

Ref.No.GM/Ar.III/Admn./2010/CISF/Printing/38338-80

Date.22.02.2011

NOTICE INVITING TENDER

Sealed Cover super scribing the Tender No.& due date for the under Printing 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.

Sl.No.	Type of Material	Required Quantity
1	Log roll Register	10 Nos.
2	Mess Attendance Register	10 Nos.
3	Railway Warrant Issue Register	10 Nos.
4	Leave Encashment Register	10 Nos.
5	Mess Caution Money Register	10 Nos.
6	Duty Register	30 Nos.
7	Earned Leave Register	10 Nos.
8	Casual Leave Register	10 Nos.
9	ACR Form	100 Pads
10	Movement Order	100 Pads
11	Charge sheet (Memorandum) Form	50 Pads
12	Out Living HRA Form	50 Pads
13	CEA Form A B	50 Pads
14	Service Certificate Form	100 Pads
15	Festival Advance Form	50 Pads
16	Leave Certificate	200 Pads
17	Sick Regularization Form	100 Pads
18	Check List Form	50 Pads
19	CL Application Form	100 Pads
20	ACR Register	10 Nos
21	PET Register	10 Nos
22	Rotational Register	10 Nos
23	Attendance Particular Register	50 Nos
24	Rifle Issue Register	10 Nos
25	Medical Discharge Form	10 Nos

The estimated amount of Tender for is **Rs.1,52,922/-**-(Rupees One Lakh Fifty Two Thousand Nine Hundred Twenty Two Only)

Earnest Money / Bid Security:

Rs.3050/- (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.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 08.03.2011 to 12.03.2011

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), if required
- 11.. Tenders must be in one sealed envelope containing separately two sealed envelops. 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.

Quotation:- Tenders Shall be received up to 11 AM on or before 13.03.2011 and shall be opened at 12 PM on same date i.e.13.03.2011 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.



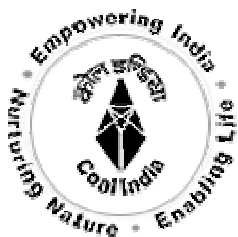
(P.K.Shrivastava)
Sr.Manager (Personnel)/APM
Govindpur Area

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

B.C.C.L.



BHARAT COKING COAL LIMITED

(A Subsidiary of Coal India Limited)

Office of the General Manager

Govindpur Area

PO+PS-Sonardih, Distt. – Dhanbad

Tender Notice:GM/Ar.III/Admn./2011/CISF/Printing/ 38338-80

Date.22.02.2011

Name of Work: Printing Material for CISF unit of Govindpur Area.

**Date & Time of Submission of Tenders : 13.03.2011 at 11.00 AM at Administration Dept.,
Govindpur Area, BCCL, PO: -Sonardih, Dhanbad**

**Date & Time of Opening of Tender (Part-I) :. 13.03.2011 at 12.00 Noon
at Administration Dept.,Govindpur Area
BCCL, PO: - Sonardih,Dhanbad**

Name & Address of the Tenderer to whom issued:

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.

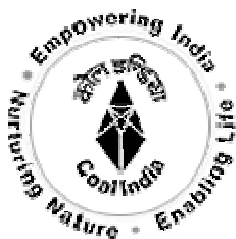
is enclosed herewith by DD/BC No.

Date

Drawn in favour of Bharat Coking Coal Limited from Bank

Signature of Tenderer with seal

B.C.C.L.



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Date.22.02.2011

Name of Work: Printing Material for CISF unit of Govindpur Area.

“Technical Bid”

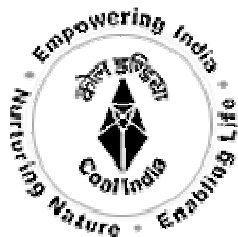
The Tenderers must furnish the following information, want of which quotation will not be entertained by the “Tender Committee”.(Only type written offer must be submitted)

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, address and location of Shop 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

B.C.C.L.



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Date.22.02.2011

Name of Work: Printing Material for CISF unit of Govindpur Area.

“Commercial Bid”

Sl.No.	Description of Stores/Materials	Quoted rate in Rs.
1	Log roll Register	
2	Mess Attendance Register	
3	Railway Warrant Issue Register	
4	Leave Encashment Register	
5	Mess Caution Money Register	
6	Duty Register	
7	Earned Leave Register	
8	Casual Leave Register	
9	ACR Form	
10	Movement Order	
11	Charge sheet (Memorandum) Form	
12	Out Living HRA Form	
13	CEA Form A B	
14	Service Certificate Form	
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16	Leave Certificate	
17	Sick Regularization Form	
18	Check List Form	
19	CL Application Form	
20	ACR Register	
21	PET Register	
22	Rotational Register	
23	Attendance Particular Register	
24	Rifle Issue Register	
25	Medical Discharge Form	

Signature of Tenderer / owner

With full Postal address

