NOTICE INVITING TENDER

Sealed Cover paper setting the Tender No & due date for the under mentioned printing material for all units of Govindpur Area. Rates must be quoted on F.O.R. Destination basis. In case of express delivery, rate of weight up to destination must be quoted separately. The offers should strictly be submitted as per instructions contained under Sl.No 13 below offers, which deviates from our tech. & commercial terms may be ignored.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Description of Material</th>
<th>Qty Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Estimate Form for Civil</td>
<td>200 Books</td>
</tr>
<tr>
<td>2</td>
<td>Bill Format for Civil (No.X) Color paper</td>
<td>200 Books</td>
</tr>
<tr>
<td>3</td>
<td>Store Issue Register, Ledger paper, strong binding</td>
<td>400 Reg.</td>
</tr>
<tr>
<td>4</td>
<td>Grammar Booklet</td>
<td>400 Reg.</td>
</tr>
<tr>
<td>5</td>
<td>File Card (coloured)</td>
<td>1000 Piece</td>
</tr>
<tr>
<td>6</td>
<td>Attendance Register, Colour paper, strong binding</td>
<td>40 Reg.</td>
</tr>
<tr>
<td>7</td>
<td>Store Ledger Card</td>
<td>2000 Piece</td>
</tr>
<tr>
<td>8</td>
<td>Work Order (90 g C.P.)</td>
<td>200 Book</td>
</tr>
<tr>
<td>9</td>
<td>Store Issue Slip (25x17)</td>
<td>2000 Pad</td>
</tr>
<tr>
<td>10</td>
<td>Letter Head Pad (85 x 115)</td>
<td>2000 Pad</td>
</tr>
<tr>
<td>11</td>
<td>Movement Slip</td>
<td>200 Pad</td>
</tr>
<tr>
<td>12</td>
<td>Full Track Management Slip</td>
<td>200 Pad</td>
</tr>
<tr>
<td>13</td>
<td>Form C Register</td>
<td>100 Book</td>
</tr>
<tr>
<td>14</td>
<td>Form E Register</td>
<td>100 Reg.</td>
</tr>
<tr>
<td>15</td>
<td>Form D Register</td>
<td>100 Reg.</td>
</tr>
</tbody>
</table>

The estimated amount of Tender for is Rs. 2,81,400/- (Rupees Two Lacs Eighty One Thousand Four Hundred) only excluding 4% VAT

Earnest Money/Bid Security:

Rs. 4900/- (2% of the estimated cost rounded to nearest hundred) subject to maximum of Rupees fifty Thousand) as Earnest Money/Bid Security is to be deposited in the form of negotiable Bank Guarantee from 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 Document:

The application fee for Tender Document shall be Rs. 100/- (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 at Finance Manager, Govindpur Area, IBCCL, 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.)
Govindapur Area, BCCL

Important Condition:

1. Detailed Specifications 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 later on.
4. Registration certificate of Sales Tax & clearance certificate for the same should be submitted along
with TECHNICAL COMMERCIAL Bids.
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 Stationery Store, Govindapur Area, PO Sonarpur, PS-Madhupur, Distt.-Dhakuria.
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 at 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, Govindapur Area, PO Sonarpur, PS-Madhupur, Distt-Dhakuria.
12. Samples of required materials will have to be submitted free of cost (Non-refundable).
13. Tenders must be in one sealed envelope containing separately two sealed envelope. 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 in 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 Govindapur Area Store, Govindapur 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
fall without assigning any reason thereof.

(P.K Shirvastav)
Personnel Manager (Admn.)
Govindapur 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