



**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

27 January, 2021 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING OF BIDS

27 January, 2021 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 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)	35
2.	HP M403 d (28A)	19
3.	HP131A (CF 210A) Black	2
4.	HP131A (CF 211A) Cyan	2
5.	HP131A (CF 212A) Yellow	2
6.	HP131A (CF 213A) Magenta	2
7.	<i>X585 DBJ 07A(Cyan)</i>	3
8.	<i>X585 DBJ 08A(Magenta)</i>	3
9.	<i>X585 DBJ 09 A(Yellow)</i>	3
10.	<i>X585 DBJ 10 A(Black)</i>	3
11.	HP-77-A	15
12.	Canon 337	4
13.	HP 304A (CC531A) (Only Cyan)	1

14.	HP 130A 350A(Black)	3
15.	HP 130A 351A(Cyan)	1
16.	HP 130A 352A(Magenta)	1
17.	HP 130A 353A(Yellow)	1
18.	HP 277dw (201) Black 400A	1
19.	HP 277dw (201) Cyan 401A	1
20.	HP 254 dw (202A) Black 500A	27
21.	HP 254 dw (202A) Cyan 501A	17
22.	HP 254 dw (202 A) Magenta 503A	17
23.	HP 254 dw (202A) Yellow 502A	17
24.	Samsung D 101S	9
25.	MFP M 477 Fdw (CF 410A Black)	5
26.	MFP M 477 Fdw (CF 411A Magenta)	1
27.	MFP M 477 Fdw (CF 412A Yellow)	1
28.	HP lase Jet 700 color MFP775 (651), Black 340A	6
29.	HP lase Jet 700 color MFP775 (651), Cyan 341 A	3
30.	HP lase Jet 700 color MFP775 (651), Yellow 342 A	3
31.	HP lase Jet 700 color MFP775 (651), Magenta 343 A	4
32.	Canon PG 815 (Black)	1
33.	Canon PG 816 (Color)	1
34.	EPSON L - 805(C674) (M674) (LM674) (LC674) (BK674) (Y674)	1 Set
35.	EPSON L - 805 (LM674 Only)	1
36.	EPSON - R330 Yellow	3
37.	EPSON - R330 Light Cyan	3
38.	EPSON - R330 Light Magenta	3
39.	Canon NPG - 51	2
40.	Canon NPG - 57	1

5. **Bid system:-** The bidder company shall submit its offer in an envelope, superscripted as “Tender Quotation for 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”

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.	
5.	Period of Bid validity.	

FINANCIAL BID

Cost of 228 no. items as per scope of work :-

Item-wise break-up and Description	Amount Per pcs (RMB)	Total Amount incl. Tax (RMB)
Description of work (Printer, Photocopier and fax Machine type).		
HP LaserJet 1008 and 1108 (88A)		
HP M403 d (28A)		
HP131A (CF 210A) Black		
HP131A (CF 211A) Cyan		
HP131A (CF 212A) Yellow		
HP131A (CF 213A) Magenta		
X585 DBJ 07A(Cyan)		
X585 DBJ 08A(Magenta)		
X585 DBJ 09 A(Yellow)		
X585 DBJ 10 A(Black)		
HP-77-A		
Canon 337		
HP 304A (CC531A) (Only Cyan)		
HP 130A 350A(Black)		
HP 130A 351A(Cyan)		
HP 130A 352A(Magenta)		
HP 130A 353A(Yellow)		
HP 277dw (201) Black 400A		
HP 277dw (201) Cyan 401A		
HP 254 dw (202A) Black 500A		
HP 254 dw (202A) Cyan 501A		
HP 254 dw (202 A) Magenta 503A		
HP 254 dw (202A) Yellow 502A		
Samsung D 101S		

MFP M 477 Fdw (CF 410A Black)		
MFP M 477 Fdw (CF 411A Magenta)		
MFP M 477 Fdw (CF 412A Yellow)		
HP lase Jet 700 color MFP775 (651), Black 340A		
HP lase Jet 700 color MFP775 (651), Cyan 341 A		
HP lase Jet 700 color MFP775 (651), Yellow 342 A		
HP lase Jet 700 color MFP775 (651), Magenta 343 A		
Canon PG 815 (Black)		
Canon PG 816 (Color)		
EPSON L - 805(C674) (M674) (LM674) (LC674) (BK674) (Y674)		
EPSON L - 805 (LM674 Only)		
EPSON - R330 Yellow		
EPSON - R330 Light Cyan		
EPSON - R330 Light Magenta		
Canon NPG - 51		
Canon NPG - 57		
Delivery charges		
Total Amount		

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