

	<p>भारतसरकार :: GOVERNMENT OF INDIA</p> <p>वित्तमंत्रालय : राजस्वविभाग :: MINISTRY OF FINANCE : DEPARTMENT OF REVENUE</p> <p>सहायकआयुक्तकार्यालय:: OFFICE OF THE ASSISTANT COMMISSIONER</p> <p>केन्द्रीय (वस्तुएवंसेवाकर)और , उत्पादशुल्कविभागसिलचर</p> <p>CENTRAL (GOODS AND SERVICE TAX) &amp; CENTRAL EXCISE DIVISION SILCHAR</p> <p>राजस्वभवनREVENUE BUILDING, सर्किटहाउसरोड, CIRCUIT HOUSE ROAD</p> <p>सिलचर -७८८००१SILCHAR -788001 Phone No:-(03842) 237780</p> <p>दूरभाष: (०३८४२)२३७७८०e-mail-cexsilchar@gmail.com</p>
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### TENDER NOTICE

Sealed quotations are invited from reputed firms / suppliers / Government registered Firms / Small & Medium scale Entrepreneurs for supply of miscellaneous /stationery items (alongwith toner for photocopier machines) for CGST & Central Excise Division, Silchar for the financial year 2022-23. The goods must be supplied as per terms and conditions given below. Detailed items (Annexure A & B) may be obtained from the Office between 11.30 am to 04.30 pm on working days or downloaded from the website [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, District Cachar, Assam, Pin - 788001. The sealed quotations should reach this Office latest by 15:00 hrs of 31<sup>st</sup> March 2022. Quotations received after due date and time will be summarily rejected.
2. Quotations without sample (wherein specified) & not as per Brand will not be accepted.
3. Tenders shall be opened by the Purchasing Committee on the next working day. Party may send their representatives to be present when the tenders are opened, if so desires.
4. Assistant Commissioner, CGST & Central Excise Division, Silchar has the right to cancel the quotation if goods supplied by them are not in accordance with the tender.
5. Supplier shall be responsible for supplying the goods at the price quoted within 15 (fifteen) days after receiving the supply order.
6. 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 & so on.
7. Spurious items shall liable to be returned.
8. All approved rates shall be effective for a period of one year with effect from the date of acceptance.

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9. Supplier shall be responsible for supplying the goods at the price quoted by him during the course of 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 photocopies of documents regarding valid license, GST registration, PAN Card, MSME certificate (if available), GeM Registration may be submitted alongwith the Tender.

12. No correspondence will be made with the unsuccessful tenderers.

(S. Krishnan)  
Assistant Commissioner.

Annexure -A  
List of Miscellaneous Items

(Rate should be inclusive of GST)

Sl. No.	Items / Brand	Unit	Rate (in Rs.)	Remarks
01	02	03	04	05
1	Bleaching Powder - 400 gms	Per Packet		
2	Citronella Oil	Per (100 ml) Bottle		
3	Glass Cleaner (Colin) 500 ml	Per Bottle		
4	Chair Cushion (Curlon / Quire Foam / Hindusthan)	Per Piece		
5	Calculator (Casio - 12 Digits)	Per Piece		
6	Dettol Liquid (100 ml)	Per Bottle		
7	Drinking Glass (Medium) 104 A (Year/Lazer)	Per Piece		
8	Door Mats (47 1/2 X 21 1/2" (Med) Jute & Rubber Foam	Per Piece		
9	Door Mats (48 1/2 X 22 1/2" (Big) Jute & Rubber Foam	Per Piece		
10	Door Mat 18" X 24" (Jute & Rubber)	Per Piece		
11	Door Mat 28" X 16" (Jute & Rubber)	Per Piece		
12	Door Mat 24" X 14" (Jute & Rubber)	Per Piece		
13	Door Mat (Synthetic) 3 ft wide	Per Piece		
14	Drinking Glass (Borosil)	Set of 6		
15	Electric Kettle (Prestige / Bajaj) (1 lit & 1.7 lit)	Per Piece		
16	Floor Mop (Cotton) with Handle	Per Piece		
17	Floor Wiper with Handle	Per Piece		
18	Lock & Keys (Nayar / premium Hardy)	Per Piece		
19	Liquid Hand Wash (250 ml Lifebuoy / Dettol)	Per Bottle		
20	Lizol / other Disinfectants (500 ml)	Per Bottle		
21	Markin Cloth (White) 1.5 mt width, with sample	Per Metre		
22	Mosquito Repellant Machine (All out / Good Night)	Per Piece		
23	Mosquito Repellant Liquid Refill (All out / Good Night)	Per Piece		
24	Naphthalene Balls	Per Packet		
25	Odonil with Hanger	Per Piece		
26	Plastic Bucket (Brite / Cello)	Per Piece		
27	Plastic Mug (Brite / Cello)	Per Piece		
28	Plastic Packing Rope	Per Bundle		
	Battery (Big Size) For Torch light	Per Piece		
29	Battery (AA)	Per Piece		
30	Battery (AAA)	Per Piece		
31	Phenyl (Scented White)	Per Bottle		
32	Phenyl (Black) 500 ml	Per Bottle		
33	Room Freshener (150 mg)	Per Packet		
34	Surf sachet / Small packet	Per Piece		
35	Toilet Soap / Bar (100 gm) (Dettol / Lifebuoy)	Per Unit		

