

High Commission of India  
Dar es Salaam

INVITATION TO TENDER

Date: January 04, 2025

**1.0 High Commission of India, Dar es Salaam, for and on behalf of the President of India invites tender for the following work**

Name of Work
<b>PURCHASE OF BOOKS FOR THE HIGH COMMISSION OF INDIA AT SHAABAN ROBERT STREET, PLOT NO 213/51, DAR ES SALAAM.</b>

**2.0** Detailed Scope of Work (BOQ) is attached at Annexure -1.

**2.1** Tender document supported with prescribed annexure should be submitted in sealed envelope duly subscribed with the name of work etc to the undersigned.

**2.2** The tender document can be obtained from **Office of Defence Adviser, The High Commission of India, 213/51 Shabaan Robert Street, P.O.Box 2684, Dar es Salaam, Tel. +255 22 2113094 Email: hoc.desalaam@mea.gov.in**

**2.3** Tender Document shall be available for collection by applicants from 04.01.2025 to 27.01.2025 up to **1500 hrs. Tender can also be downloaded from [www.eprocure.gov.in](http://www.eprocure.gov.in) and Mission's website: [www.hcindiatz.gov.in](http://www.hcindiatz.gov.in).**

**3.0** Tender documents should be submitted in sealed envelope duly super scribed with the name of work company name and contact details etc. The sealed envelope should be addressed to Head of Chancery, High Commission of India Dar es Salaam. The document will be received up to **1500hrs on 27.01.2025 and** will be opened on the same day at 1530 hrs.

**4.0** If any information furnished by the applicant is found incorrect at a later stage, he/she shall be liable to be debarred from the tendering process. The High Commission of India reserves the right to verify the particulars furnished by the applicant independently.

**5.0** The High Commission of India, Dar es Salaam reserves the right to reject any tender and to annul the tendering process and reject all tenders at any time prior to Contract award, without thereby incurring any liability to tenderers.

Head of Chancery,  
High Commission of India,  
213/51 Shabaan Robert Street  
P.O.Box 2684 Dar es Salaam  
Tel: +255 22 2113094  
Email: hoc.desalaam@mea.gov.in

## **Terms & Conditions**

1. The bidder will have to ensure compliance of all mandatory Laws/regulations laid down by the Government of the Tanzania and any other relevant Acts and regulations enforceable from time to time without any liability on the High Commission of India, Dar-es-Salaam or without any responsibility for statutory compliance by the Mission.
2. Details of the financial background of the company.
3. **Code of Integrity:** all bidders should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the tender process or during execution of resultant contract:
  - 3.1. "Corrupt practice": making offers, solicitation or acceptance of bribe, rewards, gifts or any material benefit, in exchange for an unfair advantage in the tender process or to otherwise influence the tender process or contract execution;
  - 3.2. "Fraudulent practice": any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or in obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure the contract or execution of the contract;
  - 3.3. "Anti-competitive practice": any collusion, bid rigging or anti-competitive arrangement or any other practice coming under the purview of the Competition Act, 2002, between two or more bidders, with or without the knowledge of the High Commission of India Dar es Salaam , that may impair the transparency, fairness and the progress of the tender process or to establish bid prices at prices at artificial, non-competitive levels;
  - 3.4. "Coercive practice": harming or threatening to harm, persons or their property to influence their participation in the tender process or affect the execution of the contract;
4. **Duration of Contract:** The contract will be valid till the completion of work/ delivery of books at the High Commission of India, Dar es Salaam. The successful bidder (L-1) should be ready to provide the delivery of books before 07 February 2025.
5. **Right to accept any bid and to reject any or all bids:** The High Commission of India, Dar-es-Salaam, at its own discretion, accept or reject any bid/quotation without assigning any reasons thereof. The decision of the High Commission of India shall be final and binding on all.
6. The High Commission of India may terminate this contract, if the service provider is not able complete the work within agreed time period.
7. The service provider shall pay the expenses of applicable duties for execution of agreement.
8. If the service provider imposes any condition, in conflict with the conditions mentioned herein, his tender is liable to be summarily rejected. In any case, none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the High Commission of India.
9. The tendering authority (High Commission of India) reserves the right to accept any

tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has submitted bid.

10. Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.
11. The tender bid shall remain valid for acceptance for a period of 07 days from the last date of submission.
12. The rates quoted by the service provider shall be deemed to include all taxes and duties etc. as applicable. Liability, if any, towards staff and employees from principal employer's end shall be deemed to be included in the offer.
13. The service provider would need to ensure that all books being provided must be new and not refurbished.
14. **Validation of Contract:** The contract shall be valid till the delivery of books at High Commission of India, Dar es Salaam.
15. **Taxes and Duties:** The bidder must include in their bids all duties, royalties and sales/service taxes or any other taxes, fees, charges as applicable. the High Commission of India will entertain no extra claim on this amount at any stage of execution of work. In case of any variations in the taxes, the same shall be charged after producing the Government notification.
16. **Execution Method:** NA
17. **Terms of Payment:** The payments shall be made within one month of the delivery of books at the High Commission of India.

#### **General Instructions for Compliance**

18. The tenders should be submitted in **one sealed envelope** –sealed covers should be placed in a large sealed envelope superscribed **“Tender for Purchase of Books for HCI, Dar-es-Salaam”** and addressed to ‘Head of Chancery, High Commission of India, Shabaan Robert Street, Plot No. 213/51, P.O. Box No.2684, Dar-es-Salaam, Tanzania.
19. The tender forms shall be neatly filled in ink or typed. No tender filled in pencil will be considered. The tender shall be signed, dated and duly witnessed in all places provided for in the documents. All corrections/deletions/scoring out/over writing shall be initialed. Any correction made in the tender documents by the bidder shall be made in ink only and not by using correcting fluid, and should duly be authenticated. Every page of the tender shall be initialed by the bidder, and submitted back as a token of accepting the laid down terms and condition. The bidder shall sign all schedule forming part of the tender.
20. **Late Bids:** The bidders are advised, in their own interest, to ensure that the tender document reaches the High Commission of India well before the closing date and time of the bid submission. Any bid received after the deadline shall be rejected and returned

unopened.

**Scope of Service (BOQ)**

Purchase of books for High Commission of India as per list :-

<b><u>Ser</u></b>	<b><u>Title</u></b>	<b><u>Author</u></b>	<b><u>Publisher</u></b>	<b><u>No. of Copies</u></b>	<b><u>Price</u></b>
1	Strategy and the National Security Professional: Strategic Thinking and Strategy Formulation in the 21 <sup>st</sup> Century (Praeger Security International)	Harry R. Yarger	BLOOMSBURY	12	
2	Strategic Theory For the 21 <sup>st</sup> Century: The little Book on Big Strategy	Dr Harry R. Yarger	LULU	12	
3	Strategic Planning: A Practical Guide to strategy Formulation and Execution	B. Keith Simerson	BLOOMSBURY	12	
4	The Art of thinking in Systems: A crash Course of Logic, Critical thinking, And Analysis - Based Decision- Making Strategic Problem Solving for Everyday Life	Steven Schuster	Independently Published	12	
5	Imagination and Creative Thinking (Elements in Philosophy of Mind)	Amy Kind	CUP	12	
6	Critical Thinking & Logic Mastery – 3 Books in 1: How to Make Smarter Decisions, Conquer Logical Fallacies and Sharpen your Thinking	Thinknetic	INDEP. PUBLISHED	12	
7	The Art of Strategic Thinking: Find the Techniques of Strategic Thinking	Genesis Merkowitz	Cambridge University Press	12	
8	Winning the Long Game: How Strategic Leaders Shape the Future	Steven Krupp and Paul JH Schoemaker	HACHETTE	12	
9	Principles of Strategic Communication	Derina Holtzhausen, Jami A. Fullerton and Bobbi Kay Lewis	T&F	12	
10	Military Strategy in the 21 <sup>st</sup> Century: People, Connectivity and Competition (Rapid Communications in Conflict & Security)	Susan Bryant, Charles Cleveland and Benjamin Jensen	CAMBRIA PRESS	12	
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14	Strategic Leadership: How to Think and Plan Strategically and Provide Direction (The John Adair Leadership Library)	John Adair	KOGAN PAGE	12	
15	Strategic Leadership: Theory and Research on Executives, Top Management Teams and Boards (Strategic Management	Bert Cannella, Sydney Finkelstein and Donald C. Hambrick	OUP	12	
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158	Xi Jinping's Chinese Dream: Foreign Policy, Politics and Development	Madhu Bhalla (Author), Sanjeev Kumar	KW	12	
159	West Asia At War: Repression, Resistance and Great Power Games	Talmiz Ahmad	Harper Collins India	12	
160	MODI@20: Dreams Meet Delivery	Sudha Murty (Author), Arvind Panagariya (Author), S Jaishankar	Rupa	12	
161	Power Within: The Leadership Legacy of Narendra Modi	R Balasubramaniam	Vintage Books	12	
162	India's Neighbourhood	Shalini Chawla	KW	12	
163	The Russia-Ukraine War Lessons Learnt	Maj Gen (Dr) GD Bakshi (Retd)	KW	12	
164	India, Bharat and Pakistan	J Sai Deepak	Bloomsbury	12	
165	A New History of India	Toby Sinclair Rudrangshu Mukherjee, Shobita Punja	Aleph Book	12	
166	Indic Perspective on International Relations	Vivek Kumar Mishra	Pentagon	12	
167	THE GREAT HINDU CIVILISATION ( PAPER BACK) : ACHIEVEMENT NEGLECT BIAS AND THE WAY FORWARD	PAVAN K. VARMA	Westland Books	12	
168	India and Africa Looking Ahead - Contemporary Realities and Emerging Prospects	Nivedita Ray (Editor), Sankalp Gurjar	Macmillan Edu	12	
169	The Harambee Factor: India-Africa Economic and Development Partnership	Gurjit Singh	Macmillan Edu	12	



