



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprise]

REQUEST FOR QUOTATION (RFQ)

PART-A

RFQ No: BCPL/DIB/C&P/2012/M/003/AJD

May 25, 2012

To,
M/s. _____

Sub: SUPPLY OF VARIOUS TYPES OF STATIONERY ITEMS FOR BRAHMAPUTRA CRACKER & POLYMER LTD. (BCPL), DIBRUGARH.

Ref no.: Tender No. BCPL/DIB/C&P/2012/M/003/AJD Dated. 25/05/2012

Dear Sir (s),

Brahmaputra Cracker and Polymer Limited, Dibrugarh here-in-after called OWNER/COMPANY/BCPL invites you to submit your bids under two bid systems for the supply of various types of Printing & Stationery items as per Annexure - I at BCPL, Dibrugarh, Assam as detailed below in complete accordance with enclosed tender document:-

- i) Last date and time for submission of tender : 12.06.2012 at 14.30 hrs.
- ii) Date and time for opening of UN-PRICED bids : 12.06.2012 at 15.00 hrs.
- iii) **EMD** **Rs. 20,500/-** in the form of DD/Banker Cheque in favour of **Brahmaputra Cracker and Polymer Limited** Payable at DIBRUGARH, which is to be submitted along with Un- Priced Offer (**Part – A**)
- iv) Pre-Bid meeting : 31.05.2012
- v) Place of Submission of tender : OFFICE OF THE SR. MANAGER (**C&P**)
BRAHMAPUTRA CRACKER AND POLYMER LIMITED
"CENTRAL WAREHOUSE BUILDING", LEPETKATA,
P.O. LEPETKATA, PIN – 786 006
DIBRUGARH, ASSAM.

Offers should be submitted separately in two parts in sealed envelopes super scribed with the tender no., due date, item and nature of offer (Un-priced/Priced).

PART-A: UNPRICED OFFER in duplicate (ORIGINAL + ONE COPY) complete with all technical and commercial details along with sample where applicable as specified at annexure - I & the price schedule with prices blanked out and copy of tender document & addenda/corrigenda, if any, duly signed and stamped on each page .

Regd. Office: Hotel Brahma Putra Ashok, MG Road, Guwahati-781001, Assam: **Tel:** 0361-2733554, 0361-2733556 (Fax)

Project Site Office: Main Fire Station Building, Lepetkata, A.T. Road, PO-Lepetkata, Dibrugarh-786 006, Assam

Tel: 0373-2914609/611/604, Fax:

Project Execution office: 3rd Floor, GTI; 24, Sector-16A; NOIDA-201 301: Tel: 0120-2513102, 011-26185941 (Fax)

PART-A

pasted and shall bear the tender no., due date and item prominently along with address of this office and sender's name and address.

PART-B: PRICED OFFER in duplicate (ORIGINAL + ONE COPY) WITH COMPLETE PRICE DETAILS as per price schedule provided in the tender (Refer **Part-B** at Page no:-12, 13 & 14).

The two envelopes containing Part-A and Part-B shall be enclosed in a larger envelope duly sealed and **Please note that this is a zero deviation tender. Bidders are advised to strictly confirm compliance to bid conditions and not to stipulate any deviation / conditions in their offer. Subsequent to bid submission, BCPL will not seek confirmations / clarifications and any offer(s) not in line with tender conditions shall be liable for rejection. Bidders are also requested to submit the documents / confirmations strictly as per the check list (Annexure – II) enclosed in the tender document.**

In case bidder(s) have any queries, they may submit the same to Sh. A. J. Dutta, Sr.Officer (C&P) (e-mail ID: ajdutta@bcplindia.co.in) / Ph. No. 0373 – 2914611/609 latest by 31.05.2012 as a part of pre-bid exercise. Corrigendum/addendum incorporating the clarifications, if any, will be issued to the bidders latest by 05.05.2012.

The Offer must be valid for 04 (four) months from the final date of Tender Closing. However, quoted rates should be valid for 01 year beyond 04 months of validity of offer.

Tenders through Telex/Fax/Telegram will not be accepted.

Any change in bid after opening of the tender will not be considered.

Bids complete in all respect must reach this office not later than 14.30 hrs on the notified date of closing of the tender. Bids sent by hand delivery should be put in the tender box at this office not later than 14:30 Hrs on the specified date. BCPL assumes no responsibility for delay, loss or non-receipt of tender document sent by post.

Bidders are advised in their own interest to ensure that their bids reach this office well before the closing date and time of the tender as the bids received after the closing date and time of the tender is liable for rejection.

