Sub: Notice for inviting tenders for supplying and installing of a photocopier at the High Commission of India.

The High Commission of India, Ottawa invites bids from reputed firms for supplying and installing of a photocopier at High Commission of India Ottawa, 10 Springfield Road, Ottawa, Ontario, K1M 1C9, as per the following requirements:-

(i) Besides photocopier could be used as printer, scan and fax machine
(ii) Speed at least 45 PPM
(iii) Print Quality: 1200x2400 dpi print resolution
(iv) No. of trays required :3 for A5, A4 and A3 paper size
(v) It should be equipped with LX finisher, stapler, hole punch, booklet maker, double side printing, scanning, emailing, etc.
(vi) Proposal should accompany after sales service agreement

2. Interested firms/ companies may send their representatives/ call to ascertain actual scope of work by prior appointment (contact person: Mr. Sanjay Kumar, Attache(Property), Tel: 613-7443751/52/53) before submitting bids. The bids may be sent in sealed envelopes clearly mentioning on the envelope - Tender S.No.09 and Bid for Photocopier for High Commission of India Ottawa. The bids may be addressed to:

Mr. Rakesh Mohan
Head of Chancery
High Commission of India
10 Springfield Road
Ottawa, Ontario-K1M 1C9.

3. Last date of receipt of bids will be 25.03.2019 at 1200 hrs. Bids opening date will be 26.03.2020 at 1500 hrs.

(Rakesh Mohan)
Head of Chancery
High Commission of India
Ottawa.
Tel: 613-7443751
Email: hoc.ottawa@mea.gov.in