**[Letter head of the Company]**

I/We, \_\_\_\_\_, Representative(s) of  
M/s. \_\_\_\_\_ solemnly declare that:-

- Myself or my partners do not have any relative working in any office of High Commission of India, Dar-es-Salaam.
  
- I/We Company have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.

**[Signature(s) of the Tenderer]**

Name:- ( \_\_\_\_\_ )

Email Id:

Mobile No(s).

Date:

Seal of Company



**Part-II: Financial Bid**

**REQUEST FOR PROPOSAL(TENDER)  
PURCHASE OF BOOKS FOR THE HIGH COMMISSION OF INDIA, DAR ES SALAAM  
PART 2 – Financial Bid**

To:

**Head of Chancery  
High Commission of India  
Shabaan Robert Street  
Plot No. 213/51, P.O. Box No. 2684  
Dar es Salaam, Tanzania  
PHONE NO: 00255 2113098, 2113097**

Dear Sir,

Sub: Financial Bid for Purchase of Books for HCI, Dar-es-Salaam

I/We are submitting tender for the Maintenance of HCI, Dar-es-Salaam building work against Tender Notice No.DAR/DEF/01/2025/Books dated 03.01.2025.

As part of the Bid, we hereby offer USD.....(In Words.....) for Purchase of Books for the High Commission of India, Dar-es-Salaam building. The above is exclusive of all the applicable taxes; fees, as per regulations. (Please indicate the taxes amount separately).

We have read these conditions carefully and will comply strictly. We agree to bind by this offer if we are selected as the preferred bidder.

We also declare that the Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature,

If any information or document submitted is found to be false/incorrect, High Commission of India may cancel my/our Tender and can take any action as deemed fit including termination of the contract, for feature of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

NOTE: All the above work will conform to Dar-es-Salaam Municipality Norms.

The C.R. number of the company registered with Dar-es-Salaam Chamber of Commerce is \_\_\_\_\_.

For and on Behalf of:

Signature (Authorized Signatory)  
Designation:

**DATES TO REMEMBER**

<b><u>Ser</u></b>	<b><u>Events</u></b>	<b><u>Date</u></b>
1.	Notice Inviting Tender	04.01.2025
2.	Site Visit	As per para (10) of Terms & conditions
3.	Last Date of Tender Submission	27.01.2025
4.	Opening of Technical Bids	27.01.2025
5.	Opening of Financial Bids (of only those bidders who qualify in the minimum eligibility criteria)	27.01.2025