

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER OF EXCISE, ENTT. AND LUXURY TAX
L&N BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI-110002

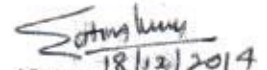
No. F1(1)/Ex/CT/Stationery/2014-15/ 652

Dated: 18/12/14

To

TENDER NOTICE

Sealed quotations under Limited Tender Enquiry are invited upto or before 31.12.2014 upto 11.30 a.m. under two bid system from the reputed manufacturers/suppliers /firms /agencies for supply of stationery/store Items in the Excise, Entt. and Luxury Tax Department, GNCTD. The prescribed tender form alongwith applicable terms & conditions can be downloaded from www.excise.delhigovt.nic.in. The estimated cost of the tender is Rs. 2.00 Lac.


18/12/2014

Asstt. Commissioner (CTB)
Tel. No. 23378368

Copy to:

The System Analyst, Excise Department with the request to upload the tender notice alongwith enclosures on the department's website.

TECHNICAL BID
(Stationery/Store items)

Please enclose the following documents alongwith the tender form.

- 7 EMD Rs. 6000/- (Rupees Six Thousand only) in form of Demand Draft/pay Order in favour of the Commissioner, Excise, Entt. and Luxury Tax, GNCTD.
- 8 Copy of the latest Income Tax Return.
- 9 Copy of PAN.
- 10 Performance Certificate from any Govt. office/institution/agency.
- 11 VAT registration No.

PRICE BID
(Stationery / Store Items)

Sr. No.	Description of Item	Quantity required	Basic price per unit	VAT (%)	VAT amount	Total Unit price (Rs.)
1	Photostat Paper (A-4 size)	300 Rims				
2	Photostat Paper (Legal)	20 Rims				
3	Note Sheet (green)	200 Pads				
4	Pencil (Natraj)	50 Pkts.				
5	Duster (White)	500 Nos.				
6	File Flag	100 Pkt				
7	Register 2 Quires	100 Nos.				
8	-do- 4 Quires	100 Nos.				
9	-do- 6 Quires	50 Nos.				
10	-do- 8 Quires	50 Nos.				
11	Stapler small	50 Nos.				
12	Stapler big	30 Nos.				
13	Ball Pen (Reynolds)	400 Nos.				
14	Officers Pen (Uniball eye)	100 Nos.				
15	Glue Stick	60 Nos.				
16	White Flued(Correction Pen)	80 Nos.				
17	Cup Plate	10 Nos.				
18	Dak Pad	100 Nos.				
19	Dusbins	50 Nos.				
20	Detol Hand Wash	50 nos.				
21	Electric Kettle	10 Nos.				
22	File Board	1000 Nos.				
23	Toilet Soap	100 Nos.				
24	Spiral Note Pad	100 Nos.				
25	Towel (Big)	60 Nos.				
26	Tag	100 bunch				

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No. F1(1)/Ex/CT/Stationery/2014-15/

Dated:

TENDER FORM

5. Name of the Firm/Agency/manufacturer :
6. Address of the Firm/Agency/manufacturer :
7. Telephone/mobile No. of the concerned person :
8. Name , designation and address of the authorized
Person of the firm/agency :
- 5 Last date & time for submission the bids : 31/12/14 upto 11.30 a.m.

Sub.: Bid/tender for supply the stationery/store items.

Sir,

We offer our best competitive rates for supply the stationery/store items.
We have read the terms & conditions of tender and accept the same. We are
enclosing herewith the following documents.

- 1.
- 2.
- 3.
- 4.

(signature and name of the tenderer/bidder with stamp)

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OFFICE OF THE COMMISSIONER OF EXCISE, ENT. AND LUXURY TAX
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Tender Enquiry No. No. F1(1)/Ex/CT/Stationery/2014-15/

For and on behalf of the Commissioner, Excise, Entt. and Luxury Tax, Govt of NCT of Delhi, Limited Tender Enquiry/quotations under rule 151 of GFR, 2005 are invited from the reputed suppliers/firms/agencies for supply the Stationery / Store Items as per annexure-B.

Last date for submission of bids

- 31/12/2014 upto 11.30 a.m.

Date of open the bids

- 31.12.2014 at 2.30 p.m.

General Terms & Conditions:

1. The tender shall be two bid system
c. Technical Bid – Annexure-A
d. Price bid - Annexure-B
2. Tender without EMD shall be rejected. The EMD of the unsuccessful bidder shall be returned after finalization of the tender.
3. The rates quoted should be valid for a period of 12 months from the date of opening of tender, which may be extended, at the discretion of the Department.
4. Tenderer should quote the price on FOR Excise, Entt. and Luxury Tax, New Delhi basis for all items.
5. The Price bid and Technical bid should be kept in separate envelopes clearly indicating thereon as "Price Bid" & "Technical Bid" and both the envelopes should be kept in a single envelop and written thereon as "Tender for the Stationery /store items.
6. Price bid will be opened only those bidders who qualifies the Technical Bid.
7. All the documents mentioned in the Technical Bid must be self attested.
8. The quantity of material/items mentioned in the price bid may vary and should not be treated as final.
9. The rates quoted must be inclusive of transportation charges upto the office of the Commissioner, Excise, L Block, Vikas Bhawan, New Delhi.
10. Tender /bids may be dropped in the tender box kept in the Gate Taking Branch of the Excise Department.
11. Tender will be opened as per scheduled by the Purchase Committee, tenderer may be present, if he wish.
12. The successful bidder shall have to supply the items within 15 days from the date of issue the supply order, failing which EMD shall be forfeited.
13. The Commissioner, Excise, Entt. and Luxury Tax shall be the final authority to reject full or any part of the supply, Which is not in accordance with the required specification, terms and conditions of the tender/schedule. The decision of the Commissioner, Excise, Entt and Luxury Tax, in the regard, shall be final and binding on the tenderer.
14. This department has the full right to reject /withdraw/revoke/cancel whole or part of the Tender or Supply Order at any stage without assigning any reason thereof.


18/12/2014
Asstt. Commissioner (CTB)