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Headquarters
Chief Engineer
Project Sewak
Pin-931714
C/O 99 APO

13502/OC/Q/VOL-55/14/EID

12 Dec 2015

Date of Opening – 11 Jan 2016 at 1200 hrs

(Firms name and full address)

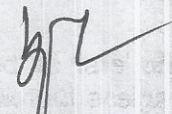
CALL FOR QUOTATION:

Dear Sir,

1. CE, HQ Project Sewak (GREF) intends to purchase the items mentioned at Appendix 'A' for **HQ CE (P) Sewak, C/O 99 APO**
2. Sealed quotations are invited from NCCF, Kendriya Bhandar and the firms/suppliers who are **registered with any Govt department or Border Roads Organisation/ HQ CE (P) Sewak for supply of items as mentioned in Appx 'A' or supplying the various items to Govt Organization/PSUs by 11 Jan 2016 at 1200 Hrs.** The quotations will be opened by a Board of officers **on same day at 1200 Hrs.**
3. Sealed quotations shall be submitted in following formats:-
 - (a) **Appendix 'A'** of the bids be submitted quoting the rates in figures and in words with each page initialed and stamped.
 - (b) **Terms and Conditions as per Appendix 'B'** issued by this HQ with bids be submitted duly accepted and initialed, stamped on each page. Where documents have been called for by way of proof, these should be invariably furnished. **Failure to furnish requisite documents where applicable shall make the quotation liable for rejection.**
4. Any quotations received after due date and time will be considered as 'late' and should not be accepted. **Chief Engineer (P) Sewak** reserves the right to reject any bid without assigning any reason.
5. **PAYMENT AUTHORITY:** The payment will be made on receipt of goods along with bills from the supplier by **DCDA (P) Sewak** through ECS.
6. **JURISDICTION OF COURT:** The Courts at Guwahati/Dimapur shall have exclusive jurisdiction over this Agreement.
7. The firms must invariably write the following text on the top of the envelope containing the quotations:-

**"Quotation for procurement of Office Contingency items Date of opening 11 Jan 2016"
Quotation No. 13502/OC/Q/VOL-55/ 14 /EID dated 12 Dec 2015".**

Authorized Signatory
Of the company
(Company Seal)

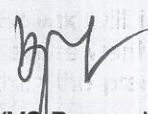

(VS Parmar)
Jt Dir (Admn)
SO I (Pers)
For Chief Engineer

Contd...P/02...

TERMS AND CONDITIONS

1. Fill your rate at Appendix "A" under Column (Rate) of inquiry itself and registered posted so as to reach Head Quarters Chief Engineer Project Sewak, Pin-931714, C/O 99 APO not later than **1200 Hrs on 11 Jan 2016**. Quotations received after the due date and time will not be entertained.
2. Rate quoted should be exclusive of all taxes, if any should be mentioned separately. However, Central Sales Tax, if applicable will be paid on Form 'D' only no extra charges for packing marking etc will be entertained.
3. Quantity of stores ordered may vary from the quantity given in the schedule depending upon the actual requirements at the time of placing supply order.
4. The delivery of the stores will be FOR: DIMAPUR in cases of dispatch by rail, in all other cases stores to be delivered at **QM Store, HQ CE (P) Sewak, Midland, Sewak Colony, PO- Dimapur (Nagaland), Pin - 797112**. The delivery will be completed within **30 days** from the date of the issue of Supply Order. Deliveries shall not be made in piecemeal.
5. Rate will be quoted strictly as per the specification of the items (Make, Brand etc) as mentioned in the schedule.
6. Samples, if called for will have to be supplied at your risk and cost for approval. The responsibility for taking back the samples rest with you.
7. In case of any dispute, decision of the Chief Engineer (P) Sewak will be final and binding on you.
8. The firm must be registered with State sales Tax Department/State Sales Tax Department for Works Contract Tax and necessary proof must be **attached** for the same. The **Tax Index Number (TIN No)** of firm shall be mentioned at top left corner of each page of **Appendix 'A'**.
9. The firm/supplier shall be **authorized dealer for supply of items as mentioned in the Appx 'A'**. A certified true copy of certificates in support shall be attached.
10. The quotations should remain valid for **three months** from the last date of submission of quotations. A quotation valid for a shorter period shall **not** be considered as "Responsive" by Chief Engineer (P) Sewak.
11. Each items listed in Appendix 'A' should be quoted for separately. **Quoted rates of items shall be inclusive of all taxes**. Supply Order will be placed based on lowest rate quoted for each item. Rate for each item not intended to be quoted should be clearly marked '**NOT QUOTED**'. Rates may be quoted preferably on the schedule itself in figures as well as in words and return to us in original duly signed and stamped by you. All cuttings/erasing to be initialed by you.
12. **Inspection:** The Board of Officers so detailed by Chief Engineer (P) Sewak will inspect all items for quantity and conformity with SO and their decisions shall be final. The BOO will asses worth of product w.r.t. its cost price and will reject any items offered by the supplier whose cost is more than the prevailing market price. The decision of the BOO will be final & Binding.
13. **Liquidated Damages:** If the vendor fails to complete all deliveries within the stipulated period in accordance with Supply Order, the supplier/vendor may ask for extension of time duly giving valid reasons for delay in supply, otherwise, HQ CE (P) Sewak may deduct from dues of the firm, Liquidated Damages @ 0.5% of the Supply Order cost of the value of delayed stores for delay of every week or part thereof subject to a maximum of 10% of the value of delayed stores.
14. **Payment Schedule:** 100 % payment shall be made after the delivery of all items is completed and stores accepted by HQ CE (P) Sewak. Payment will be made **through ECS by AO, Project Sewak**. No advance payment will be made even against RR or the dispatch documents.
15. **Warranty Clause:** Stores shall confirm to warranty clause for a period of 12 months from the date of commissioning/demonstration with the following additional provision on HQ CE (P) Sewak/Consignee state/write that the good supply or defective/not functioning properly, it must be obligatory on the part of the supplier to immediately, not later than seven (07) days, attend to it by way of rectification/repair or replacement of the goods, without any questioning or pretexts on any ground.

