

**Embassy of India  
Brussels**

217, Chaussee de Vleurgat  
1050 Ixelles, Belgium  
Email: admn.brussels@mea.gov.in  
Tel: 02-6451854

**Notice inviting tender**

1. Embassy of India, Brussels invite bids from professionally qualified companies for an annual Rate Contract for the supply of cartridges for the printers in the Chancery, Chaussee de Vleurgat 217, 1050 Ixelles.
2. Scope of work is detailed in Section I of this document for an annual Rate Contract for the supply of printer cartridges.
3. The bids should be submitted in two sealed envelopes (Envelope A – Technical Bid Document and Envelope B – Financial Bid Document). The two envelopes containing “A” and “B” must be duly superscripted with the above-mentioned titles and put in another sealed envelope superscripted with the title “Proposal for an annual Rate Contract for the supply of printer cartridges”
4. The bids must be valid for a minimum of 60 days.
5. Tenders shall be submitted in a sealed envelope before 1700 hrs on 20.03.2023
6. Envelopes should indicate the name and address of the Tenderer to identify the bid and to enable the bid to be returned unopened in case it is declared “late” or “rejected”. Offers received through Fax/E-mail or through open letter shall be ignored.
7. Contract with the selected company would be made for a period of one-year w.e.f. 01/04/2023. However, it may be extended for a further period of two years on year to year basis subject to providing a satisfactory supply of stationery items in the appropriate time frame.
8. Bidding company must submit the following along with their offer;  
**A. Technical Bid**  
Copy of licence to carry out work  
Copy of the company's VAT registration  
Tender should demonstrate and explain the company's technical qualifications as per the scope of work.  
Bids must have the date, signature and seal of the authorized company representative.  
**B. Financial Bid**  
Form of tender (Annexure 1) signed and attached to the bid

**BRU/886/1/21**  
**Embassy of India**  
**Brussels**

9. The schedule of submission, opening etc of the Tender /Bid is as follows:

Bid Submission Start date	27.02.2023
Bid Submission End date	20.03.2023
Bid Opening date	21.03.2023

10. Any further information or clarification that the Tenderer may require in order to complete the Tender may be obtained from Mr. Sandeep Kumar, Attache (Estt &PIC) by email at [adm.brussels@mea.gov.in](mailto:adm.brussels@mea.gov.in).

11. The Embassy of India, Brussels reserves the right to reject any or all bids without assigning any reasons.

12. Terms of payments are subject to negotiations if the estimates are accepted.

Sd/-  
(Mr. Saravanan Balasubramanian)  
Head of Chancery  
Embassy of India, Brussels

## **Section I**

### **Scope of works**

1. Annual Rate Contract for the supply of cartridges as listed in **Annexure 1** to Embassy of India, Brussels for a period of one year, extendable on year to year basis for another two years on the same terms, conditions, rates and subject to mutual consent. For the contract renewal, annual indexation may also apply to the rates of items in the contract. The rates have been requested per unit for each cartridge. The quotations may be submitted accordingly.
2. The company should be technically qualified to supply the cartridges mentioned in Annexure 1 within 2 working days after placing the order.

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**Brussels**

**Annexure 1**

**List of Cartridges**

S.No.	Cartridge	Product Code	Price Per Unit
1	BROTHER TN2420 - BLACK		
2	BROTHER TN3380 - BLACK		
3	CANON 718 - BLACK		
4	CANON 718 - BLUE		
5	CANON 718 - MAGENTA		
6	CANON 718 - YELLOW		
7	HP 05X - BLACK		
8	HP 12A Black		
9	HP 106A – BLACK		
10	HP 126A Black		
11	HP 126A Blue		
12	HP 126A Yellow		
13	HP 126A Magenta		
14	HP 128A - BLACK		
15	HP 128A - BLUE		
16	HP 128A - MAGENTA		
17	HP 128A - YELLOW		
18	HP 131A Blue		
19	HP 131A Yellow		
20	HP 131A Magenta		
21	HP 131X Black		
22	HP 135A Black		
23	HP 201A - BLACK		
24	HP 201A - BLUE		
25	HP 201A - MAGENTA		
26	HP 201A - YELLOW		

**BRU/886/1/21**  
**Embassy of India**  
**Brussels**

27	HP 203X - BLACK		
28	HP 203X - BLUE		
29	HP 203X - MAGENTA		
30	HP 203X - YELLOW		
31	HP 212A - BLACK		
32	HP 212A - BLUE		
33	HP 212A - MAGENTA		
34	HP 212A - YELLOW		
35	HP 216A - BLACK		
36	HP 216A - BLUE		
37	HP 216A - MAGENTA		
38	HP 216A - YELLOW		
39	HP 26X - BLACK		
40	HP 30A - BLACK		
41	HP 30X - BLACK		
42	HP 32A - BLACK		
43	HP 35A - BLACK		
44	HP 305A Blue		
45	HP 305A Magenta		
46	HP 305A Yellow		
47	HP 410A Blue		
48	HP 410A Magenta		
49	HP 410XC Black		
50	HP 410X - BLACK		
51	HP 410X - BLUE		
52	HP 410X - MAGENTA		
53	HP 410X - YELLOW		
54	HP 415A - BLACK		
55	HP 415A - BLUE		
56	HP 415A - MAGENTA		
57	HP 415A - YELLOW		
58	HP 415X - BLACK		

**BRU/886/1/21**  
**Embassy of India**  
**Brussels**

59	HP 415X - BLUE		
60	HP 415X - MAGENTA		
61	HP 415X - YELLOW		
62	HP 44A - BLACK		
63	HP 78A - BLACK		
64	HP 83A - BLACK		
65	HP 84A – BLACK		
66	HP 85A - BLACK		
67	HP 94A - BLACK		
68	HP 950XL - BLACK		
69	HP 951XL - BLUE		
70	HP 951XL - MAGENTA		
71	HP 951XL - YELLOW		
72	HP 953XL - BLACK		
73	HP 953XL - BLUE		
74	HP 953XL - MAGENTA		
75	HP 953XL - YELLOW		
76	HP 963XL - BLACK		
77	HP 963XL - BLUE		
78	HP 963XL - MAGENTA		
79	HP 963XL - YELLOW		
80	SAMSUNG MLT-D206 - BLACK		
81	Samsung 204L Black		
82	Xerox 315 -Black		
83	Xerox 315 -Blue		
84	Xerox 315 -Yellow		
85	Xerox 315 -Magenta		