1. **Scope of Work** - Commercial offers are invited for supply and installation of Photocopiers at chancery premises of Embassy of India in Kyiv. The firm would be required to provide free onsite services for the requisite maintenance during the first one year, and should be willing to provide comprehensive Annual Maintenance Contract (AMC) thereafter at a reasonable price.

The details of the Furniture items are as follows.

<table>
<thead>
<tr>
<th>Name of the item</th>
<th>Specification</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopiers</td>
<td>Suitable for heavy duty photocopying works (with sorting facility) (with or without stapling/punching facility)</td>
<td>2</td>
</tr>
</tbody>
</table>

2. **Eligibility Criteria**

- The bidder should have an experience of providing such materials and services for at least 3 years.

- The bidder should have experience in providing services in security sensitive organizations, offices and large commercial establishments.

- The bidder should be able to provide User Satisfaction certificates from at least a few organizations.

- The bidder should provide valid service tax number and VAT number.

- The bidder should have capability of providing a service technician/engineer at the Embassy premises within few hrs of a complaint being registered during working hours.

3. **Visit to Embassy Premises** - Registered/Interested parties may visit the Embassy between 23 May - 13 June, 2016 at 1100 hrs to discuss more details about the specifications.

4. **Commencement of Services** - The photocopiers will need to be supplied/made operational within 7-10 working days from award of contract failing which the Embassy reserves the right to cancel the contract and award it to any another agency.
5. Instructions to bidders -

Bidders are required to submit their bids by **14 June, 2016** to the address mentioned below. The Embassy, at its discretion may extend the deadline for submission of bids by amending the bidding documents, in which case all rights and obligations of the Embassy and the Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended. The bids will be opened the same day at 1500 hrs.

**Address Details:**
Embassy of India,
20 B, Maxima Berlinskogo Street,
Kyiv - 01901.
E-mail: hoc.kyiv@mea.gov.in
Tel: 044-4686219, 044-4686661, Fax: 044-4686619

- Bidders shall furnish all the data/information called for under the bidding documents to the complete satisfaction of the Embassy, failing which the Bid will be considered as incomplete and non-responsive and the Embassy reserves the right to reject the Bid.

- All data, information documents and any other materials submitted by the Bidders in the process of bidding and part of bidding documents, shall remain the exclusive property of the Embassy at all times.

- A prospective Bidder requiring any clarification may contact the undersigned in writing, either by post, fax or email at least three-four business days before the deadline for submission of the Bid.

- The Bid, and all correspondence and documents relating to the bid, exchanged between the Bidder and the Embassy shall be written in the English language.

- The price to be quoted by the Bidders shall be in US dollars or UAH only. The price shall include all VAT taxes, miscellaneous services and duties. However, VAT must be specified separately. The prices quoted by the Bidder shall be kept open and valid for acceptance for a minimum period of Ninety (90) business days.

- The Bidder should furnish an earnest money deposit of US$ 100/- (or UAH 1,500) in the form of Demand Draft in favour of the "Embassy of India, Kyiv" payable at Kyiv along with the Technical and Financial bids.

- The Bid shall contain no alterations, omissions or additions, overwriting except those to comply with instructions issued by the Embassy or as necessary to correct
errors made by the Bidder, in which case the person or persons signing the Bid shall initial all such corrections.

The Embassy reserves the right to accept/reject the Bid and does not bind itself to accept the lowest Bid or any Bid and can reject any or all of the bids or to scrap the RFP in whole or in part.

The successful Bidder should not sub-contract any part of the Scope of Work to be undertaken by them without written permission from the Embassy. The Bidder to whom the contract is awarded is solely responsible to the Embassy for the completion of the awarded contract.

All the items are required at the Embassy of India in Kyiv, 20-B Maxima Berlinskogo Street, Kyiv-01901 Ukraine, urgently. Therefore quotes should include freight charges (Door to Door) Basis or any other miscellaneous charges.

6. Terms of payment: Successful bidder would be paid about 50% of the total amount on delivery of equipment at the Embassy premises, 40% on completion of work and balance 10% after 3 months from completion of work.

***

(Suman Sharma)
Head of Chancery
May 23, 2016