



# NOTICE INVITING TENDER

PUR 7

## ब्रह्मपुत्र वैली फर्टिलाइजर कारपोरेशन लिमिटेड BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED (A GOVT. OF INDIA UNDERTAKING) NAMRUP

Please reply to:  
Chief Materials Manager  
BVFCL, Namrup  
P.O. Parbatpur – 786 623  
Dist. Dibrugarh (Assam),  
India  
CIN No: U24123AS2002GOI006786  
BVFCL's GSTN No: 18AABCB9399R1ZK

REGISTERED/ ~~U.C. OF POSTING~~

FAX: +91 (0)374 250 0204 / 250 0317, e-mail: matmgt@bvfc.co.in

For Reply Please Quote:

Ref. No: **AN/22/67A-07/207/SG/Eng:187**

Date: **15.06.22**

To,  
M/s.

Please submit your quotation in SINGLE STAGE/~~TWO STAGE~~ in DUPLICATE in SEALED COVER on or before, **2.30 pm on 08/07/2022**, and shall be opened thereafter at **3:30 PM (IST)** on the same date. The quotation as well as the envelope shall be addressed to Materials Manager with our reference no. cited above and date of opening DULY SUPERSCRIBED on the cover for the under-noted stores subject to the TERMS AND CONDITIONS printed overleaf.

Please quote prices FOR Station of Despatch/ FOR Destination.

Delivery of the materials would be required by : ~~Minimum Delivery Period may be quoted~~

Earnest Money Deposit: **NIL**

SL	DESCRIPTON	QUANTITY
1	<p><b>Printing of Shift In- Charge Log Book</b></p> <p>Shift I/C log book of size (345mm x 215) mm of LEDGER PAPER . Each book should contain 33 sets, 1 set= 26 pages All the pages are to be serially numbered. The last 4 pages in each set should remain blank. (as shown in specimen copy) 2(Two) sheets of Monthly consumption data are required for single time in the beginning of log book.(as shown in specimen copy) Book should be strong middle stitched leather bound plastic coated with Rexane cover Description should properly be superscripted on the top of the cover page Bidder to submit sample of paper along with offer.</p> <p>Specimen copy enclosed Note: 1. Before bulk printing the print body should be approved for correction &amp; Omissions</p>	24 Nos.

for and on behalf of  
Brahmaputra Valley Fertilizer Corporation Limited.,

H.Gohain  
Asstt. Plant Manager (MM))

Note.  
BVFCL is committed to a corruption free work environment. "All the above purchases, services and commitments of BVFCL will be honoured without the citizen having to pay any bribe". In case any person demands any bribe, it is the duty of the responsible to inform the matter to vigilance office, BVFCL, Namrup, P. O. Parbatpur, Dist. Dibrugarh, Assam PIN; 786623. (Tel no: 0374-2507092 / 0374-2507167).

## TERMS AND CONDITIONS OF TENDER

1. Quotations should be submitted in duplicate duly typed in Vendor's own letter head complete in all respect. "As applicable Extra"— such terms must be avoided and should be specific either % on basic price or fixed amount applicable.
2. Quotation should be on the basis of FOR-Dispatching Station/FOR-Destination basis, Transit risk shall be covered by us.
3. Prices quoted should be NETT and, unless otherwise specified, should remain valid for our acceptance for Minimum a period of NINETY DAYS from the date of opening of quotation.
4. Quotation should be free from CORRECTIONS and rates to be quoted both in figures as well as in words, besides basic price other applicable charges should be quoted either in percentage or amount. "As applicable" or "Extra" must be avoided.
5. Manufactures name and country of ORIGIN of Materials offered must be clearly specified. Complete details and illustrated literature along with the quotations.
6. Sample must be submitted, where specified, so as to reach us before the DUE DATE of opening of quotations. This may be submitted preferably through post but the quotation must be submitted separately by POST. Sample must be carefully packed and labeled clearly with our ENQUIRY NUMBER SUBJECT AND SENDER'S NAME for easy identification.
7. In case of order if the corporation finds that the materials supplied are not of the correct quality or not according to the specification required by the Corporation or otherwise not satisfactory owing any reason for which this Corporation shall be the sole judge. The Corporation shall be entitled to reject materials, cancel the contract and buy its requirement in the OPEN MARKET against the supplier, reserving to itself the right to forfeit the deposit placed by the supplier for the due fulfillment of the contract.
8. Tenderers must, as far as possible, arrange to supply the materials according to the deliveries specified by us. If however, this is not possible they shall clearly specify the time of deliveries which must be strictly adhered to. The successful tenderer of tenders should arrange to keep stocks of all materials for which tender has been accepted in readiness for this Corporation to draw on the same according to its requirements during the period of CONTRACT. If the deliveries are not regular and if on that account this Corporation is forced to buy the materials elsewhere any loss or damage that the Corporation may sustain thereby will be recovered from the supplier for non delivery at the schedule period or periods.
9. Earnest money, if any called for, must be deposited in form of Demand Draft in favour of BVFC Ltd. payable at Namrup. The Demand Draft should accompany the quotation in case of Single Bid. However, in case of Two-Stage Bid the Demand Draft should be sent along with Techno Commercial (Unpriced) Bid.
10. The Corporation will not allow any revision in prices once after sealed tenders are opened.
11. The Corporation is not bound to accept the lowest or any tender or assign any reason for non acceptance. It further reserves the right to accept the tender wholly or in part at its option.
12. The successful tenderer shall have to deposit if so required a SECURITY DEPOSIT with this Corporation (in case of large orders worth more than Rs. 2 lakhs) equivalent to 10 % of the total value of the order for due fulfillment of contract either in the form of Demand Draft or Bank Guarantee. This Security Deposit will bear no interest and will be returned only after the contract is completed to the entire satisfaction of this Corporation.
13. Quotations will be opened normally on the date and time specified in presence of those tenderers or their accredited representative who may be present at the time of opening of the Quotations. In case it could not be opened on the specified date because of bandh or some unavoidable reason, the quotations shall be opened on the next scheduled day of bid opening.
14. Quotation received after the specified time and date will not be entertained.
15. It should be clearly stated whether the prices quoted are firm or subject to variation. In the latter case, the extent of variation and factors determining the same should also be stated.
16. Our terms of payment are-'Payment within 30 days of receipt and acceptance of stores at site'.
17. Please submit the quotation indicating the excise duty, sales tax and any other taxes separately. The quotation inclusive of taxes in the quoted price will not be considered.
18. Please indicate the PAN/TAN No. in your quotation failing which the quotation shall be out rightly rejected.
19. Please indicate your bank details in the offer for the purpose of e-payment/on-line payment.
20. In all cases of dispute, the decision of the Corporation shall be final, failing which the matter will be referred to arbitration under ICADR Arbitration Rules 1996.

### 1. MODE OF TENDERING(BIDDING)

#### **SINGLE STAGE BID**

In case of single stage bidding, tender consisting of all the Technical & Commercial Terms and Conditions, Price (Basic Price, statutory levies, freight, Delivery Period etc.) and the requisite EMD, if any, should be submitted in a sealed envelope, duly super scribed as 'TENDER NO.' and 'DUE DATE' of opening of bids, addressed to **MATERIALS MANAGER, BVFCL NAMRUP, P.O. PARBATPUR – 786 623, DIST: DIBRUGARH (ASSAM).**

#### **TWO-STAGE BID**

In case of two-stage bidding,

- a. The first envelope, super scribed as "**Techno Commercial Bid**", should contain the requisite EMD, if any called for, and Technical Specifications, Commercial Terms and Conditions, Excise Duty, Sales Tax, Freight, Delivery Period etc. in duplicate.
- b. The second envelope, super scribed as "**PRICE BID**", should contain the price bid for the required materials in duplicate.
- c. Both the envelopes should be put in one sealed envelope, duly super scribed as 'TENDER NO.' and 'DUE DATE' of opening of bids, addressed to **CHIEF MATERIALS MANAGER, BVFCL NAMRUP, P.O. PARBATPUR – 786 623, DIST: DIBRUGARH (ASSAM) INDIA.**