



BHAGYANAGAR GAS LIMITED

(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

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

**UNDER LIMITED DOMESTIC
COMPETITIVE BIDDING UNDER SINGLE BID
SYSTEM**

Bid Document No.: BGL/292/2015-16

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REQUEST FOR QUOTATION (RFQ)

BID DOCUMENT NO.: BGL/292/2015-15

Date: 03 November, 2015

To,

**Item : Procurement of Office Stationery /Consumables
Items for BGL at Hyderabad under Single Bid
System.**

**Due Date & Time : 20.11.2015 at 1500 hrs. (IST)
of submission of bid**

Date & Time of Opening : 20.11.2015 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 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.*



Bhagyanagar Gas Ltd.

BHAGYANAGAR
GAS LIMITED

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

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CUT OUT SLIPS

(OUTER ENVELOPE)

DO NOT OPEN-THIS IS A QUOTATION

CLIENT : BHAGYANAGAR GAS LIMITED

BID DOCUMENT NO : BGL/292/2015-16

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

DUE DATE & TIME : 20.11.2015 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/292/2015-16**

ITEM : **Annual rate Contract Tender for
Procurement of Office Stationery
/Consumables Items for BGL at Hyderabad.**

DUE DATE & TIME : **20.11.2015 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 Hindustan Petroleum Corporation Limited (HPCL) and GAIL (India) Limited operating CNG & City Gas Distribution in the states of Telangana and Andhra Pradesh.
- 2.0 **Bhagyanagar Gas Limited (BGL) intends to enter into Annual Rate Contract for Procurement of Stationery /Consumables Items as indicated in format of price schedule, on staggered delivery basis for a period of one year.**
- 3.0 Sealed quotations under **Single-bid system** 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 20.11.2015.**
- 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 **07 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



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GAS LIMITED

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SECTION – 1

BID EVALUATION CRITERIA

BEC (BIDDERS ELIGIBILITY CRITERIA)

1. BEC – Technical:

- 1.1** Bidder must have executed atleast one Purchase Order /Contract in any State PSU /Central PSU/ Pvt Sectors for the supply of Office Stationary items in the last 5 years reckoned from the Bid due date.
- 1.2** Schedule of Rates (SOR) Group wise eligibility criteria as per BEC Clause 1 is as follows.
- i) PART: I – (For SOR Group A & SOR Group C) - Supply of Office Stationary items for a value of at least Rs. 1.5 Lakhs in a single Purchase Order.
 - ii) PART: II – (For SOR Group B) - Supply of Printing Cartridge/ Printing Hardwares for a value of Rs. 50,000/- in a single Purchase Order.
 - iii) Bidders those who are bidding for both Part-I & Part –II have to satisfy the criteria in (i) and (ii) as mentioned above.

Bidder must submit documentary proof of Copy of Purchase Order(s) / Supply execution certificate issued by the end user / Payment Proof or Documentary evidences substantiating the Supply of items.

- 1.3** Bidder must have a Firm Registration Certificate and VAT/ CST Registration Certificate in its name.
- 1.4** Bidder must have an established service/supply base in Telangana.

2. EVALUATION/ORDERING CRITERIA:

- 2.1** Evaluation & Award of order to be done for PART: I and PART : II separately. Bidder can quote PART: I or PART II or both the parts.
- 2.2** Bidders are requested to quote for all SOR line items of the particular PART(S) in which offer is going to be submitted. In case, Bidder does not quote for any of items in SOR, BGL may consider the bid submitted by the bidder. Then for the purpose of evaluation of prices, the unquoted items shall be loaded by price impact calculated on the basis of highest of the rates quoted by other bidders or estimated rate. If such Bidder happens to be the lowest (L-1) Bidder(s), price of unquoted items shall be considered inclusive in the total quoted price and no extra payment shall be made for these quoted items.
- 2.3** 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.
- 2.4** Bidder with lowest quote in maximum no. of items in each PART 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.
- 2.5** If two bidders happens to be L-1 in any of Part-I or Part –II or both Parts, then the bidder who is having higher working capital shall be treated as lowest bidder.