Please confirm that you have received the tender document and will be quoting for the tender items/jobs. In case, you are not quoting for the same, please return complete set of tender documents.

BCPL reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.

Price Basis:

FOR, DESTINATION.

Delivery/Completion Schedule:

MATERIALS SHALL BE DELIVERED IN EQUAL 03 LOTS I.E. ON STAGGERED DELIVERY BASIS FOR A PERIOD OF 01 YEAR FROM THE DATE OF PURCHASE ORDER. 1ST LOT SHOULD BE SUPPLIED WITHIN 02 TO 03 WEEKS FROM THE DATE OF RECEIPT OF ORDER AND REMAINING LOTS SHOULD BE SUPPLIED WITHIN 02-03 WEEKS FROM THE DATE OF INTIMATION FROM BCPL. HOWEVER, DELIVERY INTIMATION FOR FINAL LOT WOULD BE MADE WITHIN 1 YEAR FROM DATE OF PO.

Consignee Address:

**M/S BRAHMAPUTRA CRACKER AND POLYMER LIMITED (BCPL),
CENTRAL WAREHOUSE BUILDING,
P.O. LEPETKATA
DIBRUGARH: - 786006.**

Terms of payment:

100% PAYMENTS SHALL BE MADE WITHIN 30 DAYS AFTER RECEIPT & ACCEPTANCE OF MATERIALS AT OUR SITES AGAINST EACH LOT.

Price Reduction Schedule: PRICE REDUCTION @0.5% OF THE TOTAL ORDER VALUE (LOT WISE) PER WEEK FOR DELAY IN SUPPLIES IN SUBJECT TO A MAXIMUM (CEILING) OF 5% OF TOTAL ORDER VALUE WILL BE APPLICABLE.

Repeat Order Clause: For any item (s), ordered on the seller, the purchaser can place repeat orders up to 50 % of ordered quantity for additional supply within a period of six months from the date of original order at the same prices and commercial terms & conditions.

MODE OF EVALUATION OF BID:

1. The evaluation of Bid shall be done on overall lowest techno commercially acceptable F.O.T. site basis.
2. The Bidder must quote for all the items failing which, offer shall be evaluated as per evaluation methodology stated below:

In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidder for such items. If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected.

3. Bidder should specify the make/model in the relevant column of the SOR in un-priced bid.
4. Bidder must accept staggered delivery as per mentioned delivery schedule, failing which offer shall be liable for rejection.
5. Quoted rates should be valid for 01 year beyond 04 months of validity of offer.

JURISDICTION OF COURT

The purchase order shall be governed by and constructed according to the laws in force in India. The Supplier hereby submits to the jurisdiction of the courts situated at GUWAHATI (Assam) for the purpose of disputes, actions and proceedings arising out of the contract, the courts at GUWAHATI (Assam) only will have the jurisdiction to hear and decide such disputes, actions and proceedings.

ARBITRATION

All matters of difference what-so-ever which shall at any time arise between the parties hereto relating to execution of ORDER / CONTRACT or to the rights or liabilities or any claims thereof (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall be resolved as per Arbitration and Reconciliation Act, 1996 and the venue of such arbitration shall be GUWAHATI, Assam.

FORCE MAJEURE

Shall mean and be limited to the following:

- (a) War/Hostilities
- (b) Riot or Civil Commotion
- (c) Earthquake, flood, tempest, lightning or other natural physical disaster.
- (d) Restrictions imposed by the Government or other Statutory bodies which prevents or delays the execution of the order by the SELLER.

The SELLER shall advise OWNER by a registered letter duly certified by the local Chambers of Commerce or Statutory Authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over one month, if arising out of causes of Force majeure, OWNER reserves the right to cancel the order and provisions governing termination shall apply.

For delays arising out of Force majeure, the SELLER shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither OWNER nor SELLER shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist.

SELLER shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any force majeure cause, the SELLER or the OWNER shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the SELLER without being subject to price reduction for delayed deliveries, stated elsewhere.

REJECTION CRITERIA:

OWNER request bidders to accept all terms and conditions stipulated in this document in totality for speedy decision. Bidders are requested to note that taking deviation or suggesting modifications to the following clauses may result in summary rejection of their bids:-

- i) Non-submission of EMD of Rs. 20,500/- / lesser amount of EMD.
- ii) Non-submission of samples of quoted items along with un-priced bid (where applicable).
- ii) Period of Validity of bids and quoted rates.
- iii) Arbitration clause.
- iv) Force Majeure Clause.
- v) Non-acceptance of staggered delivery.
- vi) Non-submission of firm prices till validity period of contract i.e. for 01 year.
- vii) Deviation in payment terms from the specified terms as mentioned in tender.
- viii) Scope of supply i.e. Price Basis.

