

**CHAPTER - I**

**TENDER NOTICE**

**SALIENT FEATURES OF THE BID:**

Sl.	Particulars	Details of Tender
1.	Bid Enquiry No.	BGC/Enq/HO/MAT/ARC Stationary/02/06/2016-17, Dated :20/06/2016
2.	Name of the Work	Tender for Annual Rate Contract (ARC) for supply of Stationary and Printing stationary <b>AS AND WHEN REQUIRED BASIS</b> for EIL, OMDC and EIL .
3.	Availability of Tender Documents	Asst. Manager(Stores) and web site: <a href="http://www.birdgroup.gov.in">www.birdgroup.gov.in</a> & CPP portals
4	EMD	Rs. 10,000.00 ( Rupees Ten thousand )
5	Date of Issue of Bid Documents	On 20/06/2016 to 05/07/2016 up to 3:00 P.M (Only Working days)
6	Date of Submission of Bid Documents	Up to 05/07/2016 by 3.00 P.M
7	Date of Opening of Technical Bid	On 05/07/2016 at 3.30 P.M
8	Date of Opening of Price Bid	To be intimated later on after technical evaluation
9	Period of Contract	01 (one) year
10	Validity Period of Bid	90 (Ninety) calendar days

A complete set of tender documents may be obtained by interested bidders physically on all working days from 10.00 AM to 3.00 PM from **20/06/2016 to 05/07/2016** on submission of a written application giving complete details of Mailing Address, Telephone & Fax No's, E-Mail Address & Name of Contact Person

From-- Asst. Manager (Stores), AG-104,Sourav Abasan, 2nd Floor, Sector -II, Salt Lake City, Kolkata-700091, Tel: 033-4016-9200, Fax: 033-4016- 9267

Email: [info.birdgroup@nic.in](mailto:info.birdgroup@nic.in)

Alternatively, the tender documents are available on the website of the Company i.e. [www.birdgroup.gov.in](http://www.birdgroup.gov.in). The prospective Bidders can download the documents for the purpose of preparation & submission of the technical bid.

The Bidder shall download the "Tender Document" available on the website in totality. It will be presumed that the Bidder has gone through the entire Tender Document available on the website, which shall be binding on the Bidder.

All other terms & conditions shall remain the same as stipulated in the Tender Schedule of the aforementioned Tender Notice.

Asst.Manager(Stores)

## Chapter- II

### 1. SCOPE OF WORK

Annual Rate Contract (ARC) for supply of different type of Stationary and printing stationary **AS AND WHEN REQUIRED BASIS for OMDC, BLSC & EIL.**

2. **PERIOD OF CONTRACT**---- 1(one) year from the date of issue of work order/LOI

3. **DATE OF COMMENCEMENT OF WORK** -- It may be mentioned in the Work order/LOI.

### 4. **Earnest Money Deposit:-**

The bidder is required to deposit an amount of Rs. 10,000/- (Rupees Ten thousand) as Earnest Money Deposit (EMD) in the form of Demand Draft on any Nationalised/Schedule Bank in India in favour of "The Orissa Minerals Development Company Limited " payable at Kolkata . Cheques, Bonds, Guarantee Bonds and Govt. Securities (Stock Certificates, Bearer Bonds, Promissory notes and cash certificates) will not be accepted towards the earnest money and no interest will be paid on EMD. Earnest Money shall be refunded to the unsuccessful bidders immediate after final evaluation of the tender. EMD of successful bidder will be converted to security deposit and refunded after satisfactory completion of the period of contract.

EMD of the successful bidder shall be forfeited if the successful bidder does not supply as per work order. No interest on the Earnest Money Deposit shall be paid. Public Sector Undertakings (PSUs) / Central Public Sector Enterprises (CPSEs) under Government of India are exempted from submission of EMD .NSIC Certificate holders shall be exempted from paying EMD .

5. **Security Deposit** :- EMD of successful bidder will be converted to security deposit and refunded after satisfactory completion of the period of contract.

### 6. ELIGIBILITY CONDITION

In order to qualify in the techno commercial bid of the tender, the tenderer must produce documentary evidence with the techno-commercial bid:

- i) The party should have atleast 03 yrs experience of supply of stationary and printing materials during last 05 years ending 31.03.2016.
- ii) Average Annual turnover of atleast 2 Lakhs during last 03 years ending 31.03.2016.
- iii) Copy of VAT Registration Certificate and PAN card shall be submitted.
- iv) Declaration to the effect that the bidder has accepted all the terms & conditions of the Tender Document as per Annexure-I, attached herewith.
- v) Undertaking in the Bidder's letter head to the effect that the agency has not been blacklisted / debarred by any PSU or OMDC/BSLC/ EIL at any point of time as per Annexure-II attached herewith.

