



भारत सरकार  
GOVERNMENT OF INDIA  
जीएसटी आयुक्त का कार्यालय, गुवाहाटी  
OFFICE OF THE COMMISSIONER OF GST  
सेठी ट्रस्ट बिल्डिंग, पांचवीं मंजिल, जी. एस रोड, भंगागढ़, गुवाहाटी-781005  
SETHI TRUST BUILDING, 5<sup>TH</sup> FLOOR, G.S. ROAD, BHANGAGARH, GUWAHATI - 781 005



## TENDER NOTICE

Sealed quotation of Stationery Articles/ office equipments/ furniture/ printing items (list of items is enclosed) is invited by the undersigned on behalf of O/o the Commissioner of Central Excise & Service Tax, Guwahati. The envelope containing the quotation should be properly wax-sealed and super-scripted in bold letter on top as "Quotation of Stationery/ office equipments / Peripherals Articles". The quotation should be sent to the "Additional Commissioner (P&V), Central Excise & Service Tax, 5<sup>th</sup> floor, Sethi Trust Building, Bhangagarh, Guwahati- 781005" either by post or it may be delivered by hand during office working hours.

The Quotations should reach this office on or before 24.09.18 till 11.00 AM, which will be opened on the same day at 04:00 PM in the Chamber of Additional Commissioner (P&V), in the presence of the bidders, if they wish to attend. Incomplete bids or bids received after the opening time will not be entertained.

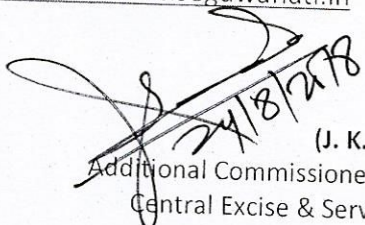
### TERM & CONDITIONS

1. Items will be delivered within Ten (10) working days or earlier on receipt of supply order.
2. The rates should be F.O.R. and should be inclusive of all taxes. No transportation and carriage charges will be paid for delivery of the items/ Articles.
3. There should be no overwriting or correction in the quotation. If a figure is to be amended, it should be neatly scored out and the same attested with full signature and date. In the absence of attested signature, the quotation is liable to be rejected.
4. Proper description/ specification of size, thickness & brand/product should be indicated/mentioned against articles marked\* in the enclosure.
5. The items/ articles must confirm to the specifications given and of desired quality. Bidder will guarantee that item delivered to the purchaser are new and not refurbished one.
6. The supplier shall be responsible for the quality of supply. Only original products especially in case IT products will be accepted.
7. The undersigned does not bind himself to accept the lowest quotation but reserves the right to accept the quotation in whole or in part, i.e., with respect to all articles mentioned in the enclosure or in respect of any one or more than one articles specified in the enclosure as he may decide.



8. The Additional Commissioner (P&V), Central Excise & Service Tax (Hqrs.), Guwahati reserves the right to accept or reject any or all tender without assigning any reason whatsoever.
9. The quoted price in respect of all items in the list (enclosure) shall be valid for one year from the date of approval/acceptance of the Local Purchase Committee.
10. The Bidder should ensure that all document and papers submitted in this BID are fully authenticated by the authorized signatory under his signature with seal wherever applicable. The following documents form part of the BID and should be submitted with BID:-
  - A. Self attested copy of Permanent Address of the Firm (Copy to be enclosed)
  - B. Self attested copy of PAN/ TAN Number (Copy to be enclosed)
  - C. Self attested copy of GST Registration certificate (Copy to be enclosed)
  - D. Self attested copies of IT returns for the last three years filed by the agency. (Copy to be enclosed)
  - E. Experience in dealing with Govt. Departments attaches copies of supply orders placed on the agency.
  - F. Bank Account No. of the Firm with IFSC code and Branch Name.
  - G. Self attested copy of Trade license (Copy to be enclosed)
12. Tender shall be duly filled in. All pages of the tender should be signed by the Authorized Signatory of Bidder with company/firm seal.
13. The quotations, which do not comply with the above condition are liable to be rejected.
14. Supply of the ordered articles should be executed within 10 working days failing which the undersigned reserves the right to cancel the supply order.
15. Tender documents/ enclosure of the Stationery Articles/ office equipments/ furniture/ printing items may be downloaded from our website [www.centralexciseguwahati.in](http://www.centralexciseguwahati.in)

Encl: Annexure: A, B, C & D

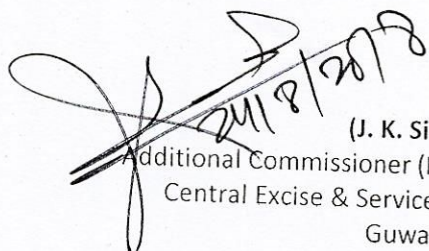
  
(J. K. Simte)  
Additional Commissioner (P&V)  
Central Excise & Service Tax  
Guwahati.

dated: 27/8/18

C. No. I(22)3/ Store/ Tender /CEGHY/2018

Copy forwarded for information and necessary action to:

1. The Asstt. Chief Accounts Officer, Central Excise & Service Tax, Guwahati.
2. The P.R.O. Central Excise & Service tax, Guwahati.
3. The Notice board, Central Excise & Service Tax, Guwahati.
4. The Supdt. (Hqrs. System), Central Excise & Service tax, Guwahati for uploading in the Commissionerate website and alongwith CBEC website also.

