

**No. WAS/Prop/122/07/2023**  
**EMBASSY OF INDIA**  
**Washington DC**

**TENDER NOTICE No. 3/2023**

The Embassy of India, Washington DC invites proposal for Procurement of Stationery items to be used during high level delegation visit during third/fourth week of June 2023.

2. Embassy's website <https://www.indianembassyusa.gov.in/Tender> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp/> may also be referred to for complete details, scope of work, and conditions of eligibility.
3. The bids should be submitted in three sealed envelopes [Envelope-A "Earnest Money Deposit" through a Cheque / Banker's Cheque / Demand Draft for US\$ 500.00 (US Dollars Five Hundred Only) in favour of "Embassy of India, Washington DC", Envelope-B "Technical Bid Documents", and Envelope-C "Financial Bid Documents"]. Three envelopes containing "A", "B" & "C" shall be duly superscripted with above titles and put in another sealed envelope superscripted with the title "proposal for Procurement of Stationery items to be used during visit high level delegation as attached.
4. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority shall be final and binding.
5. Last date for receipt of bids is June 6, 2023 till 1700 hrs. (EST).

(Vinod J. Bahade)  
Head of Chancery  
Embassy of India  
Tel: 202.939.7041

Email: [hoc.washington@mea.gov.in](mailto:hoc.washington@mea.gov.in)

## INVITATION TO BID

**Name of Works:** The Embassy of India, Washington DC invites proposal for Procurement of Stationery items to be used during high level delegation visit during third/fourth week of June 2023.

2. Embassy of India, Washington DC, on behalf of the President of the Republic of India, hereby invites proposal for Procurement of Stationery items to be used during high level delegation visit. Details of tender are as under:

<b>S. No.</b>	<b>Particulars</b>	<b>Annexure</b>
(i)	Scope of Work	A
(ii)	Eligibility Criteria	B
(iii)	Instructions for bidding	C

**Annexure-A****SCOPE OF WORK**

List of items to be purchased.

<b>S. No</b>	<b>Name of the item</b>	<b>Quantity required</b>
1	Photocopy paper (white)	120 Boxes
2	Ball Pens (Blue)	130 Doz
3	Ball Pens (Black)	130 Doz
4	Uni Ball Pens(Blue)	20Doz
5	Uni Ball Pens (Black)	20 Doz
6	Pencils	20Doz.
7	Eraser	10 Doz
8	Sharpener	20 Doz
9	Ruler	20 Doz
10	Highlighters all colors	10 Doz
11	Markers (Black)	25 Pkts
12	Glue Sticks	25 Doz
13	Scissors	50 Nos.
14	Scissors (Small)	20 Nos.
15	Whiteners (Pen type)	100 Nos.
16	Whiteners (Bottle)	50 Nos.
17	Stapler (Standard &Heavy)	30 Nos.
18	Stapler Pins all sizes	50 Boxes each
19	Stapler Remover	50 Nos.
20	Three-hole punch	25 Nos.
21	Single hole punch/Two-hole punch	50 Nos
22	Tape Dispenser	50 Nos.
23	Scotch tape	30 Doz.
24	Rubber band (Size 19)	50 pkts
25	Rubber band (Size 31)	50 Pkts
26	Binder clips (Small)	50 Pkts
27	Binder clips (Medium)	50 Pkts
28	Binder clips (Large)	50 Pkts

29	Post it pads (Large, Medium & Small)	200 Pkts each
30	Post if flags all kinds	200 Pkts
31	Post it ( Sign in here)	100 Pkts
32	Writing Pads (Long Size)	100 Nos.
33	Writing Pads (Medium)	100 Nos.
34	Shorthand books	50 Nos.
35	Small memo books	200 No.
36	Record Books	50 Nos.
37	Long note books	200 Nos.
38	Poly String Envelops	150 Nos.
39	File covers (Manila color)	10 Boxes
40	File covers (Assorted colors)	10 Boxes
41	File covers (Blue colors)	10 boxes
42	Twin pocket folders	10 pkts
43	Binding folders (1.5 inch)	100 nos
44	Binder folders (1 inch)	100 nos
45	Binder folders (2 inch)	100 nos
46	Transparent report covers	1000 nos
47	Clear front binders ½ inch	80 nos.
48	Clear transparent poly view folders	20 pkts
49	Poly view binders (flexible) ½ inch	60 nos.
50	Mailing labels (AVE5160)	10 boxes
51	Return labels (AVE 5163)	10 boxes
52	Envelope covers (6 X 9 “)	10 boxes
53	Envelope covers (9 X 12 ½ “)	10 boxes
54	Envelope covers (12 X 15 ½ “)	10 Boxes
55	CD-RW /CD	100 Nos.
56	Index Dividers (1-15) and 1-25 also	100 Nos. each
57	Index Dividers (1-10)	50 Nos.
58	Index Dividers (1-6)	120 Nos.
59	Index Dividers (A-Z)	100 Nos.
60	Extension board	30 Nos.
61	Letter opener	25 Nos.
62	Heavy duty stapler	10 Nos.
63	Heavy duty staples pins	6 Pkts
64	Mouse pads	40 Nos.

65	Paper clips (Small Size)	20 Boxes
66	Paper clips (Jumbo size)	20 Boxes
67	Paper clips (Vinyl coated)	20 Boxes
68	Magnetic clip dispenser	25 Nos.
69	Gel Pens (Blue)	30 Doz
70	Gel Pens (Black)	30 Doz
71	Push pins	5 Box
72	Paper cutter boards	10 nos.
73	Electric sharpener	10 Nos.
74	Packing tape with dispenser	25 nos.
75	Paper cutters (Small)	12 Nos.
76	Stamp Pads	30 Nos.
77	Sheet protectors (50 pack)	5 Boxes
78	Extension cords	25Nos
79	Pen drives	50Nos
80	External hard drives	10Nos
81	Mouse pads	30Nos
82	USB Extenders	50Nos
83	Umbrellas	80 Nos
84	Network tool kits	2Nos
85	First Aid Kits	10Nos
86	Keyboards /Mouses	20Nos
87	Air dusters	10Nos
88	Printer cables	20Nos
89	Paper cutters	10 Nos
90	Universal adaptors	100Nos
91	iPhone charges /android charges	20Nos
92	Blue color Papers	10Nos
93	Orange papers	200 Nos box
94	Green papers	100 Nos box
95	White boards	8 Nos
96	Calculators	25Nos
97	Batteries all size	25 box each size
98	Visiting card holders/Badge tags	250Nos
99	White photo papers thick	20Nos
100	Packing tapes	50Nos

101	Packing boxes (all sizes)	100 Nos each
102	Wrapping papers	100 Nos
103	White out	50 nos
104	File expanding string closure	50 nos
105	Personal notebook	50 nos
106	Dry eraser pens (multi colour)	100 nos
107	White board care	20 nos
108	Board duster	10 nos
109	Envelop (6x9.5)	10 box
110	Stamp ink ( blue & black)	20 bottle each
111	Magnet ailments	50 each
112	Push pins	10 pack
113	Bulletin board	3
114	Kettle electric	30

**ELIGIBILITY CRITERIA**

The following shall be the eligibility criteria for selection of bidders at technical bid stage of the bidding process:

- (a) Legally Valid Entity:** The Bidder/Bidding Firm should be a registered entity under relevant laws. The proof for supporting the legal validity of the Bidder/Bidding Firm shall be attached with the bid.
- (b) Experience:** The Bidder shall have experience of undertaking jobs as per scope of work for at least last three (3) years.
- (c) Bidder's profile and financial status:** The bidder may provide the organization's profile and financial status in terms of annual turnover and taxes paid during the last three years.

**INSTRUCTIONS FOR BIDDING**

- 1.1 For the purpose of Bidding / Tender Document, the Embassy of India, Washington DC shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to as 'Contractor' and / or 'Bidder' or interchangeably.
- 1.2 The tender document can be downloaded from the Embassy's website <https://www.indianembassyusa.gov.in/Tender> and Central Procurement Portal (CPP) at <https://eprocure.gov.in/cppp/> from May 17, 2023 onwards. The last date of submission of bids is June 6, 2023, till 1700 hrs. (EST).
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount, or any other requirements stipulated in the tender documents are liable to be rejected.
- 1.5 The Parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the Client, Embassy of India, Washington DC.

**2. EARNEST MONEY DEPOSIT**

- 2.1 The Earnest Money Deposit of US\$ 500.00 (US Dollar Five Hundred only) in the form of Account Payee Cheque / Banker's Cheque / Demand Draft issued by any reputed Bank drawn in favour of "Embassy of India, Washington DC" has to be submitted along-with the bid. The Account Payee Cheque / Banker's Cheque / Demand Draft must be valid for six (6) months.
- 2.2 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the



stipulations made herein or backs out after quoting the rates, the aforesaid EMD shall be forfeited to the government or will render the bidder ineligible to submit bids for contracts with the Embassy of India Washington DC.

2.3 No claim shall lie against the Embassy in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit i.e. no interest will be payable on EMD.

2.4 The EMD may be forfeited:

- (i) If the bidder withdraws his bid during the period of validity of the bids specified by the bidder in the bid form; or
- (ii) In case of successful bidder, if the bidder
  - (a) fails to sign the contract in accordance with the terms of the tender document.
  - (b) fails or refuses to honour his own quoted prices for the services or part thereof.

### **3. VALIDITY OF BIDS**

3.1 Bids shall remain valid and open for acceptance for a period of 15 days from the last date of submission of Bids.

3.2 In case, client calls the bidder for negotiation, this shall not amount to cancellation or withdrawal of the original offer which shall be binding on the bidder.

3.3 The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

### **4. PREPARATION OF BIDS**

4.1 **Language:** Bids and all accompanying documents shall be in **English** only. The technical as well as the financial bids should be submitted in two envelopes.

4.2 **Earnest Money Deposit:** Earnest Money Deposit of USD 500.00 in the form of Account Payee Cheque / Demand Draft / Pay Order to be submitted separately in a sealed envelope superscribed as **“Envelope A – Earnest Money Deposit”**

- 4.3 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Document along with all required information, documents in support of the eligibility criteria. **All the documents comprising the Technical Bid shall be put in a separate sealed envelope superscribed as “Envelope B – Technical Bid”.**
- 4.4 **Financial Bid:** Bidder shall prepare the Financial Bid (lump-sum amount) as provided in the Tender Document. Financial Bid shall be put in a separate sealed envelope superscribed as **“Envelope C- Financial Bid”.**

## 5. **SUBMISSION OF BIDS**

- 5.1 The Bidding firms have to submit the tenders in two bid system {i.e (i) Technical Bid and (ii) Financial Bid}. Tenders are to be submitted to the Head of Chancery, 2107 Massachusetts Avenue NW Washington DC -20008. All the documents in support of eligibility criteria etc. and other required documents are to be submitted along with the Tender Documents.
- 5.2 No Bid shall be accepted after the specified date and time. However, the Competent Authority in the Embassy reserves the right to extend the date / time for submission of bids, before opening of the Technical Bids.

## **BID OPENING PROCEDURE**

- 6.1 The Technical Bids (Envelope A) shall be opened in the Board Room of the Embassy of India, Washington DC on June 6 ,2023 at 1800 hrs. in the presence of bidders or their representatives and the Tender Evaluation Committee constituted by the Competent Authority of the Embassy. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Embassy. The Financial bids (Envelope ‘C’) will be opened subsequently.
- 6.2 Bids shall be declared as valid or invalid based on the preliminary scrutiny, i.e. on site verification of documents submitted by the bidders by the Tender Evaluation Committee. The financial bids will be opened on result of such scrutiny. However,

in case any thing found false or forged in contrary to the documents submitted by the bidder, its bid will be rejected and suitable legal action may be taken.

- 6.3 The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for the purpose.
- 6.4 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- 6.5 A letter of authorization shall be submitted by the Bidder's representatives before opening of the Bids.
- 6.6 Absence of bidder or their representative shall not impair the legality of the opening procedures.
- 6.7 After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the eligibility criteria as specified in the Tender Document.

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