

TENDER FOR SUPPLY OF PHOTOCOPIER

Sealed quotations are invited from electronics supplier for supply of one new Photocopier machine at the High Commission of India, Brunei Darussalam as per details furnished below:-

1. PARTICULAR OF THE TENDER

- a) Designation and address of the authority: Head of Chancery,
High Commission of India,
Baitussyifaa, SPG 40-22, BC
3915, Jalan Sungai Akar,
Bandar Seri Begawan,
Brunei Darussalam
Tel +673 2339783
email- hoc.brunei@mea.gov.in
- b) Tender No. BSB/Admn/886/02/2019
- c) Last date and time of receiving tenders 24 March 2020
- d) Date and time of opening tenders 25 March 2020

2. DESCRIPTION OF TENDER:

S. no	Description of photocopier required	Description of photocopier Trade In	Quantity
1	iR ADV C3520i III c/w (Canon)	iR 3035	1

3. OTHER TERMS AND CONDITIONS

- (i) Tender duly signed by tenderer must be addressed to The Head of Chancery and should be submitted at the address - The High Commission of India, Baitussyifaa, Simpang 40-22, Jalan Sungai Akar, BC 3915, Bandar Seri Begawan, Brunei Darussalam by 1700 hrs on 24 March 2020. The tenders received will be opened at 1430 hrs on 25 March 2020 at the High Commission of India.
- (ii) The Photocopier machine should be supplied in good condition at the High Commission of India, Brunei Darussalam;
- (iii) The supplier will have to install the photocopier machine at the High Commission of India, Brunei Darussalam;
- (iv) Firm's rates should be quoted clearly both in figures and words;
- (v) The fitting of machine should be placed under running condition with demo by the technician of the firm;
- (vi) The guarantee / warranty period should be atleast one year from the date of Installation of machine;
- (vii) Quotations not received in accordance with the above particular will be ignored / rejected;
- (viii) Conditional quotations will not be accepted;
- (ix) Hard copy of the quotation in the sealed envelope may be furnished to the Head of Chancery, High Commission of India, Brunei Darussalam;