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**OFFICE OF THE COMMISSIONER OF CUSTOMS,
Chennai VIII (General)
CUSTOM HOUSE, NO.60 RAJAJI SALAI, CHENNAI - 600 001
www.chennaicustoms.gov.in**

S.Misc.43/2018-Sys.Unit

Date: 11/12/2018.

**NOTICE INVITING TENDER FOR SUPPLY OF CONTINUOUS
COMPUTER STATIONARY - REG.**

Sealed Tenders in prescribed forms are invited from the suppliers of continuous computer stationary as per the specification.

2. Name of work: Supply of Continuous Computer Stationary.

3. The entities fulfilling the Terms and Conditions as prescribed below should submit their bids in sealed envelopes super-scribed as "Quotation for Supply of continuous Computer Stationery" and addressed to the **Dy Commissioner of Customs (EDI), System Unit, Ground Floor, Custom House, 60, Rajaji Salai, Chennai - 600001.**

4. The tender document is available from 12.12.2018 to 27.12.2018 between 11.00 hrs and 05.00 hrs at System Unit, Ground Floor, Custom House, 60, Rajaji Salai, Chennai - 600001. It may also be downloaded from the department's website <http://www.chennaicustoms.gov.in>.

5. The tender document may be delivered to Deputy Commissioner (EDI), System Unit, Ground Floor, Custom House, 60, Rajaji Salai, Chennai - 600001 till 27.12.2018 Upto 1700 hrs.

6. Tenders will be opened on 28.12.2018 at 11.00 A.M. in front of the bidders or their authorized representatives. The successful bidder will be required to supply the continuous Computer stationary within 15 days.

7. TERMS and CONDITIONS

- 7.1 The bidders should provide sample of required stationery
- 7.2 The quality of the paper should be 80 GSM
- 7.3 The stationary required is 80 Column.
- 7.4 The pages are printed with the phrase "Chennai Custom House" in all the sheets.
- 7.6 The page No should be printed starts with No. 000001 and all continuous pages nos to be printed in all the pages.
- 7.7 The bidders should abide by the terms and conditions specified in the tender document. If Bidders submit conditional offers, they shall be liable for outright rejection.
- 7.8 A general undertaking that all terms and conditions of this BID Document are acceptable signed by an authorized person of the applying bidder should be submitted.
- 7.9 The Department shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
- 7.10 The Department reserves the right to make any changes in the terms and conditions of the tender.
- 7.11 The Department will not be obliged to meet and have discussions with any of the Bidders and or to listen to any representations. The offers containing erasures or alterations will not be considered.
- 7.12 The Department may treat offers not adhering to these guidelines as unacceptable.
- 7.13 Bidders are allowed to submit bids in consortium as specified in qualification criteria.
- 7.14 Bidders are not allowed to subcontract in any manner without written approval from the Department.

8. FINANCE

8.1 The Department reserves the right to grant this tender as a whole for the entire to this bid and / or separately. Decision of the Department would be final in this regard.

8.2 The vendor, which fails to fulfill any of the above terms and conditions will be automatically disqualified for the purpose of tender.

9. Payment

9.1 No advance payment will be made in any case. The payment will be released on satisfactory supply of the stationery

9.2 The payment will be made after proper deduction of TDS as per prevailing rules / rates.

9.3 The company will not have any legal right to proceed against department in the event of late payment due to unforeseen reasons.

R. Dinakaran
(R. DINAKARAN)
Deputy Commissioner (EDI)
CHENNAI VIII (GENERAL)