



भारत सरकार, वित्त मंत्रालय, राजस्व विभाग

GOVERNMENT OF INDIA, MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

सीमा शुल्क निवारक, आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)

सीमा शुल्क भवन शिलांग-793 001

CUSTOM HOUSE, 110 M.G. ROAD, SHILLONG - 793 001

Phone: 0364-2222597/ 2225325/ 2229005/2210103 Fax: 0364-2211295/2229007

Tender Notice

Sealed quotations are invited from Govt. Registered firms/Small & Medium Scale Entrepreneurs for supply of Stationery Items, Miscellaneous Items & Toner/Cartridge for Photocopier & fax machines for Customs Hqrs. Office Shillong for the Financial Year 2019-2020. The goods must be supplied as per terms and conditions given below. Detailed list of items (Annexures A, B and C) may be obtained from the undersigned between 11.30AM to 4.30PM on any working day.

Terms & Conditions:

1. The sealed quotations must be clearly marked "Tender for Stationery/Miscellaneous/Toners" as per applicable group. It must be addressed to the Deputy Commissioner (P&V), Commissionerate of Customs (Prev), NER Shillong, Custom House, 110 MG Road, Shillong – 793001. The sealed quotations should reach this office or must be dropped in the Tender Box by at least **1500 hours on 18th March 2019**. Quotations received late after due date and time will be summarily rejected.
2. Quotations without sample (where specified) and not as per brand mentioned 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 so desired.
4. Commissioner of Customs (Prev), NER Shillong 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., have to be submitted along with 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 the 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), NER Shillong reserves the right to accept or reject any of the quotations without assigning any reason.
12. No correspondence will be made with unsuccessful tenderer.

Sd/-

(S. DYMPEP)

Administrative Officer (Gl.Adm)

Encl: Annexures A, B & C

C.No. I(20)1/Gl.Adm/Hqrs./SH/2019/ *10831-36(A)*

Dated: **26 FEB 2019**

Copy forwarded for information and necessary action to:-

1. Superintendent (Hqrs), Customs Hqrs., Shillong with request to put up in office Notice Board.
- ✓ 2. Superintendent (Comp & Trg), Hqrs, with request to upload the tender notice (with annexures) to the office website.
3. The Director, NISC, DIC Complex, Short Round Road, Industrail Estate, Shillong – 01.

List of Toners

(Rates should be inclusive of GST)

Annexure- A

Sl. No.	Items/Brand	Unit	Rate (In Rs.)	Remarks
1	2	3	4	5
1	Toner for Kyocera Taskalfa – 220 & 180 Photocopier machine (model TK 439)	Per No.		
2	Toner for RICOH 2001L Photocopier machine (Toner 2501S)	Per No.		
3	Toner for Kyocera-6025 Photocopier machine (model TK 479)	Per No.		
4	Toner for Kyocera FS-2126 Multifunction Photocopier	Per No.	Cyan: Magenta: Yellow: Black:	
5	Toner for Model FX9			
6	Toner E 181 Toshiba 212			
7	Toner Fax MF 4570 DN 328			
8	Toner for Multifunction Copier TK 594			
9	Toner for Kyocera (TK 4109)			
10	Toner for Panasonic FAX model KX-FL422CX	Per No.		
11	Toner for KYOCERA FAX model FS-1124 MFP (TK 1104)	Per No.		
12	Toner for PANASONIC FAX model KXFAT 472	Per No.		

List of Miscellaneous Items

(Rates should be inclusive of GST)

