



नॉर्थ ईस्टर्न ईलैक्ट्रिक पावर कॉर्पोरेशन लि.
(भारत सरकार का उपक्रम)

NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A GOVERNMENT OF INDIA ENTERPRISE)

[OFFICE OF THE GENERAL MANAGER (HR) ADMN]

ISO: 9001,14001
& OHSAS: 18001

NOTICE INVITING QUOTATION FOR SUPPLY OF OFFICE STATIONERY AND ARTICLES

NIQ No. 02/2014

Date: 19/12/2014

Sealed Quotations are invited from interested and reputed firms/parties/dealers for supply of office stationery and articles for the year 2014-15 & 2015-16. The interested firms / parties/dealers may obtain non transferable quotation papers from the Office of the Manager (HR) Admn, NEEPCO Brookland Compound, Lower New Colony, Shillong-793003, Meghalaya on any working day between 10.00 hrs to 17.00 hrs with effect from 22/12/2014 to 12/01/2015 against payment of ` 1000.00 (Rupees One Thousand) in the form of non refundable Demand Draft drawn in favour of 'NEEPCO Ltd.,' payable at Shillong issued from any Nationalized Bank/ Scheduled Bank. The last date for submission of quotation paper is 21/01/2015 upto 14.00 hrs and the quotations shall be opened on the same day at 14.30 hrs.

For detailed scope of work, qualifying criteria, EMD and other details, prospective quotationers are requested to visit NEEPCO website www.neepco.gov.in

Manager (HR) ADMN



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NORTH EASTERN ELECTRIC POWER CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)

Date _____

SCHEDULE

CONDITION OF CONTRACT

AND

ITEM OF SPECIFICATION FOR

SUPPLY OF OFFICE STATIONERY AND ARTICLES

FOR THE YEAR

2014 –2015 & 2015-2016

SHILLONG::

::: 2014 :::



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NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A GOVERNMENT OF INDIA ENTERPRISE)

NOTICE INVITING QUOTATION FOR SUPPLY OF STATIONERY

AND ARTICLES FOR THE YEAR "2014 -2015 & 2015-2016".

1. To be submitted on or before : 14.00 Hrs on _____
2. Quotation will be opened in presence of intending Quotationers at 14.30 hours on _____ in the Corporate Office, NEEPCO Ltd., Brookland Compound, Lower New Colony, Shillong-793003.

Detailed N.I.Q. issued to _____

against D.D. No. _____ Dated _____

of Rs. _____ Bank. _____

Issued By

Dated _____

Place _____

Manager (HR)Admn
NEEPCO Ltd., Shillong.

TERMS & CONDITIONS

- CLAUSE -1.** A NIQ with minimum 120(One Hundred Twenty) days validity from interested and reputed firms/parties is invited for supply of office stationery and articles to the NEEPCO Ltd., Shillong. The rate should be quoted both in figures and in words separately. In case of any difference in rates quoted in figures and words, the rate quoted in words and lowest will be considered.
- CLAUSE -2.** The quoted rate should be included of all taxes, duties etc. as applicable. No extra claims will be entertained by this Office/Corporation. The rate quoted should be firm for the entire period of contract.
- CLAUSE -3.** EARNEST MONEY :An amount of `30,000/- (Rupees Thirty Thousand only) should be deposited as earnest money along with the quotation in the form of Call Deposit/Fixed Deposit from a Nationalized Bank/Scheduled Bank drawn in favour of NEEPCO Ltd. Quotation without Earnest Money will not be considered in any case. The Earnest Money will be retained in case for successful Quotationers and will be released to others within 30(thirty) days from the date of award of Contract. The Earnest Money will stand forfeited in case the dealer/supplier failed to supply the materials at their own quoted rates.
- CLAUSE -4.** Notarized Copies of Current Income Tax/Sale Tax clearance Certificates/CST/VAT registration certificate shall have to be furnished along with the Quotation and also a latest Dealership Certificate from the Manufacturer/Importer.
- CLAUSE -5.** The Non-Tribal Quotationers should produce notarized copy/duly authenticated copy by the 1st Class Magistrate of the valid Trading License issued by the respective authority of Shillong, failing which his/her Quotation will be rejected outright.
- CLAUSE -5.(A).** All companies, firms, societies or associations classified as Non-tribal entities have to obtain a Trade License from KHADC/ municipal, Shillong. Only the sole tribal proprietorship is exempted from trading license.
- CLAUSE – 5 (B)** Both Tribal and Non-Tribal firms should have its registration with the Sale Tax Authorities of Meghalaya and a notarized copy of the Certificate should be enclosed with the Quotation.
- CLAUSE -6.** The undersigned reserves the right to allot whole or a part of the supply to one or split up- and allot more Dealers/Suppliers as per discretion of the Executive Director(HR), NEEPCO Ltd., Shillong and accept lowest or any quotation and reserves the right to cancel all or any quotation without assigning any reason thereof.
- CLAUSE -7.** Materials annexed herewith may not be procured at a time but based on the necessity of the Corporation from time to time or may be procured at a time if required.
- CLAUSE -8.** SECURITY DEPOSIT: The total amount of Security Deposit will be `60,000/- (Rupees Sixty Thousand only). In case of successful quotationers, the Earnest money of `30,000/-(Rupees Thirty Thousand only) will be considered as a part of Security Deposit. The Security Deposit shall be in the form of Call Deposit/Fixed Deposit from a Nationalized Bank/Scheduled Bank drawn in favour of NEEPCO Ltd. The Security Deposit will be refunded after 3 (three) months of expiry of the Contract period. The Corporation/Undersigned reserves the right to forfeit the entire Security Deposit amount or some percentage of it for delay, default and failure to supply of materials on the part of the Dealers/Suppliers within stipulated time mentioned in each order during the contractual period as per rates agreed upon.

