



GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
1st FLOOR, CENTRAL REVENUE BUILDING, BIRCHAND PATEL MARG, PATNA.

Ph: 0612 – 2504580/81/82, 2504024/25
APPLICATION FOR REGISTRATION / 2015 – 16
Dated 22nd January 2016

[Registration of suppliers for supply of stationery, cleaning materials & other items]

The office of Pr. Chief Commissioner (Bihar & Jharkhand Region) Patna, intends to register supplier(s) for supply of stationery, cleaning materials & other items as mentioned in Annexure – 1

The registration of suppliers shall be made for an initial period of three years from the date of registration

Instructions & Information to Suppliers:

- a. Application should be submitted in sealed envelope and super scribed as “Application for registration of suppliers for supply of stationery, cleaning materials & other items. The application duly completed in all respect should be submitted through Registered Post/Speed Post/Courier or in person to be submitted in Room No.: 117 at 1st Floor, Central Revenue Building, Birchand Patel Path, Patna – 800001 up to 19th February, 2016 on all working days during office time. The applications received after the given date and time shall not be accepted/considered. **The last date & time of receiving application is 19/02/2016 & 03:00 PM respectively.**
1. Those supplier(s) who download this application from the website shall have to make payment of Rs. 500/- through a single Demand Draft in favour of ZAO, CBDT, Patna towards the cost of application at the time of submission of their respective sealed applications;
2. The application will be opened in the Conference Room at 1st Floor, Central Revenue Building, Birchand Patel Path, Patna on **19th February, 2015 at 04:00 PM.** Any change in the date(s) for opening of the applications will be displayed on the Notice Board outside the above said Conference Room. Suppliers or their representatives duly authorized in writing for the purpose may be present at the time of opening the sealed Applications.

3. The application should contain all the documents and testimonials as given in the eligibility condition.
4. The eligible supplier(s) shall be registered as suppliers in the records of the Pr. Chief Commissioner of Income Tax, Patna as per terms & conditions mentioned in application document.

II. Eligibility Criteria:

1. The firm/agency/individual should have average turnover of at least Rs. 40 lakhs per year in the past two financial years (i.e. FY: 2013-14 & 2014-15). Self attested copy of Income Tax Return along with any other supporting document need to be enclosed as evidence;
2. The supplier should be an Income Tax & SalesTax /VAT Assessee (self attested copy of PAN card, latest ITR & Sales Tax/VAT return need to be enclosed);
3. Experience of supply of stationery, cleaning materials & other items to Government Departments/Public Sector Undertakings/Universities shall be criteria to judge eligibility for registration of suppliers. Relevant documents should be submitted with the application application.

III. Terms & Conditions:

Terms & conditions for registration of suppliers for supply of stationery, cleaning materials & other items are as follows:

- 1 The supplier should be well established and experienced agency/firm/individual having registered with Sales Tax/VAT Department in Bihar State in his own name and having capacity to supply stationery, cleaning materials & other items to the Income Tax Department, Patna. Copy of registration certificate(s) should be enclosed with the application;
- 2 All the items listed as per annexure are indicative in nature and any other items which are not in the annexure are also required to be supplied on requirement.
3. It is the responsibility of suppliers to read all the terms & conditions of this document carefully before submitting their application document. Incomplete application documents or applications not responsive enough to the terms and conditions are liable to be rejected at the time of evaluation of the Applications;

4. The eligible supplier(s) shall have to ensure compliance of all the relevant provisions of laws applicable. The Income Tax Department, Patna reserves the right to visit the existing or the past customers of the supplier to ascertain the quality of work performed by them and in case any negative report is received against the supplier, his application may be rejected. Also, in case any information provided by the supplier is found to be false/untrue, his/her request for registration shall be rejected ;
5. The application of the supplier(s) who do not fulfill the requisite qualification and who do not furnish all the requisite documentary evidence will be summarily rejected. Any misleading information will be rescinded and will lead to disqualification for registration;
6. The terms & conditions, and the procedures laid down should be strictly adhered to. The Department reserves the right to reject any application without assigning any reason whatsoever;
7. Suppliers **must sign every page of this document as a token of acceptance of the terms & conditions** as mentioned above.

Signature & Seal of Supplier:

(KUMAR ACHYUTAM)
Income Tax Officer (Infra),
For: Pr.Chief Commissioner of Income Tax, Patna.

APPLICATION FOR REGISTRATION

1. Name of the Supplier ... :
2. Address of the Supplier ... :

3. Contact Person(s) along with :
Landline/Mobile Nos.
4. No. of years of experience in supply of :
Stationery, Cleaning Materials, electrical & other
similar items.
5. List of Clientele, whether attached : Yes / No.
 - a. Name of parties
 - b. Period of Supplying
6. Perमानent Account Number ... :
(Pl. enclose a copy of PAN Card)

7. Turnover : FY: 2013 – 14 :
FY: 2014 – 15 :

This is to certify that the information furnished above is true & correct to the best of my/our knowledge & belief. I/We also certify that I/We have carefully read and understood the terms & conditions mentioned in the Application document and undertake to applicatione by them in the event of being awarded the contract. Copies of all the documents required as per the Application document are enclosed.

It is also certified that the supplier is registered with the authority concerned of State or Central Government and all the conditions prescribed for supply of stationery, cleaning materials & other similar items are duly fulfilled.

Date :

Place :

Seal:

Signature(s) of Authorized Signatory

Annexure-‘1’

List of stationery and other similar items

Sr.no	Items	Company
1	Uni-ball Jel impact, pen UM-153S 1.0mm	Uniball
2	Trimax , Reynolds pen	Reynolds
3	Butterflow Pen	Cello
4	Reynolds racer Gel pen	Reynolds
5	Agni Pen	Agni pen & Plastic PVT. Ltd
6	Add Gel Achiever	ADD Gel
7	Uni SAR pen	Mitsubshi Co.
8	Linc Trim Gel	Linc
9	Pencil (10 Pieces)	Natraj
10	621 Sharpener (20 Pieces)	Natraj
11	621 Eraser (20 pieces)	Natraj
12	Photo paper A/4 Size/75GSM/Red Pkt.	JK Copier
13	Photo Paper F/S Size/75GSM/Red Pkt.	JK Copier
14	Photo paper A/3 Size/75GSM/Red Pkt	JK Copier
15	Cello Tep 2”	Oddy
16	Battery AAA	Eveready
17	Computer Mouse	HP
18	Battery Pencil AA	Eveready
19	Slip Pad No 08	Monaf
20	Slip pad no 22	Neelgagan

21	Short hand Note Book	Priya
22	CD-R 80/700MB/52X (10pcs in onePKTs0	Moserbaer Pro(10Pieces)
23	Quick Heal total Security (three user)	Quick Heal
24	Glue Stick 8gm	Fevi Stik super
25	Stamps Pad	Faher Castle
26	Scissors 9inch (stainless)	Kangaroo
27	Degent Knife	Crystal
28	Staples 24/6-1m	Kangaro
29	Faber-Castell Correction Pens	Faber-Castell
30	Staples no 10-1M	Kangaro
31	Add Gel Refills GR-20	Add Gel
32	Trimax Refill	Reynolds
33	Color Pens	Luxor
34	Multi mark S=0.4 mm(4Pcs)	Faber-Castell
35	Highlighter	Luxor
36	Stamp Pad ink	Camel
37	Cordless remote bell Model no CRB 1210	Cona
38	White Board Marker	Reynolds
39	Cotton tapes 16.5 mts 25MM	Camel
40	Punch Machine SHP-20	Kangaro
41	Pens Premium LH	Linc
42	Stapler HP-45 no 384556	Kangaro
43	Paper flags (4 Pieces)	Oddy
44	Pin-0-Clip Delux	Omega
45	Binder clip 32 mm	GDI

46	Binder clip 41 mm	Globe
47	Stapler HD-10D	Kangaro
48	Plastic Poker	Khushbu
49	U Clips (Colour)	Claro
50	Clips (12 Pieces)	Oddy
51	Fevi gum	Pidilite industires Ltd
52	All out	All out
53	Paper weight	Kebico
54	Tag (1000 pieces)	Best Quality
55	Scale 30 Cms	Camlin
56	Scale 16 Cms	Camlin
57	Punch 600 8Cm (2.2 mm)	Kangaro
58	Table Call Bell 10HD-No	Fort
59	CT-500Js calculater	Citizen
60	Good Knight Advanced	Godrej
61	Car perfume	Pantano
62	Cube Pad	Best Quality
63	Gum 700ml	Camel
64	Gum 250 ml	Camel
65	Gum 500 mld	Camel
66	CD Mailer	Oddy
67	Computer Cartridge 88A	HP
68	Computser Cartridge 78A	HP
69	Computer Canon Fx9 Cartridge	Cannon
70	ComputerSamsung 1640 Cartridge	Samsung
71	Computer Cartridge 12A	Hp

72	Computesr Cartridge 36A	HP
73	Fax Roll(KX-FHD 331/332/351	Printonics
74	Photocopier tonner, 1230D	Ricoh
75	Photocopier tonner, 2501S	Ricoh
75	Computer cartridge in four colour , Cyan, Black, Magenta, and yellow	HP
76	Pride Envelop 9*4 Size (Brown)	Pride
77	Pride Envelop 11*5 Size(Brown)	Pride
78	Pride Envelop 12*6 Size(Brown)	Pride
79	Pride Envelop 10*8 Size(Brown)	Pride
80	Pride Envelop 14*10 Size(Brown)	Pride
81	Pride Envelop 9*4 Size (White)	Pride
82	Extension cord	Times
83	Microtek UPS for computer	Microtek
84	Plastic File Cover	One Plus
85	Twin Plastic Envelope	One Plus
86	Registers 1 Qr, Fancy	Milan
87	Registers 2 Qr, Fancy	Milan
88	Registers 3 Qr, Fancy	Milan
89	Registers 4 Qr, Fancy	Milan
90	Registers 6 Qr, Fancy	Milan
91	Registers 8 Qr, Fancy	Milan
92	Dispatch registers 6Qr, Fancy	Milan
93	Receipt registers 6Qr, Fancy	Milan
94	Steel Jug	Milton
95	File Guard	Best Quality
96	Cloth Markin	Best Quality

97	Chair cushion	Bajaj
98	Box file clip	Natraj
99	Board Pin	Oddy
100	Clip Pad	Neel Gagan
101	Dust bin	Wonder
102	Data cable	Best Quality
103	Emergency light	Bajaj
104	Plastic L size file cover	Camlin
105	Stick file	Best quality
106	Ink	Camlin
107	Dinner Plate (6 pieces)	Bone China
108	Cup Plate (6Pieces)	Bone China
109	Drinking glass (6Pieces)	Yera
110	Water bottle, 1Liter	Nayasa
111	Thread Ball (one roll)	Best quality
112	Towel Big	Bombay Dying
113	Towel small	Bombay Dying
114	Tea tray	Melamine
115	Rubber band	Best quality

CLEANING MATERIALS

1.	ACID, 250 ml	ISI Mark
2.	Air Freshner 150 gm.	Odonil
3.	Acid Brush	Good Quality
4.	Multi Insect Killer	Baygon
5.	Bleaching Powder (500gm)	Kamal
6.	Brasso (ISI Mark) (500ml.)	Cane

