



भारत का राजदूतावास

**EMBASSY OF INDIA**

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No. 0204/NA/07

08 Aug 25

**Notice Inviting Tender**

**Subject: Setting Up of IT Lab**

The Embassy of India, Yangon invites Technical and Financial Bids from authorised dealers / contractors, reputed, experienced and financially sound companies, firms ("The Vendor") for setting up of IT Lab at Myanmar. The site visit will be coordinated post finalization of contract.

1. The representatives of interested vendors may submit their proposals / rate quotations.

2. Tender documents can be downloaded from the Embassy's website: <https://embassyofindiayangon.gov.in/> CPP Portal: [www.eprocure.gov.in](http://www.eprocure.gov.in). Details can also be collected from Attache (Administration), Tel +95-1-251206 or [admn.yangon@mea.gov.in](mailto:admn.yangon@mea.gov.in).

<b>Date of publishing NIT</b>	<b>:</b>	<b>08.08.2025</b>
<b>Prebid Conference</b>	<b>:</b>	<b>18.08.2025</b>
<b>Last date of submission of Tender</b>	<b>:</b>	<b>28.08.2025 (1500 Hrs)</b>
<b>Opening of Technical Bid</b>	<b>:</b>	<b>29.08.2025 (1100 Hrs)</b>
<b>Opening of Financial Bid</b>	<b>:</b>	<b>29.08.2025 (1500 Hrs)</b>

3. Technical and Financial Bid must be submitted separately in a sealed envelope clearly superscribed "**TECHNICAL BID FOR SETTING UP OF IT LAB**" and "**FINANCIAL BID FOR SETTING UP OF IT LAB**" along with all relevant documents to the "Head of Chancery, Embassy of India, 545-547, Merchant Street, Yangon, Myanmar". Financial Bid submitted in a separate sealed envelope would be opened in respect of only those Bidders, whose Technical Bids have been found meeting the required specifications at the Technical Bid evaluation stage. A bid sent through Fax or e-mail will not be accepted.

4. A pre-bid conference to clarify details of the project and site will be held on **18 August, 2025** at Embassy of India/ over VTC. Firms interested in participating in the conference are required to send an email to: [hoc.yangon@mea.gov.in](mailto:hoc.yangon@mea.gov.in) / [admn.yangon@mea.gov.in](mailto:admn.yangon@mea.gov.in). Any other queries/ clarifications may also be communicated by email.

5. Earnest Money Deposit (EMD):

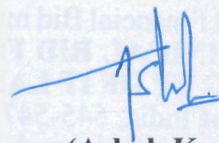
(i) Each Technical Bid shall be accompanied by an Earnest Money Deposit (EMD) of USD 2000 (US Dollar Two Thousand only) in the form of a Bank Guarantee (BG) drawn on any Bank in favor of Embassy of India, Yangon or in cash deposited to Embassy.

(ii) The Bank Guarantee should be valid for a minimum period of 180 days.

(iii) The BG should be payable at Yangon only.

(iv) EMD must be attached with Technical Bid only, without which the bid shall stand rejected.

- (v) Earnest money will be forfeited:
    - (aa) If the bidder withdraws his bid during the period of bid validity.
    - (ab) In case of the successful bidder, if the bidder fails to sign the contract.
  - (vi) Refund of Earnest Money Deposit (EMD):
    - (aa) Refund of EMD to the unsuccessful bidders shall be made after signing of the contract with successful bidder.
    - (ab) EMD of successful bidder shall be refunded after award of the contract and deposit of Performance Security @ 5% of the total contract value. Successful bidder will deposit Performance Security within 15 working days of award of contract. The Performance Security should be valid upto 60 days beyond the contract period. After successful completion of all contractual obligations, the Performance Security (without any interest) shall be refunded within 30 days.
6. The successful bidder shall be obliged to deposit an amount equivalent to 5% of the value of the contract to be awarded as performance guarantee. The performance guarantee shall remain valid for a period of 60 days beyond the completion of all contractual obligations of the bidder. The bid security shall be refunded to the successful bidder on the receipt of the performance guarantee.
7. The Embassy of India, Yangon reserves the right to reject any or all the bids without assigning any reason. The decision of the Embassy shall be final and binding.
8. The bidder or his authorised representative, who wish to be present, may attend the bid opening on the date and time specified.
9. The work shall be offered to the lowest bidding party.



**(Ashok Kumar)**  
**Head of Chancery**  
**Embassy of India, Yangon**

Letter for Submission of tender

Dated\_\_\_\_\_,2025

To

Head of Chancery,  
Embassy of India,  
545-547, Merchant Street,  
Yangon, Myanmar

Ref: Setting up IT Lab

Dear Sir,

Having examined the tender document relating to the Setting up of 50-node IT Lab at Myanmar, we hereby submit our offer for the supply of the proposed items in accordance with terms and conditions and confirm our acceptance to execute the order within the time period specified in the tender document, at the rates quoted by us in the accompanying Technical & Financial Bid.

We further confirm that: -

- (a) We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
- (b) We have sufficient qualified manpower and necessary materials and after sales support to execute the order efficiently in the specified time schedule.
- (c) The quoted rates shall be valid not less than 180 days from the date of opening of quotation.
- (d) We further confirm that all chapters of the tender documents have been read, understood and signed and there is no deviation/discrepancy.
- (e) We agree to accept the extension order up to 100% quantity within three months of the issue of the order.

Signature of the Bidder  
With stamp and date



**EMBASSY OF INDIA  
YANGON**

No.

August, 2025

**GENERAL**

**1.1** The 50-node IT lab is to set up to provide IT training to upto 50 students at a time. The vendor shall study the specifications and satisfy himself thoroughly and shall take full responsibility of the smooth, reliable and safe working. The representative of the vendor will be taken for site visit (herein referred as 'the site') only after finalization of contract. Transportation charges and other incidentals in respect of technician(s), if any, for final installation may be included in the bid. Technical and Financial Bids must be submitted separately in a sealed envelope clearly superscribed **“TECHNICAL BID FOR SETTING UP OF LAB”** and **“FINANCIAL BID FOR SETTING UP OF IT LAB”** along with all relevant documents to the “Head of Chancery, Embassy of India, 545-547, Merchant Street, Yangon, Myanmar”. Financial Bid submitted in a separate sealed envelope would be opened in respect of only those Bidders, whose Technical Bids have been found meeting the required specifications at the Technical Bid evaluation stage. A bid sent through Fax or e-mail will not be acceptable in the quotation.

**1.2** All items of instrument shall be completed in all respects and any instrument not covered in the specification but essential for proper installation, operation and maintenance of the instrument shall be included by the vendor in his offer and the reasons for such inclusion shall be clearly stated.

**SCOPE OF WORK**

**2.1** The scope of work includes setting up of English Language cum IT Lab in accordance with the design & specifications given in ***"ANNEXURE I TECHNICAL BID; A. TECHNICAL SPECIFICATIONS OF THE IT LAB"***.

**2.2** Supply of necessary spares.

**2.2.1** Packaging, forwarding, transport, insurance, loading, unloading, precaution against damage during transit etc.

**2.2.2** Performance Guarantee.

**2.2.3** Two sets of operation and maintenance manuals.

**2.2.4** Test Certificate: Vendor shall provide all necessary test certificates.

**SAFETY**

**3.1** All equipment items shall be complete with approved safety devices, wherever a potential hazard to personnel exists, and with provision for safe access to personnel to and around the instrument for operational and maintenance functions.

## **TIME FOR COMPLETION.**

**4.1** The vendor shall complete supply, installation and commissioning of the instrument within three months of placing the Purchase Order or the timeline specified by the Embassy.

## **TEST AND INSPECTION**

**5.1** Inspection of the equipment will be done at the site.

**5.2** The vendor shall demonstrate all the features of the equipment mentioned in the technical specification.

**5.3** The vendor is solely responsible for installation, commissioning and making the complete system operational at user's site.

## **OPERATION CONDITIONS**

**6.1** All equipment shall be designed for smooth, efficient and trouble-free operation in tropical humid climate of 45° C ambient and a humidity of 90% to 150%.

**6.2** In cases where the offer deviates from the specification, the vendor shall indicate clearly in his offer the specification proposed by him along with details thereof and the reasons for the deviation. Each exception to the specification or other parts of the tender document shall be listed separately by the vendor. If exceptions are not clearly listed they will not be considered by the Purchaser later.

