



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS  
CHENNAI - I COMMISSIONERATE, ANNA INTERNATIONAL AIRPORT  
MEENAMBAKKAM, CHENNAI - 600 027.**

F.No. S. Misc. 05/2016 – AIR. ADMIN

Date: 15.12.2016

**LIMITED TENDER FORM**

The Principal Commissioner of Customs, Chennai-I Commissionerate, Chennai-600 027, plans to procure the following Stationery items for various sections under Chennai-I Commissionerate, O/o Principal Commissioner of Customs, New Custom House, Meenambakkam, Chennai-600 027.

Sealed quotations are hereby invited from the intending authorized firms/dealers, having valid TIN Nos. with copy of VAT clearance, for supply of the following Stationery items:

SI.NO.	PARTICULARS	REQUIREMENTS
1	WINDOW COVER WITH LOGO(28 CM X 13 CM) (250 Nos. per Box)	15 Boxes
2	FILE PAD	30 Nos.
3	GREEN COVER BIG (42 CM X 35CM)	20 Nos.
4	GREEN COVER SMALL (39 CM X 15CM)	50 Nos.
5	KAKKI CLOTH POUCH (30 CM X 21 CM)	1000 Nos.
6	STAMP PAD (BIG)	10 Nos.
7	STAMP PAD (SMALL)	25 Nos.
8	PAD INK BOTTLE (SMALL)	20 Nos.
9	HIGHLIGHTER (GREEN/ORANGE)	25 Nos. EACH
10	ERASER	25 Nos.
11	GEM CLIP	10 Boxes
12	FABER CASTELL PENCILS	200 Nos.
13	POST IT - PAD	10 Nos.
14	WAX SEAL (RED COLOUR)	50 Boxes
15	COIR	20 Bundles
16	BOX FILE	10 Nos.
17	MAX STAPLER (BIG)	10 Nos.
18	MAX STAPLER (SMALL)	50 Nos.
19	MAX STAPLER PIN BIG	20 Nos.
20	MAX STAPLER PIN SMALL	50 Nos.
21	KANGARO SINGLE PUNCH MACHINE	50 Nos.
22	KANGARO DOUBLE PUNCH MACHINE	10 Nos.
23	TRANSIT BOOK	20 Nos.
24	LUXOR SKETCH PENS	20 Pkts.
25	XEROX PAPER (A4 SIZE)	150 Reams
26	XEROX PAPER (FS SIZE)	150 Reams
27	GREEN PAPER (FS SIZE)	20 Reams

28	CAMEL GUM BOTTLE (150 ml)	20 Nos.
29	FEVI STICK	50 Nos.
30	MARKER PEN (BLUE, BLACK, RED)	25 Nos. each
31	CANDLES (BIG SIZE)	20 Nos.
32	LEATHER BOUND RULED REGISTER (500 pages)	20 Nos.
33	RULED REGISTER (100 pages)	25 Nos.
34	RULED REGISTER (200 pages)	25 Nos.
35	UNRULED REGISTER (100 pages)	20 Nos.
36	CHALK PIECE	10 Boxes
37	FILE TAGS	100 Bunches
38	STICKY FLAGS (TRI COLOUR)	50 Nos.
39	STOCK CARD	1000 Nos.
40	SCRIBBLING PAD (ORDINARY)	50 Nos.
41	MILK WHITE PLASTIC FOLDER (A4 & FS)	50 Nos. EACH
42	REYNOLDS PENS (BLUE)	100 Nos.
43	CORRECTION FLUID	50 Nos.
44	FABER CASTELL CORRECTION PEN	50 Nos.

3. The firms should mention the brand, if any, and also quote the rate per unit including all taxes, duties.
4. Interested parties should possess the following eligibility criteria:
  - (a) They should be registered with sales tax, service tax and should possess a PAN number and have a minimum of 05 years' experience in similar nature of work.
  - (b) They should have undertaken similar work for Central/State Govt. for a minimum period of 05 years and should have executed at least one single order for value of more than 15 lakhs.
  - (c) No advance shall be paid and hundred percent of the amount will be paid only on completion of the work.
  - (d) The envelope containing the quotation should be super scribed as "QUOTATION FOR SUPPLY OF STATIONERY" and should be addressed to the Assistant Commisisoner of Customs, Airport-Admin, O/o The Principal Commissioner of Customs, Chennai-I Commissionerate, Anna International Airport, Meenambakkam, Chennai – 600 027. The quotations in the enclosed format should reach the undersigned on or before 6/01/2017 by 2.00 PM. (6/01/2017)
  - (e) Late bids will not be accepted as per General Financial Rule 153. No separate intimation will be given in respect of rejected quotations.
5. The sealed quotations will be opened at 3.00 PM on the same day. The intending authorized firms/dealers who were allotted the tender must be in a position to supply the said furniture in full within 15 days from the date of receipt of the work order.
6. The Principal Commissioner of Customs, Chennai-I Commissionerate has the power to accept/reject any tender without assigning any reason whatsoever and his decision will be final.

  
 (S. CHANDRASEKAR I.R.S.)  
 ASST. COMMISSIONER OF CUSTOMS  
 (AIRPORT-ADMN)

Copy to

1. The A.C/D.C. (EDI-Air) for publishing in the website.
2. Notice Board.

**QUOTATION FOR SUPPLY OF STATIONERY ITEMS**

SI.NO.	PARTICULARS	REQUIREMENTS
1	WINDOW COVER WITH LOGO(28 CM X 13 CM) (250 + Nos. per Box)	15 Boxes
2	FILE PAD	30 Nos.
3	GREEN COVER BIG (42 CM X 35CM)	20 Nos.
4	GREEN COVER SMALL (39 CM X 15CM)	50 Nos.
5	KAKKI CLOTH POUCH (30 CM X 21 CM)	1000 Nos.
6	STAMP PAD (BIG)	10 Nos.
7	STAMP PAD (SMALL)	25 Nos.
8	PAD INK BOTTLE (SMALL)	10 Nos.
9	HIGHLIGHTER (GREEN/ORANGE)	25 Nos. EACH
10	ERASER	25 Nos.
11	GEM CLIP	10 Boxes
12	FABER CASTELL PENCILS	200 Nos.
13	POST IT - PAD	10 Nos.
14	WAX SEAL (RED COLOUR)	50 Boxes
15	COIR	20 Bundles
16	BOX FILE	10 Nos.
17	MAX STAPLER (BIG)	10 Nos.
18	MAX STAPLER (SMALL)	50 Nos.
19	MAX STAPLER PIN BIG	20 Nos.
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21	KANGARO SINGLE PUNCH MACHINE	50 Nos.
22	KANGARO DOUBLE PUNCH MACHINE	10 Nos.
23	TRANSIT BOOK	20 Nos.
24	LUXOR SKETCH PENS	20 Pkts.
25	XEROX PAPER (A4 SIZE)	150 Reams
26	XEROX PAPER (FS SIZE)	150 Reams
27	GREEN PAPER (FS SIZE)	20 Reams
28	CAMEL GUM BOTTLE (150 ml)	20 Nos.
29	FEVI STICK	50 Nos.
30	MARKER PEN (BLUE, BLACK, RED)	25 Nos. each
31	CANDLES (BIG SIZE)	20 Nos.
32	LEATHER BOUND RULED REGISTER (500 pages)	20 Nos.
33	RULED REGISTER (100 pages)	25 Nos.
34	RULED REGISTER (200 pages)	25 Nos.
35	UNRULED REGISTER (100 pages)	20 Nos.
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44	FABER CASTELL CORRECTION PEN	50 Nos.

Seal :  
Date :

Signature of Tenderer