



भारत सरकार

Government of India

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

सीमा शुल्क आयुक्त (निवारक) का कार्यालय

Office of the Commissioner of Customs (Preventive)

110, महात्मा गांधी रोड, पूर्वोत्तर क्षेत्र, शिलांग-793001, मेघालय

110, Mahatma Gandhi Road, NER, Shillong - 793001, Meghalaya

फोन/Phone: 0364-2222597/2225325/2229005/2210103. फैक्स/Fax: 0364-2223440/2229007. email: cusshg@gmail.com

Tender Notice

Sealed quotations are invited from reputed firm/suppliers for Stationery Items for Customs Hqrs. Office, Shillong for the period from **April, 2016 to March, 2017**. The goods must be supplied as per terms and condition given below. Detailed list of items (Annexure A & B) may be obtained from the undersigned between 11.30 am to 4.30 pm on working day.

Terms and condition:-

1. The sealed quotations marked clearly on top "Tender for Stationery Articles" may be addressed to the Assistant Commissioner (By name), Commissionerate of Customs (Prev), North Eastern Region, Custom House, 110, MG Road, Shillong, Pin-793 001, Meghalaya. The sealed quotations should reach this office or dropped in the Tender Box at least by **1500 hrs. on 07.04.2016**. Quotations received late after due date and time will be summarily rejected.
2. Quotations without sample and not as per brand will not be accepted.
3. Commissioner of Customs (Prev), N.E.R., Shillong has the right to accept cancel the quotation if goods supplied by them are not according to the tender.
4. Supplier shall be responsible for supplying the goods at the price quoted within 15 days after receiving the supply order.
5. In case of first bidder is not able to supply the required items within a reasonable period of time, the same may be procured from the second lowest bidder and so on.
6. Spurious items shall be liable to be returned.
7. All approved rates shall be effective for a period of one year w.e.f the date of acceptance.
8. Supplier shall be responsible for supplying the goods at the price quoted during the whole period of contract i.e. one year.
9. The Commissioner of Customs (Prev), N.E.R., Shillong reserves the right to accept or to reject any of the quotation(s) without assigning any reason.
10. No correspondence will be made with unsuccessful tenderer.

Encl:- Annexure A & B

Dated: 15.03.2016

Sd/-
आर. मार्बनीया/R. Marbaniang

प्रशासनिक अधिकारी (सा.प्र.)/ Administrative Officer (GL.ADM)

C.NO.I(20)7/GL.ADM/HQRS/SH/2014 /10913 -16(B)

Dated:- 15 ⁰³/₂₀₁₆

Copy forwarded for information and necessary action to:-

1. Superintendent (Hqrs), Customs Hqrs, Shillong with request to put the notice at the office Notice Board.
- ✓ 2. Superintendent (Computer & Training), Customs Hqrs. Shillong with request to upload the Tender Notice to the Departmental Website.
3. Notice Board, Commissionerate of Central Excise, Shillong.
4. Notice Board, Shillong G.P.O.

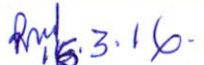
Am 15.3.16.
आर. मार्बनीया/R. Marbaniang

प्रशासनिक अधिकारी (सा.प्र.)/ Administrative Officer (GL.ADM)

