

F. No. E-III/47(1)/2017  
GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DIRECTORATE GENERAL OF COMMERCIAL INTELLIGENCE & STATISTICS  
565 – ANANDAPUR, SECTOR – I  
KOLKATA – 100 107.

Dated : the 1<sup>st</sup> March, 2017.

**Notice for Enlistment of Firm(s)/Vendor(s)** for supplying of goods  
in all respect, Interior decoration various type of service related works.etc.

Directorate General of Commercial Intelligence & Statistics (DGCIS), Kolkata invites application from reputed firms/vendors for "**Expression of Interest**" to enlist their names in respective field of works viz.

- i) Supply of office stationery – as general order suppliers including housekeeping articles/materials, etc.;
- ii) Supply of Server, Computers, Printers, Xerox machines, etc. and maintenance thereof;
- iii) Supply of computer stationery, consumable, etc.;
- iv) Different type of printing (letter head, books/publications, CD, etc) & binding jobs;
- v) Supply of office furniture, interior decoration, etc.;
- vi) Development of software and maintenance thereof, etc.;
- vii) Maintenance of various office equipments viz. EPABX System, Air-conditioning Plant/system, external and internal electrical installations (DG Set, Pumps, Lift, etc.), Water Treatment Plants, Fire fighting systems/equipments(wet riser system, fire alarm system, fire-extinguishers, etc., Water purifiers, Split type air-conditioning machines, Kitchen equipments (including refrigerators, micro-oven, etc.), etc.;
- viii) For providing manpower (security services, house keeping work, office attendant, etc.);
- ix) Pest Control services/management ;
- x) Maintenance related work (civil and electrical) of office building, Repair & maintenance of glow sign board and other sign ages/display boards, etc.;
- xi) Dusting & Cleaning of various office equipments, water tanks/reservoirs, etc.;
- xii) Repairing of office furniture, etc.
- xiii) Disposal of waste paper, broken furniture, electronic goods [viz. e-waste : computer, printer, UPS systems, etc.].

Interested firms/vendors are requested to furnish their application with documents viz. copy of (i) Firm registration certificate, (ii) PAN Card, (iii) Service Tax/VAT registration certificate, (iv) Bank Particulars, (v) Credential list in support of past experience, etc.

This short listing process will be undertaken to identify a panel of firms for respective field of works. **Expression of Interest must be submitted to the undersigned by 3.00 Hrs. of 7<sup>th</sup> April, 2017.**

**Note :** Please visit our website : [www.dgciskol.nic.in](http://www.dgciskol.nic.in)

Sd/-  
( Subhojit Roy )  
Deputy Director &  
Head of Office

