



EMBASSY OF INDIA, BEIJING

INVITES QUOTATIONS

**FOR PURCHASE OF TWO HEAVY DUTY CANON PHOTOCOPIERS
ALONGWITH 5 YEAR REPAIR AND MAINTENANCE CONTRACT WHICH
INCLUDES SPARE PARTS AND TONER**

MODEL NO. CANON IRADV6555

LAST DATE FOR SUBMISSION OF QUOTATIONS

21ST February 2017 UP TO 1000 HRS (BEIJING TIME)

DATE OF OPENING OF QUOTATIONS

21ST February 2017 AT 1600HRS (BEIJING TIME)

**EMBASSY OF INDIA BEIJING, NO.5, LIANG MA QIAO BEI JIE, CHAOYANG
DISTRICT, BEIJING 100600**

TEL-00-86-10-8531 2500/2501/2502/2503

Invitation for Quotations

Indian Embassy, Beijing invites Quotations from reputed companies based in China for purchase of two heavy duty photocopier alongwith 5 year repair and maintenance contract which include spare parts and toner.

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, E-mail, 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**, in the presence of the authorized representatives of the companies, who may wish to attend.
- v. The quotation has to be submitted as per the format specified at '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.	
5.	Period of validity of quotation.	

Description	Amount incl. VAT (RMB)
Purchase of two heavy duty photocopier – Model No. Canon IRADV6555	
5 year repair and maintenance contract which include spare parts and toner	
Total=	

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated _____

Name and address of the Company _____

Seal of the firm