

TENDER NOTICE No: RINL/MKTG/NGP/2010-11/16, Dated: 06/09/2010

Sub: LTE/NBT for supply of pri-printed computer and office stationary for Branch Sales Office & Stockyard, Nagpur.

1. Sealed quotations are invited by RINL/VSP from the reputed and experienced agencies for supply of Pre-printed Computer and Blank (white) Stationery for Branch Sales Office and Stockyard, Nagpur. The details of our printing requirement are enclosed in Annexure-I. The tender will be received up to 03.00 p.m. on 28.09.2010 and will be opened at 3.30 p.m. on the same date. The Tender is to be submitted in two parts as follows:
 - a) Technical Bid Part-A (Containing all the tender document duly signed by the tenderer) – (Annexure-IIA) of Tender Notice
 - b) Price Bid Part – B (Annexure-IIC) of Tender Notice
2. The Contract will be valid for one year from the date of LOI.
3. Interested Parties may inspect samples of each set on all working days, except Sundays and Holidays between 10.00 AM to 5.00 PM with prior intimation.
4. Party can quote their rate as per Annexure-I (i.e. per 1000 sets) inclusive of all but excluding Sales Tax. Sales Tax is to be shown separately. The material is to be delivered by the party at our BSO/Stockyard.
5. Quotations will be accepted for the two items. No partial quotations will be accepted. Tenderers who will quote for any specific item, their quotations will be summarily rejected. Quotations of two items are essential for evaluation of L-1 bidder.
6. Tenders will be evaluated on total sum of lowest rates quoted by the parties, which will be calculated on the basis of the indicative quantities mentioned in the Annexure-I of Tender Notice.
7. RINL, BSO/Nagpur will be placing order as per the requirement and party has to deliver within 10 days from the date of order. Quantities may vary as per our requirement. However, RINL does not guarantee for any minimum quantity.
8. In case of any change in format in the same size of paper, party has to supply the same at the same rate.
9. Material supplied, if found at any point of time is of inferior quality than prescribed, RINL/VSP reserve the right to reject the material supplied. No compensation will be paid on this account.
10. Tender document/documents with detailed terms & conditions can be obtained from the Office of Sr. Branch Manager, Branch Sales Office, Nagpur on all working days till 01.00 pm dated 28.09.2010 free of cost. It can be down loaded from our website www.vizagsteel.com for participation in the tender. The filled in tender documents shall be accepted at Branch Sales Office, Nagpur upto 03.00 pm on 28.09.2010.

11. Tender received in the Tender Box in the Branch Sales Office will be opened in the presence of Tenderers who are present on the date and time.

Tender Receipt: Date 28.09.2010 Time 03.00 pm at BSO, Nagpur

Tender Opening: Date 28.09.2010 Time 03.30 pm at BSO, Nagpur

12. **EMD of Rs. 500/- (Rupees Five hundred Only)** in the form of **Demand Draft/Pay Order of Sheduled Nationalized Bank** in favour of **Rashtriya Ispat Nigam Limited** payable at Nagpur should be submitted along with the tender. Demand Draft/Pay Order of Co-operative Bank will not be accepted. EMD of unsuccessful parties will be returned. EMD of successful parties will be converted to Security Deposit, which will be returned (without any interest) only after successful completion of contract. Quotation without EMD will be summarily rejected.
13. Tenderer should submit the quotations in two parts, one for Technical Bid indicating the experience details in the above field and enclosing the EMD. Second part will be the Price Bid, which will be opened for tenderers whose Technical bid is accepted. Both the covers should be put in separate cover, all super scribing the Tender No./Date and Due of opening and also "Quotation for Supply of Pre-Printed Computer & Office Stationery for Branch Sales Office and Stockyard, Nagpur and shall be sent to or dropped in the tender box at our office of:

**The Sr. Branch Manager
Rashtriya Ispat Nigam Limited
Branch Sales Office
317, R.T Road, Civil Lines,
Nagpur –**

14. Incomplete Quotations will be rejected.
15. RINL/VSP reserves the right to reject any or all the tenders without assigning any reason thereof.
16. Decision of RINL Management will be final & binding.

**(Sunip Paul)
Sr. Branch Manager**

Distribution:

1. All Sr. Branch Managers/Branch Managers of Western Region
2. All RMs with a request to display in the Notice Board and to give wide publicity and to send to all Sr. BMs/BMs in your Region.
3. All Concerned Parties performing the job
4. DGM (Corporate Communications) with a request to incorporate this tender notice, tender documents with detailed terms and conditions for tender sale, in our website and Govt tender site www.govttenders.nic.in

Annexure-I to LTE/NBT No.RINL/MKTG/NGP/2010-11/16, Dated 06.09.2010

**LIST OF PRE-PRINTED COMPUTER & OFFICE STATIONERY FOR BRANCH SALES
OFFICE & STOCKYARD, NAGPUR**

**Annexure -I to LTE No. RINL/MKTG/NGP/2010-11/16, Dated 06.09.2010
SALES TAX EXTRA**

Sl. No	DESCRIPTION	Indicative Quantity for the purpose of evaluation of Tender for financial ranking only	RATE (Rs.) (PER 1000 NOS)
1	DC CUM INVOICE (12"x10"x4) (60 GSM A Grade)	7500	
2	Blank (White) paper ("12x10"x2) (60 GSM A Grade)	5000	

Kind Attention:

1. QUALITY OF LETTERS SHOULD BE GOOD AND CLEAR
2. CARBON PAPERS SHOULD BE OF GOOD QUALITY & PROPERLY PLACED SO THAT IMPRESSION COMES IN ALL PAGES LEGIBLE.
3. PLEASE NOTE THAT THE ABOVE MENTIONED QUANTITIES ARE PURELY INDICATIVE AND WILL BE CONSIDERED FOR THE PURPOSE OF EVALUATION OF FINANCIAL RANKING OF THE TENDERS ONLY. RINL/VSP WILL NOT BE LIABLE IN CASE OF ANY CHANGE IN ACTUAL QUANTITY FROM AN INDICATIVE PATTERN AS INDICATED ABOVE AFTER AWARD OF THE CONTRACT AND ALSO NO CLAIM ON ACCOUNT OF INCREASE OR DECREASE IN THE QUANTITIES SHALL EVER BE ENTERTAINED BY RINL/VSP.

Annexure-IIA of LTE NOTICE No: RINL/MKTG/NGP/2010-11/16, Dated 06.09.2010

QUOTATION

TECHNICAL BID PART-A

1	Name of the Enterprise/Agency	
2	Name of the Authorised Representative / Contact person	
3	Full address alongwith Telephone No. & Fax No.	
4	Nature of the Firm	
5	Registration No. (In case of a Limited Co)	
6	Sales Tax No. if any	
7	Details of last two years experience	
8	Self Declaration that they have not been black listed by other PSUs	
9	EMD details viz. DD/Pay Order/Banker's Cheque No., Date, Amount, Name of the	
10	Any other information, if any	

(Signature of the Tenderer)

Alongwith Seal & Date

Ref No: RINL/MKTG/NGP/2010-11/

Dated: 06/09/2010.

M/s. _____

Dear Sir,

Sub: Tender Documents for Supplies of Pre-Printed Stationery

Please find enclosed herewith a set of Tender Documents in respect of the Tender Notice No. RINL/MKTG/NGP/2010-11/16 Dated: 06/09/2010 floated on 06.09.2010. Please go through the terms and conditions of the tender carefully and give your competitive rates. The Quotation should be submitted to this office up to 28.09.2010 till 03.00pm and should be strictly in line with the terms of the tender.

