

No. SIN/881/6/2018
High Commission of India
Singapore

Quotations are invited from agencies for supply of the following items on rental basis to the High Commission of India premises, 31, Grange Road, Singapore 239702.

Sr. No.	Items	Tentative unit/Pieces
1.	Computer (with Windows+MS Office+Acrobat Reader)	29
2.	Laptop with mouse (with Windows+MS Office+Acrobat Reader)	8
3.	All in one printers (fax/ scanner/copier/print) with new cartridge	6
4.	Heavy duty colour printer with new cartridge	7
5.	Heavy duty photocopier with sorter and stapler with new cartridge	4
6.	Normal photocopier with new cartridge	3
7.	Fax machine with hand receiver with new cartridge	7
8.	Shredder	7
9.	Mobile phone with SIM	45
10.	4G dongles	40
11.	WiFi hot spot pocket (4 GB Data)	15
12.	Free Ports(for laptop connections)	8
13.	Data Cards	5
14.	LCD TV(Big size)	1
15.	ISD telephone Line (leased)	12
16.	Fax Line (Leased)	7
17.	Fibre/Optic High-Speed Internet Line (Leased)	3
18.	24 x 7 Technical Team Support	3

2. The company shall be responsible for –

- a) Set up of equipments.
- b) 24 X 7 technical support by atleast 3 persons per day.
- c) Immediate replacement in case of fault.
- d) Only original cartridges shall be used and sufficient cartridge to be kept in reserve.
- e) Application for obtaining ISD leased lines for landline telephones and fax machines shall be made by the company in consultation with the hotel/ and office.
- f) Fibre/Optic high-speed internet line to be provided the company in consultation with the hotel/ and office.
- g) Requirement of number of equipment can change depending upon functional necessity.
- h) Dismantling and removal of equipments.

3. Financial bids quoting price per unit per day of these items may be sent in sealed envelopes to **Head of Chancery, High Commission of India, No. 31 Grange Road, Singapore 239702 to reach latest by 22nd May 2018, by Registered Post/Courier or delivered in person.**