

**Embassy of India  
Moscow  
(Property Section)**  
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Dated: 04<sup>th</sup> October, 2022

**Notice Inviting Bids**

The Embassy of India, Moscow invites bids/offers from interested vendors/suppliers for supply and installation of two heavy duty photocopiers for Administration and DCM's Office 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 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 photocopiers. 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 06.10.2022 to 25.10.2022. 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 two photocopiers 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 two photocopiers (including delivery and installation): \_\_\_\_\_
- b) Price of two photocopiers (including delivery and installation) with buy back for old photocopiers (Canon iR2800 and Canon iR3570): \_\_\_\_\_

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 25<sup>th</sup> October, 2022 (by 1700 hrs)**.

6. Opening of Bids:

The bids shall be opened on **26<sup>th</sup> October, 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.

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