



**High Commission of India
Windhoek**

NOTICE INVITING TENDER

**PROCUREMENT AND INSTALLATION OF 20 X PERSONAL COMPUTERS, 6 X SMART
BOARDS AND 5 X PROJECTORS AT OKAHANDJA**

Tender No. WIN/124/1/2025		Dated: 19 November 2025	
Important Dates			
Tender Published Date		19 November 2025	
Clarifications Start Date		21 November 2025	
Pre-Bid Meeting		25 November2025 (1100 hrs)	
Clarifications End Date		5 December 2025 (1600 hrs)	
Last date for Bid Submission		12 December 2025 (1600 hrs)	
Date of Technical Bid Opening		16 December 2025 (1500 hrs)	
Venue of opening of Technical Bid		High Commission of India, 97 Nelson Mandela Avenue, Klein Windhoek)	
Opening of financial bid		Date and time to be intimated later	

The bid shall be submitted physically in a two-bid format as per details provided within the document. Both Bids to be sealed separately in two envelopes. Both these envelopes to be placed inside a cover envelope with the name of Project and Name of Bidder specifically being shown on the cover envelope.

NOTICE INVITING TENDER (NIT)

1. Bids are invited from authorised Manufacturer/traders/suppliers/distributor for Purchase, Delivery and Installation of **20 X PERSONAL COMPUTERS, 6 X SMART BOARDS AND 5 X PROJECTORS FOR THE HIGH COMMISSION OF INDIA.**
2. **The inspection of items in High Commission of India, Windhoek, Namibia and Dispatch of item to Okahandja should be executed within 45 days from the date of issue of the supply orders.**
3. **The two bid system (Technical and Financial) shall be followed for this tender.** The bid (complete in all respect) shall be submitted at the following address:

**Head of Chancery
High Commission of India
97, Nelson Mandela Avenue
Windhoek, Namibia**

4. Eligibility Criteria for Bidders:

- a) The bidder shall be Authorised firm/trader/distributor/Supplier/dealer/ manufacturer of the item covered under this tender;
- b) The bidder shall have minimum two years' experience of supplying item covered under this tender to the Departments/ Ministries/ Companies/hotels/big corporate houses or offices (Valid proof has to be attached);
- c) The bidder shall have to certify that minimum turnover of N\$ 10,00,000/- per annum during last three years. A duly signed companies balance sheet to this effect must be submitted with the technical bid;
- d) Self-Attested copy of at least last two income tax returns must be submitted with the technical bid;
- e) The bidder shall not have been blacklisted by any of the Departments/Ministries/Organisation of the Government of India/ Government of Namibia. A duly signed undertaking to this effect must be submitted with the technical bid;
- f) The bidder should possess valid VAT registration. Self-Attested copies of the same must be submitted with the technical bid;
- g) The bids (complete in all respect) must be submitted as explained below:

(Technical Bid)	
SI No.	Documents to be enclosed
1.	Income Tax return for last two financial years.

2.	VAT No. along with registration certificate
3.	Proof of 2 years' experience of supplying item covered under this tender the Departments/Ministries/State Govt./organisation/company/hotels/big corporate houses or offices
4.	Undertaking that the bidder has not been blacklisted by any Departments / Ministries / Organisations of the Govt of India/ Government of Namibia
5.	Balance sheet showcasing a minimum turnover of N\$ 10,00,000/- per annum during last three years.
6.	Compliance statement that bidder agrees to all terms and conditions of this tender document
7.	Undertaking that the items proposed to be supplied by the bidder are in compliance with the specifications mentioned at Annexure III .
8.	Bid Security Declaration Self-declaration on company letterhead (As per profoma given in Annexure-IV)
9.	Technical Bid Document as per Annexure III

- h) Bidders not submitting any of the required documents online will be summarily rejected;
- i) Both technical and financial bid are to be submitted duly signed by the authorised signatory(ies) of the company and in properly sealed condition.

5. Financial Bid: The bidder must submit their financial bid in the prescribed format specified at Annexure II of this tender document and no other format is acceptable. The bidders are strictly advised to refrain from quoting unrealistic prices at which they may not make supplies later.