  
(J. K. Simte)  
Additional Commissioner (P&V)  
Central Excise & Service Tax  
Guwahati.



## Annexure- A

## List of Stationery/office equipment/ furniture/ printing items for office use

Sl.No.	Name of Articles & Size	Brand Name	Unit
1	Adhasive Paper flag/ Sticky paper 25X76mm or 1"X3" tri-colour	Infinity/ De'smat	Per Pkts.
2	Umbrella (Black Colour) without folding	Mohendra Dutta	Per No.
3	Auto clip file (Plastic) (A4 size)*	Ambassador/ Infinity	Per No.
4	Auto clip file (Plastic) (Legal size)*	Ambassador/ Infinity	Per No.
5	Stick File (A4 size)*	Ambassador/ Infinity	Per No.
6	Stick File (Legal size)*	Ambassador/ Infinity	Per No.
7	"L" folder A4 size*	Ambassador/ Infinity	Per No.
8	"L" folder A4 size*	Ambassador/ Infinity	Per No.
9	Four Cover File*	Ambassador/ Infinity	Per No.
10	Index file with steel coated size*	Ambassador/ Infinity	Per No.
11	Ball Pen (Both side)	Goldline/Glory	Per No.
12	Ball Pen Refill (Blue/Red) small size	Standered	Per pkt.(10pcs.)
13	Ball Pen	Cello Maxriter	Per No.
14	Ball Pen Refill (Blue/Black/Red)	Cello Maxriter	Per pkt. (10 nos.)
15	Ball Pen	Reynold 045	Per No.
16	Ball Pen Refill (Blue/Black/Red)	Reynold 045	Per pkt. (10 nos.)
17	Ball Pen	Reynold Jetter	Per No.
18	Ball Pen Refill (Blue/Black)	Reynold Jetter	Per pkt. (10 nos.)
19	Bleaching powder 500gm.	Standered	Per No.
20	Both sope 150gm	Dettol	Per No.
21	Phool Jharu*	Standered	Per No.
22	Calculator 12 digit (MJ-120D)	Casio	Per No.
23	Candle Medium Size	Standered	Per Pkt of 06
24	Carbon paper (Blue/Black) 210 X 330 mm	Kores	Per Pkt.(100 sheets)
25	CD/DVD/OHP Marker Pen (Red/ Black/Blue)	Luxor	Per No.
26	Cello Tape (Brown) 2 inches	Carporate	Per No.
27	Cello Tape (White) ½ inch	Carporate	Per No.
28	Cello Tape (White) 1 inch	Carporate	Per No.
29	Cello Tape (White) 2 inch	Carporate	Per No.
30	Chair Cushion 18" X 18" inch	Kurl-on	Per No.
31	Chitranaola bottle 60ml	Rhino	Per No.
32	Correcting Fluid & Diluter 15ml.	Kores/Corporate	Per No.
33	Correcting Pen (quick dry) 15 ml.	Kores/Corporate	Per No.
34	Note Pad/ Conference Pad Size A5 (50sheet)	Oddy	Per No.
35	handwash liquid soap 250ml	Dettol	Per No.
36	Distilled water 1 Ltr.	Standered	Per Bottol
37	Drinking Glass 300 ml	Borocil	Per No.
38	Drinking Glass 380 ml	Borocil	Per No.
39	Desk Knife (Steel) Small size	Corporate/ Infinity	Per No.
40	Envelop size 9X4½" (27 Kg Craft, Brown Paper)	5 Star/ Hindustan	Per 100
41	Envelop size 11X5" (27 Kg Craft, Brown Paper)	5 Star/ Hindustan	Per 100
42	Envelop Leminated size 6X12"	5 Star/ Hindustan	Per 100
43	Envelop Leminated size 10X12"	5 Star/ Hindustan	Per 100
44	Envelop Leminated size 10X14"	5 Star/ Hindustan	Per 100
45	Envelop Leminated size 10X16"	5 Star/ Hindustan	Per 100
46	Glue stick 15 gm	Corporate	Per No.