## **DOCUMENTS**

**7.1** The vendor shall supply the hard and soft copy of Operation and Maintenance manual in duplicate. All necessary literature giving complete technical details shall be provided.

**7.2** He should also provide the test certificates given by manufacturer.

## **INSTALLATION & COMMISSIONING**

**8.1** It is to be noted again that supply, installation and commissioning of the system with all accessories, auxiliaries, and any item not covered in the specification but essential for proper installation, operation and maintenance of the Lab shall be included and executed by the vendor.

**8.2** The supply will not be deemed complete until the commissioning trial of the Lab is carried out by the vendor at the site successfully.

## **PERFORMANCE AND GUARANTEE (P. G.)**

**9.1** All necessary tests shall be carried out at the site by the vendor to demonstrate whether performance of the instrument conforms to the relevant standards and specifications and meets the functional requirement indicated in the specification.

## **WARRANTY**

**10.1** The warranty period for the equipment will commence from the date of commissioning of all the sets and not from the date of delivery or installation.



**10.2** The vendor shall provide warranty for the complete lab for a minimum period of three years from the date of commissioning or for the duration of OEM warranty period whichever is longer.

**10.3** The time period for product warranty will be the same as the service warranty.

**10.4** The vendor shall be responsible for routine and breakdown maintenance of the equipment during warranty period.

## **SERVICE AGREEMENT**

**11.1** The selected vendor shall have to sign a Non-Disclosure Agreement (NDA) on the service to be provided.

## **PAYMENT TERMS**

**12.1** The payment will be released in full only after receipt, satisfactory installation/commissioning of the equipment in question and in good condition at the site.

## **CAPABILITY AND EXPERIENCE**

**13.1** The vendor shall have executed similar kind of work within last three years. The vendor shall submit along the offer the reference list of the similar work. Offers received without the reference list may be rejected.

## **TRAINING**

**14.1** Vendor shall provide necessary on-site training on working and upkeep of systems, and utilisation of software.

## **QUOTATION**

**15.1** Interested vendors should submit Technical Bid and Financial Bid separately in a sealed envelope clearly superscribed "**TECHNICAL BID FOR SETTING UP OF IT LAB**" and "**FINANCIAL BID FOR SETTING UP OF IT LAB**" along with all relevant documents within the specified date and time. A bid sent through Fax or e-mail will not be accepted.

**15.2** Vendor can submit quotation in US Dollars. The total rate quoted shall be exclusive of Tax.

## **CONDITIONS OF SUPPLY ORDER/CONTRACT**

**16.1 Force Majeure Clause.** Each party's obligation under the supply order/ contract which would be signed with successful bidder, shall be suspended upon concurrence of a force majeure event such as act of God, flood, earthquake, fire, explosion, act of government, war, civil commotion, insurrection, embargo, riots, lockouts, labour disputes affecting such party, for such period as such force majeure event may subsist. Upon the occurrence of as force majeure event, the affected party shall notify the non-affected Party in writing of the same and shall by subsequent written notice after the cessation of such force majeure event inform the non-affected Party of the date on which that Party's obligation under the supply order/ contract shall be reinstated. Notwithstanding anything in the clause, upon occurrence of a force majeure event affecting any Party and where such force majeure event continues for a period exceeding one month, the non-affected Party shall have an option, in its sole discretion, to terminate the supply order/ contract by sending a written notice to the affected Party stating the non-affected Party's intention to terminate the Agreement. Such termination shall take effect immediately upon the affected Party's receipt of such written notice.

**16.2 Liquidated Damages.** In the event of the seller's failure to submit the guarantees, documents, supply of goods, conduct of trials, installation of equipment, training etc. as specified in the supply order/ submitted quotation, the buyer may, at his discretion, withhold any payment until the completion of supply order. The buyer may also deduct from the seller as agreed, liquidated damages to the sum of 0.5% of the supply order price of the delayed/ undelivered goods/ services mentioned above for every week of delay, subject to maximum value of liquidated damages being not higher than 10% of the actual amount.

