



भारत सरकार

Government of India

वित्त मंत्रालय, राजास्व 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 Govt. registered firms/Small & Medium Scale Entrepreneurs for supply of Stationery Items (alongwith toner for Photocopier & Fax machines) for Customs Hqrs. Office, Shillong for the Financial year 2017-2018. 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 conditions:-**

1. The sealed quotations marked clearly on top "Tender for Stationery Articles" may be addressed to the Deputy Commissioner (P&V) (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 must be dropped in the Tender Box at least by **1500 hrs. on 19.04.2017**. Quotations received late after due date and time will be summarily rejected.
2. Quotations without sample (where specified) and not as per brand will not be accepted.
3. Tenders shall be opened by Purchase Committee on the next working day. Party may send their representative to be present when the tender is opened, if it so desires.
4. 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.
5. The copy of documents regarding Govt. Registration, taxes, etc. may be submitted alongwith the tender.
6. Supplier shall be responsible for supplying the goods at the price quoted within 15 days after receiving the supply order.
7. 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.
8. Spurious items shall be liable to be returned.
9. All approved rates shall be effective for a period of one year w.e.f. the date of acceptance.
10. Supplier shall be responsible for supplying the goods at the price quoted during the whole period of contract i.e. one year.
11. 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.
12. No correspondence will be made with unsuccessful tenderer.

**Enclo.:- Annexure A & B**

Dated: 29.03.17

Sd/-

(R. Marbaniang)  
Administrative Officer (GL.ADM)

C.NO.I(20)7/GL.ADM/HQRS/SH/2014/

Dated:-

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. The Director, NISC, DIC Complex, Short Round Road, Industrial Estate, Shillong-01

29.3.17

(R. Marbaniang)  
Administrative Officer (GL.ADM)



## List of Stationery Items

## Annexure- A

Sl. No.	Items/Brand	Unit	Rate (In ₹)	Remarks
1	2	3	4	5
1.	Arch File Ambassador/Rexine Quality	Per No.		
2.	Alpin (King)	Per Box		
3.	Ball pen (Maxwriter/Reynolds)	Per No.		
4.	Ball pen (Uni Ball Eye)	Per No.		
5.	Brown Tape 2" (Kores/ 3M ) with sample	Per No.		
6.	Carbon (Kores) ½ DFC (Blue/black-file size)	Per No.		
7.	Cello Tape 1" (Corporate/3M) Small Spool with sample	Per No.		
8.	Cello Tape ½" (small) Corporate Small Spool with sample	Per No.		
9.	Cello Tape 2" (Corporate/3M/Camlin) Small Spool with sample	Per No.		
10.	Conference Folder (Built/Classmate)	Per No.		
11.	Conference File (Regular type)	Per No.		
12.	Court /Catridge Paper (Built/JK 80gsm) 500 pages	Per Ream		
13.	Correction Pen (quick dry) Camlin/Fabercastle	Per No.		
14.	Correcting Ink (white) Kores	Per No.		
15.	Dak pad Single Clip folder ( Ambassador)	Per No.		
16.	DFC Paper (HPC) 8 Kg	Per Ream		
17.	Double clip File FS (World one/ Ambassador)	Per No.		
18.	Duplicating Paper (HPC) 2.3 Kg-500 sheet	Per Ream		
19.	Envelope cloth (10x4 inch) with sample	Per 100 nos.		
20.	Envelope cloth ( 6x12 inch) with sample	Per 100 nos.		
21.	Envelope Cloth (10x12 inch) with sample	Per 100 nos.		
22.	Envelope Plain Brown ( as per size ) with sample	Per 100 nos	10x4.5 inch- 11X5 inch- 6x12inch- 10x12 inch- 16X12 inch-	
23.	Envelope Cloth file size (16x12) with sample	Per 100 nos		

1  
 भार. मर्वनीया/R. MARBANIANG  
 व अधिकारी (आ.प.)/AO (OL. अ.प.)