## Annexure-B

47	Glue stick 8 gm	Corporate	Per No.
48	Gum Pot with brush 300ml	Eureka/ Gripex	Per No.
49	Gum Tube 20 ml	Eureka/ Gripex	Per No.
50	Hydrochloric Acid Bottol 600 ml	Standered	Per No.
51	Hi-lighter Pen	Luxor	Per No.
52	Hi-Tech Pilot Pen 0.5 (Blue/Black/Green/Red)	Luxor	Per No.
53	Hi-Tech Pilot Pen 0.7 (Blue/Black/Green/Red)	Luxor	Per No.
54	Hi-Tech Pilot Pen V5 (Blue/Black/Green/Red)	Luxor	Per No.
55	Hi-Tech Pilot Pen V7 (Blue/Black/Green/Red)	Luxor	Per No.
56	Hard Bound Register Book with line	Prograssive	Per No. of the Book
57	Jems clip size 32mm	Corporate	Per No.
58	Binder clip size 2 inch ( 51 mm)	Standered	Per No.
59	Glass cleaner 500 ml	Colin	Per No.
60	Toilet Cleaner 500ml	Harpic	Per No.
61	Lock & Key 50mm (6 lever)	Godrej	Per No.
62	Markin Cloth (Red) width 3 feet*	Standered	Per mtr.
63	Markin Cloth (white) width 3 feet*	Standered	Per mtr.
64	Mosquito Killer Spray 200 MI	Hit	Per No.
65	Naphthalene Ball	Standered	Per Kg.
66	Odonil (air freshner) 75 gm.	Odonil	Per No.
67	Paper Poker with plastic handle	Standered	Per No.
68	Paper Punching Machine Single hole	kangaro (SHP-20)	Per No.
69	Paper Punching Machine Double hole	Kangaro (DP-52)	Per No.
70	Paper weight*	Standered	Per No.
71	Pencil Cutter	Apsara platinum	Per No.
72	Pencil Eraser	Apsara platinum	Per No.
73	Wooden pencil	Apsara platinum	Per No.
74	Plastic Scale 30 cm	Apsara platinum	Per No.
75	Phenyl (White) 500 ml	Rhino	Per No.
76	Plastic Tray for Dak	Standered	Per No.
77	Room Freshner Bottol 300 ml	Godrej aer	Per No.
78	Scissior Small size 6 inch	Corporate/ Infinity	Per No.
79	Scissior medium size 9 inch	Corporate/ Infinity	Per No.
80	Sealing Wax/ Sealing Lac 220gm.	Gripex	Per Pkt.
81	Sealing Wire	Standered	Per Kg.
82	Lead Seal	Standered	Per Kg.
83	Stamp pad (Medium Size) 110X69 mm Voilet Colour	Faber Castle	Per No.
84	Stamp pad ink 120ml	Kores/Kangaro	Per No.
85	Stapler machine size 24/6	Kangaro	Per No.
86	Stapler machine size H-D 10	Kangaro	Per No.
87	Stapler machine size HS 45P	Kangaro	Per No.
88	Stapler pin size 10	Kangaro	Per pkt.
89	Stapler pin size 24/6	Kangaro	Per pkt.
90	Stapler pin size HS 45P	Kangaro	Per Pkt.
91	Steno Note Book (200 pages)	Oddy	Per Book
92	File Tag Nylon 8 inch*	Standered	Per Bundle
93	File Tag Nylon 10 inch*	Standered	Per Bundle
94	Waste paper Basket Medium size	Standered	Per No.
95	Plastic Bucket 20 Ltr.	Cello	Per No.
96	Plastic Mug 1 Itr	Cello	Per No.
97	Moppingh Towel Size 60X120 cm	Standered	Per No.
98	Towel snow white Big size Size 75X150 cm	Bombay Dying	Per No.



