

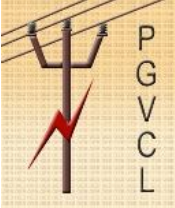


	 PASCHIM GUJARAT VIJ COMPANY LIMITED RAJKOT CITY CIRCLE OFFICE	 Mail & Website serjc.pgvcl@gebmail.com www.pgvcl.com
	Laxminagar, Nana Mava Main Road, Rajkot-360004.	
	Ph. (0281) 2365910-2365912 Fax. 0281) 2365531 <u>CIN: U40102GJ2003SGC042908</u>	

RCC/T-3/ Stationary/

Dt.04.10.2017

TENDER NO. 164

Tender for Supply of Stationary articles for City Circle office Rajkot for Year 2017-18

	 PASCHIM GUJARAT VIJ COMPANY LIMITED RAJKOT CITY CIRCLE OFFICE	 Mail & Website serjc.pgvcl@gebmil.com www.pgvcl.com	
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Tender No: RCC/Tech-3/ Stationary/164

Supply of Stationary articles for City Circle office Rajkot for Year 2017-18

Sealed Tenders are invited for the **Supply of Stationary articles** under Tender No: **RCC/Tech-3/stationary/164** detailed below, due on **date:24.10.2017**. Interested Bidders are requested to download the Tender documents from web site (www.pgvcl.com) **TENDER DOCUMENTS WILL NOT BE ISSUED IN PHYSICAL FORM FROM THIS OFFICE**. After downloading the Tender documents from the web site and after filling required details, same should be submitted by REGISTERED A.D. or by SPEED POST only super scribing the Tender cover by **"Tender No: RCC/Tech-3/stationary/164 Dtd.04.10.2017, Superintending Engineer, Paschim Gujarat Vij Company Ltd., Laxminagar, Nanamava Main Road, Rajkot- 360 004. "NO COURIER SERVICE OR HAND DELIVERY"** will be allowed. The Tender documents should reach the latest by 17:00 Hrs of **Date:24.10.2017**. No Tender shall be accepted/ opened in any case after due date and time of receipt of Tender irrespective of delay due to postal service or any other reasons and that company shall not assume any responsibility for late receipt of the Tender. The brief details regarding Tender are as under.

Tender No	RCC/Tech-3/stationary/164
Tender Fee Amount (Non Refundable)	Rs. 1000.00 + (GST 18%)
Estimated Cost of the Tender Items	Rs. 160000.00
Ernest Money Deposit Amount	Rs. 1600.00.
Last Date and Time of Receipt of sealed Tender by RPAD/Speed Post only.	Dt.24.10.2017 up to 17:00 Hrs
Last date and time of physically receipt of sample at Technical section, city circle office, Rajkot.	Dt. 24.10.2017 up to 17:00 Hrs
Date of opening of "Technical Bid" Cover	Dt. 24.10.2017 up to 17:30 Hrs (If possible)
Date of opening of "Price Bid" Cover	Dt. 26.10.2017 up to 17:30 Hrs (If possible)

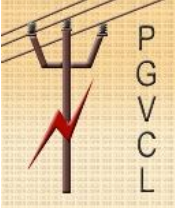


IMPORTANT:

(1) All the relevant documents as per requirement of the Tender to be submitted physically along with the Tender Fee, in sealed cover on OR before due date and time. All such documents should be strictly submitted by RPAD/speed post only. Otherwise the offer will not be considered and no any further communication in the matter will be entertained. Also tender no. & last date of submission must be mention on tender cover.

(2) The Tender will be quote in 3 Covers.

Cover No.(1) Includes Tender fee DD & EMD DD/ Original money fee receipt. Also clearly mention "Tender Fee & EMD" on cover.

Small Scale Industries will, however, be considered for exemption from payment of EMD subject to furnishing of the authenticated notary certified copy of the certificate of Registration with Small Scale Industries.

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The SSI / NSIC certificate should indicate the manufacture of items offered under this tender. Provisional SSI Registration Certificates are NOT allowed.

Government or Semi-Government Organizations, which are run departmentally & are not limited Companies, will be eligible for exemption from payment of E.M.D.
No Interest will be allowed against payment of E.M.D.