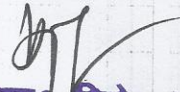
Authorized Signatory
of the company
(Company Seal)


(VS Parmar)
Jt Dir (Admn)
SO I (Pers)
For ~~Off~~ Chief Engineer

HQ CE (P) SEWAK QUOTATION NO.13502/OC/Q/VOL-55/14/E1D DATED 12 DEC 2015

S/No	Items	A/U	Qty	Rate	Amount	Remarks
1	Alpin T Type (MAKE :GEM/ODDY/GLOBE)	Pkt	10			
2	Brown paper (plastic coated) DDFS	Nos	200			
3	Brown Tape 20 mmx40mm Make Wonder/Oddy	Roll	15			
4	Brown Tape 24 mmx65m Long Make Wonder/Oddy	Roll	5			
5	Brown Tape 48 mmx65m Long Make Wonder/Oddy	Roll	6			
6	CD Marker pen Make Luxor	Nos	13			
7	Cello Tape (Red, yellow, Green, Blue & Black) (Make Wonder/Nichiben)	Roll	30			
8	Cello Tape transparent 1/2" (12mmx65Mtr) (Make Wonder/Nichiben)	Roll	30			
9	Cello Tape transparent (20mmx40mm) (Make Wonder/Nichiben)	Roll	30			
10	Envelop 12" x 16" Cloth coated	Nos	1000			
11	Erazer Nataraj (non-dust) 621 Plasto small size (20 Nos in pkt)	Pkt	5			
12	Glue Stick Make :Kores	Nos	60			
13	Duster cloth yellow	Nos	100			
14	Highlighter (Five colours in Pkt) Make-Luxor /Camlin	Pkt	15			
15	Jem Clip Plastic coated Make- Oddy	Pkt	100			
16	Pen Max writer (Black) Make -Cello	Nos	25			
17	Pen Max writer(Blue) Make -Cello	Nos	100			
18	Pen Stand Make :KEBICA/kores	Nos	5			
19	Pen Uniball (Blue)	Nos	10			
20	Pen Uniball (Red)	Nos	10			
21	Pilot Pen Hi Tech(V7) Blue Make- Luxor	Nos	12			
22	Pilot Pen Hi Tech(V7) Black Make- Luxor	Nos	12			
23	Refil Max Writer (Blue) Make- Cello	Nos	100			
24	Register 100 Pages	Nos	50			
25	Register 200 Pages Make : Jimmy	Nos	50			
26	Register 300 Pages Make : Jimmy	Nos	50			
27	Register 400 Pages Make : Jimmy	Nos	50			
28	Register 500 Pages Make : Jimmy	Nos	50			
29	Tag Big size	bndl	10			
30	Tag small size	bndl	50			
31	Scale Plastick Make-Nataraj/Apsara	Nos	20			
32	Scale Steel	Nos	20			

Contd ...P/2


 मयू नंदो (प्रशासन)
 Mr Nidhi (Admn)
 स्टाड अधिकारी-1 (कार्मिक)
 SO -1 (Pers)
 कृते मुख्य अभियंता
 Chief Engineer
 सबक परियोजना

S/No	Items	A/U	Qty	Rate	Amount	Remarks
33	Suthili (Jute)	Kgs	10			
34	Photostat paper JK Brand A4 (500 Sheet)	Ream	290			
35	Photostat paper JK Brand FS (500 Sheet)	Ream	200			
36	Paper Cutter (Big)	Nos	25			
37	Paper Cutter (Small)	Nos	25			
38	Paper Cutter Blade (Big) (10 blade in Pkt)	Pkt	10			
39	Paper Cutter Blade (Small) (10 blade in Pkt)	Pkt	10			

S/No VAT IF ANY : _____

33 Suthili (Jute)
CST NO : _____34 Photostat paper JK Brand A4 (500 Sheet)
VAT NO : _____

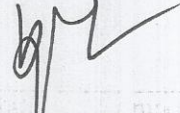
35 Photostat paper JK Brand FS (500 Sheet)

36 Paper Cutter (Big)

37 Paper Cutter (Small)

38 Paper Cutter Blade (Big) (10 blade in Pkt)

39 Paper Cutter Blade (Small) (10 blade in Pkt)


 प्रमुख निदेश (प्रशासन)
 H. Mr (Admn)
 स्टा० अधिकारी-१ (कार्मिक)
 SO -1 (Pers)
 कृते मुख्य अभियंता
 For Chief Engineer
 सेवक परियोजना
 Project Sewak

VAT IF ANY : _____

CST NO : _____

VAT NO : _____