



भारत सरकार
Government of India
वित्त मंत्रालय, राजस्व विभाग
Ministry of Finance, Department of Revenue
सीमा शुल्क सहायक आयुक्त का कार्यालय
Office of the Assistant Commissioner of Customs Preventive)
सीमा शुल्क प्रभाग: गुवाहाटी/Customs Division:Guwahati
नीलमनि फुकन पथ, क्रिश्चियन बस्ती गुवाहाटी-781 005
Nilamoni Phukan Path, Christian Basti, Guwahati - 781 005

फोन/PHONE: (0361) 2340510/511/512/513/703 फेक्स/FAX: (0361) 2341510 Email: cusgau@yahoo.com

Tender Notice


Sealed quotations are invited from Govt, Registered Firm/suppliers/Small & Medium Scale Entrepreneurs for supply of Stationery Items including toners for FAX & Photocopier Machines for Customs Division, Guwahati for the Financial Year 2018-2019. The goods must be supplied as per terms and condition given below. Detailed list of items (**Annexure - A**) may be obtained from the undersigned between 10.30 am to 4.30 pm on working day.

Terms and conditions:-

1. The sealed quotations marked clearly on top "Tender for Stationery Articles with Toners" may be addressed to the Deputy Commissioner, Customs Division, Guwahati (By name), Nilamoni Phukan Path, Christianbasti, Guwahati, Pin-781 005, Assam. The sealed quotations should reach this office or must be dropped in the Tender Box at least by **1500 hrs. on 25.05.2018**. 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. Deputy Commissioner, Customs Division, Guwahati has the right to cancel the quotation if goods supplied by them are not according to the tender.
5. The copy of documents regarding Govt. Registration, GST, 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 Deputy Commissioner, Customs Division, Guwahati 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.

Encl.:- Annexure A

Dated:

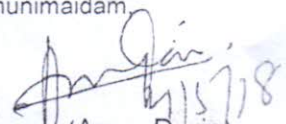

Annu Darin 21/5/18
Deputy Commissioner

C.NO.I(20)2/CUS/GAU/2018

Dated:- 4.5.18

Copy forwarded for information and necessary action to:-

1. PRO, Customs Division, Guwahati 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, Ministry of Micro Small & Medium Enterprise, Maniram Dewan Road, Bamunimaidam, Guwahati, Assam 781003


(Annu Darin)
Deputy Commissioner

List of Stationery Items

(Rates should be inclusive of GST)

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/Cello)	Per No.		
4.	Brown/White Tape 2" " (Kores/ 3M) small spool	Per No.		
5.	Carbon (Kores) ½ DFC (Blue/black-file size)	Per No.		
6.	Calculator 12 Digit (Big) Casio	Per No.		
7.	Cello Tape 1" (Corporate/3M) Small Spool	Per No.		
8.	Cello Tape ½" (Corporate/3M) Small Spool	Per No.		
9.	Conference File	Per No.		
10.	Correction Pen Camlin/Fabercastle (quick dry)	Per No.		
11.	Court Cartridge Paper	Per Ream		
12.	Dak pad Single Clip folder	Per No.		
13.	Envelope cloth (19x25 cm) with sample	Per 100 nos.		
14.	Envelope cloth (15x25 cm) with sample	Per 100 nos.		
15.	Envelope Cloth (30x40 cm with sample	Per 100 nos.		
16.	Envelope Plain Brown (as per size) with sample	Per 100 nos	9x22 cm: 11X25 cm: 15x25 cm:	
17.	Envelope Cloth file size (16x12 with sample	Per 100 nos		
18.	Envelope Laminated with sample	Per 100 nos	9x22 cm: 11X25 cm: 15x25 cm:	
19.	Envelope Laminated File Size with sample	Per 100 nos.		
20.	Eraser for pencil Non-dust	Per No.		
21.	Fax Roll (Carbon Paper) for Panasonic Fax	Per No.		
22.	FC Paper	Per Ream		
23.	File Binder (Cloth-good quality)	Per 100		