General Conditions of Contract: GENERAL PURCHASE CONDITIONS GENERAL PURCHASE CONDITIONS (GPC)

1. **Consignee:** C&P In-charge, **Brahmaputra Cracker and Polymer Limited, Central Ware House Building, Lepetkata, Dibrugarh, Pin 786006.** Any expenditure and/or demurrage incurred in respect of a wrong delivery shall be recovered from supplier.
2. Quotation, duly sealed & superscribed with the tender/enquiry no., bid opening date and the words 'QUOTATION – DO NOT OPEN', should reach this office on or before 1430 hrs on the due date of opening along with samples, if required, failing which your offer will not be considered. Quotations received late are liable to be rejected. Quotations will be opened on the due date at 15:00 hrs in the presence of renderers/ authorized representatives of tenderers, who may intend/like to participate. A quotation received late by post or other means are liable to be rejected.

BCPL reserves the right to accept/reject any or all tenders without assigning any reason whatsoever.
3. Local Sales Tax and Central Sales **Tax/VAT/TIN** registration Nos. must be mentioned in the quotation.
4. Rates should be given according to unit mentioned in NIT and no alternative unit will be considered. Further, rates should be quoted on FOT dispatch point basis including P&F and indicating rate of taxes, duties etc. and freight upto Site. Price shall be written in both words and figures. In the event of difference, the price in words shall be valid and binding. Unit prices shall be considered correct in the event of any discrepancy with regard to total price.
5. The offer should remain valid for not less than 3 months from the bid opening date. Offers with less validity are likely to be ignored.
6. Offers subject to prior sale will not be considered. Further, the standard terms and conditions of the bidder are not acceptable.

7. Revised offer or post-bid modification of offer after the opening date will not be considered.
8. The required quantities at the time of placement of order can be changed upto $\pm 25\%$ of the quantities specified in enquiry.
9. **Price /Purchase Preference:** Price/Purchase preference shall be applicable as per Govt. rules/guidelines in vogue.
10. **Price Reduction Schedule for delayed delivery:** In case of delay in delivery of equipment/materials or delay in completion, total contract price shall be reduced by $\frac{1}{2}\%$ (half percent) of the contract price (excluding taxes, duties & freight) per complete week of delay or part thereof [genuine pre-estimate of the loss/damage agreed between the Seller and Purchaser without any proof of the actual loss/or damage caused by such breach/delay] subject to a maximum of 5% (five percent) of the total contract price(excluding taxes, duties & freight). In case of delay in delivery on the part of Seller, the invoice value shall be reduced proportionately for the delay and payment shall be released accordingly. In the event the invoice value is not reduced proportionately for the delay, the PURCHASER may deduct the amount so payable by SELLER from any amount falling due to the SELLER or by recovery against performance guarantee. Decision of the Purchaser in the matter of applicability of price reduction shall be final and binding on the Seller. The date of GR/LR shall be considered as date of delivery.

In a supply contract, the portion of supply completed in all respect which can be used for commercial operation shall not be considered for applying PRS, if delivered within contractual delivery period. The remaining supplies which are completed beyond the contractual delivery shall attract price reduction schedule @ $\frac{1}{2}\%$ of the delayed delivery value maximum upto 5% of the total order value.

11. Enterprise's information with respect to MSME Development Act, 2006

The bidders are required to confirm whether the enterprise is a Micro/ Small/ Medium enterprises along with documents from the appropriate authority: "We confirm that we are a micro/ small/ medium enterprises under the MSMED Act 2006." **(Please strike off whichever status is not applicable).** Further, with respect to micro and small enterprises, the MSMED Act defines the term 'supplier' as enterprises which have filed a memorandum with the authority specified by the respective State Government. If the bidder is a micro/ small enterprise and has **filed** a memorandum with the specified authority, please confirm the following: "We are a supplier within the definition of section 2 (n) of the MSMED Act _____(Yes/ No)."

If the response to the above is 'Yes', the bidder is required to provide a copy of the **Entrepreneurs Memorandum (EM)** filed with the authority specified by the respective State Government."