6. Critical Dates:

Critical Dates	
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7. Extension of last date at the Discretion of the High Commission: The High Commission may in its discretion extend the last date for submission of the bids and such extension shall be binding on all the Bidders. Addendum/Corrigendum, if any in this regard, will be published.

8. Opening of Technical Bid & Financial Bid:

- a) Bids (complete in all respect) received will be opened as per stipulated time and date indicated in para 6 of the tender document in presence of bidders' representative, if available, at the High Commission of India, Windhoek, Namibia;
- b) A duly constituted committee will evaluate eligibility criteria of bidders;
- c) Technical bid of only those bidders, whose bids are declared eligible by the committee, will be evaluated;
- d) It shall be noted that required documents submitted along with the technical bid will be perused/examined and in case of any deficiency, the technical bid will be rejected and financial bid will not be opened;
- e) After scrutiny of technical bids, the eligible bidders will be informed about date and time of opening of the Financial Bids (Preferably by E-mail);
- f) The representatives of the bidders willing to attend tender opening process will have to submit a letter of authorisation to this effect;
- g) In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day;

9. Validity of Bid: The bids shall be valid for a period of 180 days the date of opening of bids. A bid for a shorter period of validity shall stand rejected.

10. Non-Transferability: This tender is non-transferable. The incomplete and conditional tenders will be summarily rejected.

11. Non-withdrawal of Bids: No bidders will be allowed to withdraw after submission of bids/ opening of the tender.

12. Basis of awarding the contract: The contract shall be awarded on the basis of the lowest quote for each item. During the period, no request for increase in quoted rates shall be accepted under any circumstances.

13. Purchasers Rights:

- a) High Commission reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever;

- b) High Commission reserves the right to award the supply orders in parts to more than one Bidder;
- c) High Commission reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract;
- d) High Commission reserves the right to black list a bidder for a suitable period in case the firm fails to honour its bid without sufficient grounds;
- e) If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted and will not be allowed to bid any further;
- f) An indicative list of items, with their particulars and detailed specifications, to be supplied under the proposed contract is provided in **Annexure III** of the Tender Document.

14. Inspection:

- a) The items duly inspected, against all the orders received by the successful bidder will be inspected in by this High Commission within 45 days from the date of issue of the supply order.
- b) The post installation inspection will be carried out at Okhahandja, Namibia.
- c) The shipment of items from Windhoek post inspection to Okhahandja will be the sole responsibility of the successful bidder.

15. Delivery & Penalty for delayed services: The items duly inspected, against all the orders received by the contractor (successful bidder) will be delivered to the establishment at Okahandja as early as possible but not later than 10 days from the date of inspection at Windhoek. No handling fee will be reimbursed on this account.

a) Liquidated damages - Liability for Delay:

In the event of the contractor's (successful bidder) failure to have the items ready for delivery by the date/dates specified in the contract, the purchaser may at their discretion withhold any payments until the whole of the items have been supplied and the purchaser may deduct or recover from the contractor as liquidated damages and not by way of penalty, a sum of five percent (5%) of the contract price of the undelivered items for each and every week or part of a week up to a maximum of forty percent (40%) of the contract price. But if the contractor during the course of execution of the contract at any stage anticipates a delay in supplies beyond the agreed delivery schedule, the contractor would promptly notify the purchaser, who may admit as reasonable ground for further time and grant an extension to the delivery schedule by issue of an amendment to the contract.

b) Transit Insurance:

The purchaser will not pay separately for transit insurance and the contractor will be responsible up to the time the items arrive in good condition at their final destination. Items lost in transit or received broken/damage or short will be replaced by contractor at no extra charge if such loss is

attributable to incorrect or defective packing. Establishment at Okahandja will be treated as the final destination.

16. Bid Security Declaration in lieu of Earnest Money Deposit (EMD) & Bank Guarantee for Performance Security. The bidder shall submit a duly signed **Bid Securing Declaration** in lieu of EMD as per format attached at **Annexure-IV**. Declaration must be signed by the authorized signatory(ies) with company seal. Further **Bank Guarantee for Performance Security** (5% of the Supply Order Cost) is to be submitted by the selected bidder only at the time of signing of the supply order per the format attached as **Annexure V**.

