

**Embassy of India  
Athens**

**TENDER NOTICE No. ATH/IT/815/01/2023 Dated 27.04.2023**

**Tender for restructuring of existing Local Area Network (LAN) and supply, installation and integration of networking equipment/components with existing LAN at Embassy of India, Athens**

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**No. ATH/IT/815/01/2023**

**Embassy of India  
Athens**

**SECTION-1**

**Subject: Tender for restructuring of existing Local Area Network (LAN) and supply, installation and integration of networking equipment/components with existing LAN at Embassy of India, Athens.**

Embassy of India, Athens invites bids from established firms/company for restructuring of existing Local Area Network (LAN) and supply, installation and integration of networking equipment/components with existing LAN at Embassy of India, Athens.

2. Duly completed bid proposal in prescribed format as per Notice Inviting Tender must reach office of Second Secretary (HOC); e-mail: [hoc.athens@mea.gov.in](mailto:hoc.athens@mea.gov.in) on or before 1700 hrs on 19 May, 2023. The detailed tender document along with annexure can also be downloaded from Central Procurement Portal <https://eprocure.gov.in/eprocure/app> or the website of Embassy of India, Athens <https://indiaingreece.gov.in>.

3. Prospective bidders shall deposit an amount equivalent to 5% of the quoted cost with the Embassy as Bid Security /Earnest Money Deposit (EMD). This can be deposited through a bank guarantee in favour of 'Embassy of India, Athens' in a sealed envelop. The EMD received from unsuccessful bidders will be returned to them after finalization and award of contract. In case of successful bidder, the EMD will be retained as 'Performance Guarantee' till the job is satisfactorily completed. The 'Performance Guarantee' money shall be returned on successful completion of the firm's entire obligations under the contract.

4. The tender should be submitted in two sealed envelopes as below:

(a) The first sealed cover super-scripted as 'Technical Bid' should contain details of technical capabilities of the company/agency with documentary evidence as per Section – IV.

(b) The second sealed envelope super-scripted as 'Financial Bid' should contain Lump Sum price as per Section – V along with 5% of quoted cost as Earnest Money Deposit.

(c) Both the sealed covers should be placed in the main sealed envelope super-scripted 'Tender for restructuring of existing Local Area Network (LAN) and supply, installation and integration of networking equipment/components with existing LAN at Embassy of India, Athens' and must reach on or before 1700 hrs on 19 May, 2023 in the office of Second Secretary (HOC), Embassy of India, 3 Kleanthous Str, Athens – 16074. All pages of the submission document must be signed by authorized signatory.

5. The important dates are as under:

Pre-bid meeting/site survey	A pre-bid meeting and/or site survey can be scheduled on request by sending an email to the Embassy on <a href="mailto:embassy.athens@mea.gov.in">embassy.athens@mea.gov.in</a> / <a href="mailto:hoc.athens@mea.gov.in">hoc.athens@mea.gov.in</a>
Bid submission start date	27.04.2023
Bid submission end date	19.05.2023
Date of opening of the technical bids (participants bidder may wish to be present)  <i>* Date &amp; time for opening of financial bids of technically qualified bidders will be communicated separately</i>	22.05.2023 at 1530 Hrs
Venue for pre-bid meeting/site survey and opening of bids	Conference Hall, Embassy of India, Athens 3 Kleanthous Str., Athens – 10674

6. **Selection process:**

(a) Technical Bids will be opened on 19<sup>th</sup> May, 2023 at 1530 Hrs in the Embassy of India, Athens. Applicants may send their representative to be present during opening of bids after obtaining prior permission from the Embassy of India, Athens.

(b) The technical eligibility credentials of all the bidders shall be evaluated first. Failure to submit requisite documents will render the applicant ineligible.

(c) A list of technically qualified bidders shall be prepared. Technically qualified bidders shall be informed and shall be invited for opening of the financial bids at prescribed date and time by the Embassy of India, Athens.

7. **Payment modalities:** The payment will be made within 30 days of satisfactory completion of the project. Mode of payment shall be electronic transfer to a bank account provided by the bidder for the purpose at the time of award of contract in Euro currency. Acceptance of any other mode of payment or payment in any other currency would be at the discretion of the Embassy.

8. All bidders are requested to read and understand the terms & conditions of the contract before submitting their bids. No change or violation of the terms and conditions mentioned in the tender document is permissible once the quotation/bid is accepted by the Embassy.

9. The Embassy of India, Athens reserves the right to cancel or amend the tender without assigning any reason whatsoever.



(S. Rajendran)

Second Secretary (HOC)

Embassy of India, Athens

3 Kleanthous Str., Athens 106 74

Email: [embassy.athens@mea.gov.in](mailto:embassy.athens@mea.gov.in)



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**SECTION-II**

**Terms and Conditions of Contract**

(1) The acceptance of the tender shall be conditional and not finally binding upon the Embassy of India, Athens. The Embassy may withdraw the acceptance of the tender without any notice or formality and may enter into a new Agreement for the execution of the services or any part of it.

(2) At any time during the process of tendering, the Embassy of India, Athens may issue an addendum in the tender document deleting, varying or extending any item of this tender document.

(3) Disqualification of tender: Tender may be disqualified for any reason including but not limited to the following:

(a) If Tenderer sets forth any conditions which are unacceptable to the Embassy of India, Athens.

(b) If there is evidence of collusion between bidders.

(c) If Tenderer involves any corrupt or unethical means to influence the tender process.

(d) If bid price is disclosed or become known before opening of Financial Bid.

(4) The attention of bidders is drawn as to compliance with laws and regulations.

(5) Bidders shall be deemed to have read carefully all the tender documents, specifications etc. The quoted fixed price should be inclusive of all cost and charges and complete in all respect as per the standard and to the entire satisfaction of the Embassy of India, Athens. The bids shall be strictly as per the conditions of Embassy of India, Athens. Bids with any additional condition (s)/modifications shall be rejected.

(6) The bids received after the due date & time of submission shall not be entertained, and shall be returned to the Tenderer unopened.

(7) The acceptance of bids will rest with the Embassy of India, Athens, which does not bind to accept the lowest bid and reserves the right to reject any or all the bids received without assigning any reason thereof. Incomplete tenders not fulfilling the prescribed conditions are liable to be rejected.

(8) The bid proposals, all related correspondence exchanged between the company/firm and the Embassy, shall be written in the English language.

- (9) Even though the applicant may satisfy the above requirements, he/she would be liable to disqualification, if he/she has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.
- (10) Quoted price is final fixed price inclusive of all taxes except VAT. The amount of VAT should be mentioned separately. Nothing extra will be payable.
- (11) Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures and standard accessories normally provided with such equipment and/or needed for erection, completion and safe operation of the equipment as required by applicable codes though they may not have been specifically detailed in the tender document, unless included in the list of exclusions. All similar standard components/parts of similar standard equipment provided, shall be inter-changeable with one another. Patch cord should be branded and factory crimped.
- (12) **Warranty:** Onsite warranty for all hardware delivered and installed for minimum one year and extended as per OEM Guarantee/Warranty period. The equipment must be warranted against all manufacturing/installation defects for at least a period of 12 months (please indicate guarantee/warranty period offered by you on the product in your quote) from the date of successful installation and acceptance. In case, a part thereof or the whole equipment is found defective the same will have to be rectified/replaced on free of charge basis without lapse of time. In case the equipment are not repaired/replaced within the 'service' time quoted, the bank guarantee will be invoked without assigning any reason.
- (13) The Bidder shall be responsible for providing all materials, equipment and services, specified or otherwise, which are required to fulfill the intent of ensuring operability, maintainability and reliability of the complete equipment covered under the specification within his quoted price. The work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force on the date of award of the contract.
- (14) The bidder shall also be responsible for deputing qualified personnel for installation, testing, commissioning and other services under his scope of work as per this specification. All required tools and tackles for completing the scope of work as per the specification is also the responsibility of the bidder.
- (15) The installation of equipment shall be accepted only after installation tests are over.
- (16) The bidder should ensure while installation/restructuring of LAN, day-to-day functioning of official work and existing network setup/connectivity/internet connectivity should not get disrupted.
- (17) The bidders proposal shall include the list of tools (such as crimping tool, punch tool, etc.) and other accessories, which are required for project. No



separate charges for fixing/crimping/other connection charges would be paid by the Embassy.

(18) The switches proposed by the bidders must be compatible to the existing network.

(19) The Embassy of India, Athens will not be responsible to compensate for any expense or losses which might have been incurred by the Tenderer in the preparation and submission of his tender/bid.

(20) Fixed price tender: This is a fixed price tender with extent of work as indicated in scope of work.

(a) The bidder shall examine the scope of work and other documents and all addendum (if any) before submitting his tender/bid and shall become fully informed as to the extent, quality, type and character of operations involved in the works.

(b) The fixed price /amount must be quoted both in figures and in words on the 'Price Schedule' as per Section – V and the currency must be 'Euro' only.

(c) In case of any discrepancy between figures or words, the amount quoted in words shall be taken to be correct for this tender.

(21) The bid shall remain valid for a period of 180 days from the date of the opening of the bid or up to any mutually extended period.