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Annexure- A

24.	File Cover with printing Bilingual	Per 100 Nos.	
25.	File Tag Good quality	Per 1000	
26.	Four fold file cover A4 size	Per No.	
27.	Four fold file cover Legal size	Per No.	
28.	Glue Stick 15 gm Fevistick/Corporate/Kores/Fabercastle)	Per No.	
29.	Gum Bottle 700 ml	Per No.	
30.	Gum Tube 20ml	Per No.	
31.	Highlighting Pen Yellow/Green	Per No.	
32.	Hi-tech Pen 0.5 (Luxor)	Per No.	
33.	Hi-tech Pen V-5 (Luxor)	Per No.	
34.	JMS Clip Plastic coated 28 mm	Per pkt.	
35.	Knife (Paper Cutter) Big Size	Per No.	
36.	Log Book for Vehicles	Per No.	
37.	Lead Seal (Round)	Per kg	
38.	Lead Seal (Square)	Per kg	
39.	Lead Wire Coil	Per Coil	
40.	Marker Pen	Per No.	
41.	Note Sheet Pad	Per Pad	
42.	Noting pad/Slip pad no.33	Per Pad	
43.	OHP 005 Marker Pen	Per No.	
44.	Pencil	Per No.	
45.	Page Marker (20mmx50mm) - 40pages (Desmet/InfinityCorporate)	Per pkt.	
46.	Paper Weight	Per No.	
47.	Pencil Sharpener (Natraj)	Per no.	
48.	Peon Book	Per no.	
49.	Pen Stand	Per No.	
50.	Plastic scale 1 ft (Natraj/Kores)	Per no.	
51.	Poker	Per No.	
52.	Plastic scale 2 ft (Natraj/Kores)	Per no.	
53.	Punching Machine (big – double)(Kangaroo/Kores)	Per no.	

List of Stationery Items

(Rates should be inclusive of GST)

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54.	Punching Machine (Small - single) (Kangaroo/Kores)	Per no.	
55.	Register No.06 (Diplomat/Ambassador/Neelgagan)	Per no.	
56.	Register No.08 (Diplomat/Ambassador/Neelgagan)	Per no.	
57.	Register No.10 (Diplomat/Ambassador/Neelgagan)	Per no.	
58.	Register No.12 (Diplomat/Ambassador/Neelgagan)	Per no.	
59.	Register No.16 (Diplomat/Ambassador/Neelgagan)	Per no.	
60.	Register No.20 (Diplomat/Ambassador/Neelgagan)	Per no.	
61.	Register No.24 (Diplomat/Ambassador/Neelgagan)	Per no.	
62.	Rubber Stamp/Seals Polymer Stamp (Hindi/English)/Self Inking	Per Line	Polymer: Self Inking:
63.	Scissors 6" (Kangaroo/Camlin)	Per no.	
64.	Scissors 8" (Kangaroo/Camlin)	Per no.	
65.	Sealing Wax (Gripex-original) Round	Per No.	
66.	Signature pad, Double clip- (Corporate) (Plastic)	Per No.	
67.	Stick file (A4 size) Good quality	Per No.	
68.	Stick file (FS size) Good Quality	Per No.	
69.	Sketch pen (Luxor/Pikpen)	Per pkt.	
70.	Stamp Pad (Big) (Faber Castel/Camlin)	Per No.	
71.	Stamp Pad Ink 60 ml (Gripex/Kores)	Per bottle	
72.	Stapler Machine (Big) Kangaroo	Per No.	
73.	Stapler Machine (small) Kangaroo	Per No.	
74.	Stapler Pin (Big) No. 24 Kangaroo	Per pkt.	
75.	Stapler Pin (small) No. 10 Kangaroo	Per pkt.	
76.	Toner for Photocopier machine Toshiba 160	Per No.	
77.	Toner for Photocopier machine Toshiba 166	Per No.	
78.	Toner for Photocopier machine Toshiba 18	Per No.	
79.	Xerox (FS) (JK 75gsm-500 sheets)	Per Ream	
80.	Xerox paper (A4 size) (JK 75gsm-500 sheets)	Per Ream	