



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, EXCISE AND NARCOTICS
[NACEN]

1st to 3rd Floors, Plot No: 3/86-E, ATC STREET,
Ambattur Industrial Estate,
(Near AMBIT IT Park), Chennai-600058.
Telephone No:26250157 / 26250159
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C.No: IX/10/02/2016

Dated:- 07-10-2016

LIMITED TENDER NOTICE

Sub:- Rates / Quotations for supply of Stationery Materials
to NACEN, Chennai – Reg.

Sealed quotations are invited from Parties / firms / Authorised suppliers for supply of **4000 Nos.** the following items for departmental use by National Academy of Customs, Excise and Narcotics, (NACEN), situated at 3/86-E, ATC Road, Ambattur Industrial Estate, Chennai – 600 058.

Sl.No:	Name of the item to be supplied	Description / Specification	Remarks
1.	Scribbling Pads containing 25 pages	(Size 6" X 4") with perfect binding.	The wrapper to be printed with Name and address of the Academy along with logo.
2.	Transparent Plastic Folders	A4 size	One side to be printed with Name and address of the Academy along with logo.
3.	Ball point pens	Classmate "Octane"- Gel pen 0.5	Blue Colour

The terms and conditions shall be as follows:-

The Additional Director General, National Academy of Customs, Excise and Narcotics, Regional Training Institute, Chennai may verify the authenticity of the items supplied from the supplier at any time.

- I.** The bidder should quote the unit price of each of the above items both in figures and words. The prices quoted should be exclusive of all taxes & other charges, if any and the same should be shown separately.
- II.** The supplier should furnish valid Trade License, PAN No. / VAT No. / Sales Tax No. / Service Tax. (as applicable).
- III.** The supply will be required in smaller quantities ranging from 50 Nos. to 200 Nos. from time to time, may be on weekly basis, and a separate work order will be issued for such piece-meal supplies..
- IV.** The supplier must supply the items within 4 days from the date of receipt of the supply/work order. The supplier must raise cash bill/ invoice for each individual supplies so effected on **National Academy of Customs, Excise & Narcotics (NACEN) situated at** at 3/86-E, ATC Road, Ambattur Industrial Estate, Chennai – 600 058.
- V.** The firms should submit their quotation in a sealed envelope marked as

"Quotation for Supply of "Stationery Items" to National Academy of Customs, Excise & Narcotics, Chennai".

VI. Incomplete bids in any manner shall not be accepted and are liable to be rejected.

GENERAL TERMS AND CONDITIONS.

- 1.** The tenders should be signed by the authorized person and his full name and status should be indicated below his signature.
- 2.** Overwriting/corrections of any kind are NOT acceptable.
- 3.** Rates should be indicated in both figures and words. If there is difference between the two said rates, the rates quoted in words will prevail. The Rates should be quoted separately for each item. Rates quoted should be exclusive of all taxes, and Tax and other charges, if any same should be shown separately
- 4.** The Additional Director General, NACEN, Chennai reserves the right to terminate the contract, by giving notice in writing without assigning any reasons and without incurring any financial liability whatsoever to the Service Provider.
- 5.** The item to be supplied should be of good quality. The items should not suffer any type of damages at the time of delivery.
- 6.** In case of any accident/ damage occurred during the course of supply of the above items, all the claims arising out of the same shall be met by the firms/dealers/agencies and NACEN, Chennai shall have no liability whatsoever in this regard.
- 7.** The firms/dealers/agencies shall be solely responsible for payment of statutory / other taxes/dues payable as per Central / State Government / Municipality Rates etc., other Laws etc., as applicable and that might become applicable under any Act or Order of the Government. NACEN, Chennai shall have no liability whatsoever in this regard.
- 8.** In case of any default by the firms/dealers/agencies in respect of any of the Terms & Conditions, (whether General or Special), the Additional Director General, NACEN, Chennai may without prejudice to any other right/ remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving notice in writing to the firms/dealers/agencies. The said notice will be deemed to have been issued if a Registered Copy of Notice is sent to the address of the Service provider as per the Agreement.
- 9.** Tenders received in open condition will not be considered under any circumstances, which may please be noted.
- 10.** The sealed tenders may be submitted at the **Office of the Additional Director General, National Academy of Customs, Excise and Narcotics, 3/86-E, ATC Road, Ambattur Industrial Estate, Chennai 600058** so as to reach by **11.30 hrs on 20.10.2016 (The due date for tender)**. The Bids will be opened at **12.30 hrs on 20.10.2016** in the presence of representatives of interested firms/dealers/agencies if they make themselves available at that time.
- 11.** Tenders received after the said date and time will be summarily rejected.
- 12.** No advance payment would be made in any case. The invoice for supply shall be raised in the name of the Additional Director General, NACEN, Chennai and the same shall be furnished to this Academy along with the supply of materials. The bills so received shall be processed and the amount will be paid thereafter.

13. Tender forms are available at www.cbec.gov.in, www.nacen.gov.in and www.chennaicentralexcise.gov.in.

14. The Additional Director General, NACEN reserves every right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason thereof and without giving any compensation.


(ROSA USHA ANTONY)
ASSISTANT DIRECTOR (Admn)