

**TENDER FOR
ANNUAL RATE CONTRACT
FOR
SUPPLY OF STATIONERY ITEMS
TO
HIGH COMMISSION OF INDIA, COLOMBO**

**No: Col/Prop/892/1/2025
Dated : 20th November 2025**

**High Commission of India, Colombo
Tel – 011-2335552
Email – estt.colombo@mea.gov.in**

**Tender for Annual Rate Contract
for supply of stationery items to High Commission of India, Colombo**

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Important dates relating to the tender are as follows:

S. No.	Particulars	Date
i.	Bid Document Download start date	20 th November 2025 1400 hrs
ii.	Clarification Start Date	20 th November 2025 1400 hrs
iii.	Clarification End Date	08 th December 2025 1400 hrs
iv.	Bid Submission Start Date	20 th November 2025 1400 hrs
v.	Bid Submission End Date	12 th December 2025 1400 hrs
vi.	Technical Bid Opening Date	12 th December 2025 1500 hrs
vii.	Financial Bid Opening Date	To be decided later

**High Commission of India
Colombo**

NOTICE INVITING BIDS

High Commission of India, Colombo invites sealed quotations from established/reputed agencies under two bid system (Technical & Financial Bid) for annual rate contract for supply of stationery items to High Commission of India, Colombo.

2. The last date for receipt of offer in sealed envelope is 12th December 2025 upto 1400 hrs. The bids received will be opened on the same date i.e. 12th December 2025 at 1500 hrs. Tender documents are available on our website <https://hcicolombo.gov.in> under Tender Notice Section and www.eprocure.gov.in. For clarifications, Property Section, HCI Colombo may be contacted through email at estt.colombo@mea.gov.in.

3. High Commission of India reserves the right to reject/cancel any or all bids without assigning any reason.

No: Col/Prop/892/1/2025 dated 20.11.2025

**Sd/-
Head of Chancery**

INSTRUCTIONS TO BIDDERS

Tender should be submitted in sealed envelope and it should be superscribed as "Tender for annual rate contract for supply of stationery items to High Commission of India, Colombo". This sealed envelope shall contain the tender bid in two separately sealed & superscribed covers, namely 'Technical Bid' and 'Financial Bid', along with the name of the Firm on each envelope. **Bidders must mention their complete contact details on the envelope.**

1. Eligibility Criteria:

1.1 Interested bidders may please ensure pre-qualification details before submitting their bids.

1.2 The bid of any tenderer who has not complied with one or more of the conditions of eligibility criteria and / or fail to submit the required documents as required / or mentioned in tender document are liable to be summarily rejected.

1.3 The High Commission of India reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to the award of contract without assigning any reason whatsoever.

1.4 Conditional bids will not be considered.

2. Local Conditions:

It shall be the responsibility on part of each tenderer to fully informed/acquainted/familiarized itself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All tenderer(s) intending to bid may visit and make themselves thoroughly acquainted with the local site conditions.

The High Commission shall presume that the tenderer has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising thereof shall be permitted by High Commission of India, on the basis of any non-clarity of information about local conditions being pleaded by the tenderer. Further, no claim for financial adjustment being made by the contract awarded on these tender document will be entertained by the High Commission of India.

3. Validity:

2.1 Quoted rates must be valid for a period not less than 120 days from the date of opening of Technical Bids. However, the tenderer shall have no objection to extend it, if required. Bids with less validity will not be considered.

2.2 The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity. There should be no alteration later after submission of bids.

4. Commencement of work:

After finalization of the tender, a letter will be issued to the successful bidder who shall sign the contract within one week from the date of issue of this letter. After signing of the contract agreement, the agency shall start executing the assigned work with immediate effect.

5. Payment Terms & Conditions:

The payment shall be released to the contractor after successful supply of the items at the site and submission of tax invoice, after ensuring desired quality and specifications of the items. The amount charged in the invoice must be exclusive of VAT, as Diplomatic Missions are exempted from VAT. Payments to the supplier will be made within a reasonable period through cross cheque. No advance payment shall be made to the agency.

6. Contract Period:

6.1 The contract period would be for **one year**.

6.2 The High Commission reserves the right to cancel the agreement with prior notice of one month with or without specifying any reason thereof.

6.3 The agreed price would be applicable throughout the contract period. **No hike in price would be admissible during the period of contract.**

7. Tender Preparation Expenses:

All costs incurred by the tenderer in the preparation of the tender and presentation will be borne by the tenderer themselves and in no case will be reimbursable by the High Commission.

