

BRU/886/2/2023
Embassy of India
Brussels

217, Chaussee de Vleurgat
1050 Ixelles, Belgium
Email: admn.brussels@mea.gov.in
Tel: 02-6451854

Notice inviting tender

1. Embassy of India, Brussels invite bids from professionally qualified companies for an annual Rate Contract for the supply of cartridges for the printers in the Chancery, Chaussee de Vleurgat 217, 1050 Ixelles.
2. The scope of work is detailed in Section I of this document for an annual Rate Contract for the supply of printer cartridges.
3. The bids should be submitted in two sealed envelopes (Envelope A – Technical Bid Document and Envelope B – Financial Bid Document). The two envelopes containing “A” and “B” must be duly superscripted with the above-mentioned titles and put in another sealed envelope superscripted with the title “Proposal for an annual Rate Contract for the supply of printer cartridges”
4. The bids must be valid for a minimum of 60 days.
5. Tenders shall be submitted in a sealed envelope before 1700 hrs on 22.06.2024
6. Envelopes should indicate the name and address of the Tenderer to identify the bid and to enable the bid to be returned unopened in case it is declared “late” or “rejected”.
7. Contract with the selected company would be made for a period of one year w.e.f. 01/07/2024. However, it may be extended for a further period of two years on a year-to-year basis, subject to providing a satisfactory supply of stationery items in the appropriate time frame.
8. The bidding company must submit the following along with their offer;

A. Technical Bid

- Copy of the licence to carry out work
- Copy of the company's VAT registration
- Tender should demonstrate and explain the company's technical qualifications as per the scope of work.
- Bids must have the date, signature and seal of the authorised company representative.

B. Financial Bid

Form of tender (Annexure 1) signed and attached to the bid

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9. The schedule of submission, opening, etc, of the Tender /Bid is as follows:

Bid Submission Start date	30.05.2025
Bid Submission End date	22.06.2025
Bid Opening date	23.06.2025

10. Any further information or clarification that the Tenderer may require in order to complete the Tender may be obtained from Mr. Srawan Kumar, Attache (Estt & DDO), by email at admn.brussels@mea.gov.in.

11. The Embassy of India, Brussels, reserves the right to reject any or all bids without assigning any reasons.

12. Terms of payment are subject to negotiations if the estimates are accepted.

Sd/-
(Mr.Neeraj Kumar)
Head of Chancery
Embassy of India, Brussels

Section I

Scope of works

1. Annual Rate Contract for the supply of cartridges as listed in **Annexure 1** to the Embassy of India, Brussels for a period of one year, extendable on a year-to-year basis for another two years on the same terms, conditions, rates and subject to mutual consent. For the contract renewal, annual indexation may also apply to the rates of items in the contract. The rates have been requested per unit for each cartridge. The quotations may be submitted accordingly.
2. The company should be technically qualified to supply the cartridges mentioned in Annexure 1 within 2 working days after placing the order.

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Annexure 1

List of Cartridges

S.No.	Cartridge	Product Code	Price Per Unit
1	BROTHER TN2420 - BLACK		
2	BROTHER TN2410 - BLACK		
3	BROTHER TN3380 - BLACK		
4	Brother TN 3512 - BLACK		
5	Brother DR 3300 - BLACK		
6	Brother DR 2400		
7	Brother DR 3400		
8	CANON 718 - BLACK		
9	CANON 718 - BLUE		
10	CANON 718 - MAGENTA		
11	CANON 718 - YELLOW		
12	HP 26X - BLACK		
13	HP 30A - BLACK		
14	HP 32A - BLACK		
15	HP 35A - BLACK		
16	HP 44A - BLACK		
17	HP 59A -BLACK		
18	HP 85A - BLACK		
19	HP 94A - BLACK		
20	HP 135A BLACK		
21	HP 203X - BLACK		
22	HP 203X - BLUE		
23	HP 203X - MAGENTA		
24	HP 203X - YELLOW		
25	HP 207A - BLACK		
26	HP 207A - BLUE		
27	HP 207A - MAGENTA		
28	HP 207A - YELLOW		
29	HP 216A -BLACK		
30	HP 216A -BLUE		

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31	HP 216A -MAGENTA		
32	HP 216A -YELLOW		
33	HP 220A -BLACK		
34	HP 220A -BLUE		
35	HP 220A -MAGENTA		
36	HP 220A -YELLOW		
37	HP 305A -BLACK		
38	HP 305A -BLUE		
39	HP 305A -MAGENTA		
40	HP 305A -YELLOW		
41	HP 410X - BLACK		
42	HP 410X - BLUE		
43	HP 410X - MAGENTA		
44	HP 410X - YELLOW		
45	HP 415X - BLACK		
46	HP 415X - BLUE		
47	HP 415X - MAGENTA		
48	HP 415X - YELLOW		
49	HP 950XL - BLACK		
50	HP 951XL - BLUE		
51	HP 951XL - MAGENTA		
52	HP 951XL - YELLOW		
53	HP 953XL - BLACK		
54	HP 953XL - BLUE		
55	HP 953XL - MAGENTA		
56	HP 953XL - YELLOW		
57	HP 963XL - BLACK		
58	HP 963XL - BLUE		
59	HP 963XL - MAGENTA		
60	HP 963XL - YELLOW		
61	Samsung 204L Black		
62	Xerox C-315 -Black		
63	Xerox C-315 -Blue		
64	Xerox C- 315 -Yellow		
65	Xerox C-315 -Magenta		

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66	Xerox C-415 -Black		
67	Xerox C-415 -Blue		
68	Xerox C-415 -Yellow		
69	Xerox C-415 -Magenta		