
	<p>भारत सरकार :: GOVERNMENT OF INDIA          वित्त मंत्रालय : राजस्व विभाग :: MINISTRY OF FINANCE : DEPARTMENT OF REVENUE          सहायक आयुक्त का कार्यालय :: OFFICE OF THE ASSISTANT COMMISSIONER          केन्द्रीय कर ( वस्तु एवं सेवा कर ) विभाग सिलचर          CENTRAL TAX (GOODS &amp; SERVICE TAX) DIVISION, SILCHAR          राजस्व भवन :: REVENUE BUILDING, , सर्किट हाउस रोड,:: CIRCUIT HOUSE ROAD          सिलचर -७८८००१ , SILCHAR -788001          Phone No::( 03842) 237780 दूरभाष:: (०३८४२)२३७७८० e-mail-aocxsil@gmail</p>	
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## TENDER NOTICE

Sealed quotations are invited from reputed firms/supplier/Govt. registered firms /Small & Medium scale Entrepreneurs for supply of Miscellaneous / Stationery Items (along with toner for photocopier & Fax machines) for CGST & Central Excise Division, Silchar for the Financial year 2019-20 The goods must be supplied as per terms and conditions 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 or downloaded from the web site [www.centralexciseguwahati.gov.in](http://www.centralexciseguwahati.gov.in).

### Terms and conditions

1. The sealed quotations marked clearly on top “**Tender for Miscellaneous / Stationery Items**” may be addressed to the Assistant Commissioner (By Name), CGST & Central Excise Division, Circuit House Road, P.O. Silchar, Dist- Cachar. Assam Pin-788001. The sealed quotations should reach this office at least by 1500 hrs on 30.04.2019. Quotations received after due date & time will be summarily rejected.
2. Quotations without sample (where specified) & 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 representatives to be present when the tender is opened, if it so desires.
4. Assistant Commissioner, CGST & Central Excise Division, Silchar has the right to cancel the quotation if goods supplied by them are not according to the tender.
5. Supplier shall be responsible for supplying the goods at the price quoted within 15 days after receiving the supply order.
6. 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 & so on.
7. Spurious items shall be liable to be returned.
8. All approved rates shall be effective for a period of one year w.e.f. the date of acceptance.
9. Supplier shall be responsible for supplying the goods at the price quoted during the whole period of contract i.e, one year.
10. The Assistant Commissioner of CGST & Central Excise Division, Silchar reserves the right to accept or to reject any of the quotation(s) without assigning any reason.
11. The copy of documents regarding valid licence, GST Registration, photo copy of PAN card & MSME certificate ( if available) may be submitted along with the tender.
- 12.. No. correspondence will be made with unsuccessful tenderer.

**Encl: Annexure A&B**

  
 (B.B.KARMAKAR)  
 Assistant Commissioner

Annexure -A  
List of Miscellaneous Items  
(Rates should be inclusive of GST)

