

Tender Notice

The Consulate General of India, Dubai invites financial bids for Quotations from Original Equipment Manufacturer (OEM) or Authorized suppliers / distributors for supply of printer cartridges/toners to the Consulate. A list of printer cartridges/toners required to be supplied is specified at Annexure of this Tender Document. The last date of submission of bids is **22.02.2018**.

2. Financial Bid:-

- i) The bidder shall quote the rate per unit for each item as per the proforma given at Annexure in the Tender Document.
- ii) The items not quoted for should be clearly marked "NOT QUOTED" in bold letters against the item entry.
- iii) The bid shall be valid for a period of one year. The bidder will submit an undertaking that the rate per unit (s) quoted by the bidder in financial bid for each item shall be final and valid for a period of one year from the date of the submission of bids.
- iv) The bidders are strictly advised to refrain from quoting unrealistic prices, at which they may not make supplies later.
- v) Unsigned quotations will not be considered. Incomplete and conditional tenders will be summarily rejected.
- vi) No overwriting or cutting is permitted in the financial bid Form. In such cases, the tender shall be summarily rejected.
- vii) The bidder shall be either original manufacturer of the item covered under this tender or Authorised distributor/Supplier/dealer of such items. A valid proof of such authorization has to be compulsorily attached with the bid in case bidder is not Original Equipment Manufacturer (OEM), failing which the bidder will stand disqualified.

3. Submission of Bids:-

- i) The quotations shall be submitted to Head of Chancery, Consulate General of India, Post Box No.737, Dubai. The bids may be submitted by Registered post, by Hand in Person or by Courier latest by **22.02.2018**.
- ii) Late submission of bids shall not be accepted. Quotation received after due date and rates not quoted in specified Proforma shall stand rejected.
- iii) All entries in the tender form should be legible and filled clearly.
- iv) Tenders received after the closing date and time prescribed in the tender notice, shall NOT be accepted under any circumstances.

4. The contract shall be awarded on the basis of the lowest quote for each item. If two or more bidders have offered the same rate, the Consulate reserves the right to classify all such bidders as lowest and divide the purchase order suitably between them. During the period, no request for increase in quoted rates shall be accepted under any circumstances.

5. Consulate reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever. Consulate reserves the right to award the supply orders in parts to more than one Bidder. Consulate reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so

as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract. Consulate reserves the right to black list a bidder for a suitable period in case the firm fails to honor its bid without sufficient grounds. If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted. It shall in no way be binding on the Consulate to purchase the exact number of quantities as indicated in Section II of the Tender Document. The actual quantities that may be purchased by the Consulate may vary in each case.

6. The supply of HP printer cartridges shall be made on FOD (Free on Delivery) Basis to the Consulate General of India, Al Hamriya Diplomatic Enclave, Dubai. The delivery at site(s) must be completed within 10 (Ten) days from the date of issue of supply order from the Consulate.

7. The material shall be in original packing from the manufacturer clearly indicating manufacturing date & expiry date. In case of any manufacturing defect of any shape/kind, the item shall have to be immediately replaced with a new one. The date of manufacturing of cartridges should not be shorter than 12 months from the date of actual supply based on the requisition made by the Consulate. In no case refilled cartridges or refurbished items will be supplied. If any item is subsequently found to be of a substandard (inferior quality) / substitute / refurbished or refilled, the same will be rejected and any loss caused to the printers due to such cartridges shall be recovered from the firm and the payment of bill against the materials issued will not be made and the firm will be liable for appropriate action. The supply shall be completed within the delivery time as per Terms & Conditions of the Tender Document from the date of placement of Purchase Order.

8. Payment against bill/Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the Consulate. Payment will be made direct to the supplier by cheque. No request for other mode of payment will be entertained. No advance payment will be made in any case.

9. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Consul General of India, Dubai or any person nominated by him. The decision of the sole arbitrator shall be final and binding on the parties.

Dubai
23.01.2018

List of printer cartridges/toners to be supplied

Sl. No.	Details of Printer cartridges	Unit Price (in AED)
1	HP 05A	
2	HP 12A	
3	HP 13A	
4	HP 17A	
5	HP 19A	
6	HP 36A	
7	HP 49A	
8	HP 53A	
9	HP 80A	
10	HP 83A	
11	HP 85A	
12	HP CB400A Black	
13	HP CB401A Cyan	
14	HP CB402A Yellow	
15	HP CB403A Magenta	
16	HP 131 Black	
17	HP 134 Tri-Colour	
18	HP 131A Black	
19	HP 131A Cyan	
20	HP 131A Yellow	
21	HP 131A Magenta	
22	HP 177 Black	
23	HP 177 Cyan	
24	HP 177 Magenta	
25	HP 177 Yellow	
26	HP 177 Light Cyan	
27	HP 177 Light Magenta	
28	HP CC530A Black	
29	HP CC531A Cyan	
30	HP CC532A Yellow	
31	HP CC533A Magenta	
32	Epson T6731	
33	Epson T6732	
34	Epson T6733	
35	Epson T6734	
36	Epson T6735	
37	Epson T6736	
38	Brother DR 2255	
39	Brother TN 2280	
40	Canon CRG728	
41	Samsung MLT-103L	
42	Samsung MLT-203L	