

**NORTH EASTERN ELECTRICITY SUPPLY COMPANY OF ORISSA LIMITED**

**NESCO**

Corporate Office: Januganj, Balasore – 756019, Orissa,  
Ph: - 06782 – 269864, Fax No: 06782 – 263259

---

# **TENDER DOCUMENT**

**FOR SUPPLY OF OFFICE STATIONARIES**

**TENDER NOTICE NO.18922(5) , Dtd.30.8.10**

- \* **The last date and time of receipt of tenders : 16.9.10 up to 1.30 PM**
- \* **Date and time of opening of the Bids : 16.9.10 by 3.30 PM**

Sd/-

**General Manager (Works)**  
NESCO,Balasore.

**NORTH EASTERN ELECTRICITY SUPPLY COMPANY OF ORISSA LIMITED**

**NESCO**

Corporate Office: Januganj, Balasore – 756019, Orissa,  
Ph: - 06782 – 269864, Fax No: 06782 – 263259

**TENDER NOTICE NO. 18922(5)**

**Dt. 30.8.10**

**INVITATION FOR BID**

Sealed tenders are invited from reputed manufacturers / Authorized dealers for supply of different office Stationeries .

The tender document will be available from this office during office hours on working days or from the website of NESCO i.e [www.nescoorissa.com](http://www.nescoorissa.com) on payment of Rs.520/- (500.00 + VAT 4%) ( non-refundable) in shape of cash/ Bank Draft in favour of NESCO Ltd. ,Balasore , from 31.8.10 to 15.09.10 .

The tenders should be accompanied with the EMD @ 1% of the offered price (landing price at Balasore) in shape of Cash/ Demand Draft /Bank Guarantee (from any nationalized/ scheduled bank in favour of NESCO Ltd., Balasore.

The tenders should be reached in this office on or before dt. 16.9.10 by 1.30 PM and that will be opened at 3.30 PM on same day in presence of tenderer or authorized representative.

The undersigned reserves the right to reject any or all tenders & distribute the works among the valid tenderers without assigning any reasons thereof.

Sd/-

**General Manager (Works)  
NESCO, Balasore**

# NORTH EASTERN ELECTRICITY SUPPLY COMPANY OF ORISSA LIMITED

Corporate Office: Januganj, Balasore – 756019, Orissa,  
Ph: - 06782 – 269864, Fax No: 06782 – 263259

---

## SECTION – I

### INSTRUCTION TO TENDERERS

1. Tender papers, which are purchased from this office, will be considered subject to attachment of money receipts . Otherwise , the same can be down loaded from website ([www.nescoorissa.com](http://www.nescoorissa.com)) and the same should accompany a demand draft of Rs. Rs.1000/- + VAT 4% in shape of Bank Draft in favour of NESCO Ltd. ,Balasore. Any other form of tender will be rejected.
2. The purchaser may alter the quantities of materials at the time of placing orders or may also be split up among more than one Tender for any particular item. The lowest bid may not guarantee to be offered the whole contract.
3. The Tenderer may deviate from the specification while quoting if in the opinion, such deviation is / are in line with the manufacturer standard practice and conducive to a better and more economical offer. All such deviation should, however be clearly indicated given full justifications for such deviation.
4. Sealed Tenders is to be submitted in containing Specification, Literature , EMD & price Bid. The tender should be reach this office on or before **Dt. 16.09.10 .up to 1.30 PM** in double sealed cover super-scribed on each of the cover as *“Tender Notice No. 18922(5), dtd 30.8.10 due to be opened on 16.9.10 at 3.30 PM”*. Tender shall be submitted in person or by Registered Post with A.D.. Any other means of delivery shall not be accepted. When submitted by Post, Postal delay shall not be considered. Tender will be opened in this office on Dt. 16.09.10 at 3.30 pm Tenders received after due time and date shall not be considered
5. Telegraphic Tender shall not be accepted under any circumstances.
6. The Purchaser reserve the rights to reject the lowest or any other tender or all tenders without assigning any reason thereof.
7. The tenders should be accompanied with the earnest money @ 1% of the tender value in shape of Cash / Bank Draft/ Bank Guarantee (from a nationalized bank or scheduled Bank for a period of at least 3 months, which may be extended if required) in favour of Chief Executive Officer, NESCO, Balasore.  
No adjustment towards earnest money deposit shall be permitted against any outstanding amount with Chief Executive Officer, NESCO, Balasore.
8. (i) In case of unsuccessful Tenderer, the earnest money will be refunded to them immediately after the Tender is decided. In the case of successful Bidder, this will be refunded only after furnishing of Security Money.  
(ii) The earnest money will be forfeited, if the successful bidder fails to accept the letter of intent or Purchase order issued in their favour.  
  
(iii) The Tender not accompanied with earnest money deposit shall be disqualified.

- (iv) The tender should be kept valid for a period of 365 days from the date of opening of the tender.
9. After opening of the tender and within the validity period no reduction or enhancement in price will be entertained. On the other hand, it will make the tender liable for rejection. However management reserves the right for negotiation of rates prior among the eligible bidders.
10. The Bidders are expected to be fully conversant with the meaning of all the clauses of the specification before submitting their tender. In case of doubt regarding the meaning of any clause may ask for clarification in writing from the undersigned. This, however does not entitled the Bidders to ask for time beyond due date fixed for receipt of tender.

*Conditional Offers shall not be accepted.*

11. The bidders should quote their bids in **computerized or typing** only. No handwritings are allowed. Overwriting shall be avoided. In the event of discrepancy or arithmetic error, the decision of the management shall be final & binding on tenderer.
12. The Tenders must be accompanied with proof of:-
- a) PAN, TIN, CST, VAT Registration Nos, failing which the tenders will not be taken in to consideration
  - b) Dealer Reg.(proof of copy).
  - c) Upto date VAT Clearance Certificate.

**General Manager (Works)**  
**NESCO, Balsoore**

**SECTION – II**  
**GENERAL TERMS & CONDITION OF CONTRACT**

**1. Scope of Contract:** - The Scope of contract shall be delivered FADS (Free At Destination Stores), of the materials or equipment is in accordance with the enclosed Technical Specification and Bill of Quantity.

**2. Supplier to inform himself fully :-** The supplier shall examine the instructions to Tenders, General Condition of contract, specification and the scheduled of quantity and delivered to satisfy him self as to all the terms and conditions and circumstances effecting the contract price. He shall quote price(s) according to his bidding on these matters and understand that no additional cost except otherwise provided therein will be levied. The purchasers shall not be responsible for any mis-conception or incorrect information acquired by the supplier other than information given in writing by the purchaser.

**3. Inspection:-** Competent authority will depute any authorized person for pre-despatch inspection for which Bidder has to provide necessary assistance and facilities at its work site. Intimation about readiness for despatch should be sent at least 15 days in advance for arranging inspection by the purchaser. Physical inspection of the materials shall be carried out at destination after receipt of materials.

**4. Delivery :-** Supply of equal quantity of the materials in each quarter of a year of the ordered quantity .Time being the essence of the contract, the materials shall be supplied within the delivery date specified in the contract, the Purchaser, however reserves the right to reschedule the delivery and change the destination, if required. The delivery period shall reckon from the date of placing the Purchase Order.

**5. Despatch Instruction: -**

The materials should be securely packed and dispatched at Corporate office NESCO, Balasore , where required.

**6. Force Majeure :-** The supplier shall not be liable any penalty for delay or failure to perform the contract for reasons of force majeure such as acts of God acts of the Public, Enemy, acts of Government, Fire, Floods, Epidemics, Guarantee in restriction, Strikes, Freight Embargos and provided that the supplier shall within 10 (ten) days from the beginning of such delay notify the Purchaser in writing of the cause of delay the Purchaser shall verify the facts and grant such extension as facts justify.

**7. Rejection of materials:** - The supply shall be made strictly as per approved sample and specification. In case the office stationeries supplied is not in conformity with the specification, the purchaser shall either reject or request the supplier to rectify the same.

**8. Extension of Time :-** If the delivery of material is delayed due to reason beyond the control of the supplier, the supplier shall give notice to the Purchaser in writing of his claim for extension of time 10 days before of delivery. The Purchaser on receipt of such notice may agree to extend the contract delivery date as may be reasonable without prejudice to other terms and conditions of the contract.

**9. Guarantee period:-** You shall guarantee the materials supplied against any defect or failure, which arise due to faulty materials, workmanship or design for the entire defects liability period. The defect liability period shall be 12 months from the date of receipt of materials (last consignment) at stores. If during this period any materials or items are found defective, these shall be promptly replaced by the supplier at his own cost at buyers place. The above Guarantee Certificate shall be furnished in triplicate to the Purchaser for his approval.

**10. Performance Guarantee:** - Performance Guarantee to the tune of 5% (five Percent) of value of the purchase order in shape of Bank Guarantee from any Nationalized Bank or scheduled Bank in favour of Chief Executive Officer, NESCO, Balasore on a non-judicial stamp paper of worth Rs. 50/- (Rupees Fifty) only strictly as per the enclosed format, should be furnished to this office immediately after completion of supply. The Bank Guarantee should be valid for the order to cover the guarantee Period. (Refer Clause – 9).

**11.Price: -**

a. The prices quoted will be firm. Bids will be called for with prices FADS (Free At Destination Stores) inclusive of packing & forwarding, Excise Duty, Educational Cess, VAT/Sales Tax, Freight, Entry Tax and other legally permissible duties & levies wherever applicable, handling charges to cover the transport by Road from destination Railway Station to site/ stores, unloading at destination & insurance (assumed insurance premium) for comparison.

a. Even though composite price is given the break-up for all duties, taxes, freight, insurance, packing & forwarding etc. will be furnished.

a. It is the responsibility of the bidder to inform himself of the correct rates duties & taxes leviable on the materials at the time of bidding.

**12. Taxes & duties:-**

a. A bidder will be entirely responsible for quoting the correct taxes & duties, other local taxes or levies if any, license fees etc, he has to incur until completion of the contract. For the purpose of evaluation the bidder should clearly indicate the Excise duty, Sales tax/ VAT and any other taxes & levies payable in the respective columns. Failure to furnish the details will be loaded as in indicated in the evaluation criteria.

b. If the rates of statutory levies assumed by the bidder are less than the actual rates prevailing at the time of bidding, the purchaser will not be responsible for such errors. If the rates of statutory levies assumed by the bidder are later proved to be higher than the actual/ correct rates prevailing at the time of bidding, the difference will be passed on to the credit of the purchaser.

**13.Payment:** - (i) 100% payment will be made within 45 days on receipt of materials in good condition and verification thereof subject to inspection of materials & subject to submission of 5% Performance Bank Guarantee as per Clause 10 or submission of bills which ever is later.

(ii) **Alternately :-** In case of non-submission of Performance Bank Guarantee, 95% payment will be made within 45 days on receipt of materials in good condition and verification thereof subject to inspection of materials and approval of Guarantee Certificate or submission of bills which ever is later.

The balance 5 % payment will be paid after expiry of the Guarantee period.

**14. Penalty For delay in completion of contract:** - If the supplier shall fail to deliver the materials / equipments within the delivery scheduled specified in the Contract or any extension granted thereto the purchase shall recover from the Contractor penalty for sum of 0.5% per week of delay of the cost of undelivered materials up to the maximum of 5% at his sole discretion .The imposition of penalty is however subject to force major condition.

**15.Free Replacement :-** Free replacement after loss of materials during the transit loss of pages/ any printing mistake , shall be made by the Suppliers immediately on receipt of information from the Consignee .

- 16 Jurisdiction of the High Court of Orissa :-** Suits if any arising out of this contract shall be filed by either party in a Court of Law to which the jurisdiction of High Court of Orissa extends.
- 17. Certificate to Exemption from Excise Duty :-** Offers with exemption from the Excise Duty shall be accompanied with authenticated proof of such exemption. Authenticated proof for this Clause shall mean Photostat copy of Exemption Certificate.
- 18. Right to Reject / Accept any Tender :-** The purchaser reserves the right either to reject / accept any or all of Tenders. Orders may also split up between different tenderers on individual merits of the Tenders. The purchaser has exclusive right to alter the quantities of the materials at the time of placing final purchase order. It may be clearly understood by the Tenderer that Purchaser need not assign any reason for the above action.
- 19. Validity:** - Prices and conditions of the sale of the offer should be valid for a period of 365 days from the date of opening of the tender failing, which the tenders shall be rejected. A bid valid for a shorter period will be rejected.
- 20. Languages and Measures:** - All documents pertaining to the contract including Specification, Schedules, Notices, Correspondences, Operation and Maintenance Instructions, Drawings or any other Writing shall be written in English Language in **computerized or typing** only. No handwritings are allowed.. The metric system of measurements shall be used exclusively in this contract.
- 21. Payment done from the supplier:-**All cost & damages for which the supplier is liable to the purchaser will be deducted by the purchaser from any money due to the supplier under the contact.
- 22. Correspondence:** - Any notice to the Contractor under the terms of the Contract shall be served by the Registered Mail or by Hand at the contractors principal place business.  
Any notice to the Purchaser shall be served at the Purchaser principal office in the same manner.
- 23. Instructions:** - The supplier shall treat the details of the specification and other tender documents as Private and Confidential and they shall not be re-produced without written authorization from the Purchaser.
- 24. Out Right Rejection of Tenders:-** Tender shall be rejected out right with the following conditions..  
Tenders without NESCO tender documents.  
Non – submission of tender in person or by Registered Post with A.D.  
Telegraphic submission of tender..  
Tender is not accompanied by prescribed earnest money deposit.  
Offer price of the bidder for less than 365 days.  
Non- compliance of our stipulated terms & conditions.