12. **Performance Guarantee (CPBG):** In case the basic order value exceeds Rs 2.0 (Two) lakhs, the seller shall within 15 days after the receipt of order, furnish Performance Guarantee either in the form of Demand Draft or in the form of Bank Guarantee/irrevocable Letter of Credit to BCPL, in the format provided in the bidding documents, for an amount equivalent to 10% of the basic value of contract. The performance guarantee shall be valid for 3 months beyond the expiry of Warrantee/Guarantee period. The Bank Guarantee will be discharged by BCPL not later than 6 months from the date of expiration of the Seller's entire obligations, under the contract.
13. **Inspection, Testing & Expediting:** Purchaser or its representative shall have the right to inspect and / or test the goods to confirm their conformity to the contract specifications. The inspection & tests may be conducted on the premises of the seller at the point of delivery and / or at the goods final destination. All reasonable facilities & assistance including access to drawings & production data shall be furnished by seller to purchaser free of cost. When stores are rejected by the consignee, the same will be intimated to the supplier with the details of such rejected stores as well as the reason for their rejections and that the material will be lying at the consignee's premises at the risk and cost of supplier. The supplier will also be called upon either to remove the materials or to give instructions as to their disposal within 14 days and in the case of dangerous/infested and perishable materials within 48 hrs, failing which the consignee will either return the materials to the supplier on freight to pay or otherwise dispose them off at the

supplier's risk and cost. The consignee will also intimate the concerned paying authority, quantity of the material so rejected so as to recover the freight charges from the supplier. The purchaser shall also be entitled to recover handling and stores charges for the period during which the rejected stores are not removed @ 5% of the stores for each month or part of a month till the rejected stores are finally disposed off.

14. Warranty :

The supplier shall warrant that everything to be furnished hereunder shall be free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards of the materials of the type offered and in full conformity with the specifications drawings or samples, if any, and shall if operable, operate, properly. This warranty shall survive inspection of payment for and acceptance of the goods but shall expire 12 months from the date of commissioning / operations or 24 months from the date of despatch, whichever is earlier.

15. Payment terms:

100% Payment will be released within 15 days of receipt and acceptance of material/ installation at site/stores through e-banking. In case of payment through bank, all bank charges shall be borne by the vendor.

16. Invoice:

In case where documents are not routed through Bank, original plus one copy of invoice may be directly sent to In-charge (F&A) BCPL, Lepetkata, Dibrugarh immediately after dispatch with copies to purchaser and the consignee mentioned in purchase order. Invoice must bear the purchase order no. with date and should also indicate the dispatch particulars. It may be noted that the documents will be retired only if the dispatches are made as per the terms of the purchase order.

17. Packing & Marking:

While dispatching ordered stores, it will be the responsibility of the supplier to properly pack the consignment so as to enable its delivery at destination free from loss, damage or pilferage. Each packing must contain a list of stores packed therein. Each packing/bundle must be prominently marked with order no. and packing no. & consignee name & address.

18. Despatch Documents:

Transit Risk Insurance shall be arranged by BCPL. The vendor will intimate dispatch particulars to purchaser through e-mail / fax at the time of dispatch of goods. The dispatch documents shall consists of Invoice, Challan, Packing List, GR/LR, inspection/Test Certificate and any other document(s) as mentioned in the P.O. Copies of dispatch documents should reach BCPL well in advance failing which any demurrage / wharfage etc. incurred on account of late/ non-receipt of dispatch document/wrong dispatches of consignment will be recovered from supplier. In case of documents through Bank, it may be noted that the documents will be retired only if the dispatches are made as per the terms of the purchase order.

19. It should be noted that if an order is placed on a higher tenderer as a result of this tender, in preference to the lowest acceptable offer, in consideration of an earlier delivery, the supplier will be liable to pay to BCPL the difference between the ordered rate and the rate quoted by the lowest acceptable tenderer in case he fails to complete the supply in terms of such order within the date of delivery specified in the tender and incorporated in the order. This is without prejudice to other rights under terms of order.

20. Limitation of Liability: Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the agreement or otherwise shall be limited to 100% of order price. However, neither party shall be liable to the other for any indirect and consequential damages, loss of profits or loss of production

21. Repeat Order: Purchaser reserves the right within six months of order to place repeat order up to 50% of ordered quantity.

22. Termination of Contract: The PURCHASER may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Seller, terminate the contract in whole or part –

- a) If the Seller fails to deliver any or all of the goods within the time period/(s) specified in Contract; or
- b) If the Seller fails to perform any other obligation(s) under the Contract and
- c) If the seller, in either of the above circumstances, does not cure his failure within a period of 30 days (or such longer period as the Purchaser may authorize in writing) after receipt of the default notice from the Purchaser In the event the Purchaser terminates the contract in whole or part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the Seller shall be liable to the Purchaser for any excess costs for such similar goods. However, the Seller shall continue performance of the Contract to the extent not terminated.