Sl. No.	Items/ Brand	Unit	Rate (In Rs.)	Remarks
1	2	3	4	5
1.	Bleaching powder-400gms SURAKSHA/CROSS	Per pkt		
2.	Citronella Oil	Per 100gms bottle		
3.	Glass cleaner – 500ml(Collin)	Per bottle		
4.	Chair cushion/ curlon/ quire foam/Hindustan (18'x18 x 3')	Per No.		
5.	Calculator(Casio-12digits)	Per No.	DJ 120D:/MJ 120 :	
6.	Dettol(100ml)	Per No.		
7.	Drinking Glass(Medium 104A) (Yera/Lazer)	Per No.		
8.	Door Mat 47 ½ x 21 ½ inch(Med) Jute & Rubber( quire foam/Hindustan)	Per No.		
9.	Door Mat 48 ½ x 22 ½ inch(Big) Jute & Rubber	Per No.		
10.	Door Mat 18 x 24 inch Jute & Rubber	Per No.		
11.	Door Mat 28 x 16 inch Jute & Rubber	Per No.		
12.	Door Mat 24 x 14 inch Jute & Rubber	Per No.		
13.	Door Mat(Synthetic) 3ft wide	Per Mtr.		
14.	Drinking Glass - Borosil	Per No.		
15.	Electric Kettle ((Prestige/Bajaj-1 liter and 1.7 liter)	Per No.		
16.	Floor Mopper (Cotton) with handle	Per No.		
17.	Floor wiper with handle	Per No.		
18.	Lock & Key (Naylex/premium Hardy)	Per No.		
19.	Liquid Hand wash 250ml Dettol/Lifebouy)	Per No.		
20.	Lizol Disinfectant /other 500ml	Per bottle		
21.	Markin cloth(white)(1.5 width) with sample	Per Mtr.		
22.	Mosquito Repellant Machine (Allout/Good Night)	Per No.		
23.	Mosquito Repellant Liquid Refill All out/Good Night) 45 Nights	Per No.		
24.	Napthalene Ball(100gms)	Per pkt.		
25.	Odonil with Hanger	Per ptk.		
26.	Plastic Bucket (Brite/Cello)	Per No.		
27.	Plastic Mug (Brite/Cello)	Per No.		
28.	Plastic Packing rope	Per Roll		
29.	Pencil Battery (BPL/Nippo/Eveready/Novino)	Per No.		
30.	Phenyle (Scented white 500 ml) with sample	Per bottle		
31.	Phenyle( Black) 500ml. with sample	Per bottle		
32.	Room Freshener- 150mg (Rose/Rajnigandha/Jasmine)	Per bottle		
33.	Surf (Smallpkt/Sachet)	Per pkt		
34.	Torch Light (3 cell) Eveready (LED)	Per No		
35.	Toilet soap (100gms)(Dettol/Cinthol/Lifebouy)	Per No.		
36.	Toilet Cleaner(Harpic/Sani –Fresh) 500ml	Per Bottle		
37.	Toilet Cleaning Brush	Per No.		
38.	Towel (26x50") (Good quality –Big)	Per No.		
39.	Hand Towel	Per No.		
40.	Towel (21x36") (Good quality –Big)	Per No.		
41.	Towel (12x15") ( Good quality-Big)	Per No.		
42.	Tea Cup Set (Pack of 6 Cup& 6Saucer) Good quality.	Per set.		

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43.	Wall CLOCK (Ajanta/Samay)	Per No		
44.	Waste Paper Basket	Per No.		
45.	Washing Soap(Docter Green/OCM)pack of 4 pcs	Per Pkt		

List Of Toners.

46.	Ricoh Toner 1230D- for Xerox Machine	Per No.		
47.	Cartridge hp 680 (for Fax Machine)	Per No.		



**Annexure-'B'**  
**List of Stationery Items**  
(Rate should be inclusive of GST)

Sl. No.	Items/ Brand	Unit	Rate (In Rs.)	Remarks
1	2	3	4	5
1.	Alpin (King)	Per box		
2.	Ball pen(Maxwriter/Reynolds)	Per No.		
3.	Ball pen (Uni Ball Eye)	Per No.		
4.	Brown Tape 2"( Kores/3M) with sample	Per No.		
5.	Cello Tape -1" ( Corporate/3M)small Spool	Per No.		
6.	Cello Tape-2"(Corporate /3M/Camlin) small Spool	Per No.		
7.	Correction Pen(quick dry)Camlin/Faber castle	Per No.		
8.	Correcting Ink (white)Kores	Per No.		
9.	Dak Pad Single Clip folder (Ambassador)	Per No.		
10.	Double ClipFiles FS (World one/Ambassador)	Per No.		
11.	Envelope Cloth (10x4inch)with sample	Per 100 nos		
12.	Envelope Cloth (6x12inch)with sample	Per 100 nos		
13.	Envelope Cloth (10x12inch)with sample	Per 100 nos		
14.	Envelope PlainBrown (as per size)with sample	Per 100 nos		
15.	Envelope Cloth file size (16x12inch)with sample	Per 100 nos		
16.	Envelope Laminated with sample	Per 100 nos		
17.	Eraser for pencil(Nataraj) Non-dust	Per No		
18.	File Binder(Cloth-good quality) Commander	Per No		
19.	File Cover with printing Bilingual with sample	Per No		
20.	File Tag Good quality 50 nos in a bundle	Per bundle		
21.	Four fold file cover (Ambassador/Black Bird)A4	Per No.		
22.	Four fold file cover (Ambassador/Black Bird) Legal	Per No.		
23.	Glue Stick 15 gm (Fevistick/Corporate/Kores/Fabercastle)	Per No.		
24.	GumBottle700ml(Kores/Gripex/Camel)	Per No.		
25.	Highlighting Pen (Faber Castle/Camlin)	Per No.		
26.	Hi-tech Pen 0.5 (Luxor)	Per No.		
27.	Hi-tech Pen V.5 (Luxor)	Per No.		
28.	JMS Clip Plastic coated 28 mm(corporate/Kores)	Per pkt		
29.	Knife (Paper Cutter)(Omega/corporate) Big Size	Per No.		
30.	Marker Pen (Luxor/Kores)	Per No.		
31.	Note Sheet Pad with sample	Per Pad		
32.	Noting Pad /SlipPad no.33	Per Pad		
33.	Noting Pad /SlipPad no.22	Per Pad		
34.	Pencil (Nataraj/HB)	Per No.		
35.	Page Marker(20mm x 50mm)-40 pages(Desmet/Infinity Corporate)	Per pkt		
36.	Page Marker(50mmx5mm)-40 pages(Desmet/Corporate)	Per pkt		
37.	Plastic Scale1ft(Nataraj/Kores)	Per No.		
38.	Pin Cushion(Cello/Gripex)	Per No.		
39.	Punching Machine (big-double)(Kangaroo/Kores)	Per No.		
40.	Punching Machine (small-single)(Kangaroo/Kores)	Per No.		

42.	Register No.06(Diplomat/Ambassador/Neelgagan)	Per No.		
43.	Register No.8(Diplomat/Ambassador/Neelgagan)	Per No.		
44.	Register No.10(Diplomat/Ambassador/Neelgagan)	Per No.		
45.	Register No.12(Diplomat/Ambassador/Neelgagan)	Per No.		
46.	Register No.20(Diplomat/Ambassador/Neelgagan)	Per No.		
47.	Rubber Stamp/Seals Polymer Stamp(Hindi/English)/Selfinking	Per line		
48.	Scissor 6"(Kangaroo/Camlin)	Per No.		
49.	Scissor 8"(Kangaroo/Camlin)	Per No.		
50.	Sealing Wax(Gripex-original)Round	Per No.		
51.	Stick File (A4size) Good quality	Per No.		
52.	Stick File (FSsize) Good quality	Per No.		
53.	Sketch pen(Luxor/Pikpen)	Per No.		
54.	Stamp Pad(Big)(FaberCastle/Camin)	Per No.		
55.	Stamp Pad(medium)(Faber Castle/Camin)	Per No.		
56.	Stamp Pad Ink 60ml(Gripex/Kores)	Per bottle		
57.	Stamp Pad Ink 500ml(Gripex/Kores)	Per bottle		
58.	Stapler Machine(Big) Kangaroo	Per No.		
59.	Stapler Machine(small) Kangaroo	Per No.		
60.	Stapler Pin(Big) No.24 Kangaroo	Per pkt		
61.	Stapler Pin(small) No 10Kangaroo	Per pkt		
62.	Xerox(FS)(JK75gsm-500sheets)	Per Ream		
63.	Xerox paper (A4 size)(JK75gsm-500 sheets)	Per Ream		
64.	Xerox(A3size)(JK75gsm-sheets)	Per Ream		



