नेपाली राजदूतावास
Embassy of Nepal
Copenhagen, Denmark

Ref. No: EoN/ CPN-2026 2027- H-3

Date:25 November 2026

**Notice Inviting Proposals for Handover of Old Office Equipment:**

The Embassy of Nepal in Copenhagen intends to handover Old Office Equipment as Annexed-I below on an **'As Is Where Is' basis**. All interested government agencies, public organizations, and charity organizations are invited, within 3 (three) days from the date of publication of this Notice, to submit proposals to the Embassy.

**Terms and Conditions:**

1. Late submission of proposals will be rejected automatically.
2. A handover related documents may be obtained from the Embassy during office hours.
3. Proposals shall be submitted either physically at the Embassy or electronically via email to eoncopenhagen@mofa.gov.np
4. The beneficiary may physically inspect the assets and goods listed for handover during official working hours from 14:00hrs-16:00hrs at the Embassy premises by prior appointment only.
5. The beneficiary shall be responsible for all costs, including removal and transportation or any other expenses related to receiving old office equipment in accordance with laws and regulations.
6. The beneficiary shall collect the items within 2 days of receiving the notice of acceptance of proposals. The beneficiary shall submit an acknowledgement letter after receiving items.
7. All items will be handed over as a package deal. Proposals on individual items will not be accepted.
8. The beneficiary shall remove all items from the sites without any damage to the surrounding property. It will be responsibility of beneficiary to make reimbursement for any damage during the movement.
9. The Embassy reserves the absolute right to accept or reject any or all proposals, wholly or partially, without assigning any reason whatsoever.

Tel: +45-44444026/35
Email: eoncopenhagen@mofa.gov.np

**Annex-I**

**Lot No. H-03**

EMBASSY OF NEPAL
Copenhagen

| S. N | Item description | Qty |
|---|---|---|
| 1 | Canon photocopy machine imageRUNNER1133A | 1 |
| 2 | DCP copier, printer, scanner7030 | 1 |
| 3 | Canon IR 1018 photocopy machine | 1 |
| 4 | HP Laser 107A Printer | 1 |
| 5 | HP Laser 108A Printer | 1 |
| 6 | Brother HL-2135W printer | 1 |
| 7 | Brother HL-2030 printer | 1 |
| 8 | Canon scanner PIXMA MG5550 | 1 |
| 9 | HP Photosmart C4180 (All-in-One) | 1 |
| 10 | Canon cassette feeding module | 1 |
| 11 | Dell CPU | 1 |
| 12 | Canon MX7600 photocopy | 1 |
| 13 | Dell CPU- OptiPlex 745 | 1 |
| 14 | Dell CPU – OptiPlex 745 | 1 |
| 15 | Dell CPU – OptiPlex 745 | 1 |
| 16 | HP Deskjet D2460 – printer | 1 |
| 17 | HP Pavilion (CPU) | 1 |
| 18 | Canon MG5150 PIXMA printer | 1 |
| 19 | Brother HL-2135W printer | 1 |
| 20 | Brother FAX 2A20 | 1 |
| 21 | Acer Aspire X – XC 705 | 1 |
| 22 | HP Officejet J4680 (All-in-One) | 1 |

| | | |
|---|---|---|
| 23 | HP Pavilion (CPU) | 1 |
| 24 | Canon image FORMULA DR-2020U (scanner) | 1 |
| 25 | Dell OPTIPLEX 745 | 1 |
| 26 | HP Pavilion (CPU) | 1 |
| 27 | HP Pavilion (CPU) | 1 |
| 28 | Philips flat TV | 1 |
| 29 | Dell monitor | 1 |
| 30 | Dell monitor | 1 |
| 31 | HP Pavilion (monitor) | 1 |
| 32 | Dell monitor | 1 |
| 33 | Dell monitor | 1 |
| 34 | HP Pavilion (monitor) | 1 |
| 35 | Dell monitor | 1 |
| 36 | NOC monitor | 1 |
| 37 | Laptop – ZEPTO | 1 |
| 38 | Acer laptop | 1 |
| 39 | Dell laptop | 1 |
| 40 | Dell laptop | 1 |
| 41 | Canon scan LiDE700F | 1 |
| 42 | Canon scan LiDE400 | 1 |
| 43 | Canon scan LiDE400 | 1 |
| 44 | Heater | 1 |
| 45 | Banner stands | 1 |
| 46 | HP Laser 107W | 1 |