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	/ Rajanigandha)			
36	Torch Light (3 battery) (Eveready) (LED)	Per Piece		
37	Toilet Cleaner (Harpic / Sani Fresh)	Per Bottle		

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Sl. No.	Items / Brand	Unit	Rate (in Rs.)	Remarks
01	02	03	04	05
38	Toilet Cleaning Brush	Per Piece		
39	Turkish Towel (26"X50") (BIG) WHITE	Per Piece		
40	Turkish Towel (26"X50") (BIG)	Per Piece		
41	Turkish Towel (21"X 36") (BIG) Good Quality	Per Piece		
42	Turkish Towel (12"X 15") (BIG) Good Quality	Per Piece		
43	Hand Towels	Per Piece		
44	Tea Cup Set (Pack of 6 each) Good Quality	Per Set		
45	Wall Clock (Ajanta / Samay)	Per Piece		
46	Waste Paper Basket	Per Piece		
47	Washing Soap (Doctor Green / OCM)	Pack of 4 pcs		
48	Broom	Per Piece		
49	Extension Cord (3 pin X 3)	Per Piece		
50	Curtains for Doors (Polyester with Tie back) (7 feet long)	Pack of two		
51	Curtains for Window (Polyester with Tie back) (4 or 5 feet long)	Pack of two		
52	Curtains for Window (Netted with Tie back) (4 feet long)	Pack of two		
53	Sanitizer (5 lit jerry cans)	Per Can		
54	Hand Rub Liquid (RICit) (70% alcohol) (5 lit)	Per Can		
55	Sprayer Bottle (1 Lit)	Per Bottle		
56	Air Freshener (aerosol spray cans)	Per Can		
57	Broom	Per Piece		
58	Extension Cord (3 pin X 3)	Per Piece		
59	LED Tube Lights & frames	Per Piece		

## List of Toners

Sl. No.	Items / Brand	Unit	Rate (in Rs.)	Remarks
01	02	03	04	05
48	RICOH 1230 D (For Photocopier Machine)	Per Cartridge		

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Annexure -B  
List of Stationery Items

(Rate should be inclusive of GST)