Thanking you,

Yours faithfully,
For Rashtriya Ispat Nigam Ltd.,

(Sunip Paul)
Sr. Branch Manager

Encl: As above

Annexure-IIC to Tender Notice No: RINL/MKTG/NGP/2010-11/16, Dated 06.09.2010

QUOTATION

PRICE BID PART-B

(TO BE WRITTEN/TYPED ON ISSUED TENDER DOCUMENT OR ON TENDERER'S LETTER HEAD)
(E.M.D. IN A SEPARATE COVER)

Sub: Quotation against LTE/NBT NOTICE No: RINL/MKTG/NGP/2010-11/16 Dated 06.09.2010

From:

To

RASHTRIYA ISPAT NIGAM LIMITED
VISHAKHAPATNAM STEEL PLANT
BRANCH SALES OFFICE, NAGPUR

We quote below our best rates:

Tender Notice Ref No: LTE/NBT NOTICE No. RINL/MKTG/NGP/2010-11/16, Dated 06.09.2010

SL. NO	DESCRIPTION	Indicative Quantity for the purpose of evaluation of Tender for financial ranking only	RATE (Rs.) (PER 1000 NOS)
1	DC CUM INVOICE (12"x10"x) (60 GSM A Grade)		
2	Blank (White) paper ("12x10"x2) (60 GSM A Grade)		

SALES TAX EXTRA

KIND ATTENTION:

1. QUALITY OF LETTERS SHOULD BE GOOD AND CLEAR
2. CARBON PAPERS SHOULD BE OF GOOD QUALITY & PROPERLY PLACED SO THAT IMPRESSION COMES IN ALL PAGES LEGIBLE.
3. PLEASE NOTE THAT THE ABOVE MENTIONED QUANTITIES ARE PURELY INDICATIVE AND WILL BE CONSIDERED FOR THE PURPOSE OF EVALUATION OF FINANCIAL RANKING OF THE TENDERS ONLY. RINL/VSP WILL NOT BE LIABLE IN CASE OF ANY CHANGE IN ACTUAL QUANTITY FROM AN INDICATIVE PATTERN AS INDICATED ABOVE AFTER AWARD OF THE CONTRACT AND ALSO NO CLAIM ON ACCOUNT OF INCREASE OR DECREASE IN THE QUANTITIES SHALL EVER BE ENTERTAINED BY RINL/VSP.

Tender Notice No: RINL/MKTG/NGP/2010-11/16, Dated 06.09.2010

Period of Contract : Contract will be valid for one year from the date of
LOI/Work Order.

EMD : DD No. _____ & Dated _____
Rs. 500/- (Rupees Five Hundred Only)

1. The EMD of Rs. 500/- (Rupees Five Hundred Only) is submitted in a separate envelop vide DD/Pay Order/Banker's Cheque No. Dated drawn on Payable at
2. I/We abide by the Terms and Conditions of LTE/NBT **for supply of Pre-Printed Continuous Computer Stationery for Branch Sales Office and Stockyard, NAGPUR** invited by RINL/VSP.

NOTE: Declaration form is enclosed.

Signature of the Tenderer

Seal of the Tenderer

Tender Notice No: RINL/MKTG/NGP/2010-11/16, Dated 06.09.2010

DECLARATION

(TO BE WRITTEN/TYPED ON THE TENDERER'S LETTER HEAD)

Sub: Declaration against LTE/NBT NOTICE No: RINL/MKTG/NGP/2010-11/16 Dated 06.09.2010

I/We have gone through the Terms and Conditions of **LTE/NBT for Supply of Pre-Printed Computer & Office Stationery for Branch Sales Office and Stockyard, NAGPUR** invited by RINL/VSP and abides by the same. I/We hereby declare that I/We visited and inspected the samples to be printed at RINL/VSP's premises/Branch & Stockyard and satisfied myself/ourselves before submitting this Tender about the conditions etc and have accordingly quoted.