### 7. EVALUATION

- i) **Part - I, i.e. Techno-Commercial** Bid shall be opened in the presence of the bidders or their authorized representative at time and date as given in **Chapter - I.**

- ii) **Part - II i.e. Price Bid** of the Bidders whose Techno-Commercial Bids are technically qualified will only be opened afterwards in presence of their authorized representatives on a suitable date and time; which will be intimated to the technically eligible bidders in due course through Letter/Fax/Telephone.

Tenders containing overwriting, correction or erasing, without authentication with full signature on the page(s) of "**Price Bid**" and amount / quantity not shown in figures and words will be liable for rejection. Submission of the price-bid in a format other than the requisite format may be liable for rejection by the Tender Committee. In case there is any discrepancy between figures and words, then the amount quoted in words will be considered for evaluation.

**The L-1 bidder will be evaluated on the basis of lowest quoted rate in the price bid for each item as per Annexure-A .**

## **8. AWARD OF CONTRACT**

(a) The Company reserve the right to accept or reject any or all tenders without assigning any reason thereof.

(b) Award of contract shall be made at the absolute discretion of EIL/OMDC/BSLC. The company reserves the right to reject any part or whole of the tender without assigning any reason whatsoever. For such cancellation the tenderers shall not be entitled to claim any cost, charges, expenses incidental to or incurred by him through or in connection with the preparation and submission without assigning any reason whatsoever.

**7. Scope Of Supply :-** The supply of item shall be made to the Office within 02 days / 48 hrs of written order. In case of emergency, telephone intimation shall be considered as order and delivery should be made within 24hrs accordingly

**8. Inspection :-** Supply items is to be inspected by Material Department.

## **9. PAYMENT TERMS:**

Payment will be made within 15 days after delivery and submission of Invoice. With certified challan.

## **10. TAX DEDUCTED AT SOURCES**

Income Tax, Education Cess and other taxes as applicable shall be deducted at source at the rate prescribed in the Income tax Act and / or any other relevant Act from the gross value of each bill.

**11 Delivery:-** Must be done /attend within 48 hrs after intimated by fax /mail as and when required at AG-104 ,Sourav Abasan, 2nd Floor, Sector- II, Saltlake City Kolkata-700091.

**12. Penalty:** If not supply within stipulated time mentioned in Sl. No.- 7. Penalty will be imposed Rs.

10/- per day or 1% of basic cost of the particular item for particular item which is higher.

SIGNATURE OF THE TENDERER/ AUTHORISED SIGNATORY

### CHAPTER-III

#### 1. General Terms & Conditions

##### DEFINITIONS:

- a) **Tenderer/Bidder:** Tenderer/Bidder means an Individual, Society, Partnership Firm, Consortium or Company willing to participate by accepting terms and conditions given in the tender documents.
- b) **Tender:** Tender means the work to be perform according to the tender documents (both techno-commercial and price bid) submitted by the bidder for consideration of OMDC,BSLC & EIL.
- c) **Name of the Tender:** Name of the Tender means the work to be performed by the bidder/tenderer.
- d) **Techno-Commercial Bid:** Techno-commercial Bid means documents regarding eligibility condition as stipulated in the tender documents for qualifying the bidder for consideration of the Price Bid.
- e) **Price Bid:** Price Bid means the document containing the scheduled rate to be considered for the purpose of evaluation and award of contract.
- f) **OMDC:** OMDC means “The Orissa Minerals Development Company Limited”. A company incorporated in India and having its registered office at AG-104, Saurav Abasan, 2ndFloor, Sector -II, Salt Lake City, Kolkata - 700091.
- g) **BSLC:** BSLC means “The Bisra Stone Lime Company Limited”. A company incorporated in India and having its registered office at AG-104, Saurav Abasan, 2ndFloor, Sector -II, Salt Lake City, Kolkata - 700091.
- h) **EIL:** EIL means “Eastern Investments Limited”. A company incorporated in India and having its registered office at AG-104, Saurav Abasan, 2ndFloor, Sector -II, Salt Lake City, Kolkata - 700091.

