

**Embassy of India  
Kathmandu**

**NOTICE INVITING BIDS**

Embassy of India invites sealed quotations from registered suppliers/agencies in order to sign a rate contract for supply of following items to the Embassy of India, Kathmandu:

<b>S. No.</b>	<b>Name of the item</b>
(i)	Toner/Cartridge for printers, photocopiers, Fax etc (Annexure-I)
(ii)	All type of stationery materials (Annexure-II)
(iii)	All type of cleaning materials (Annexure-III)

2. Sealed quotations addressed to "Head of Chancery" may be sent by post or delivered by hand on or before 26<sup>th</sup> January, 2018 up to 1700 hrs. Related documents are available on our website [www.indianembassy.org.np](http://www.indianembassy.org.np) and [www.eprocure.gov.in](http://www.eprocure.gov.in). Details can also be collected from Attache(Estt & Proj), Tel 01-4411851.

3. The quotation shall remain valid for 180 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated through '**Tender Notice**' section on the Embassy website <http://www.indianembassy.org.np>

4. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason thereto.

Sd/-  
Head of Chancery

**Pre-Qualification/Evaluation/Exclusion Criteria**

Sl	Particulars	Details	Evaluation Marks
1	<b>Experience</b>	(a) The company/contractor should have minimum two year's experience.  (b) Preference will be given to those company/contractor which has experience in working with Diplomatic Missions/Govt. Departments/Hotels	04  02
2	<b>Registration No.</b>	The company/contractor should have a valid Registration Number either in India and/or Nepal	01
3	<b>Turnover</b>	The contractor should have a minimum turnover of NRs. 5 lakhs per year or equivalent in Nepalese Rupees	02
4	<b>VAT</b>	Certificate that company/contractor pays VAT regularly and their VAT dues are cleared either in India and/or Nepal	01
<p><b>NOTE:</b> Unprecedented situation: If after opening of financial bids it is found that there are more than one lowest bidders, in that case preference will be given to those contractor which scores more evaluation marks in the technical bids.</p> <p>Minimum 70% examination mark is required to shortlist the firms for opening of financial bids</p>			

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**-: Terms and Conditions:-**

1. Only registered suppliers/ agencies may participate. The supplier must be registered for collecting and depositing VAT with the Sales Tax Department and a copy of registration certificate to this effect, duly signed and stamped by the authorized person of the Company must be enclosed with the quotation(s).
2. Successful bidders will be required to supply items/ service in Embassy premises on credit and purely 'on need' basis without any guarantee for any minimum quantity. Hence, Embassy shall not be liable to procure any or all items/services included in list. Payments to the supplier will be made within reasonable period through crossed Cheque.
3. The contract will be bifurcated in case no bidding firm quotes lowest for all the times/services.
4. This rate agreed upon should be valid for a minimum period of one year from the date of agreement.
5. This rate contract may be renewed for another specified period on same rates and terms & conditions by mutual consent.
6. Embassy reserves the right to terminate the contract in case the supplies made are of substandards quality.
7. Embassy of India, Kathmandu reserves the right to reject any sealed quotation without assigning any reason thereto.

**A. List of Toners / Cartridges**

<b>Sr. No.</b>	<b>Toners/ Cartridges model No.</b>
1.	Canon NP 7160
2.	Canon iP4970 (Pixma) Black CLI 726 BK Magenta CLI 726 M Cyan CLI 726 C Yellow CLI 726 Y Black CLI 725 PGBK
3.	Canon BX – 3 (B-155/150)
4.	Canon photocopier I R1022
5.	Canon FX-3
6.	Canon iR 2318
7.	Canon iR 2520 (NPG -51)
8.	Canon iR 2016 photocopier
9.	Canon L 220 fax
10.	Canon NPG -28 Photocopier
11.	Canon NPG – 51 Fax iR 2520
12.	Canon Toner NPG -15
13.	Canon FX L-220 (FX-3)
14.	Canon MP -780 Pixma (BCI-3 (B))
15.	Canon MP- 780 Pixma, (BCI -6B)
16.	Canon MP –780 Pixma (BCI-6C)
17.	Canon MP - 780 Pixma (BCI – 6M)
18.	Canon MP – 780 Pixma ( BCI-Y)
19.	Canon ir -2520
20.	Canon IP -1980 ( PGI – 5BK)
21.	Canon Pixma 1980 ( PG-40)
22.	Canon IP – 1980 (PGI – 41)
23.	Canon Pixma ip -4500 ( CLI - 8BK)
24.	Canon Pixma ip – 4500 (CLI- 8C)
25.	Canon Pixma ip – 4500 (CLI-8Y)
26.	Canon Pixma ip – 4500 ( CLI- 8M)
27.	Canon Pixma 1980 ( CL-41)
28.	EPSON STYLUS C67
29.	(HP Deskjet 3745) HP Cartridge No. 27 HP Cartridge No. 28
30.	HP 4355
31.	51 AA & 52AA
32.	HP 1200 (C7115A)
33.	HP LJ 05 A
34.	HP LJ Printer 35 A
35.	HP 1160 (49A)
36.	HP ALL in one Fax cum Printer HP 28 (Q8893AA)
37.	HP 12A Cartridge
38.	HP 13A Cartridge

<b>Sr. No.</b>	<b>Toners/ Cartridges model No.</b>
39.	HP Cartridge No. Q6000A Q6001A Q6002A Q6003A
40.	HP Laser Jet 5200 (16A)
41.	HP LJ Printer 85A
42.	Canon Cartridge No.303
43.	Canon LBP 2900 Laser Jet
44.	Ribbon Cartridge Epson LQ -2180
45.	Canon Pixma 1980 (PG-40) Black Ink
46.	Dot Matrix Printer 2090
47.	Ribbon Cartridge Epson LQ -300
48.	Epson EPL 6200L
49.	Xerox M 118
50.	Xerox WC -5016
51.	Dot Matrix Printer 2188
52.	Dot Matrix Printer 300
53.	Xerox 5325 Photocopier (Xerox 006R01160 toner)
54.	Photocopier Machine Xerox Drum Cartridge/ Toner Cartridge
55.	Brother color Printer cartridge TN 261
56.	Brother Printer hl 23 20D –Cartridge no. DR 2305
57.	Xerox Phaser 3040/45 Cartridge
58.	Xerox Photocopier cartridge 5022/5028
59.	Toner for Epson EPL
60.	HP laser jet Pro –M402DRI
61.	Xerox- 5325 PCL
62.	HP Lesser Jet 1160
63.	Ribbon Cartridge for Printronix P 700 Series
64.	Ribbon Cartridge for Printronix P800 Heavy Duty Printer
65.	Xerox M118 (toner)
66.	Xerox WC -5021 (toner)
67.	Xerox 5022 (toner)
68.	Canon L-140 fax machine
69.	Canon L-170 fax machine
70.	Tosiba- D1640
71.	CB 543A, 541A, 540A, 542A
72.	Canon 331 color cartridge (all colors)
73.	HP Laserjet 80A
74.	Canon Fax cartridge – 380S
75.	Ink Epson Cartridge 565
76.	Ink cartridge Deskjet printer- 1112
77.	Ribon cartridge EPSON-LQ-2190
78.	Printer MB-5070 (PG 12700 PBK & PG2700CMY)
79.	Canon cartridge-326
80.	Xerox versalink- B7030
81.	Canon cartridge – 328
82.	Canon Image DRF-120

83.	HP cartridge – 83A
84.	<b>FX9 (Fax)</b>
85.	Xerox photocopier 5022 DADF
86.	Versalink C-7025 color photocopier (all four colors)
87.	HP color laserjet CP1215 (125A)
88.	Canon 326 printer cartridge

**B. List of Stationery items**

<b>S.No.</b>	<b>Stationery Items</b>
1	Ball Pen Blue/Black (Cello good quality) - Natraj Super 0.7
2	Ball Pen refills (Cello)
3	Glue Stick 15 gm- Amos
4	Glue Stick 35 gm- Amos
5	Gel Pen pointec- Cello
6	Slip Pad No. 22- Neelgagan
7	Slip Pad No. 33- Neelgagan
8	Pencil Battery AA- Panasonic
9	Pencil Battery AAA- Panasonic
10	Pencil Battery, Alkaline- Sony
11	Match Box
12	Match Box good quality
13	Pilot Pen Blue/Black (V5 & V7)
14	Thumb Pin, Metal- Chinese
15	Thumb Pin, Color (Imported)- Deli
16	Photocopy Papers 80 gm JK
17	Photocopy Papers 75 gm JK
18	Register No. 2 (R.S. Good)
19	Register No. 3 (R.S. Good)
20	Register No. 4 (R.S. Good)
21	Register No. 5 (R.S. Good)
22	Plastic folder (Transparent)- Deli
23	A4 Colour Paper, Pink & Yellow - 80 gsm-Indonesia
24	Typing Paper
25	Color Index and without color (A-Z)- Houjie
26	Stick Note Pad
27	Punching Machine single hole- Kangaroo
28	Punching Machine double hole DP 52- Kangaroo
29	Gem Clip Colour- Deli
30	Clip Box- Deli
31	Candle, Medium
32	Candle, Big
33	Correction Pen, Deli
34	Correction Pen, Gangy- Metal
35	Marker Permanent (Snowman)
36	Packing Tape, 30 mtr.- Newera
37	Packing Tape, 45 mtr - Newera
38	Plastic Scale (12")- Natraj
39	Stamp Pad
40	Transparent Business File- Filex
41	Gift Warping Paper (Lokta)
42	Gift Warping Paper (Plastic)
43	Stapler No. 10- Kangaroo
44	Stpaler Pin No. 10- Kangaroo
45	Stapler Pin Hs45s- Kangaroo
46	Scissors, Big-Deli
47	Scissors, Medium-Deli

