

Embassy of India  
Tallinn

**NOTICE**

Name of Work: Invitation of competitive bids for **supplying** Computers, Scanners and Printers etc. for the Embassy of India, Tallinn.

Embassy of India in Tallinn invites competitive bids from reputed firms, authorised dealers for supplying the following items to the Embassy:

Sl. No.	Item	Specification	Quantity
1	Desktop	<p style="text-align: center;"><b><u>Minimum Configuration:</u></b></p> <ul style="list-style-type: none"> <li>• Intel Corei5</li> <li>• HDD:1TB SATA HDD 7200 rpm</li> <li>• RAM:8 GB DDR3 1600 MHz RAM</li> <li>• Key-Board (English) and Mouse</li> <li>• DVD RW: /ODD/OS:</li> <li>• Minimum 8 USB Port for connecting peripherals</li> <li>• CHASSIS: Small form Factor(SFF) Chassis</li> <li>• DISPLAY (minimum). 1X 21.5" WTFT (1366x768, VGA only, HOMI, LED) with IE 11.0 or above</li> <li>• MS Office</li> <li>• OS - Windows (with Windows 11 Pro License) English</li> <li>• Adobe Acrobat 9 Standard</li> <li>• HP or Dell or equivalent</li> </ul>	3
2	Printer	Visa sticker Printer (Epson Stylus C110 (34 ppm or higher	2
3	Printer	Fee receipt Printer with Bar Code printing feature (Epson TM88 III, IV & V, Thermal printer or equivalent)	2
4	Scanners	USB based barcode scanner compatible with Windows.	2
		HP Scanjet 5500 or equivalent	2
5	Webcam	Web Camera Logitech Pro 9000 Quick Cam Sphere AF	2
6	Biometric Enrollment Device(4+4+2)	Brand: Suprema RSG10, Morpho Top 100, Cogent CS500E.	2
7	500 VA UPS		3
8.	Photocopier	Heavy duty Photocopier (40 copies per minute): Black and white, Canon/Xerox/Ricoh with automatic Reverse Document feeder	1
9.	Micro cut Shredders	Medium Size	2

2. The interested firms are requested to submit their competitive bids in a sealed envelope giving full specifications of equipment, cost of equipment and other charges if any. For any clarification on any aspect of this notice, please contact at hoc.tallinn@mea.gov.in or Tel: +372-6640021.

Last Date, Time for submission of bids : 22 February, 2023 at 1300 hrs.

Bids may be submitted physically or by courier/post to: Head of Chancery  
Embassy of India  
Regus Business Centre,  
Tornimae 5, Tallinn, 10145.

Date, Time & Place : 23 February, 2023 at 1500 hrs. at Embassy of India.  
bid's opening

**Terms and conditions:**

- This is a LUMPSUM FIXED PRICE TENDER with Extent of Work as shown on scope of works. The Tenderer shall examine the scope of work and other Documents and all Addenda (if any) before submitting his Tender and shall become fully informed as to the extent, quality, type and character of operations involved in the supply.
- Supply of the items shall be completed within Seven (07) days from the date of issue of Acceptance letter.
- The tenderer should supply the items with all the original warranty or shall guarantee for at least 01 year for supplied equipment. He will be responsible for resolving any issues incurred during guarantee period.

3. Embassy of India, Tallinn, however, will always has the right to accept or reject any pre-approved supplier even after formal award of Contract and/or physical supply of the equipment with or without cause.

  
Manoj Sharma 31/1/23  
Head of Chancery