



सत्यमेव जयते

OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX AND CENTRAL EXCISE
35-C, ADMINISTRATIVE AREA, ARERA HILLS, BHOPAL- 462 011

F.NO.I(18)01/Stat/Hq/Admn/2018-19/15001

Date: 07-03-2018

To

M/s Modern Enterprises, Near Rathkhana Wali Masjid, Budhwara, Bhopal	M/s Quality Sales & Servies, 19/48, Near Little Coffee House, New Market, Bhopal	M/s Astha Books & Stationery, Plot No. 1 Gomti Colony, Bhopal
M/s N.C.C.F. 13-14 Ist Floor Jawahar Marg, Indore (M.P)	M/s Shradha Enterprises, Bhisam Kunj, No.01, Gomati Colony, Kotra Sultanabad, Bhopal	M/s Laxmikant Traders 25, Ansal Appartment, Kolar Road, Bhopal.

Gentlemen,

Subject:- Registration for Supply of Stationery / Misc items for the year of 2018-2019. reg.

In reference of the above subject, sealed quotations are invited for supply of stationery / Misc. items enclosed with the letter on the following terms and conditions as detailed below:-

1. The Firm / company should preferably have experience in working in the Central Govt. offices.
2. Attested copies of Govt. orders should be enclosed.
3. Firm / Company should be registered in GSTN. Attested copy of GST certificate to be enclosed.
4. GST charges leviable, should be clearly mentioned in the quotations. No charges will be paid by the office if not mentioned in the quotations.
5. Full particulars of goods offered should be clearly mentioned. All goods / material must confirm to relevant bids specifications.
6. The rates should be quoted per unit / per KG.
7. The Cheque /EMD /FD of Rs.10,000/- shall be submitted with the quotations. The quotations will not be accepted without EMD / FD. The Draft of Rs. 10,000/- will be payable in the name of **PAO, Central Excise, Bhopal.**
8. The forms may also be downloaded from the departmental website www.cexbhupal.gov.in.
9. Address of the consignee (different locations) will be intimated at the time of placing order.
10. The submission of the quotations implies the acceptance by the tenderer of all items and conditions mentioned in the tender. Quotations received after due date will not be considered.

11. Following information must be inscribed on the top of the sealed envelope containing quotations, otherwise the quotation likely to be rejected:-

“Quotations for stationery / misc. items for the year of 2018-2019”

12. In case any disputes, the decision of the undersigned shall be final.

13. The last date of receipt of quotations is 21-03-2018 up to 3.30 PM.

Encl: Annexure 'A'



(Vaishali Naik Lanjewar)
Addl. Commissioner (P&V)

✓ Copy to the Superintendent (Systems) Central Excise, Hqrs. Bhopal for uploading on the departmental web site i.e. www.cexbhopal.gov.in.



(Vaishali Naik Lanjewar)
Addl. Commissioner (P&V)

Annexure 'A'

Application Format for Vendor Registration

1. Name of the Company/ Firm: _____

2. a) Head Office/Registered Office _____

Telephone No.

Fax No.

Email

Web site (if any)

Date of Establishment

3. Name of Chief Executive

/ Proprietor / Partners

Telephone No.

Fax No.

Email

4. Name of Contact Person _____

Telephone No.

Fax No.

Email

5.

Type of Organization (Tick	Documents to be enclosed
a) Proprietary	Trade License
b) Partnership	Partnership Deed, Trade License
c) Private Limited Company	Memorandum of Article
d) Public Limited Company	Certified of Registration
e) Public Sector	Trade License

Name of Business (Tick appropriate)

Manufacturing	Service	Dealership	Service Provider
Stockiest		Indian Agent	Indian Branch Office
Contractor		Others	

6. Details of category for which Registration is sought (as per POINT NO 4 IN Instruction to-

7. List of Stationery / Misc. items:-

Sr. No.	Name of Commodity	Qty	Rate @ (each)	GST in %	Total Rate (including Taxes)
1.	Acid bottle 500 ml				
2.	Add gel pen				
3.	Add gel refill				
4.	All-out machine				
5.	All-out refill				
6.	Alpine 100 gm T Pin				
7.	Basta Cloth				
8.	Bill Register 200 Page				
9.	Borocil Glass Set				
10.	Box File				
11.	Calculator 10 Digit Desktop Casio				
12.	Calculator 12 digit Desktop Casio				
13.	Candle Big				
14.	Carbon 8 x 13				
15.	Cash Book 200 Pages				
16.	Cello Ball Pen				
17.	Cello Pen Refill				
18.	Cello Tap Transparent 1"				
19.	Cello Tap Transparent 2"				
20.	Glycerin Bottle				
21.	Colin Bottle				
22.	Conference File Solo				
23.	Conference File Gimy				
24.	Cooler Freshner				

