

GOVERNMENT OF GOA  
Department of Commercial Taxes  
Commissioner of Commercial Taxes, Vikrikar Bhavan, MG Road, Panjim, Goa, India. Ph.:0832-  
2229225,2420850

## TENDER NOTICE

### Supply of Stationery and Miscellaneous Items

Commissioner of Commercial Taxes invites sealed tenders from reputed firms based in Goa for supply of Stationery & Miscellaneous items during the financial year 2016-17.

Tender document is available in the Office of The Commissioner of Commercial Taxes, Vikrikar Bhavan, M G Road, Panjim, Goa, and can also be downloaded from the departments website [www.goacomtax.gov.in](http://www.goacomtax.gov.in)

Sd/  
Commissioner of Commercial Taxes

No: CCT/ACCTS/15/4/16-17  
Dated: 25/05/2016

Government of Goa,  
Office of the Commissioner  
of Commercial Taxes,  
Vikrikar Bhavan,  
Old High Court Bldg.,  
MG Road, Panjim, Goa

Dated: - 25/05/2016

**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.

<b><u>Srl. No</u></b>	<b><u>Description of items</u></b>	<b><u>Quantity Required (In two lots)</u></b>
01	A4 PAPER (70 GSM )	1000 Reams
02	LEGAL SIZE PAPER (FS SIZE 70 GSM )	1000 Reams
03	FILE BOARDS (Good Quality)	10000 Nos
04	CLIP FILES HARD COVER ( No. 777 )	5000 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 06/06/2016, 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. In case quotation accepted 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.
5. Payment will be made after receipt of items ordered in full quantity of specification, description and in good condition.
6. No advance payment shall be made and also documents through Bank will not be accepted.
7. 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