



**EMBASSY OF INDIA BEIJING
INVITES QUOTATIONS
FOR RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS AND
CARTRIDGES/TONERS OF PRINTERS, PHOTOCOPIERS AND FAX MACHINE**

LIMITED TENDER NOTICE

TENDER NO. PEK/GEN/880/1/2022

LAST DATE FOR SUBMISSION OF BIDS

28 July 2024 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING OF BIDS

30 July 2024 AT 1600 HRS (BEIJING TIME)

**PLACE OF OPENING OF BIDS: EMBASSY OF INDIA BEIJING, NO.5, LIANG MA
QIAO BEI JIE, CHAOYANG DISTRICT, BEIJING 100600 TEL-00-86-10-8531
2500/2501/2502/2503**

Invitation for Bids

Embassy of India, Beijing invites Bids / Quotations from reputed agencies (authorized distributors) based in China for Rate Contract for supply of stationery items and cartridges/toners of printers, photocopiers and fax machine(HP, Canon, Epson & Samsung).

Notice Inviting Tender:-Sealed bids are hereby invited for Rate Contract for supply of stationery items and cartridges/toners of printers, photocopiers and fax machine(HP, Canon, Epson & Samsung).

2. Eligibility criteria for bidders:

- The Company should have valid permit/registration from a competent local authority for supply of stationery items and cartridges/toners of printers, photocopiers and fax machine(HP, Canon, Epson & Samsung).
- The Company should have experience in providing supply of stationery items photocopier and cartridges/toners of printers, photocopiers and fax machine(HP, Canon, Epson & Samsung).
- The Company should have worked with any Embassy/Foreign Mission/ Multinational organization related to supply of stationery items photocopier and and cartridges/toners of printers, photocopiers and fax machine(HP, Canon, Epson & Samsung).

3. Scope of Work:

Sl. No.	List of Items	Minimum Qty
A)	Stationery Items	
1.	A4 Photocopy papers	
2.	A3 Photocopy papers	
3.	A4 Green Papers	

4.	White folder	
5.	Pilot pen V-7 Blue	
6.	Pilot pen V-7 Black	
7.	Uni-ball Pen Black	
8.	Uni-ball Pen Blue	
9.	Ball Pen Blue	
10.	Ball Pen Black	
11.	Marker Pen Blue	
12.	Marker Pen Black	
13.	Highlighter	
14.	Steno Note Books	
15.	A-4 Register	
16.	Post it Slips	
17.	File Folder Green	
18.	Envelope 5 no.	
19.	Envelope 6 no.	
20.	Envelope 7 no.	
21.	Envelope 8 no.	
22.	CD-ROM	
23.	DVD	
24.	Sign Hare Slip 3M	
25.	File Bank	
26.	Pen Stand	
27.	Pencil	
28.	Eraser	
29.	Clear folder with Button	
30.	Paper Clips Big	
31.	Paper Clips Small	
32.	Glue Sticks	
33.	Liquid Glue	
34.	Extension Corder	

35.	Batteries no. 7	
36.	Batteries no. 5	
37.	Batteries no. 9	
38.	Packing Tape Transparent	
39.	Double Sided Tape	
40.	Plastic Rope	
41.	Tape Dispenser	
42.	Clip Folder	
43.	Scissors	
44.	Paper Knife	
45.	Room Freshener	
46.	Stamp Pad Black	
47.	Stamp Pad Blue	
48.	Pen Stand Wooden	
49.	Transparent File Folder	
50.	Transparent file Box	
51.	Delia Infrared Scale	
52.	Thermal Binding 5mm	
53.	Thermal Binding 10mm	
54.	Thermal Binding 12mm	
55.	Thermal Binding 20mm	
56.	Calculator	
57.	Pencil Shapner	
58.	Single Punch	
59.	Carton Sealer	
60.	Mouse Pad	
61.	Tissue Paper	
62.	Staple	
63.	Stapler No. 24/6	
64.	Paper Clips Big	
65.	File Tags	

66.	Diplomatic Bag Seal	
67.	Note Book(Diary)	
68.	Correction Tape	
69.	Blue Ink	
70.	Black Ink	
71.	Program Stand	
B)	List of Cartridges	
1.	HP Laserjet 1008 and 1108(88A)	
2.	HP Laserjet P (Q2612) (12A)	
3.	HP 18A	
4.	HP19A	
5.	HP Laserjet P1020 Plus	
6.	HP M403 D(28A)	
7.	HP131A(CF210A) Black	
8.	HP131A(CF 211A)Cyan	
9.	HP131A(CF 212A) Yellow	
10.	HP131A(CF 213A)Magenta	
11.	Canon 243d (337) Black	
12.	HP 479 fdw 416A(Black)	
13.	HP479 fdw 416A(Cyan)	
14.	HP479 fdw 416 A (Yellow)	
15.	HP 479 fdw 416 A(magenta)	
16.	Canon PG 815(Black)	
17.	Canon PG 816 (Color)	
18.	Canon 331 Black	
19.	Canon 331 Cyan	
20.	Canon 331 Magenta	
21.	Canon 331 Yellow	
22.	HP-77-A	
23.	HP-78-A	
24.	HP 479 fdw-416 Black	

25.	HP 479 fdw- 416 Cyan	
26.	HP 479 fdw-416 Magenta	
27.	HP 479 fdw- 416 Yellow	
28.	HP 130A CF 350A(Black)	
29.	HP 277dw(201) Black 400A	
30.	HP 277dw(201) Cyan 401A	
31.	HP 277 dw(201) Magenta 403A	
32.	HP 277dw (201) Yellow 402A	
33.	HP 254 dw(202 A) Black 500A	
34.	HP 254 dw(202 A) Cyan 501A	
35.	HP 254 dw(202 A) Magenta 503A	
36.	HP 254 dw(202A) Cyan 501A	
37.	Samsung MLT D 116 S/L Express M-2836 DW	
38.	HP PRO M104 A	
39.	MFP M 477 Fdw (CF 410A Black)	
40.	MFP M 477 Fdw (CF 411A Blue)	
41.	MFP M 477 Fdw(CF 413A Yellow)	
42.	MFP M 477 Fdw (Cf 413A Cyan)	
43.	HP lase Jet 700 color MFP 775 (651), Black 340A	
44.	HP lase Jet 700 color MFP775 (651), Blue 341A	
45.	HP lase Jet 700 color MFP775(651), Yellow 342A	
46.	HP lase Jet 700 color MFP 775(651), Cyan 343A	
47.	HP M451nw (305 A) Black	
48.	HP M451Nw (305A) Cyan	
49.	HP M451nw (305 A) Megenta	
50.	HP M451nw(305 A) Yellow	
51.	HP CP 2025-CC 530 A	
52.	HP 2025-CC 530A	
53.	EPSON L -805(EPSON BK 674)	
54.	EPSON-S015290 630K/635K/615K/735K/610K	
55.	Canon(Photocopier Tonner)	

56.	IR3235N(Photocopier Toner)	
57.	Canon NPG-51	
58.	Canon NPG-57	
59.	NPG-25	
60.	Canon-W	
61.	HP Canon 054 color	

4. **Bid system:-** The bidder company shall submit its offer in an envelope, superscripted as “Tender Quotation for Rate Contract for supply of stationery items photocopier and fax machine cartridges/Toners of Printers (HP, Canon & Samsung). It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;
- i. The sealed bid shall be submitted to **The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;**
 - ii. Contact, Property Section Phone No.0086-10-85312548 Email: property2.beijing@mea.gov.in
 - iii. The bid may be submitted by Hand in person or by courier. **Bids by “Fax / E-mail” shall not be accepted;**
 - iv. Bid received after the closing date and time as prescribed in the tender notice, shall **NOT** be accepted under any circumstances;
 - v. **Period of BID VALIDITY SHOULD BE 30 DAYS MINIMUM (QUALIFYING CRITERIA).**
 - vi. Bid shall be opened on the date and time as given in the tender notice at **Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600,** in the presence of the authorized representatives of the companies, who may wish to attend.
 - vii. The bid has to be submitted as per the format specified at ‘Annexure I. It is a one-part bid system.
 - viii. Price can be quoted items wise with minimum order quantity. The quotation has to be submission in a sealed envelope in Annexure-I

- ix.** Payment will be made with one week of delivery. Quality inspection will be done before making delivery.
- x.** Fapiao 'Tax Invoice' to be given in the name of "Embassy of India Beijing"

Annexure-I

FINANCIAL BID PROFORMA TO BE FILLED UP AND SUBMITTED

1.	Name of the Bidder Agency/Company.	
2.	Address of the Bidder Agency/Company.	
3.	Contact details of the Bidding Agency/Company.	
4.	Period of Bid validity.	

FINANCIAL BID

Cost of items as per scope of work :-

Sl. No.	Item-wise break-up and Description	Amount Per pcs (RMB)	Minimum quantity to be ordered
1.	A4 Photocopy papers		
2.	A3 Photocopy papers		
3.	A4 Green Papers		
4.	White folder		
5.	Pilot pen V-7 Blue		
6.	Pilot pen V-7 Black		
7.	Uni-ball Pen Black		
8.	Uni-ball Pen Blue		
9.	Ball Pen Blue		
10.	Ball Pen Black		
11.	Marker Pen Blue		
12.	Marker Pen Black		

13.	Highlighter		
14.	Steno Note Books		
15.	A-4 Register		
16.	Post it Slips		
17.	File Folder Green		
18.	Envelope 5 no.		
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20.	Envelope 7 no.		
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22.	CD-ROM		
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27.	Pencil		
28.	Eraser		
29.	Clear folder with Button		
30.	Paper Clips Big		
31.	Paper Clips Small		
32.	Glue Sticks		
33.	Liquid Glue		
34.	Extension Code		

35.	Batteries no. 7		
36.	Batteries no. 5		
37.	Batteries no. 9		
38.	Packing Tape Transparent		
39.	Double Sided Tape		
40.	Plactic Rope		
41.	Tape Dispenser		
42.	Clip Folder		
43.	Scissors		
44.	Paper Knife		
45.	Room Freshener		
46.	Stamp Pad Black		
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48.	Pen Stand Wooden		
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51.	Delia Infrared Scale		
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55.	Thermal Binding 20mm		
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57.	Pencil Shapner		
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66.	Diplomatic Beg Seal		
67.	Note Book(Diary)		
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70.	Black Ink		
71.	Program Stand		
72.	Green Note sheet		
List of Cartridges			
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18.	Canon 331 Black		
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21.	Canon 331 Yellow		
22.	HP-77-A		
23.	HP-78-A		
24.	HP 479 fdw-416 Black		
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51.	HP CP 2025-CC 530 A		
52.	HP 2025-CC 530A		
53.	EPSON L -805(EPSON BK 674)		
54.	EPSON-S015290 630K/635K/615K/735K/610K		
55.	Canon(Photocopier Toner)		
56.	IR3235N(Photocopier Toner)		
57.	Canon NPG-51		
58.	Canon NPG-57		
59.	NPG-25		
60.	Canon-W		
61.	HP Canon 054 Color Printer		

Declaration

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature of the authorized signatory)

Dated_____

Name and address of the Agency/Company_____

Seal of the firm