**16.3 Non-Disclosure of Supply Order Documents.** Except with the written consent of the buyer/ seller, other party shall not disclose the Supply Order or any provision, specifications, plan, design, pattern, sample or information thereof to the third party.

## **CLARIFICATIONS**

**17.1** For A pre-bid conference to clarify details of the project and site will be held on 18 August, 2025 at Embassy of India/ over VTC. Firms interested in participating in the conference are required to send an email to: [hoc.yangon@mea.gov.in](mailto:hoc.yangon@mea.gov.in) /[admn.yangon@mea.gov.in](mailto:admn.yangon@mea.gov.in). Any other queries/ clarifications may also be communicated by email.

## **LAST DATE OF RECEIPT OF TENDER**

**18.1** Tender will not be accepted if they are received after the due date and time as specified in the quotations letter i.e. **on 28 August, 2025.**

## **OPENING DATE OF TENDER**

**19.1** The Technical bid will be opened on **29 August, 2025 (1100 hrs)** and Financial bid will be opened on **29 August, 2025 (1230 hrs)** in the Embassy. The Technical Bids (**Annexure I**) will first be evaluated and only vendors who qualified in the Technical Bids will only be considered for further evaluation of Financial Bids.

## **EMBASSY OF INDIA, YANGON RESERVE THE RIGHT**

**20.1** The right of acceptance of tender(s) will rest with Competent Authority. Also, the Embassy is not bound to accept the lowest tender and reserves the right to reject or partially accept any or all the tender(s) received without assigning any reasons thereof.



## TECHNICAL BID

### Annexure I

#### A. TECHNICAL SPECIFICATIONS FOR SETTING UP OF ENGLISH LANGUAGE CUM IT LAB

<u>Device</u>	<u>Particulars</u>
<b>Server Computer (Qty - 02).</b>	(a) Minimum intel i7 10 Gen or equivalent (b) Minimum 16 GB Ram (c) Minimum 512 GB SSD (d) Operating System - Linux (e) Monitor - minimum 19.5" (f) Other Accessories - keyboard, Mouse, cables etc.
<b>Client Computer (Qty - 50)</b>	(a) Minimum intel i3 or equivalent (b) Minimum 08 GB Ram (c) Minimum 256 GB Hard Disk (d) Monitor - minimum 19.5" (e) Other Accessories - keyboard, mouse, cables, etc.
<b>Networking Components (for 50 Client PCs and 02 Servers)</b>	(a) 48-port gigabit managed switch + 08-port for expansion with wall mounted housing (b) 03 Wifi 6 Access Points (c) Cat 6/6A cabling (d) I/O boxes, patch chords, racks etc. of standard quality as required
<b>Furniture (for 50 Client PCs and 02 Servers)</b>	(a) Material - Wood (b) Top - 18mm PLPB and CNC edge banding top (c) Central and End cable glands - 18mm PLPB and CNC edge banding top (d) Size as per site requirements (e) Other accessories of standard material as required
<b>Chairs (Qty -52)</b>	(a) Type - 360° revolving (b) With wheels, adjustable height 100mm, push back tilting mechanism (c) With PU molded seat and fabric upholstered armrest (fixed)
<b>Interactive Flat Panel (Qty - 01)</b>	(a) Size - 65" Flat Panel (b) Built-in PC (minimum i5 processor, 8GB RAM, 500 GB hard drive with wireless keyboard and mouse) (c) Wall mount kit
<b>Podium (Qty - 01)</b>	(a) Material - High quality wood (b) With cabling arrangement for mic and basic storage
<b>UPS (Qty - 01)</b>	(a) Capacity - minimum 05 KVA (b) Batteries - 16 (c) Other accessories including cables, connectors and storage rack
<b>Voltage Stabilizer (Qty - 01)</b>	Capacity - minimum 05 KVA
<b>Headphone (Qty - 52)</b>	With microphone and noise cancellation features
<b>Network Printer (Qty - 01)</b>	(a) Multifunction (b) Color
<b>CCTV system</b>	(a) 04 IP Cameras with night vision (5 MP or above) (b) Motion Detection and Wide Dynamic Range (c) 08 Channel Network Video Recorder (NVR) with



