

217, Chaussee de Vleurgat  
1050 Ixelles, Belgium  
Email: [admn.brussels@mea.gov.in](mailto: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 22.04.2024
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. 01/05/2024. However, it may be extended for a further period of two years on year to year basis subject to providing a satisfactory supply of stationery items in the appropriate time frame.
8. Bidding company must submit the following along with their offer;

### **A. Technical Bid**

- Copy of 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 authorized 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 | 02.04.2024 |
| Bid Submission End date   | 22.04.2024 |
| Bid Opening date          | 23.04.2024 |

10. Any further information or clarification that the Tenderer may require in order to complete the Tender may be obtained from Mr. Sandeep Kumar, Attache (Administration & Estt) by email at [admn.brussels@mea.gov.in](mailto: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 payments 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 Embassy of India, Brussels for a period of one year, extendable on 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.

**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     | CANON 718 - BLACK       |              |                |
| 7     | CANON 718 - BLUE        |              |                |
| 8     | CANON 718 - MAGENTA     |              |                |
| 9     | CANON 718 - YELLOW      |              |                |
| 10    | HP 26X - BLACK          |              |                |
| 11    | HP 30A - BLACK          |              |                |
| 12    | HP 30X - BLACK          |              |                |
| 13    | HP 32A - BLACK          |              |                |
| 14    | HP 35A - BLACK          |              |                |
| 15    | HP 44A - BLACK          |              |                |
| 16    | HP 59A -BLACK           |              |                |
| 17    | HP 85A - BLACK          |              |                |
| 18    | HP 94A - BLACK          |              |                |
| 19    | HP 135A BLACK           |              |                |
| 20    | HP 201A - BLACK         |              |                |
| 21    | HP 201A - BLUE          |              |                |
| 22    | HP 201A - MAGENTA       |              |                |
| 23    | HP 201A - YELLOW        |              |                |
| 24    | HP 203X - BLACK         |              |                |
| 25    | HP 203X - BLUE          |              |                |
| 26    | HP 203X - MAGENTA       |              |                |
| 27    | HP 203X - YELLOW        |              |                |
| 28    | HP 207A - BLACK         |              |                |

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|    |                       |  |  |
|----|-----------------------|--|--|
| 29 | HP 207A - BLUE        |  |  |
| 30 | HP 207A - MAGENTA     |  |  |
| 31 | HP 207A - YELLOW      |  |  |
| 32 | HP 212A - BLACK       |  |  |
| 33 | HP 212A - BLUE        |  |  |
| 34 | HP 212A - MAGENTA     |  |  |
| 35 | HP 212A - YELLOW      |  |  |
| 34 | HP 410X - BLACK       |  |  |
| 35 | HP 410X - BLUE        |  |  |
| 36 | HP 410X - MAGENTA     |  |  |
| 37 | HP 410X - YELLOW      |  |  |
| 38 | HP 415X - BLACK       |  |  |
| 39 | HP 415X - BLUE        |  |  |
| 40 | HP 415X - MAGENTA     |  |  |
| 41 | HP 415X - YELLOW      |  |  |
| 42 | HP 950XL - BLACK      |  |  |
| 43 | HP 951XL - BLUE       |  |  |
| 44 | HP 951XL - MAGENTA    |  |  |
| 45 | HP 951XL - YELLOW     |  |  |
| 46 | HP 953XL - BLACK      |  |  |
| 47 | HP 953XL - BLUE       |  |  |
| 48 | HP 953XL - MAGENTA    |  |  |
| 49 | HP 953XL - YELLOW     |  |  |
| 50 | HP 963XL - BLACK      |  |  |
| 51 | HP 963XL - BLUE       |  |  |
| 52 | HP 963XL - MAGENTA    |  |  |
| 53 | HP 963XL - YELLOW     |  |  |
| 54 | Samsung 204L Black    |  |  |
| 55 | Xerox C-315 -Black    |  |  |
| 56 | Xerox C-315 -Blue     |  |  |
| 57 | Xerox C- 315 -Yellow  |  |  |
| 58 | Xerox C- 315 -Magenta |  |  |

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|    |                      |  |  |
|----|----------------------|--|--|
| 59 | Xerox C-415 -Black   |  |  |
| 60 | Xerox C-415 -Blue    |  |  |
| 61 | Xerox C-415 -Yellow  |  |  |
| 62 | Xerox C-415 -Magenta |  |  |