Annexure- B

Sl.No.	Items/Brand	Unit	Rate (In Rs.)	Remarks
1	2	3	4	5
1.	Battery (Big, for torchlights)	Per No.		
2.	Battery AA	Per No.		
3.	Battery AAA	Per No.		
4.	Bleaching Powder – 400 gms (Suraksha/Cross)	Per Pkt		
5.	Bulb (CFL) 15 Wt (Bajaj/Philips)	Per No.		
6.	Bulb 100 Watt	Per no.		
7.	Brasso 100ml	Per No.		
8.	Candle Stick (single) with sample	Per No.		
9.	Candle Stick Packet with sample	Per Pkt.		
10.	Citronella Oil	Per 100gms bottle		
11.	Glass cleaner-500ml(Collin)	Per Bottle		
12.	Cotton Thread (Modi)	Per roll (100gms each).		
13.	Chair cushion (18' x 18' x 3')	Per No.		
14.	Cushion Cover (18' x 18' x 3')	Per No.		
15.	Cushion (Sofa Pillow)	Per No.		
16.	Calculator (Casio – 12 digits)	Per No.		
17.	Coffee Mug (Bone China)	Per ½ dozen		

List of Miscellaneous Items

(Rates should be inclusive of GST)

Annexure- B

18.	Coffee Powder (for coffee machine) (Nescafe/Bru)	Per packet	Half KG: 1 KG:	
19.	Dettol (100 ml)	Per No.		
20.	Disposable paper cups (150ml)	Per packet of 100 nos.		
21.	Drinking Glass Ordinary (Yera/Lazer)	Per Packet		
22.	Drinking Glass (Borosil)	Per Packet		
23.	Door Mat 47 ½ x 21 ½ inch (Med)	Per No.	Jute: Rubber:	
24.	Door Mat 48 ½ x 22 ½ inch (Big)	Per No.	Jute: Rubber:	
25.	Door Mat 18 x 24 inch	Per No.	Jute: Rubber:	
26.	Door Mat 28 x 16 inch	Per no.	Jute: Rubber:	
27.	Door Mat 24 x 14 inch	Per no.	Jute: Rubber:	
28.	Door Mat (Synthetic) 3ft wide	Per Mtr .		
29.	Electric Bulb 60 Watt (Bajaj/ Phillips)	Per No.		
30.	Extension Cord (16 AMP) 5 Mtr.	Per No.		
31.	Electric Kettle (Prestige/Bajaj-1 liter)	Per No.	Plastic: Steel:	
32.	Emergency Lamp with sample	Per No.		
33.	Electric Choke	Per No.		

List of Miscellaneous Items

(Rates should be inclusive of GST)

Annexure- B

34.	Floor Mopper (Cotton) with handle	Per No.		
35.	Floor Wiper with handle	Per no.		
36.	Flag Rope (Cotton)	Per roll.	100 gms: 200 gms:	
37.	Garbage Bag	Per Packet	Big : Medium:	
38.	Lock & Key	Per No.	30MM: 55MM: 70MM:	
39.	Liquid Hand Wash 250ml Dettol/Lifebouy)	Per no.		
40.	Lizol Disinfectant/Other 500ml	Per bottle		
41.	Match Box	Per Pkt/Per Doz.		
42.	Markin Cloth (White) (1.5 width) with sample	Per Mtr.		
43.	Mopping cloth for Car with sample	Per Mtr.		
44.	Mosquito Coil-10 coils	Per Pkt.		
45.	Mosquito Repellant Machine (Allout/Good Night)	Per No.		
46.	Mosquito Repellant Liquid Refill (Allout/Good Night)	Per No.		
47.	Napthalene Ball (100 gms)	Per Pkt		
48.	Odonil with Hanger	Per Pkt.		
49.	Plastic Bucket	Per No	10 ltrs: 16 ltrs:	

List of Miscellaneous Items

(Rates should be inclusive of GST)

Annexure- B

50.	Plastic Mug	Per No.	1 ltr: 2 ltr:	
51.	Plastic Rope	Per Roll		
52.	Phenyle (Scented white-500 ml) with sample	Per bottle		
53.	Phenyle (Black) 500 ml. with sample	Per bottle		
54.	Room Freshener -150mg	Per bottle		
55.	Refill Set for Pure It Filter	Per No.		
56.	Sutalee (Jute Twine)	Per Kg.		
57.	Surf (small packet/sachet)	Per Pkt		
58.	Tea Powder (readymade for Tea/Coffee vending machine)	Per packet	Half KG: 1 kg:	
59.	Telephone Handset (Panasonic/Beetle/Preetel/BPL)	Per No.		
60.	Torch Light (3 Cell) Eveready (LED)	Per No.		
61.	Tissue Paper Box (Good quality)	Per Box		
62.	Toilet Soap - (100gms) (Dettol/Lifebouy)	Per no.		
63.	Toilet Cleaner (Harpic/Sani Fresh) - 500ml	Per Bottle		
64.	Toilet Cleaning Brush	Per no.		
65.	Toilet Paper Roll	Per Roll.		
66.	Towel (26x 50") (Good quality- Big)	Per No.		
67.	Hand Towel	Per no.		
68.	Towel (21x 36") (Good quality - Big)	Per No.		

