



BHAGYANAGAR GAS LIMITED

(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

**Annual Rate Contract Tender for Procurement
of Office Stationery Items/Consumables for
BGL at Hyderabad**

**UNDER LIMITED DOMESTIC
COMPETITIVE BIDDING**

Bid Document No.: BGL/249/2014-15

VOLUME-I of I

REQUEST FOR QUOTATION (RFQ)

BID DOCUMENT NO.: BGL/249/2014-15

Date: 24 July, 2014

To,

- Item** : **Procurement of Office Stationery
Items/Consumables for BGL at Hyderabad under
Single Bid System.**
- Tender Fee** : **Not Applicable**
- Due Date & Time
of submission of bid** : **06.08.2014 at 1500 hrs. (IST)**
- Date & Time of Opening** : **06.08.2014 at 1600 hrs. (IST)**
- Address** : **Bhagyanagar Gas Limited
2nd Floor, APIDC Building
Parishram Bhavan
Basheer Bagh,
Hyderabad-500 004
Ph No.: 040-66566984
Fax No.: 040-66565081**
- Contact Person** : **Bonny K Joseph
Dy. Manager (C&P)
Bonnyk.joseph@bglgas.com**
- Validity of Offer** : **Minimum 02 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.*



Bhagyanagar Gas Ltd.

BHAGYANAGAR
GAS LIMITED

**Annual Rate Contract Tender for Procurement of Office stationery
Items/Consumables for BGL at Hyderabad.**

Bid Document No. BGL/249/2014-15

**VOLUME
I OF I**

CUT OUT SLIPS

(OUTER ENVELOPE)

DO NOT OPEN-THIS IS A QUOTATION

CLIENT : **BHAGYANAGAR GAS LIMITED**

BID DOCUMENT NO : **BGL/249/2014-15**

ITEM : **Annual rate Contract Tender for
Procurement of Office Stationary
Items/Consumables for BGL at Hyderabad
under Single Bid System.**

DUE DATE & TIME : **06.08.2014 at 1500 HRS (IST)**

TO

**M/s Bhagyanagar Gas Limited
2nd Floor, APIDC Building
Parishram Bhavan,
Basheer Bagh, Hyderabad,
Andhra Pradesh - 500004**

**Ph No.: +91-040- 66566983
+91-040- 66566984
Fax No.: +91-040- 66565081**

**Kind Attn: Bonny K Joseph
Dy.Manager (C&P)**

NAME:

ADDRESS

(Un-Price & Priced Bid)

CLIENT : **BHAGYANAGAR GAS LIMITED**

BID DOCUMENT NO : **BGL/249/2014-15**

ITEM : **Annual rate Contract Tender for
Procurement of Office Stationary
Items/Consumables for BGL at Hyderabad
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DUE DATE & TIME : **06.08.2014 at 1500 HRS (IST)**

TO

**M/s Bhagyanagar Gas Limited
2nd Floor, APIDC Building
Parishram Bhavan,
Basheer Bagh, Hyderabad,
Andhra Pradesh - 500004**

**Ph No.: +91-040- 66566983
+91-040- 66566984
Fax No.: +91-040- 66565081**

**Kind Attn: Bonny K Joseph
Dy.Manager (C&P)**

NAME:

ADDRESS

(To be pasted on the envelope containing “Un Price Bid cum Price Bid”)

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 state of Andhra Pradesh.
- 2.0 **Bhagyanagar Gas Limited (BGL)** intends to enter into **Annual Rate Contract for Procurement of Stationery Items/Consumables as indicated in format of price schedule, on staggered delivery basis for a period of one year.**
- 3.0 Sealed quotations are invited for supply of stationery items as detailed in Price schedule format for a period of one (1) year. If you are in a position to quote for supply of stationery items in accordance with the requirements given in the tender, please submit your quotation to the undersigned on or before **3 P.M. of 06.08.2014.**
- 4.0 Bids complete in all respects shall be signed & stamped by bidder 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 Bidder, if so desired, may seek clarification on the tender document. Any request to this effect should positively reach before **04 days** of due date of submission of bid on the following address:-

Bonny K Joseph, Dy.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.

- 7.0 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.

