



North Eastern Electric Power Corporation Ltd.
(A Government of India Enterprise)
An ISO 9001, 14001 & OHSAS 18001 Corporation

CONTRACT AND PROCUREMENT WING (C)
KOPILI H.E. PLANT: DIMA HASAO DISTRICT: UMRONGSO – 788931
Website-www.neepco.gov.in,
Fax: 03670-288254/ 288240

NOTICE INVITING QUOTATION
NO 02/2013-14/KHEP/C & P (C)/Dt. 20.11.2013

Sealed single part quotation with minimum one year validity are invited from the dealer/firm/supplier/contractor for finalization of rates contract for the period of 1 year to supply and delivery of “Office Stationeries and Office Printing Materials” in every three months basis to Kopili Hydro Electric Plant, NEEPCO Ltd., Umrongso, Dist. Dima Hasao, Assam. The specification and tentative quantity of Office Stationeries and Office Printing Materials are mentioned in the enclosed Annexure.

Terms and conditions:

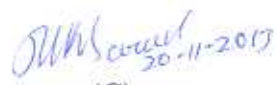
1. **Price basis:** The prices shall be quoted FOR Umrongso basis, the charges towards taxes & duties, freight & insurance charges and any other charges shall be indicated separately.
2. The rates to be quoted by the bidder only for the items as specified in the enclosed annexure.
3. **Payment terms:** 100% payment against each order shall be made after receipt of the materials at KHEP in full and good condition as per specification.
4. **Delivery:** Within 30 days from the date of placement of every formal order.
5. The quantities of the materials as indicated in the Annexure are only tentative and the same are liable to be change at the time of placement of the order.
6. The successful bidder shall not claim for any price enhancement during the validity period.
7. The successful bidder shall supply the materials against each order from the current stock. If the materials are found defective/ not as per specification the same materials shall be replaced free of cost to the Corporation. If the quality of the supply materials shall not found satisfactory the Corporation have the right to cancel the rate contract before expiry of the validity period.
8. **Submission of Bid:** The bid should be submitted in sealed envelope superscripted with “Tender against NIQ. NO. 02/2013-14/KHEP/C & P (C) to O/o the Manager(C), C&P, KHEP, NEEPCO Ltd, Umrongso by means of Registered post / by hand only.
9. The bids will be opened at the time and date mentioned below in presence of bidder or his authorized representative (if any). No electronic recording device will be permitted during opening of the bids.

i) **Last Date and Time of receipt of the bids :** 15-00 hrs of 20-12-2013

ii) **Date and time of opening of bids :** 15-30 hrs of 20-12-2013

In the case of any bandh / holidays on the above mention date, the bid will be received and opened in the next working day at the same time as indicated above. No telex / fax / Telegraphic tender will be received.

10. **Earnest Money Deposit:** The bidder is required to deposit an amount of Rs. 8,900/- (Rupees Eight Thousand Nine Hundred) for general and Rs 4,500.00 (Four Thousand Five Hundred) for SC/ST/KHEP affected as security deposit in the form of DCR/Fixed deposit or Bank Draft on any Nationalized Bank, **in favour of NEEPCO Ltd., payable at SBI, KHEPA, Garampani Branch, P.O. Umrongso (SBI Code-4812)** should be submitted along with the quotation/tender. Quotation/Tender without EMD shall be rejected.
- EMD submitted by the successful bidder shall be retained as Security Deposit and will be released only after expiry of 1 year validity period. If the successful bidder failed to supply during validity period, their EMD shall be forfeited.
 - EMD of the unsuccessful bidders will be returned only after finalization of the bid. If the bidder withdraws the bid while it is under consideration, his EMD shall be forfeited.
11. All rates and amount of the bid shall be legibly written in both figure and words. In case of any discrepancy between figure and words, the amount indicated in the words will be considered.
12. **Tender Fee:** Non- transferable Bid Documents shall be purchased on any working days between 11:00 Hrs to 16:00 Hrs w.e.f. 09.12.2013 to 17.12.2013 from the **Manager(C), C & P(C), KHEP, NEEPCO Ltd., Umrongso** against payment of cost of bid document of Rs.500.00. The cost of bid document shall be in the form of IPO/ Banker's cheque/ Demand Draft (non-refundable) drawn in favour of **NEEPCO Ltd., Umrongso**. Alternately the **Detailed tender documents** may be down loaded from **NEEPCO official website (i.e. www.neepco.gov.in)** with effect from 09.12.2013 onwards for which bid fee of Rs. 500.00 (Rupees Five Hundred) only in the form of Demand Draft /Banker's Cheque pledged in favour of **NEEPCO Ltd, Umrongso** and payable at **State Bank of India, KHEPA Branch, Umrongso (Branch Code – 4812)** shall compulsorily accompany bids at the time of submission. Bidder should submit self attested copy of their Tax payer Identification Number, Tax/VAT Registration and PAN Card as applicable.
13. Authorized dealers should submit the valid authorized dealership certificate along with the tender.
14. Bids received later than the prescribed due date shall not be considered.
The Corporation does not bind itself to accept the lowest tender and reserves the right to waive any formality in regard to submission of quotation/tender or to reject any or all quotation/ tenders without assigning any reason thereof in the interest of the corporation.


**Manager (C),
Contract & Procurement
KHEP: NEEPCO Ltd,
Umrongso-788931,
Dima Hasao Dist.Assam.**