



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्व विभाग DEPARTMENT OF REVENUE  
सीमाशुल्क निवारक आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF CUSTOMS (PREV)  
पाँचवी मंजिल, कैथोलिक सेंटर, ब्रॉडवे, कोच्चिन - 682031  
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C. No. VIII/16/14/2018 CCP PRO

Date: 20.07.2018

## **NOTICE INVITING TENDER FOR SUPPLY OF STATIONERY/CONSUMABLES**

The Office of the Commissioner of Customs (Preventive), Catholic Centre, Broadway, Cochin- 31, invites competitive quotations from reputed firms, engaged in the business of stationery/Consumable items, to provide items mentioned as per Annexure-I to this notice. The items will have to be delivered to the Office of the Commissioner of Customs (Preventive), 5<sup>th</sup> floor, Catholic centre, Broadway, Cochin-31.

संविदा प्रस्तुत करने की अंतिम तारीख 02.08.2018 (दोपहर 1 बजे से पहले) है। संविदाएं 03.08.2018 को शाम 1500 बजे खोली जाएंगी।

**Last date for submission of quotation is 02.08.2018 (Before 1 PM). The quotations shall be opened on 03.08.2018 at 1500 Hrs.**

The quotation may be submitted as per the Tender process detailed herein. The tender Enquiry documents can be downloaded from the official website [www.eprocure.gov.in](http://www.eprocure.gov.in) (CPP Portal), [www.cbic.gov.in](http://www.cbic.gov.in) and <http://cenexcisekochi.gov.in/> from **21.07.2018** onwards. The bids have to be submitted only on [www.eprocure.gov.in](http://www.eprocure.gov.in).

For further details, Superintendent (PRO) of this Office may be contacted at: 9605330125/0484-2355069.

### **GENERAL TERMS AND CONDITIONS:**

1. The successful bidder will have to deposit Rs.25,000/- as security deposit in the form of Bank Guarantee of a nationalized bank, within 7 days of receipt of purchase order and the Bank Guarantee shall be valid up to 60 days from the date of the Purchase Order. The security deposit will be repayed only after completion of payment procedures.
2. In case the bidders/successful bidder is found in breach of any condition(s) of tender at any stage, legal action as per rules/laws shall be initiated against them. In such case, Security money deposited, if any, shall be forfeited.
3. **The successful bidder will have to supply the items to the above mentioned address on or before 31.08.2018.**

4. Damaged and/or Expiry Date finished items will not be accepted. Supply may be done in full and no part supply will be accepted at any cost. Amount will be paid only after detailed inspection of the goods supplied, by the Department.
5. In case the firm fails to supply all or any of the items within specified delivery period, the Security money deposited shall be forfeited and payment will be made in respect of the items supplied only.
6. The tendering firm must quote the rates as per the Annexure-I (2 pages).
7. No advance payment will be made. Payment will be made as electronic transfer and for the same a GST invoice should be raised in the name of The Commissioner, Customs (Preventive) Commissionerate, Catholic Centre, Broadway, Cochin, showing firms the Bank A/c details.
8. The firm should have an annual turnover of at least Rs.5 Lakhs (Rupees Five Lakhs) per year during the last Two years. The firms must attach supporting documents in this regard.
9. In case any firm is already providing these items to any other Ministry/Department of Central Government, details thereof may also be furnished along with the quotations.
10. Bids will be finalized on Grand total of rates quoted for items as per Annexure-I. However the tenderer must quote the rates of each item separately, failing which the bids shall be summarily rejected.
12. The Office of the Commissioner of Customs (Preventive), Cochin reserves the right to reject any or all the tenders without assigning any reason thereof.
13. Departmental officers, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firm(s) and may also check the stores of the firm (s).
14. Incomplete or conditional tenders will not be entertained.
15. A copy of this Tender Notice, duly signed in all pages by the tenderer, in token of having understood and agreed to the conditions, should be attached along with the Technical bid.

