

Embassy of India
Moscow
Notice Inviting Bids

No. MOS/S&T/2022-T

14 February 2022

The Embassy of India, Moscow invites bids from interested entities for supply of one Photocopier to the Science & Technology Wing, Embassy of India, Moscow located at 9, Vorontsovo Pole as per specifications enclosed.

2. 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.
3. Interested parties may visit the Embassy for ascertaining the exact requirement of this Mission from 15.02.2022 to 09.03.2022. This would help the interested suppliers to formulate their quotation. A prior appointment should be made with Science & Technology Wing, Embassy of India (Tel. No. 499-2743775/Extn. 342) for this purpose.
4. Suppliers are required to submit their bids in a sealed envelope describing in detail the specification of the requisite items. The bids should be valid for a period of three months from the date of the opening of bids.
5. The sealed envelope should be submitted to the attention of the Head of Chancery, Embassy of India, Moscow latest by 10.03.2022 accompanied with the proof of payment of Rbls. 10,000/- to the Embassy of India, Moscow vide bank transfer (Bank details can be obtained from the Embassy while visiting the site for inspection). The amount of Rbls. 10,000/- will be treated as earnest money deposit/bid security and would be returned to all the unsuccessful bidders within 30 days after finalization of the contract with the successful bidder.
6. The successful bidder shall be obliged to deposit an amount equivalent to 5% of the value of the contract to be awarded as performance security. The performance security shall remain valid for a period of 60 days beyond the completion of all contractual obligations of the bidder. The bid security shall be refunded to the successful bidder on the receipt of the performance security.
7. Representatives of all the bidding parties can be present at the time of the opening of the bids. The bids shall be opened on 11/03/2022 at 1030 hrs. at the Embassy of India, Moscow, Vorontsovo Pole, 6-8. The work shall be offered to the lowest bidding party.



(Ved Prakash Singh)
Head of Chancery
14.02.2022