8. Financial Bid:

The rates should be quoted in Sri Lankan Rupees (SLR) **in the prescribed format (Annexure – I) only**, otherwise it will not be considered. **The brand of each item must be clearly mentioned.**

9. Tender Evaluation:

9.1 The High Commission will evaluate the entire tenders, strictly on the basis of the terms & conditions incorporated in the tender documents and requirement of the High Commission. High Commission may seek clarification(s) which must be replied by the bidder properly and timely. Just quoting the lowest amount does not entitle the agency to get the contract.

9.2 The Financial Bid shall be evaluated on the basis of unit price quoted by all contractors.

9.3 The High Commission reserves the right to reject any or all bids without assigning any reason thereof.

10. Award of Contract:

(i) A comprehensive list (**List-1**) of the bidders quoting the lowest price (L1) for different stationery items as per Annexure-I will be prepared and accordingly, all the bidders in **List-1** will be offered for supply of stationery items on the lowest rates.

(ii) Rate Contract will be signed with the bidders in respect of those stationery items for which they will accept the offer from **List -1**.

11. Delivery and completion period:

Time is essence for any contract. The Contractor shall ensure delivery of the items **within two working days** from the day of receiving purchase order on email/Fax. No payment shall be made for transport/delivery charges. It shall be the sole responsibility of the contractor to deliver the product within stipulated time period. Regular non compliance of time schedule may endanger the contract and invite penalty.

12 Scope of work : Supply of stationery items as per attached list (**Annexure – I**) to the High Commission of India, No. 36-38, Galle Road, Colombo-03 at fixed rates, as and when High Commission orders any items(s) in any quantity, during a period of one year from the date of signing the contract.

13. Supplier's Obligations:

13.1 The suppliers shall ensure that stock of allocated items are available with them are supplied on demand within two working days of receiving the purchase order.

13.2 The suppliers shall also ensure quality of the products. They will also ensure that original make products only are supplied.

14. Penalty : The High Commission reserves the right to impose penalty as deemed fit in following circumstances:

14.1 The contractor does not comply to the provisions of the agreement or consistently fails to maintain the quality of supplied items.

14.2 During the contract period, if the contractor fails to supply products within the prescribed time limit as per Para 13.1 above, on more than three occasions; the High Commission reserves the right to withhold all payments due to him/her and debar the firm from any future business with the High Commission of India.

14.3 This is also applicable in case if substandard quality products or spurious/duplicate articles are supplied.

15. Force Majeure:

Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide;

Radioactive contamination or ionizing radiation; epidemic or pandemic; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies of the contract for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

16. Arbitration:

In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the High Commission of India, Colombo and the agency will address the dispute / difference on a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by consent of both parties. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at New Delhi only. The resolution of the Arbitrator shall be final and binding on both the parties.

17. Jurisdiction:

The courts at New Delhi alone will have the jurisdiction to try any matter, dispute or difference between parties arising out of this tender / contract.

18. Clarification:

The prospective tenderer(s) requiring any clarification regarding the tender document are requested to contact Attache(Property) (Phone: 011-2335552 and email id: estt.colombo@mea.gov.in).

At any time prior to the deadline for submission of bids, the High Commission may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer(s), modify the tender document by amendment.

The amendment, if any, will be published on High Commission website https://hcicolombo.gov.in/tender_view. In order to afford prospective tenderer(s) reasonable time in which to take the amendment into account in preparing their bid, the High Commission may, at its discretion extend the deadline for the submission of Tender.

Other Relevant Information, Terms & Conditions

1. Technical Bids shall include following documents:
 - i. Bidder's details (Annexure-II)
 - ii. Authorization to sign bid on behalf of firm, if the bidder is a registered firm. In case of proprietor/ owner of the firm, a certificate of the proprietorship/ ownership from the competent authority may be submitted. In case of partnership firm, the partnership deed may be furnished and bid may be signed by all the partners of the firm. If only one partner or any other person signs the bid, the signing person must be duly authorized by all the remaining partners for signing the bid.
 - iii. Proof of similar experience.
 - iv. Copy of registration certificate.
 - v. Proof of turnover for the last three financial years
 - vi. Declaration by the Firm/ Agency (Annexure-III)
 - vii. Signed and stamped copy of the tender document.
 - viii. Other documents which are relevant to assess the suitability of the agency.
2. The financial bid must be in the prescribed format only (**Annexure-I**). The amounts should be typed or clearly written in ink pen or ball pen with no over-writing. Use of pencil will be ignored. All the pages of the Technical / Financial Bid shall be page numbered and all the relevant supporting documents as required must be enclosed.
3. Envelope of bid should be sealed and superscribed with tender number, due date of submission and addressed to:

Head of Chancery
High Commission of India
36-38 Galle Road, Colombo-3
4. Sealed tender should reach the High Commission before the last date of submission. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by e-mail.
5. Agencies may send their authorized representative at the time of opening of Bids.
6. Sub contracting is not permissible under this contract.
7. All pages of the bids should be signed & stamped.