In case of termination of contract herein set forth except under conditions of FORCE MAJEURE and termination after expiry of contract, the vendor shall be put under holiday [i.e. neither any enquiry will be issued to the party by BCPL (India) Ltd.. against any type of tender of tender not their offer will be considered by BCPL against any ongoing tender(s) where contract between BCPL and that particular vendor (as a bidder) has not been finalized] for a period of three years from the date of termination by BCPL. to such vendor.

The Purchaser may at any time, terminate the contract by giving written notice to the Seller, without compensation to the Seller, if the Seller becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

23. FORCE MAJEURE : Shall mean and be limited to the following –

- (a) War / Hostilities (b) Riot or Civil Commotion (c) Earthquake, flood, tempest, lighting or other natural disasters (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by the Seller . The Seller shall advise Purchaser/Consultant by a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure conditions, In the event of delay lasting over one month, if arising out of causes of Force Majeure, Purchaser reserves the right to cancel the Contract and the provisions governing termination stated under Article 20 above shall apply .For delays arising out of Force Majeure, the Seller shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither Purchaser nor Seller shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist. Seller shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any Force Majeure conditions, the Seller or the Purchaser shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the Seller without being subject to price reduction for delayed deliveries, as stated elsewhere.

23. Resolution of Disputes / ARBITRATION

All disputes or difference whatsoever that shall at any time arise between the parties relating to execution of this Contract/Purchase order shall be referred to the Sole Arbitrator appointed by the General Manager/Officer-in-Charge (OIC) of BCPL . whose award shall be final & binding on both the parties.

The contract shall deem to have been entered at BCPL, and all suits in respect of this contract shall be under the jurisdiction of the court in Guwahati

24. Seller shall protect and fully indemnify BCPL from any claim from infringement of patents, copyright, trademark and the like. In case of any claim in this regard, Seller shall be solely responsible for any consequences/damages.

25. Subsequent to receipt of bids, the information related to the examination, clarification, evaluation and comparison of bids and recommendations for award of contract shall not be disclosed to

bidder or other person not officially concerned with such process. Any effort by bidder to influence BCPL processing of bid or award decisions may result in rejection of such bids.

26. The Purchaser requires that Bidders/Suppliers observe the highest standard of ethics during the procurement and execution of the order. In pursuance of this policy, the Purchaser :

- i) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- ii) will declare a firm ineligible, either indefinitely or for a stated period of time, if at any time the Purchaser determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.

**Enclosures: ANNEXURE – I(Part A & B), ANNEXURE – II AND ANNEXURE-III(Entry
Tax implication)**

Important:

- 1. Bidder must have valid sales tax registration no. and same should be indicated in the quotation.**
- 2. Please mention the offered make/quoted make in the unpriced offer and mark as quoted.**
- 3. BCPL reserves its right to ask for sample of any item in SOR during un-priced bid evaluation.**

Yours truly,

For and on behalf of Brahmaputra Cracker and Polymer Ltd.

(Arunjyoti Dutta)
Sr. Officer (C&P)
ajdutta@bcplindia.co.in
0373-2914611/609

Schedule of Rate (SOR)

Offered make to be clearly specified in un-priced bid

Sl.No.	Description	Offered make/Quoted make	UOM	Required Qty	Estimated Rate(Rs.)	Estimated Amount (Rs.)
1	Photocopy Paper, Size:A3, Century/ITC/JK/Modi or equivalent of min. 75 GSM.		Pkt. (500 sheets)	10	Do Not quote here	Do Not quote here
2	Arc File , Ambassador Marvel (Polycoated)		Nos.	2000	Do Not quote here	Do Not quote here
3	Stapler Big Size: no.: 555, Make: Kangaro		Nos.	50	Do Not quote here	Do Not quote here
4	Stapler Medium size: no.: 10 , Make: Kangaro		Nos.	120	Do Not quote here	Do Not quote here
5	Dot Pen - Blue, Cello Max - Writer		Nos.	1000	Do Not quote here	Do Not quote here
6	Pencil HB, Nataraj		Nos.	500	Do Not quote here	Do Not quote here
7	Sharpener, Natraj		Nos.	300	Do Not quote here	Do Not quote here
8	Eraser, Non - Dust, Apsara		Nos.	300	Do Not quote here	Do Not quote here
9	Correction Pen with white Fluid, Kores		Nos.	300	Do Not quote here	Do Not quote here
10	Punching M/c, Big Size (DP_800), Kangaro		Nos.	10	Do Not quote here	Do Not quote here
11	Punching M/c, Medium Size,(DP_600) Kangaro		Nos.	20	Do Not quote here	Do Not quote here
12	Cello Tape Size: 1/2" Small, (L=3 mtr), Pedelite/Premier		Nos.	100	Do Not quote here	Do Not quote here
13	Cello Tape Size: 1" Big, (L=35 mtr), Pedelite/Premier		Nos.	20	Do Not quote here	Do Not quote here
14	Brown Tape, width approx. 1", Gold Line/NKG wonder: 35 mtr		Nos.	100	Do Not quote here	Do Not quote here
15	Brown Tape, width approx. 2.5", Gold Line/NKG wonder: 35 mtr		Nos.	100	Do Not quote here	Do Not quote here
16	Gems Clips, Bell/Oddy , Size =35 mm (Stainless Steel)		Pkt.	100	Do Not quote here	Do Not quote here
17	Visiting Card Holder ,(min 120 cards) (Solo BC 801/Filemax)		Nos.	100	Do Not quote here	Do Not quote here
18	Plastic Folder / L-Folder, Size: A 4, Solo/Filemax with BCPL-LOGO		Nos.	500	Do Not quote here	Do Not quote here