(22) Decision on bid will be taken based on the final price quoted in the 'Price Schedule' as per Section – V. Lump-sum fixed price/amount as quoted in the 'price schedule' shall be the basis for deciding the tender quote and the lowest bidder.

(23) Payments: The payment will be made within 30 days of satisfactory completion of the project.

(24) Embassy reserves the right for quantity variation due to increase/decrease in requirements. The bidder shall also provide all required equipment which may not be specifically stated herein but are required to meet the intent of ensuring completeness, maintainability and reliability of the total system covered under this specification, including integration and interoperability with the existing LAN.

(25) Permit: The Tenderer should have valid permit/registration from a competent local authority for providing their services in Athens (Greece) for the diplomatic property.

(26) Notwithstanding the provisions of contract, the Contractor shall not be liable for forfeiture of its performance security, or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purpose of this clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault of negligence and not foreseeable. Such events may include but are not restricted to acts of the Mission either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Contractor shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the Ministry in writing the Contractor shall continue to perform its obligations under the Agreement as far as is reasonably practical and shall seek all reasonable alternative means not prevented by the Force Majeure event.

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**SECTION-III**

**Scope of Work**

Restructuring/updation of Local Area Network with latest network equipment/components is required in Embassy's building located at 3 Kleanthous Str, Athens so that a single internet line could distribute internet to all PCs within the building. The work has been divided in two parts as detailed below but not limited to:

**Part I: (Restructuring of existing LAN cabling)**

- (a) Tracing, labeling and 'structuring' of all existing LAN cables.
- (b) Laying of new LAN cables wherever required.
- (c) Installation of rack at a designated place and termination of all cables on patch panel 100
- (d) Checking and testing of all cables
- (e) Creation of network diagram on paper as well as CD/DVD

**Part II: (Replacement of existing switches with Access Switches (Layer 2 switches))**

(a) Supply, installation and configuration of Access switches (Manageable Layer 2 switches) at the appropriate location at each floor of the building by replacing the existing old switches.

(b) Along with each Access Switch, a Patch Panel setup and Rack should be installed based on number of ports in switch, its size and other essential factors needed to execute the smooth operation.

(c) During restructuring of LAN, The on-site engineers should ensure smooth day-to-day functioning of official work. The existing network setup/internet Connectivity should not get disrupted. If, in case, it is disrupted because of laying/installation work, necessary arrangements should be done to ensure continuous distribution of internet services.

Note: The scope of work shall also include:

- a) Powering on equipment after ensuring correctness of terminations interfaces and power supply and making the system ready for testing and commissioning.
- b) Testing of LAN cables after restructuring, terminations and ferruling at both the ends. All testing tools and instruments shall be brought by the bidder and taken back after the testing.
- c) Assistance for familiarization and operation of the installed system & service for 06 months after acceptance of system.



d) Onsite warranty for all installation and hardware delivered for minimum one year and extended as per OEM guarantee/warranty offered.

e) Any other work/equipment/material required for making the network well structured and functional up to the satisfaction of the Embassy.

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**SECTION-IV**

**Introduction and Credentials of Bidder**

**(To be submitted by the bidder)**

**Note:** This shall be submitted by the bidder. This should be a brief introduction, background, company details, credentials & other registration and past performance of the bidder. They may attach any other documents such as company profile, company brochures, annual turn-over, achievement of the company, and previous experiences.



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**SECTION-V**

**Format for submitting the Price Schedule for companies/agencies for restructuring of existing Local Area Network (LAN) and supply, installation and integration of networking equipment/components with existing LAN at Embassy of India, Athens**

Embassy of India, Athens

Tender No. ATH/IT/815/01/2023

Date: \_\_\_\_\_

**Price Schedule**

Sl. No.	Job/Item	Fixed Price in Euro	Details of taxes/duties including VAT
01	Price Schedule for companies/agencies for restructuring of existing Local Area Network (LAN) and supply, installation and integration of networking equipment/components with existing LAN at Embassy of India, Athens		

Name of the company/Firm/Agency:

Address for the correspondence:

Contact details:

**Note**

(a) The above quoted prices are complete in all aspects as per scope of the work but exclusive of all taxes & duties, if any.

(b) No extra cost shall be entertained and payable if any additional information or detail is provided later for carrying out the works as specified in the tender documents.

(c) We have examined tender conditions for the above-named services and have inspected the general conditions under which the services are to be carried out. We offer to execute and complete the service in conformity with this Tender, which includes all these documents for the Lump-sum fixed price exclusive of VAT.

(d) We understand that you are not bound to accept the lowest or any tender you may receive.

Yours sincerely,

(Signature of the authorized signatory)

Name & Designation:

Company Seal:

