

No. Alg/Admn/122/01/2024
Embassy of India
Algiers

NOTICE INVITING TENDER/REQUEST FOR PROPOSAL

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

(A) ELIGIBILITY CRITERIA :

1. Bidders should have technical, professional and practical experience of having provided similar services in the past, including to any of the other Diplomatic Missions.
2. 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 the equipments.
4. Bidders should ensure that the quotes should be provided to the Embassy by **1700 hrs on 9th Oct, 2024**.
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/Algeria or elsewhere (The bidder is requested to submit a self-declaration to this effect).
8. Bidders may submit their bids for providing the equipment in premises of the Embassy/Hotel Sheraton, Algiers.

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

Sl No.	Product	Quantity
1.	Paper reams A4	100
2.	Paper reams A3	5
3.	Gem clips (U clips)	20
4.	Trays (paper storage) Plastic	20
5.	Calculator	5
6.	Pencils	200
7.	Eraser	20
8.	Sharpener	20
9.	Glue stick (medium)	20
10.	Glue stick (small)	20
11.	Blue pen	100
12.	Black Pen	50
13.	Pen uniball blue (Gel)	50
14.	Pen uniball black (Gel)	30
15.	Pen uniball green (Gel)	20
16.	Pen uniball red (Gel)	20
17.	Tissue boxes	10
18.	Spiral Note book (left binding, top binding)	100 each

19.	Pocket diary	10
20.	POST IT (small, medium, large)	50 each
21.	Cello tape small	20
22.	Celo tape big	20
23.	A4 envelopes	100
24.	A3 envelope	100
25.	A5 envelope	100
26.	A6 envelope	100
27.	Sticky file flags	50
28.	Permanent marker	30
29.	File cover	300
30.	Transparent folder	50
31.	Yellow highlighter	20
32.	Pink highlighter	20
33.	Green highlighter	20
34.	Orange highlighter	20
35.	Binder (Small, medium, big)	50 each
36.	Scissors (small and big)	10 each
37.	Small Stapler	10
38.	Big stapler	10
39.	Staples (big)	10
40.	Staples (small)	10
41.	Scale	10
42.	Spiral folder with numbering	50
43.	Addressing labels	1 paquet
44.	Notice board (cork, with pins)	3
45.	Folders index (ABCD) (1234) wih folder cover	50 – ABCD 50-1234
46.	Punching machine (single and double)	Single -10, Double-10
47.	Umbrellas	30
48.	Room Freshener	10
49.	Whiteners	10
50.	Pen holder	10
51.	Celo tape dispenser	10
52.	Thick paper reams	5
53.	Packing tape brown	10
54.	Stationery knife	10
55.	Packing cartons	10 small 10 big
56.	Gift wrapping paper	20
57.	ElectricAdaptors	20
58.	File flaps	20
59.	File tags	200
60.	Transparent folders	500
61.	Register	10
62.	White board 60x90	3
63.	Mouse pads	10
64.	Plastic paper case with button	100

65.	Paper cutter (big size)	2
66.	Ring folders	25
67.	U shaped plastic sheet protector	100
68.	Rubber band	5 packets
69.	Stamp pad	5
70.	Business cards holder	15
71.	CD-RW	75
72.	CD-R	100
73.	Pen drive 64 GB	5

(C) SUBMISSION OF BID :

1. The interested companies should provide their price bids as per the scope of work mentioned in paragraph above.

Bids shall be opened at **1100 hours on 10th Oct.2024** 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,
26, Rue Belkacem Amani, Paradou, Hydra
Algiers (Algeria)

3. Last date of submission of quotations is 9th October 2024.

(BC Tiwari)
Head of Chancery