Pre-Qualification/Evaluation/Exclusion Criteria

S. No.	Particulars	Details
1	Experience	(a) The company/ contractor should have minimum three year's experience. Documentary proof from minimum three clients should be attached. (b) Copy of work order for completed work/ongoing work issued by the concerned authority can be accepted in support of the experience. (c) Preferences will be given to those company/ contractor which has experience in working with Diplomatic Missions/ Govt. Departments.
2	PAN No./ Registration No.	The contractor should have a valid PAN number and Registration Number of the agency either in India or Sri Lanka. Documentary proof must be attached.
3	Turnover	The contractor should have a minimum average turnover of INR 500,000 (Indian Rupees Five Lakh) or SLR 17,15,850/- per year during last three financial years (Financials should be attached)

NOTE : Financial bids of only those agencies shall be opened whose technical bids fulfill all the aforementioned eligibility criteria.

General Terms & Conditions

1. The tenderer/bidder is bound by all terms and conditions of this Tender and any violation may invite forfeiture of his contract.
2. No conditional tenders shall be accepted.
3. High Commission of India, Colombo reserves the right to relax, modify any or all tender conditions.
4. There is no fee to apply for the tender. However, only serious and eligible agencies are welcome.
5. Each bidder shall submit only one bid.
6. Telex or Facsimile bids are not acceptable. Bids received late including postal delay/ in open condition/ not meeting the tender conditions/ incomplete in any respect are liable to be rejected.
7. The bidder shall furnish a list of companies, organization including foreign companies in Sri Lanka, Diplomatic Missions and reputed firms whom they supply stationery items.
8. The contractor shall not further sub-contract, the whole or any part of the contract, under any circumstances to a third party.
9. The contractor shall be solely responsible for any damage/loss of items, caused by the contractor or any of its representatives during delivery of stationery items. The High Commission shall not be liable to compensate on this account.
10. It is the responsibility of the contractor to ensure that all local laws and regulations are followed.
11. It is expected that the bidders who wish to bid for this tender have highest standards of ethics.
12. Bidders are advised to visit the site and ascertain the requirement before submitting their bids. No variation in amount or any other conditions would be entertained post submission of the bids.
13. All bidders shall submit all tender documents with their signature and company's stamp along with the technical bid. In financial bid, there should be only rates of the items as per Annexure-I.
14. The rates should be inclusive of all taxes/duties and transportation charges. The agency shall deliver the product at the site of the High Commission and **no extra charges shall be paid on account of delivery charges.**
15. Successful bidders will be required to supply items in High Commission premises on credit and purely 'on need' basis without any guarantee for any minimum quantity. Hence, High Commission shall not be liable to procure any or all items included in list.
16. The High Commission shall try to order in bulk. However, the contractor shall have no objection to deliver a single item on order.
17. **The contract may be awarded to more than one bidding firms for different items, in case no bidding firm quotes lowest rates for all the items.**
18. The rates agreed upon should be valid for the duration of the contract (one year). During the period of contract, no request for enhancement in prices shall be considered.
19. The High Commission reserves the right to extend the date of receiving/opening of bids. All such amendments would be communicated on our website at <https://www.hcicolombo.gov.in/section/tenders>.

