



**EMBASSY OF INDIA BEIJING  
INVITES QUOTATIONS  
FOR PURCHASE OF PRINTER, PHOTOCOPIER AND FAX MACHINE  
CARTRIDGES/TONERS.**

**LIMITED TENDER NOTICE**

**TENDER NO. PEK/GEN/885/2/2018**

**LAST DATE FOR SUBMISSION OF BIDS**

**15 March, 2019 UP TO 1500 HRS (BEIJING TIME)**

**DATE OF OPENING OF BIDS**

**15 March, 2019 AT 1600HRS (BEIJING TIME)**

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**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 supply of printer, photocopier and fax machine cartridges (HP, Canon, Epson & Samsung).

**Notice Inviting Tender:-** Sealed bids are hereby invited for purchasing of printer, photocopier and fax machine cartridges (HP, Canon & Samsung).

### **2. Eligibility criteria for bidders:**

The Company should have valid permit/registration from a competent local authority for sales of printer, photocopier and fax machine cartridges (HP, Canon, Epson & Samsung) in Beijing.

- The Company should have experience in providing supply printer, photocopier and fax machine cartridges (HP, Canon, Epson & Samsung) for a minimum of 5 years.

3. The Company should have worked with any Embassy/ Foreign Mission/ Multinational organization related to supply of printer, photocopier and fax machine cartridges (HP, Canon, Epson & Samsung) .

### **4. Scope of Work:**

Purchase and delivery of the following cartridges.

| S.No. | Description of work (Printer, Photocopier and fax Machine type). | Unit |
|-------|--|------|
| 1.    | HP LaserJet 1008 and 1108 (88A)                                  | 62   |
| 2.    | HP LaserJet P1020 (12A)  | 10   |
| 3.    | HP LaserJet E-278A (78A)   | 4    |
| 4.    | HP LaserJet M104a (18A)  | 3    |
| 5.    | HP LaserJet M104a (19A)  | 2    |
| 6.    | Canon 249dw (Cartridge 337) Black                                | 3    |
| 7.    | Canon LBP 7010 (Cartridge 329) <b>Black</b>                      | 3    |
| 8.    | Canon Cartridge 331, <b>Black</b>                                | 1    |
| 9.    | Canon Cartridge 331, <b>Cyan</b>                                 | 1    |
| 10.   | Canon Cartridge 331 <b>Magenta</b>                               | 1    |
| 11.   | Canon Cartridge 331 <b>Yellow</b>                                | 1    |
| 12.   | HP 277dw (201) <b>Black</b>                                      | 3    |
| 13.   | HP 277dw (201) <b>Cyan</b>                                       | 3    |
| 14.   | HP 277dw (201) <b>Magenta</b>                                    | 3    |
| 15.   | HP 277dw (201) <b>Yellow</b>                                     | 3    |
| 16.   | HP 254 dw (202 ) <b>Black</b>                                    | 12   |

|     |   |   |
|-----|---|---|
| 17. | HP 254 dw (202 ) <b>Cyan</b>                      | 8 |
| 18. | HP 254 dw (202 ) <b>Magenta</b>                   | 8 |
| 19. | HP 254 dw (202 ) <b>Yellow</b>                    | 8 |
| 20. | HP 6960 Office ink jet 905 Color <b>Black</b>     | 2 |
| 21. | HP 6960 Office ink jet 905 Color <b>Cyan</b>      | 2 |
| 22. | HP 6960 Office ink jet 905 Color <b>Magenta</b>   | 2 |
| 23. | HP 6960 Office ink jet 905 Color <b>Yellow</b>    | 2 |
| 24. | Samsung MLT D 101 S <b>Black</b>                  | 1 |
| 25. | Canon CE -250 A                                   | 1 |
| 26. | HP-Colour CP 2025 (CC 530A)                       | 1 |
| 27. | HP-Colour CP 2025 (CC 531A)                       | 1 |
| 28. | HP-Colour CP 2025 (CC 532A)                       | 1 |
| 29. | HP-Colour CP 2025 (CC 533A)                       | 1 |
| 30. | HP lase Jet 700 color MFP775 ( 651), <b>Black</b> | 1 |
| 31. | HP lase Jet 700 color MFP775 ( 651), <b>Cyan</b>  | 1 |
| 32. | HP lase Jet CE 340A ( 651A), <b>Black</b>         | 1 |
| 33. | HP MFP CF 210(A) (131 A) <b>Black</b>             | 1 |
| 34. | HP MFP M 276 (A) (210A) <b>Black</b>              | 1 |
| 35. | HP MFP M276N (A) (211 A) <b>Cyan</b>              | 1 |
| 36. | HP MFP M276N (A) (212 A) <b>Yellow</b>            | 1 |
| 37. | HP MFP M276N (A) (213 A) <b>Magenta</b>           | 1 |
| 38. | HP 130 A <b>Black</b>                             | 1 |
| 39. | Canon ink jet 815                                 | 2 |
| 40. | Canon ink jet (PG)815                             | 1 |
| 41. | Canon Ink Jet 816                                 | 2 |
| 42. | Canon Ink Jet (CL)816                             | 1 |
| 43. | Samsung M2836dw                                   | 3 |
| 44. | HP M451nw (305 A) <b>Black</b>                    | 1 |
| 45. | HP M451nw (305 A) <b>Cyan</b>                     | 1 |
| 46. | HP M451nw (305 A) <b>Magenta</b>                  | 1 |
| 47. | HP M451nw (305 A) <b>yellow</b>                   | 1 |
| 48. | Canon IR2016 (Photocopier Toner G-28)             | 1 |
| 49. | Canon 4235 (Photocopier Toner)                    | 1 |
| 50. | Canon L398S (Fax Machine) CQW                     | 1 |
| 51. | Canon -328 (Fax Machine)                          | 1 |
| 52. | HP B5L04A (C980D8J07A)                            | 3 |
| 53. | HP B5L05A (C980D8J08A)                            | 3 |
| 54. | HP B5L06A (C980D8J09A)                            | 3 |
| 55. | HP (C980D8J010A)                                  | 3 |