19	Permanent Marker, Feber Castle/Luxor/Camlin (Pointed)		Nos.	100	Do Not quote here	Do Not quote here
20	Permanent Marker, Feber Castle/Luxor/Camlin (Thick)		Nos.	200	Do Not quote here	Do Not quote here
21	Scale Plastic, Size: 1', Feber Castle/Apsara		Nos.	200	Do Not quote here	Do Not quote here
22	Scale, Steel, Size: 1', Kabica/Ellora		Nos.	50	Do Not quote here	Do Not quote here
23	Paper Tray Single , Plastic , Std. Size. Solo/Omega		Nos.	100	Do Not quote here	Do Not quote here
24	Paper Cutter, Std. Size, Good Quality		Nos.	100	Do Not quote here	Do Not quote here
25	Scissor, Small Size, Make: Gorila /Saya/Kangaroo		Nos.	20	Do Not quote here	Do Not quote here
26	Scissor, Medium Size, Make: Gorila /Saya/Kangaroo		Nos.	30	Do Not quote here	Do Not quote here
27	Calculator, Casio, MJ-120 (12 digit)		Nos.	100	Do Not quote here	Do Not quote here
28	Marker for white board, Black & Green, Make: Camlin Laxor/Reynold		Nos.	30	Do Not quote here	Do Not quote here
29	Marker for white board, Red, Make: Camlin/Luxor/Reynold		Nos.	30	Do Not quote here	Do Not quote here
30	Duster Cloth White (36cm x 36cm)		Pcs	100	Do Not quote here	Do Not quote here
31	Duster for white board: Omega		Nos.	10	Do Not quote here	Do Not quote here
32	Blinder Clip, Size: 19mm , Saya/Oddy		Pkt	150	Do Not quote here	Do Not quote here
33	Blinder Clip, Size: 25 mm, Saya/Oddy		Pkt.	50	Do Not quote here	Do Not quote here
34	Blinder Clip, Size: 51 mm, Saya/Oddy		Pkt.	50	Do Not quote here	Do Not quote here
35	Sketch Pen (Pack of 12), Make: Feber Castle/Camlin		Pkt.	30	Do Not quote here	Do Not quote here
36	Writing Pad (Minimum - 20 pages) ITC/Desmat		Pc	2000	Do Not quote here	Do Not quote here
37	Glue Stick 15 Gms of Pedelite/Kores		Nos.	1000	Do Not quote here	Do Not quote here
38	Stick File, Size A4, Make: Solo		Pc	100	Do Not quote here	Do Not quote here
39	Sticky Pad(100 sheets) Single Column (Yellow), Size: 3"X3" (Desmat)		Pkt.	100	Do Not quote here	Do Not quote here
40	Page Marker(Desmat 40 sheets) Self Addhesive (Multicolour) Size: 1"X3" (3 pieces 25 x75)		Pkt.	200	Do Not quote here	Do Not quote here
41	Highlighter, Make: Feber Castle/Camlin/Luxor		Pc	300	Do Not quote here	Do Not quote here
42	Carbon Paper- 420 x 330mm , Make : Camlin		Pkt.	5	Do Not quote here	Do Not quote here

