

**Embassy of India  
Moscow  
(Property Section)**  
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Dated: 27<sup>th</sup> May, 2022

**Notice Inviting Bids**

The Embassy of India, Moscow invites bids/offers from interested vendors/suppliers for supply and installation of a heavy duty photocopier for Accounts Section located in main Chancery building at Ulitsa Vorontsovo Polye 6-8, Moscow, 105 064.

2. The following are the minimum specifications:

- Preferable model: Canon iR 2600 series and above.
- Print/copy speed of atleast 30 ppm.
- Should have duplex printing and scanning feature.

3. Payment Schedule:

The payment shall be done subsequent to the delivery and installation of the equipment at the above cited location and the quoted prices should include the cost of hardware, software, and installation of all the equipment.

4. Site Visit:

Interested parties may visit the Embassy for ascertaining the exact requirement of this Embassy from 30.05.2022 to 03.06.2022. This would help the interested suppliers to formulate their quotation. A prior appointment should be made with Establishment/Property Section of the Embassy of India, Moscow (Tel. No. +7(495) 783 75 35, +7(999) 837 43 58 /Ext. 278) for this purpose.

5. Submission of Bids:

Companies are required to submit their offers/bids in a sealed envelope superscribed **“Supply and installation of a heavy duty photocopier for Accounts Section of Embassy of India, Moscow”**, describing in detail the specifications of the equipment. The bids/offers should be valid for a period of three months from the date of opening of bids. The sealed envelope containing the bids/offers should be addressed to **Mr. Ved Prakash Singh, Head of Chancery, Embassy of India, Ulitsa Vorontsovo Polye 6-8, Moscow, 105 064** so as to reach the Embassy **latest by 16<sup>th</sup> June, 2022 (by 1700 hrs)**.

6. Opening of Bids:

The bids shall be opened on **17<sup>th</sup> June, 2022 at 1100 hrs at the Embassy of India, Ulitsa Vorontsovo Polye 6-8, Moscow**. Representatives of all the bidding parties can be present at the time of the opening of the bids. The work shall be offered to the lowest bidding party.

7. Other terms and conditions:

There should be a minimum of one year guarantee for the equipment and any defect that arise during the guarantee period shall be addressed by the supplier/vendor at no extra cost to the Embassy of India.

8. Contact details:

For any queries/clarifications, please contact the Embassy at the following address:

**Embassy of India,  
Ulitsa Vorontosovo Polye 6-8,  
Moscow, 105 064  
Tel. No. +7(495) 783 75 35, +7(999) 837 43 58 /Ext. 278)  
E-mail: [prop.moscow@mea.gov.in](mailto:prop.moscow@mea.gov.in)**

9. The Embassy of India reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the Embassy shall be final and binding. This notice inviting bids is not an offer or an agreement by Embassy of India, Moscow.

(Ved Prakash Singh)  
First Secretary (HOC)  
Embassy of India  
Ulitsa Vorontsovo Polye 6-8  
Moscow, 105064  
Email: [hoc.moscow@mea.gov.in](mailto:hoc.moscow@mea.gov.in)