THIS IS NOT AN ORDER

Yours faithfully,

(Bonny K Joseph)
Dy. Manager (C& P)

Enclosure: Bid Document

SECTION – 1

BID EVALUATION CRITERIA

BEC (BIDDERS ELIGIBILITY CRITERIA)

1. BEC – Technical:

- 1.1** The bidder must have executed similar works through a one/two contract in any Govt. dept/ State PSU / Central PSU/reputed Private Company/MNC in the last 2-3 years. Bidders must submit supporting documentary evidence i.e Copies of Purchase Order is to be submitted along with the bid.
- 1.2** Bidder must have a permanent Firm Registration Certificate in its name. A copy of Registration certificate in proof should be provided.

2. EVALUATION/ORDERING CRITERIA:

- 2.1** 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.
- 2.2** Vendor with lowest quote in maximum no. of items shall be considered as L-1. If Necessary BGL may negotiate with the vendor who is L-1 in maximum no. of items to match with the L-1 rates for balance items.
- 2.3** Clarifications, if any, or missing information shall be obtained from the vendor by BGL.

Note:

- ☞ All bidders have to submit all the documents relevant for meeting above BEC failing which their bid shall be rejected.

SECTION -2

AGREED TERMS AND CONDITIONS

AGREED TERMS & CONDITIONS (ATC)

Following shall be duly filled in and should be returned by the bidder along with each copy of **Un-price cum Price part of Bid /Offer**. Clauses confirmed hereunder should not be repeated in the Bid. **ALL THE COMMERCIAL TERMS & CONDITIONS SHOULD BE INDICATED IN THIS FORMAT ONLY**

S.NO	BGL's Query	Bidder's Reply/Confirmation
1.0	Bidder's details:	
	a) Name	
	b) Full address	
	c) Tel No.	
	d) Fax No.	
	e) Email	
	f) Name & designation of the person signing the bid	
2.0	Confirm that Security deposit as per bid stipulations have to furnished after placement of Purchase Order.	
3.0	Confirm that Bid is valid for a period of 02 MONTHS from the date of submission of Bid.	
4.0	Confirm that all details of the offer have been submitted in Original copy. Bidding Document signed and stamped on each page shall be submitted in original.	
5.0	Confirm that Prices have been submitted strictly as per schedule of rates/price schedule of the bidding document.	
6.0	Confirm your compliance to scope of supply mentioned in the Bidding Document	
7.0	Confirm your acceptance for Time Schedule/Completion Period as mentioned in Bidding Document.	
8.0	Please confirm Payment terms, as per clause no:5.0 in Terms and Condition of Bid Document.	
9.0	Confirm that your price is firm & fixed till completion of work in all respect as specified in Bidding Document	
10.0	Confirm all terms & conditions are acceptable as per tender document.	

Bidder confirms that in case of conflicting version of various terms and conditions at different places in his offer, the confirmation furnished at above shall be considered over-riding and final.

Bidder Signature.....
Name.....
Designation.....
Seal.....

SECTION-3

SPECIAL CONDITIONS OF CONTRACT

SPECIAL CONDITIONS OF CONTRACT

1.0 SCOPE OF SUPPLY

Supply of Office Stationery Items/Consumables as per Price Schedule on staggered delivery basis or on need basis within 03 days of intimation by BGL.

Any Item not covered in the list but required by the BGL may be supplied by the Vendor. Payment for such items will be made as per pre-negotiated rates for that item.

2.0 VALIDITY OF CONTRACT

The Contract shall remain valid for **one year** from the date of order placement.

3.0 DELIVERY

The quantity indicated in the tender is estimated for annual requirement, which may increase or decrease as per the actual requirement. The Supplier shall be required to supply the items under the proposed rate contract within 03 (Three) days of receipt of intimation from BGL “as and when required” basis. All the items are to be delivered at Corporate Office, Basheerbagh, Hyderabad of BGL.

However the entire quantity may be procured in Six (6) installments in the year of contract.

3.1 In the event the supplied items are found to be of inferior quality and not conforming to the ordering specification and approved make the Supplier shall replace the defective items free of cost.

4.0 PAYMENT TERMS

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

5.0 SECURITY DEPOSIT:

After Placement of Work Order the Security deposit of Rs 10,000/- Shall be paid by supplier by a Demand Draft in favour of ‘Bhagyanagar Gas Limited’, payable at Hyderabad, Andhra Pradesh state of India against guarantee stationary supply throughout the delivery period. Only the successful Bidder has to be submitted

aforesaid security Deposit .The Security Deposit will be refunded after successful completion of Contract.

6.0 SUSPENSION AND TERMINATION

BGL will be at liberty to terminate the Contract without prejudicing its right and affecting the obligations of the Supplier by giving 15 days' notice in writing in the following events:

- a. If the Supplier fails to comply with the provision/provisions of the Contract.
- b. If the Supplier is involved in any action involving moral turpitude.

