

Embassy of India
Moscow
(E&C Wing)

Dated: 02.02.2024

Notice Inviting Bids

The Embassy of India, Moscow invites bids/offers from interested vendors/suppliers for supply and installation of one heavy duty photocopier for Economic and Commercial Wing, building No. 4 at Ulitsa Vorontsovo Polye 4, 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 for A4 and 15ppm for A3.
- Should have duplex settings and other special copy functions.
- Maximum paper size: A3
- Availability of access control features such as password/PIN authentication.

3. Payment Schedule:

50% payment of the total value is to be paid before supply of the photocopier. Remaining payment will be made subsequent to the delivery and installation of the equipment at the above cited locations 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 05.02.2024 to 16.02.2024. This would help the interested suppliers to formulate their quotation. A prior appointment should be made with Economic and Commercial Wing of the Embassy of India, Moscow (Tel. No. +7(495) 783 75 35, Ext. 288/217) for this purpose.

5. Submission of Bids:

Companies are required to submit their offers/bids in a sealed envelope superscribed "**Supply and installation of one photocopier for Embassy of India, Moscow**", describing in detail the specifications of the equipment. The prices shall be given as per following format:

- a) Price of one photocopier (including delivery and installation): _____
- b) Price of one photocopier (including delivery and installation) with buy back for old photocopier (Canon iR3225N): _____

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. Naorem J. Singh, Head of Chancery, Embassy of India, Ulitsa Vorontsove Polye, 6-8, Moscow, 105 064** so as to reach the Embassy latest by **23rd February, 2024 (by 1700 hrs)**.

6. Opening of Bids:

The bids shall be opened on **26th February at 1100 hrs at the Embassy of India, Ulitsa Vorontsovo Polye 4, 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 warranty for the equipment and any defect that arise during the warranty 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: eco2.moscow@mea.in / eco3.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.

Sd/-
(Naorem J. Singh)
Counsellor (HOC)
Embassy of India
Ulitsa Vorontsovo Polye 6-8
Moscow, 105064
Email: hoc.moscow@mea.gov.in