

**Permanent Mission of India
New York**

NY/PM/885/01/2024

Dated: 08 May 2024

Request for Proposal (RFP) for lease of 2 units Heavy Duty B/W photocopier and 1 Middle size B/W photocopier

The Permanent Mission of India to the United Nations, New York, invites proposals for leasing/hiring of 2 units Heavy Duty B/W photocopier and 1 Middle size B/W photocopier of reputed and well known brand/make for 05 years (60 months). The proposal should be submitted as per Annexures at Chapter-7, and should account for the estimated monthly cost of consumables, i.e. toner only (with separate mention of overage per copy cost). Warranty should cover service costs and maintenance of all parts of the photocopier, and any replacement(s), as and when needed. Delivery cost, set-up fee (for the Machine) etc., if any, may be mentioned separately.

2. This bids consist of two bids, (a) technical bid and (b) financial bid. Interested agencies are invited to submit their bids for both parameters in separate sealed envelopes, both sealed envelopes of financial and technical bids are to be put in bigger sealed envelope and sent to the following address:

**Head of Chancery
Permanent Mission of India
235 East 43 rd Street
New York, NY-10017
Tel: (212)-490-9660 Ext: 202, 204
E-mail: ga.newyorkpmi@mea.gov.in,
admn.newyorkpmi@mea.gov.in**

3. Proposals may be sent by or before 1700 hrs, 30 May 2024. In case of any queries in this regard, please contact by e-mail or telephone as per the details above.

4. All the terms, conditions, stipulations and information to be followed during bidding are incorporated in the concerned chapters.



Sanjay Kumar Singh
Attache (Admn)
Permanent Mission of India
to the United Nations
New York