

Ref.No.GM/Ar.III/Admn./2011/ 5871-5913

Date.01/06/2011

**NOTICE INVITING TENDER**

Sealed Cover super scribing the Tender No.& due date for printing materials for consumption in all units of Govindpur Area. Rates must be quoted on F.O.R.Desitination basis. In case of ex-godown or ex-dispatching station deliveries, rates of weight up to destination must be quoted separately.

<b><u>Sl.No.</u></b>	<b><u>Items</u></b>	<b><u>Regd.Qnty</u></b>
1	Arch File	200Nos.
2	Cover File	1000Nos.
3	Flat File	2000Nos.
4	Tag File	2000Nos.
5	Duster	200Nos.
6	Erezex	25Nos.
7	Jotter Pen	100Roll
8	Pin	1000Box
9	James Clip	20Pkt.
10	Note Book	150Nos.
11	Duplicate Book	30Nos.
12	Punching Machine Medium	54Nos.
13	Stapler Machine Small	40Nos.
14	Stapler Pin Small	50Box
15	Stamp Pad	150Box
16	Stamp Pad ink	50Bott
17	Dot Pen (Ordinary)	500Nos.
18	Jotter Refill	500Nos.
19	Pencil Carbon 1/2 Size	75Pkt.
20	Type Carbon 1/2 Size	75Pkt.
21	3 Column A/c Ledger No. 18	20Nos.
22	3 Column A/c Ledger No. 20	20Nos.
23	Type Paper 1/4 Size	100Pkt.
24	Type Paper 1/2 Size	150Pkt.
25	Type Paper 1/6 Size	100Pkt.
26	Xerox Paper	100Pkt.
27	Type Ribon	25Nos.
28	Tag	50Bundle

The estimated amount of Tender for is **Rs.1,63,791.25/-**-(Rupees One lack sixty three thousand seven hundred ninety one and paise twenty five) only.

Earnest Money / Bid Security:

Rs.3300/- (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 10.06.2011 to .13.06.2011

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 & Sales tax clearance certificate 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 if required , will have to be submitted free of cost** (Non refundable).

11 Tenderers should have their own printing unit/ manufacturing unit with SSI reg. No.

12..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, 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 14.06.2011 and shall be opened at 12 PM on same date i.e.14.06.2011 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/ 5871-5913

Date.01/06/2011

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

**Date & Time of Submission of Tenders :** 14.06.2011 at 11.00 AM at Administration Dept.,  
Govindpur Area, BCCL, PO: -Sonardih, Dhanbad

**Date & Time of Opening of Tender (Part-I) :** 14.06.2011 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)**

**D.D No. & date:**

**Signature of the Officer issuing Tender Paper**

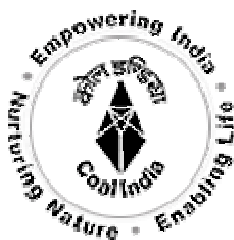
**Details of EMD submitted:**

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

**Date** Drawn in favour of Bharat Coking Coal Limited from Bank,  
**Katrasgarh**

**Signature of Tenderer with seal**

B.C.C.L.



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Tender Notice: GM/Ar.III/Admn./2011/5871-5913

Date.01/06/2011

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

**“Technical Bid”**

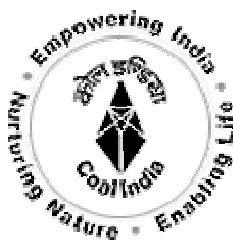
The Tenderers must furnish the following information, want of which quotation will not be entertained by the “Tender Committee”.( Only type written offer must be submitted)

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 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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Office of the General Manager

Govindpur Area

PO+PS-Sonardih, Distt. – Dhanbad

Tender Notice: GM/Ar.III/Admn./2011/5871-5913

Date.01/06/2011

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

**“Commercial Bid”**

<b><u>Sl.No.</u></b>	<b><u>Items</u></b>	<b><u>Rate per Unit</u></b>
1	Arch File	
2	Cover File	
3	Flat File	
4	Tag File	
5	Duster	
6	Erezex	
7	Jotter Pen	
8	Pin	
9	James Clip	
10	Note Book	
11	Duplicate Book	
12	Punching Machine Medium	
13	Stapler Machine Small	
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18	Jotter Refill	
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21	3 Column A/c Ledger No. 18	
22	3 Column A/c Ledger No. 20	
23	Type Paper 1/4 Size	
24	Type Paper 1/2 Size	
25	Type Paper 1/6 Size	
26	Xerox Paper	
27	Type Ribon	
28	Tag	

**Signature of Tenderer / owner**  
**With full Postal address**