## 2. TENDER SUBMISSION:

- a) The bidder shall submit the Tender in **2 (two)** parts consisting of **Part-I (Techno- Commercial)** and **Part-II (Price Bid)** each in separate envelopes duly sealed and super scribed with the Tender Notice Number.
- b) Earnest Money shall be deposited in the shape of Demand Draft in favour of OMDC, payable at Kolkata and the same is to be put in a separate envelope duly sealed and super scribed with the word "Earnest Money Deposit".  
All the 3 (three) envelopes containing Part - I, Part - II & Earnest Money shall be put in a 4th (fourth) envelope duly sealed, super scribed with Tender Notice No., Name of the job, date of opening of Technical Bid and addressed to Asst. Manager (Stores ), The Orissa Minerals Development Company Ltd., Sourav Abasan, 2<sup>nd</sup> Floor, AG-104, Sector-II, Saltlake City, Kolkata-700091.  
Tender not submitted with Part - I, Part - II & EMD in separate covers properly sealed as prescribed above shall be considered as invalid and will be rejected.
- c) Tenders can be submitted either by post, courier service or deposited in the Tender box in the office of the Assist. ant Mgr ( Stores ), EIL/OMDC/BSLC, AG-104, Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City, Kolkata-700091.

However, EIL/OMDC/BSLC shall not be responsible for delay occurring in postal/ courier services resulting in non-submission of the bid documents within time.

Tenders not received in prescribed format will be liable to be summarily rejected. Conditional Bids not adhering to the Tendered terms and conditions are liable to be rejected.

- d) Tenders will be received up to **3.00 P.M. on 05.07.2016** and will be opened on the same day at **3.30 P.M.** in the presence of bidders or their authorized representatives.
- e) The bidders will be intimated about the date & time of the price bid opening in advance through Letter/Fax/Telephone.
- f) Bidders should indicate their Bank A/c details for making payments through RTGS/NEFT. EIL/OMDC/BSLC reserves the right to accept or reject any or all tenders or distributes the work amongst different bidders without assigning any reason thereof.

## 3. OPENING OF TENDER :

**Cover - I**, i.e. Technical Bid will be opened in the presence of the bidders or their accredited representative at the office of The Assistant Manager (Stores ), EIL/ OMDC/ BSLC on **05/07/2016 at 3.30 pm.**

**Cover - II** i.e. Price Bid of the Bidders, whose Technical Bids are found acceptable afterwards on a suitable date, which will be intimated to the bidders in due course through letter/fax/telephone.

OMDC/BSLC/EIL also reserves the right to cancel/postpone the date of receipt and opening of the Tender without bearing any liability whatsoever, consequent upon such decision.

#### **4. VALIDITY :**

The Tender and the prices quoted shall be deemed to remain valid for a period of 90 days from the date of opening of Techno-Commercial Bid.

#### **5 FORCE MAJEURE CLAUSE:**

(a) If at any time during the existence of this W.O./LOI either party is unable to perform whole or in part any obligation under the Contract or delays the performance under the Contract owing to or resulting from cause or causes beyond the control of either party such as; acts of God, strikes, go-slow, Government elicits or rulings, war,

blockade, revolution, civil commotion, riots, destruction of goods by fire or floods, plague, or other causes; EIL/OMDC/BSLC and/or the Agency shall be relieved of the responsibility for performance of the Contract as per *para* (c) of this clause to the extent to which such performance has not been achieved or has been obstructed.

(b) In the event that such force majeure condition as specified in sub clause (a) above of this clause occurs, the party shall give prompt notice to the other party as soon as possible and then shall within 2 (Two) weeks after occurrence of such event, furnish the other party in writing with the particulars of the relevant event and documents explaining that its performance is prevented or delayed due to cause or causes as set forth in *para* (a) of this clause and further shall furnish at the same time or at least within 3(three) weeks after occurrence of such event the documentary evidence duly proving such force majeure condition use its best effort to resume the performance of its obligations under this Agreement with the least possible delay and such party shall always advise the other party of detailed progress of the event of force majeure and the prospect of settlement of such event and of the resumption of the performance of its obligations under the Contract.

(c) Either party shall be relieved of the responsibility of performance of the W.O./LOI to the extent to which such performance has been obstructed and if approved by the other party, the time of delivery or performance may be postponed for the duration of the time, but no longer, in which delivery or performance is prevented by any such cause or causes herein mentioned above.

