

**BIHAR STATE POWER TRANSMISSION CO. LTD.**

(DEPT. OF GENERAL ADMINISTRATION)

(Regd office:Vidyut Bhawan, Bailey Road, Patna)

Contact No:7763817975,7763818077, Fax No: 0612-2504557

TIN VAT No-10011257007, TIN CST No-10011146136, CIN-U40102 BR 2012 SGC 018889

[email-dgmhr1015.bsptcl@gmail.com](mailto:email-dgmhr1015.bsptcl@gmail.com)

**TENDER NOTICE**

**NIT No:- 25 /PR/BSPTCL/2016**

Sealed tenders in duplicate in prescribed tender documents are invited by DGM (HR & Adm), BSPTCL for supply of the followings item:-

SL No.	Description of works	Estimated cost (Rs)	EMD (Rs)	Cost of BOQ (Rs)
1.	Supply of different types of Forms/ Books/ Registers etc. as mentioned in the BOQ	4,00,000/-	8000/-	500/-
<b>Sale of BOQ up to 3:00 pm on 27.06.2016</b>				
<b>Receipt of tender up to 3:00 pm and time of opening at 4:00 pm on 28.06.2016</b>				
<p>Tender documents including complete details of the tender item, General terms &amp; conditions, eligibility criteria etc. are also available in the down loadable form on BSPTCL, Patna website at <a href="http://www.bsptcl.in">www.bsptcl.in</a>. Downloaded tender document must be accompanied with demand draft issued from any nationalised Bank in favour of "Accounts officer, BSPTCL, Patna" payable at Patna towards the cost of BOQ, failing which the tender shall be summarily rejected. Tender documents can also be purchased from the office of the undersigned against the payment of cost of BOQ in cash or through demand draft as explained above, which is non-refundable.</p> <p style="text-align: right;">K.B.K. Sahani DGM (HR &amp; Adm)</p>				
<p>ग्रष्टाचार या रिश्वत माँगने से संबंधित शिकायत निम्न नम्बर पर बताये 0612-2504969/9431821485. उपभोक्ता बिजली बिल सहज वसुधा केन्द्र अथवा bseb bills.org के माध्यम से भी जमा कर सकते हैं।</p>				

Memo No.....

Patna Dated.....

T-VI/Printing/6112/16

Copy forwarded to DGM (Public Relation), BSPTCL, Patna with 10 (Ten) copies of tender for publication in the daily Newspaper in one issue.

Encl:- As above.

Sd/-

(K.B.K. Sahani)  
DGM (HR & Adm)

Memo No.....

Patna Dated.....

T-VI/Printing/6112/16

Copy forwarded to Senior Manager (F&A), BSPTCL/Account Officer, BSPTCL/Resident Audit Officer BSPHCL for information and necessary action.

Sd/-

(K.B.K. Sahani)  
DGM (HR & Adm)

Memo No.....<sup>1699</sup>

Patna, Dated.....<sup>01.06.16</sup>

T-VI/Printing/6112/16

Copy forwarded to DGM (IT), BSPTCL for information and necessary action with request to upload tender notice in website.

Encl:- As above.

(K.B.K. Sahani)  
DGM (HR & Adm)

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**(DEPT. OF GENERAL ADMINISTRATION)**

NIT No:- 25/PR/BSPTCL/2016

Due Dated:- .....

**General Terms & Conditions for Supply of Materials.**

1. Sealed tenders in duplicate duly Signed by the tenderer should be submitted in two parts (i.e. Part - I relating to Technical and commercial part and part - II relating to price part). The firms should submit their offers in two separate envelope and super scribed on the top of the envelope as Part - I i.e. Technical and commercial part and part - II i.e. price part respectively. The name of the firm, NIT No, due date and details of earnest money should clearly indicated on the cover of the envelope and addressed to "Dy. General Manager (HR & Adm), BSPTCL, Vidyut Bhawan, 4<sup>th</sup> Floor, Patna. The tender received after due date and time will not be accepted.
2. (i) In case of Submission of Part - I and Part - II in a single envelope by the tenderers, the same will not be opened and such tender will be automatically rejected.  
(ii) In case the sample of material does not found suitable, the price part of that bidder will not be opened.
3. The sealed tender will be opened in presence of tender committee as well as the undersigned and the authorised representative of the tenderers, who may desire to be present.  
Part-II i.e. Price part of only those tenderers will be opened whose offers as contained in part-I will be found acceptable and quality is also found acceptable.
4. The tenderers should be registered with Commercial Tax department and Income Tax department. An attested copy of up-to-date Income tax clearance certificate (I.T.C.C) and sales tax certificate should be submitted with the part-I of the tender.
5. The tenderers are required to deposit Earnest money amounting to Rs. 8000.00 (Rs. Eight Thousand) only either in cash with Accounts officer, BSPTCL, Patna or through Bank draft from any Nationalised Bank drawn in favour of "**Accounts Officer, BSPTCL**", payable at Patna, failing which the tender will be rejected. In case of deposit of Earnest money through cash, the tenderer should enclosed the original copy of money Receipt and in case of Bank draft, the same should be enclosed with part-I i.e. Technical and commercial part of the tender.
- 6 (i). The delivery of materials are required to be completed as per delivery schedule of the company.  
The delivery shall be guaranteed under penalty clause. The usual terms of penalty is @ 1/2% of the value of materials delayed for each week or part there of with maximum ceiling of 10%.  
(ii) It should be clearly understood that in the event of the tenderers failing to accept and execute the order placed on them by the company, the EMD will be forfeited and company's decision in this regard will be final and binding on the tenderers.

7. In view of urgency of work, the local firm/ tenderer will be preferred as well as purchase order may be distributed to more than one valid firm/ tenderer on the approved rate.
8. Price must be quoted including all taxes and transportation cost both in words and figures in the company's prescribed Performa. The materials are to be delivered to central stationary & Form store, BSPTCL, Vidyut Bhawan, Bailey Road, Patna. The amount of taxes and transportation will not be payable separately.
9. The materials supplied will be got tested by the company through its internal or through any external agency as may be decided by the company.
10. The rates quoted for above item shall remain firm during the entire period of contract, which should not be less than a period of 365 days from the date of opening of the tender and no application for enhancement of rates on any ground will be acceptable.
11. The civil court, Patna alone shall have an exclusive jurisdiction to decide any differences/ dispute/ claim for and against BSPTCL/ suppliers arising out of or in respect of this tender/ contract agreement/ purchase order.
12. The tender which is not submitted in the enclosed company's prescribed Performa shall be rejected.
13. The company reserve the right to stay any condition or to cancel the tender whole or part of the awarded contract without assigning any reason.

Enclosure:-

- (i) Tender Performa for part - I i.e. Technical & commercial part.
- (ii) Tender Performa for part - II i.e. price part.

K.B.K. Sahani  
DGM(HR & Adm.)

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(DEPT OF GENERAL ADMINISTRATION)

Tender Proforma for part -I i.e. Technical and commercial part.

1. NIT NO. \_\_\_\_\_

2. Name & Full address of tenderer. \_\_\_\_\_

3. Name of forms/ Books/ Register. \_\_\_\_\_

4. Details of Earnest money.

SL. No.	Code No.	Name of Forms/Book/Registers with GSM.	Printing Quantity	Binding and other instruction	Unit	Remarks
1	2	3	4	5	6	7
1	TC-1	Diary Register for Hqr. Size 30½ ×43cm. (opening size) Paper- W.P.P 70GSM	150 Register	1. 100 × 2=200 Leaf each Register 2. Same Printing each leaf 3. Cover Printing 4. Calico Binding 5. 24 Once Card (kut)	Per Register	
2	TC-2	Dispatch Register for Hqr. Size 30½ ×43cm. (opening size) Paper- W.P.P 70GSM	200 Register	1. 100 × 2=200 Leaf each Register 2. Same Printing each leaf 3. Cover Printing 4. Calico Binding 5. 24 Once Card (kut)	Per Register	
3	TC-3	Diary Register for other than Hqr. Size 30½ ×43cm. (opening size) Paper- W.P.P 70GSM	500 Register	1. 100 × 2=200 Leaf Per Register 2. Same Printing each leaf 3. Cover Printing 4. Calico Binding 5. 24 Once Card (kut)	Per Register	

4	TC-4	Dispatch Register for other than Hqr. Size 30½ × 43cm. (opening size) Paper- W.P.P 70GSM	500 Register	1. 100 × 2=200 Leaf Per Register 2. Same Printing each leaf 3. Cover Printing 4. Calico Binding 5. 24 Once Card (kut)	Per Register	
5	TC-5	Index Register Size 30½ × 43cm. (opening size) Paper- W.P.P 70GSM	50 Register	1. 200 × 2=400 Leaf each Register 2. Same Printing each leaf 3. Cover Printing 4. Calico Binding 5. 24 Once Card (kut)	Per Register	
6	TC-8	Assistant Log Book Size 30½ × 43cm. (opening size) Paper- W.P.P 70GSM	300 Book	1. Register of 50 Sheet 2. Same matter Printing each leaf 3. Cover Printing 4. Calico Binding 5. 24 Once Card (kut)	Per Book	
7	TC-12	Casual Leave Register Size 21½ × 30½ cm. (opening size) Paper- W.P.P 70GSM Cover Pulp Board.	300 Register	1. 8 × 2=16 Leaf Book 2. Same Printing of each leaf 3. Cover Printing and Cover Pulp Board 4. Side Stitch	Per Register	
8	TC-15	Draft for Approval Size 21½ × 30½ cm. Paper- Map litho (white), 80GSM	50,000 Loose form	1. Loose Form both side Printing	Per thousand	
9	TC-24	TA- Bill form Size 21½ × 30½ cm. Paper- W.P.P 70GSM	8000 Loose form	1. Loose Form, Each Form both side Printing	Per thousand	
10	TC-33	Application for Final with drawl of PF. Size 21½ × 30½ cm.	2000 Loose form	1. Loose Form	Per thousand	
11	TC-35	Ist Page Size 21½ × 30½ cm. Paper- Maplitho (white),80 GSM	50,000 Loose form	1. Loose Form, Each Form both side Printing	Per thousand	

12	TC-36	2nd Page (Note sheet) Size 21½ × 30½ cm. Paper- Maplitho (white), 80 GSM	1,00,000 Loose form	1. Loose Form, Each Form both side Printing	Per thousand	
13	TC-44	Hand Receipt Book Size 21½ × 30½ cm (closing size) Paper - W.P.P, 70 GSM	400 Book	1. 50×2= 100 Leaf in a Book. 2. Pad type Binding. 3. Side stitch cover pasted. 4. Cover printing. 5. Perforating in middle.	Per Book	
14	TC-120	Store Ledger Size 30½ × 43 cm (opening size) Paper - Ledger Paper, 80 GSM	200 Ledger	1. Book of 100 forms (100 form×2 = 200 Leaf in a Ledger) 2. Folio Number 3. Rexin Bin ding. 4. Same matter printing each form 5. Cover printing. 6. 24 Ounce card (kut)	Per Ledger	
15	TC-123	Vehicle Log Book Size 30½ × 43 cm (opening size) Paper - W.P.P, 70 GSM	200 Book	1. Book of 100 forms with page No. 2. Same matter printing each sheet. 3. Calico Binding. 4. Cover printing. 5. 24 Ounce card (kut)	Per Book	

16	N.Std. kha-2	Movement Register for Hqr. and field. Size 30½ × 43 cm (opening size) Paper - W.P.P, 70 GSM	400 Register	1. 100×2= 200 Leaf Each Register 2. Same printing each leaf 3. Cover Printing 4. Calico Binding. 5. 24 ounce card (kut)	Per Register	
17	N.Std	ACR form for workman Size 21½ × 30½ cm Paper - W.P.P, 70 GSM	3000 Loose form	Loose form one side printing	Per Thousand	
18	N.Std	GSS form VII 'A' Size 21½ × 30½ cm Paper- Ledger Paper, 80 GSM	2000 Loose form	Loose form	Per Thousand	
19	N.Std	GSS form IV Size 21½ × 30½ cm Paper- Ledger Paper, 80 GSM	1000 Loose form	Loose form	Per Thousand	
20	N.Std	Medical Reimbursement form Size 21½ × 30½ cm Paper - Ledger Paper, 80GSM	5000 Loose form	Loose form	Per Thousand	



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Tender Proforma for part -II i.e. Price Part.

1. NIT NO. \_\_\_\_\_

2. Name & Full address of tenderer. \_\_\_\_\_

3. Price for central stationary/ form store, BSPTCL, Vidyt Bhawan, Patna. \_\_\_\_\_

SL. NO.	Code No.	Name of Forms/Books/Register with GSM	Printing Quantity	Unit	Rate	Total Cost
1	2	3	4	5	6	7
1	TC - 1	Diary Register for Hqr Size - 30 ½ x43 cm (opening size) Paper - W.P.P 70GSM	150 Register	Per Register		
2.	TC - 2	Dispatch Register for Hqr Size - 30 ½ x43 cm (opening size) Paper - W.P.P 70GSM	200 Register	Per Register		
3.	TC - 3	Diary Register for other than Hqr Size - 30 ½ x43 cm (opening size) Paper - W.P.P 70GSM	500 Register	Per Register		
4.	TC - 4	Dispatch Register for other than Hqr Size - 30 ½ x43 cm (opening size) Paper - W.P.P 70GSM	500 Register	Per Register		
5.	TC - 5	Index Register Size - 30 ½ x43 cm (opening size) Paper - W.P.P 70GSM	50 Register	Per Register		
6	TC - 8	Assistant Log Book Size - 30 ½ x43 cm (opening size) Paper - W.P.P 70GSM	300 Book	Per Book		
7	TC-12	Casual leave register Size - 21 ½ x30 ½ cm (opening size) Paper - W.P.P, 70GSM, Cover Pulp Board	300 Register	Per Register		
8	TC-15	Draft for approval Size - 21 ½ x30 ½ cm Paper - Maplitho (white), 80 GSM,	50,000 Loose form	Per Thousand		

