



EMBASSY OF INDIA BEIJING

INVITES QUOTATIONS

**FOR PURCHASE OF ONE HEAVY DUTY CANON PHOTOCOPIER ALONGWITH ONE
YEAR WARRANTY AND THREE YEAR MAINTENANCE CONTRACT AFTER THE
EXPIRY OF THE WARRANTY**

MODEL NO. CANON IR-ADVANCE 6555 I

LAST DATE FOR SUBMISSION OF QUOTATIONS

7 JANUARY 2019 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING OF QUOTATIONS

7 JANUARY 2019 AT 1600 HRS (BEIJING TIME)

**EMBASSY OF INDIA, BEIJING , NO.5,LIANG MA QIAO BEI JIE,
CHAOYANG DISTRICT, BEIJING-100600
TEL. 00-86-10-85312500/2501/2502/2403**

INVITATION FOR QUOTATIONS

Indian Embassy, Beijing invites Quotations from reputed companies based in China for Purchase and installation of one heavy duty photocopier **MODEL NO. CANON IR-ADVANCE 6555 I**. The system should come with one-year Warranty from the date of installation and another three years of Annual Maintenance Contract after the completion of the Annual maintenance contract. **The Company should supply the Spare parts and Toner (for minimum 35,000 pages per year) during the above-mentioned period of four years after installation.** The company will be responsible for any repair/ troubleshooting during the period of warranty as well as for **regular quarterly maintenance (Once in every three months)**. **Purchase and Maintenance Contract will be signed before the award of the tender.**

Payment terms:

- 1. Award of tender and signature of the contract: Mobilization advance of 30% of the cost of the photocopier.**
- 2. Installation of the Photocopier: 60%**
- 3. Retention Money: 10% After completion of Warranty period.**
- 4. Maintenance contract: 50% at the start of every year, 50% after the completion of every year. A three year contract at fixed price to be signed. The three year period starts after the end of the warranty period.**

Quotation system:- The company shall submit its offer in an envelope, superscripted as "Quotation for purchase of heavy duty photocopier". It should also be superscripted at the bottom left corner with the full name, postal address, fax, email, telephone number of the company.

I. The sealed bid shall be submitted to **THE HEAD OF CHANCERY, EMBASSY OF INDIA, BEIJING , NO.5,LIANG MA QIAO BEI JIE, CHAOYANG DISTRICT, BEIJING-100600;**

II. The bid may be submitted by Hand in person or by courier. The bids by “Fax/E-mail” shall **not** be accepted;

III. Bid received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances.;

IV. Bid shall be opened on the date and time as given in the tender notice at **EMBASSY OF INDIA, BEIJING , NO.5,LIANG MA QIAO BEI JIE, CHAOYANG DISTRICT, BEIJING-100600;**

V. This is a one part bid with financial and technical quotation being given together. The quotation has to be submitted as per the format specified at “Annexure-I”.

ANNEXURE-I

PROFORMA TO BE FILLED UP AND SUBMITTED IN THE QUOTATION

1	Name of the company	
2	Address of the company	
3	Contact details of the company	
4	Registration and incorporation particulars of the company (with a copy and English translation)	
5	Period of validity of quotation (minimum 90 days)	

Description	Amount including VAT (RMB)
Purchase of one heavy duty photocopier – Model CANON IR-ADVANCE 6555 I with one-year warranty from the date of installation.	
Three-year annual maintenance contract after the expiry of one-year warranty. The above-mentioned four-year service should include supply of required spare parts and toner (capacity of printing 35,000 pages per year).	
Taxes (if any)	
Total	

I certify that the information furnished above is full and correct to the best of my knowledge. **I hereby agree to all terms and conditions as per the tender document.**

(Signature of the authorised signatory)

Date- _____

Seal of the company/firm