<b><u>Device</u></b>	<b><u>Particulars</u></b>
	storage housing and Remote viewing facility (d) 04 TB HDD (minimum) (e) HDMI/ VGA/LAN/USB connectivity (f) 24" or above LED display monitor with wall mount (g) 2KVA UPS
<b>Biometric Access Control</b>	(a) Fingerprint/Password Access Control System (b) Capacity 1000 fingerprints or more (c) 2.4" TFT or LCD user interaction panel (d) Fast access (>1 sec) (e) Electromagnetic Lock (f) Fail-safe design (in case of power supply failure) (g) Push type exit button on inside (h) Software enabling user management, entry logs & reports and web-based dashboard for admin control. (j) 1 KVA UPS
<b>Services</b>	(a) Installation of all equipment including electrical, sign board, etched glass door and other aesthetic finishing works. (b) Commissioning and Testing of the complete system (50 client PCs and 02 servers) and power back by UPS (c) Onsite training of 02 group of personnel for system utilisation by an Experienced Trainer (preferably with experience certificate). (d) Tallying and marking systems and its components (e) Manufacturing and installation of a Commissioning board/ stone (f) Any other services deemed necessary for installation/ commissioning of the IT Lab (g) Demonstration of features of software (h) Provisioning of documents essential for system utilisation and maintenance (j) Provisioning of detailed trainer manuals (soft and hard copy) as per session plan (k) CCTV+Biometric Sync (l) Access to company support centre based on standard web-based ticketing system for the software, minimum for 03 years (extendable) (m) Warranty for 03 years

**Important:**

**\*\*Furniture is to be customized as per site requirements.**



## B. MATRIX FOR TECHNICAL SPECIFICATIONS

Sl. No.	Product Description	Unit	Qty	Whether the Company would be able to provide the given Specifications and Quantity (Yes/ No)	If not, the nearest Specifications that the Company can provide	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>English Language cum IT Lab</b>						
1.	<b>Server PC</b> (a) Minimum intel i7 10 Gen or equivalent (b) Minimum 16 GB Ram (c) Minimum 512 GB SSD (d) Operating System - Linux (e) Monitor - minimum 19.5" (f) Other Accessories - keyboard, Mouse, cables etc.	Nos	02			
2.	<b>Client PC</b> (a) Minimum intel i3 or equivalent (b) Minimum 08 GB Ram (c) Minimum 256 GB Hard Disk (d) Monitor - minimum 19.5" (e) Other Accessories - keyboard, mouse, cables, etc.	Nos	50			
3.	<b>Networking Component (for 50 Client and 02 Server PC)</b> (a) 48-port gigabit managed switch + 08-port for expansion with wall mounted housing (b) 03 Wifi 6 Access Points (c) Cat 6/6A cabling (d) I/O boxes, patch chords, racks etc. of standard quality as required	Sets	01			
4.	<b>Furniture (for 50 Client and 02 Server PC)</b> (a) Material - Wood (b) Top - 18mm PLPB and CNC edge banding top (c) Central and End cable glands - 18mm PLPB and CNC edge banding top (d) Size as per site requirements (e) Other accessories of standard material as required	Sets	01			
5.	<b>Chairs</b> (a) Type - 360° revolving (b) With wheels, adjustable height 100mm, push back tilting mechanism (c) With PU molded seat and fabric upholstered armrest (fixed)	Nos	52			
6.	<b>Interactive Flat Panel</b> (a) Size - 65" Flat Panel (b) Built-in PC (minimum i5 processor, 8GB RAM, 500 GB hard drive with	Nos	01			