List of Stationery Items

Annexure - A

Sl. No.	Items/Brand	Unit	Rate (In Rs)	Remarks
1	2	3	4	5
1.	Arch File Ambassador/Rexine Quality	Per No.		
2.	Alpin (king)	Per Box		
3.	Ball pen (Maxwriter)	Per No.		
4.	Ball Pen Renoyld Jetter	Per No.		
5.	Ball pen (Uni Ball Eye)	Per No.		
6.	Brown Tape 2" (Kores/ 3M) with Sample	Per Roll.		
7.	Carbon (Kores) ½ DFC (Blue/black-file size)	Per Pkt		
8.	Cello Tape 1" (corporate/3M) Small Spool with sample	Per Roll		
9.	Cello Tape (small) Corporate ½" Small Spool with sample	Per Roll.		
10.	Conference folder with writing pad & pen (Built/Classmate)	Per No.		
11.	Conference file (Regular type) with sample	Per No.		
12.	Court /Catridge Paper (Built/JK 80gsm) 500 pages	Per Ream		
13.	Calendar Slip Pad (Neelgagan) with sample	Per No.		
14.	Correction Pen (quick dry) Camlin/Fabercastle	Per No.		
15.	Correcting Ink (white) Kores	Per No.		
16.	Dak Pad Single clip folder (Ambassador)	Per Box		
17.	DFC Paper (HPC) 8 Kg	Per No.		
18.	Double clip File FS (World one/ Ambassador)	Per No.		
19.	Duplicating Paper (HPC) 2.3 Kg-500 sheet	Per Ream		
20.	Envelope cloth (10x4 inch) with sample	Per 100		
21.	Envelope cloth (6x12 inch) with sample	Per 100		
22.	Envelope Cloth (10x12 inch) with sample	Per 100		
23.	Envelope Plain Brown (as per size) with sample	Per 100	10X4.5 inch - 11X5 inch - 6X12'inch - 10 X12 inch -	
24.	Envelope Cloth file size (16x12) with Sample	Per 100		
25.	Envelope Laminated with sample	Per 100	11x5 inch - 6x12 inch - 10X12 inch -	


 प्रशासनिक अधिकारी (सा.प्र.)
 Administrative Officer (GL)

List of Misc. Items

List of Stationery Items

Annexure - A

26.	Envelope Laminated File Size with sample	Per 100		
27.	Eraser for pencil (Natraj)Non-dust	Per No.		
28.	FC Paper (Dista HPC) 8 Kg 500 sheets	Per No.		
29.	File Binder (Cloth-good quality) Commander with sample	Per No.		
30.	File Cover with printing with sample	Per No.		
31.	File Tag with sample	Per bundle		
32.	Four fold file cover Ambassador/Black Bird) with sample	Per No.		
33.	Glue Stick 15 gm Fevistick/Corporate/Kores/Fabercastle) with sample	Per No.		
34.	Gum Bottle 700 ml (Kores/Gripex/Camel)	Per No.		
35.	Gum Tube 20ml (Kores/Camlin)	Per Ream		
36.	Highlighting Pen (Faber Castle/Camlin) with sample	Per No.		
37.	Hi-tech Pen 0.5 (Luxor)	Per 100 nos.		
38.	Hi-tech Pen V-5 (Luxor)	Per No.		
39.	Hi-tech Pen ink 6ml –Luxor	Per No.		
40.	JMS Clip Plastic coated 28 mm (corporate/Kores)	Per Box		
41.	Knife (Paper Cutter) (Omega/corporate) with sample	Per No.	Big- Small-	
42.	Log Book for Vehicles (Hindustan)	Per no.		
43.	Lever File A4 (Plastic)	Per Ream		
44.	Lever File F.S (Plastic)	Per No.		
45.	Marker Pen (Luxor/Kores)	Per No.		
46.	Note Sheet Pad (Neelgagan) Both side margin with sample	Per No		
47.	Noting pad/Slip pad no.33 (Neelgagan)	Per No.		
48.	Noting pad/Slip Pad no.22(Neelgagan)	Per No.		
49.	OHP 005 Marker Pen (Luxor/Fabercastle)	Per No.		
50.	Pen stand Good quality (Medium)	Per No.		
51.	Pencil (Natraj/HB)	Per No.		
52.	Page Marker (20mmx50mm) -40pages(Desmet/InfinityCorporate)	Per No.		
53.	Page Marker (50mmx5mm) – 40 pages (Desmat/Corporate)	Per No.		

