

**Consulate General of India
Dubai

Duba/Prop/886/01/2024

Date: 13.07.2026

TENDER NOTICE

The Consulate General of India, Dubai invites sealed bids from eligible and interested vendors for the **Annual Rate Contract for Supply of Printer Toners and Cartridges** required for official use at the Consulate premises in Dubai. Interested bidders are requested to submit their bids as per the terms and conditions set forth herein. The last date for receipt of bids in sealed envelope is on or before **1600 hrs of 3rd August, 2026** in the office of Head of Chancery, Consulate General of India, Diplomatic Enclave, Al Hamariya, Bur Dubai, Dubai. Details of the tender documents are available on **www.cgidubai.gov.in/tenders**.

**VC (Admin & Property)
Email: prop.dubai@mea.gov.in**

Duba/Prop/885/03/2025
Consulate General of India
Dubai

Invitation for Tender – Annual Rate Contract for Toners and Cartridges

Sealed tenders are invited from eligible contractors for the under-mentioned requirements as per the terms and conditions set forth in the Tender Documents:

1.	Tendering Authority	Consulate General of India, Dubai
2.	Invitation Ref. No. & Date	Duba/Prop/885/03/2025 dated 10.07.2026
3.	Procurement Method	Open Tendering Method
4.	Source of Fund	Government of India
5.	Tender Name	Annual Rate Contract for Supply of Printer Toners and Cartridges for Consulate General of India, Dubai.
6.	Contract Period	One (01) Year from the date of award of contract, extendable by one more year subject to satisfactory performance.
7.	Earnest Money Deposit (EMD) / Tender Security Amount	AED 500/- (Dirhams Five Hundred only) by way of Banker's Cheque/Demand Draft in favour of Consulate General of India, Dubai. Any bid not accompanied by EMD shall be rejected. EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. EMD will be forfeited if the bidder withdraws his bid during the validity period or fails to sign the agreement in time.
8.	Tender Submission Date	Publication Date : 13.07.2026 (1600 hrs) Last Date of Submission : 03.08.2026 (1600 hrs)
9.	Tender Opening Date & Time	Financial Bids will be opened on 07.08.2026 (1100 hrs). Intending tenderer or their authorized representatives may attend the opening of tenders.
10.	Eligibility of Tenderers	The invitation of tender is open to all eligible tenderer as mentioned below: (a) Reputed companies dealing in supply of original/compatible printer toners and cartridges, registered with UAE Government, with a minimum of three (03) years of overall experience in providing such services in UAE. (b) Tenderer must have successfully executed similar supply contracts for any Government / Semi-Government / Autonomous Body / Embassy / Consulate. (c) Tenderer must have an up-to-date Trade License and requisite approvals from UAE regulatory authorities.
11.	Name and Address of Office Receiving & Opening Tenders	Office of Consul (Head of Chancery), Consulate General of India, Dubai (Plot No. 314, Al Hamriya Diplomatic Enclave Area, Umm Hurair 1, Dubai).
12.	Special Instructions	Tender document is available at https://www.cgidubai.gov.in/section/tenders/ . Bidders should download the tender document through this link. The tenders should be submitted in a sealed cover superscribed "Financial Bid – Annual Rate Contract for Toners and Cartridges" and addressed to "Head of Chancery, Consulate General of India, P.O. Box No. 737, Dubai". The Financial Bid should

		contain unit rates for all items as per the proforma at Annexure-II. Statutory taxes as applicable should be separately mentioned. The tenderer shall submit documentary evidence in respect of their financial and technical capabilities and experience in execution of similar work. Only one tender per tenderer is permitted. A tenderer who submits or participates in more than one tender will be disqualified. Quotation should be valid for at least 120 days from the date of submission. Rates quoted shall remain valid and firm throughout the contract period.
13.	Scope of Work & Terms and Conditions	(a) The contractor shall supply printer toners and cartridges as per the list in Annexure-II at the rates agreed in the Annual Rate Contract, on a demand basis throughout the contract period. (b) All items supplied must be original/OEM or compatible and of good quality. Substandard supplies will be rejected and replaced at the contractor's expense. (c) Delivery shall be made to the Consulate General of India, Dubai within 03 working days of receipt of purchase order. (d) Payment shall be made against a valid Tax Invoice after satisfactory delivery and inspection. (e) Any applicable VAT or other levies shall be charged as per UAE regulations and shall be borne by the Consulate. (f) The Consulate reserves the right to accept or reject any tender without assigning any reason. (g) The Consulate does not guarantee a minimum purchase quantity under this rate contract. (h) Separate bids will be invited from empanelled EMCs for every event to be organized by Consulate General Of India Dubai during the period of this contract, and the lowest quoted rate of each item (at the time of empanelment) shall be the ceiling rate for that item. Email: prop.dubai@mea.gov.in / propertysec.dubai@mea.gov.in

The tendering authority reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons, and to accept tender for all or any one or more of the articles for which the service provider has bid.

