

No. CAI/CHA/122/01/2023  
Embassy of India  
Cairo

**NOTICE INVITING TENDER/REQUEST FOR PROPOSAL**

The Embassy of India in Cairo (Egypt) invites proposal for supply of equipment (on rental basis) to be used during high level visit during last week of June 2023, as per the list of items mentioned in paragraph (B) below.

**(A) ELIGIBILITY CRITERIA :**

1. Bidders should demonstrate and explain their technical, professional and practical experience of having provided similar services and will need to supply examples of similar services provided in the last 3 years, including to any of the Indian Missions/Posts abroad or other Diplomatic Missions.
2. Bidders may also indicate their experience in this regard.
3. Bidders may also submit, in brief, the history of their company with annual turn over. They may also furnish the certificate/license, if any, that may indicate their qualification for providing the equipments.
4. Bidders should ensure that the quotes should be provided to the Embassy by **1700 hrs on 19<sup>th</sup> June, 2023.**
5. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.
6. If a bidder is asked to competitively quote for the same, the Embassy is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and altering the numbers offered and the tenderer shall supply the same at the rate quoted.
7. Bidders should not have been barred / black-listed by the Governmental Department / Organization in India/Egypt or elsewhere (The bidder is requested to submit a self-declaration to this effect).
8. Bidders may submit their bids for providing the equipment in premises of the Embassy.

**(B) SCOPE OF WORK:** List of items to be hired.

Sr. No.	Equipment	Total Number (may vary in actual)	Quote per item per day
1	Computer or Laptop	35	[Quote separately for computer and laptop, if rent varies]

*ME*

2	Printer(B&W – All in one)	30	
3	Colour Printer	3	
4	Fax Machine	8	
5	Heavy Duty Photocopier	6	
6	Shredder	4	
7	Wi-Fi Hot Spot devices	25	
8	Technical Support around the clock		

**(C) SUBMISSION OF BID :**

1. The interested companies should provide their price bids as per the scope of work mentioned in paragraph above. Sealed bids should be superscribed "Quotation for supply of equipment for high level visit" .

Bids shall be opened at **1100 hours on 20<sup>th</sup> June, 2023** in the Embassy premises in the presence of tenderers or their representative.

2. Sealed offers shall be submitted addressed to:

Head of Chancery,  
Embassy of India,  
No. 5, Aziz Abaza Street,  
PO Box No. 718, Zamalek,  
Cairo (Egypt).

3. Last date of submission of quotations is **19<sup>th</sup> June 2023**.



**(John M. Kerketta)**  
Head of Chancery

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HEAD OF CHANCERY  
EMBASSY OF INDIA  
CAIRO