17. Genuineness of the supplies:

- a) In case of any manufacturing defect of any shape/kind, the item shall have to be immediately replaced with a new one.
- b) The supply shall be completed within the delivery time at destination as per Terms & Conditions of the Tender Document from the date of placement of Purchase Order.

18. Mode of Payment:

- a) Payment against bill/Invoice shall be released only after execution of the supply order and if the quality of the items are found to the satisfaction of the High Commission.
- b) Payment will be made to the supplier by bank transfer only.
- c) No advance payment will be made in any case.

19. Amendment of Bidding Document:

- a) At any time prior to the deadline for submission of bids, the High Commission may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document;
- b) Any amendment in the bidding document, at any time prior to the deadline for submission of bids, shall be uploaded as "corrigendum". Such amendments/ modifications shall be binding on all the prospective bidders;
- c) High Commission at its discretion may extend the deadline for the submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids;
- d) The High Commission reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

20. Fall Clause: The contract holder reduces its price or sells or even offers to sell the rate contracted goods or services following conditions of sale similar to those of the rate contract, at a price

lower than the rate contract price, to any person or Organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and the rate contract amended accordingly.

21. Force Majeure:

- a) High Commission may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.
- b) Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premise, etc.

ANNEXURE – I

SI No.	Document
1.	Income Tax return of last financial year.
2.	VAT Number along with registration certificate
3.	Proof of two years' experience of supplying item covered under this tender the Departments/Ministries/State Govt./Organisation/ company/hotels/big corporate houses or offices
4.	Undertaking that the bidder has not been blacklisted by any Departments / Ministries / Organisations of the Govt of India/ Government of Namibia.
5.	Balance sheets showcasing a minimum turnover of N\$ 10,00,000/- per annum during last two years.
6.	Registration and incorporation certificate of Company
7.	Compliance statement that bidder agrees to all terms and conditions of this tender document
8.	Undertaking that the items supplied by the bidder are in compliance with the specifications mentioned at Annexure III
9.	Bid Security Declaration Self-declaration on company letterhead (As per profoma given in Annexure-IV)
(Financial Bid) (to be submitted in the format in a separate envelope)	
SI No.	Document
1.	Financial bid as per Annexure II of this tender Document.

FINANCIAL BID
(TO BE PROVIDED IN A SEPARATE ENVELOPE)

All amount in Namibian Dollars

S No	Nomenclature	A/U	Qty	Unit Cost (Incl taxes)	Total cost	
					Excl taxes*	(Incl taxes)
(a)	Desktop Computers (PC)	Nos	20			
(b)	Smart Interactive Boards	Nos	6			
(c)	Projectors	Nos	5			
(d)	Maintenance Toolkits	Nos	10			
	Grand Total					

Grand Total In Words (In Namibian Dollars)

Company Seal

Authorised Signatory

MINIMUM TECHNICAL SPECIFICATIONS

Smart Board (Interactive Flat Panel)			
Model Provided:			
	<u>Feature</u>	<u>Minimum Specification</u>	<u>Accepted (Yes/No)</u>
1.	Display Size	65-inch 4K UHD (3840 x 2160)	
2.	Touch Technology	Infrared (IR) Touch, 10-point multi-touch	
3.	Operating System	Embedded Android 11 or above	
4.	RAM / Storage	4 GB RAM, 32 GB Storage (minimum)	
5.	Inputs/Outputs	HDMI, USB-A/B, USB-C, LAN, Audio Out	
6.	Wi-Fi / Bluetooth	Built-in Wi-Fi and Bluetooth	
7.	Software	Whiteboard app, screen share, annotation tools	
8.	Included Accessories	Stylus Pens, Wall Mount Kit	
9.	Speaker	Built-in 2 x 10W speakers	
10.	Add on Speakers	4.1 Speaker system to be included. The system should feature four satellite speakers each rated at ~35–40 W RMS for clear stereo imaging and a dedicated active subwoofer rated around 120 W RMS to deliver strong bass down to ~40 Hz. It should offer multiple inputs including stereo RCA, 3.5 mm AUX and an optical digital input, with independent volume control for satellites and subwoofer, plus automatic subwoofer crossover at ~80 Hz. Total system output should be able to comfortably cover a 20-seat hall without distortion. Installation within the hall should be included. Should get integrated with the projector.	
11.	Mounting	Wall Mount	
12.	Easel Stand	To be provided	
13.	Mic	Set of two collar mics to be provided with each Smart Board. The same should be integrable with the class room's speaker system.	