43	Carbon Paper- 210 x 330mm , Make : Camlin		Pkt.	20	Do Not quote here	Do Not quote here
44	Gum Liquid in Bottle- 150 ml , Make: Gripex/Kores		Nos.	10	Do Not quote here	Do Not quote here
45	Gum Liquid in Tube- 30 ml , Pedelite		Nos.	100	Do Not quote here	Do Not quote here
46	Dust Bin , Standard Size (Plastic) Good Quality		Nos.	50	Do Not quote here	Do Not quote here
47	Paper Weight (Glass round) Good Quality		Pcs	45	Do Not quote here	Do Not quote here
48	Proker Thread/File tag (12") Good Quality		Bundle	20	Do Not quote here	Do Not quote here
49	Computer Paper (10 x 12 single) (for Dot Matrix Printer)		Nos.	25	Do Not quote here	Do Not quote here
50	Computer Paper 12x15 Size in single (for Dot Matrix Printer)		Pkt.	10	Do Not quote here	Do Not quote here
51	Computer Paper 12x15 Size in duplicate (for Dot Matrix Printer)		Pkt.	10	Do Not quote here	Do Not quote here
52	Computer Paper 12x15 Size in triplicate (for Dot Matrix Printer)		Pkt.	15	Do Not quote here	Do Not quote here
53	Note Sheet/Cartridge/Conquest Paper (JK/Bilt of legal size and minimum 80 gsm)		Pkt. (500 sheets)	30	Do Not quote here	Do Not quote here
54	Thread Tag/File lace (24")		Bundle	50	Do Not quote here	Do Not quote here
55	Thread Plastic		Bundle	10	Do Not quote here	Do Not quote here
56	Register Small (08 no), Neelgagan		Nos.	200	Do Not quote here	Do Not quote here
57	Register Small (10 no), Neelgagan		Nos.	200	Do Not quote here	Do Not quote here
58	Register Small (14 no), Neelgagan		Nos.	200	Do Not quote here	Do Not quote here
59	Stamp Pad, Fever Castle (Medium)		Nos.	4	Do Not quote here	Do Not quote here
60	Ink for above, Fever Castle		Nos.	5	Do Not quote here	Do Not quote here
61	Photocopy Paper, Size:A4, Century/ITC/JK/Modi or equivalent of minimum 75 GSM		Ream (500 sheets)	3000	Do Not quote here	Do Not quote here
	Total:					

Amount in Words:

The above rates are inclusive of all taxes & duties

Schedule of Rate (SOR)

Sl.N o.	Description	Offered make/Qu oted make	UOM	Required Qty	Estimated Rate(Rs.)	Estimated Amount (Rs.)
1	Photocopy Paper, Size:A3, Century/ITC/JK/Modi or equivalent of 75 GSM.		Pkt. (500 sheets)	10		
2	Arc File , Ambassador Marvel (Polycoated)		Nos.	2000		
3	Stapler Big Size: no.: 555, Make: Kangaro		Nos.	50		
4	Stapler Medium size: no.: 10 , Make: Kangaro		Nos.	120		
5	Dot Pen - Blue, Cello Max - Writer		Nos.	1000		
6	Pencil HB, Nataraj		Nos.	500		
7	Sharpener, Natraj		Nos.	300		
8	Eraser, Non - Dust, Apsara		Nos.	300		
9	Correction Pen with white Fluid, Kores		Nos.	300		
10	Punching M/c, Big Size (DP_800), Kangaro		Nos.	10		
11	Punching M/c, Medium Size,(DP_600) Kangaro		Nos.	20		
12	Cello Tape Size: 1/2" Small, (L=3 mtr), Pedelite/Premier		Nos.	100		
13	Cello Tape Size: 1" Big, (L=35 mtr), Pedelite/Premier		Nos.	20		
14	Brown Tape, width approx. 1", Gold Line/NKG wonder: 35 mtr		Nos.	100		
15	Brown Tape, width approx. 2.5", Gold Line/NKGwonder: 35 mtr		Nos.	100		
16	Gems Clips, Bell/Oddy , Size =35 mm (Stainless Steel)		Pkt.	100		
17	Visiting Card Holder ,(min 120 cards) (Solo BC 801/Filemax		Nos.	100		
18	Plastic Folder / L-Folder, Size: A 4, Solo/Filemax with BCPL-LOGO		Nos.	500		
19	Permanent Marker, Feber Castle/Luxor/Camlin (Pointed)		Nos.	100		

20	Permanent Marker, Feber Castle/Luxor/Camlin (Thick)		Nos.	200		
21	Scale Plastic, Size: 1', Feber Castle/Apsara		Nos.	200		
22	Scale, Steel, Size: 1', Kabica/Ellora		Nos.	50		
23	Paper Tray Single , Plastic , Std. Size. Solo/Omega		Nos.	100		
24	Paper Cutter, Std. Size, Good Quality		Nos.	100		
25	Scissor, Small Size, Make: Gorila /Saya/Kangaroo		Nos.	20		
26	Scissor, Medium Size, Make: Gorila /Saya/Kangaroo		Nos.	30		
27	Calculator, Casio, MJ-120 (12 digit)		Nos.	100		
28	Marker for white board, Black & Green, Make: Camlin Laxor/Reynold		Nos.	30		
29	Marker for white board, Red, Make: Camlin/Luxor/Reynold		Nos.	30		
30	Duster Cloth White (36cm x 36cm)		Pcs	100		
31	Duster for white board, Omega		Nos.	10		
32	Blinder Clip, Size: 19mm , Saya/Oddy		Pkt	150		
33	Blinder Clip, Size: 25 mm, Saya/Oddy		Pkt.	50		
34	Blinder Clip, Size: 51 mm, Saya/Oddy		Pkt.	50		
35	Sketch Pen (Pack of 12), Make: Feber Castle/Camlin		Pkt.	30		
36	Writing Pad (Minimum - 20 pages) ITC/Desmat		Pc	2000		
37	Glue Stick 15 Gms of Pedelite/Kores		Nos.	1000		
38	Stick File, Size A4, Make: Solo		Pc	100		
39	Sticky Pad(100 sheets) Single Column (Yellow), Size: 3"X3" (Desmat)		Pkt.	100		
40	Page Marker(Desmat 40 sheets) Self Addhesive (Multicolour) Size: 1"X3" (3 pieces 25 x75)		Pkt.	200		
41	Highlighter, Make: Feber Castle/Camlin/Luxor		Pc	300		
42	Carbon Paper- 420 x 330mm , Make : Camlin		Pkt.	5		
43	Carbon Paper- 210 x 330mm , Make : Camlin		Pkt.	20		

44	Gum Liquid in Bottle- 150 ml , Make: Griplex/Kores		Nos.	10		
45	Gum Liquid in Tube- 30 ml , Pedelite		Nos.	100		
46	Dust Bin , Standard Size (Plastic) Good Quality		Nos.	50		
47	Paper Weight (Glass round) Good Quality		Pcs	45		
48	Proker Thread/File tag (12") Good Quality		Bundle	20		
49	Computer Paper (10 x 12 single) (for Dot Matrix Printer)		Nos.	25		
50	Computer Paper 12x15 Size in single (for Dot Matrix Printer)		Pkt.	10		
51	Computer Paper 12x15 Size in duplicate (for Dot Matrix Printer)		Pkt.	10		
52	Computer Paper 12x15 Size in triplicate (for Dot Matrix Printer)		Pkt.	15		
53	Note Sheet/Cartridge/Conquest Paper (JK/Bilt of legal size and minimum 80 gsm)		Pkt. (500 sheets)	30		
54	Thread Tag/File lace (24")		Bundle	50		
55	Thread Plastic		Bundle	10		
56	Register Small (08 no), Neelgagan		Nos.	200		
57	Register Small (10 no), Neelgagan		Nos.	200		
58	Register Small (14 no), Neelgagan		Nos.	200		
59	Stamp Pad, Fever Castle (Medium)		Nos.	4		
60	Ink for above, Fever Castle		Nos.	5		
61	Photocopy Paper, Size:A4, Century/ITC/JK/Modi or equivalent of minimum 75 GSM		Ream (500 sheets)	3000		
	Total:					

Amount in Words:

The above rates are inclusive of all taxes & duties

ANNEXURE - II

CHECK LIST

Bidders are requested to confirm whether they have submitted the following documents along with the bid:

Sl. No.	Whether the following documents have been submitted	Confirmation YES/NO
1	Complete document duly signed and stamped on each page	
2	Bidder must have valid sales tax registration no. and same should be indicated in the quotation	
3	Submission of Samples wherever required	
4	Confirmation on quoted make /model to be mentioned in relevant column of un-priced SOR.	

Signature :

Name :

Seal:

CONSENT LETTER

(Applicable for outside bidders of Assam and to be submitted along with un-priced bid)

To,

Sr Manager (C&P)
Brahmaputra Cracker & Polymer Ltd.
Dibrugarh, Assam

SUBJECT: Deduction for Entry Tax at source

Dear Sir,

We hereby confirm that, entry tax as applicable shall be deducted at source from our bills as we do not have valid VAT - TIN Registration under Assam VAT Act 2003. Accordingly, M/s. BCPL has to provide Road Permit at the time of dispatch of materials.

(Signature of the bidder)