7.0 ACCEPTANCE OF PART ORDER

BGL reserves the right to engage more than one supplier at the negotiated rate and agreed terms & conditions.

8.0 SAMPLE ITEMS

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

9.0 Bidder must have a PAN and Sales tax Registration in its name. Copies of PAN and Sales tax Registration in proof should be provided.

It shall be noted that in case bidder fails to submit requisite details/ documents, the bid submitted by them is liable to be rejected.

SECTION-4 SCHEDULE OF RATES (SOR)

SCHEDULE OF RATES (SOR)

S.No	Item Description	UOM	Qty (A)	Unit Price inclusive of all Taxes & duties(Rs) (B)	Total Amount inclusive of all Taxes & duties (Rs)C=(A X B)
Group- A	Supply Items				
1	A/4 Xerox Paper (JK Copier-75 GSM) (10 Reams per Box)	Box	45		
2	A/4 Xerox Paper (JK Copier-75 GSM) Green Colour Paper (10 Reams per Box)	Box	15		
3	A/4 Xerox Paper (Image Copier-70 GSM) (10 Reams per Box)	Box	25		
4	3QR Ruled Register-260 Pages	Nos	12		
5	Conference (Meeting) Pad	Nos	50		
6	Kangaro Stapler No.HD 10D (20 Pages, Single Ruled A5 Size, 14.8 X 21 cm)	Nos	24		
7	Kangaro Stapler Pin No.10 (1 Box- 20 Pkts in each Box)	Box	5		
8	Kangaro Paper Punch DP-600	Nos	24		
9	15MM Binder Clips (1 Pack-12Nos)	Packets	25		
10	19MM Binder Clips (1 Pack-12Nos)	Packets	25		
11	25MM Binder Clips (1 Pack-12Nos)	Packets	25		
12	32MM Binder Clips (1 Pack-12Nos)	Packets	25		
13	41MM Binder Clips (1 Pack-12Nos)	Packets	25		
14	51MM Binder Clips (1 Pack-12Nos)	Packets	25		
15	All Pins 100GSM (1 Pack-500Nos)	Packets	6		
16	All Pins 250GSM (1 Pack-1250Nos)	Packets	6		
17	Medium Size stainless steel Scissors	Nos	12		
18	Fevi Stick Small pidilight 15gms	Nos	50		
19	Parmanent Marker-Camel	Nos	12		
20	White Board Marker-Camel	Nos	6		

SCHEDULE OF RATES (SOR)

S.No	Item Description	UOM	Qty (A)	Unit Price inclusive of all Taxes & duties(Rs) (B)	Total Amount inclusive of all Taxes & duties (Rs)C=(A X B)
21	White Board Duster Magnetic	Nos	6		
22	Correction Pen	Nos	6		
23	Whitning Set Camlin (Correction Fluid)	Nos	6		
24	Apsara Platinum Pencil (1Pack-10Nos)	Packets	12		
25	Apsara Pencil Eraser Non Dust (Small)	Nos	24		
26	Pencil Sharpner	Nos	24		
27	Plastic Scale-Camlin (12")	Nos	24		
28	Steel Scale-12"	Nos	12		
29	Faber-Castel Hi-Lighter	Nos	50		
30	Sketch Pen Set-Luxor	Nos	6		
31	Use & Through Ball Pens (MRP.Rs.4/-)	Nos	100		
32	Cello Finegrip Ball Pen (MRP.Rs.7/-)	Nos	100		
33	Cello Finegrip Ball Pen Refills	Nos	100		
34	1.5" x 2" Post It Pad (100 sheets)	Nos	24		
35	2" x 3" Post It Pad (100 sheets)	Nos	24		
36	3" x 3" Post It Pad (100 sheets)	Nos	24		
37	3" x 4" Post It Pad (100 sheets)	Nos	24		
38	3" x 5" Post It Pad (100 sheets)	Nos	24		
39	Box Files-SNS 7825	Nos	400		
Group-B	Supply of Printing Materials				
1	A/4 Royal Executive Bond Paper-BGL Letter Head (1 Packet - 100 Sheets)	Packet	100		
2	Spring Files-BGL Logo (Spring & File Thickness 31.5 Guage)	Nos	1500		
3	Double Sided Spring Files-BGL Logo(Spring & File Thickness 31.5 Guage)	Nos	1000		
4	L- Folder Files-BGL Logo (Deluxe Folder , Extra Thick)	Nos	200		
5	White Covers-11"x5"-BGL Logo	Nos	5000		

SCHEDULE OF RATES (SOR)

S.No	Item Description	UOM	Qty (A)	Unit Price inclusive of all Taxes & duties(Rs) (B)	Total Amount inclusive of all Taxes & duties (Rs)C=(A X B)
	(120 GSM Thick)				
6	A/4 Size Thick Covers (12" x 10")-BGL Logo (Laminated Covers 90GSM Thick)	Nos	5000		
7	A/3 Size Thick Covers (16" x 12")-BGL Logo (Laminated Covers 90GSM Thick)	Nos	2000		
Group-C	Printing Cartridges				
1	HP Ink Cartridges-21 Black	Nos	22		
2	HP Ink Cartridges-22 Colour	Nos	14		
3	HP Ink Cartridges-818 Black	Nos	14		
4	HP Ink Cartridges-818 Colour	Nos	6		
5	HP Laser Cartridges-88A New Toners	Nos	6		
6	HP Laser Cartridges-88A Refilling	Nos	16		
7	HP Laser Cartridges-12A New Toners	Nos	4		
8	HP 12 A Toner Refilling	Nos	60		
9	Canon Cartridges-303 New	Nos	4		
10	Canon Cartridges-303 Refilling	Nos	8		
Group-D	General Items				
1	Punching M/c extra blade	Nos	5		
2	Cello Tape 1 inch white	Nos	60		
3	Cello Tape 2 inch white	Nos	60		
4	Cello Tape 1/2 inch white	Nos	60		
5	Rubber bands	kg	1kg		
6	CD's+Cover	Nos	200		
7	DVD's+Cover	Nos	200		
8	Batteries (Eveready)	Nos	100		
9	Batteries Duracell (AAA/AA)	Nos	24		
10	Fevi Bond	Nos	12		

SCHEDULE OF RATES (SOR)

S.No	Item Description	UOM	Qty (A)	Unit Price inclusive of all Taxes & duties(Rs) (B)	Total Amount inclusive of all Taxes & duties (Rs)C=(A X B)
11	Fevi Kwik	Nos	12		
12	colour gem clips (One Pack=100 Nos)	Nos	36		
13	Raja files A/4	Nos	48		
14	Solo Board files (Report) (Solo RF101)	Nos	60		
15	Brown Tape (2" X 60Mtrs)	Nos	24		
16	Sheet Protectors (A4& A5) (300 microns)	Nos	200		
17	Cello Pin point ball pens blue	Nos	200		
18	Montex mega topper ball pens blue	Nos	200		
19	Inward Register 4Q (260 pages Printed details)	Nos	4		
20	Outward Register 4Q (260 pages Printed details)	Nos	4		
21	Registers 2Q (172 pages)	Nos	50		
22	Registers 1Q (75 pages)	Nos	50		
23	Plain Registers 200 pages	Nos	50		
24	Pencil carbon Papers (Size:210mm X 330mm, 100 sheets)	Nos	50		
25	Attendance Registers (Form no XXII, 1Q Register)	Nos	6		
26	Foam Tape Double side 1/2 inch	Nos	10		
27	Foam Tape Double side 1inch	Nos	10		
28	Paper tape (1 1/2" width & 50 mts length, Brown Colour , One Side Gum)	Nos	10		
29	Insulation Tape (10 Mts length, 1/2 " Width)	Nos	10		
30	Colour Stik Flags (5Colors)	Nos	24		
31	VJS Box Files Deluxe	Nos	100		
32	White Board 2' length X 3' width Size (Aluminium Frame)	Nos	2		
33	Paper cutter with 13 cm Stainless Steel Blade	Nos	30		



BHAGYANAGAR
GAS LIMITED

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SCHEDULE OF RATES (SOR)

S.No	Item Description	UOM	Qty (A)	Unit Price inclusive of all Taxes & duties(Rs) (B)	Total Amount inclusive of all Taxes & duties (Rs)C=(A X B)
34	Paper cutter Blades (1 Pack-10Nos)	Pack	5		
35	Pin Board 2'Length X 3' Width Size (Aluminium Frame)	Nos	2		

Estimated Yearly Requirement of Office Stationery/Consumables in Rs

Note:	1. For Group-B (Pricing Items), Sample items are enclosed with tender document for ease of Understanding the scope of supply.
	2.The above quantities are for annual estimation purpose only. Actual quantity may vary as per Requirement.