(d) In the event that the duration of the postponement of the Contract mentioned herein exceeds 3 (three) months, the other party shall have the option to cancel the same in respect of the undelivered service or unfinished work or extend the period of contract by mutual agreement.

#### **6 MODIFICATION OF CONTRACT :**

The Company reserves the right to make any modification / alternation in the condition as mentioned in the Tender by signing the agreement with the successful bidder(s).

#### **7. EXIT CLAUSE :**

Both the parties have right to exit from this contract/agreement by serving notice in writing of at least ninety days.

#### **8 ARBITRATION:**

Any dispute or difference under or arising out of or in respect of the agreement may be referred to the sole arbitration by a person appointed by the Managing Director, for each companies ( OMDC,BSLC and EIL )and his decision in the matter will be final and binding on the agency and company. The



arbitration shall be carried out as per arbitration Act, 1996 and Rules made there under amended as time to time.

Note: i) The High Court at Kolkata and /or District Court at Barasat will have the jurisdiction to address any unsettled dispute.

**iii)** No claim on arbitration will be entertained in regard to facts which party is supposed to ascertain before participating in the tender.

**SIGNATURE OF THE TENDERER /  
AUTHORIZED SIGNATORY**

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED  
(A Govt. of India Enterprise)  
Head Office, Sourav Abasan, 2<sup>nd</sup> Floor, AG-104, Sector-II, Salt Lake City, Kolkata-700091

**Annexure-I**

**CERTIFICATE TO BE GIVEN BY THE BIDDER:**

I/we certify that the above-mentioned particulars are correct and true to the best of my / our knowledge. In case any statement made above is found incorrect, my / our tender may be rejected by the company.

Further, I/we also certify that I/we have visited the site and got acquainted with local conditions. My/our price bid is based on the basis of our full understanding about the job. I/we also authorize the company to forfeit my earnest money in case I/we fail to take up the job in the event of acceptance of my/our tender by OMDC/BSLC/EIL.

**SIGNATURE OF TBIDDER**

**WITH DATE & SEAL**

## PRICE BID

Sl. No.	Particulars Details	Rate in Fig ( excl VAT)	Rate in words ( excl VAT )
1	Lever Arch File ( Size – Folder Type 27 cm x 34.5 cm approx, Stainless Clip, Card Board – Strong )		
2	Cover file 14”X9”		
3	Pata File 14”X9”		
4	Lace File 14”X9”		
5	Printed Lace File with Companies name ) both side lace 14”X9”, yellow , pink , blue		
6	Printed Tag File 14”X9” yellow , pink , blue		
7	Voucher File 14”X8.5”, 100 leaf		
8	Spring File ( Type- Clip File, Shape- Folder, Size- FC/A4/optional ) 14”X9”		
9	Flat File ( Tin Clip ) 14”X9”		
10	Flat File ( Plastic Clip ) 14”X9”		
11	Plastic Folder F-S Size 210mmX297mm		
12	Plastic Folder A4 size 210mmX297mm		
13	Lever File (12”X 9” )		

<b>Sl. No.</b>	<b>Particulars Details</b>	<b>Rate in Fig ( excl VAT)</b>	<b>Rate in words ( excl VAT )</b>
14	White Envelope 119cm X 27.6 cm		
15	Channel Folder A4 size Plastic Body		
16	Ruled Register 4 no. size ( Hard Binding with Good Quality )		
17	Ruled Register 6 no. size ( Hard Binding with Good Quality		
18	Ruled Register 8 no. size ( Hard Binding with Good Quality		
19	Ruled Register 10 no. size ( Hard Binding with Good Quality		
20	Ruled Register 16 no. size ( Hard Binding with Good Quality		
21	A4 Size Xerox paper ( 70GSM)		
22	FS Size Xerox paper ( 80GSM)		
23	Cloth envelope ( Size- 14X10) 110GSM (Colour- Light Green ) per 2000		
24	Cloth envelope ( Size- 12X6) 110GSM (Colour- Light Green ) per 1000		
25	Cloth envelope ( Size- 16X12) 110GSM (Colour- Light Green )140GSM per 2000		
26	Cloth envelope ( Size- 12X10) 80GSM (Colour- Light Green )140GSM per 100		

