur intends to engage a vendor to supply one thousand (1,000) T-Shirts (various sizes).

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-sd/-
C. Sushma
FS (Com & Edu)

Signature & name with Address of Bidder/Contractor

High Commission of India, Kuala Lumpur
Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak,
53000 Kuala Lumpur, Federal Territory of Kuala Lumpur

NOTICE INVITING TENDER

High Commission of India, Kuala Lumpur invites offline limited tender/bids from all reputed and eligible vendors/supplier under two bids/cover system i.e. Technical Bid (Cover-1) and Financial bids (Cover-2) for the supply one thousand T-shirts directly to the High Commission of India, Kuala Lumpur or through Central Public Procurement Portal of Government of India (www.eprocure.gov.in) and <https://hcikl.gov.in/>. Details of activities are as follows:-

Sl. No.	Activity	Date & Time
1.	Publishing date of Tender Notice	18.07.2023 at 1700 hrs
2.	Document Download start date	18.07.2023 at 1700 hrs
3.	Document Download end date	28.07.2023 at 1700 hrs
4.	Queries clarification start date	20.07.2023 at 1100 hrs
5.	Queries clarification end date	24.07.2023 at 1700 hrs
6.	Bid submission start date (Cover -1 & 2)	25.07.2023 at 1100 hrs
7.	Bid submission end date (Cover -1 & 2)	28.07.2023 at 1700 hrs
8.	Technical Bid Opening date (Cover – 1)	31.07.2023 at 1100 hrs

2. Tender Notice can be downloaded directly from Central Public Procurement Portal of Government of India (www.eprocure.gov.in) and High Commission of India, Kuala Lumpur's website i.e. <https://hcikl.gov.in/>. Submission of duly filled in Tender Document/Bids are required to be deposited at the **office of First Secretary (Commerce & Education) Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak, 53000 Kuala Lumpur, Federal Territory of Kuala Lumpur.**

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PRE-QUALIFICATION CRITERIA/PROFORMA FOR SUBMISSION

Sl. No.	Required Documents	Description	Evaluation Mark	Enclosed (Yes/No)
1.	Experience	(a) The company/contractor should have minimum two year's experience.	04	
		(b) Preference will be given to those company/contractor which has experience in working with Diplomatic Mission/Govt. Departments/Hotels/any other reputed organization.	02	
2.	Turnover	Last two years Income Tax Returns and one year balance Sheet with as a proof of minimum Turnover of MYR 100,000/- (One hundred thousand only)	02	
3.	Registration Number	The company/contractor should have a valid Registration Number either in India or Malaysia	02	
4.	EMD	EMD of MYR 2,200/- (Two Thousand Two hundred only) by Demand Draft/Cheque /Bank Guarantee in favour of High Commission of India, Kuala Lumpur, payable at Kuala Lumpur. Please enclose copy of receipt/deposit of EMD in the form of Demand Draft/Bank Guarantee.	Mandatory	
5.	Mycard Card	Copy of Mycard Card	Mandatory	
6.	Address Proof	Address Proof of the Bidder/Tenderer	Mandatory	
7.	10% Performance Money of the approved cost or the submitted EMD will be taken (whichever is higher) only from successful bidder and returned only after successful completion of job without any interest.			
8.	There must be two envelopes, one for Technical Bid and other for Financial Bid with clearly and boldly written over them Technical Bid and Financial Bid. No indication of financial bid is required to be produced/enclosed in Technical Bids.			
9.	All tender documents are required to deposit at the office of office of First Secretary (Com & Edu.) Level 1, Wisma HRIH Lotus, 442, Jalan Pahang, Setapak, 53000 Kuala Lumpur, Federal Territory of Kuala Lumpur			

Note : All documentary proofs to be enclosed for above items.

I hereby agree to abide by all the terms & conditions of the tender document.

Name & Signature of
the Authorized Signatory of the Firm
(With Seal of the Agency affixed) Date

-sd/-
C. Sushma
FS (Com. & Edu.)

**High Commission of India
Kuala Lumpur**

ADDITIONAL CONDITIONS

Subject:- Supply of one thousand T-Shirts (in various sizes).

