



BHARAT COKING COAL LIMITED
(A SUBSIDIARY OF COAL INDIA LIMITED)
OFFICE OF THE GENERAL MANAGER
SIJUA AREA

Ref. No. - GM/SA/Admn/2011/ 1240

Date: 15/17.03.2011

NOTICE INVITING OPEN TENDER

Sealed quotations are invited from the experienced and bonafide agencies for annual contract of Xerox copier on page basis and maintenance of the machine bearing 2902259492, Modal – 1025 (Make – Modi) with an estimated amount of ` 50,000.00 only.

- a. Estimated cost : ` 50,000.00
- b. Earnest Money : ` 500.00 drawn either in cash at Sijua Area
or in the form of Demand Draft drawn in
favour of BHARAT COKING COAL LIMITED,
Payable at Dhanbad.
- c. Date & time of submission of Tender : 30/3/2011 from 10.00AM to 02.00PM in the
office of PM (Admn), Sijua Area .
- d. Opening of Tender : 05/04/2011 at 04.00PM

TERMS AND CONDITIONS

1. All materials like toner (except Xerox paper) will be supplied by the contractor.
2. The rate for per page of Xerox should be written in figure and words .
3. The tender received without earnest money will be rejected .
4. In case of breakdown of machine, the party have to attend the same within 24 hours and after repair, they will submit a satisfactory report duly signed by Xerox operator.
5. Name of work, NIT number and date , address and phone/mobile numbers should be clearly written in the tender paper and in the envelope.
6. Toner to be supplied on free of cost.
7. No interest will be paid on earnest money.
8. Information regarding breakdown of Xerox machine will be conveyed to the agency on telephone and the agency on receipt of the information on phone have to attend the break down within 24 hours.
9. Deduction will be made in case of illegible copy of Xerox and the counting of the Xerox will not be done for such pages.
10. Authority reserves the right to reject any or all of the tender without assigning any reason.

Sd/-

Personnel Manager (Admn.)
Sijua Area

Distribution :-

01. Chief Vigilance Officer, Koyla Bhawan, Dhanbad
02. All Area Chief General Manager's/General Manager, Bharat Coking Coal Limited
03. Dy. General Manager (Admn.), Koyla Bhawan, Dhanbad
04. P. R. O., Koyla Bhawan, Dhanbad
05. General Manager(System), BCCL, Koyla Bhawan
06. General Manager, Sijua Area
07. Area Finance Manager, Sijua Area
08. Area Manager (E&M), Sijua Area
09. Notice Board
10. Concerned file

