



Consulate General of India  
Milan

No. MIL/886/1/2020

Dated 16.05.2023

**Sub: TENDER DOCUMENT FOR SUPPLY OF STATIONERY ITEMS, TONERS, CARTRIDGES AND TOILETRIES TO CONSULATE GENERAL OF INDIA IN MILAN**

Consulate General of India, Milan is hereby inviting Sealed tender offers from established/reputed shops/companies for periodical supply of stationery items, toners, cartridges and toiletries to the premises of the Consulate located in Piazza Paolo Ferrari 8, Milan.

The contractor shall supply the stationery items, toners, cartridges for printers, faxes and photocopiers and toiletries as per attached list (Annexure – I) on the basis of periodical purchase orders, submitted by Consulate General of India in Milan.

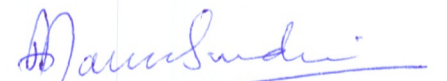
Quotations should include all bidder details, including name of shop/company, address, VAT registration n., contact details, e-mail address and Annexure-I completely filled.

Following a survey with established/reputed shops/companies operating in this sector, it appears that market prices of stationary items, toner, cartridges and toiletries remain stable for at least one year, except in the presence of exceptional local or worldwide circumstances. Therefore, quoted rates must be valid from the date of opening of the Bids to 31st March 2024. The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity.

The Sealed quotations for the set of stationary items and toiletries as per Annexure-I list should be sent to the Head of Chancery, Consulate General of India, Milan on or before **25th May 2023 at 17,00hrs** in a **single envelope superscribed Stationary items, Toner, Cartridges and Toiletries for CGI Milan Chancery**. The same shall be opened on 26th May 2023 at 11.00hrs in presence of the purchase committee of the Consulate.

The Consulate General of India, Milan reserves the right to accept or reject any or all tenders. For further queries, please contact the Consulate by email: [hoc.milan@mea.gov.in](mailto:hoc.milan@mea.gov.in)



  
( A.Rama Sundari )  
Head of Chancery

**List of Stationery Items, Toners, Cartridges & Toiletries**

Stationery items & Toiletries					
S. No.	Item's name	Quantity	Unit	Quoted price in Euros. (with VAT)	Quoted price in Euros. (without VAT)
1	Ball Pen Blue- Box of 12	1	packet		
2	Ball Pen Black- Box of 12	1	packet		
3	Retractable Gel Roller Pen Blue- Box of 12	1	packet		
4	Roller Pen Blue ( 0.7 mm ball)- Box of 12	1	packet		
5	Roller Pen Green ( 0.7 mm ball)- Box of 12	1	packet		
6	Roller Pen Red( 0.7 mm ball)- Box of 12	1	packet		
7	Roller Pen Black( 0.7 mm ball)- Box of 12	1	packet		
8	Ball pen Blue (1.0 mm )-BIC- Box of 50	1	packet		
9	Ball pen Black (1.0 mm)-BIC- Box of 50	1	packet		
10	Ball pen Red ( 1.0 mm)-BIC- Box of 50	1	packet		
11	Felt tip pen Green (0.7mm-medium point) – Box of 12	1	packet		
12	Pencils H/3 hard	1	packet		
13	Permanent Marker-2.5 mm (Black)	1	piece		
14	Permanent Marker-2.5 mm (Blue)	1	piece		
15	Highlighters (assorted 8 pieces)	1	packet		
16	Refill ink bottle without oil for stamp pad ( Blue)	1	piece		
17	Ink pads for stamps 12 cm x 8 cm- Blue	1	piece		

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18	Calculator (small)	1	piece		
19	Calculator (big)	1	piece		
20	Clips- Foldback 19mm	1	packet		
21	Clips- Foldback 32mm	1	packet		
22	Clips- Foldback 51mm	1	packet		
23	Clips-Foldback 40 mm	1	packet		
24	Corrector Fluid (bottle)	1	piece		
25	Corrector Fluid (pen)	1	piece		
26	Dividers with letters (a to z)	1	packet		
27	White Envelopes Self-Adhesive (16 x23)	1	packet		
28	White Envelopes Self-Adhesive (11 x23)	1	packet		
29	File covers in light cardboard with 2 side holes- 25 x 34 cm	1	packet		
30	File covers in light cardboard with no holes-25 x 34 cm	1	packet		
31	File covers in rigid cardboard with no holes- 25 +34 cm	1	packet		
32	A4 File covers in plastic with binder clip	1	packet		
33	Glue sticks (Pritt)	1	packet		
34	Notepads (A5) with lines and spiral binding	1	piece		
35	Notepads (A7) with lines and spiral binding- 8x12 cm	1	piece		
36	Pen holder	1	piece		
37	Pencil Battery AA- Panasonic	1	packet		
38	Pencil Battery AAA- Panasonic	1	packet		
39	Pencil Battery 9V (rectangle)	1	packet		
40	Pencil battery LR44/A76	1	packet		
41	Photocopy paper A4	1	ream		
42	Photocopy paper A3	1	ream		
43	Paper for colour laser printing of documents- silky touch-ultra bright and smooth 120 g.m (Navigator)	1	ream		
44	Rulers 30 cm	1	piece		