List of Stationery Items

S/ No	Item	Brand	Quantity (in case of packets/boxes, bidders must mention number of items in each pack/box)	Quoted price in SLR (excluding VAT)
	Pens			
1	Ball Point Pens (Blue/Black/Red)	Atlas Chooty	1	
2	Ball Point Pens (Blue/Black/Red)	Atlas - Gel	1	
3	Signing Pen (Blue/Black/ Red/ Green)	Uniball	1	
4	Signing Pen (Blue/Black/ Red/ Green)	Pilot V5	1	
5	Signing Pen (Blue/Black/ Red/ Green)	Pilot V7	1	
6	Felt Pen	Maped / Atlas	1	
7	Marker Pen	Good quality	1 box (12 each)	
8	Marker Pen - CD	Cello Permaline	1 box (12 each)	
9	Highlighter	Firefly / Atlas	1 box (12 each)	
	Paper/file storage			
10	Box file 2"	Rexon	1	
11	Box file 3"	Rexon	1	
12	Box file 2" - Plastic	Good quality	1	
13	Box file 3" - Plastic	Good quality	1	
14	Transparent L Folder	Elsoon	1	
15	Clear File Holder	Elsoon	1	
16	My Clear Bag	Good quality	1	
17	Business Files (A4)	Good quality	1	
18	File Dividers (A-Z)	Good Quality	1 Pack	
19	File Dividers (1-10)	Good Quality	1 Pack	
20	Magazine Holder (Hardboard - width 6")	Good quality	1	
21	Magazine Holder (Metal - width 3")	Good quality	1	
22	Visiting Card Holder	Good quality	1	
23	File Tray	Elsoon Brand	1	
24	Paper clips - Plastic coated	Good quality	1 pack	
25	Paper clips Big - Plastic coated	Good quality	1 pack	
26	Binder Clips - ½"	Good quality	01 box (12 each)	
27	Binder Clips - ¾"	Good quality	01 box (12 each)	
28	Binder Clips - 1"	Good quality	01 box (12 each)	
29	Binder Clips - 1 ½ "	Good quality	01 box (12 each)	
30	Binder Clips - 2"	Good quality	01 box (12 each)	
	Tapes & Adhesives			
31	Gum Bottle	Atlas	01 box (12 each)	
32	Gum Bottle	Gaea	01 box (12 each)	
33	Glue Stick 20g	Atlas	01 box (12 each)	

34	Glue Stick 20g	Gaea	01 box (12 each)	
35	Glue Stick 35g	Atlas	01 box (12 each)	
36	Glue Stick 35g	Gaea	01 box (12 each)	
37	Cello Tape Small - 50 metres	Good quality	1	
38	Cello Tape 1" - 100 metres	Good quality	1	
39	Cello Tape 2" - 100 metres	Good quality	1	
40	Cello Tape Dispenser	Good quality	1	
41	Double gum tape - 1" form	Good quality	1	
42	Double gum tape - 1/2" form	Good quality	1	
43	Colored Tape 2" (Binding Tape)	Good quality	1	
44	PVC Tape - 2"	Good quality	1	
	CD/DVD			
45	CD R - with case	Sony or Imation (48X or 52X)	01pack (10 each)	
46	CD RW - with Case	Sony or Imation (48X or 52X)	01pack (10 each)	
47	CD R	Sony or Imation (48X or 52X)	01 pack (50 CDs)	
48	CD RW	Sony or Imation (48X or 52X)	01 pack (50 CDs)	
49	DVD R - with case	Sony or Imation (48X or 52X)	01pack (10 each)	
50	DVD RW - with Case	Sony or Imation (48X or 52X)	01pack (10 each)	
51	DVD R	Sony or Imation (48X or 52X)	01 pack (50 DVDs)	
52	DVD RW	Sony or Imation (48X or 52X)	01 pack (50 DVDs)	
53	CD Mailers	Good quality	1	
	Notebooks			
54	CR Book 2 QR	ProMate	1	
55	CR Book 2 QR	Atlas	1	
56	CR Book 2 QR	Weerodara	1	
57	CR Book 4 QR	ProMate	1	
58	CR Book 4 QR	Atlas	1	
59	CR Book 4 QR	Weerodara	1	
60	CR Book 6 QR	ProMate	1	
61	CR Book 6 QR	Atlas	1	
62	CR Book 6 QR	Weerodara	1	
63	CR Book 8 QR	ProMate	1	
64	CR Book 8 QR	Atlas	1	
65	CR Book 8 QR	Weerodara	1	
66	CR Book 10 QR (With Hard Cover)	Good quality	1	
67	CR Book 12 QR (With Hard Cover)	Good quality	1	
68	Note Book - Spiral	Weerodara	1	
69	Note Book - Spiral	ProMate	1	
70	Note Book - Spiral A7	Weerodara	1	

