



Consulate General of India  
Milan

No MIL/886/1/2020

Dated 22.05.2023

**CORRIGENDUM**

**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 **8th June 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 9th June 2023** at 11.00hrs in presence of the purchase committee of the Consulate. For any clarifications, Consulate General of India may be approached by email at [hoc.milan@mea.gov.in](mailto:hoc.milan@mea.gov.in) and telephone **(0039) 02 80 57 691/ 02 86 53 37**



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