



Bharat Coking Coal Limited
(A subsidiary of Coal India Limited)
Office of the Chief General Manager
Kusunda Area, P.O.- Kusunda (Dhanbad)

Ref.No. BCCL/A.VI/ADMN/Stationery items/2011/286

Date: 08-06-11

NOTICE INVITING TENDER

Last Date and time of submission of Tender paper - 04-07-2011 at 01.00 P.M.
Date and time of opening of Tender - 04-07-2011 at 04:00 PM
Sale of Tender Paper from 22-06-11 to 04-07-11 (between 11.00AM to 01.00PM)
Last date of issue of Tender paper - 04-07-2011 upto 01:00 PM
Cost of Tender paper : Rs. 100.00 (Rupees one hundred only)
Ernest money : @2% on Estimate Cost.
Estimated Cost : **Rs. 94,067.50** (Rupees ninety four thousand sixty seven and paise fifty) only.

Supply of Stationery items at Kusunda Area for different units.

Terms and conditions:

1. Sealed Tenders to be submitted in two bids – 1) Techno-commercial Bid & 2) Price Bid.
2. Registration certificate of sales tax & clearance certificate for the same should be submitted along-with Techno-commercial Bid.
3. Rate should be F.O.R. destination.
4. Validity of offer should be minimum 120 days.
5. 100% payment will be made after 30 days of acceptance and receipt of materials.
6. Price Bid shall be opened for the tenderers only who's Techno-commercial Bid are found acceptable.
7. The earnest money D.D./ cash in favour of BCCL should be submitted along-with Techno-commercial Bid. Without Ernest money, tender shall liable to be rejected.
8. The tenderer must have their own stationery shop. If required the management may inspect the shop without any notice to know the existence of shop. So you must submit the detailed address of your stationery shop.
9. You will have to submit an affidavit in authentication of the papers/documents submitted by you along-with your Techno-commercial bid.
10. The tender paper is to be issued from the office of the Sr.Manager (Admn.), B.C.C.L., Kusunda Area after payment of the cost of tender paper.
11. Vat No. & Pan No. to be submitted
12. Past experience certificate in any govt. organization to be submitted of similar nature of work.
13. The bidder(s) must have to give their details of relevant Bank A/c. along-with with 9 digits code no. of the Bank & Branch for its payment through electronic mode (proforma available with tender paper).

Further, the management reserves the full right to accept or reject the tenders without assigning any reason what so ever.

Contd page no.2

The details of items are given below:-

Sl.	Description of items	Qty.	Unit
1	Arch File with index (size 13x4x11x3")	100	Nos
2	Plastic coated cover File (size ½ STD)	100	Nos
3	Flat File (size ½ FC -13x2x9")	1000	Nos
4	Tag File –BCCL Printed (size ½ FC -13x2x9")	1000	Nos
5	Alpin (100 gram in pkt)	250	Pkt
6	Gum Paste (300ml)	50	Bottle
7	Pencil Carbon (FC Size)330x420mm, 100 sheet in a pkt.	25	Pkt.
8	Pencil Carbon (1/2 Size)330x210mm, 100 sheet in a pkt.	50	Pkt.
9	Type Carbon (FC size)330x420mm, 100 sheet in a pkt.	20	Pkt
10	Type Carbon (1/2 FC size)330x210mm, 100 sheet in a pkt.	40	Pkt
11	Type Ribbon.(Black/Red)13mm	60	Nos
12	White paper (58GSM-500 sheet)-39x31cm.	25	Rim
13	Rulled Paper (58 GSM-500 sheets) - 39x31cm.	25	Rim
14	Duster Cloth 24x24"	500	Nos
15	Rulled Register (192 pages) BCCL Printed	150	Nos
16	Rulled Register (288 pages) “	150	Nos
17	Rulled Register (384 pages) “	150	Nos.
18	Erazer –Exfluid (Paste)	40	Nos
19	Stamp Pad (Small) – Korex	100	Nos
20	Stamp Pad Ink – 700ml	30	bottle
21	Plastic Scale – 12 “	50	Nos
22	Pin causion magnetic	40	Nos.
23	Punching Machine – No. 59	30	Nos
24	Punching Machine (Heavy Duty)	05	Nos
25	Stapler Machine No.24/6	25	Nos
26	Stapler Machine Pin .24/6	50	Pkt
27	Stapler Machine No. 10	30	Nos
28	Stapler Machine Pin 10	100	Pkt.
29	Pencil – HB	100	Nos
30	Thick Krapt Envelope (9x4")	5000	Nos
31	Thick Krapt Envelope (11x5"")	5000	Nos
32	Thick Krapt Envelope (6x3½ ")	5000	Nos
33	Dot Pen (2 torre – Red/Blue) Metal type	200	Nos
34	Shorthand Book -Eagle	20	Nos
35	Water Dumper	50	Nos.

Sr. Manager (Admn.)
Kusunda Area

copy to:-

1. All CGM/GM, All Areas BCCL
2. CVO,BCCL, Koyla Bhawan
3. CGM, Admn., BCCL, Koyla Bhawan
4. Addl. GM/FM/MMP/ All PO(s), Kusunda Area
5. Sr. Cashier, Kusunda Area
6. All Project Officer(s), Kusunda Area.
7. Notice Board.



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Office of the Chief General Manager
Kusunda Area, P.O.- Kusunda (Dhanbad)

Ref.No. BCCL/A.VI/ADMN/Stationery items/2011/287

Date: 08-06-11

TENDER PAPER

(Against Tender Notice No.BCCL/A.VI/ADMN/Stationery items/2011/286 Dt. 08-06-11)

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Sr. Manager (Admn.)
Kusunda Area

AFFIDAVIT

I, _____ Partner/Legal Attorney/Accredited
Representative of M/s. _____ solemnly declare that

1) I/We are submitted tender for the work

_____ against Tender Notice No.

_____ Date _____

2) None of the partner of our firm is relative of employee of Bharat Coking Coal Limited.

3) All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this tender is complete correct and true.

4) All documents/ credentials submitted along with this tender are genuine, authentic, true & valid.

5) If any information and document submitted is found to be false/ incorrect at any time, department may cancel tender and action as deemed fit may taken against us including termination of the contract, forfeiture of all dues including Earnest Money and banning/ delisting of our firm and all partner of the firm act.

6) None of the partners of the firm has either individually or collectively been involved in criminal offences or banned by Central Govt. or any PSU including CIL.

Signature of the Tenderer

Date _____

Seal of Notary

FOR PAYMENT TO SUPPLIERS / CONTRACTORS

TO BE SUBMITTED IN TRIPLICATE

FROFORMA FOR COLLECTING PAYMENT THROUGH ELECTRONIC MODE INCLUDING ELECTRONIC FUND TRANSFER (EFT) & ELECTRONIC CLEARING SYSTEM (ECS)

1)	VENDORS/SUPPLIERS NAME & ADDRESS (WITH TELEPHONE NOS. & FAX NOS.)	
2)	PARTICULARS OF BANK ACCOUNT A) BANK NAME B) BRANCH NAME (Including RTGS CODE)	
	ADDRESS	
	TELEPHONE NO & FAX NO	
	C) 9- DIGIT CODE NUMBER OF THE BANK & BRANCH (Appearing on the MICR cheque issued on the bank) or 5 digit code no. of SBI	
	D) ACCOUNT TYPE (S.B Account / Current Account or Cash Credit with Code 10/11/13)	
	E) LEDGER NO/LEDGER FOLIO NO	
	F) ACCOUNT NO (CORE BANKING) & STYLE OF ACCOUNT (As appearing on the cheque Book)	

3. DATE OF EFFECT

I hereby declare that the particulars given above are correct and complete. If the transaction delayed or not effected at all for reasons of incomplete or in correct information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme. Any bank charges levied by the bank of such e-transfer shall be born by us.

(_____)
Signature of the Vendor/Supplier

Certified that the particulars furnished above are correct as per our records.

(_____)
Signature of the Authorised Officer from the Bank