



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 OFFICE STATIONARY 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., Guwahati from Nationallised 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 Tenders :- **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 Whole Seller/Authorised Distributors/Dealers/Suppliers

Quotation for supply of Office Stationary Articles

1. D.D. towards EMD : D.D. No. _____ dtd. _____ for an amount of Rs.10,000/- (Rupees Ten Thousand) only.)
2. Rate quoted both in words & figures : Yes / No.
3. Quotation submitted in separate envelopes as : Yes / No.
 - a. Sealed Outer Cover(Envelop-I)
 - b. 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) Agency/Dealership/Distributorship : Yes / No.
Certificate, if any.
 - vi) Certificate of Registration, if any : Yes / No.
 - vii) Copies of rate contract already undertaken by Bidder: Yes / No.
under Govt./semi Govt./PSU/State Govt.
 - 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/suppliers/wholesellers/Authorised agency capable of supplying the office stationary 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 Office Stationery Articles”. The Envelop-I shall contain the followings:
 - 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 certificate issued by GMC, Guwahati.
 - vi) Agency/Dealership/Distributorship certificate, 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 Office Stationery Articles”. The Envelop-II shall contain the quotation of Annual Rate Contract for Office Stationery 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.10,000/- (Rupees Ten 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

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Authorised Signature & Seal

finalisation of 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 Office Stationery 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 of 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.

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Authorised Signature & Seal

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.
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. Office Stationary materials 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.
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 Stationary Items

Sl. No.	Items	Brand	Unit	Rate in figure	Rate in word	Remarks
1	FC Paper (White) 8 kg	HPC	Ream			
2	FC Paper (Rolled) 8 kg	HPC	Ream			
3	Xerox Paper A4	JK	Ream			
4	Xerox Paper FS	JK	Ream			
5	Xerox Paper A3	JK	Ream			
6	Carbon Paper DFC	Kores	Packet			
7	Carbon Paper FC	Kores	Packet			
8	Note Sheet (Plain)	HPC	Ream			
9	Arch File (Kangaroo Clip)	Commander	Each			
10	Stick File A4	Corporate/Claro	Each			
11	Stick File FS	Corporate/Claro	Each			
12	Clip File A4 (Plastic) 1``	Corporate/Claro	Each			
13	Clip File FS (Plastic)	Corporate/Claro	Each			
14	Clip File A4 $\frac{1}{2}$ `` 301E or equivalent	Corporate/Claro	Each			
15	Clip File A4 $\frac{1}{2}$ `` 2 Ring Binder 202S or eqv.	Corporate/Claro	Each			
16	Clip File A4 $\frac{1}{2}$ `` 2 Ring Binder (HE532 or eqv.)	Corporate/Claro	Each			
17	Report File A4	Corporate/Claro	Each			
18	Report File FS	Corporate/Claro	Each			
19	Lever Clip File A4	Corporate/Claro	Each			
20	Bound Register (Cloth coated) size-4	Neelgagan	Each			
21	Bound Register (Cloth coated) size-6	Neelgagan	Each			
22	Bound Register (Cloth coated) size-8	Neelgagan	Each			
23	Bound Register (Cloth coated) size-10	Neelgagan	Each			
24	Bound Register (Cloth coated) size-12	Neelgagan	Each			

25	Bound Register (Cloth coated) size-20	Neelgagan	Each			
26	Bound Register (Leather Binding) size-8	Neelgagan	Each			
27	Bound Register (Leather Binding) size-12	Neelgagan	Each			
28	Bound Register (Leather Binding) size-20	Neelgagan	Each			
29	Stock Register (Leather Binding) size-8	Neelgagan	Each			
30	File Board (36x25 cm)	Good Quality	Each			
31	File Tag (Cotton) 12``	Good Quality	Bundle of 100 pcs			
32	File Tag (Cotton) 8``	Good Quality	Bundle of 100 pcs			
33	Short Hand Note Book	Oxford	Dozen			
34	Stamp Pad (Big)	Kores	Each			
35	Stamp Pad Ink (100 ml)	Kores	Each			
36	Stapler Machine (24x6) Heavy Duty	Kangaroo (Jamboo)	Each			
37	Stapler Machine (10D)	Kangaroo (Jamboo)	Each			
38	Stapler Pin (23x17)	Kores	Packet			
39	Stapler Pin (24x6)	Kores	Packet			
40	Stapler Pin (10D)	Kores	Packet			
41	Dot Pen (Blue/Black/Red)	Corporate/Claro	Each			
42	Dot Pen (Gel) (Blue/Black/Red)	Add Gel	Each			
43	Pen Holder (Both Side)	Doctor	Each			
44	Pen Holder (Sr. Executive)	Doctor	Each			
45	Dot Pen Refill (Blue/Black/Red) (10 pcs. per pkt.)	Corporate/Claro	Each Packet			
46	Dot Pen Refill (Gel) (Blue/Black/Red)	Add Gel	Each			
47	Dot Pen Refill (Blue/Black/Red) (10 pcs. per pkt.)	Doctor	Each Packet			
48	Pencil HB	Apsara	Packet			
49	Pencil Sharpener	Natraj	Each			

