



Tender for Vendor Empanelment & Annual Rate Contract for Supply of Stationery Items to the
Embassy of India, Vilnius

TENDER NO. VIL/PROP/886/01/2024

Dated: 28.07.2026

Last date for submission of bid: 18.08.2026

Embassy of India
Vilnius

Gedimino pr. 12, Vilnius, Lithuania - 01102

No.Vil/886/01/2024

Embassy of India

Vilnius

NOTICE INVITING TENDER

Embassy of India, Vilnius invites bids from professionally qualified companies for Vendor Empanelment and Annual Rate Contract for supply of stationery items to the Chancery located at Gedimino pr,12, Vilnius, Lithuania-01102 as per the scope of works detailed in Section I of this tender document. Embassy of India's website <https://www.eoivilnius.gov.in> & Central Procurement Portal (CPP) <https://eprocure.gov.in/cppp/> may also be referred to for complete details, scope of work, and conditions of eligibility.

2. The interested firms/agencies should submit the bids in two sealed covers superscribed as 'Technical Bid' & 'Financial Bid'. Both sealed covers should be put in a separate single envelope superscribed as 'Tender No.Vil/886/01/2024: Annual Rate Contract for supply of stationery items to the Embassy of India, Vilnius' and addressed to 'Gedimino pr. 12, Vilnius, Lithuania-01102'. Please note that the tender document will not be accepted after the expiry of stipulated date and time under any circumstances.

3. The Technical Bids will be opened on 19.08.2026 at 1100 hrs by a Committee authorised by the Competent Authority of the Embassy of India, Vilnius. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorised for the purpose. For any query, please write to prop.vilnius@mea.gov.in. Last date for receipt of bids is 18.08.2026 at 1530 hours (Local Time).

4. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

5. Contract with the selected company would be made for a period of one year. However, it may be extended for a further period of two years on year to year basis subject to providing a satisfactory supply of stationery items in the appropriate time frame.

6. Bidding company must submit the following along with their offer:

A. Technical Bid:

- i. Copy of licence to carry out such work
- ii. Copy of the company's VAT registration
- iii. Company should explain their technical qualification as per the scope of work and capability of delivering the items within 3 days of placing order.
- iv. Bids must have the date, signature and seal of the authorized company representative.

B. Financial Bid:

- i. Form of tender signed and attached to the bid

7. The schedule of submission, opening etc of the Tender /Bid is as follows:

Bid Submission Start date	28.07.2026
Bid Submission End date	18.08.2026
Bid Opening date	19.08.2026

8. Any further information or clarification that the company may require in order to complete the Tender may be obtained from Mr. Abhinav Kashyap, Attache (Estt & Accts) by email at prop.vilnius@mea.gov.in.
9. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of the Embassy of India, Vilnius shall be final and binding.
10. Terms of payments are subject to negotiations if the estimates are accepted.

sd/-
(Tejas Sanjay Pagar)
Head of Chancery
Email: hoc.vilnius@mea.gov.in

Section I

PURPOSE & SCOPE OF WORKS

1. The purpose of this Tender is to empanel vendors and fix the unit rates for the supply of stationery items, listed in **Annexure 1** of this tender document, to the Embassy of India, Vilnius for a period of one year and extendable on year to year basis for another two years on the same terms, conditions, rates and subject to mutual consent. For the contract renewal, annual indexation may also apply to the rates of items in the contract. The rates have been requested per unit for each item however the Embassy would be procuring a significant quantity of several of the items. The quotations may be submitted accordingly.
2. The company agrees to supply these items on an as-needed basis at the fixed rates during the contract period. This contract does not guarantee a minimum order quantity or financial commitment.
3. The company should be technically qualified to supply the stationery items mentioned in Annexure 1 within 3 working days after placing the order.

DELIVERY TERMS & TIMELINES

1. The Embassy will communicate the stationery requirement via email detailing the specific items and quantities required.
2. All items must be delivered within 3 working days from the date of receipt of request.
3. The delivery address would be Embassy of India, Gedimino pr.12, Vilnius, Lithuania-01102. Delivery charges must be inclusive in the unit rate.

PRICE VARIATION & TAXES

1. The rates listed in Annexure I are fixed, firm, and locked for the entire duration of this contract. No request for price hikes due to market fluctuations will be entertained.
2. Rates should be mentioned exclusive of VAT.

QUALITY ASSURANCE & REJECTIONS

1. All items supplied must match the brand (or equivalent brand offering same or similar quality) and specifications mentioned in Annexure I.
2. Counterfeit, damaged, or sub-standard items will be rejected instantly.
3. The Supplier must replace rejected items at their own cost within 24-48 hours.

PAYMENT TERMS

1. No advance payments will be made.
2. Payments will be processed within 5 days after successful delivery, inspection, and submission of the original invoice.

TERMINATION OF CONTRACT

The Embassy reserves the right to terminate this ARC within 30 days of written notice if the Supplier consistently fails to meet delivery timelines, the quality of the supplied items degrades or if the Supplier breaches any clause of this agreement.

LIST OF STATIONERY ITEMS

S.No.	Item name /Description	Brand Name	Product Code	Price for 1 article (excl. VAT)
1	Glue (liquid)			
2	Glue Stick	ErichKrause		
3	Pencil	ErichKrause		
4	Eraser	ErichKrause		
5	Sharpener	ErichKrause		
6	Calculator	ErichKrause		
7	Stapler (upto 30 sheets)			
8	Stapler pins (No. 24 or 26)			
9	Stapler remover			
10	Single Hole Punch	Kangaro/Leitz		
11	Double Hole Punch (with paper size selector)	Kangaro/Leitz		
12	Highlighter (Fluorescent Yellow)	ErichKrause		
13	Highlighter (Green)	ErichKrause		
14	Highlighter (Orange)	ErichKrause		
15	Paper Knife	Centrum		
16	Scissors	Centrum		
17	Permanent Marker 0.5-1.2 mm	ErichKrause		
18	Permanent Marker 0.8-2.2 mm	ErichKrause		
19	Binder clips (15 mm) (box)			
20	Binder clips (19 mm) (box)			
21	Binder clips (32 mm) (box)			
22	Binder clips (51 mm) (box)			
23	Sticky notes (51 * 51) (paper not plastic)	Centrum		
24	Sticky notes (20 * 50) (paper not plastic)	Centrum		
25	Sticky notes (75 * 75) (paper not plastic)	Centrum		
26	Page Markers (paper not plastic)	Centrum		
27	Correction Fluid	ErichKrause		
28	Correction Tape	ErichKrause		
29	Note Pad - Small			
30	A5 Book			
31	Register			
32	Ruler			
33	Glass clear pocket (A4)			
34	Glass clear pocket (A5)			

35	Envelope B4			
36	Envelope C4			
37	Envelope C5			
38	Envelope D4			
39	Paper clips (box)			
40	Magnetic Clip Box with Paper Clips			
41	Rubber band (pack)			
42	Plastic Files			
43	Index Divider File			
44	File Covers			
45	Box File			
46	A4 Paper Bundles – White (80 gsm)			
47	A4 Paper Bundles – Orange (80 gsm)			
48	A4 Paper Bundles – Green (80 gsm)			
49	A4 Paper Bundles – Pink (80 gsm)			
50	A4 Paper Bundles – Yellow (80 gsm)			
51	Thick Paper A4 (300 gsm)			
52	Gel Pen – Blue (0.5 mm) One Hybrid N	Schneider		
53	Gel Pen – Black (0.5 mm) One Hybrid N	Schneider		
54	Gel Pen – Green (0.5 mm) One Hybrid N	Schneider		
55	Gel Pen – Red (0.5 mm) One Hybrid N	Schneider		
56	Ball Pen – Blue			
57	Ball Pen – Black			
58	Ball Pen – Green			
59	Ball Pen – Red			
60	Pen holder (fixed)			
61	Pen Stand	ErichKrause		
62	Double Tape 12 mm * 10 mm			
63	Packing Tape			
64	Cello Tape (Small)			
65	Tape Dispenser			
66	Letter Tray			
67	A4 L shape stand			
68	A5 L shape stand			
69	Whiteboard Marker (Blue)	ErichKrause		
70	Whiteboard Marker (Red)	ErichKrause		
71	Whiteboard Marker (Green)	ErichKrause		
72	Board Wipe			
73	Board Pins (50 pcs)			

74	Ink Pads			
75	Ink for stamp pad – Blue			
76	Ink for stamp pad – Green			
77	Ink for stamp pad – Red			
78	Thermal Printer Paper (Roll dia < 80 mm)			
79	125 Micron Laminating Sheet			
80	Brown Paper Roll			
81	CD ROM (100 pcs box)			
82	Tissue Box			
83	Sealing wax – Red			
84	Sealing wax – Green			
85	Universal Travel Adapter			
86	Extension Cord (6 sockets)			
87	AA Battery			
88	AAA Battery			
89	Battery 9V Alkaline			
90	Battery A23 – miniature 12V battery			
91	Paper Plates (22 cm)			
92	Paper Plates (26 cm)			
93	Paper Cups (75 ml)			
94	Paper Cups (150 ml)			
95	Disposable Spoons (wooden big)			
96	Disposable Spoons (wooden small)			
97	Disposable Forks (wooden big)			
98	Disposable Forks (wooden small)			
99	Napkins			
100	Wet wipes			
101	Food containers for takeaway (no plastic)			
102	Disposable food trays with lid (no plastic)			
103	Tea/coffee wooden stirrer			
104	Gloves			
105	Hand Sanitizer			
106	Fruit Fork			
107	Toilet Paper Roll			
108	Paper Towel Roll (M4)			
109	Liquid Handwash			
110	Liquid Dishwash			
111	Dishwashing Sponge			
112	Garbage bags (340 Litre) (roll)			

Printer Cartridges				
113	Brother TN 2420 Twin cartridge	Brother		
114	Brother TN 2510/2510 XL cartridge	Brother		
115	HP Cartridge 117A Black	HP		
116	HP Cartridge 117A Yellow	HP		
117	HP Cartridge 117A Cyan	HP		
118	HP Cartridge 117A Magenta	HP		
119	HP Cartridge 135X	HP		
120	HP Cartridge 142A	HP		
121	HP Cartridge 148X/149X	HP		
122	HP Cartridge 330X/331X	HP		
123	Epson Ecotank 115 pigment (70 ml) Black	Epson		
124	Epson Ecotank 115 pigment (70 ml) Yellow	Epson		
125	Epson Ecotank 115 pigment (70 ml) Red	Epson		
126	Epson Ecotank 115 pigment (70 ml) Photo Black	Epson		
127	Epson Ecotank 115 pigment (70 ml) Blue	Epson		
128	Epson Ecotank 115 pigment (70 ml) Grey	Epson		
129	Epson 103 Ecotank Blue	Epson		
130	Epson 103 Ecotank Red	Epson		
131	Epson 103 Ecotank Yellow	Epson		
132	Epson 103 Ecotank Black	Epson		
