

**GOVERNMENT OF INDIA**  
**OFFICE OF THE ASSISTANT COMMISSIONER**  
**CENTRAL EXCISE & SERVICE TAX DIVISION BHAGALPUR**  
**ABHINAV MANSION, S.K.TRAFDAR ROAD, ADAMPUR, BHAGALPUR**

**QUOTATION**

Quotation in a sealed cover for supply of Stationeries items for use of Central Excise & Service Tax, Division Bhagalpur is invited up to 22.01.2015 at 18.00 hrs, addressed to the Assistant Commissioner, Central Excise & Service Tax, Division, Bhagalpur which shall be opened on the next working day i.e. on 23.01.2015 at 15.00 hrs. The quotationer or his authorized representative may remain present during opening the quotation.

<b>Sl.No.</b>	<b>Description of stationeries</b>	<b>Rate</b>
01.	Calculator (Orpat 12 digit)	Per Piece
02.	Calculator (Citizen CT 500 12 digit)	Per Piece
03.	Carbon (Kores)	Per Packet
04.	Cello Tape (Big size)	Per Piece
05.	Cello Tape (Small size)	Per Piece
06.	Envelop (cloth) (01 Packet=50 Pcs.) (i) 16 X 12 Size (ii) 12 X 10 Size (iii) 10 X 8 Size	Per Packet
07.	Envelope (Brown) 11 X 5 (01 Packet=50 Pcs.)	Per Packet
08.	Eraz-ex (Pen Type) (Kores)	Per Piece
09.	Fly Leaf (Deluxe Cloth) with print	Per Hundred
10.	Gum (camel) (i) 300 ml (ii) 700 ml	Per Piece
11.	Gum Tube (Camel)	Per Piece
12.	Gum Fevi Stick	Per Piece
13.	Jems Clip	Per Packet
14.	Note Sheet Page (100 Piece)	Per Packet
15.	Note Pad	Per Piece
16.	Paper (i) Plain 17 X 27 size (ii) Ruled 17 X 27 size	Per Zista
17.	Paper Tray	Per Piece
18.	Paper weight	Per Piece
19.	Pen (i) Butterflow (ii) Holder Pen (iii) Reynolds Gel (iv) Add Gel Pen (v) Hitec Pen V5 (Luxur) (vi) Sketch Pen	Per Piece Per Piece Per Piece Per Piece Per Piece Per dozen
20.	Plastic Folder	Per Piece
21.	Pin 100 gm (Kangaro)	Per Packet
22.	Pin Cushion	Per Piece
23.	Pen Stand	Per Piece
24.	Punching Machine (i) Single Hole (ii) Double Hole	Per Piece
25.	Poker	Per Piece
26.	Refil	Per dozen

	(i) Butterflow (ii) Holder Pen (iii) Reynolds Gel (iv) Add Gel Pen (i) Hitec Pen V5 (Luxur)	
27.	Register (i) 06 No. (ii) 08 No. (iii) 10 No. (iv) 12 No. (v) 18 No. (vi) 22 No.	Per Piece
28.	Rubber Band	Per Bunch
29.	Scale 12"	Per Piece
30.	Stamp Pad (camel) (i)Small size (ii)Big size	Per Piece
31.	Stapler (Kangaroo) (i)10 No. (ii)555 No.	Per Piece
32.	Stapler Pin (Kangaroo) (i)10 No. (ii)555 No.	Per Packet
33.	Spung	Per Piece
34.	Tag White (High Quality)	Per Bunch
35.	Xerox Paper (Century) (i)A4 Size (ii)FS Size	Per Packet
36.	File Binder	Per Piece
37.	Hi- Lighter	Per Piece
38.	Re-Stick	Per Piece
39.	File Folder	Per Piece
40.	Call Bell	Per Piece

**Terms and Conditions:**

- (01) Quotations should be on the letter pad of the quotioners and it must be sealed.
- (02) **“QUOTATIONS FOR STATIONARIES ITEMS”** should be written clearly on the top of the sealed envelope.
- (03) The rate of the quotations should be valid up to March 2016. No change of rate will be accepted in between this period i.e. up to March 2016.
- (04 ) The Assistant Commissioner, Central Excise & Service Tax Division, Bhagalpur has the right to accept / cancel any or all of the quotations without assigning any reason thereof.
- (05) Delivery is ex-office premises.
- (06) No advance payment is admissible.

Assistant Commissioner  
Central Excise & S.Tax Division  
Bhagalpur  
Dated: 09.01.2015

C.No. I (20)04-GL/ STN/BGP/2014/.....

- (01) Copy to Supdt. (System) to upload on website.
- (02) Copy to Notice Board, Central Excise & Service Tax, Division,Bhagalpur.

Assistant Commissioner  
Central Excise & S.Tax Division  
Bhagalpur