50	Punching Machine (D Hole)	Kores	Each			
51	Punching Machine (S Hole)	Kores	Each			
52	Correcting Fluid with Dilator	Kores	Each			
53	Peon Book No. -4	Classic	Each			
54	Pin Cushion Magnetic	Asian	Each			
55	Paper Weight (Square Size)	Local	Each			
56	Paper Tray (FS Size)	Local	Each			
57	Poker (Steel)	Local	Each			
58	Paper Cutter (Big)	Corporate/Claro	Each			
59	Cello Tape 2`` (65 meters)	Kores	Each			
60	Cello Tape 1`` (65 meter)	Kores	Each			
61	Cello Tape $\frac{1}{2}$ ``	Kores	Each			
62	Brown Tape 2`` (65 meters)	Kores	Each			
63	Brown Tape 1`` (65 meters)	Kores	Each			
64	Glue Stick (8 gm)	Kores	Each			
65	Gum Tube (30 gm)	Chelpark	Each			
66	Writeon/Adhsive Stick Pad (Multi color)	Corporate/Claro	Packet			
67	Colored Plastic Flags	Corporate/Claro	Packet			
68	Binder Clip 41mm	Corporate/Claro	Packet			
69	Binder Clip 25mm	Corporate/Claro	Packet			
70	Binder Clip 19mm	Corporate/Claro	Packet			
71	Gems Clip (Plastic coated)	Corporate/Claro	Packet			
72	Alpine	Corporate/Claro	Packet			
73	Eraser	Natraj	Each			
74	Corrector Ball Pen (6 ml)	Corporate/Claro	Each			
75	Dak Pad	Best Quality	Each			
76	Waste Paper Basket (With Paddle)	Brite	Each			
77	Waste Paper Basket (Without Paddle)	Brite	Each			
78	Highlighter pen (colored)	Apsara	Packet			

79	Scale 12`` (Transplant Plastic)	Kores	Each			
80	Marker Pen (Permanent)	Luxor	Each			
81	Marker Pen (White Board)	Luxor	Each			
82	CD Disc	Moserbaer	Each			
82	Air Freshener (50 gm)	Odonil	Each			
82	Room Freshener (Spray)	Chinese Rose	Each			
83	Pencil Battery	Eveready	Pair			
84	Face Towel (65x40 cm)	Bombay Dying	Each			
85	Bath Towel (60x120 cm)	Bombay Dying	Each			
86	Bath Towel (75x150 cm)	Bombay Dying	Each			
87	Mosquitor Repellent Spray (250 ml)	Baygon	Each			
88	Mosquitor Repellent (Liquid) without machine	All-out	Each			
89	Mosquitor Repellent (Liquid) with machine	All-out	Each			
90	Chair Cushion 3`` thick (18x18``)	Kurlon	Each			
91	Table Glass (5mm thick)	Best Quality	Per Sqft.			
92	Drinking Glass	Yera	Dozen			
93	Tray Plastic (Tea)	Yera	Each			
94	Sketch Pen (12 pcs)	Luxor	Set			
95	Mosquito Coil	Maxo	Packet			
96	Plotter Paper (Width 9.4 cm)	HPC	Ream			
97	Plotter Tracing Paper (9x100 cm)	Citizen	Ream			
98	Blade	Wilkinson	Packet			
99	Hair Rubber Band (Big)	Local	Packet			
100	Hair Rubber Band (Small)	Local	Packet			
101	Clip File A4 2``	Corporate/Claro	Each			
102	Note Pad	Corporate/Claro	Each			
103	Ring File (Big Ring)	Neelgagan	Each			
104	Pocket File (10 pockets)	Corporate/Claro	Each			
105	Flat File (34x25 cm)	Black Bird	Each			

106	Calculator 12 digit (100 steps check)	Casio	Each			
107	Calculator (Scientific) (FX 991) MS	Casio	Each			
108	Tea Coaster (set of 6 pcs. with stand)	Hitkari	set			
109	Lace File (FS)	Black Bird	Each			
110	Computer paper (Single 10x12``)	Brahmaputra	Packet			
111	Computer Paper (single 15x12``)	Brahmaputra	Packet			
112	Computer Paper (Double 15x12``)	Brahmaputra	Packet			
113	Visiting Card Album	Best Quality	Each			
114	Designer Ring Binder with sheet protector	Trio	Each			
115	Spiral Note Book	Gripex	Each			
116	AC Remote Cell	Duracell	Pair			
117	Bound Register (Leather Binding) Size-30	Neelgagan	Each			
118	Bound Register (Leather Binding) Size-35	Neelgagan	Each			
119	Conference File	Corporate/Claro	Each			
120	Sheet protector A3 size (pkt of 100 pcs.)	Trio	Packet			
121	Sheet Protector A4 size (pkt. Of 200 pcs.)	Trio	Packet			