Any bid received after the deadline for submission of bids will be rejected and returned unopened to the service provider.

Annexure I – Technical Bid

To,

VC Admin & Property

Consulate General of India, Dubai

Dear Sir/Madam,

I/We, _____, Representative(s) of M/s.
_____ solemnly declare that:–

- I/We are submitting tender for Annual Rate Contract for Supply of Printer Toners and Cartridges against Tender Notice No. Duba/Prop/885/03/2025 dated 09.07.2026.
- Myself/My partners do not have any relative working in any office of Consulate General of India, Dubai.
- All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
- All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
- The Price Bid submitted by me/us is "WITHOUT ANY CONDITION".
- I/We have not been banned/de-listed by any Government or Quasi-Government agencies or PSUs.
- If any information or document submitted is found to be false/incorrect, the Consulate may cancel my/our tender and take any action as deemed fit, including forfeiture of Earnest Money and blacklisting of my/our firm.
- All the terms and conditions of the tender are acceptable to us.

Yours sincerely,

(Signature of Tenderer)

Name: _____

Date: _____

General Information and EMD Details

1	EMD Details – DD No. & Date: Amount in AED: Name of Bank:	
2	Name and Address of the Bidder:	
3	Contact Person:	
4	Telephone:	
5	Fax:	
6	E-mail:	
7	Mobile No.:	
8	Category of Bidder (Company / Partnership / Proprietary):	
9	Details of Owners/Partners – Nationality:	
10	Name of Chief Executive Officer and Telephone No.:	
11	Year of Establishment:	
12	Trade License Number (attach copy):	
13	Name and Address of Banker:	
14	List of Major Clients and Size of Orders Executed:	

Note: Separate sheets may be attached wherever necessary.

**Signature of the Tenderer
With Stamp and Date**

Annexure II – Financial Bid

List of Printer Cartridges/Toners required by the Consulate General of India, Dubai under the Annual Rate Contract. Unit prices to be quoted per item (inclusive of all charges except VAT):

S No.	Model No.	Details of Printer Cartridge / Toner	Unit Price (AED) excl. VAT	Unit Price (AED) incl. VAT 5%
1		HP 05A		
2		HP 12A		
3		HP 13A		
4		HP 17A		
5		HP 19A		
6		HP 26A		
7		HP 30A		
8		HP 32A		
9		HP 36A		
10		HP 44A		
11		HP 49A		
12		HP 53A		
13		HP 80A		
14		HP 83A		
15		HP 85A		
16		HP 92A		
17		HP 106A		
18		HP 104A		
19		HP 136A		
20		HP 201A CF400A – Black		
21		HP 201A CF401A – Cyan		
22		HP 201A CF402A – Yellow		
23		HP 201A CF403A – Magenta		
24		HP 131A CF210A – Black		
25		HP 131A CF211A – Cyan		
26		HP 131A CF212A – Yellow		
27		HP 131A CF213A – Magenta		
28		HP 126A CF300A – Black		
29		HP 126A CF311A – Cyan		

S No.	Model No.	Details of Printer Cartridge / Toner	Unit Price (AED) excl. VAT	Unit Price (AED) incl. VAT 5%
30		HP 126A CF312A – Yellow		
31		HP 126A CF313A – Magenta		
32		HP 410A CF410A – Black		
33		HP 410A CF411A – Cyan		
34		HP 410A CF412A – Yellow		
35		HP 410A CF413A – Magenta		
36		HP 207A W2210A – Black		
37		HP 207A W2211A – Cyan		
38		HP 207A W2212A – Yellow		
39		HP 207A W2213A – Magenta		
40		HP 203A CF540A – Black		
41		HP 203A CF541A – Cyan		
42		HP 203A CF542A – Yellow		
43		HP 203A CF543A – Magenta		
44		HP 415A W2030A – Black		
45		HP 415A W2031A – Cyan		
46		HP 415A W2032A – Yellow		
47		HP 415A W2033A – Magenta		
48		T6733 Magenta (Epson L805)		
49		T6732 Cyan (Epson L805)		
50		T6731 Black (Epson L805)		
51		T6734 Yellow (Epson L805)		
52		T6735 Light Cyan (Epson L805)		
53		T6736 Light Magenta (Epson L805)		
54		HP Neverstop Laser 103A		
55		HP 151A		
56		HP 230A – Black		
57		HP 230A – Cyan		
58		HP 230A – Yellow		
59		HP 230A – Magenta		
60		HP 651 (Tri-color & Black)		

S No.	Model No.	Details of Printer Cartridge / Toner	Unit Price (AED) excl. VAT	Unit Price (AED) incl. VAT 5%
61		Cannon Cartridge 075		
62		Any other as per future requirements		

Note: (1) Rates quoted shall remain firm throughout the contract period. (2) Delivery shall be within 03 working days of purchase order. (3) Only original OEM or compatible quality items shall be supplied. (4) VAT @5% shall be charged separately as applicable.

Signature of the Tenderer
With Stamp and Date