

**TENDER FOR
ANNUAL RATE CONTRACT
FOR
SUPPLY OF PRINTER CARTRIDGES
TO
HIGH COMMISSION OF INDIA, COLOMBO**

**Tender No: Col/Prop/886/01/2026
Dated : 23rd July 2026**

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

**Tender for Annual Rate Contract
for supply of printer cartridges to High Commission of India, Colombo**

INDEX

Sr. No	Items	Page No
1.	Cover page	01
2.	Index and Tender schedule	02
3.	Notice inviting tender	03
4.	Instructions to bidders	04-07
5.	Other relevant information	08
6.	Qualification criteria	09
7.	Terms and conditions	10
8.	Financial Bid Format (<i>Annexure I</i>)	11
9.	Bidders' details (<i>Annexure II</i>)	12
10.	Declaration (<i>Annexure III</i>)	13
11.	Bank Guarantee format (<i>Annexure IV</i>)	14

Tender Schedule

S. No.	Particulars	Date	
i.	Publication of tender	23.07.2026	1400 hrs
ii.	Bid Submission Start Date	23.07.2026	1400 hrs
iii.	Bid Submission End Date	14.08.2026	1400 hrs
iv.	Bids Opening Date	14.08.2026	1500 hrs

**High Commission of India
Colombo**

NOTICE INVITING BIDS

High Commission of India, Colombo invites sealed quotations from established/reputed agencies for annual rate contract for supply of printer cartridges to High Commission of India, Colombo.

2. The last date for receipt of offer in sealed envelope is 14th August 2026 upto 1400 hrs. The bids received will be opened on the same date i.e. 14th August 2026 at 1500 hrs. Tender document is available at <https://www.hcicolombo.gov.in/section/tenders> 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/ 886/01/2026 dated 23rd July 2026

**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 printer cartridges to High Commission of India, Colombo". 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:

3.1 Quoted rates must be valid for a period not less than 120 days from the date of opening of Technical Bids. Bids with less validity will not be considered.

3.2 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. Earnest Money Deposit (EMD) :

4.1 The bidder shall submit a Demand Draft **or** Banker's Cheque **or** Bank Guarantee (as per attached format) amounting to **SLR 200,000/-** (Sri Lankan Rupees Two Lakh only) and valid for atleast **120 days** from the last date of submission of bids. Bids submitted without earnest money shall be summarily rejected.

4.2 If the selected bidder withdraws the bid or declines to sign the rate contract at his quoted rates, the earnest money deposited by the bidder will be forfeited.

4.3 EMD in respect of all unsuccessful applicants shall be returned without any interest, after the successful signing of rate contract with the selected bidder.

5. Payment Terms & Conditions: The payment shall be released to the contractor after successful supply of the items at the site and submission of valid invoice, after ensuring desired quality and specifications of the items. Since Diplomatic Missions are exempted from VAT, the amount charged in the invoice must be exclusive of 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 shall be one year from the date of signing.

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 for one unit of cartridge (exempted from VAT, inclusive of delivery charges, if any) should be quoted in Sri Lankan Rupees (SLR) in the prescribed format (Annexure – I) only, otherwise it will not be considered.

9. Tender Evaluation:

9.1 The High Commission will evaluate the bids, 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 shall 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 : A list of the lowest rate quoted by the eligible bidders for each item will be shared with all eligible bidders. A rate contract will be signed with the bidder who agrees to supply the items at the lowest quoted rates.

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 issue of purchase order on email. 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 printer cartridges 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. The contract may be extendable on year to year basis for another two years on same terms, conditions, rates and subject to mutual consent.

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 with intact seal and packaging.

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/Amendment :

18.1 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***).

18.2 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.

18.3 The amendment, if any, will be published on High Commission website <https://www.hcicolombo.gov.in/section/tenders>. 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

1. The financial bid must be in the prescribed format only (**Annexure-I**), and the following documents must be enclosed with it :
 - i. Bidder's details (**Annexure-II**)
 - ii. Authority 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/contracts signed with other organizations.
 - iv. Copy of registration certificate.
 - v. Proof of turnover (Financials) for the last three financial years
 - vi. Declaration by the Firm/ Agency (**Annexure-III**)
 - vii. Earnest Money Deposit (Bank Guarantee as per Annexure-IV/Demand Draft/ Cheque)
2. Offer in the financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. All relevant supporting documents as required must be enclosed in the same envelope.
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 or FAX.**
5. Agencies may send their authorized representative at the time of opening of Bids.

Qualification 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 purchase orders/ contracts for completed /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 / Registration No.	The contractor should have a valid PAN number and/ or Registration Number of the agency either in India and / or Sri Lanka. Documentary proof is to be attached.
3	Turnover	The contractor should have a minimum average turnover of SLR 30,00,000/- (Sri Lankan Rupees Thirty Lakh only) per year during last three financial years (<i>Financials must be attached</i>).

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. Bids submitted in electronic form 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 the 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 transport/delivery of items to the High Commission's office(s). 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. No variation in quoted amount or any other conditions would be entertained post submission of the bids.
13. All bidders shall submit all tender documents including financial bid with their signature and company's stamp.
14. The rates should be inclusive of all taxes/duties and labour/transportation charges. Being a Diplomatic Organization, VAT is not applicable on sale of items to High Commission of India. Further, the selected firm 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 will be awarded to more than one bidding firms in case no bidding firm quotes/agrees to the 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 details would be communicated on our website at <https://www.hcicolombo.gov.in/section/tenders>

List of cartridges

S. No.	Brand / model of Cartridge	Colour	Per unit price in SLR (excluding VAT)
1	CANON 054	BCMY	
2	CANON 303	B	
3	CANON 326	B	
4	CANON 337	B	
5	CANON FX 9	B	
6	CANON MAXIFY 2700	BCMY	
7	EPSON 003	BCMY	
8	EPSON 057	BCMY	
9	EPSON 664	BCMY	
10	HP 119A	BCMY	
11	HP 130A	BCMY	
12	HP 136A	B	
13	HP 151A	B	
14	HP 166A	B	
15	HP 201A	BCMY	
16	HP 202A	BCMY	
17	HP 204A	BCMY	
18	HP 206A	BCMY	
19	HP 215A	BCMY	
20	HP 222A	BCMY	
21	HP 26A	B	
22	HP 35A	B	
23	HP 410A	BCMY	
24	HP 48A	B	
25	HP 49A	B	
26	HP 80A	B	
27	HP 85A	B	
28	HP126A	B	
29	KONICA BIXHUB 164- TN 116	B	
30	KONICA BIZHUB 205I- TN 118	B	
31	NPG 26 Toner	B	
32	NPG 51 Toner	B	
33	NPG 59 Toner	B	
34	NPG 84 Toner	B	
35	NPG 87 Toner	B	
36	SHARP AR 6020N MX-237AT	B	

Note : (i) Per unit prices must be quoted for the specific brand/model of the cartridges mentioned above. **Duplicate/sub-standard items will not be acceptable.**

(ii) In case of colour cartridges (Black-**B**, Cyan-**C**, Magenta-**M**, Yellow-**Y**), prices must be mentioned for **one unit** of cartridge of each colour, **not total price of four cartridges.**

Bidder details

a)	Name of the agency	
b)	Address of the agency	
c)	Registration's details with date	
d)	VAT Registration No.	
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 03 years (attach audited financials)	
	F.Y. 2023-24	SLR
	F.Y. 2024-25	SLR
	F.Y. 2025-26	SLR
h)	List of major clients for similar services (attach proof of supply)	
i)	List of other information/ documents enclosed which may help in assessing bidder's abilities	

Bidder's signature with stamp

Declaration by the Firm/ Agency

This is to certify that _____ is a duly registered firm and 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:

**TENDER FOR ANNUAL RATE CONTRACT FOR
SUPPLY OF PRINTER CARTRIDGES TO HIGH COMMISSION OF INDIA, COLOMBO**

Bank Guarantee Proforma for Earnest Money Deposit

Bank Guarantee No.....

Brief description of contract: TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF PRINTER CARTRIDGES TO HIGH COMMISSION OF INDIA, COLOMBO

Name and Address of Beneficiary: The High Commission of India, Colombo, No.36-38, Galle Road, Colombo-03.

Whereas M/s (**Name of Contractor with address**) have submitted their tender for **ANNUAL RATE CONTRACT FOR SUPPLY OF PRINTER CARTRIDGES TO HIGH COMMISSION OF INDIA, COLOMBO**, for the High Commission of India, and one of the tender conditions is for the M/s (**Name of Contractor with address**) to submit a Bank Guarantee for Earnest Money Deposit amounting to **SLR 200,000/-** (Sri Lankan Rupees Two Lakh only). In fulfillment of the tender conditions, we, (**Name of Bank with address**) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of **SLR 200,000/-** (Sri Lankan Rupees Two Lakh only).

2. This guarantee is valid till (date after **120 days** from the last date of submission of bids) and any claim and statement hereunder must be received at the above-mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained herein above, the maximum liability under this guarantee is restricted to **SLR 200,000/-** (Sri Lankan Rupees Two Lakh only).

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from date of issue up to the (date after **120 days** from the last date of submission of bids) and claims under this guarantee should be submitted not later than (date after **120 days** from the last date of submission of bids).

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of Sri Lanka and is governed by the United Rule for Demand Guarantee (URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the Sri Lanka Courts.

Date:
Name:

Place:
Signature:
