

**Tender inviting quotation to purchase Heavyduty Photocopier Machine for  
Administration Wing of The Embassy of India, Nur-Sultan**

Quotations are hereby invited for the supply of **Heavyduty Photocopier Machine** for use in the Embassy of India, Nur-Sultan.

**A. Work Description**

- The **Photocopier Machine** should have speed not less than 30 pages/minute, automatic duplex upto 200 pages, 2 trays with 500 pages, average usage around 50000 pages per month, auto staple facility, set making facility, A4/A3 size paper trays, service and warranty conditions and should be printer, copier and scanner.
- Quotation should clearly mention Delivery charges, if any and Applicable Taxes.

**B. Submission of Quotation**

- Quotation should be sent to the following address in a sealed cover :-  
Head of Chancery,  
Embassy of India, Astana  
5<sup>th</sup> Floor, Kaskad Business Centre,  
6/1 Kabanbai Batyr Avenue, Nur-Sultan
- On top of the sealed cover, “**Quotation for supply of Heavyduty Photocopier Machine**” should be clearly mentioned.

**C. Last Date of submission of quotation : By 1700 hrs on 22<sup>nd</sup> April 2022**

**D. Validity of Quotation**

- The quotation should be valid for a period of one month from the last date of submission of quotations.
- The selected supplier should be able to supply the photocopier machine within one week of the awarding the assignment.



Vijay Singh

Head of Chancery

Embassy of Astana

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