

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

NOTICE INVITING TENDER

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

<i>Sr. No.</i>	<i>Description of Equipment</i>	<i>Unit</i>	<i>Rental per day per unit</i>
1.	Computers with windows, MS Office & Acrobat)	27	
2.	Laptop with mouse (with windows, MS Office & Acrobat)	1	
3.	All in one printer (fax/scan/copy/print) with new cartridge	19	
4.	Heavy duty colour printer with new cartridge	2	
5.	Heavy duty photocopier with sorter and stapler with new toner	4	
6.	Fax machine with hand receiver and with new toner	6	
7.	Heavy duty shredder	7	
8.	Mobile phones (4G-Smartphone) with minimum charge value of S\$ 20.00/mobile	80	
9.	Mobile Recharge	As per actuals	
10.	4G dongles-Download Speed: 100 Mbps	3	
11.	Pre-activated and pre-tested WiFi hotspots with USB option and & with battery capacity of at least 10 hrs and 50 Mbps or higher upload speed.	30	
12.	Technical Team (24 X 7 support)	Per day	
13.	4G Data Sim Card pre-activated with unlimited data usage	46	
14.	UPS	1	
15.	8 port switches	2	

2. General conditions: -

- a) Set up of equipment at designated places in Singapore.
- b) 24 X 7 technical support during the period.
- c) Immediate replacement of equipment in case of any default.
- d) Only original cartridges shall be used and sufficient cartridge to be kept in reserve.
- e) Requirement of number of equipment can change depending upon functional necessity.
- f) Dismantling and removal of equipment.
- g) No separate charges shall be paid on account of setting up, dismantling and transportation of equipment. High Commission shall not be liable for any damage to the equipment.
- h) The equipment shall be removed immediately after winding up of control rooms or as directed.

- i) SIM cards of at least two companies to be provided with minimum download speed.
- j) Recharging of talk time/data pack should be done immediately and shall be reimbursed as per actual on production of bills.
- k) The contact list as provided by the High Commission shall be fed in all mobile phones by the Company.

3. 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 11th October 2018 by Registered Post / Courier or delivered in person.*



(S.K Goel)
Head of Chancery
20th September 2018