



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 2020-21. 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 11th May 2020**. 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.

(पी. खर्जती/P. Kharjanti)

प्रशा.अधि(सा. प्रशा)/Administrative Officer (GL.Adm)

Encl: Annexures A, B & C

C.No. I(20)1/GI.Adm/Hqrs./SH/2020/ 9798-99(A)

Dated:

21 APR 2020

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 –793001.

(पी. खर्जती/P. Kharjanti)

प्रशा.अधि(सा. प्रशा)/Administrative Officer (GL.Adm)