<b>Sl. No.</b>	<b>Particulars Details</b>	<b>Rate in Fig ( excl VAT)</b>	<b>Rate in words ( excl VAT )</b>
27	White envelop 11"X 5" printed with company's name per 3000		
28	White envelop 10 X 4 ½ printed with company's name ( As per sample )per 1000		
29	White envelope printing with Co's name size (12X10) ( As per sample )		
30	Legal Paper ( 80GSM) FS Size		
31	James Clip( Triangular 26 mm )		
32	Al Pin (Nickel Plated Steel Pins )		
33	Blank CD Plain R-80/700MB/52X		
34	Wide CD Case plastic body		
35	Re- writable cd, RW 4/8/16 GB		
36	Mouse for computer		
37	Mouse for laptop		
38	Gripper Pen 0.5		
39	Gel Pen 0.5/.8		
40	Use and throw Pen		
41	Zotter Metallic body pen		

<b>Sl. No.</b>	<b>Particulars Details</b>	<b>Rate in Fig ( excl VAT)</b>	<b>Rate in words ( excl VAT )</b>
42	Double Refill Pen		
43	Refill of gripper pen 0.5		
44	Refilling of gel pen 0.5		
45	Refill of ordinary double refill pen		
46	Refill of zotter metallic body pen		
47	Dog Clip size – 1”		
48	Dog Clip size – 2”		
49	Dog Clip size – 3”		
50	Correction Fluid		
51	Stapler Machine 26mmX6 mm / 24mm X 6mm		
52	Stapler Machine No.- 10D		
53	Pin for stapler machine 24mm X 6mm		
54	Pin for stapler machine 10 D		
55	Punching Machine 800 Dpi		
56	Punching Machine Size 600 Dpi		

<b>Sl. No.</b>	<b>Particulars Details</b>	<b>Rate in Fig ( excl VAT)</b>	<b>Rate in words ( excl VAT )</b>
57	Punching Machine Small Size 480Dpi		
58	Box File 9"x14" plastic body		
59	Minute Paper 210mm X 297 mm ,80GSM per 100		
60	Card Holder , 5"X 3" Plastic body, 240 pocket		
61	Glue Stick Tube ( Adhesive ) 15gm		
62	Page Marker/Post Sticker 3 X 2 ( Flap ) 1"		
63	Page Marker/Post Sticker 3 X 3 ( Flap ) 3.4"		
64	Page Marker / Post Sticker 76mm X 127 mm		
65	Highlighter Pen 48 Refill		
66	CD Marker Pen		
67	Permanent Marker Bullet tip		
68	Blinder clip 32 mm		
69	Blinder clip 25mm		
70	Blinder clip 19mm		
71	HB Pencil Wooden Pencil		

<b>Sl. No.</b>	<b>Particulars Details</b>	<b>Rate in Fig ( excl VAT)</b>	<b>Rate in words ( excl VAT )</b>
72	Pen drive 8GB		
73	Pen Drive 16GB		
74	Pen Drive 32 GB		
75	Phenol Drum in litre		
76	Liquid Soap 5Ltr		
77	Writing Pad 1/6" size per 12 pc		
78	Writing Pad 1/8" size per 12 pc		
79	Writing Pad ¼ " size per 12 pc		
80	Bottle Gum ( 700 ml )		
81	Naphthalene per kg		
82	Toilet Freshner		
83	Room Spray		
84	Pen Stand , Plastic body		
85	Plastic File Box , 14"x9"		
86	Plastic Table Tray with clip 12"x9"		



<b>Sl. No.</b>	<b>Particulars Details</b>	<b>Rate in Fig ( excl VAT)</b>	<b>Rate in words ( excl VAT )</b>
87	Toilet Cleaner 700ml		
88	Stamp Pad Rectangular 110mm X 69 mm		
89	Pin cushion, Plastic body		
90	Plastic Scale 12inch		
91	Pencil battery		
92	Lace File , 14"X9",both side lace		
93	Legal Paper, 80GSM		
94	Towel Big Size		
95	Towel Small Size		
96	Folding Knife		
97	Scissor( 7" & 9")		
98	Cello Tape 1"		
99	Cello Tape 2"		
100	Cello Tape 3"		
101	Cello Tape ½"		

<b>Sl. No.</b>	<b>Particulars Details</b>	<b>Rate in Fig ( excl VAT)</b>	<b>Rate in words ( excl VAT )</b>
102	Brown Tape 1"		
103	Brown Tape 2"		
104	Brown Tape 3"		
105	Cloth Duster 24"x24"		
106	Duplicate Book 1/6 Size as per sample		
107	Duplicate Book ¼		
108	Duplicate Book 1/8		
109	Triplicate Book Small size		
110	Triplicate Book Medium Size		
111	Triplicate Book Big		
112	Short Hand Book 5" 3" ,100pgs		
113	Visitor register 200 pages with printing Hard Binding		
114	Leave Register 200 Pages with printing Hard Binding		
115	Attendance Register 60 pages with printing as per sample		
116	Attendance Register 200 pages , Legder paper		