Signature of the Tenderer

Seal of the Tenderer

Terms and Conditions for Supply of Pre-Printed Computer & Office Stationery for Branch Sales Office and Stockyard, Nagpur against LTE/NBT NOTICE No: RINL/MKTG/NGP/2010-11/16, Dated 06.09.2010

1.0 PREAMBLE

- 1.1 Party can quote their rate as per Annexure-I (i.e. per 1000 sets) inclusive of all but excluding Sales Tax and Sales Tax to be shown separately. The rates will be valid for 1(one) year from the date of issue of LOI/Work Order. The material is to be delivered by the party at our BSO/Stockyard.
- 1.2 RINL, BSO/Nagpur will be placing order on quarterly/half yearly basis or as per requirement and party has to deliver within 10 days from the date of order. Quantities may vary as per our requirement. However, RINL does not guarantee for any minimum quantity.
- 1.3 In case of any change in format in the same size of paper party has to supply the same at the same rate.
- 1.4 Material supplied, if found at any point of time is of inferior quality than prescribed, RINL/VSP reserve the right to reject the material supplied. No compensation will be paid on this account.
- 1.5 The Contract will be valid for one year from the date of LOI.
- 1.6 The payment will be made after satisfactory completion of work. Payment will be made within 15 days from the date of submission of bill.
- 1.7 Quotationer should give full details like: Contact Person, Telephone Numbers, Fax Numbers, Mobile Numbers, and E-mail, if any.

2.0 INSTRUCTIONS TO THE TENDERER:

- 2.1 Tenders will be submitted in a sealed cover mentioning the relevant information like the Name of the Tenderer, Tender No. & Tender Opening Date/Time etc. on the cover in bold letters.
- 2.2 Tender will be submitted in Tender document issued by RINL/VSP wherever required or on the letter heads of the Tenderers where no tender document is specified.
- 2.3 Tenderer will quote the Rates in figures and also in words and conditions, of any, will be initialed. In case of any discrepancy in words and figures, the rate quoted in words will govern and will be treated as final.

- 2.4 If due to any reason the Tender opening is postponed to any other date, the details will be intimated by displaying a Notice on the Notice Board of the company where Tenders are accepted and also the same will be intimated by post to all those parties who have purchased the Tender documents.
- 2.5 Tender Opening will normally be done after closing time of the Tender in the presence of the Tenderers who are present unless due to unforeseen/unavoidable circumstances the Opening of Tenders is postponed. The slit for dropping of the documents will be sealed immediately after the time specified for receipt of tenders in the Notice inviting Tender. In such a case the next following working day will be the opening day and Tenders will be opened in the presence of Tenderers who choose to be present for witnessing the Tender opening and no intimation in this regard will be sent to the Tenderers individually.
- 2.6 Tenders will be accepted in the Tender Box at RINL/VSP, Branch Sales Office, Nagpur. For details please see Notice Board Tender.
- 2.7 Before submission of Tenders, the tenderers may inspect the samples in terms of their conditions etc. No Complaint/Claim on this account will be entertained after submission of Tender.
- 2.8 Tenderers have to keep their prices valid as stipulated in Tender Document. Tenders received with validity period lesser than the stipulated time are liable for rejection.
- 2.9 Incomplete Tender or Tenders submitted with qualifying condition or with conditions at variance when compared to Terms and Conditions of Tender are liable for rejection.
- 2.10 Tenderer sending their Tenders by Mail/Courier will do so solely at their own Risk and RINL/VSP will not be responsible for any loss in transit or postal delay.
- 2.11 The Tenderer should sign all the pages of the Tender document as a token of acceptance.
- 2.12 If it comes to the notice of VSP at any stage right from request for enlistment/tender document that any of the certificates/documents submitted by applicants for enlistment or by bidders are found to be false/fake/doctored, the party will be debarred from participation or by all VSP tenders for a period of 5 years including termination of contract, of awarded. EMD/Security Deposit etc. if any will be forfeited. The Contracting Agency in such cases shall make good to VSP any loss or damage resulting from such termination. Contracts in operation anywhere in VSP will also be terminated with attendant fallouts like forfeiture of EMD/Security Deposit, if any, and recovery of risk and cost charges etc. Decision of VSP Management will be final and binding.