<b>S.No.</b>	<b>Stationery Items</b>
48	Scissors, Small-Deli
49	Plastic Folder with binder clip (Stick File)
50	My Clear Bag A4 Size- W-209
51	Cello Tape (Small)- Newera
52	Cello Tape,Medium- Newera
53	Cello Tape, Big 1 " - Newera
54	Cello Tape Dispenser- Deli
55	Gem Clip, Metal- Glove
56	Pen Stand- Deli 907
57	Line Marker (all type Monami)
58	Uniball Pen (0.7) Gd impact & Singno 207
59	Rubber Band
60	Pencil HB- Natraj
61	Eraser- Natraj
62	Sharpener- Natraj
63	Cello Gel Pen , flow
64	Spiral Note Book, Small- Shipra
65	Spiral Note Book, Medium- Shipra
66	Note Book- INN- D036
67	Snatch file folder- Deli
68	Desk Calendar
69	Sealing Wax
70	Paper Cutter, Small- Pearl
71	Paper Cutter, Big- Pearl
72	Ink Bottle- Camel
73	Transparent white plastic folder- Deli
74	CD-R,Normal
75	CD-R,Good
76	DVD-R, Normall
77	DVD-R,Good- Maxell
78	CD-RW, Good- Maxell
79	DVD-RW, Good- Maxell
80	Lever Arch file folder( Ordinary Index)/ Index File
81	Highlighter- Stadtler
82	Pin Remover, Eagle
83	Ring Folder- Houjie 532
84	Carbon Paper- Camel
85	Brown Paper Sheet
86	Card Holder Shipra 208
87	All Pin
88	Post It Pad 2x3 - Eagle
89	Post It Pad 3x4 Eagle
90	Plastic folder (WIP) Eagle
91	Spiral Rods C B
92	Cover Sheet-
93	Punching Machine sing hole (Big)- Kangaroo
94	Punching Machine double hole DP600- Kangaroo
95	Transparent Business File Filex
96	My Clear Bag A4 (Good)- Deli
97	Lever Arch File Folder (Haujie Index)- HauJie

98	Ink for stamp pad (blue)
99	Eveready battery (heavy duty)
100	Stick note pad 15mm*75mm (5 colors)
101	Water damper
102	Binder for files
103	Computer paper (10*12*2 Ply)

**C. List of cleaning items**

<b>S.No.</b>	<b>Cleaning Items</b>
1.	Odonil small
2.	Harpick power plus
3.	Shop OK
4.	Room Freshener air week
5.	Room Freshener afton good
6.	Bagons spare big Johnson
7.	Bagons spare small Johnson
8.	Dettol liquid shop
9.	White cloth for polishing
10.	Vim (good quality)
11.	Broom Khareto
12.	Broom Amriso
13.	Collin
14.	Duster
15.	Phenoylfloorex
16.	Dettol shop
17.	Surf wheel
18.	Mr. white surf
19.	Liquid soap 5 liter diverseyhand wash
20.	Tissue box premier
21.	Toilet papers normal
22.	Floor duster (Pucha)
23.	Odomos
24.	Silver Polishdara
25.	Brasso Polish triple action formula
26.	Good night liquid & machine all-out
27.	Tuski -4 (5 lts)diversey
28.	Tuski-2 (5 lts)diversey
29.	Mop cotton case floor
30.	Mop hotel floor
31.	Nepthalin Balls
32.	Bath Mat (Medium)
33.	Water Dispenser Plastic
34.	Plastic glass disposal (100 pc)
35.	Door Mat (Medium)
36.	Mug (Plastic) gems
37.	Pril Dish Wash lime
38.	Dust bin no. 401 Gems
39.	Dust bin no. 402 Gems
40.	Plastic Bucket (M) Gems
41.	Glass Duster
42.	Dust Bin (M) Gems
43.	Wiper
44.	Lizol recommended by Nima
45.	Towel Big size indian
46.	Towel small size
47.	Tumbuler steel
48.	Tumbuler glass

