



**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

30 Aug, 2018 UP TO 1500 HRS (BEIJING TIME)

DATE OF OPENING OF BIDS

30 Aug, 2018 AT 1600HRS (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 (authorised 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)	120
2.	HP LaserJet P1020 (12A)	20
3.	HP LaserJet 1566 (78A)	12
4.	HP LaserJet M104a (18A)	6
5.	HP LaserJet M104a (19 A)	2
6.	Canon 249dw (Cartridge 337) Black	6
7.	Canon LBP 7010 (Cartridge 329) Black	3
8.	Canon Cartridge 331, Black	2
9.	Canon Cartridge 331, Cyan	2
10.	Canon Cartridge 331 Magenta	2
11.	Canon Cartridge 331 Yellow	2

12.	HP 277dw (201) Black	3
13.	HP 277dw (201) Cyan	4
14.	HP 277dw (201) Magenta	4
15.	HP 277dw (201) Yellow	4
16.	HP 254 M (202) Black	4
17.	HP 254 M (202) Cyan	2
18.	HP 254 M (202) Magenta	2
19.	HP 254 M (202) Yellow	2
20.	HP M403 (28A) Black	4
21.	HP 6960 ink jet Color Black	2
22.	HP 6960 ink jet Color Cyan	3
23.	HP 6960 ink jet Color Magenta	3
24.	HP 6960 ink jet Color Yellow	3
25.	EPSON L805 color (ink jet) Black	4
26.	EPSON R330 color ink jet, Black	1 0
27.	EPSON R330 color ink jet, Cyan	5
28.	EPSON R330 color ink jet, Magenta	5
29.	EPSON R330 color ink jet, Yellow	5
30.	HP-980 (HP-MFPX-585) Black	1
31.	HP-980 (HP-MFPX-585), Cyan	1
32.	HP-980 (HP-MFPX-585), Magenta	1
33.	HP-980 (HP-MFPX-585), Yellow	1
34.	Samsung ML-2161	3
35.	HP Color CP3525, Black	1
36.	HP Color CP3525, Cyan	1
37.	HP Color CP3525, Magenta	1
38.	HP Color CP3525, Yellow	1
39.	Epson LQ 80KF (inkjet), Black	2
40.	HP lase Jet 700 color MFP775 (651), Black	7
41.	HP lase Jet 700 color MFP775 (651), Cyan	2
42.	HP lase Jet 700 color MFP775 (651), Yellow	3
43.	HP lase Jet 700 color MFP775 (651), Magenta	3

44.	HP MFP M276N (A) (131 A) Black	1
45.	HP MFP M276N (A) (131 A) Cyan	1
46.	HP MFP M276N (A) (131 A) Yellow	1
47.	HP MFP M276N (A) (131 A) Magenta	1
48.	HP 130 A Black	3
49.	Canon ink jet 815	4
50.	Canon Ink Jet 816	4
51.	Samsung M2836dw	3
52.	HP M475dn (305 A) Black	2
53.	Canon 4235 (Photocopier)	1
54.	Canon 3025 (Photocopier)	1
55.	Canon L390S (Fax Machine)	1
56.	Canon –L170 (Fax Machine)	1

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. Jitendra 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 1566 (78A)		
HP LaserJet M104a (18A)		
HP LaserJet M104a (19 A)		
Canon 249dw (Cartridge 337) Black		
Canon LBP 7010 (Cartridge 329) Black		
Canon Cartridge 331, Black		
Canon Cartridge 331, Cyan		
Canon Cartridge 331 Magenta		
Canon Cartridge 331 Yellow		
HP 277dw (201) Black		
HP 277dw (201) Cyan		
HP 277dw (201) Magenta		
HP 277dw (201) Yellow		
HP 254 M (202) Black		
HP 254 M (202) Cyan		

HP 254 M (202) Magenta		
HP 254 M (202) Yellow		
HP M403 (28A) Black		
HP 6960 ink jet Color Black		
HP 6960 ink jet Color Cyan		
HP 6960 ink jet Color Magenta		
HP 6960 ink jet Color Yellow		
EPSON L805 color (ink jet) Black		
EPSON R330 color ink jet, Black		
EPSON R330 color ink jet, Cyan		
EPSON R330 color ink jet, Magenta		
EPSON R330 color ink jet, Yellow		
HP-980 (HP-MFPX-585) Black		
HP-980 (HP-MFPX-585), Cyan		
HP-980 (HP-MFPX-585), Magenta		
HP-980 (HP-MFPX-585), Yellow		
Samsung ML-2161		
HP Color CP3525, Black		
HP Color CP3525, Cyan		
HP Color CP3525, Magenta		
HP Color CP3525, Yellow		
Epson LQ 80KF (inkjet), Black		
HP lase Jet 700 color MFP775 (651), Black		
HP lase Jet 700 color MFP775 (651), Cyan		
HP lase Jet 700 color MFP775 (651), Yellow		
HP lase Jet 700 color MFP775 (651), Magenta		
HP MFP M276N (A) (131 A) Black		
HP MFP M276N (A) (131 A) Cyan		
HP MFP M276N (A) (131 A) Yellow		
HP MFP M276N (A) (131 A) Magenta		
HP 130 A Black		
Canon ink jet 815		

Canon Ink Jet 816		
Samsung M2836dw		
HP M475dn (305 A) Black		
Canon 4235 (Photocopier)		
Canon 3025 (Photocopier)		
Canon L390S (Fax Machine)		
Canon –L170 (Fax Machine)		
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