If, SSI / NSIC copy is submitted against EMD, then it should be authenticated from notary. NSIC certificate more than 03 years old will not be considered and the validity of the same should cover at least the validity period of the tender and thereafter it has to be renewed and submitted immediately.

All the "NSIC" & "SSI" Documents furnished along with the tender should have clear validity as per the tender and should invariably be renewed as per the norms of "NSIC" & "SSI" Otherwise you shall have to pay EMD and no exemption will be granted.

Tenders submitted without Earnest Money Deposit by the firms, who are not eligible for any exemption, will be rejected without entering in to further correspondence in this regard and no reference will also be made

Cover No.(2) Includes (1)Whole tender with round Seal & Sign. (2) Photo copy of sales tax registration certificate & PAN Card (3) Box of samples submitted separately before due date & time. Mention "Technical Bid" on cover No. 2.

Cover No.(3) Includes Separate Cover of individual item in price bid cover. The Bidders are requested to submit separate price bid cover for each item with mentioning "Price bid for Name of Item".

All Three cover's are include in one Big cover & subscribe on this cover "Tender No. & Due Date"
All the cover's are opened stage wise undersign have a rights to reject any party at any stage without given any reason thereof.

(3) Tender fee & E.M.D. By Demand draft issue in favor of Paschim Gujarat Vij Company Ltd. Rajkot. or in cash window at City Circle Office, Rajkot. Without payment of tender fee & E.M.D. Fee, Offer shall be out right reject.



(4) Late Tender/Delayed Tender:
No tender shall be accepted / opened in any case after due date & time of Receipt of tender irrespective of delay due to postal services or any other reasons and that the PGVCL shall not assume any responsibility for late receipt of tender.

(5) In case PGVCL finds that there is an attempt of cartel in the prices, PGVCL reserves the right to consider or reject any or all the parties offers without assigning any reason thereof.

(6) PGVCL reserves the right to terminate the contract at any time, without assigning any reason. Suppliers will not be entitled for any compensation / damages / losses, whatsoever, on account of such termination of the contract.

(7) The material should be supplied within 30 days from the date of this order. The time limit being essence of order must be strictly adhere to.

(8) The quotation shall be valid for 120 days from the date of its opening.

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- (9) No price escalation will be accepted under any circumstances on the quoted price. FOR of Rajkot City Circle office.
- (10) The PGVCL will not be responsible for any delay, loss, non-receipt of tenders sent by post.
- (11) The bidder is requested to examine and get satisfied with the terms and conditions before submitting this tender.
- (12) PGVCL reserves the right to reject any or all offers without assigning any reasons in the interest of PGVCL.
- (13) Standard terms & condition of procurement of PGVCL will be applicable.

Any technical questions, information and clarifications that may be required pertaining to this tender should be referred to, the Superintending Engineer, PGVCL., City Circle Office, Laxminagar, Nana Mava Main Road, Rajkot - 360 004.

Yours Sincerely,



Superintending Engineer,
PGVCL, City Circle Office,
Rajkot.

Copy to:- The Cashier, Account Section, City Circle Office, Rajkot.

:- Ass. Secretary, RCC, PGVCL.. Please keep ready box of sample & submit to DE T-3,RCC with tag the Sr no. as per Schedule-A




- Please Refer below:
Download Tender Documents in (PDF Format)

To view the PDF file please use "Acrobat Reader" software which can be download from "Adobe" website Please use standard A - 4 Size paper to download this Tender.

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SCHEDULE-B
Supply of Stationary articles for City Circle Office

