

**Embassy of India**  
**Moscow**  
**(Air Wing)**

Dated: 08 Aug 22

**Notice Inviting Bids**

**SUBJECT: INVITATION OF QUOTATION FOR**  
**SUPPLY OF NEW PHOTOCOPIER MACHINE ON BUY BACK BASIS**

1. Air Wing, Embassy of India, Moscow invites bids/ commercial offers from interested vendors/ suppliers in a sealed envelope for supply and installation of a heavy duty photocopier machine on buy back basis (Existing Photocopier Model – Cannon-iR2270).
2. The following are the minimum specifications:
  - (a) Asset: Heavy Duty Photocopier Machine
  - (b) Print/ copy speed : atleast 30 ppm.
  - (c) Should have duplex printing and scanning feature.
  - (d) Should be able to print A3 & A4 size papers.

3. **Submission of Bids:**

Companies/ suppliers are required to submit their offers/ bids in a sealed envelope in the format attached to this notice (**Appendix-A**). The envelope should be superscribed as “**Supply and Installation of a Heavy Duty Photocopier for Air Wing, 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 **Air Cmde Shailesh Ranjan VSM, Air Attache, Air Wing, Embassy of India, Ulitsa Vorontsove Polye 6-8, Moscow, 105064** so as to reach this office latest by **12 Sep 2022 (by 1400 hrs)**.

4. **Site Visit:**

Interested parties may visit the Air Wing, Embassy of India, Moscow for assessing the condition (on buy back basis) of existing photocopier machine from 22 Aug 2022 to 26 Aug 2022 between 1130 hrs to 1230 hrs. This would help the interested suppliers to formulate their quotation. A prior appointment should be made with Air Wing, Eol Moscow (Tel. No. +7 (968) 507 35 99, +7 (903) 545 84 21) for this purpose.

5. **Opening of Bids:**

The bids shall be opened on **12 Sep 2022 at 1430 hrs** at **Air Wing, Embassy of India, Ulitsa Vorontsove 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 bidder who has quoted the (L1) lowest bid for new photocopier machine and (H1) highest bid for existing photocopier machine on buy back basis.

6. **Other Term and Conditions:**

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

(b) The new photocopier machine would be purchased on buy back basis (older photocopier - offered on "as it where").

7. **Payment Schedule:**

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

8. **Contact details:**

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

Air Wing  
Embassy of India  
Ulitsa Vorontsove Polye 6-8  
Moscow, 105064  
Tel No. - +7 (499) 2743695/ Extn -254, +7 (903) 545 84 21  
E-mail: aattache.moscow@mea.gov.in

9. The Air Wing, 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 this office shall be final and binding. This notice inviting bids is not an offer or an agreement by Air Wing, Embassy of India, Moscow.



(Shailesh Ranjan)  
Air Cmde  
Air Attached  
Embassy of India  
Ulitsa Vorontsove Polye 6-8  
Moscow, 105064  
E-mail: aattache.moscow@mea.gov.in

Quotation for Supply and Installation of a Heavy Duty Photocopier for Air Wing,  
Embassy of India, Moscow

Photocopier Machine Model	Qty	Cost in Rbls (In Figure)	Cpst in Rbls (In words)	Buy Back Cost of existing Photocopier Machine (In Figure)	Buy Back Cost of existing Photocopier Machine (In Words)

Features of New Photocopier Machine: