



# **BHAGYANAGAR GAS LIMITED**

(A JOINT VENTURE OF HPCL & GAIL)

## **BID DOCUMENT FOR**

**Tender for Printing Excise Gate Pass, Invoices,  
Cash bills & Receipts etc for Bhagyanagar Gas  
Limited**

**UNDER LIMITED DOMESTIC  
COMPETITIVE BIDDING**

**Bid Document No.: BGL/410/2017-18**

**VOLUME-I of I**

**REQUEST FOR QUOTATION (RFQ)**

**BID DOCUMENT NO.:** BGL/410/2017-18

**Date:** 01.03.2018

**To,**

- Item** : **Supply of Printing Excise Gate Pass, Invoices, Cash bills & Receipts etc.**
- Due Date & Time of submission of bid** : **14.03.2018 at 1500 hrs. (IST)**
- Date & Time of Opening** : **14.03.2018 at 1600 hrs. (IST)**
- Address** : **Bhagyanagar Gas Limited**  
2<sup>nd</sup> Floor, APIDC Building  
Parishram Bhavan  
Basheer Bagh,  
Hyderabad-500 004  
Ph No.: 040-66566984  
Fax No.: 040-66565081
- Contact Person** : **Bonny K Joseph**  
Manager (C&P)  
bonnyk.joseph@bglgas.com
- Validity of Offer** : **Minimum 03 months** from the due date of submission of offer.

**Notes:** *If any of the dates mentioned above happens to be a Holiday in BGL then next working day shall be considered.*

**Gentlemen,**

- 1.0 **Bhagyanagar Gas Limited (BGL)** is a joint venture of M/s. GAIL (India) Limited and M/s. Hindustan Petroleum Corporation Limited (HPCL) and operating CNG & City Gas Distribution in the states of Andhra Pradesh and Telangana.
- 2.0 **Bhagyanagar Gas Limited (BGL)** intends to enter into **Tender for Printing Excise Gate Pass, Invoices, Cash bills & Receipts etc for Bhagyanagar Gas Limited.**
- 3.0 Sealed quotations under **Single Bid System** are invited for supply of printing stationery items as detailed in Price schedule format. If you are in a position to quote for supply of printing stationery items in accordance with the requirements given in the tender, please submit your quotation to the undersigned on or before **4 P.M. of 14.03.2018.**
- 4.0 Bids complete in all respects should reach on or before the BID DUE DATE AND TIME. **Fax/Telex/Telegraphic/E-Mail bids shall be rejected.**
- 5.0 Bhagyanagar Gas Limited (BGL) reserves the right to reject any or all the bids received, at its discretion without assigning any reason, whatsoever.
- 6.0 Each Page of Bid Document shall be signed & Stamped by Bidder.
- 7.0 Bidder, if so desired, may seek clarification on the tender document. Any request to this effect should positively reach before 05 days of due date of submission of bid on the following address:-  
  
Bonny K Joseph, Manager (C&P)  
Bhagyanagar Gas Limited  
2nd Floor, APIDC Building  
Parishram Bhavan  
Basheer Bagh, Hyderabad  
Ph No.: 040- 66566983  
Fax. No.: 040- 66565081  
e-mail: bonnyk.joseph@bglgas.com  
  
*Please specify Bid Document Number in all your correspondence.*
- 8.0 BGL shall not be responsible for any costs or expenses incurred by Bidder in connection with the preparation or delivery of Bids, including costs and expenses related with visits to the site.
- 9.0 BGL reserves the right to reject any or all the bids received, at its discretion without assigning any reason, whatsoever

**THIS IS NOT AN ORDER**

Yours faithfully,

(Bonny K Joseph)  
Manager (C & P)

**Enclosure: Bid Document**

### **TERMS & CONDITIONS**

The offers submitted by the prospective vendors shall be opened by BGL and will examine to determine whether their bids are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.

Bidders must quote for all the items of 'Schedule of Rates' of this tender. Please note that Owner intends to evaluate on estimated quantity basis and finalize the tender on the basis of overall minimum cost to BGL on no deviation basis.

Vendor with lowest quote shall be considered as L-1 party.

Clarifications, if any, or missing information shall be obtained from the vendor should positively reach before 05 days of due date of submission of bid.

#### **1.0 SCOPE OF SUPPLY**

Supply of Printing of Stationery Items as per Price Schedule.

##### **Paper Sizes:**

**Excise Gate Pass : Size: 10" (25.4 cm) height x 7.5"(19.05cm) width**  
**Excise Invoice : Size: 10"(25.4 cm) height x 7.5"(19.05cm) width**  
**Cash Receipt : Size: 14.8 cm height x 21 cm width (A5 paper size)**  
**Cash Bill : A4 Size paper divided by perforation into 6 individual bills**

##### **Quality of paper:**

First copy: SIRPOR PAPER 7.4 kg (65 gsm thickness)  
Duplicate/ Triplicate/ Quadruplicate copies: SIRPOR PAPER 6kg (55- 60 gsm thickness)

##### **Binding:**

Double Board Binding.

*Papers have to be printed in different colors as directed by Officer- In –Charge.*

#### **2.0 DELIVERY**

All the items are to be delivered at Corporate Office, Basheerbagh, Hyderabad or Mother Station Vijayawada, based on vendor/printer location.

All the works including delivery at location to be completed within **30 days** from the date of intimation of EIC.

**However the entire quantity may be procured in Two (2) installments as per requirements in the year of contract.**

#### **3.0 CONTRACT PERIOD:-**

**The Contract shall be Valid for Period of One year (12 Months) from the date of issue of work order.**

#### **4.0 VALIDITY OF QUOTED RATES:-**

The Rates Quoted accepted shall remain valid for the entire period of Contract and no escalation whatever shall be permissible after award of the contract.

**5.0 PAYMENT TERMS**

100% payment shall be released within 15 (fifteen) days from the date of receipt of bills along with receipted challan, acceptance/delivery certificate to be issued by the User/HR Dept. of BGL.

**TDS** if applicable may be deducted as per Income Tax Guidelines by BGL.

*The rates quoted should be inclusive of all charges, surcharges, taxes, duties & transportation charges etc and shall be valid for complete duration of the contract. No backing out for the agreement will be entertained once the same is finalized.*

**6.0 EXTENSION OF CONTRACT**

The contract may be extended for a maximum period of one year with same rate and terms and conditions of the contract at the sole discretion of BGL, subject to satisfactory performance of the Vendor during the One year contract period.

**7.0 SAMPLE ITEMS**

For case of understanding the scope of tender, sample items where BGL branding/printing is necessary is enclosed (Annexure-I) with this tender. Bidder to consider all monies involved before submitted the offer towards this tender.

**SCHEDULE OF RATES (SOR)**

S. No.	Description (Read Scope of Supply at paragraph 1.0 of Terms & Conditions)	Number of Books				Unit Price Inclusive of all taxes & duties in Rs (B)	Total Amount Inclusive of all taxes & duties in Rs (C)=(A) X (B)
		Hyderabad	Vijayawada	Kakinada	Total no. of Books (A)		
1	Excise Gate Pass of 50 sets per book with each set consisting of 1 original and 3 copies	779	564	58	1401		
2	Excise Invoice of 50 sets per book with each set consisting of 1 original and 2 copies	22	22	8	52		
3	Cash Receipt of 50 sets per book with each set consisting of 1 original and 2 copies	8	8	8	24		
4	Cash Bills of 50 sets per book with each set consisting of 1 original and 1 copy with every page divided by perforation into 6 individual bills	20	15	2	37		
<b>Total Amount inclusive of all taxes &amp; duties in Rs</b>							

**Note:**

- Supplier shall strictly follow this SOR format for submission of quote.
- Above required No. of Books are tentative only. However, actual requirement may vary depends on Gas Qty Increases/Decreases or any online Stn/outlet may increase/decrease (under maintenance) during the year. Accordingly, the quoted rates are applicable for 1 year so that if required, BGL may Re-Print the items.

**Bidder:**

M/s.....

Place: .....

Date:.....

Signature of Authorized Signatory:.....

Name:.....

Designation:.....

Seal:.....