



Eastern Coalfields Limited
(A subsidiary Of Coal India limited)
Office of the General Manager, Kunustoria Area.

Ref. No.:- GM-KNT/Admn./Tender/18/852

Dated:- 30.05.2018

TENDER NOTICE

Sealed Quotations item wise are invited for the supply of stationary materials as indicated in the attached schedule.

Tender Paper should be collected from Administration Dept. after paying Rs.118.00 as Tender fee to Finance Dept.

The Tender is due for submission up to 2:30 pm of 18th June, 2018.

Tender will be opened at 3:00 pm 18th June, 2018, the presence of the member of the Tender Committee and attending tenderers.

The envelope must be super-scribed with the Tender no. and date of opening and to be put in the Tender Box provided for the purpose.

The price quoted must be firm and the offers should remain open for the acceptance for ninety (90) from the date of opening of tender.

The rate shall be quoted on F.O.R. (Kunustoria Area/Unit)

Payment: Within thirty (30) days from the day of receipt and acceptance of materials.

Delivery should be within ten (10) days.

Item wise lowest quoted rate will be considered.

Payment Authority is the Area Finance Manager, Kunustoria Area.

Quotations should be typed or computer printed. No hand written quotations will be accepted. Any corrections or overwriting will be summarily rejected unless they are authenticated with Tenderer's signature. Firm delivery period should be specified L.D. may be imposed for delayed delivery as per rule.

Sample of items wherever necessary should be submitted free of cost along with the quotations for inspection by this office. Where asked for, samples must be labeled with Tenderer's name, address and the Office Tender enquiry no. and due date of opening of the Tender.

Materials are subject to inspection by an authority to be deputed for the purpose.

This company has an open policy by which the materials despatched on F.O.R. basis are covered and the price quoted should be exclusive of insurance charges.

The packing of all the materials quoted shall confirm to the requirements of carriers.

Supply order if placed will be subject to Terms & Conditions given separately.

If the order is place on the assurance of the earlier, delivery offered in preference to the lowest acceptable offer. In case of failure you will be liable to pay the difference between the lowest acceptable offer and your offer.

The Tenderer's shall quote to the specification given. The materials shall confirm to the relevant I.S.S. and in the absence to the appropriate BSS/VDE/DIN wherever applicable.

Normal terms and Conditions of purchase approved by the Company will be applicable.

The authority reserves the right to accept or to reject any or all of the tenders in part or in full without assigning any reason whatsoever.

The Tenderers must quote Trade License no., GST Registration no., Income Tax Clearance Certificate no., etc. The Tenders from parties not having Trade License, GST Registration, Income Tax Clearance Certificate and GSITN no. will not be accepted.

DISPLAY IN COMPANY'S WEBSITE:-

Tender documents will be displayed through Co's website which can be downloaded from website www.easterncoal.gov.in for participation in the Tender process. Cost of Tender document shall be paid in cash which is non-refundable. In case the tender document obtained by downloading from the website, cost of tender document shall have to be deposited by the tenderers in the form of Demand Draft at the time of submission of the tender along with EMD. Tenderer shall be solely responsible for the correctness of the downloaded tender documents, submission of incomplete downloaded tender document will be rejected. No Tender document will be issued or received by post.

Tenders will be received in sealed covers, by subscribing the name of the work, Tender No. and date of opening.

**Tender Authority,
Kunustoria Area.**

Distributions:-

1. CGMs/GMs/of all Area, ECL.
2. CVO/ECL-HQ, Sanctoria.
3. Dy. General Manager (Admn.), ECL-HQ.
4. Addl. GM/AFM, Kunustoria Area.
5. All Tender Committee Members, Kunustoria Area.
6. All Notice Board, Kunustoria Area.
7. All Agents, Kunustoria Area.
8. Cheque Section, Kunustoria Area.
9. PRM/ECL-HQ, Sanctoria-with a request to kindly publish in Co's website (as per Co's norms).
10. Chamber Of Commerce, Raniganj/Asansol.