



OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE

DEPARTMENT OF REVENUE, MINISTRY OF FINANCE, GOVT. OF INDIA

MORELLO COMPOUND, M.G. ROAD, SHILLONG – 793 001

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TENDER NOTICE

Sealed quotation of Stationery Articles (list of items is enclosed) is invited by the undersigned on behalf of O/o the Commissioner of Central Excise, Shillong. The envelope containing the quotation should be properly wax-sealed and superscripted in bold letter on top as “QUOTATION OF STATIONERY ARTICLES”. The quotation should be sent to the “Joint Commissioner, Central Excise, Post Box No. 8, Morello Compound, M.G. Road, Shillong-793001” either by post or it may be delivered by hand during office working hours.

The quotations shall be submitted according to the terms and conditions specified in paragraphs 1 to 9 and unless specified otherwise in the quotation it shall be construed that the terms and conditions stipulated hereunder have been agreed to.

1. The rates should be F.O.R and should be inclusive of all taxes, delivery & freight charges, any other taxes, rates or imposition whatever is liable in respect of the supplies. The Central Excise, Shillong shall not be liable to pay any tax, freight etc. separately which has been expressly stipulated in the quotation in the event of acceptance of the quotation.
2. 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 revised figure written above and the same attested with full signature and date. In the absence of attested signature, the quotation is liable to be rejected.
3. 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.
4. Proper description/specification of size, thickness and brand/product of articles should be indicated against those marked*, otherwise the supplier shall liable to supply the sample free of cost.
5. 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.

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- 6. Proper description/specification of size, thickness & brand/product should be indicated/mentioned against articles marked* in the enclosure.**
- 7. The Quotation should reach this office on or before 1st May 2017 quotation received/submitted after the last date shall be outrightly rejected.**
- 8. The quotations, which do not comply with the above conditions, are liable to be rejected.**
- 9. Supply of the ordered articles should be executed within 7 days failing which the undersigned reserves the right to cancel the supply order.**

**Sd/-
(L. Beimopha)
JOINT COMMISSIONER**

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	Box file *	Per No.	
8	Brown tap / Cello tap (Half inch)-Corporate	Per No.	
9	Brown tap / Cello tap (One inch)-Corporate	Per No.	
10	Brown tap / Cello tap (Two inch)-Corporate	Per No.	
11	Classmate- Octane (pen) black, blue & red	Per No.	
12	Cloth envelop No. 5 (9x4 inch)	Per bdl. of 50	
13	Cloth envelop No. 6 (10x4.5 inch)	Per bdl of 50	
14	Cloth envelop No. 7 (11x5 inch)	Per bdl of 50	
15	Cloth envelop No. 8 (12x6 inch)	Per bdl of 50	
16	Cloth envelop No. FS (12x16 inch)	Per bdl of 50	
17	Conference file cover (F/S) -Corporate	Per No.	
18	Conference folder (Stick file)- A/4 -rail clear folder-sun	Per No.	
19	Conference folder (Stick file)- F/S-rail clear folder-sun	Per No.	
20	Conference folder-A4 size (Stick file-Hard cover transparent)	Per No.	
21	Conference folder-FS size (Stick file-Hard cover transparent)	Per No.	
22	Correcting Fluid- Kores	Per No.	
23	Correcting pen (quick dry)- Corporate/Kores.	Per No.	
24	Cotton white twine ball -modi thread.	Per ball.	
25	Cover file four fold - Ambassador Executive	Per No.	
26	Dak pad -Neelgagan	Per No.	
27	Eraser (non-dust) -Natraj	Per No.	
28	Fax roll (25 metre) -Kores	Per roll	
29	File binder (with cloth) *	Per bdl of 25	
30	File tag (8 inch-cotton)- Veer. (good quality)*	Per bdle	
31	File Folder (Leather) FS Size	Per No.	
32	Glue stick big size 15gm- Saya /Corporate/Faber Castell	Per No.	

