

# BHARAT COKING COAL LIMITED

(A Subsidiary of Coal India Limited)

Office of the General Manager

Govindpur Area

PO+PS-Sonardih, Distt. – Dhanbad

Ref.No.GM/Ar.III/Admn./2009/Printing/

18 022 - 65

Date.09.11.2009

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## NOTICE INVITING TENDER

Sealed Cover super scribing the Tender No.& due date for the under mentioned Stationary material for all units of Govindpur Area. Rates must be quoted on F.O.R.Desitination basis. In case of ex-go down or ex-dispatching station deliveries, rates of weight up to destination must be quoted separately. The offers should strictly be submitted as per instruction continued under Sl.No.13 below offers, which deviates from our tech., & commercial terms may be ignored.

<u>Sl.No.</u>	<u>Description of Materials</u>	<u>Qty. reqd.</u>
1.	Long Roll Register, 400 pages	10 Nos.
2.	Mess Attendance Register ..	20 Nos.
3.	Mess Cash Book ..	10 Nos.
4.	General Diary ..	100 Nos.
5.	Beat Book (100x1) pgs.	400 Bks.
6.	Firing Point Register, 400 pages	10 Nos.
7.	Rly. Warrant Issue Register ..	10 Nos.
8.	Leave Encashment Register ..	10 Nos.
9.	Leave Encashment Register(11 <sup>th</sup> to 10 <sup>th</sup> ) ..	20 Nos.
10.	Mess Caution Money Register ..	10 Nos.
11.	Duty Deployment Register ..	20 Nos.
12.	Duty Register ..	20 Nos.
13.	Earned Leave Register ..	10 Nos.
14.	Casual Leave Register ..	10 Nos.
15.	Medical SHAPE Form, 1/3 size (100x1)	200 Pads
16.	ACR Form ..	100 Pads
17.	Daily Parade Statement, 1/2 F/s (100x1)	50 Pads
18.	TA-DA Form on Transfer, 1/3 Size(100x1)	20 Pads
19.	TA-DA Form on Tour ..	20 Pads
20.	Movement Order ..	100 Pads
21.	Charge Sheet (Memorandum) Form ..	100 Pads
22.	C/L Application Form ..	100 Pads
23.	Out Pass Permission Form ..	100 Pads
24.	Out Living HRA Form ..	100 Pads
25.	CEA Form 'A' & 'B' ..	100 Pads
26.	Service Certificate Form ..	100 Pads
27.	Festival Advance Form ..	100 Pads



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The estimated amount of Tender for is **Rs.1, 93,600/-** (Rupees One Lac Ninety Three Thousand Six Hundred) only excluding 4% IVAT.

Earnest Money / Bid Security:

Rs.3900/- (2% of the estimated cost rounded to nearest hundred rupees subject to maximum of Rupees fifty lakhs) as Earnest Money/Bid Security is to be deposited in the form of irrevocable Bank Guarantee form any Scheduled Bank at its branch at Dhanbad / Kolkata with validity 28 (twenty-eight) days beyond the validity of the Bid in the format given in the Bid Document. Only Demand Drafts will also be acceptable as Earnest Money / Bid Security drawn in favour of Bharat Coking Coal Limited on any Scheduled Bank payable at its branch at Dhanbad. The Earnest Money/Bid Security of the unsuccessful Bidders shall be refundable as promptly as possible after opening of Price Bid and finalization of the tender and shall bear no interest.

Price of tender Documents:

The application fee for Tender Documents shall be Rs.100/-(as per Manual) (Non-refundable) payable either in cash or by Bank Draft drawn in favour of Bharat Coking Coal Limited, on any Scheduled Bank payable at its Branch at Dhanbad. The payment for tender document should be made Area Finance Manager, Govindpur Area, BCCL, Dhanbad.

Availability of Tender Documents:

(Minimum period should be as per Manual)

a) Tender Documents including Terms & Condition of work shall be available on payment, from the following places, during the period as stated below:

Date: From 07.12.2009 to 11.12.2009

Time: 10.00 AM to 5.00 PM (on all working days)

Place: - Office of the Personnel Manager (Admn.)  
Govindpur Area, BCCL.

Important Condition:-

1. Detailed Specification of Materials must be indicated in the Quotation.
2. The rate must not under any circumstances be altered. Quotation with overwriting may be ignored.
3. The prices quoted must be exclusive of sales Tax, Excise duty forwarding & packing charges etc. The rate at which these taxes are applicable must be separately mentioned if no mention is made of these Taxes, it will be presumed that prices quoted are inclusive of these taxes. No charges will be entertained latter on.
4. Registration certificate of Sales Tax & clearance certificate for the same should be submitted along with TECHNO- COMMERCIAL Bid.
5. VAT No. & PAN No. to be submitted.
6. Your offer must be valid for at least 120 days from the due date.
7. F.O.R - Area Stationary Store, Govindpur Area, PO-Sonardih, PS-Madhuban, Distt.-Dhanbad
8. Supply of materials should be started within 10 days from the date of order of issue of formal purchase order.
9. We accept the payment terms as 100% payment within 30 days from the date of receipt & acceptance of stores at site.
10. Only type written offer must be submitted.
11. F.O.R.- Area Stationary Store, Govindpur Area, PO-Sonardih, PS-Madhuban, Distt.-Dhanbad
12. Samples of required materials will have to be submitted free of cost (Non refundable).



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13. Tenders must be in one sealed envelope containing separately two sealed envelopes. The first envelope should contain **TECHNICAL & COMMERCIAL TERMS**. The second envelope should be worked the Price Bid only. The envelope should be worked accordingly. Kindly note that on the due date of tender, opening only technical tender will be opened only. Such price offers will be opened for consideration. Which are primarily found to be technically fit for acceptance.

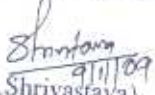
Quotation:- Tenders Shall be received up to 11 AM on or before 14.12.2009 and shall be opened at 12 PM on same date i.e. 14.12.2009 in the office of undersigned.

Materials are required at Govindpur Area Store, Govindpur Area Office

Delivery to commence from

and completed part or in by

BCCL reserves the right to accept or reject any or all tender either, in full without assigning any reason thereof

  
(P.K. Shrivastava)  
Personnel Manager (Admn.)  
Govindpur Area

Public Relation Officer, BCCL - With a request to publish this NIT in News Papers as well as in company's Website as per norms of the Company and also advises the publisher concerned to send paper cutting to the tendering authority.

CC to:-

1. Sr.ES to CMD/D (P)/ D (T) OP/ D (T) P&P/ D (F) CVO/, BCCL, Koyla Bhawan -for information
2. GM (IE)/GM (System)/ PRO, BCCL, Koyla Bhawan
3. Sr.ES to GM (Admn.), BCCL, Koyla Bhawan - To display this NIT in Koyla Bhawan Notice Board.
4. Area CGMs/GMs - For wide circulation through display in Notice Board.
5. General Manager/Addl. GM/AFM/All Project Officer/All HOD's, Govindpur Area
6. Cashier/ OS (Admn.), Govindpur Area
7. Notice Board of all unit of Govindpur Area