#### TENDER PROCESS.

1. Tenders are invited in two parts i.e. (1) Technical bid (2) Financial bid.

#### The Technical Bid shall contain the following documents:

- a. GST Registration Certificate.
- b. Documents regarding Annual turnover of above Rs. 5 Lakhs (Rupees Five Lakhs) per year during the preceding two years.
- c. A list of proprietor(s)/partners of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered/pending against the firm or its owner(s)/partners anywhere in India.

d. Copy of this tender notice duly signed with the seal of the firm, in token of acceptance of all the terms and conditions.

e. List of the Ministries/Government Departments to whom the stationery items were being supplied by the firm, if any.

2. There shall be no mention of any financial matters in the Technical bid. Upon observance of any such mention in the Technical bid, the tender will be summarily rejected.

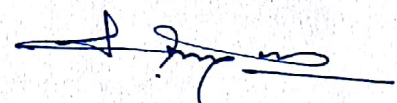
3. FINANCIAL BID DOCUMENT shall contain Price Bid as per Annexure-I, separately. The Financial bid will be opened only if the Technical bid is found to be satisfactory.

4. Bid shall be submitted online only at CPPP website : <http://eprocure.gov.in/eprocure/app>

5. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded Financial Bid template in any manner. In case if the same is found to be tampered /modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

7. Service providers are advised to visit the CPPP website <http://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/addendum/amendment.



**(ANEISH P. RAJAN)**

**Joint Commissioner**

**ANNEXURE-I**

**List of Items.**

Sl. no.	Description	No of items required	Brand	Amount		
				Net	Taxes	Gross
				Amount	(if any)	Amount
1.	Photocopy Paper A4 (20 boxes)	200 packets	JK (75 GSM)			
2.	Photocopy Paper FS Legal (15 boxes)	150 Packets	JK (75 GSM)			
3.	Gel Pen (red, green)	25 nos. each	ADD gel			
4.	Gel Pen (blue, black)	50 nos. each	ADD gel			
5.	Pen Stand	25 nos.	Any good brand			
6.	Pen Stand (executive)	10 nos.	Any good brand			
7.	Ball Pen (Blue,Black)	100 nos. each	Lexi			
8.	Permanent marker Pen (black, blue, red)	20 nos. each	Camlin			
9.	Pilot Hi-tech point 0.7 (blue, black)	30 nos. each	Hi-tech			
10.	OHB Pen	10 nos.	Hi-tech			
11.	Highlighter (yellow)	25 nos.	Camlin			
12.	Sketch Pens	10 Packets of 30 nos	Camlin			
13.	Correction Pen (Faber Castell)	30 nos.	Faber castell			
14.	Pencil HB	10 packets of 10 nos.	Faber Castell			
15.	Pencil Sharpeners	25 nos.	Faber Castell			
16.	Erasers	25 nos.	Faber Castell			
17.	Sticky notes (1 x 3)	50 nos.	Faber Castell			
18.	Staplers (Kangaroo Metallic body HP-10)	40 nos.	Kangaroo			
19.	Stapler Pin (small No-10)	250 packets of 1000 staples	Kangaroo			
20.	Stapler (200 sheet stapling capacity)	01 nos.	Kangaroo			
21.	Stapler (100 sheet stapling capacity)	01 nos.	Any Brand			
22.	Stapler Pins (200 sheet stapling capacity)	5 Packets of 1000 staples	Kangaroo			
23.	Stapler Pins (100 sheet stapling capacity)	5 Packets of 1000 staples	Kangaroo			
24.	Single punch ( Kangaroo SHP 20)	20 nos.	Kangaroo			
25.	Double Punch	10 nos.	Kangaroo			
26.	Writing board	10 nos.	Kangaroo			
27.	Stamp pad ink	10 bottles	Camlin			
28.	Envelope Medium (9"x4")	500 nos.	Camlin			
29.	Envelope 10.5" X 4.5"	200 nos.	Camlin			
30.	Cloth Cover (Medium) 10.5" x 4.5'	100 nos.	Camlin			
31.	Cloth Cover (Big) 12 x 10	200 nos.	Camlin			
32.	Carbon paper (Blue)	5 packets	Royal Bilt			
33.	Binder Clips (Small)	50 nos.	Mono max			
34.	Binder Clips (Medium)	50 nos.	Mono Max			
35.	Tag	10 Bundles	Any brand			
36.	Glue Stick	50 nos.	Fevistik			

37.	Glue Bottle (Small) 300 ml	10nos.	Camel			
38.	Paper Weight	20 nos.	Any brand			
39.	Cello tape (Brown) small	20 nos.	Any brand			
40.	Cello tape Big (Brown )	20 nos.	Any brand			
41.	Cello tape (Transparent) Small.	20 nos.	Any brand			
42.	Cello tape (Transparent) Big.	20 nos.	Any brand			
43.	Cello tape stand. (Heavy)	5 nos.	Any brand			
44.	Poker	10 nos.	Camlin			
45.	Scale ( 30 cms)	30 nos.	Camlin			
46.	Scale ( steel )( 30 cms)	20 nos.	Sharp			
47.	Calulator ( 12 digit ) Casio MJ	20 nos.	Casio			
48.	Register ( 100 Pages) (Ruled)	50 nos.	Any brand			
49.	Register ( 200 Pages)(Ruled)	10 nos.	Any brand			
50.	Register ( 300 Pages)(Ruled)	20 nos.	Any brand			
51.	Stamp Pad ( Faber Castell )(small)	20 nos.	Faber Castell			
52.	Stamp pad ( big)	10 nos.	Faber Castell			
53.	File flap ( without board)	200 nos.	Any brand			
54.	File Flap ( with board)	50 nos.	Any brand			
55.	Scribbling pad ( regular)	50 nos.	Any brand			
56.	Scribbling pad ( spiral)	25 nos.	Any brand			
57.	Gem Clips	5 boxes	Camlin			
58.	Paper Knife/Cutter	20 Nos.	Kangaroo			
59.	Noting sheet pad	250 Nos.	Any brand			
60.	Bleaching Powder 1kg	5 packets	Any brand			
61.	Turkey Towel (Small)	10 nos (50*100cms)	Any brand			
62.	Turkey Towel (medium)	10 nos (75*150cms)	Any brand			
63.	Spin Mop with bucket	2 Nos	Prestige			
64.	Plastic Bucket Medium	10 nos.	Any brand			
65.	plastic Mug	10 nos.	Any brand			
66.	Hand Wash Liquid	20 nos.	Dettol			
67.	Room Freshener Spray (Jasmine, Sandalwood and Rose)	10 nos. each Total 30 nos.				
68.	Toilet Cleaner (500ml Bottle)	10 Nos.	Harpic			
69.	Lizol (500ml)	10 Bottles	lizol			
70.	Dettol (Medium)	5 Bottles	Dettol			
71.	Broom Stick with Plastic Handle	10 nos.	Any brand			
72.	Tissue Paper (200 Nos)	20 Nos	Any brand			
73.	water jug steel (at least 2 ltrs capacity)	25 nos.	Any brand			
74.	Floor mat – Cotton Small	20 nos.	Any brand			
75.	Scissors medium	20 nos.	Good brand			

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**TECHNICAL BID**

1. Name of firm/Company/Agency :
2. Complete address of the company/ firm/  
Agency :
3. Complete Address & Contact Number of  
Proprietor/Partner/Directors :
4. Number of years' experience in supplying :  
Stationery to Government/Semi-  
Government/Public Sector Undertaking.
5. Name and Address of the Departments in :  
respect of Sl.No. 4 above.
6. PAN Number (enclose copy) :
7. Goods & Service Tax Registration No.  
(enclose Registration Certificate) :
8. Document regarding turnover above 5 lakhs :

**NOTE:** Copy of tender notice duly signed with the seal of the firm, in token of acceptance of all the terms and conditions is to be uploaded.

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any state; I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)