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45	A4 Colour Paper, Orange and green – 80 g.m	1	packet		
46	Pins for noticeboard	1	packet		
47	Plastic folders (L shaped)	1	packet		
48	Plastic folders (with holes)	1	packet		
49	Plastic folders for visiting cards	1	packet		
50	Post-it notes (76mmx76mm)	1	packet		
51	Post-it notes (76 X 127 mm)	1	packet		
52	Post-it index	1	packet		
53	Punching Machine double hole (big)	1	piece		
54	Punching Machine double hole (medium)	1	piece		
55	Puncher single hole	1	piece		
56	Register with page numbers ( pages from 1 to 97)	1	packet		
57	Register with page numbers (pages from 1 to 400)	1	piece		
58	Rubber Bands E040	1	packet		
59	Rubber Bands E080	1	packet		
60	Rubber Bands 120 x 8 mm ( green + flat)	1	packet		
61	Scissors	1	piece		
62	Scotch tape large + transparent	1	Piece/ packet		
63	Scotch tape small + transparent/brown	1	Piece/ packet		
64	Pencil Sharpener ( Plastic)	1	piece		
65	Stapler small (Leone 642)	1	piece		
66	Stapler Big ( Zenit 551)	1	piece		
67	Mini stapler	1	piece		
68	Stapler pins for Leone 642	1	packet		
69	Stapler pins for Zenit 551	1	packet		
70	Stapler pins 26/6mm	1	packet		

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71	Stapler pins remover	1	piece		
72	Paper clips zinc plated antirust	1	packet		
73	Tickets for queue organizer	1	packet		
74	Gift Wrapping Paper Blue- Roll	1	piece		
75	Optical Mouse for computer for PC & MAC	1	piece		
76	Mouse Pad	1	piece		
77	Multiplug- 5 Schuko	1	piece		
78	Multifunction labels 100 sheets- 70mm x 37 mm	1	packet		
79	Multifunction labels 100 sheets- 130mm x 36 mm	1	packet		
80	Blank DVD	1	piece		
81	Blank CD	1	piece		
82	Paper napkins for washroom 23 cm x 9 cm	1	packet		
83	Perfumed Toilet rolls- 4 rolls- 4 layers	1	packet		
84	Paper rolls	1	packet		
85	Air wick Room Fresheners (spray)	1	piece		
86	Dish Soap (5 liter bottle)	1	piece		
87	Hand Soap (5 liter bottle)	1	piece		
88	Toilet Freshener	1	packet		
89	Refill for Air wick automatic room freshener	1	piece		
90	Dishwashing sponge	1	packet		
91	Pop up napkins in cardboard box	1	packet		
<b>Toner &amp; cartridges</b>					
1	Toner for photocopy machine Xerox Altalink C8035- Black, Yellow, Magenta, Ciano	1	piece each colour		
2	Toner for photocopy machine Versa Link B605	1	piece		

3	Toner HP P1005	1	piece		
4	Cartridge Epson Photo P50 (black)	1	piece		
5	Cartridge Epson Photo P50 (colors)	1	piece		
6	Cartridge Epson Photo P50 (multipack)	1	piece		
7	Toner Samsung SCX 3200	1	piece		
8	Toner Samsung Xpress M2675F (Large)	1	piece		
9	Toner Samsung Xpress M2070/M2022	1	piece		
10	Toner HP M277DW- Black, Yellow, Magenta, Ciano	1	piece each colour		
11	Toner HP Laserjet M402N	1	piece		
12	Toner Samsung Pro-Express SL M332OND	1	piece		
13	Toner HP Laserjet Pro M227	1	piece		
14	Toner HP Laserjet 137FNW-107A	1	piece		
15	Toner Fax L 100-1	1	piece		
16	Toner Fax Brother 2920	1	piece		

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