List of Miscellaneous Items

(Rates should be inclusive of GST)

Annexure- B

69.	Towel (12 x 15") (Good quality – Big)	Per No.		
70.	Tea Cup Set (Pack of 6 Cup & 6 Saucer) Good quality	Per set.		
71.	Tube Light (Bajaj/Phillip) 40 watt	Per No.		
72.	Table Glass (Modi Guard)	Per Sq.ft. with finishing		
73.	Umbrella (Folding)	Per No.		
74.	Umbrella (Stick)	Per No.		
75.	VIM Gel (Dishwash)			
76.	Wall Clock (Ajanta/Samay)	Per No.		
77.	Water Filter (Puro)	Per No.	20 ltr: 26 ltr:	
78.	Waste Paper Basket	Per No.	Medium: Big:	
79.	Washing Soap (Doctor Green/OCM)	Per No.		

List of Stationery Items

(Rates should be inclusive of GST)

Annexure- C

Sl. No.	Items/Brand	Unit	Rate (In Rs.)	Remarks
1	2	3	4	5
1.	Arch File/ Guard File (Ambassador/Rexine/Quality)	Per No.		
2.	Alpin (King)	Per Box		
3.	Ball pen (Maxwriter/Reynolds)	Per No.		
4.	Brown Tape 2 inch (Kores/ 3M) with sample	Per No.		
5.	Carbon (Kores) ½ DFC (Blue/black-file size)	Per Packet		
6.	Cartridge Paper (for Law)	Per Packet		
7.	Cello Tape 1 inch (Small Spool)	Per No.		
8.	Cello Tape ½" (Small Spool)	Per No.		
9.	Cello Tape 2" (Small Spool)	Per No.		
10.	Correction Pen (Camlin/Fabercastle)	Per No.		
11.	Correcting Ink (white) Kores	Per No.		
12.	Dak pad Single Clip	Per No.	A4: FS:	
13.	Dak Pad Double Clip	Per No.	A4: FS:	
14.	Envelope (Cloth)	Per 100 nos.	10 x 4: 12 x 6: 12 x 10: 14 x 12:	
15.	Envelope (Plain Brown)	Per 100 nos	10 x 4: 12 x 6:	

List of Stationery Items

(Rates should be inclusive of GST)

Annexure- C

			12 x 10:	
			14 x 12:	
16.	Envelope (Laminated)	Per 100 nos	10 x 4: 12 x 6: 12 x 10: 14 x 12:	
17.	Eraser for pencil (Natraj)Non-dust	Per No.		
18.	File Binder (with sample)	Per No.		
19.	File Cover with printing (Bilingual)	Per No.		
20.	File Tag (50 nos per bundle) – with sample	Per bundle		
21.	Four fold file cover A4	Per No.		
22.	Four fold file cover Legal	Per No.		
23.	Glue Stick 15 grams	Per No.		
24.	Glossy Paper (photo paper) 270GSM	Per Packet.		
25.	Gum Bottle 700 ml	Per No.		
26.	Gum Tube 20ml	Per No.		
27.	Highlighting Pen (Faber Castle/Camlin)	Per No.		
28.	Hi-tech Pen 0.5 (Luxor)	Per No.		
29.	Hi-tech Pen V-5 (Luxor)	Per No.		
30.	JMS Clip Plastic coated 28 mm (Corporate/Kores)	Per pkt.		
31.	Log Book for Vehicles (Hindustan)	Per No.		
32.	Marker Pen Permanent (Luxor/Kores)	Per No.		
33.	Marker Pen (Whitebaord) (Luxor/Kores)			