14.	Warranty	1 Year or more	
15.	Cabling and Power Board	Power Arrangements from nearest socket and other cabling required for installation	
16.	Installation	By the Vendor including requisite material	
<u>Projector Model Provided:</u>			
	<u>Feature</u>	<u>Minimum Specification</u>	<u>Accepted (Yes/No)</u>
1.	Type	Laser Projector (Standard Throw)	
2.	Brightness	4000 or higher ANSI Lumens	
3.	Resolution	XGA (1024*768) or higher	
4.	Contrast Ratio	22000:1 (Dynamic) or higher	
5.	Light Source Life	10,000 hours (normal/dynamic mode)	
6.	Input and Output Ports	2 x HDMI/ 1 x VGA/ 1 x USB and Audio port.	
7.	Speaker System	Integrated 10w or equivalent	
8.	Projection Size	30" to 300"	
9.	Throw Ratio	Standard Throw (approx. 1.5:1)	
10.	Keystone Correction	Vertical $\pm 30^\circ$, Auto	
11.	Warranty	1 year or more	
12.	Mounting	Wall Mount (to be provided by vendor)	
13.	Cabling and Power Board	Power Arrangements from nearest socket and other cabling required for installation	
14.	Installation	By the Vendor including requisite material	
<u>Desktop Computers (PC)</u>			
<u>Model Provided:</u>			
	<u>Component</u>	<u>Minimum Specification</u>	<u>Accepted (Yes/No)</u>
1.	Processor	Intel Core i7, 13th Gen or newer	
2.	RAM	16 GB DDR4 or higher, expandable to 32 GB	
3.	Storage	512 GB SSD or Higher	
4.	Operating System	Windows 11 Home or Higher	

5.	Office Suite	MS Office. Minimum 1 year License	
6.	Antivirus	Minimum 1 Year License	
7.	Monitor	21.5-inch Full HD (1920x1080) or larger	
8.	Keyboard & Mouse	Wired USB Keyboard and Wired Optical Mouse	
9.	Graphics	Integrated Intel UHD Graphics (no discrete GPU required)	
10.	Ports	Minimum 3 x USB (Type A), 1 x HDMI, 1 x Ethernet, 1 x Audio Out	
11.	Networking	Ethernet LAN, Wi-Fi (optional)	
12.	Computer Table	Size: 100–150 cm (L) × 60–75 cm (W) × 72–76 cm (H) Material: Engineered wood or MDF with powder-coated steel frame Features: Cable management ports and rounded edges Add-ons: Keyboard tray and CPU holder Load capacity: At least 80–100 kg Finish: Matte/anti-glare surface, scratch and water resistant	
13.	Computer Chair	Ergonomic design with adjustable seat height and recline Lumbar support and padded armrests (adjustable preferred) Seat dimensions: 45–55 cm (width/depth) Mesh back or cushioned upholstery with high-density foam 5-star metal/nylon base with 360° swivel and smooth casters Weight capacity: Minimum 100–120 kg;	
14.	Cabling and Power Board	Power Arrangements from nearest socket and other cabling required for installation	
15.	UPS	Minimum 900 VA / 360–600 W, line-interactive UPS with automatic voltage regulation (AVR). Provides 10–15 minutes backup for a desktop PC and monitor;	
16.	Warranty	Minimum 2 year	
17.	Installation	By the Vendor	
<u>Accessories for Efficient utilisation of Resources (Maintenance Toolkit)</u>			
	<u>Component</u>	<u>Minimum Specification</u>	<u>Accepted (Yes/No)</u>