71	Note Book – Spiral A7	ProMate	1	
72	Peon Book	Good quality	1	
Envelopes				
73	Envelope Brown A4	Good quality	1 pack (50 each)	
74	Envelope Brown 9" X 3"	Good quality	1 pack (50 each)	
75	Envelope Brown 10" X 5"	Good quality	1 pack (50 each)	
76	Envelope Brown 10" X 8"	Good quality	1 pack (50 each)	
77	Envelope Brown 10" X 15"	Good quality	1 pack (50 each)	
78	Envelope Brown 14" X 9	Good quality	1 pack (50 each)	
79	Kraft Envelopes 9" X 4"	Good quality	1 pack (50 each)	
80	Kraft Envelopes 10" X 8"	Good quality	1 pack (50 each)	
81	Kraft Envelopes 8" X 12"	Good quality	1 pack (50 each)	
82	Kraft Envelopes 16" X 12"	Good quality	1 pack (50 each)	
83	Kraft Envelopes 16" X 14"	Good quality	1 pack (50 each)	
84	White Envelopes 9" X 6"	Good quality	1 pack (50 each)	
85	White Envelopes 10" X 7"	Good quality	1 pack (50 each)	
86	White Envelopes 6" X 8"	Good quality	1 pack (50 each)	
Stapler/puncher				
87	Stapler machine – heavy duty (HD 23S24)	Kangaroo	1	
88	Stapler machine – No 10	Kangaroo	1	
89	Stapler machine – 369	Kangaroo	1	
90	Stapler Pin Heavy Duty	Kangaroo	1 box	
91	Stapler Pin – No 10	Kangaroo	1 box	
92	Stapler Pin – 369	Kangaroo	1 box	
93	Stapler Remover	Kangaroo	1	
94	Puncher – heavy duty	Kangaroo	1	
95	Puncher – S/H	Kangaroo	1	
96	Puncher – D/H	Kangaroo	1	
Paper reams				
97	Photo Copy Paper – A4	Double A	1 rim (500 pages)	
98	Photocopy paper – Legal	Double A	1 rim (500 pages)	
99	Photo Copy paper – A3	Double A	1 rim (500 pages)	
100	Photocopy paper – B5	Double A	1 rim (500 pages)	
101	CONQUEROR papers	CONQUEROR - Original	1 rim (500 pages)	
102	Photocopy paper – Color A4	Good quality	1 rim (500 pages)	
103	Photo Glossy Paper for Inkjet Prints (A4)	Kodak	01 Pack (20 Sheets)	
Miscellaneous				
104	Plastic flags – colour	Good quality	1 pack	
105	Paper flags - 1/2" X 3"	Good quality	1 pack	
106	Post it Slip – 2"X3" Small	Good quality	1 pack	
107	Post it Slip – 3"X3" Medium	Good quality	1 pack	
108	Post it Slip – 5" X 3" Large	Good quality	1 pack	
109	Paper Knife - Heavy	Good quality	1	
110	Rubber Band – big	Good quality	1 pack	

111	Rubber Band – Small	Good quality	1 pack	
112	Stationary Holder - Wooden	Good quality	1	
113	Scissor - Big	Good quality	1	
114	Scissor – Medium	Good quality	1	
115	Ruler 12” - Metal	Good quality	1	
116	Ruler 6” - Metal	Good quality	1	
117	Ruler 12” – Plastic	Good quality	1	
118	Ruler 6” – Plastic	Good quality	1	
119	Gift Wrapping Papers	Indian wrapping papers	1 paper	
120	Gift Wrapping Papers	Normal	1 paper	
121	Carbon Paper	Good quality	01 pack	
122	Ink Pad	Good quality	1	
123	Liquid Ink for Pad	Good quality	1 bottle	
124	Pencil	Maped	1 box (12 each)	
125	Pencil	Atlas	1 box (12 each)	
126	Pencil Sharpener	Maped	1 box (12 each)	
127	Pencil Sharpener	Atlas	1 box (12 each)	
128	Eraser	Good quality	1 box (12 each)	
129	Correction Fluid	Atlas	1	
130	Duster Cloth	Good quality	1	
131	Calculator	Casio DJ-120D	1	
132	Calculator	Casio MJ-120D	1	
133	Pencil Battery AA	Panasonic Evolta (heavy duty)	1 cell	
134	Pencil Battery AAA	Panasonic Evolta (heavy duty)	1 cell	

Bidder details

a)	Name of the agency	
b)	Address of the agency	
c)	Registration's details with date (attach registration certificate of the firm)	
d)	VAT Registration No. (attach VAT registration certificate)	
e)	Owner's Name	
	Mobile No.	
	Email Id	
f)	Details of authorized contact person	
	Telephone No. Office	
	Mobile No.	
	Email Id	
g)	Annual turnover for last three financial year (attach financials)	
	FY 2022-23	
	FY 2023-24	
	FY 2024-25	
h)	List of major clients for similar services (attach recommendation letter / completion certificate / contract copy)	
i)	Performance Report, If any	
j)	Any other information/ documents which may help in assessing bidder's abilities	

Bidder's signature with stamp

Declaration by the Firm/ Agency

This is to certify that we have not been debarred and blacklisted by any government agency or organization in Sri Lanka or in India. Further, before signing this tender, it is certified that I/we have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of authorized person with firm's seal

Name:

Address:

Phone No:

Email:

Date:
