

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

**No: Col/Prop/892/1/2024  
Dated : 11<sup>th</sup> September 2024**

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

<b>S. No.</b>	<b>Particulars</b>	<b>Date</b>
i.	Bid Document Download start date	11 September 2024 1500 hrs
ii.	Clarification Start Date	11 September 2024 1500 hrs
iii.	Clarification End Date	25 September 2024 1500 hrs
iv.	Bid Submission Start Date	11 September 2024 1500 hrs
v.	Bid Submission End Date	03 October 2024 1500 hrs
vi.	Bids Opening Date	03 October 2024 1600 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 03 October 2024 upto 1500 hrs. The bids received will be opened on the same date i.e. 03 October 2024 at 1600 hrs. Tender documents are available on our website <https://hccolombo.gov.in> under Tender Notice Section and [www.eprocure.gov.in](http://www.eprocure.gov.in). For clarifications, Property Section, HCI Colombo may be contacted through email at [estt.colombo@mea.gov.in](mailto: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/892/1/2024 dated 11 September 2024**

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', alongwith 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 initially be for **one year**, extendable on year to year basis for another two years at the same terms, conditions and charges and subject to satisfactory services and mutual consent.

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 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 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:**

(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 lowest rates as quoted by them.

(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. 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. The contract shall 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.

**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](mailto: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://hccolombo.gov.in/tender view](https://hccolombo.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.

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## Other Relevant Information, Terms & Conditions

1. Technical Bids shall include following documents:
  - 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.
  - iv. Copy of registration certificate.
  - v. Proof of turnover for the last three financial years
  - vi. Declaration by the Firm/ Agency (Annexure-III)
  - vii. VAT clearance certificate, and
  - viii. Signed and stamped copy of the tender document.
  - ix. Other documents which are relevant to assess the suitability of the agency.
  
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 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 or FAX.**
  
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.
  
8. The financial bids must be in the prescribed format only (**Annexure-I**).

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### Pre-Qualification/Evaluation/Exclusion Criteria

Sl	Particulars	Details
1	<b>Experience</b>	(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	<b>PAN No./Registration No.</b>	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	<b>Turnover</b>	The contractor should have a minimum average turnover of <b>INR 500,000</b> (Indian Rupees Five Lakh) or <b>SLR 17,64,350/-</b> per year during last three financial years (Documentary proof should be attached)
4	<b>VAT</b>	Certificate that the agency pays VAT regularly and their VAT dues are cleared (VAT clearance certificate for the last three financial years may be attached)
<b>NOTE :</b> Unprecedented situation : If after opening of financial bids it is found that there are more than one lowest bidders with same quotations, in that case preference will be given to those contractors which scores more evaluation marks in the technical bids  Financial bids of only those agencies shall be opened whose technical bids fulfill all the aforementioned eligibility criteria.		

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## 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 will be awarded to more than one bidding firms 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 details would be communicated on our website at [https://hccolombo.gov.in/tender\\_view](https://hccolombo.gov.in/tender_view) .

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**List of Stationery Items**

S/No	Item	Preferred Brand (Bidders may quote for any other good quality high-end brand)	Quantity (in case of packets/boxes, bidders must mention number of items in each pack/box)	Quoted price in SLR (excluding VAT)
1	Ball Point Pens (Blue/Black/Red)	Atlas Chooty	1	
2	Box file 3"	Rexon	1	
3	Box file 2"	Rexon	1	
4	Box file 3" - Plastic	Good quality	1	
5	Box file 2" - Plastic	Good quality	1	
6	Binder Clips - ½ & ¾	Good quality	01 box (12 each)	
7	Binder Clips - 1", 1 ½ ", 2"	Good quality	01 box (12 each)	
8	Cello Tape 1" – 100 metres	Good quality	1	
9	Cello Tape Dispenser	Good quality	1	
10	Cello Tape Small – 50 metres	Good quality	1	
11	CD R – with case	Sony (48X or 52X)	1	
12	CD RW – with Case	Sony (48X or 52X)	1	
13	CD R	Sony (48X or 52X)	01 pack (50 CDs)	
14	CD RW	Sony (48X or 52X)	01 pack (50 CDs)	
15	Carbon Paper	Good quality	01 pack	
16	CR Book 2 QR	ProMate	1	
17	CR Book 4 QR	ProMate	1	
18	CR Book 6 QR	ProMate	1	
19	CR Book 8 QR	ProMate	1	
20	CR Book 10 QR (With Hard Cover)	Good quality	1	
21	CR Book 12 QR (With Hard Cover)	Good quality	1	
22	Correction Fluid	Atlas or Mango	1	
23	Clear File Holder	Elsoon	1	
24	Calculator	Casio DJ-120D	1	
25	Calculator	Casio MJ-120D	1	
26	Colored Tape 2" (Binding Tape)	Good quality	1	
27	Duster Cloth	Good quality	1	
28	DVD R – with case	Sony (48X or 52X)	1	
29	DVD RW – with Case	Sony (48X or 52X)	1	
30	DVD R	Sony (48X or 52X)	01 pack (50 DVDs)	
31	DVD RW	Sony (48X or 52X)	01 pack (50 DVDs)	
32	Envelope Brown A4	Good quality	1 pack (50 each)	
33	Envelope Brown 9" X 3"	Good quality	1 pack (50 each)	
34	Envelope Brown 10" X 5"	Good quality	1 pack (50 each)	
35	Envelope Brown 10" X 8"	Good quality	1 pack (50 each)	

36	Envelope Brown 10" X 15"	Good quality	1 pack (50 each)	
37	Envelope Brown 14" X 9	Good quality	1 pack (50 each)	
38	Eraser	Good quality	1 box (12 each)	
39	Foot Ruler - Metal	Good quality	1	
40	Foot Ruler 6" - Metal	Good quality	1	
41	Foot Ruler – Plastic	Good quality	1	
42	Foot Ruler 6" – Plastic	Good quality	1	
43	Felt Pen	Maped	1	
44	File Dividers (A-Z)	Good Quality	1 Pack	
45	File Dividers (1-10)	Good Quality	1 Pack	
46	File Tray	Elsoon Brand	1	
47	Gum Bottle	Atlas	1	
48	Glue Stick 20g	Atlas	1	
49	Glue Stick 35g	Atlas	1	
50	Gift Wrapping Papers	Indian wrapping papers	1 paper	
51	Gift Wrapping Papers	Normal	1 paper	
52	Highlighter	Firefly / Atlas	1 box (12 each)	
53	Heavy Duty Stapler	Kangaroo	1	
54	Heavy Duty Puncher	Kangaroo	1	
55	Ink Pad	Good quality	1	
56	Liquid Ink for Pad	Good quality	1 bottle	
57	Kraft Envelopes 9" X 4"	Good quality	1 pack (50 each)	
58	Kraft Envelopes 10" X 8"	Good quality	1 pack (50 each)	
59	Kraft Envelopes 8" X 12"	Good quality	1 pack (50 each)	
60	Kraft Envelopes 16" X 12"	Good quality	1 pack (50 each)	
61	Kraft Envelopes 16" X 14"	Good quality	1 pack (50 each)	
62	Marker Pen	Good quality	1 box (12 each)	
63	Marker Pen - CD	Cello Permaline	1 box (12 each)	
64	Magazine Holder (Hardboard – width 4")	Good quality	1	
65	My Clear Bag	Good quality	1	
66	Note Book - Spiral	Weerodara	1	
67	Note Book - Spiral	ProMate	1	
68	Pencil	Maped	1 box (12 each)	
69	Pencil Sharpener	Maped	1 box (12 each)	
70	Puncher – S/H	Kangaroo	1	
71	Puncher – D/H	Kangaroo	1	
72	Peon Book	Good quality	1	
73	Paper clips – Plastic coated	Good quality	1 pack	
74	Photo Copy Paper – A4	Double A	1 rim (500 pages each)	
75	Photocopy paper – Legal	Double A	1 rim (500 pages each)	
76	Photo Copy paper – A3	Double A	1 rim (500 pages each)	
77	Photocopy paper – B5	Double A	1 rim (500 pages each)	
78	Photocopy paper – Color A4	Good quality	1 rim (500 pages each)	
79	Plastic flags – 1" X 3" Color	Good quality	1 pack	

80	Post it Slip – 2”X3” Small	Good quality	1 pack	
81	Post it Slip – 3”X3” Medium	Good quality	1 pack	
82	Post it Slip – 5” X 3” Large	Good quality	1 pack	
83	PVC Tape – 2”	Good quality	1	
84	Paper Knife	Good quality	1	
85	Rubber Band – big	Good quality	1 pack	
86	Spiral Note Book – A7	Good quality	1	
87	Signing Pen	Uniball	1	
88	Signing Pen	Pilot V5	1	
89	Signing Pen	Pilot V7	1	
90	Stapler Machine – No 10	Kangaroo	1	
91	Stapler Machine – 369	Kangaroo	1	
92	Stapler Pin – No 10	Kangaroo	1	
93	Stapler Remover	Kangaroo	1	
94	Stapler Pin – 369	Kangaroo	1	
95	Stapler Pin Heavy Duty	Kangaroo	1	
96	Stationary Holder - Wooden	Good quality	1	
97	Scissor - Big	Good quality	1	
98	Scissor – Medium	Good quality	1	
99	Transparent L Folder	Elsoon	1	
100	Visiting Card Holder	Good quality	1	
101	White Envelopes 9” X 6”	Good quality	1 pack (50 each)	
102	White Envelopes 10” X 7”	Good quality	1 pack (50 each)	
103	White Envelopes 6” X 8”	Good quality	1 pack (50 each)	
104	Pencil Battery AA	Panasonic Evolta (heavy duty)	1 cell	
105	Pencil Battery AAA	Panasonic Evolta (heavy duty)	1 cell	

**Note: The brand of each item must be mentioned.**

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**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 three financial year	
h)	List of major clients for similar services	
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:

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