7.	Broom Hard (Naryal Broom)	Fine Quality
8.	Broom stick	Fine Quality
9.	Brush (Feather Brush)	Super Quality
10.	Broom Soft (Phol Jharu)	Mayur
11.	Bucket (20 Ltrs.)	Cello
12.	Brush Hand (Scrubbing)	Fine Quality
13.	Candle Stick	Fine quality
14.	Colin Spray (500ml.)	(Colin) Make reckitt Benckiser India Ltd.
15.	Utensil Cleaning Powder (1Kg)	Vim
16.	Utensil Cleaning soap Liquid (500ml.)	Vim
17.	Cobweb remover & Wall cleaner Jala Brush with stick	Fine Quality
18.	Detergent Powder (1Kg.)	Wheel
19.	Hand Cleaner Liquid (100ml.)	Dettol
20.	Dust bin with cover 25 Liter	Cello
21.	Dust Controller Mop 24 inches	Superior quality for the use of Commercial purpose
22.	Dust Pan Standing With cover & Brush	Fine Quality
23.	Duster cloth small 24"x24"	Fine Quality
24.	Duster Floor big 36"x36"	Fine Quality 36"x36"
25.	Duster Floor	Fine Quality 36"x36"
26.	Napthalene balls (500 gm.)	Tajmahal
27.	Duster Yellow 24"x24"	Fine Quality
28	Garbage Bag (25 Kg)	Fine Quality
29	Hand Gloves	Fine Quality (Rubber)
30	Toilet Cleaner (500 ml.)	Harpic

31	Heat Spray red/black (320 ml.)	Heat
32	Uninal Cubes /Sanitary cubes (400gm.)	Homocole
33	Kitchen wiper	Fine Quality
34	Lux Soap 75 gm..	Hindustan Liver
35	Liquid soap (5 liter)	Sursol
36	Mop DRY 24" refill	Fine Quality
37	Mug (Plastic) 1 liter	Milton
38	Napthalene balls	Tajmahal 250gm.
39	Nylon rope	Superior Quality
40	Phenyle (5 litre)	Eagle
41	Phenyle General (1 litre)	Eagle
42	Phenyle Spl.(1 litre)	Aromax/good quality
43	Room Freshner 150-250ml. cane/bottle	Riya
44	Scotch Brite 10 Cmx15Cm	Scotch Brite
45	Soap Case (mini Size) 20-30 gm	Fine Quality
46	Soap cake 75 gm.	Pears
47	Toilet Paper Roll	Fine Quality
48	Sutli	Fine quality
49	Thermos flask (01 liter) (Steel)	Milton
50	Bucket small (20 Liter)	Ceilo
51	Finit spray (1 liter)	Finit
52	Table glass 6mm	Modi
53	Agarbatti	Ramayan
54	Mug Plastic (Big Size)	Ceilo
55	Dinner Set (Bone China) 24 pcs.	Bharat

56	Dinner Set (Bone China) 36 pcs.	Bharat
57	Dinner Set (Bone China) 48 pcs.	Bharat
58	Good night liquid machine	Good night
59	Chowk 18 watt copper	Bajaj
60	Tube light 40 watts	Bajaj
61	Bulb 25 watt (Colour)	Bajaj
62	Bulb 100 watt	Bajaj
63	CFL 36 watt 4pin	Bajaj
64	0.75 mm Multi wire	Mala
65	1.5 mm multi wire	Mala
67	CFL 11 watt 2pin	Bajaj
68	Chowk 20 watt copper	Bajaj
69	Chowk 40 watt copper	Bajaj
70	Cf L bulb 5 watt	Bajaj
71	Cf L bulb 11 watt	Bajaj
72	Cf L bulb 18 watt	Bajaj
73	Cf L bulb 20 watt	Bajaj
74	LED bulb 5 watt	Syska
75	LED bulb 10 watt	Syska
76	LED bulb 20 watt	Syska
77	Starter 18 Watt	Bajaj
78	Starter 20 Watt	Bajaj
79	Starter 40 Watt	Bajaj
80	CFL 11 watt 4 pin	Bajaj
81	T-5, 14 watt	Bajaj

82 .	T-5, 22 watt	Bajaj
83 .	T-5, 28 watt	Bajaj

