



भोपाल को-ऑपरेटिव सेन्ट्रल बैंक लिमिटेड

24-25, न्यू मार्केट, टी.टी. नगर, भोपाल - 462003

TENDER FOR COMPUTER PAPER AND PHOTO COPY PAPER

Publish Date : 05-01-2022

Bid Document download Start Date : 05-01-2022

Clarification Date : 06-01-2022

Bid Submission End Date : 12-01-2022

Bid Opening Date : 13-01-2022

Tender form Fee Rs.500/- pay through DD/BC (Enclosed with tender envelope) (Non-Refundable)

सामान्य नियम और शर्त/GENERAL TERMS AND CONDITIONS

Name of Work: - Procurement of Photo Copy Paper & Computer Paper

BCC Bank, Bhopal (Bhopal Cooperative Central Bank Ltd.)

1. The cost of tender document is Rs.500/- (Non-refundable) through Demand Draft /BC in favor of Bhopal Cooperative Central Bank Ltd., payable at Bhopal
2. The bidders shall arrange the transportation.
3. The rates mentioned in the financial bid shall be inclusive of all GST, Duties, Octroi, Packing, Forwarding, Cartage, Insurance, Loading-unloading, road permit/state entry permit and Delivery, Testing , Commissioning, etc at site including temporary constructional Storage, Risks, Overhead Charges,.
4. The bidder should/be attach copy of PAN Card.
5. The bidder should/be attach copy of GST registration number.
6. Duly signed envelope & sealed tenders shall be given to Dispatch/Receipt Section of Bhopal Cooperative Central Bank Ltd., 24-25 New Market, T T Nagar,Bhopal
7. Technical Bid MUST contain Xerox copy of :
 - a. GST Document
 - b. PAN Number
 - c. 3 Years experience of supply in Govt./ Semi Government/Private Institution.
 - d. Last 3 years IT Returned filed with Balance Sheet copy which showing the annual turnover.
 - e. Filled copy (original) of Annexure 1 & Annexure II.
 - f. The conditional bids shall not be considered under any circumstances and rejected without any notice.
 - g. All bids shall be the property of BCC Bank, and contractors will lay no claim whatsoever on the same.
 - h. Managing Director of BCC Bank reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the BCC Bank in this regard will be binding on all the bidders. Bidders not complying with any of the provisions stated in this tender document are liable to be rejected. Managing Director, reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.
 - i. Payment terms as follows: - a) No advance payment will be made. b) The payment shall be made after successful completion and handing over/Installation of work in all respect.
 - j. Income Tax and surcharge/TDS will be deducted as per Govt. of India rules.

- k. Tender Fees for the bidder is compulsory as per the list given.
- l. In case of any indiscipline/misconduct/violence at the time of transport/service/ Installation or substandard, BCC Bank will deduct the loss from the bill amount or bank has the right to reject the supplied material.
- m. The bidder should take extra precaution to ensure that there is absolutely no damage to the branch HO properties during the time of service/ installation. The bidder shall supply materials at site with manufacturers test certificate and challan as desired by the Stationery-in-charge.

निविदा जमा करिकेलिए सामान्य शर्त/ GENERAL CONDITIONS FOR SUBMISSION OF TENDER

- 1 Submission of Tender: Tenders should be submitted in sealed envelopes in two parts (Technical & Price Bid) separately in one envelope, i.e. "Technical Bid" (Part-I) and "Price bid" (Part-II). Both the parts should be further sealed in an envelope super-scribing name of work, due date for opening, Bidder's name & address. The tender duly filled in should be sent to above mentioned address either by post or hand delivered in dispatch section, 24-25 New Market, T T Nagar, Bhopal.
- 2 The bidder shall attach copy of PAN Card.
- 3 The bidder shall attach copy of GST registration number.
- 4 The quoted prices shall be including all the taxes levied by statutory Govt. bodies. It is mandatory on Bidder to quote the rate of all items as asked for in the Price Bid (BOQ/ Schedule of work). Failure to adhere to this condition may lead to rejection of tender. The Tenderer/Bidder should quote unconditional rates, neatly written without any overwriting and duly signed & stamped in all pages.

निविदाकर्ता द्वारा घोषणा/Declaration by the Bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. Enclosures:

1. DD/Pay Order No.....
2. Terms & conditions (each page must be signed and stamped with the seal)
3. Financial Bid. (Signature of Bidder with seal) Name: Address: Date: NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected.

Name of the Bidder:

Proprietor/Partner/ Manager.....(Name)

Date:

Place

Note: Print the above matter in a letter pad of firm/ Dealer

प्रमाणपत्र / Certificate

Certificate/Undertaking a) Certified that I / we have visited the site and assessed the nature and amount of work involved before submitting our offer. We will be able to execute the work within the available site condition. b) I undertake that I / we have visited the place of "Procurement of Computer Paper /Photo Copy Paper at BCC Bank Bhopal, and noted the entry door / approach sizes/ quantities etc.. Manpower & Materials supplied by us will be suitable for in the existing location / condition with sufficient space all around. No extra cost will be claimed by me later for any difficulties/modifications involved for total execution of all the systems as mentioned in the tender. I also understand that the work is related with already operating/functional laboratories, so we are ready to work in day / night hour subject to availability of site/space.

(Signature of Bidder) :

(NAME):

(SEAL)

Note: Print the above matter in a letter pad of firm/ Dealer

TENDER FORM

Name of the firm/Agency

GSTIN No. Pan Number

.....

Authorized Person/ Manager (Name)

Contact No.

Address

Quote:

Computer paper :

Computer Paper 15x12x1 (70 GSM)

Computer Paper 15x12x2 (70 GSM)

Computer Paper 10x12x1 (70 GSM)

Computer Paper 10x12x2 (70 GSM)

(Mention the above rates inclusive GST, Fright, Transport, Installation etc.)

Photo Copy Paper :

Photo Copy Paper A4 Size (70 GSM)

Photo Copy Paper FS Size (70 GSM)

Photo Copy Paper A3 Size (70 GSM)

(Please Mention the above rates inclusive GST, Fright, Transport, Installation etc.)

(Signature of the Authority and Seal)