25.	Dak pad				
26.	Detol Liquid Soap				
27.	Toilet Soap				
28.	Domex Liquid				
29.	Dhaga Thick				
30.	Dusbin Plastic				
31.	Duster Cloth				
32.	Eraser non dust				
33.	Fax Roll 30 meter				
34.	File Cover Thick cloth patti				
35.	File Cover Thick with printing				
36.	File Binder Cloth cona patti				
37.	File Tray plastic				
38.	Glass Drinking				
39.	Glue Stick Korus				
40.	Gum 300 ML				
41.	Gum 700 ML				
42.	Harpic				
43.	Highlighter Pen				
44.	Hit spray				
45.	Envelop 11 x 5				
46.	Envelop 9 X 4				
47.	Cloth Envelop 10 X 14				
48.	Envelop 11 x 5 with printing				
49.	Envelop 9 X 4 with printing				
50.	Cloth Envelop 10 X 14 with printing				
51.	Lock 5 lever steel				
52.	Lock 6 lever steel				
53.	Lock 7 lever steel				

54.	Meeting pad				
55.	Nephthline Ball				
56.	Notesheet Pad				
57.	Odonil Balsara				
58.	Paper cutter				
59.	Paper weight fancy				
60.	Paper weight glass				
61.	Parcel Cloth				
62.	Parcel Tap Brown 2"				
63.	Pay bill register 100 page				
64.	Pay bill register 200 page				
65.	Pencil Natraj				
66.	Peon Book				
67.	service book				
68.	Phenyl Liquid White				
69.	Phool Jhadu				
70.	Photocopy A4 J.K.				
71.	Photocopy paper FS J.K				
72.	Photocopy paper A/3 J.K				
73.	Pincutim Plastic				
74.	Pouccha Cotton 1.5 KG				
75.	Punching Machine double hole big				
76.	Punching machine double hole small				
77.	Punching machine single hole				
78.	Register 2 Quar				
79.	Register 3 quar				
80.	Register 4 quar				
81.	Register 6 quar				
82.	Register 8 quar				

83.	Remote Bell Electric				
84.	Ball pen ordinary				
85.	Room Freshener				
86.	Scale 12 Inch Plastic				
87.	Scissor Supreme				
88.	Sick jhadu thick				
89.	Sharpener				
90.	Sketch pen set				
91.	Stamp pad big				
92.	Stamp pad ink				
93.	stamp pad small				
94.	Stapler pin No. 10				
95.	stapler pin 24/6				
96.	Stapler pin Big Heavy Duty				
97.	Stapler Small No. 10				
98.	Stapler Big 24/6				
99.	Stapler Big Heavy duty				
100.	Steno pad				
101.	Tag Supreme				
102.	Tea Coaster				
103.	Towel Bombay Dyeing 4 pc set				
104.	Towel Bombay dyeing 1 + 1 set				
105.	Bombay dyeing Napkin				
106.	Pen Drive 8 GB				
107.	U Pin plastic				
108.	Uniball pen				
109.	Vim powder				
110.	Water jug				
111.	Whitener Bottle Korus				

112.	Whitener Pen Korus				
113.	Pen Stand Plastic 2 socket				
114.	pen stand plastic 4 socket				
115.	poker				
116.	attendance register				
117.	flag 4 color				
118.	flag 3 color				
119.	Dispatch register 8 Quar				
120.	window envelop 11 x 5				
121.	window envelop 9 x 4				
122.	window envelop 11 x 5 with printing				
123.	window envelop 9 x 4 with printing				
124.	rough / Writing pad				
125.	file cover thick cloth patti				
126.	Pencil Cell AA				
127.	Pencil Cell AAA				
128.	Canon Toner NPG 28				
129.	Canon Toner NPG 59				
130.	Photo copy of Documents A3				
131.	Photo copy of A4 Documents				
132.	Cloth Envelope 12x16				
133.	Cloth Envelope 10x12				
134.	Cloth Envelope 12x16 with printing				
135.	Cloth Envelope 10x12 with printing				
136.	Binder Clip 41 MM				
137.	Point Marker Permanent				
138.	Correction Tape				
139.	Permanent Marker				

Note: Vendors are requested to enclosed rate list of Stationery/ Misc. items.

8. Audited Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Chartered Accountant's certification)

a) 2015-16		
b) 2016-17		
c) 2017-18		

9. Commercial Information Registration (Enclose Attested Copy wherever Applicable)

a) GST Reg. No. -----

b) Establishment / Factory License No. -----

c) PAN -----

d) Relevant ISO Certificate, if
any

10. Details of Major Customers

Name of Autonomous institution/ Government departments/ Major Public sector undertaking / Research and Development institutions where your firm is registered:

S.No.	Name of the Institution	Empanelled For	Contact Name	Contact

11. Details of EMD fee (Rs. 10,000/- refundable)

Cheque /D.D. No.-

Date-

Bank Name-

DECLARATION BY VENDOR

I confirm that:-

- 1) No employee or direct relation of any employee of this office is in way connected as Partner/ Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.

2) The information furnished is correct to the best of my knowledge and belief.

(Signature of Proprietor/Partner/Chief

Executive) Name-----

(In Capital Letter)

Place:

(Seal of Vendor) Date: