

**NOTICE INVITING TENDER/REQUEST FOR PROPOSAL**

The Embassy of India in Cairo (Egypt) invites proposal for supply of stationery (purchase), as per the list of items mentioned in paragraph (B) below.

**(A) ELIGIBILITY CRITERIA :**

1. Bidders should demonstrate and explain their technical, professional and practical experience of having provided similar services and will need to supply examples of similar services provided in the last 3 years, including to any of the Indian Missions/Posts abroad or other Diplomatic Missions.
2. Bidders may also indicate their experience in this regard.
3. Bidders may also submit, in brief, the history of their company with annual turn over. They may also furnish the certificate/license, if any, that may indicate their qualification for providing stationery items.
4. Bidders should ensure that the quotes should be provided to the Embassy by **1700 hrs on 19<sup>th</sup> June, 2023**.
5. To assist evaluation and comparison of the bids, the Embassy at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.
6. If a bidder is asked to competitively quote for the same, the Embassy is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and altering the numbers offered and the tenderer shall supply the same at the rate quoted.
7. Bidders should not have been barred / black-listed by the Governmental Department / Organization in India/Egypt or elsewhere (The bidder is requested to submit a self-declaration to this effect).
8. Bidders may submit their bids for providing the stationery items in premises of the Embassy.

**(B) SCOPE OF WORK:** List of items to be purchased.

S. L.	Item	Unit	Quantity
1	Note book A5	pc	200
2	Note book pocket	pc	200

*One*

3	Envelopes US	Packet	500
4	Envelopes A4	Packet	500
5	Envelopes A5	Packet	500
6	Calculator	pc	03
7	Uni ball pen	pc	120
8	Uni Ball pen green, black & red	pc	45
9	Pilot pen 0.5	pc	72
10	Ball pen	pc	200
11	Scale	pc	10
12	Scissor different sizes	pc	15
13	Marker pen	pc	10
14	Permanent marker	pc	20
15	Cello tape dispenser	pc	06
16	L. Shape folder	pc	500
17	Correction pen	box	01
18	Glue stick	pc	50
19	Stapler small size	pc	15
20	Stapler medium size	pc	15
21	Stapler pins No.10	packet	30
22	Stapler pins No. 24/6	packet	30
23	Metal clips small size	packet	20
24	Metal clips big size	packet	20
25	Wrapping paper	pc	50
26	Spiral note book	pc	20
27	Dividers Alphabetical	set	10
28	Numeric Dividers	Set 1-30	10
29	Transparent folder	pc	100
30	Binder clips small size	packet	30
31	Binder clips big size	packet	10
32	Pencil HP	pc	50

*Ans*

33	Eraser	pc	30
34	Sharpener	pc	20
35	Hard box files	pc	50
36	In & out Tray	set	10
37	Register book 100 page	pc	10
38	Cello small	pc	50
39	Cello tape big	pc	50
40	Sticky notes different sizes	pc	60
41	Colour post it flags	packet	20
42	White notice board with stand	pc	01
43	white notice board 60*90cm	pc	05
44	white board marker	pc	10
45	Mouse pad	pc	10
46	Clip board	pc	30
47	Plastic paper case with button	pc	200
48	Big size paper cutter	set	02
49	Highlighter pen	set	20
50	Pen holder	pc	15
51	Note book half A5	pc	100
52	White ring folder	pc	25
53	U shape plastic sheet protector	pc	300
54	Easy bind file	pc	200
55	Rubber band	bag	15
56	Stamp pad	pc	05
57	Business card holder	pc	15
58	Photocopying paper A4	box	20
59	CD-RW	PC	75
60	CD-R	PC	150
61	Pen drives 64GB	PC	10

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**(C) SUBMISSION OF BID :**

1. The interested companies should provide their price bids as per the scope of work mentioned in paragraph above. Sealed bids should be super-scribed "Quotation for supply of Stationery Items" .

Bids shall be opened at **1100 hours on 20<sup>th</sup> June, 2023** in the Embassy premises in the presence of tenderers or their representative.

2. Sealed offers shall be submitted addressed to:

Head of Chancery,  
Embassy of India,  
No. 5, Aziz Abaza Street,  
PO Box No. 718, Zamalek,  
Cairo (Egypt).

3. Last date of submission of quotations is **19<sup>th</sup> June 2023**.

**(John M. Kerketta)**  
**Head of Chancery**

**(JOHN M. KERKETTA)**  
**HEAD OF CHANCERY**  
**EMBASSY OF INDIA**  
**CAIRO**