

# 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./2010/Stationary/ 17556-98

Date.11.08.2010

## 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

Sl.No.	Description of Stores/Materials	Quantity required
1	Arch File	160 Nos.
2	Cover File	800 Nos.
3	Flat File	1600 Nos.
4	Tag File	1600 Nos.
5	Pencile Carbon ½ size	60 Pockets
6	Type Carbon ½ size	60 Pockets
7	Type Paper ½ size	100 Pockets
8	Type Paper ¼ size	75 Pockets
9	Type Paper 1/6 size	75 Pockets
10	Xerox Paper	80 Pockets
11	Type Ribbon	10 Pockets
12	Tag	50 Bundle
13	Duster	200 Nos.
14	Jotter Pen	80 Nos.
15	Jotter Refill	400 Nos.
16	Whitener Errazex	10 Nos.
17	Pin	800 Box
18	Punching Machine Medium	25 Nos.
19	White Paper	50 Rim
20	Rulled Paper	50 Rim
21	Stamp Pad	100 Ns.
22	Stamp Pad Ink	40 Bottle
23	Stapler Machine small	20 Nos.
24	Stapler Pin Small	20 Pocket
25	Gum Paste	50 Bottle
26	Paper Weight	50 Nos.
27	Paper Basket	20 Nos.
28	James Clip	20 Box

The estimated amount of Tender for is **Rs.1, 33,488/-**(Rupees One Lakh Thirty Three Thousand Four Hundred Eighty Eight) only.

### Earnest Money / Bid Security:

Rs.2670/- (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

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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.500/-(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 23.08.2010 to .26.08.2010

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

Place:- Office of the Area Personnel Manager  
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.
- 3.VAT No. & PAN No. to be submitted.
- 4.Your offer must be valid for at least 120 days from the due date.
- 5.F.O.R.- Area Stationary Store, Govindpur Area, PO-Sonardih, PS-Madhuban, Distt.-Dhanbad
- 6.Supply of materials should be started within 10 days from the date of order of issue of formal purchase order.
- 7.We accept the payment terms as 100% payment within 30 days from the date of receipt & acceptance of stores at site.
- 8.. Only type written offer must be submitted.
9. F.O.R.- Area Stationary Store, Govindpur Area, PO-Sonardih, PS-Madhuban, Distt.-Dhanbad
10. **Samples of required materials will have to be submitted free of cost** (Non refundable).

11..Tenders must be in one sealed envelope containing separately two sealed envelopes. The first envelope should contain **TECHNICAL & COMMERCIAL TERMS**. The second envelop 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.

12.The tenderer must have their own Printing Press. The address and location of Printing Press along with Registration no. must be given **TECHNO- COMMERCIAL Bid**. The Management has right to visit the said Printing Press when he deemed fit before finalization of same.

Quotation:- Tenders Shall be received up to 11 AM on or before 30.08.2010 and shall be opened at 12 PM on same date i.e.30.08.2010 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)  
Area Personnel Manager  
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

**BHARAT COKING COAL LIMITED**  
**(A Subsidiary of Coal India Limited)**  
**Office of the General Manager**  
**Govindpur Area**

**Tender Notice No.:- GM/Ar.III/Admn./2010/Stationary/17556-98**

**Date.11.08.2010**

**Name of Work: Stationary Material for all units of Govindpur Area.**

**Date & Time of Submission of Tenders : 30.08.2010 at 11.00 AM at Administration Dept.,  
Govindpur Area, BCCL, PO: -Sonardih, Dhanbad**

**Date & Time of Opening of Tender (Part-I) :. 30.08.2010 at 12.00 Noon  
at Administration Dept.,Govindpur Area  
BCCL, PO: - Sonardih,Dhanbad**

**Name & Address of the Tenderer to whom issued:**

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**Date of issue:**

**Cost of Tender paper: Rs.500/- (as per Manual)**

**Cash receipt No. & date:**

**Signature of the Officer issuing Tender Paper**

**Details of EMD submitted:**

**Total EMD FOR Rs. is enclosed herewith by DD/BC No.**

**Date**

**Drawn in favour of Bharat Coking Coal Limited from Bank**

**Signature of Tenderer with seal**

**BHARAT COKING COAL LIMITED**  
**(A Subsidiary of Coal India Limited)**  
**Office of the General Manager**  
**Govindpur Area**

**Tender Notice No.:-** GM/Ar.III/Admn./2010/Stationary/17566-98

Date.11.08.2010

**Name of Work:** Printing material for all units of Govindpur Area.

**“Technical Bid”**

The Tenderers must furnish the following information, want of which quotation will not be entertained by the “Tender Committee”.( Only type written offer must be submitted)

Sl.No.		
1	Name of the Firms/Tenderer(s) With full postal address	
2	Registration No.of Firms/Tenderer (s) for which the quotation is submitted	
3	VAT No./TAN No.of Firms/Tenderer	
4	PAN No.of Tenderer (s)	
5	Registration certificate of Sales Tax & Clearance certificate enclosed.	
6	Name of Printing Press. the address and location of Printing Press along with Registration no.	
7	Experience certificate for last three years	
8	Amount of EMD in Rs.	
9	DD / BC No. with date drawn in favour of Bharat Coking Coal Limited with name of Bank	

I do hereby declare that the information furnished above by me is correct.

Signature of Tenderer / owner  
With full Postal address

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Office of the General Manager  
Govindpur Area

Tender Notice No.:- GM/Ar.III/Admn./2010/Stationary/17566-98

Date.11.08.2010

**Name of Work:** Stationary Material for all units of Govindpur Area.

## **“Commercial Bid”**

Sl.No.	Description of Stores/Materials	Quoted rate in Rs.
1	Arch File	
2	Cover File	
3	Flat File	
4	Tag File	
5	Pencile Carbon ½ size	
6	Type Carbon ½ size	
7	Type Paper ½ size	
8	Type Paper ¼ size	
9	Type Paper 1/6 size	
10	Xerox Paper	
11	Type Ribbon	
12	Tag	
13	Duster	
14	Jotter Pen	
15	Jotter Refill	
16	Whitener Errazex	
17	Pin	
18	Punching Machine Medium	
19	White Paper	
20	Rulled Paper	
21	Stamp Pad	
22	Stamp Pad Ink	
23	Stapler Machine small	
24	Stapler Pin Small	
25	Gum Paste	
26	Paper Weight	
27	Paper Basket	
28	James Clip	

**Signature of Tenderer / owner**

**With full Postal address**