Sl. No.	Items / Brand	Unit	Rate (in Rs.)	Remarks
01	02	03	04	05
1	Pins (King)	Per Box		
2	Ball Point Pens (Maxwriter / Reynolds)	Per Piece		
3	Ball Point Pens (UniBall Eye)	Per Piece		
4	Brown Tape 2" (Kores / 3M) with Sample	Per Piece		
5	Cello Tape 1" (Corporate/3M / Camlin) Small spool	Per Piece		
6	Cello Tape 2" (Corporate/3M / Camlin) Small spool	Per Piece		
7	Correction Pen (Quick Dry) (Camlin/Faber Castel)	Per Piece		
8	Correction Ink (White) (Kores)	Per Piece		
9	Dak Pad Single Clip Folder (Ambassador)	Per Piece		
10	Double Clip File (FS) (World One/ Ambassador)	Per Piece		
11	Envelope Cloth Laminated (10" X 4")	Per 100 nos		
12	Envelope Cloth Laminated (12" X 6")	Per 100 nos		
13	Envelope Cloth Laminated (12" X 10")	Per 100 nos		
14	Envelope Brown Plain (12" X 6")	Per 100 nos		
15	Envelope Laminated (a4 size)	Per 100 nos		
16	Eraser for Pencils (non-dust) (Natraj)	Per Piece		
17	File Binder (Good Quality) (Commander)	Per Piece		
18	File Covers (Printed / Bilingual)	Per Piece		
19	File Tags Good Quality	50 pc bundle		
20	4-Fold File Covers (Ambassador/Black Bird)	Per Piece		
21	Milky File / Stick File (a4 size & FS size) Good Quality	Pack of Ten		
22	Glue Stick 15gm (Fevistick/Kores/Faber Castel)	Per Piece		
23	Gum Bottle 700 (Kores/Camel)	Per Bottle		
24	Highlighters (Camel/Faber Castel)	Per Piece		
25	Hi-Tech Pen (0.5) (Luxor)	Per Piece		
26	Hi-Tech Pen (V.5) (Luxor)	Per Piece		
27	JMS Clip Plastic Coated	Per Box		
28	Paper Cutter (Knife) (Omega) Big Size	Per Piece		
29	Marker Pen (Luxor/Kores)	Per Piece		
30	Note Sheet Pad (with sample)	Per Packet		
31	Note Pad / Slip Pad (No. 33)	Per Packet		
32	Note Pad / Slip Pad (No. 22)	Per Packet		
33	Pencil (Natraj/HB)	Per Piece		
34	Page Marker (20 mm X 50 mm) (40 Pages) (Desmet/Infinity/Corporate)	Per Packet		
35	Page Marker (50 mm X 5 mm) (40 Pages) (Desmet/Corporate)	Per Packet		
36	Foot Ruler/ Scale (Steel)	Per Piece		
37	Pin Cushion	Per Piece		
38	Punching Machine (Big double) (Kangaro/Kores)	Per Piece		

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Contd.

Sl. No.	Items / Brand	Unit	Rate (in Rs.)	Remarks
01	02	03	04	05
39	Register (No. 6) (Diplomat/Neelgagan/ Ambassador)	Per Piece		
40	Register (No. 8) (Diplomat/Neelgagan/ Ambassador)	Per Piece		
41	Register (No. 10) (Diplomat/Neelgagan/ Ambassador)	Per Piece		
42	Register (No. 12) (Diplomat/Neelgagan/ Ambassador)	Per Piece		
43	Register (No. 20) (Diplomat/Neelgagan/ Ambassador)	Per Piece		
44	Rubber Stamp/Seals (Polymer) Bilingual& Self inking	Per line		
45	Pairs of Scissors 6" (Kangaro/Camlin)	Per Piece		
46	Pairs of Scissors 8" (Kangaro/Camlin)	Per Piece		
47	Sealing Wax (Gripex Original)	Per Packet		
48	Sketch Pen (Luxor/Pikpen)	Per Packet		
49	Stamp Pads (Big Size) (Red) Faber Castel/Camlin	Per Piece		
50	Stamp Pads (Big Size) (Violet/Blue) Faber Castel/Camlin	Per Piece		
51	Stamp Pad Ink (Red) Faber Castel/Camlin (60 ml)	Per Piece		
52	Stamp Pad Ink (Violet/Blue) Faber Castel/Camlin (500 ml)	Per Piece		
53	Stapler (Big) (Kangaro)	Per Piece		
54	Stapler (Small) (Kangaro)	Per Piece		
55	Stapler Pin (Big) (Kangaro)	Packet of Ten		
56	Stapler Pin (Small) (Kangaro)	Packet of Ten		
57	Photocopier Paper (a4 size) (JK) (75 GSM)	Per Ream		
58	Photocopier Paper (Legal size/FS) (JK) (75 GSM)	Per Ream		
59	Photocopier Paper (a3) (JK) (75 GSM)	Per Ream		