**STATIONERY ITEMS**

Sl. No.	Article, description & brand/product	Unit	Rate
1.	Alpin-bell/King	Per box	
2.	Auto clip file ( Ambassador-Executive	Per No.	
3.	Ball pen(black,blue & red)-maxriter	Per No.	
4.	Ball pen (black,blue & red)- Reynold	Per No.	
5.	Ball pen refill(black,blue & red)-maxriter	Per No.	
6.	Ball pen refill(black,blue & red)-Reynold	Per No.	
7.	Brown tap/Cello tap (Half inch)- Corporate	Per No.	
8.	Brown tap/Cello tap (one inch)- Corporate	Per No.	
9.	Brown tap/Cello tap (wto inch)- Corporate	Per No.	
10.	Cloth envelop No. 5 (9x4 inch)	Per bdle of 50	
11.	Cloth envelop No. 6 (10x4.5 inch)	Per bdle of 50	
12.	Cloth envelop No. 8 (12x16 inch)	Per bdle of 50	
13.	Cloth envelop No.FS (12x16 inch)	Per bdle of 50	
14.	Conference File Cover(F/S)-Corporrate	Per No.	
15.	Conference folder(Stik file) A-4	Per No.	
16.	Conference Folder(Stick file)-F/S	Per No.	
17.	Correcting Fluid- Kres	Per No.	
18.	Correcting pen(quick dry)-Corporate/Kores	Per No.	
19.	Cover File four fold-Ambassador Exceutive	Per No.	
20.	Dak pad - Neelgagan	Per No.	
21.	Erasser (non-dust)- Natraj	Per No.	
22.	Fax machine Cartridge(Black)-hp 680	Per No.	
23.	File Binder(with cloth)*	Per bdle of 25	
24.	File tag( 8inch-cotton-veer(good quality)	Per bdle	
25.	Glue Stick big size 15gm.-saya/Corpoate	Per No.	
26.	Gum bottle 300ml.(with brush)-Griex	Per bottle	
27.	Gum tube-Corporate/Kores/Camel	Per No.	
28.	Hard bound register No. 06-Ashok/Neelgagan	Per No.	
29.	Hard bound register No. 08-Ashok/Neelgagan	Per No.	
30.	Hard bound register No. 10-Ashok/Neelgagan	Per No.	
31.	Hard bound register No12-Ashok/Neelgagan	Per No.	
32.	Hard bound register No16-Ashok/Neelgagan	Per No.	
33.	Hard bound register No20-Ashok/Neelgagan	Per No.	
34.	Hard bound register No30-Ashok/Neelgagan	Per No.	
35.	Hard bound register No40-Ashok/Neelgagan	Per No.	
36.	Highlighter pen-Camlin	Per No.	
37.	Hi-tech pen (pilot ) 0.5 (Blue,Black,Green & Red)	Per No.	
38.	Jem clip plastic-Gripex 20gm.	Per packet	
39.	Lether brounDak Despatch register-No. 30	Per No.	
40.	Lock & Key – Naylex (65 MM-MBA/Godrej)	Per No.	
41.	Lock & Key- Naylex (60 MM-MBA/Godrej)	Per No.	
42.	Lock & Key- Naylex (35MM-MBA/Godrej)	Per No.	
43.	Marker pen (for white board-Camlin/Luxor	Per No.	
44.	Paper cutter (Best Quality)	Per No.	
45.	Paper poker-Hindusthan	Per No.	
46.	Paper weight(medum)-Gripex	Per No.	
47.	Plain envelop (brown colour) No.5(10.5x24cm)	Per bdle of 50)	
48.	Plain envelop (brown colour) No.6(11.5x27cm)	Per bdle of 50)	
49.	Plain envelop (brown colour) No. 7(15x30cm)	Per bdle of 50)	
50.	Plastic ruller(one ft.-Image club/Faber castell	Per No.	
51.	Printed Note sheet pad-Neelgagan	Per No.	
52.	Printed peon book( medium size)*	Per No.	
53.	Punching machine single hole-Kores/Kangaroo	Per No.	
54.	Ricoh Toner type 1230D (Xerox machine)	Per No.	
55.	Scissor ( 6 inch)- De Xian/Gripex/Corporate	Per No.	
56.	Scissor (9 inch) –Gripex /corporate	Per No.	
57.	Sealing wax(square shape)-Gripex	Per packet	
58.	Short hand note book-Neelgagan/Dplomat	Per No.	

59.	Sketch pen –camel/camlin	Per set of 12	
60.	Slip pad No. 33(blank & rule)- Neelgagan	Per No.	
61.	Slip pad No.60(blank & rule)-Neelgagan	Per No.	
62.	Stamp pad (medium)-Faber castel/chelpark	Per No.	
63.	Stamp pad (small size)- Faber castel/chelpark .	Per No.	
64.	Stamp pad ink 100ml.-Gripex/Kores	Per No.	
65.	Stepler machine No.10-kangaroo	Per No.	
66.	Stepler mechine No. 24/6 – Kores eminent	Per No.	
67.	Stepler mechine No. HS 45p-kangaroo	Per No.	
68.	Stepler pin No. 10 -kangaroo	Per box	
69.	Stepler pin No. 24/6-Kores/	Per box	
70.	Towel – Bomby Drying	Per pice	
71.	Towel- Best Quality	Per pice	
72.	Water proof envelop No. 5 ( 9 x 4 inch)	Per bdle of 50	
73.	Water proof envelop No. 6 ( 10 x 4.5 inch)	Per bdle of 50	
74.	Water proof envelop No. 7 ( 11 x 5 inch)	Per bdle of 50	
75.	Water proof envelop No. 8 ( 12 x 6 inch)	Per bdle of 50	
76.	Water proof envelop A4 ( 12 x 16 inch)	Per bdle of 50	
77.	Water proof envelop FS ( 12 x 18 inch)	Per bdle of 50	
78.	Wooden pencil (HB)-Natraj	Per No.	
79.	Xerox paper A/3 –J.K.Copier,75 gsm,500 sheets	Per ream	
80.	Xerox paper A/4 –J.K.Copier,75 gsm,500 sheets	Per ream	
81..	Xerox paper F/S –J.K.Copier,75 gsm,500 sheets	Per ream	

STATIONERY ITEMS