

No. Duba/Prop/886/01/2018  
Consulate General of India  
Dubai

### **Tender Notice**

The Consulate General of India, Dubai invites financial bids for Quotations from Original stationery items (OSI) or Authorized suppliers / distributors for supply of office stationery items to the Consulate. A list of general stationery items required to be supplied is specified at Annexure of this Tender Document. The last date of submission of bids is **03.10.2019**.

#### 2. Financial Bid:-

- i) The bidder shall quote the rate including applicable VAT per unit for each item as per the proforma given at Annexure in the Tender Document. Items made in India would be preferred.
- 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.

#### 3. Submission of Bids:-

- i) The sealed quotations shall be submitted to Head of Chancery, Consulate General of India, Post Box No.737, Dubai. The sealed bids may be submitted by Registered post, by Hand in Person or by Courier latest by **03.10.2019**.
- 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 material shall be in original packing from the manufacturer clearly indicating manufacturing date & expiry date, if applicable. 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 items should not be shorter than 12 months from the date of actual supply based on the requisition made by the Consulate. If any item is subsequently found to be of a substandard (inferior quality) / substitute / refurbished, the same will be rejected and any loss caused due to such item 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.

7. Payment against VAT 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 within 30 days. No request for other mode of payment will be entertained. No advance payment will be made in any case.

8. All disputes, differences and questions arising out of or in any way 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.

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Dubai  
09.09.2019



No. Duba/Prop/886/01/2015  
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S.No	Items and brand name	Quantity	
1.	Ball pen blue (Cello fine) or other equivalent brand	800	
2.	Ball pen black (Cello fine)	350	
3.	Binder clip 15mm (Deluxe)	70 packet	
4.	Binder clip 25mm (Deluxe)	70 packet	
5.	Binder clip 19 mm (Deluxe)	70 packet	
6.	Battery AA (Energizer)	90 nos.	
7.	Battery AAA (Energizer)	90 nos.	
8.	Box file (Rado)	400 nos.	
9.	Color flag (Post It)	200 Pc	
10.	Correction pen (Deluxe)	200 Pc	
11.	Cello tape (Deli)	200 nos.	
12.	Damper (water sponge)	30 nos.	
13.	Glue stick 22 gram (Deli)	300 nos.	
14.	Highlighter orange (Deluxe)	150 nos.	
15.	Highlighter green (Deluxe)	150 nos.	
16.	Gel pen Blue .2 (Zebra) or other equivalent brand	250 nos.	
17.	Gel pen blue .5 (Zebra)	250 nos.	
18.	Gel pen green .5 (Zebra)	540 nos.	

19.	Gel pen Black .5 (Zebra)	210 nos.	
20.	Gel pen red .5 (Zebra)	200 nos.	
21.	Marker black bold (Camelin/Deluxe)	150 nos.	
22.	Marker Thin Black (Camelin/Deluxe)	150 nos.	
23.	Note book (shorthand)	100 nos.	
24.	Note book pocket size	100 nos.	
25.	Cello tape (Vira)	220 nos.	
26.	Masking Tape (Vira)	60 pc	
27.	Paper clip 233 (Sax 233)	120 Packet	
28.	Packing tape	30 nos.	
29.	Pencil (Mercury)	200 Pc	
30.	Photocopy paper (JK)	300 box	
31.	L shape folder transparent (Easy Rech)	500 nos	
32.	Post it yellow 3x3 (Infonote)	150 nos.	
33.	Single hole punch (Deli 0114)	45 Pc	
34.	Register F/S 2Q (FIS)	30 nos	
35.	Register F/S 6Q (FIS)	30 nos.	
36.	Sharpener (Eisen)	60 nos.	
37.	Receipt printer paper roll	30 nos.	
38.	Scissor (Deli 6014)	30 nos.	
39.	Stapler Pin 26/6 (Kangaro)	60 box( in each box 20 small box)	

40.	Stapler Pin small 10N (Kangaro)	30 box ( in each box 20 small box)	
41.	Stapler (Kangaro DS 45n)	20 nos.	
42.	Stamp pad ink RED (flamingo)	60 nos.	
43.	Stamp pad ink Green (Flamingo)	60 nos.	
44.	Stapler (Kangaro 10)	20 nos.	
45.	Rubber Band 32N (FIS)	60 Packet	
46.	File Tag green 152 MM (Premium Grip)	50 Box	
47.	Gift Paper (any brand silver or golden paper)	05 packet	
48.	Scale Plastic (Flamingo)	15 nos.	
49.	Stapler pin remover (Modest)	50 nos.	
50.	Tape dispenser(Flamingo)	10 nos.	
51.	Plastic folder (Top Star)	500 nos.	
52.	Paper cutter (Flamingo)	30 nos.	
53.	Calculator (Flamingo)	20 nos.	
54.	Face mask	20 box.	

[As far as possible, products made in India would be preferred]