## List of Stationery Items

## Annexure- A

24.	Envelope Laminated with sample	Per 100 nos	11X5 inch- 6x12inch- 10x12 inch-
25.	Envelope Laminated File Size with sample	Per 100 nos.	
26.	Eraser for pencil (Natraj)Non-dust	Per No.	
27.	FC Paper (Dista HPC) 8 Kg 500 sheets	Per Ream	
28.	File Binder (Cloth-good quality) Commander	Per No.	
29.	File Cover with printing Bilingual with sample	Per No.	
30.	File Tag Good quality 50 nos. in a bundle	Per bundle	
31.	Four fold file cover (Ambassador/Black Bird) A4	Per No.	
32.	Four fold file cover (Ambassador/Black Bird) Legal	Per No.	
33.	Glue Stick 15 gm Fevistick/Corporate/Kores/Fabercastle)	Per No.	
34.	Gum Bottle 700 ml (Kores/Gripex/Camel)	Per No.	
35.	Gum Tube 20ml (Kores/Camlin)	Per No.	
36.	Highlighting Pen (Faber Castle/Camlin)	Per No.	
37.	Hi-tech Pen 0.5 (Luxor)	Per No.	
38.	Hi-tech Pen V-5 (Luxor)	Per No.	
39.	JMS Clip Plastic coated 28 mm (corporate/Kores)	Per pkt.	
40.	Knife (Paper Cutter) (Omega/corporate ) Big Size	Per No.	
41.	Log Book for Vehicles (Hindustan)	Per No.	
42.	Lever File A4 (Plastic)	Per No.	
43.	Lever File F.S (Plastic)	Per No.	
44.	Marker Pen (Luxor/Kores)	Per No.	
45.	Note Sheet Pad (Neelgagan) Both side margin with sample	Per Pad	
46.	Noting pad/Slip pad no.33 (Neelgagan)	Per Pad	
47.	Noting pad/Slip Pad no.22( Neelgagan)	Per Pad	
48.	OHP 005 Marker Pen (Luxor/Fabercastle)	Per No.	
49.	Pen stand Good quality (Medium)	Per No.	
50.	Pencil (Natraj/HB)	Per No.	
51.	Page Marker (20mmx50mm) - 40pages (Desmet/InfinityCorporate)	Per pkt.	
52.	Page Marker (50mmx5mm) – 40 pages (Desmat/Corporate)	Per pkt.	
53.	Pencil Sharpener (Natraj)	Per no.	



List of Stationery Items

Annexure- A

54.	Peon Book	Per no.	
55.	Plastic scale 1 ft (Natraj/Kores)	Per no.	
56.	Plastic scale 2 ft (Natraj/Kores)	Per no.	
57.	Plastic Pocket Folder (PBC L- Folder FS)	Per no.	
58.	Pin Cushion (Cello/Gripex)	Per no.	
59.	Punching Machine (big – double)(Kangaroo/Kores)	Per no.	
60.	Punching Machine (Small - single) (Kangaroo/Kores) with sample	Per no.	
61.	Register No.04 (Diplomat/Ambassador/Neelgagan) with sample	Per no.	
62.	Register No.06 (Diplomat/Ambassador/Neelgagan) with sample	Per no.	
63.	Register No.08 (Diplomat/Ambassador/Neelgagan) with sample	Per no.	
64.	Register No.10 (Diplomat/Ambassador/Neelgagan) with sample	Per no.	
65.	Register No.12 (Diplomat/Ambassador/Neelgagan) with sample	Per no.	
66.	Register No.16 (Diplomat/Ambassador/Neelgagan) with sample	Per no.	
67.	Register No.20 (Diplomat/Ambassador/Neelgagan) with sample	Per no.	
68.	Register No.24 (Diplomat/Ambassador/Neelgagan) with sample	Per no.	
69.	Register No.40 (Diplomat/Ambassador/Neelgagan) with sample	Per no.	
70.	Rubber Stamp/Seals Polymer Stamp (Hindi/English)/Self Inking	Per Line	Polymer- Self Inking
71.	Scissors 6" (Kangaroo/Camlin)	Per no.	
72.	Scissors 8" (Kangaroo/Camlin)	Per no.	
73.	Sealing Wax (Gripex-original) Round	Per No.	
74.	Signature pad, Double clip- Transparent (Corporate) (Plastic)	Per No.	
75.	Stick file (A4 size) Good quality	Per No.	
76.	Stick file (FS size) Good Quality	Per No.	
77.	Sketch pen (Luxor/Pikpen)	Per pkt.	
78.	Stamp Pad (Big) (Faber Castel/Camlin)	Per No.	
79.	Stamp pad (medium) (Faber Castell/Camlin)	Per No.	
80.	Stamp Pad Ink 60 ml (Gripex/Kores)	Per bottle	
81.	Stamp Pad Ink 500 ml (Gripex/Kores)	Per bottle	
82.	Stapler Machine (Big) Kangaroo	Per No.	
83.	Stapler Machine (small) Kangaroo	Per No.	
84.	Stapler Pin (Big) No. 24 Kangaroo	Per pkt.	

## List of Stationery Items

## Annexure- A

85.	Stapler Pin (small) No. 10 Kangaroo	Per pkt.		
86.	Transparent Folder (Polypropylene L- Folder FS/A4)	Per No.		
87.	Thread/Twain (Modi thread)	Per Roll		
88.	White Board Marker (Luxor/Kores)	Per No.		
89.	Water Sponge (gripex/corporate)	Per No.		
90.	Xerox (FS) (JK 75gsm-500 sheets)	Per Ream		
91.	Xerox paper (A4 size) (JK 75gsm-500 sheets)	Per Ream		
92.	Xerox paper (A3 size) (JK 75gsm-500 sheets)	Per Ream		

4

मार्. मर्बनीया/R. MARBANIANG  
अधिकारी (अ.प.)/AO (GL. AD)