5. **Bid system:-** The bidder company shall submit its offer in an envelope, superscripted as “Tender Quotation for sale printer, photocopier and fax machine cartridges (HP, Canon, Epson & 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 person Mr. Anil Kumar, Property Assistant, 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 or lump sum basis. 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”

**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. |  |
| 5. | Period of Bid validity.                        |  |

**FINANCIAL BID****Cost of 288 no. items as per scope of work :-**

| Item-wise break-up and Description              | Amount Per pec (RMB) | Total Amount incl. Tax (RMB) |
|---|----------------------|------------------------------|
| HP LaserJet 1008 and 1108 (88A)                 |                      |                              |
| HP LaserJet P1020 (12A)                         |                      |                              |
| HP LaserJet E-278A (78A)                        |                      |                              |
| HP LaserJet M104a (18A)                         |                      |                              |
| HP LaserJet M104a (19A)                         |                      |                              |
| Canon 249dw (Cartridge 337) Black               |                      |                              |
| Canon LBP 7010 (Cartridge 329) <b>Black</b>     |                      |                              |
| Canon Cartridge 331, <b>Black</b>               |                      |                              |
| Canon Cartridge 331, <b>Cyan</b>                |                      |                              |
| Canon Cartridge 331 <b>Magenta</b>              |                      |                              |
| Canon Cartridge 331 <b>Yellow</b>               |                      |                              |
| HP 277dw (201) <b>Black</b>                     |                      |                              |
| HP 277dw (201) <b>Cyan</b>                      |                      |                              |
| HP 277dw (201) <b>Magenta</b>                   |                      |                              |
| HP 277dw (201) <b>Yellow</b>                    |                      |                              |
| HP 254 dw (202 ) <b>Black</b>                   |                      |                              |
| HP 254 dw (202 ) <b>Cyan</b>                    |                      |                              |
| HP 254 dw (202 ) <b>Magenta</b>                 |                      |                              |
| HP 254 dw (202 ) <b>Yellow</b>                  |                      |                              |
| HP 6960 Office ink jet 905 Color <b>Black</b>   |                      |                              |
| HP 6960 Office ink jet 905 Color <b>Cyan</b>    |                      |                              |
| HP 6960 Office ink jet 905 Color <b>Magenta</b> |                      |                              |
| HP 6960 Office ink jet 905 Color <b>Yellow</b>  |                      |                              |
| Samsung MLT D 101 S <b>Black</b>                |                      |                              |
| Canon CE -250 A                                 |                      |                              |
| HP-Colour CP 2025 (CC 530A)                     |                      |                              |
| HP-Colour CP 2025 (CC 531A)                     |                      |                              |

|   |  |  |
|---|--|--|
| HP-Colour CP 2025 (CC 532A)                       |  |  |
| HP-Colour CP 2025 (CC 533A)                       |  |  |
| HP lase Jet 700 color MFP775 ( 651), <b>Black</b> |  |  |
| HP lase Jet 700 color MFP775 ( 651), <b>Cyan</b>  |  |  |
| HP lase Jet CE 340A ( 651A), <b>Black</b>         |  |  |
| HP MFP CF 210(A) (131 A) <b>Black</b>             |  |  |
| HP MFP M 276 (A) (210A) <b>Black</b>              |  |  |
| HP MFP M276N (A) (211 A) <b>Cyan</b>              |  |  |
| HP MFP M276N (A) (212 A) <b>Yellow</b>            |  |  |
| HP MFP M276N (A) (213 A) <b>Magenta</b>           |  |  |
| HP 130 A <b>Black</b>                             |  |  |
| Canon ink jet 815                                 |  |  |
| Canon ink jet (PG)815                             |  |  |
| Canon Ink Jet 816                                 |  |  |
| Canon Ink Jet (CL)816                             |  |  |
| Samsung M2836dw                                   |  |  |
| HP M451nw (305 A) <b>Black</b>                    |  |  |
| HP M451nw (305 A) <b>Cyan</b>                     |  |  |
| HP M451nw (305 A) <b>Magenta</b>                  |  |  |
| HP M451nw (305 A) <b>yellow</b>                   |  |  |
| Canon IR2016 (Photocopier Toner G-28)             |  |  |
| Canon 4235 (Photocopier Toner)                    |  |  |
| Canon L398S (Fax Machine) CQW                     |  |  |
| Canon –328 (Fax Machine)                          |  |  |
| HP B5L04A (C980D8J07A)                            |  |  |
| HP B5L05A (C980D8J08A)                            |  |  |
| HP B5L06A (C980D8J09A)                            |  |  |
| HP (C980D8J010A)                                  |  |  |
| <b>Delivery charges</b>                           |  |  |
| <b>Total Amount</b>                               |  |  |

**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**