

HIGH COMMISSION OF INDIA
SINGAPORE

INVITATION FOR BIDS

The High Commission of India, Singapore invites bids from competent firms for hiring the following office equipment for a period of 5 days from 21 November 2015 to 25 November 2015.

S.No	Equipment	No. required	Remarks
1	Computers- Desktop	20	Windows 10, MS Office latest, PDF/Acrobat reader are essential
2	Laptops	22	Windows 10, MS Office latest, PDF/Acrobat reader are essential
3	Heavy duty photocopier- Black & White	4	
4	Heavy duty photocopier- Colour	1	
5	Heavy duty colour mutli function laser jet printers (Photocopy, scan and print)	4	
6	Laser Jet multifunction printer (Photocopy, scan and print)	3	
7	Printers	6	
8	Shredders	4	
9	Fax	6	
10	Wifi hot spot pocket devices	13	
11	4 G dongles	38	
12	3 G dongles	10	
13	4G Sims	2	

14	Pen drives	25	
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2. The Supplying Firm will also be required to provide sufficient Technical support 24 X 7 during the above period.
3. Cost for each item per day should be indicated separately.
4. The bid amount should also include installation / de-installation costs of the equipment.
4. Financial Bids in sealed covers may be sent to 'Head of Chancery, High Commission of India, Singapore 239702 ' by registered post/ courier or in person by 1600 hrs on 31 October 2015.