## Annexure-C

99	Hand towel (white) Size 40X60 cm	Bombay Dying	Per No.
100	Hand towel (coloured) size 40X60 cm	Bombay Dying	Per No.
101	T-pin 50 gm	Corporate	Per pkt.
102	Rope (plastic)	Standered	Per Kg.
103	Thread ball (Cotton) 50 gm.	Standered	Per No.
104	File Binder with board 32Kg*	Standered	Per No.
105	Xerox Paper Size A4	J.K. Copier	Per ream
106	Xerox Paper Size F.S.	J.K. Copier	Per ream
107	Steel Almirah with four shelves (size 78X36X19")	22 gauge	Per No.
108	Steel Rack with four shelves (size 78X36X15")	22 gauge	Per No.
109	Stell Book-Shelve with four glass slide (size 66X36X19")	22 gauge	Per No.
110	Tube light	Philips / Bajaj	Per No.
111	Pencil Battery 1.5 V	Durocell	Per No.
112	Pencil Battery 1.5 V small	Durocell	Per No.
113	Torch Light 4Cell	Eveready	Per No.
114	Pedstal Fan Size 400mm	USHA Maxx air	Per No.
115	Ceiling Fan Size 120 mm	Orient/ Crompton	Per No.
116	Blank CD	Moserbaer	Per No.
117	CD Mailer	Branded	Per No.
118	Computer KeyBord	Logitech	Per No.
119	Computer Mouse (usb port)	Logitech	Per No.
120	Computer Mouse Pad	Branded	Per No.
121	Pen Drive 8 GB / 16 GB	Sony	Per No.
122	External HDD 1TB	Seagate	Per No.
123	Computer Printer	HP Pro M104	Per No.
124	Computer UPS 600 VA	Luminuous	Per No.
125	Quick Heal Total Security single user for 1 year		Per No.
126	Quick Heal Total Security single user for 3 years		Per No.
127	Quick Heal Total Security 3 users for 1 year		Per Pkts.
128	Quick Heal Total Security 3 users for 3 years		Per Pkts.
129	Quick Heal Total Security 5 users for 1 year		Per Pkts.
130	Quick Heal Total Security 5 users for 3 years		Per Pkts.
131	Toner 303	Canon	Per No.
132	Toner 912	Canon	Per No.
133	Toner EP-25	Canon	Per No.
134	Toner 88A	HP	Per No.
135	Toner 12A	HP	Per No.
136	Toner 35A	HP	Per No.
137	Toner ML-1640/108	Sumsung	Per No.
138	Toner FX - 9 for Fax Machine	Canon	Per No.
139	Toner 925	Canon	Per No.
140	Toner 328	Canon	Per No.
141	Toner 326	Canon	Per No.
142	Samsung Toner 707 L	Samsung	Per No.
143	NPG- 28 Toner for Xerox Machine	Canon	Per No.
144	Richo 1230 D Toner for Xerox Machine	RICHO	Per No.
145	Note Sheet Pad with side line (legal size)*	Ajolet paper, Ballarpur 10.4 Kg.	Per Pad (100 pages)
146	File Cover inner & outer printing with binding (Orange Colour)*	Ballarpur, 27 Kg	Per No.
147	Earned leave Form size 1/4 Demy	7.4 HPC	per thousand
148	Sanction Order Form size 1/4 Demy	7.4 HPC	per thousand
149	Short term advance form size 1/4 Demy	7.4 HPC	per thousand
150	TTA (Transfer) form size 1/2 Demy	7.4 HPC	per thousand



## Annexure- D

151	TA (Tour) form size 1/2 Demy	7.4 HPC	per thousand
152	LTC/ HTC form size 1/4 DFC	10.4 HPC	per thousand
153	Consolidate Travelling allowance form size 1/4 DFC	10.4 HPC	per thousand
154	Contingent form size 1/4 DFC	10.4 HPC	per thousand
155	Pay Bill form size 1/2 Demy	7.4 HPC	per thousand
156	Last pay certificate form size 1/2 Demy	7.4 HPC	per thousand
157	GPF advance/withdrawal form size 1/5 Demy	7.4 HPC	per thousand
158	Medical claim form size 1/4 DFC	10.4 HPC	per thousand
159	CGHS beneficiaries form size 1/4 DFC	10.4 HPC	per thousand
160	Abstract Bill form size 1/4 DFC	10.4 HPC	per thousand
161	Data Input sheet for Voucher form size 1/4 DFC	10.4 HPC	per thousand
162	Attendance Register ( Half Size)	Demai paper 1/8	Per Pad (200 pages)
163	Attendance Register ( Full Size)	Demai paper 1/4	Per Pad (200 pages)
164	Peon Book	Demai paper 1/5	Per Pad (200 pages)
165	Despatch Register for Postal Dak	D.F.C. paper 1/4	Per No. (200 pages)
166	Receipt Register	D.F.C. paper 1/4	Per No. (200 pages)
167	Log-Book Register	Demai paper 1/4	Per No.
168	DDO wise bill passing cum expenditure control Register	Ajolet paper, Double Crown	Per No. (200 pages)
169	Pay Bill Register	Ajolet paper, Double Crown	Per No.
170	Cash book Register	Ajolet paper, Double Crown	Per No.
171	Bill Register	D.F.C. paper 1/4	Per No.
172	Dead Stock Register	Ajolet paper, Double Crown	Per No.
173	Abstract of pay bill Register	Ajolet paper, Double Crown	Per No.
174	Contingent Register	Ajolet paper, Double Crown	Per No.
175	Polymer rubber Stamp (Single line)	Standered	Per No.
176	Polymer rubber Stamp (two or above line)	Standered	Per No.
177	Polymer Rubber Stamp (Rounded)	Standered	Per No.
178	Pre-ink/ Self-ink Rubber Stamp	Standered	Per No.
179	Bank Dater Seal with office name	Standered	Per No.
180	Polysheet Vynal cutting name plate (12X6")	Standered	Per No.
181	Daish/golden letter cutting name plate (12X6")	Standered	Per No.