33	Gum bottle 300 ml. (with brush) - Gripex	Per bottle	
34	Gum tube -Corporate/Kores/Camel.	Per No.	
35	Green Paper FS Size	Per Ream.	
36	Hard bound register No. 06 –Ashok/Neelgagan	Per No.	
37	Hard bound register No. 08 –Ashok/Neelgagan	Per No.	
38	Hard bound register No. 10 –Ashok/Neelgagan	Per No.	
39	Hard bound register No. 12 –Ashok/Neelgagan	Per No.	
40	Hard bound register No. 16 –Ashok/Neelgagan	Per No.	
41	Hard bound register No. 20 –Ashok/Neelgagan	Per No.	
42	Hard bound register No. 30 –Ashok/Neelgagan	Per No.	
43	Hard bound register No. 40 –Ashok/Neelgagan	Per No.	
44	Highlighter pen -Camlin	Per No.	
45	Hi-tech pen (pilot) 0.5 (Blue, Black, Green & Red) - Luxor	Per No.	
46	Hi-Tech Point Pen-V5 (Blue,Black,Green,Red)	Per No.	
47	Jem clip Plastic-Gripex 20gm. pkt.	Per packet.	
48	L-Type Folder (A4 Size)	Per No.	
49	L-Type Folder (FS Size)	Per No.	
50	Log Book for Vehicle (Medium Size)	Per No.	
51	Leather bound Dak Despatch Register - No. 30	Per No.	
52	Leather bound Dak Despatch Register - No. 40	Per No.	
53	Leather bound Dak Receipt Register - No. 30	Per No.	
54	Leather bound Dak Receipt Register - No. 40	Per No.	
55	Marker pen (for white board) -Camlin/Luxor	Per No.	
56	Marker pen (permanent) 0.5 mm-Camlin/Luxor	Per No.	
57	Marker pen(permanent) -Camlin/Luxor(For Cd/DVD)	Per No.	
58	Paper Cutter (Best Quality)	Per No.	
59	Paper poker -Hindustan	Per No.	
60	Paper weight (medium)-Gripex	Per No.	
61	Pencil Sharpener -Natraj	Per No.	
62	Plain envelop (brown colour) No. 5 (10.5x24 cm)	Per bdle of 50	
63	Plain envelop (brown colour) No. 6 (11.5x27 cm)	Per bdle of 50	
64	Plain envelop (brown colour) No. 7 (15x30 cm)	Per bdle of 50	
65	Plastic ruller (one ft.) -Image Club/Faber castell	Per No.	
66	Printed note sheet pad-Neelgagan	Per No.	

67	Printed peon book (medium size) *	Per No.	
68	Punching machine single hole -kores/kangaroo	Per No.	
69	Punching machine Double hole -kores/kangaroo	Per No.	
70	Report File (Balhar) A4 size *	Per No.	
71	Report File (Balhar) FS size *	Per No.	
72	Ring File Folder Plastic (FS Size)	Per No.	
73	Scissor (6 inch) -De Xian/Gripex/corporate.	Per No.	
74	Scissor (9 inch) -Gripex/corporate	Per No.	
75	Sealing wax (square shape) -Gripex	Per packet	
76	Short hand note book -Neelgagan/Diplomat	Per No.	
77	Signature pad-neelgagan	Per No.	
78	Signature pad (Plastic)-neelgagan	Per No.	
79	Sketch pen -camel/camlin	Per set of 12.	
80	Slip pad No. 33 (blank & rule) -Neelgagan	Per No.	
81	Slip pad No. 60 (blank & rule) -Neelgagan	Per No.	
82	Stamp pad (Medium) -Faber castelli/chelpark.	Per No.	
83	Stamp pad (small size)-Faber castelli/chelpark.	Per No.	
84	Stamp pad ink 100 ml. -Gripex/Kores.	Per bottle.	
85	Stamp pad ink 60 ml. -Gripex/Kores	Per bottle.	
86	Stapler machine No. 10 -kangaroo	Per No.	
87	Stapler machine No. 24/6 -kores eminent	Per No.	
88	Stapler machine No. HS 45P -Kangaroo	Per No.	
89	Stapler pin No. 10 -Kangaroo	Per box.	
90	Stapler pin No. 24/6 -Kores/Kangaroo	Per box.	
91	Stapler Pin Non HS 45P -kangaroo/kores	Per box.	
92	Stick pad tricolour 25x75-de'smat	Per No.	
93	Water proof envelop No. 5 (9x4 inch)	Per bdle of 50	
94	Water proof envelop No. 6 (10x4.5 inch)	Per bdle of 50	
95	Water proof envelop No. 7 (11x5 inch)	Per bdle of 50	
96	Water proof envelop No. 8 (12x6 inch)	Per bdle of 50	
97	Water proof envelop A4 (12 x 16 inch)	Per bdle of 50	
98	Water proof envelop FS (12 x 18 inch)	Per bdle of 50	
99	Wooden pencil (HB)-Natraj	Per No.	

100	Xerox paper A/3 -J.K. Copier, 75 gsm, 500 sheets.	Per ream	
101	Xerox paper A/4 -J.K. Copier, 75 gsm, 500 sheets.	Per ream	
102	Xerox paper F/S -J.K. Copier, 75 gsm, 500 sheets.	Per ream	