3.0 EMD:

- 3.1 Amount of Earnest Money Deposit (EMD): EMD of Rs. 500/- is required to be submitted along with the Tender. No interest shall be payable on such EMD amount and on security deposit for the successful Tenderer. Tenders quoted without EMD or submitted less than the specified EMD are liable for rejection.
- 3.2 Remittance of EMD will be only by Demand Draft/Banker's cheque/Pay Orders in favour of "RASHTRIYA ISPAT NIGAM LIMITED" payable at NAGPUR and as mentioned in Point No. 12 of Notice Board Tender.

4.0 SUBMISSION OF TENDER DOCUMENTS:

- 4.1 Tender will be submitted in Tender document issued by RINL/VSP wherever required or on the letterhead of the Tenderer where no Tender Document is specified.
- 4.2 Tender document duly filled and signed and kept in a sealed cover mentioning the Tender Number on top of closed cover should be put in the Tender Box.
- 4.3 EMD shall be submitted in a sealed envelope super scribing EMD Documents. Price bid & Tender Documents shall be put in another separate sealed envelope. Both the envelopes-one for EMD & other for Price Bid should be kept in an outer envelope and submitted in a sealed condition super scribing, the Tender Notice Number/Date and Date of Tender Opening/Time.
- 4.4 The Tenderers are requested to submit such sealed envelopes in the Tender Box kept at the designated place as mentioned in the Notice inviting Tender.

5.0 EMD/SD/REFUND/FORFEITURE:

- 5.1 In respect of the successful Tenderer, the EMD on acceptance of the Tender and award of the contract will automatically be converted into Security Deposit (SD) towards faithfulness till satisfactory performance of the contract. In respect of unsuccessful Tenderers, the EMD will be returned after finalization of Tender.
- 5.2 In case the Tenderer withdraws his offer before expiry of the validity or does not execute the contract as per the acceptance given by RINL, the EMD/SD, as the case will be forfeited.

6.0 EVALUATION OF TENDER & ISSUE OF LOI:

- 6.1 Tenders will be evaluated on total sum of lowest rates quoted by the parties, which will be calculated on the basis of the indicative quantities mentioned in the Annexure-IIC (QUOTATION PART) of Tender Notice.
- 6.2 LOI will be issued to only one lowest bidder as derived from 6.1 above.

- 6.3 Quotations will be accepted for all items. No partial quotations will be accepted. Tenderers who will quote for any specific item, their quotations will be summarily rejected. Quotations of entire items are essential for evaluation of L-1 bidder.

7.0 REFUND OF SD:

- 7.1 The SD shall be released only after successful completion of the Contract.

8.0 GENERAL:

- 8.1 The Company at its entire discretion may terminate the contract without any notice to the Tenderer in case there is any malafide intention notices during the contract period. In the event of such termination of contract the SD will be forfeited.
- 8.2 Tenderer will not be entitled to claim any compensation of whatsoever nature if termination/cancellation is imposed by VSP for any reason.
- 8.3 Any damage caused to RINL/VSP's property or its contractor's personnel within RINL/VSP's premises by the Tenderer during the operation of the contract will be to his account and are recoverable.
- 8.4 All disputes or differences except where a decision is provided or where it is declared to be final it will be called Excepted matters whatsoever arising between the parties out of our relating to the construction, meaning and operation or effect of this contract or breach thereof will be settled by arbitration in accordance with the rules of arbitration of the Indian Council of Arbitration and the award made in pursuance thereof will be binding on the parties.
- 8.5 All suits or proceedings relating to any dispute or any claim arising out of or in the course of performance of the contract will be field only in the appropriate court at Vishakhapatnam.