Sd/-

**General Manager (Works)**

**Requirement of Office Stationeries with specified quality for year 10-11**

| <b>Sl. No.</b> | <b>Item</b>                            | <b>Unit</b> | <b>Quantity</b> |
|----------------|--|-------------|-----------------|
| 1              | A4 paper (J.K Copier)                  | Pkt         | 1000            |
| 2              | Alpin                                  | Pkt         | 30              |
| 3              | Arch File                              | No.         | 200             |
| 4              | Bodkin                                 | No.         | 10              |
| 5              | Binder Clip (Medium)                   | Pkt         | 5               |
| 6              | Binder Clip (Small)                    | Pkt         | 5               |
| 7              | Cobra File( Ashoka/ Bengal)            | No.         | 200             |
| 8              | Computer Folder (10"x12")              | No.         | 30              |
| 9              | Computer Folder (15"x12")              | No.         | 50              |
| 10             | Cover File                             | No.         | 20              |
| 11             | Calculator (Casio) MJ-120T (12 digit)  | No.         | 25              |
| 12             | Dak Pad                                | No.         | 20              |
| 13             | Eraser                                 | No.         | 20              |
| 14             | Eraz-Ex                                | No.         | 50              |
| 15             | Envelop Cloth Lined 14"x12"            | No.         | 200             |
| 16             | Envelop Cloth Lined 12"x10"            | No.         | 200             |
| 17             | Fax Roll                               | No.         | 200             |
| 18             | File Board                             | No.         | 300             |
| 19             | Flag Tag                               | Pkt         | 50              |
| 20             | Flag Tag (Urgent)                      | Pkt         | 50              |
| 21             | Gum 750 ml ( Cores)                    | Bottle      | 10              |
| 22             | High Lighter Pen (Premium Highlighter) | No.         | 10              |
| 23             | James clip                             | Pkt         | 20              |
| 24             | Ledger Binder                          | No.         | 50              |
| 25             | Marker Pen , Permanent(Black), Camlin  | No.         | 10              |
| 26             | Note Pad ( Fuji)                       | No.         | 300             |
| 27             | Punching Machine Single (Kangaro)      | No.         | 20              |
| 28             | Punching Machine Double (Kangaro)      | No.         | 10              |
| 29             | Pencil ( Natraj)                       | No.         | 48              |
| 30             | Pencil Cutter                          | No.         | 20              |

|    |                                     |        |     |
|----|-------------------------------------|--------|-----|
| 31 | Plastic Folder                      | No.    | 500 |
| 32 | Plastic stick                       | No.    | 100 |
| 33 | Report File                         | No.    | 200 |
| 34 | Register No.6                       | No.    | 50  |
| 35 | Register No.8                       | No.    | 50  |
| 36 | Register No.10                      | No.    | 50  |
| 37 | Register No.12                      | No.    | 10  |
| 38 | Stapler (Big) (Kangaro)-HP45        | No.    | 5   |
| 39 | Stapler (Small) (Kangaro)-HP-10     | No.    | 30  |
| 40 | Stapler Pin (Small) (Kangaro)-10    | Pkt    | 50  |
| 41 | Scale (Stainless steel)             | No.    | 24  |
| 42 | Stamp Pad (Faber –Castell)          | No     | 10  |
| 43 | Stamp Pad Ink ( Camel)              | Bottle | 5   |
| 44 | Tag ( Cotton)                       | Bundle | 100 |
| 45 | Transparent sheet                   | Pkt    | 2   |
| 46 | Use & Through Dot Pen(Blue) ,Elkos  | Pkt    | 100 |
| 47 | Use & Through Dot Pen(Red), Elkos   | Pkt    | 50  |
| 48 | Use & Through Dot Pen(Black) ,Elkos | Pkt    | 25  |

**N.B.** All materials should be in good quality.

Sd/

**General Manager (Works)**