- 2.6** Clarifications, if any, or missing information shall be obtained from the vendor by BGL.
- 2.7** Rates should be given according to unit mentioned in RFQ and no alternative unit will be considered. Further, rates should be quoted on FOT dispatch point basis i.e., item cost, P&F, rate of taxes, duties etc. and freight upto Site (BGL HO, Basheerbagh). Price shall be written in both words and figures. In the event of difference, the price in words shall be valid and binding.

Note:

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



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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 03 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 overriding and final.

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



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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, Telangana 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 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.



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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)
PART-I	Supply Items (Group-A)				
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 (approx.:A5 size, Pages-10, Single Ruled)	Nos	50		
6	Kangaro Stapler No.HD 10D	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 pidilite 15gms	Nos	50		
19	Parmanent Marker-Camel	Nos	12		
20	White Board Marker-Camel	Nos	6		
21	White Board Duster Magnetic	Nos	6		
22	Correction Pen-camlin	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)
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 & Throw 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		
PART-II	Printing Cartridges (Group-B)				
1	HP Ink Catridges-21 Black	Nos	22		
2	HP Ink Catridges-22 Colour	Nos	14		
3	HP Ink Catridges-818 Black	Nos	14		
4	HP Ink Catridges-818 Colour	Nos	6		
5	HP Laser Catridges-88A New Toners	Nos	6		
6	HP Laser Catridges-88A Refilling	Nos	16		
7	HP Laser Catridges-12A New Toners	Nos	4		
8	Canon Catridges-303 New	Nos	4		
9	Canon Catridges-303 Refilling	Nos	8		

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)
10	HP 12A Toner Refilling	Nos	60		
11	HP 12A Drum change	Nos	24		
PART-I	General Items Group-C				
1	Punching M/c of extra blade (Kangaroo make, Part:HDP-2320)	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 (20 ml)	Nos	12		
11	Fevi Kwik (3 gms)	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	Pen Drives (16 GB)	Nos	6		
17	Extension Box (ANCOR)	Nos	6		
18	Mouse pads	Nos	12		
19	Sheet Protectors (A4& A5) (300 microns)	Nos	200		
20	Cello Pin point ball pens blue	Nos	200		
21	Montex mega topper ball pens blue	Nos	200		
22	Calling Bell with remote	Nos	6		
23	Inward Register 4Q (260 pages Printed details)	Nos	4		
24	Outward Register 4Q (260 pages Printed details)	Nos	4		

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)
25	Registers (200 pages)	Nos	50		
26	Registers (100 pages)	Nos	50		
27	Plain Registers 200 pages	Nos	50		
28	Pencil carbon Papers (Size:210mm X 330mm, 100 sheets)	Nos	50		
29	Attendance Registers (Form no XXII, 1Q Register)	Nos	6		
30	Foam Tape Double side 1/2 inch	Nos	10		
31	Foam Tape Double side 1inch	Nos	10		
32	Paper tape (1 1/2" width & 50 mts length, Brown Colour , One Side Gum)	Nos	10		
33	Insulation Tape (10 Mts length, 1/2" Width)	Nos	10		
34	K7 Internet Anti Virus	Nos	8		
35	Dell Mouse	Nos	24		
36	Colour Stik Flags (5Colors)	Nos	24		
37	VJS Box Files Deluxe	Nos	100		
38	White Board 2' length X 3' width Size (Aluminium Frame)	Nos	2		
39	Paper cutter with 13 cm Stainless Steel Blade	Nos	30		
40	Paper cutter Blades (1 Pack-10Nos)	Pack	5		
41	Pin Board 2'Length X 3' Width Size (Aluminium Frame)	Nos	2		
42	Hard Disk	Nos	10		

Estimated Yearly Requirement of Office Stationery/Consumables in Rs

Note:	1. PART-I: Group A & Group C. PART-II: Group B.
	2.The above quantities are for annual estimation purpose only. Actual quantity may vary as per Requirement.
	3. Bidder should quote all the items exactly as per the format specified in Schedule of rates.