- CLAUSE-9.** The materials supplied shall be as per Brand/Quality and strictly in accordance with the specification for the type of the materials ordered and supplied shall confirm to the specifications as annexed.
- CLAUSE-10.** In the event of the materials supplied being considered by the Manager(HR)Admn/ Ordering Authority, to be inferior to that described in the specifications, the dealer/supplier shall in demand in writing, forthwith remove the same at his own cost/charges and in the extent of his/her neglecting to do so within stipulated period as may be fixed by the Manager(HR)Admn/Ordering Authority that his/her representative may have such rejected materials removed, at the contractor's risk and expenses. The expense so incurred being liable to be deducted from any sums due or which may become due to the dealer/supplier. The materials so removed, the dealer/supplier, shall have no claims for compensation for any less or any other ground. A certificate from the Manager(HR)Admn/Ordering Authority as to the expenses incurred shall be final and conclusive.
- CLAUSE-11.** The dealer/supplier shall supply/arrange at his/her expenses all labours, tools & plants, as well as implements as required for the due fulfillment of his/her supply/contracts.
- CLAUSE-12.** The materials shall remain at the dealer/supplier's risk, till the date of final delivery or until finally taken over by the Manager(HR)Admn/Ordering Authority. No materials shall be brought to store/office or accepted on Sunday or Holiday without the permission of the Manager(HR)Admn or his Officers/Ordering Authority.
- CLAUSE-13.** The Contract for the supply of materials shall not be sublet without written/proper permission of the Manager(HR)Admn. In the event of the Contractor subletting his/her contract without such permission, dealer/supplier shall be considered to have thereby committed breach of contract and shall have no claim for any compensation for any loss that may occur from the materials he/she collected or engagement entered into.
- CLAUSE-14.** DELAY OF SUPPLY: If the materials or any items ordered for are not supplied within the stipulated time due to non-availability of the materials in the market as a result of factory lockout, flood and other reasonable causes etc., supplier should supply to the Manager(HR)Admn, NEEPCO Ltd., within stipulated time for extension of time i.e 15 days for any or all items which are not available with proper documents.
- CLAUSE-15.** Successful Quotationers within 15 (Fifteen) days after receipt of the Letter of Intent issued to him/her shall have to attend the O/o Manager(HR)Admn, NEEPCO Ltd., Shillong-793003, for signing the formal agreement alongwith non-Judicial Stamp papers 6(Six) Nos. @`10/-each at his/her own cost.
- CLAUSE-16.** The Supply will deem to be started from the date of issue of the supply order and completion within stipulated time mentioned in the supply order. The minimum stipulated time for supply should be 7(seven) days and maximum should be 15(fifteen) days.
- CLAUSE-17.** DELIVERY OF MATERIALS: Delivery of materials is to be made at the office complex of NEEPCO located at Brookland Compound, lower New Colony, Laitumkhrh, Shillong-793003, as ordered by the Indenting/Ordering Authority.
- CLAUSE-18.** PAYMENT OF BILLS : After completion of supply of the materials in full and good conditions and as per approved specifications, bill in triplicate alongwith delivery challan is to be submitted to the indenting/ordering office for making necessary payments.

CLAUSE -19.(A)

SUBMISSION OF QUOTATION: Each page of this detailed quotation paper must be signed by the Quotationer before submitting it in a Sealed Cover as token of acceptance of these Clauses. Corrections and over-writing, if any, should be initiated wherever it occurs but overwriting should be avoided as far as possible. On the top of the Sealed Envelope of the quotation the words "Quotation for Stationery and Articles for the year – 2014 -2015-2016-2017 should be written in bold letters for each group. Quotation for each group are required to be submitted separately alongwith all necessary documents as mentioned in these Clause. No addition or alternations of items, specification, unit etc. are accepted. All requirements stated in this quotation Paper in all Clauses applicable failure to compliance of these Clauses are liable to be rejected.

CLAUSE -19(B).

The Quotationer should submit samples of the items alongwith the Quotation failing which the quotation will not be considered. Regarding Paper items the samples should be submitted in Ream/Package as per packing from the Manufacturers. The accepted samples will be retained for our record and comparison at the time of taking delivery. And this will be adjusted to the first supply order to the approved firm (s).

**Manager(HR)Admn
NEEPCO Ltd., Shillong.**