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List of Misc. Items

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List of Stationery Items

Annexure - A

54.	Pencil Sharpener (Natraj)	Per No.		
55.	Peon Book	Per No.		
56.	Plastic scale 1 ft (Natraj/Kores)	Per No.		
57.	Plastic scale 2 ft (Natraj/Kores)	Per No.		
58.	Plastic Pocket Folder (PBC L- Folder FS)	Per box		
59.	Pin Cushion (Cello/Gripex)	Per sheet		
60.	Punching Machine (big – double)(Kangaroo/Kores)	Per No.		
61.	Punching Machine (Small - single) (Kangaroo/Kores)	Per No.		
62.	Refill (Maxwriter)	Per No.		
63.	Register No.04 (Neelgagan/Diplomat/Ambassador) with sample	Per No.		
64.	Register No.06 (Neelgagan /Diplomat/Ambassador) with sample	Per No.		
65.	Register No.08 (Neelgagan /Diplomat/Ambassador) with sample	Per No.		
66.	Register No.10 (Neelgagan /Diplomat/Ambassador) with sample	Per No.		
67.	Register No.12 (Neelgagan /Diplomat/Ambassador) with sample	Per No.		
68.	Register No.16 (Neelgagan /Diplomat/Ambassador) with sample	Per No.		
69.	Register No.20 (Neelgagan /Diplomat/Ambassador) with sample	Per No.		
70.	Register No.24 (Neelgagan /Diplomat/Ambassador) with sample	Per No.		
71.	Register No.40 (Neelgagan /Diplomat/Ambassador) with sample	Per No.		
72.	Register 335J	Per No.		
73.	Rubber Stamp/Seals Polymer Stamp (Hindi/English)/Self Inking	Per Line	Polymer Stamp - Self Inking -	
74.	Scissors 6" (Kangaroo) with sample	Per No.		
75.	Scissors 8" (Kangaroo) with sample	Per No.		
76.	Sealing Wax (Gripex-original) Round with sample	Per No.		
77.	Signature pad, Double clip- Plastic (Corporate)	Per No.		
78.	Stick file (A4 size)	Per No.		
79.	Stick file (FS size)	Per No.		
80.	Sketch pen (Luxor/Pikpen)	Per Pkt.		
81.	Stamp pad (Big) (Faber Castel/Camlin)	Per No.		
82.	Stamp pad (medium) (Faber Castel/Camlin with sample	Per No.		
83.	Stamp Pad Ink 60 ml (Gripex/Kores)	Per No.		

List of Misc. Items


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List of Stationery Items

Annexure - A

84.	Stamp Pad Ink 500 ml (Gripex/Kores)	Per No.		
85.	Stapler Machine (Big) Kangaroo	Per No.		
86.	Stapler Machine (small) Kangaroo	Per No.		
87.	Stapler Pin (Big) No. 10 Kangaroo	Per Box		
88.	Stapler Pin (small) No. 24 Kangaroo	Per Box		
89.	Steno Note Book (Diplomat/Neelgagan)	Per No.		
90.	Transparent Folder (Polyproplene L- Folder FS/A4)	Per No.	FS- A4-	
91.	Trimax Pen (Reynolds)	Per No.		
92.	Thread/Twain (Modi thread)	Per Roll		
93.	White Board Marker (Luxor/Kores)	Per No.		
94.	Water Sponge (gripex/corporate)	Per No.		
95.	Xerox (FS) (JK 75gsm-500 sheets)	Per Ream.		
96.	Xerox paper (A4 size) (JK 75gsm-500 eets)	Per Ream		
97.	Xerox paper (A3 size) (JK 75gsm-500 sheets)	Per Ream		


 प्रशासनिक अधिकारी (सा.प्र.)
 Administrative Officer (GL)

List of Misc. Items

Annexure -B

Toners for Photocopier & Fax Machines

Sl. No.	Items/Brand	Unit	Rate (In Rs)	Remarks
1	2	3	4	5
1	Toner for Toshiba e-Studio -212 Photocopier machine	Per No.		Authorsied dealership Certificate is to be enclosed along with the Tenders.
2	Toner for Toshiba e-Studio -255 Photocopier machine	Per No.		
3	Toner for Kyocera Taskalfa -180 Photocopier machine	Per No.		
4	Toner for Kyocera Taskalfa - 220 Photocopier machine	Per No.		
5	Toner for RICOH 2001L Photocopier machine	Per No.		
6	Toner for CANON iR -2016 Photocopier machine	Per No.		
7	Ink (Toner) for Digital Duplicator machine RD 4320 D	Per No.		
8	Toner for Kyocera-6025 Photocopier machine	Per No.		
9	Toner for Kyocera FS-2126 Multifunction Photocopier	Per no.	1. Cyan- 2. Magenta- 3. Yellow- 4. Black-	
10	Toner for Panasonic FAX model KX-FL422CX	Per No.		
11	Toner for CANON FAX model MF 4350D (FX9)	Per No.		
12	Toner for CANON FAX model MF 4450 (EP 328)	Per No.		
13	Toner for KYOCERA FAX model FS-1124 FMP	Per No.		
14	Toner for PANASONIC FAX model KXFAT472	Per No.		

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