

BHARAT COKING COAL LIMITED
Office of the Chief General Manager
Lodna Area

Ref. No. : BCCL/LA/Admn./Inv. Tender/10/

Dated : 21.10.2010

NOTICE INVITING WEB-SITE TENDER

Please submit on 23.11.2010 your quotation in sealed cover, addressed to the Personnel Manager (Admn.), Lodna Area, BCCL, P.O.-Khas-Jeenagora, Dist.-Dhanbad-828115, with NIT No. & date for supply of Stationery Items as per list and specification enclosed, subject to the following terms and conditions :-

TERMS AND CONDITIONS :-

1. Details of work / estimate can be seen in the office of the undersigned during office hours only.
2. Estimated Cost :- Rs. 2,13,260.00.
3. Earnest Money :- @2% of the Estimated Amount.
4. Cost of Tender Paper :- Rs. 150.00 (Rupees One Hundred Fifty Only).
5. Sale of Tender Paper :- 20.11.2010 to 22.11.2010.
6. Authority reserves the right to reject any or all the tenders without assigning any reasons what-so-ever.
7. Tender should be free from correction and errors.
8. V.A.T. no. must be printed your offer (VAT extra as applicable).
9. Tender will be received up to 1.00 P.M. on 23.11.2010 and the same will be opened on the same date at 3.00 P.M. in presence of the participants / agencies, present.
10. Offer must be valid from 120 days.
11. Payment will be made 100% within 30 days from the date of receipt and acceptance of stores at site.
12. Materials are required at Lodna Area G. M. Office, P.O.: Khas Jeenagora, Dist.-Dhanbad.
13. Delivery within 21 days of receipt of Purchase Order.
14. Work order / Similar Type of Items Govt. Organisation must be submitted.
15. Cost of Tender Paper & Earnest Money will be deposited before the Cashier of Lodna Area.
16. Tender Paper will be issued by the undersigned office.

Area Manager (Admn.)
Lodna Area

Distribution :

1. All CGM/GM, BCCL for display in Notice Board.
2. G. M. (Admn.), BCCL, Koyla Bhawan.
3. G. M. (System), Koyla Bhawan for wide publication on our Website.
4. A.F.M., Lodna Area.
5. Cashier, Lodna Area.
6. All Project Officer, Lodna Area for display in Notice Board.
7. Notice Board, Lodna Area.

LIST OF STATIONERY ITEMS

Sl. No.	Name of Items
1.	Alpine
2.	Pencil Eraser
3.	Type Ribbon Kores
4.	Plastic Folder file
5.	Flat file
6.	Tag file
7.	Cover file
8.	Arch file
9.	Gum Paste 300 ml.
10.	Gum Paste 150 ml.
11.	Stamp Pad Ink 700 ml
12.	Stamp Pad big
13.	Stamp Pad Medium
14.	Dot Pen Two Tone
15.	Stapler Pin 24/6
16.	Tag Cotton
17.	Ordinary Refill R/B
18.	Punching Machine
19.	Scale – Plastic 12”
20.	Twin Ball
21.	Erezx Fluid (Kores)

Contd...P/2

: 2 :

Sl. No.	Name of Items
22.	Ord. Rulled Register 288 Pages
23.	Ord. Rulled Register 384 Pages
24.	Ord. Rulled Register 192 Pages
25.	Scribling Pad ¼ Size
26.	Scribling Pad 1/6 Size
27.	Type Carbon Kores Small
28.	Type Carbon Kores (Big)
29.	Pencil Carbon Big Kores
30.	Pencil Carbon Kores Small
31.	Cloth Duster
32.	Duplicating Book
33.	Craft Envelope 11 x 5”
34.	Craft Envelope 9 x 4”
35.	White Paper
36.	Ruled Paper
37.	Thin Paper 8 x 13”
38.	Thin Paper ¼ th
39.	Thin Paper 1/6 Size
40.	Duplicating Paper
41.	Peon Book
42.	Pocket Notebook
43.	Xerox paper (U1 Size)
44.	Xerox paper (A4 Size)

Area Manager (Admn.)

Lodna Area