Sl. No.	Product Description	Unit	Qty	Whether the Company would be able to provide the given Specifications and Quantity (Yes/ No)	If not, the nearest Specifications that the Company can provide	Remarks
	wireless keyboard and mouse) (c) Wall mount kit					
7.	<b>Podium</b> (a) Material - High quality wood (b) With cabling arrangement for mic and basic storage	Nos	01			
8.	<b>UPS</b> (a) Capacity - 05 KVA (b) Batteries - 16 (c) Other accessories including cables, connectors and storage rack (d) Make - India	Nos	01			
9.	<b>Voltage Stabilizer</b> (a) Capacity - 05 KVA (b) Make - India	Nos	01			
10.	<b>Headphone</b> (a) With microphone and noise cancellation features (b) Make - India	Nos	52			
11.	<b>Network Printer</b> -Multifunction Color	Nos	01			
12.	<b>CCTV System</b> (a) 04 IP Cameras with night vision (5 MP or above) (b) Motion Detection and Wide Dynamic Range (c) 08 Channel Network Video Recorder (NVR) with storage housing and Remote viewing facility (d) 04 TB HDD (minimum) (e) HDMI/ VGA/LAN/USB connectivity (f) 24" or above LED display monitor with wall mount (g) 2KVA UPS	Set	01			
13.	<b>Biometric Access Control System</b> (a) Fingerprint/Password Access Control System (b) Capacity 1000 fingerprints or more (c) 2.4" TFT or LCD user interaction panel (d) Fast access (>1 sec) (e) Electromagnetic Lock (f) Fail-safe design (in case of power supply failure) (g) Push type exit button on inside (h) Software enabling user management, entry logs & reports and web-based dashboard for admin control.	Pack	01			



Sl. No.	Product Description	Unit	Qty	Whether the Company would be able to provide the given Specifications and Quantity (Yes/ No)	If not, the nearest Specifications that the Company can provide	Remarks
	(j) 1 KVA UPS					
14.	<b>Services</b> (a) Installation of all equipment including electrical, sign board, etched glass door and other aesthetic finishing works. (b) Commissioning and Testing of the complete system (50 client PCs and 02 servers) and power back by UPS (c) Onsite training of 02 group of personnel for system utilisation by an Experienced Trainer (preferably with experience certificate). (d) Tallying and marking systems and its components (e) Manufacturing and installation of a Commissioning board/ stone (f) Any other services deemed necessary for installation/ commissioning of the IT Lab (g) Demonstration of features of software (h) Provisioning of documents essential for system utilisation and maintenance (i) Provisioning of detailed trainer manuals (soft and hard copy) as per session plan (k) CCTV+Biometric Sync (l) Access to company support centre based on standard web-based ticketing system for the software, minimum for 03 years (extendable) (m) Warranty for 03 years	Set	01			
15.	<b>Any other material/ equipment/ accessories/ services and Specifications thereof</b> (a) (b) (c)					



**C. GENERAL INFORMATION**

1	Name and Address of the Bidder	
2	Contacts	
3	Telephones	
4	Mobile no.	
5	Fax	
6	E-mail	
7	Category of the Bidder (Whether company, partnership firm or Proprietary concern)	
8	Name of Chief Executive Officer and Telephone no.	
9	Year of Establishment	
10	Name and address of the Banker	
11	List of major Clients and the size of orders executed	

Note: Separate sheets may be attached wherever necessary.

**(Seal & Signature of the authorised  
Company Representative)  
Name & Address**

## FINANCIAL BID

### Annexure II

#### A. MATRIX FOR FINANCIAL BID

Sl.	Product Description	Unit	Qty	Warranty (Months)	Rate per Unit	Total Cost (Rate x Qty) (US\$)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>IT Lab</b>						
1.	Server PC	Nos	02			
2.	Client PC	Nos	50			
3.	Networking Component (for 50 Client and 02 Server PC)	Sets	01			
4.	Furniture (for 50 Client and 02 Server PC)	Sets	01			
5.	Chairs	Nos	52			
6.	Interactive Flat Panel	Nos	01			
7.	Podium	Nos	01			
8.	UPS	Nos	01			
9.	Voltage Stabilizer	Nos	01			
10.	Headphone	Nos	52			
11.	Network Printer	Nos	01			
12.	CCTV System	Set	01			
13.	Biometric Access Control System	Set	01			
14.	Services	Set	01			
15.	Any other Material/Equipment/ accessories and Specification thereof					
	(a)					
	(b)					
	(c)					
<b>Total (in figure)</b>						
<b>Total (in words)</b>						

Note:

1. The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.
2. The total quoted price should include all travel cost, shipping charges and other administrative cost, if any, that may be incurred by the vendor as part of this project.
3. The total cost for each item should be clearly mentioned. Price quoted only on rate per unit basis will not be accepted.
4. Separate sheets may be attached wherever necessary.

(Seal & Signature of the authorised Company Representative)  
Name & Address: