

BRU/886/1/23
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 stationery items to 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 stationery items.
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 stationery items”
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 22.06.2025
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. 01/07/2025. 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

Annexure 1 of the tender is 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

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Section I

Scope of works

1. Annual Rate Contract for the supply of stationery items as listed in **Annexure 1** to the Embassy of India, Brussels, for 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 item however, the Embassy would be procuring a significant quantity of several of the items. The quotations may be submitted accordingly.
2. The company should be technically qualified to supply the stationery items mentioned in Annexure 1 within 2 working days after placing the order.

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Annexure 1

List of stationery items

S.N o.	Item category	Item name/Description	Qty	Unit	Product Code	Quoted price (excl.VAT)
1	Pilot V-Ball	5.0 blue pen	1	1		
2	Pilot V-Ball	5.0 black pen	1	1		
3	Pilot V-Ball	5.0 red pen	1	1		
4	Pilot V-Ball	5.0 green pen	1	1		
5	Pilot V-Ball	7.0 blue pen	1	1		
6	Pilot V-Ball	7.0 black pen	1	1		
7	Pilot V-Ball	7.0 red pen	1	1		
8	Pilot V-Ball	7.0 green pen	1	1		
9	Ballpoint	Bic crystal blue	1	1		
10	Ballpoint	Bic crystal black	1	1		
11	Ballpoint	Bic crystal red	1	1		
12	Ballpoint	Bic crystal green	1	1		
13	Pencil	Staedler Noris 120 black	1	1		
14	Pencil	Pencil sharpener Staedler	1	1		
15	Marker	Whiteboard marker – black – Artline 500A	1	1		
16	Marker	Whiteboard marker – blue – Artline 500A	1	1		
17	Marker	Whiteboard marker – red – Artline 500A	1	1		
18	Marker	Whiteboard marker – green – Artline 500A	1	1		
19	Marker	Permanent marker – black – Artline 70	1	1		
20	Marker	Permanent marker – blue – Artline 70	1	1		
21	Marker	Permanent marker – red – Artline 70	1	1		
22	Marker	Permanent marker – green – Artline 70	1	1		
23	Marker	Permanent marker – black	1	1		

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		– Artline 90				
24	Marker	Permanent marker – blue – Artline 90	1	1		
25	Marker	Permanent marker – red – Artline 90	1	1		
26	Marker	Permanent marker – green – Artline 90	1	1		
27	Highlighter	Stabilo Boss yellow	1	1		
28	Highlighter	Stabilo Boss pink	1	1		
29	Highlighter	Stabilo Boss green	1	1		
30	Highlighter	Stabilo Boss orange	1	1		
31	Eraser	Rubber eraser for pencils	1	1		
32	Eraser	Tipp Ex Correction roller	1	1		
33	Eraser	Tipp Ex Correction pen	1	1		
34	Eraser	Tipp Ex Correction liquid brush	1	1		
35	Scissors	Basic mapped scissors	1	1		
36	Letter opener	-	1	1		
37	Glue	Pritt glue stick 43g	1	1		
38	Glue	Superglue	1	1		
39	Cello tape	Dispenser Scotch magic	1	1		
40	Cello tape	Scotch magic 19mm/33mm	1	1		
41	Scotch tape	-	1	1		
42	Rubber bands	Small size	1	1		
43	Rubber bands	Medium size	1	1		
44	Rubber bands	Big size	1	1		
45	Paper clip	Small	1	1		
46	Paper clip	Medium	1	1		
47	Paper clip	Large	1	1		
48	Fold back Paper clip	Small	1	1		
49	Fold back Paper clip	Medium	1	1		
50	Fold back Paper clip	Large	1	1		
51	Hole puncher	Single-hole puncher	1	1		

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52	Hole puncher	Double hole puncher	1	1		
53	Stapler	Bostitch B8 stapler	1	1		
54	Stapples	Bostitch staples B8RC	1	1		
55	Notebook	Jalema atlanda A5 lined	1	1		
56	Notebook	Jalema atlanda 165x210 lined	1	1		
57	Notebook	Oxford book A5 lined	1	1		
58	Cutter	-	1	1		
59	Register	AURORA 210x330 lined	1	1		
60	Stickers	Sticker paper white 89X36mm	1	1		
61	Bank contact	Paper Roll 57X30X12mm 48G FSC	1	1		
62	Paper	A4 paper white 80g	1	1		
63	Paper	A3 paper white	1	1		
64	Paper	A4 paper light green	1	1		
65	Paper	A4 paper, light orange	1	1		
66	Plastic sheet	A4 L shape (corner)	1	1		
67	Plastic sheet	A4 File sheet	1	1		
68	Files	Hard plastic file box(8cm)	1	1		
69	Files	Hard plastic file box(5cm)	1	1		
70	Files	Soft file	1	1		
71	Files	File numbered dividers	1	1		
72	Files	Project file with 2 holes	1	1		
73	CDs	DVD-R	1	1		
74	CDs	CD-RW	1	1		
75	CDs	DVD-RW	1	1		
76	Office utility	Ink for stamp pad - blue	1	1		
77	Office utility	Sealing wax Red	1	1		
78	Office utility	Sealing wax Green	1	1		
79	Office utility	Ruler 30cm mapped	1	1		
80	Office utility	File tray	1	1		
81	Office utility	Desk calendar (English)	1	1		
82	Office utility	Corkboard 45/45/60cm	1	1		
83	Office utility	Corkboard 60/60/90cm	1	1		

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84	Office utility	Whiteboard 45/60cm	1	1		
85	Office utility	Whiteboard 60/90cm	1	1		
86	Office utility	Whiteboard eraser	1	1		
87	Office utility	Whiteboard magnets	1	1		
88	Office utility	Battery cell AA	1	1		
89	Office utility	Battery cell AAA	1	1		
90	Office utility	Battery cell D2	1	1		
91	Office utility	Battery cell 9V	1	1		
92	Office utility	Battery cell MN21	1	1		
93	Office utility	Good quality Pen stand	1	1		
94	Office utility	Envelopes C4	1	1		
95	Office utility	Envelopes C5	1	1		
96	Office utility	Envelopes Bubblewrap C4	1	1		
97	Office utility	Sticky notes – Post it small	1	1		
98	Office utility	Sticky notes – Post it Medium	1	1		
99	Office utility	Sticky notes – Post it Large	1	1		
100	Office utility	Index flags – Post it	1	1		
101	Office utility	Business Card holder	1	1		
102	Office utility	Wall Clock	1	1		
103	Office utility	Document holder 25/50cm-transparent	1	1		
104	Office utility	Document holder A4 - transparent	1	1		
105	Office utility	Logitech Keyboard - QWERTY	1	1		
106	Office utility	Logitech computer Mouse	1	1		
107	Office utility	Mouse pad	1	1		
108	Office utility	USB Extension cord	1	1		
109	Office utility	Electricity Extension cord	1	1		
110	Office utility	5 socket extension cord	1	1		
111	Office utility	UK adapter	1	1		
112	Office utility	Calculator	1	1		
113	Box	Cardboard Storage box - medium	1	1		
114	Box	Cardboard Storage box - large	1	1		

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115	Water	Water bottles 33cl	1	1		
116	Water	Water bottles 50cl	1	1		
117	Glass	Biodegradable Water Glass 15cl	1	1		
118	Glass	Paper Coffee glass 15 cl	1	1		
119	Tissue	Tissue Box	1	1		
120	Office utility	Packing Tape	1	1		