

**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 **10.04.2023**.

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.
- 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 **10.04.2023**.
- 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 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. 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.

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Dubai  
20.03.2023

**List of printer cartridges/toners to be supplied**

<b>Sl. No.</b>	<b>Details of Printer Cartridges</b>	<b>Unit Price (in AED)</b>
1.	HP 05A	
2.	HP 12A	
3.	HP 17A	
4.	HP 19A	
5.	HP 26A	
6.	HP 30A	
7.	HP 32A	
8.	HP 36A	
9.	HP 44A	
10.	HP 49A	
11.	HP 53A	
12.	HP 80A	
13.	HP 83A	
14.	HP 85A	
15.	HP 201A CF 400A BLACK	
16.	HP 201A CF 401A CYAN	
17.	HP 201A CF 402A YELLOW	
18.	HP 201A CF 403A MAGENTA	
19.	HP 131A CF 210A BLACK	
20.	HP 131A CF 211A CYAN	
21.	HP 131A CF 212A YELLOW	
22.	HP 131A CF 213A MAGENTA	
23.	HP 126A CF 300A BLACK	
24.	HP 126A CF 311A CYAN	
25.	HP 126A CF 312A YELLOW	
26.	HP 126A CF 313A MAGENTA	
27.	HP 410A CF 410A BLACK	
28.	HP 410A CF 411A CYAN	
29.	HP 410 A CF 412A YELLOW	
30.	HP 410 A CF 413A MAGENTA	
31.	HP 207A W2210A BLACK	
32.	HP 207A W2211A CYAN	
33.	HP 207A W2212A YELLOW	

34.	HP 207 A W2213 MAGENTA	
35.	HP 203A CF 540A BLACK	
36.	HP 203A CF 541A CYAN	
37.	HP 203A CF 542A YELLOW	
38.	HP 203A CF 543A MAGENTA	
39.	HP 415A W2030A BLACK	
40.	HP 415A W2031A CYAN	
41.	HP 415A W02032A YELLOW	
42.	HP 415A W2033A MAGENTA	
43.	T 6733 MAGENTA (Epson Printer 805)	
44.	T6732 CYAN (Epson Printer 805)	
45.	T6731 BLACK (Epson Printer 805)	
46.	T6734 YELLOW (Epson Printer 805)	
47.	T6735 LIGHT CYAN (Epson Printer 805)	
48.	T6736 LIGHT MAGENTA (Epson Printer 805)	
49.	Samsung LM 203L/203S	