

Dated: - 03/04/2017

TENDER DOCUMENT

Sealed quotations duly superscribed "QUOTATION FOR SUPPLY OF STATIONERY ITEMS" are hereby invited by the Commissioner of Commercial Taxes from reputed suppliers mentioning specification, inclusive of all taxes and other incidental charges, if any. The description of items and quantity required is detailed below. In respect of item no 03 and 04 one sample should be provided along with the quote.

<u>Srl.No</u>	<u>Description of items</u>	<u>Quantity Required (In two lots)</u>
01	A4 PAPER (70 GSM)	1100 Reams
02	LEGAL SIZE PAPER (FS SIZE 70 GSM)	800 Reams
03	FILE BOARDS (Good Quality)	10000 Nos
04	CLIP FILES HARD COVER (No. 777)	2000 Nos
05	TAGS 24" (THICK ,NYLON)	1000 Bundles
06	WINDOW ENVELOPES (5" X 10.5")	40000 Nos
07	CLOSED ENVELOPES (5" X 10.5")	3000 Nos
08	BIG ENVELOPES (Green Netted) (12" X 16")	1000 Nos

Terms and Conditions:

1. The quotation should be addressed to the 'Commissioner of Commercial Taxes' Panaji, which should reach in this office by 3.00 p.m. on 19/04/2017, which will be opened at 3.30 p.m. on the same day by the purchase committee in the presence of the tenderers or their representatives, if any.
2. Rates shall be valid for a period of minimum 60 days from the date of opening of quotations.
3. Item No. 03 and 04 should have specification as per sample available in the office of the Commissioner of Commercial Taxes.
4. The Windows Envelopes should be preprinted with office addresses as per enclosed annexure.
5. In case quotation accepted is by this office, the delivery of the items shall have to be given in this Department in one installment only, within 7 days from the date of issue of supply order, alongwith bill in triplicate, duly affixed with revenue stamp.
6. Payment will be made after receipt of items ordered in full quantity of specification, description and in good condition.
7. No advance payment shall be made and also documents through Bank will not be accepted.
8. Right to accept or reject any or all the quotations including the lowest, without assigning any reasons thereof, is reserved by the Commissioner of Commercial Taxes, Panaji.


(Dipak M. Bandekar)
Commissioner of Commercial Taxes

ANNEXURE

Sr. No	ADDRESSES	QUANTITY
1	OFFICE OF THE COMMISSIONER OF COMMERCIAL TAXES, OLD HIGH COURT BUILDING, VIKRIKAR BHAVAN, 1 ST FLOOR, M.G.ROAD, PANAJI – GOA. 403001	6000
2	COMMERCIAL TAX OFFICE, PANAJI WARD, ALTINHO – PANAJI – GOA	6000
3	COMMERCIAL TAX OFFICE, MAPUSA WARD, GOVERNMENT OFFICE COMPLEX, 3 rd FLOOR, OPP. FISH MARKET, MAPUSA, BARDEZ – GOA.	6000
4	COMMERCIAL TAX OFFICE, BICHOLIM WARD, 1 ST FLOOR, KOTESHWAR RESIDENCY BLDG, NEAR PETROL PUMP, BICHOLIM – GOA.	3000
5	COMMERCIAL TAX OFFICE, PERNEM WARD, H.NO 9/87, 1 ST FLOOR, SURBANWADA, PERNEM -GOA	800
6	COMMERCIAL TAX OFFICE, PONDA WARD, 1 ST & 2 ND FLOOR, F-1 & F-2, ABUBAKAR PLAZA, UPPER BAZAR, PONDA – GOA 403401.	4000
7	COMMERCIAL TAX OFFICE, MARGAO WARD, 3 RD FLOOR, OSIA COMMERCIAL COMPLEX, NEAR S.G.P.D.A MARKET, MARGAO – GOA	6000
8	COMMERCIAL TAX OFFICE, CURCHOREM WARD, SAKHU NIWAS, SASNAMODDI, KAKODA, CURCHOREM – GOA 403706	4000
9	COMMERCIAL TAX OFFICE, VASCO WARD, 4 TH & 5 TH FLOOR, KARMA POINT, NEAR VEGETABLE MARKET, VASCO DA GAMA- GOA.	4000
10	ACCOUNTS OFFICER, ACCOUNTS SECTION, OFFICE OF THE COMMISSIONER OF COMMERCIAL TAXES, ALTINHO, PANAJI - GOA	200