<b>Sl. No.</b>	<b>Particulars Details</b>	<b>Rate in Fig incl VAT</b>	<b>Rate in words incl VAT</b>
117	Attendance Register 300 pages with printing as per sample		
118	Requisition Slip 100 X 1 – 100 X 6		
119	Log book for vehicle with printing		
120	Sponge mop		
121	Continuous Sheet Printed A4 size 80 GSM bond paper		
122	A4 Size Letter Head OMDC/EIL/BSLC with logo ( Executive Bond Paper 100 GSM bond paperwith 02 colour Screen Printings ) as per sample per 2000		
123	NOTE SHEET OMDC/BSLC /EIL ( A4 Size ), Light Green ,90GSM Ledger paper		
124	Voucher Pad 100X 1		
125	Printed Dr. Prescription Slip		
126	Telephone / Mobile Allowance Bill form 100 X 1		
127	Tiffin form as per sample		
128	CL for Sub staff		
129	CL/PL/Sick form for Executives		
130	PI/Sick for staff		

<b>Sl. No.</b>	<b>Particulars Details</b>	<b>Rate in Fig ( excl VAT)</b>	<b>Rate in words ( excl VAT )</b>
131	Pl/Sick for Sub staff		
132	Minute Sheet with printing as per sample 210mmX 297 mm		
133	Minute Binder with key 210mmX 297 mm		
134	Tour form in Bilingual (10 books x 100 pages)		
135	Local Conveyance form in Bilingual (10 books x 100 pages)		
136	Medical Reimbursement Bill(10 books x 100 pages)		
137	Travelling Allowance Bill(10 books x 100 pages)		
138	Visiting Card per 100pcs		
139	Plastic Basket Dustbin,		
140	Paper weight round, small, Glass body		
141	Paper weight flat , rectangular		
142	Self Inking Stamp		
143	Poly coated rubber (1 Line )		
144	Poly coated rubber stamp (2 Line )		

<b>Sl. No.</b>	<b>Particulars Details</b>	<b>Rate in Fig ( excl VAT)</b>	<b>Rate in words ( excl VAT )</b>
145	Poly coated rubber (3 Line )		
146	Index Card 6kg		
147	Cash Book 200folios , Hard binding		
148	Advance Register,200folios , Hard binding		
149	Cash Credit Slip (100pg X10pc )		
150	Daily Balance Book , 200 Pages, Hard binding		
151	General Register ,200 Pages, Hard binding		
152	Voucher passing register, 100Sheet Leaf Hard Binding		
153	Cheque deposit book, 200pages , Hard Binding		

VAT TO BE PAID EXTRA IF APPLICABLE AS PER GOVT RULES.

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED  
(A Govt. of India Enterprise)  
Head Office, Sourav Abasan, 2<sup>nd</sup> Floor, AG-104, Sector-II, Salt Lake City, Kolkata-700091

**Annexure-II**

**DECLARATION BY THE BIDDER**

To

The Asst. Manager(Stores)  
OMDC/BSLC/EIL,  
AG-104, Sourav Abasan, 2nd Floor, Sector-II, Salt Lake City, Kolkata-700091

Sub : Annual Rate Contract (ARC) for supply of Stationary and Printing stationary **AS AND WHEN REQUIRED BASIS for OMDC, BLS & EIL.**

Ref.: Tender Notice No.: BGC/Enq/HO/MAT/ARC Stationary /02/06/2016-17, Dated :20/06/2016

Dear Madam,

In response to the tender invited by you, I/We have examined the general conditions and other terms and conditions of the contract and I/We agree to abide by all instructions in these documents attached hereto and hereby bind myself/ourselves to execute the work as per schedule stipulated in the Tender Notice.

I/We also undertake that I/we have not been blacklisted by any PSU or debarred by OMDC/BSLC/EIL at any time.

I/We enclose herewith the required documents.

Yours faithfully,

**SIGNATURE OF TBIDDER**

**WITH DATE & SEAL**

**Encl: List of documents.**

**Part-I Techno Commercial Bid**

**Part-II Price Bid.**