



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

Ref: No: GM / AR-I / Admn / 2011 / **3350** / Daed:-09.09.2011

**NOTICE INVITING TENDER**

All bonafied, resourceful and experienced suppliers are requested to quote the price in sealed cover superscribing the tender no and date for the under noted Stationery Printing items. Rates must be quoted on FOR destination basis:-

Sl. No	Description of stationery Materials / Items	Quantity Required
1	Daily Attendance Register F/S Size (400 Pages)	20 Registers
2	Monthly/ weekly/ daily weapon clearing Register F/S Size (400 Pages)	20 Registers
3	Mess caution money Register F/S Size (400 Pages)	20 Registers
4	Daily arms and Ammunition issue/receipt Register F/S Size (400 Pages)	20 Registers
5	Shift duty Register F/S Size (400 Pages)	20 Registers
6	Mess purchase Register F/S Size (400 Pages)	20 Registers
7	Mess stock Register F/S Size (400 Pages)	20 Registers
8	Casual Leave Register F/S Size (400 Pages)	20 Registers
9	Earned leave Register F/S Size (400 Pages)	20 Registers
10	Q.M. stock Register F/S Size (400 Pages)	20 Registers
11	ECL Register F/S Size (400 Pages)	20 Registers
12	Railway warrant issue Register F/S Size (400 Pages)	20 Registers
13	General Diary F/S Size , 400 Pages	150 Books
14	Beat Book 1/2 F/S Size, 100 Pages	300 Books
15	Duty deployment Register F/S Size, 400 Pages	50 Register
16	Monthly Attendance particulars F/S Size, 400 Pages	50 Register
17	Daily Parade statement 1/2 Size , 100 Pages a pad	100 Pads
18	Movment Orders 1/2 Size, 100 Pages a Pad	50 Pads
19	Note- Sheet - 1/2 F/S Size, 100 pages a pad	50 Pads
20	Earned Leave, Casual Leave, application form 1/2 F/S Size, 100 pages a pad	50 Pads
21	Leave Certificate 1/2 F/S Size, 100 pages a pad	50 Pads
22	Clearance certificate 1/2 F/S Size, 100 pages a pad	50 Pads
23	Railway warrant Application form 1/2 F/S Size, 100 pages a pad	20 Pads
24	Bond for issue of Railway warrant 1/2 F/S Size, 100 pages a pad	20 Pads
25	Application for Festival Advance 1/2 F/S Size, 100 pages a pad	20 Pads
26	Issue / Receipt/ Expenses voucher 1/2 F/S Size, 100 pages a pad	50 Pads
27	Check List 1/2 F/S Size, 100 pages a pad	20 Pads
28	Request for grant of CCL 1/2 F/S Size, 100 pages a pad	20 Pads
29	Children Education Allowance form -B 1/2 F/S Size, 100 pages a pad	20 Pads
30	Children Education Allowance form -II 1/2 F/S Size, 100 pages a pad	20 Pads
31	Medical Examination proforma for Officer & Staff, 1/2 F/S Size, 100 Pages	20 Pads
	four pages in a set X 20 pads each	80 Pads
32	Mess caution money receipt 1/2 Size, 100 Pages in a book	20 Books

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**TERMS AND CONDITIONS :-**

- 1) Sealed quotation should be submitted, addressed to "The Manager (Admn). Barora Area, P.O.-Nawagarh, Dist.-Dhanbad, PIN-828306," before 30.09.2011 at 1-00 PM.
- 2) Estimated cost is Rs. 1,42,810.50
- 3) Earnest money @ Rs. 2% of the estimated value should be enclosed in the form of Bank Draft infavour of M/S BCCL, Payable at Dhanbad along with the Quotation.
- 4) VAT Number must be printed in your offer (Please submit VAT certificate).
- 5) Tender will be received upto 1-00 PM on 30.09.2011 and will be opened on the same date at 3-00 PM in presence of the participant's agencies present.
- 6) Offer must be valid for 120 Days.
- 7) Delivery:- Within 30 days of receipt of purchase order.
- 8) Payment:- Will be made within 30 days of receipt & acceptance of materials at store.
- 9) Basis of price:- FOR BARORA AREA.
- 10) Only typed written offer must be submitted.
- 11) Zerox copy of PAN Card must be enclosed with the Quotation.

Manager (Admn)  
Barora Area