

**No. Alg/Admn/122/01/2024**  
**Embassy of India**  
**Algiers**

**NOTICE INVITING TENDER/REQUEST FOR PROPOSAL**

The Embassy of India in Algiers (Algeria) invites proposal for supply of **equipment** (on rental basis) to be used during high level visit during 10-16 October 2024, as per the list of items mentioned in paragraph (B) below.

**(A) ELIGIBILITY CRITERIA :**

1. Bidders should have technical, professional and practical experience of having provided similar services in the past, including to any of the other Diplomatic Missions.
2. 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 9<sup>th</sup> Oct, 2024**.
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/Algeria 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/Hotel Sheraton, Algiers

**(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	Computers	15	
2	Printer(All in one/MFP)	5	

	(with cartridges)		
3	Colour Printer	2	
4	Fax Machine	2	
5	Heavy Duty Photocopier (with cartridges)	1	
6.	Mobile phones	55	
7	Projector	1	
8	<b>Technical Support around the clock</b>		

**(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 10<sup>th</sup>, Oct. 2024** 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,  
26, Rue Belkacem Amani, Paradou, Hydra  
Algiers (Algeria)

3. Last date of submission of quotations is **9<sup>th</sup> Oct. 2024**

**(BC Tiwari)**  
**Head of Chancery**