1	Crimping Tool	Heavy-duty modular crimping tool compatible with RJ45, RJ11, and RJ12 connectors; includes cutting and stripping blades; ratchet-type handle for safety and precision.	
2	Wire Stripper & Cutter	Adjustable precision wire stripper suitable for Cat5e, Cat6, coaxial, and flat cables; supports multiple AWG sizes (22–28 AWG).	
3	LAN Cable Tester	Dual RJ45/RJ11 tester with LED indicators for continuity, open circuit, short, and cross-wiring tests; operates on 9V battery.	
4	Punch Down Tool	Impact-type punch down tool (110/88 standard) with adjustable force and spare blade compartment for terminating cables on keystone jacks or patch panels.	
5	RJ45 Connectors (Pack)	Minimum 50 pieces of gold-plated RJ45 connectors (Cat6 compatible)	
6	Network Cable	At least 5 meters of Cat6 UTP cable for practice crimping and testing.	
7	Screwdriver Set	Precision screwdriver set with flathead and 4 sided heads suitable for network device maintenance.	
8	Tweezers and Cable Ties	1 pair of ESD-safe tweezers and pack of 20 nylon cable ties for cable management and assembly work.	
9	Continuity Tester	For tracing and identifying cables in bundles	
10	Carrying Case	Compact, shock-resistant, moulded plastic case with foam inserts and compartments for all tools; lightweight and portable for classroom use.	

Company Seal

Authorised Signatory

Bid-Securing Declaration
(In lieu of EMD)

To:
High Commission of India,
97, Nelson Mandela Avenue, Windhoek, Namibia

I/We*, the undersigned, declare that:

I/We* understand that, according to your tender Enquiry conditions, bids must be supported by a Bid-Securing Declaration in lieu of Earnest Money Deposit.

I/We understand that if I/We withdraw or modify our Bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We will be suspended as per Tender Terms & Conditions.

I/We* understand this Bid Securing Declaration shall cease to be valid if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.

Authorised Signatory(ies)

Company seal

Place.....

Date.....

Proforma
Performance Bank Guarantee
(to be submitted after award of the contract)

Bank Guarantee No.....

Brief description of contract: **TENDER FOR PROCUREMENT AND INSTALLATION OF 20 X PERSONAL COMPUTERS, 6 X SMART BOARDS AND 5 X PROJECTORS AT OKAHANDJA**

Name and Address of Beneficiary: High Commission of India, 97, Nelson Mandela Avenue, Windhoek, Namibia

Date:

Whereas M/s **(Name of Consultant with address)** have submitted their tender for **PROCUREMENT AND INSTALLATION OF 20 X PERSONAL COMPUTERS, 6 X SMART BOARDS AND 5 X PROJECTORS AT OKAHANDJA** at Windhoek for High Commission of India, Windhoek and one of the tender conditions is for the **M/s (Name of Consultant with address)** to submit a Bank Guarantee for Performance Security **(5% of tender's consultant's fee)** amounting to **(To be indicated in local currency or US\$ by the Mission/Post calculated as 5% of the tendered consultant's fee)**. In fulfillment of the tender conditions, we, (Name of Bank with address) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the **maximum aggregate amount of (To be indicated in local currency or US\$ by the Mission/Post calculated as 5% of the tendered consultant's fee)**.

2. This guarantee is valid for a period of _____ Days and upto (date) and any claim and statement here under must be received at the above-mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained herein above, the maximum liability under this guarantee is restricted to **(To be indicated in local currency or US\$ by the Mission/Post calculated as 5% of the tendered consultant's fee)**.

4. Notwithstanding anything to the contrary contained herein above, this guarantee is valid from (date of issue) up to the (date should be two months after the date of completion of work) and claims under this guarantee should be submitted not later than (from date of expiry).

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the relevant laws of the **Namibia** and shall be subject to exclusive Jurisdiction of the (Name of the Country) Courts.

Date:

Place:

Name:

Signature: