



NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED,
(A GOVT. OF INDIA ENTERPRISE)
PERSONNEL AND ADMINISTRATION DEPARTMENT,
NEEPCO BHAWAN : : R.G.BARUAH ROAD
GUWAHATI-781005, ASSAM

ISO 9001-2008
14001 & OHSAS 18001

NIT NO.GHY/PERS/G-7(Pt)/2012/02

TENDER DOCUMENT FOR SUPPLY OF PRINTING ARTICLES TO NEEPCO LTD.,
GUWAHATI

Issued to M/S. _____

Your letter reference no. _____

Cost of Tender Documents: Rs.500.00 (Rupees Five Hundred) only in the form of D.D./ Bankers cheque drawn in favour of NEEPCO Ltd. from Nationalised Bank.

Payment made through _____ Dated _____

Issue of Tender Document from **18/6/2012** to **29/6/2012** (10.30 hrs. to 17.00 hrs.)

Last date of submission of Tender Document :- **9/7/2012** by 14.00 hrs.

Date of Opening of Tender :- **9/7/2012** at 15.00 hrs.

Manager(P&A)
Personnel and Administration Deptt.
NEEPCO Bhawan: NEEPCO Ltd.,
R.G.Baruah Road, Guwahati

All bidders should carefully read all the terms & conditions before submitting quotations and ensure all the terms and conditions.

Check List for Printing Articles Suppliers

Quotation for supply of Printing Articles

1. D.D. towards EMD : D.D. No. _____ dtd. _____ for an amount of Rs.6000/- (Rupees Six Thousand) only.)
2. Rate quoted both in words & figures : Yes / No.
3. Quotation submitted in separate envelopes as : Yes / No.
 - i) Sealed Outer Cover(Envelop-I)
 - ii) Sealed Outer Cover(Envelop-II)
4. Agreeing for liquidated damages clause for supply : Yes / No.
beyond stipulated delivery period of the purchase order.
5. Delivery period as per NIT : Yes / No.
6. Validity of Quotation as per NIT : Yes / No.
7. Agreeing for payments terms as per NIT : Yes / No.
8. Furnished clients list : Yes / No.
9. Submission of the following documents as per NIT
 - i) VAT registration certificate : Yes / No.
 - ii) Valid PAN certificate : Yes/ No.
 - iii) Valid trade license issued by GMC : Yes/ No.
 - iv) Profile of the firm & client list, if any : Yes / No.
 - v) Printer's certificate of registration : Yes / No.
 - vi) Copy of rate contract already undertaken by the bidder with Govt./Semi Govt./PSU/State Govt. : Yes/ No.
 - vii) Commercial terms and condition, if any : Yes/ No.
 - viii) Tax return of last 3 years : Yes/ No.
 - ix) Name and full address of their Banker with their A/C. : Yes/ No.
No. and IFSC code of the Bank branch
10. All correction/alternation in quotation : Yes / No.
initialed by authorized signatory
11. The documents enclosed in original in the sealed cover
 - i) Earnest Money Deposit : Yes / No.
 - ii) Tender Documents : Yes / No.
12. Rates quoted are inclusive of all taxes, packing, : Yes / No.
forwarding Freight, insurance i.e. free delivery at NEEPCO Bhawan, NEEPCO Ltd., Guwahati-5.

Authorised Signatory with Seal

Master data information for receiving e-payment

The Master data information for receiving e-payment is furnished below:

1. Name of Beneficiary :
2. Name of the Bank :
3. Address of Branch of the Bank :
4. IFSC Code of the Branch :
5. Account Type :
6. Account No. :
7. City/ Town :
8. Fax no. :
9. Telephone no. :
10. e-mail id :

Seal and Signature of the Authorised Person
of the Contract/bidder along with date

TERMS AND CONDITIONS

1. Sealed tenders are invited by the Manager(P&A), NEEPCO Ltd., Guwahati from the registered and/or reputed firms/printers/suppliers capable of supplying the printing items on **Annual Rate Contract (ARC)** basis for a period of 1(one) year from the date of award of the Contract with an option of extension for a further period of 1(one) year. Intending eligible bidders may obtain Bid documents from the Manager(P&A), NEEPCO Ltd., R.G.Baruah Road, Guwahati-5 on payment of Rs.500/- (Rupees Five Hundred) only (non-refundable) in the form of D.D. /Bankers cheque in favour of NEEPCO Ltd. , Guwahati from any Nationalised Bank. D.D./ Bankers cheque should not be of date later than last date of selling tender documents.
2. **Quotation without EMD shall summarily be rejected.**
3. Tender addressed to the Manager(P&A) should be submitted as follows:
 - a) **Sealed Outer Cover(Envelop-I)** : Addressed to the Manager(P&A), NEEPCO Ltd., Guwahati should be sealed with sealing wax and duly superscribed with “ Technical Bid for supply of Printing Articles”. The Envelop-I shall contain the following:
 - i) Earnest Money Deposit (EMD).
 - ii) Commercial terms & conditions, if any.
 - iii) Copy of Sales tax/VAT Registration certificate.
 - iv) Copy of valid PAN certificate.
 - v) Copy of valid trade license issued by GMC, Guwahati.
 - vi) Printers certificate of registration, if any.
 - vii) Profile of the firm and client list.
 - viii) Copies of rate contract already undertaken by the bidder with Govt./Semi-Govt./ Public Sector/State Govt.
 - ix) Detailed tender documents except Annexure-I duly signed with in each page accepting the terms and conditions.
 - x) Copies of Tax return for last 3(three) years.
 - xi) Name and full address of their Banker with their A/C. No. and IFSC code of the Bank branch for receiving e-payment as per enclosed format.
 - b) **Sealed Outer Cover (Envelop-II)** : Addressed to the Manager(P&A), NEEPCO Ltd., Guwahati should be sealed with sealing wax & duly superscribed with “Price Bid for supply of Printing Articles”. The Envelop-II shall contain the quotation of Rate Contract for Printing Articles (Annexure-I). Samples of items when asked for by NEEPCO to be made available by the bidder for confirmation of quality commensurate to the rate quoted.
4. **Selection criteria:** The two-bid system will be followed: a) Technical Bid consisting of details as cited above with commercial terms and conditions; and b) Price Bid indicating item-wise rate. The Technical Bid and the Price Bid should be sealed by the Bidder in separate envelopes duly superscribed as stated above and both the sealed covers are to be put in a big cover which should be sealed and duly superscribed. The Technical Bid will be opened at the first instance and evaluated. At the second stage, Price Bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract. In case, the selected bidder does not accept the order, EMD will be forfeited and his tender will be ignored/rejected.
5. This Corporation is interested to enter into **Annual Rate Contract** only with the reputed suppliers. Hence, the suppliers are advised to attach the relevant documents along with offer to prove credentials or bonafides in terms of quality/reputation of their products, if any.
6. The Earnest Money Deposit (EMD) of Rs.6000/- (Rupees Six Thousand) only should be in the form of Demand Draft from a Nationalised/ Scheduled Bank in favour of NEEPCO Ltd., Guwahati. The Earnest Money Deposit of unsuccessful bidders will be returned immediately after finalisation of

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Authorised Signature & Seal

the Annual Rate Contract. The Earnest Money Deposit of the successful bidder will be retained till the validity of Annual Rate Contract period. The entire or proportionate Earnest Money Deposit of successful bidder can also be forfeited for non-execution of supply orders issued from this office/NEEPCO Ltd., Guwahati within the delivery period or due to unsatisfactory services during the period of Annual Rate Contract.

7. The rates quoted should be **FOR: NEEPCO Ltd., NEEPCO Bhawan, R.G.Baruah Road, Guwahati** inclusive of all taxes, packing/forwarding charges, freight & insurance i.e. free delivery at NEEPCO Ltd., NEEPCO Bhawan, R.G.Barua Road, Guwahati otherwise such offers shall not be considered. Where there is no mention of tax, packing, forwarding, freight, insurance charges, such offers shall be presumed to include all these charges.
8. The supplier should mention full details of the printing materials without leaving any scope for ambiguity. The supplier must ensure that the tender document submitted is in accordance with the requirement of NEEPCO Ltd. and all pages are signed by the authorized signatory with seal.
9. **The quoted prices/rates should be valid for a minimum period of 1(one) year from the date of acceptance of Annual Rate Contract order by the supplier. No escalation in basic cost/rates will be entertained during the Rate Contract period.**
10. The rate quoted should be inclusive of all taxes, VAT, Service Tax, duties, levies or any other taxes/duties as applicable.
11. NEEPCO will not issue “C” or “D” or any other concessionate form of certificate for concession in taxes.
12. Parallel/Partial Rate Contract for similar items can be placed at any time during the period of Contract with one or more parties.
13. Liquidated damages @ 0.5% per week subject to maximum of 5% of the total value of purchase order will be deducted from the concerned bills of the firm if supply is not completed within scheduled delivery period as indicated in the supply order.
14. Payment: 100% payment will be released on receipt bills against materials supplied in good working conditions. Supplier should produce bills in triplicate with printed serial no., VAT nos. & signed by the authorized signatory. Advance payment will not be made under any circumstances. For e-payment, the particulars of the Bank such as name and address of the Bank, A/C. No., MICR Code, IFSC No. to be submitted as per format.
15. Post tender changes in quoted specifications and increase in prices are not permissible. No request for correcting typographical error will be entertained after submission of tenders.
16. Firms registered with Government/PSUs are not exempted from the payment of Tender Cost/EMD.
17. Suppliers/Printers should quote the rates and the amount of the items in figures as well as in words as per Annexure-I. If there is any discrepancy between the prices quoted in figures and words then the rate quoted by the supplier in words shall be taken as correct.
18. Conditional tender shall not be accepted. In case of withdrawal of quotation, the EMD will be forfeited.
19. Quotations received after the specified time and date of submission will be treated as “Late” while quotation received after the date specified for submission of quotation but before the date and time of opening of the quotation will be treated as “Delayed”. Such quotations shall not be opened at all and be returned to the bidders in their original envelop without opening.

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Authorised Signature & Seal

20. All corrections and alterations made in the Quotation and other documents including all pages of NIQ documents must be duly signed by the authorized signatory, without which quotations shall not be considered valid.
21. Supply order to the successful bidder shall be issued on requirement basis under ARC.
22. The materials shall be supplied within the stipulated time as will be mentioned in the supply order. In case, the firm does not supply the items within the stipulated time as scheduled in the order, necessary LD will be charged as per clause no.13. and even further action will also be taken like cancellation of ARC, forfeiting of EMD etc.
23. Printed goods supplied will have to be replaced free of cost by the supplier if it is not in accordance with the required quality/specification and quantity approved or is not compatible or usable as per our requirement.
24. The offer should be clearly written or typed without any cutting or overwriting.
25. Compliance with National/International standards if any should be specified.
26. Any cutting, erasing, overwriting must be specifically signed.
27. Unsigned & undated quotation will not be considered valid.
28. The Manager(P&A), NEEPCO Ltd., Guwahati reserves the right to terminate the contract any time by giving 1(one) month notice without assigning any reasons.
29. Any dispute arising out of this contract shall be referred to the Manager(P&A), NEEPCO Ltd., Guwahati and his decision shall be final and binding on the parties.
30. In case of non-fulfillment and non-compliance of the above terms and conditions, such quotation shall be treated as incomplete.
31. The Manager(P&A), NEEPCO Ltd., Guwahati reserves the right to accept or reject any offer in part/in full without assigning any reasons thereof. Rate contract can be placed on any other supplier whose samples items are found superior or as per requirement of NEEPCO Ltd., Guwahati.
32. All disputes subject to Guwahati jurisdiction only.
33. The supplier will have to confirm in writing in their offer that all the terms and conditions mentioned above are acceptable.

Authorised Signatory & Seal

Manager(P&A)
Personnel and Administration Deptt.
NEEPCO Bhawan: NEEPCO Ltd.,
R.G.Baruah Road, Guwahati

List of Printing Items

Sl. No.	Items	Unit	Rate in figure	Rate in word	Remarks
1	Attendance Register (44x60 cm) (100 pages)	No.			
2	T.A Advance (Tour) (100 pages)	Pad			
3	T.A. Final (Tour) (300 pages)	Pad			
4	Monthly medical Reimbursement Form (100 x 2) (Pages)	Pad			
5	NEEPCO Pad (1/4) with JK Bond paper (100 pages) Bi- color	Pad			
6	NEEPCO Pad (1/3) with JK Bond paper (100 pages) Bi- color	Pad			
7	NEEPCO Pad (1/5) with JK Bond paper (100 pages) Bi- color	Pad			
8	Writing Pad with NEEPCO Emblem (100 pages) Bi-color	Pad			
9	Writing Pad with NEEPCO Emblem (25 pages) Bi-color	Pad			
10	Temporary Advance Form (100 pages)	Pad			
11	Adjustment of Temporary Advance 'C' Form (100 pages)	Pad			
12	Medical Reimbursement Form (6 pages)	Set			
13	Imprest Account Form	Set			
14	Leave Account Form (Both side print)	Each			
15	Earned Leave Application Form with Bilingual (100 pages) (Both side print)	pad			
16	Encashment of Earned Leave Form with Bilingual	Pad			

	(100 pages)				
17	Application for Casual Leave Form (50 pages)	Pad			
18	Note Sheet NEEPCO Emblem with margin (100 pages) Bi-color	Pad			
19	Vehicle Log Book (26x38 cm) (50 pages)	No.			
20	File Cover printed with NEEPCO Emblem (Bi-color)	Each			
21	Pay Bill Sheet (Both side print) (100 pages)	Pad			
22	Issue Register (300 pages)	No.			
23	Receipt Register (300 pages)	No.			
24	U.O Register (300 pages)	No.			
25	Guest House Entry Register (100 pages)	No.			
26	Visiting Card with Bilingual print (100 cards) both side print (plastic)	Packet			
27	Payment voucher (100 pages)	Pad			
28	Envelop (4x9``) (Brown color) Bi-color	Per 100			
29	Envelop (5x11``) (plastic coated) Bi-color	Per 100			
30	Envelop (10x12``) (plastic coated) Bi-color	Per 100			
31	Envelop (12x16``) (plastic coated) Bi-color	Per 100			
32	Envelop (12x16``) (Cloth coated) Bi-color	Per 100			
33	Tax Computation Form (100 pages)	Pad			
34	Calculation Sheet for Exemption of House Rent	Pad			
35	CPF Schedule (Expenses) (100 pages)	Pad			
36	CPF Schedule (Recovery) (100 pages)	Pad			
37	Tour/Out station/Local Duty Approval Form (50 pages)	Pad			
38	Engineering Design pad (100 pages)	Pad			
39	Acquaintance Roll (100 pages)	Pad			
40	Service Book (100 pages)	No.			
41	Guest House non-availability certificate (100	Pad			

	page)				
42	Guest House receipt book (100 pages)	Pad			
43	Guest House bill book (100 pages)	Pad			