List of Stationery Items

(Rates should be inclusive of GST)

Annexure- C

34.	Note Sheet Pad - with sample	Per Pad		
35.	Noting pad/Slip pad no.33	Per Pad		
36.	Noting pad/Slip Pad no.22	Per Pad		
37.	OHP 005 Marker Pen (Luxor/Fabercastle)	Per No.		
38.	Pencil (Natraj/HB)	Per No.		
39.	Page Marker (20mmx50mm) - 40pages (Desmet/InfinityCorporate)	Per pkt.		
40.	Page Marker (50mmx5mm) – 40 pages (Desmat/Corporate)	Per pkt.		
41.	Paper Cutter (Omega/corporate) Big Size	Per No.		
42.	Pencil Sharpener (Natraj)	Per no.		
43.	Peon Book	Per no.		
44.	Plastic scale 1 ft (Natraj/Kores)	Per no.		
45.	Plastic scale 2 ft (Natraj/Kores)	Per no.		
46.	Plastic Translucent Folder	Per No.		
47.	Pin Cushion (Cello/Gripex)	Per no.		
48.	Punching Machine (big – double)(Kangaroo/Kores)	Per no.		
49.	Punching Machine (Small - single) (Kangaroo/Kores)	Per no.		
50.	Register No.04 (Diplomat/Ambassador/Neelgagan)	Per no.		
51.	Register No.06 (Diplomat/Ambassador/Neelgagan)	Per no.		
52.	Register No.08 (Diplomat/Ambassador/Neelgagan)	Per no.		
53.	Register No.10 (Diplomat/Ambassador/Neelgagan)	Per no.		
54.	Register No.12 (Diplomat/Ambassador/Neelgagan)	Per no.		

List of Stationery Items

(Rates should be inclusive of GST)

Annexure- C

55.	Register No.16 (Diplomat/Ambassador/Neelgagan)	Per no.		
56.	Register No.20 (Diplomat/Ambassador/Neelgagan)	Per no.		
57.	Register No.24 (Diplomat/Ambassador/Neelgagan)	Per no.		
58.	Register No.40 (Diplomat/Ambassador/Neelgagan)	Per no.		
59.	Rubber Stamp/Seals Polymer Stamp (Hindi/English)/Self Inking	Per Line	Polymer: Self Inking:	
60.	Scissors 6" (Kangaroo/Camlin)	Per no.		
61.	Scissors 8" (Kangaroo/Camlin)	Per no.		
62.	Sealing Wax (Gripex-original) Round	Per No.		
63.	Signature pad Double clip- (Corporate) (Plastic)	Per No.		
64.	Stick file (A4 size) Good quality	Per No.		
65.	Stick file (FS size) Good Quality	Per No.		
66.	Sketch pen	Per pkt.		
67.	Stamp Pad (Big) (Faber Castel/Camlin)	Per No.		
68.	Stamp pad (medium) (Faber Castel/Camlin)	Per No.		
69.	Stamp Pad Ink 60 ml (Gripex/Kores)	Per bottle		
70.	Stamp Pad Ink 500 ml (Gripex/Kores)	Per bottle		
71.	Stapler Machine (Big) Kangaroo	Per No.		
72.	Stapler Machine (small) Kangaroo	Per No.		
73.	Stapler Pin (Big) No. 24 Kangaroo	Per pkt.		
74.	Stapler Pin (small) No. 10 Kangaroo	Per pkt.		
75.	Water Sponge (Gripex/Corporate)	Per No.		

List of Stationery Items

(Rates should be inclusive of GST)

Annexure- C

76.	Xerox (FS) (JK 75gsm-500 sheets)	Per Ream		
77.	Xerox paper (A4 size) (JK 75gsm-500 sheets)	Per Ream		
78.	Xerox paper (A3 size) (JK 75gsm-500 sheets)	Per Ream		