

**Embassy of India
Addis Ababa

Notice Inviting Tender

S. No.	Description	Details
1	Reference Number	ADD/885/01/2025
2	Issuing Authority	Head of Chancery, Embassy of India, Addis Ababa
3	Details of items for inviting bids	(i) 04 Nos. of All in one computer with minimum configuration: a) 13th Gen Intel(R) Core(TM) i3-1315U (1.20 GHz) and above b) RAM -8GB DDR4 and above c) SSD 500 GB and above d) Keyboard, Mouse and required cables e) Minimum 4 USB port for peripherals f) Windows 11 service pack version 25H2 (64 bit) [Pre-installed] g) 23.8" FHD Display (ii) 01 No. of Multi-function Colour Printer {HP Colourjet Pro MFP 3303 sdw or eqv.} (iii) 01 No. of Single function Printer {HP 1008W or equivalent} (iv) 01 No. of 2-sided scanning and auto document feeder {HP ScanJet Pro 2600 f1 or eqv.} (iv) 04 sets of all cartridges and 10 black cartridges for HP Colourjet Pro MFP 3303 sdw
4	Estimated Tender Value	INR 10,00,000/-
5	Site Address	House No.224, Arada Sub City, Woreda 07, Kebele 15, Kebena, Aware Near BelAir Hotel, Addis Ababa, Ethiopia
6	Specification of work	Detailed job specifications may be obtained from the Embassy.
7	Requirement of service	Items mentioned at SI No 3 are to be provided within 15 working days of awarding the job.
8	Address for Submission of quotations	The quotation should be sealed in the official envelope of the supplier, superscribed reference number indicated in column 1 above and delivered to: Head of Chancery, Embassy of India, House No.224, Arada Sub City, Woreda 07, Kebele 15, Kebena, Aware (Near BelAir Hotel), Addis Ababa(Ethiopia) Tel: +251-900571129 Email: hoc.addisababa@mea.gov.in ; admnr.addisababa@mea.gov.in Website: https://coiaddisababa.gov.in/
9	Conditions	(i) The tender issuing Authority reserves the right to withdraw/cancel the Tender for any reason whatsoever after publication/award of contract. (ii) The vendors/suppliers will have to certify in their offers that the items will be supplied within 15 days of awarding the work. (iii) No advance or down payment for this work.
10	Bidding system	Financial evaluation: All bidders are requested to give their Financial bid in Sealed envelope. Detailed profile of the company needs to be attached with bid in a sealed cover
11	Bid Starting date	14 th July 2026
12	Bid Closing date	04 th August 2026

(Mukesh Ghiya)
Head of Chancery