1. Subject to Rajkot Jurisdiction.
2. Submit your offer without GST & mention GST separately.
3. Material is required as per Specification and sample available at AS (HR), RCC, PGVCL
4. Rates are invited from registered GST Number holder only. In your offer, clearly mention your GST Number.
5. Submit the GST Registration certificate with your offer. Offer without GST registration certificate is rejected out rightly.
6. Undersigned has reserves right to reject any offers without giving any reason and correspondence.
7. No conditional offer should be accepted.
8. You are free to visit our AS (HR), RCC, PGVCL during office hours for examine for sample.
9. Rate should be reached to this office only through Register A.D. / Speed Post.
10. **Price Evaluation:**
No price preference shall be given on any account. All tenders will be evaluated on firm price end cost basis, but without loading Sales Tax, unless otherwise mentioned in the tender documents. The parties however will have to give the detailed break-up of the end cost. If more than one party is to be considered for placement of order, they will have to match their end cost with L-1 end cost, which is technically acceptable. PGVCL may go to the price L-2 depending upon the exigency. If PGVCL feels that there is lack of serious competition or any other reasons, PGVCL may negotiate with the L-1 party. PGVCL's decision shall be final and binding on all the parties
11. In case of any dispute, the decision of the Superintending Engineer, PGVCL, RCC is final and will be binding on both the parties.
12. Successful bidder has to be pay 10% security deposit of total order value within 8 days from the date of receipt of order.
13. No any conditional tenders are accepted.
14. Rate is invited on FIRM Price base.
15. **PENALTY:** If the material is not supplied within the stipulated time as mentioned in Para 7 penalty ½ % of the order value per week or part thereof will be imposed subject to maximum 10% of the order value.
16. Payment of your Bill will be made within 1 month by a cheque on local bank subject to advance stamp receipt if forwarded when ask for as per company rules.

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17. ARBITRATION:-

All questions, disputes or differences whatsoever which may at any time arise between the parties to this agreement touching the agreement or subject matter thereof, arising out of or in relation there to and whether as to construction or otherwise shall be referred to the decision of the Sole Arbitrator, appointed by the MD of PGVCL, for that purpose, who shall be a retired High Court Judge or retired District and Sessions Judge, and the decision of the said Arbitrator shall be final and binding upon the parties. Reference to the arbitration shall be governed by the provisions of Indian Arbitration & Conciliation Act. 1996 as amended from time to time and the rules made there under.

18. JURISDICTION:-

All questions, disputes or differences arising under out of or in connection with the Tender / Contract if concluded shall be subject to the exclusive jurisdiction of the court under whose jurisdiction the place from which the tender / Acceptance of tender is issued, is situated i.e. Rajkot.

19. PGVCL reserves the right to increase or decrease the quantity against each item/s while placing the order.
20. The Tenderer must give in his offer, the full name and address with phone, Fax & mobile numbers of the Authorized Representative if any, who has been authorized by the Tenderer to do liaison work with PGVCL on their behalf. Only one Authorized Representative is allowed.
21. Covers of EMD and Technical Bids must be narrated with bidder's name and address. Otherwise the tender covers without the name and address will not be opened which may please be noted.
22. All the suppliers / manufacturers should possess high quality ISO 9001 / ISO 9002 Certificate within 2 years. Other things being equal the company possessing the ISO 9001 / ISO 9002 license will be given preference if other requirements match.
23. The samples if any as indicated in Schedule "A" of the tender, must be submitted within due date and time of physical documents submission to following address only: The Deputy Engineer, Tech-3, PGVCL, City Circle Office, Rajkot.
24. The sample of the successful bidder (i.e. on whom the order will be released) will be kept upto the last supply of material.
25. If the Tenderer fails to pay the Security Deposit or defaults in execution of the orders placed or if PGVCL suffers any financial loss due to this, then PGVCL will be at liberty to adjust the amount from other orders of the same firm or by encashing the Bank Guarantee/SD.
26. All the tenderers must ensure that all the relevant documents / papers submitted with the tender should be serially numbered, properly bounded / tied together and properly documented. This must be adhered to.
27. All the above points should be complied by the Tenderers. If not, tenders are likely to be ignored without making any further reference.

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28. **Purchase Agreement:-**

It is mandatory to execute an AGREEMENT (on Non-judicial stamp paper of Rs.100/- duly Notarized) between Company i.e. PGVCL & successful bidders in the prescribed form "The Supplier will bear the cost of the Stamp Paper".

Note:

- (1) All file samples are available at AS(HR) Technical Section during office hours. You are free to contact at this office for any information.
- (2) Quote your price as per item specification and Sample. No Deviation will be allowed. Material required as per sample and specification only.
- (3) If Bidder sends more than one sample for any item it should not be accepted and out rightly rejected from the competition.
- (4) PGVCL reserves the right to reject any or all sample offered by bidder without assigning any reasons in the interest of PGVCL.
- (5) All 64 no. samples of tender item are to be packed in 1 box & list of item is to be mentioned on the box. Also on each and every item of sample mention tag for the item SR No.
- (6) It is mandatory to submit sample of quoted item. If sample not found in the box at the time of opening of technical bid the price bid for that particular item will not be opened.

Superintending Engineer,
PGVCL, City Circle Office,
Rajkot.

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SCHEDULE- "A"

Item:-

Sr. No.	Particulars	Unit	Approx. Qty.	Unit Rate in Rs.	GST @ in Rs.	Unit End Cost with GST	Total End Cost Rs.
1	Stapler Machine (Small) (10 Nos. box)	No.	42				
2	Stapler Machine (Big) HR-45	No	18				
3	Jumbo Stapler Machine 125/17	No	2				
4	Punch Machine (Small) DP-280	No	27				
5	Punch Machine (Big) 600 number	No	12				
6	Punch Machine (Big Wooden)	No	3				
7	Stapler Pin (Small) Packet 10 nos -1m	Pkt.	163				
8	Stapler Pin (Big) Packet 10 nos. 24/6	Pkt.	35				
9	Stapler Pin Jumbo 10 nos. packet 23*17	Pkt.	15				
10	Pin (Packet) 70 gm	Pkt.	107				
11	"U" Clip Packet (100 no. box) 35mm	Pkt.	107				
12	Pin Cushion	No	26				
13	Stamp Pad (Small) 110*69mm	No	24				
14	Stamp Pad (Big) 160*97mm	No	6				
15	Fevi Stick 22gm	No	127				
16	Paper Weight	No	55				
17	Whitener Pen camel	No	42				
18	Whitener Bottle Kores	Bottle	39				
19	Pencil Packet (10 per box)	Pkt.	23				
20	Rubber	No	39				
21	Sharpner	No	29				
22	Sketch Pen (12 nos. Packet)	Pkt.	22				
23	Steel Ruler 1 foot	No	20				
24	Poker	No	9				
25	Stamp Pad Bottle Ink 110ml	Bottle	14				
26	Marker Pen	No	38				
27	Permanent marker pen	No	41				
28	High Lighter	No	60				
29	Gum Bottle (300 ml)	Bottle	7				
30	Page Marker	No	159				
31	Paper Cutter	No	12				
32	CD with cover	No	110				
33	DVD with cover	No	52				
34	Tap Roll (Brown)1"	No	37				
35	Tap Roll (Brown)3"	No	26				
36	Daftar Bandhan	No	464				
37	Cello Tape Roll 1"	No	38				
38	Dak Pad	No	33				
39	Carbon (Small) blue 210*330mm	Pkt.	21				
40	Carbon (Big) blue 420*330mm	Pkt.	17				
41	cloth file	No	52				
42	Flap Board	No	231				
43	Box file kangaroo steel file	No	243				

	<p>PGVCL</p> <p>PASCHIM GUJARAT VIJ COMPANY LIMITED</p> <p>RAJKOT CITY CIRCLE OFFICE</p> <p>Laxminagar, Nana Mava Main Road, Rajkot-360004.</p> <p>Ph. (0281) 2365910-2365912 Fax. (0281) 2365531</p> <p>CIN: U40102GJ2003SGC042908</p>	 <p>Mail & Website serjc.pgvcl@gebmail.com www.pgvcl.com</p>
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44	Clip file Rainbow 31.8kg	No	373				
45	Brown Paper file	No	4090				
46	Dori file	No	380				
47	Computer file A-4 paper size	No	13				
48	Clip file with spring clamp	No	229				
49	Plastic folder with clip	No	158				
50	Box file half lever kangaroo clip file	No	57				
51	Harmonium file	No	1				
52	Less (100 nos Packet) 24"	Pkt.	30				
53	Less Small (100 nos Packet) 8"	Pkt.	21				
54	Green Paper (Docket) Legal	Pkt.	8				
55	White Paper (Rim)	Boundal	52				
56	Ruled Paper (Rim)	Boundal	13				
57	Register - I GHA Delux 60gsm	No	49				
58	Register - II GHA Delux 60gsm	No	63				
59	Register- III GHA Delux 60gsm	No	32				
60	Register- IV GHA Delux 60gsm	No	21				
61	Register - V GHA Delux 60gsm	No	11				
62	White Board Pen	No	10				
63	Fax Roll	No	122				
64	Correction tap	No	21				
Total							

Total in Rs. (Word) _____.

TIN No. _____

Signature of Vendor with rubber stamp