1. The work shall be completed within 15 days after the award of work.
2. The quoted amount will be gross (including all kind of taxes, other charges viz transport, electricity, labour etc) in itself and the bidder has to complete and deliver the job. Penalty will be recovered from the bill for delay in execution of work and supply of items etc would tantamount to be **NIL** payment for certain or all unaccomplished work.
3. **10% Performance Security/Guarantee i.e. MYR 2,200/- (Two thousand two hundred only)** will be have to be submitted by the sucessful bidder or will be recovered from the payment.
4. The Performance Security/Guarantee will be released only after the successful completion of work.
5. Only best quality and approved material/items/services should be used/deployed for the proposed work.
6. The High Commission of India, Kuala Lumpur reserves the right to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.
7. The **Earnest Money Deposit (EMD)** shall be returned to the successful bidder only after receipt of Performance Security/Guarantee and will not carry any interest.
8. High Commission of India, Kuala Lumpur reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. HCI, KL can accept or reject the financial proposal without assigning any reason and decision of the HCI, Kuala Lumpur will be final & binding in this regard. In case of any ambiguity while comparing the rates offered by the bidders, HCI, Kuala Lumpur reserves all the rights to decide on the issue of identifying selected bidder.

-sd/-

C. Sushma
FS (Com & Edu)

I hereby agree to abide by all the terms and conditions of the tender document.

Name & Signature of
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(With Seal of the Agency affixed) Date

APPROXIMATE ESTIMATE

Sl. No.	Work Description	Estimated Cost
1.	Supply of one thousand (1,000) T-Shirts (in various)	MYR 22,000/- (Malaysian Ringgit Twenty-two thousand only) <i>(Subject to revision at actual work done)</i>

The stages of payment shall be as under:-

Sr. No.	Release Mile stone	Remarks
1.	Mobilization of requisites items at site	25 % of approved amount.
2.	On completion of all/entire supply/items/designs and other necessary arrangements as per tender requirements for commencing the event.	75%
OR		
3.	As mutually agreed between the supplier and the High Commission of India, Kuala Lumpur.	

UNDERTAKING / CERTIFICATE

NAME OF WORK : — High Commission of India, Kuala Lumpur intends to engage reputed competent & suitable vendor(s) to supply one thousand T-shirts.

1. I/We _____ Contractor/Proprietor/Director/Partner/authorized signatory of the Agency/Firm, mentioned above is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender action and execution of contract and undertake to abide by them.

3. The information/documents furnished are true and authentic to the best of my knowledge and belief, I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law or may lead to blacklisted.

4. I, do hereby declare that our firm has neither been blacklisted/no criminal case pending against the firm by any of the Govt. Institute/Ministries/Departments/PSUs/other organizations with which the firm had contracted of during the last three years nor has been penalized by such offices/organizations.

(Signature of Bidder/Contractor)

Date :

Full Name :

Place :

Seal:-

DECLARATION BY THE TENDERER/CONTRACTOR

1. I/We hereby tender for the execution of event's related work/supplies to High Commission of India, Kuala Lumpur as per the terms and conditions of the tender action and contract.

2. I/We hereby agree to abide by and fulfill all the terms and conditions/provisions as annexed hereby and so far as applicable or in default thereof to forfeit and pay to the High Commission of India, Kuala Lumpur sum of **MYR 2,200.00 (Malaysian Ringgit of Two Thousand Two Hundred Only)** mentioned in the said conditions without prejudice to the High Commission of India, Kuala Lumpur's right to claim damages for breach of contract. The sum **MYR 2,200.00 (Malaysian Ringgit Two Thousand Two hundred only)** deposited as Performance Money/Security/Guarantee is to be absolutely forfeited by High Commission of India, Kuala Lumpur, if I/We found to be defaulter at any stage during the execution of the Contract Agreement within the specified time limit.

3. The Earnest Money (EMD) will only be refunded to the unsuccessful tenderer in due course after finalization/approval of the tender of successful bidder by the Competent Authority without any interest.

(Signature of Bidder/Contractor)

Date : _____

Full Name : _____

Place : _____

Seal:- _____

SCOPE OF WORK

TECHNICAL SPECIFICATION

1. Supply of one thousand (1,000) good quality T-Shirts (different sizes). The fabric should be of good and standard microfibre with printing of colour logos on the front and back of the T-shirt.

Finding of any in-appropriation in quality will be liable to cancel the work and complete stop of payment at any stage. So, the vendor is suggested to be more careful in ensuring the quality of T-shirt, procuring/manufacturing & supplying of T-Shirts.

Name & Signature of
the Authorized Signatory of the Firm
(With Seal of the Agency affixed)

Date

(Note:- Approved samples are considered for financial bidding. Technical specification of the items/material/design has to be enclosed. All queries are required to be clarified on +603 4025 2323 during the prescribed period of time.)

FINANCIAL BID

Proforma for Submission of Financial Bid

SI. No.	Description of work	Rate in MYR
1.	Supply of one thousand (1,000) good quality T-Shirts (different sizes)	

Name & Signature of
the Authorized Signatory of the Firm
(With Seal of the Agency affixed)

Date