

BHAGYANAGAR GAS LIMITED

(A JOINT VENTURE OF HPCL & GAIL)

BID DOCUMENT FOR

**Tender for Supply of Printing Stationery Items-
Excise Gate Pass, Invoices, Cash Receipts etc
for Bhagyanagar Gas Limited**

**UNDER LIMITED DOMESTIC
COMPETITIVE BIDDING**

Bid Document No.: BGL/243/2014-15

VOLUME-I of I



BHAGYANAGAR
GAS LIMITED

**Tender for Supply of Printing of Stationery Items-Excise Gate Pass,
Invoices, Cash Receipts etc for Bhagyanagar Gas Ltd.**

Bid Document No. BGL/243/2014-15

**VOLUME
I OF I**

REQUEST FOR QUOTATION (RFQ)

BID DOCUMENT NO.: BGL/243/2014-15

Date: 10 April, 2014

To,

Item : **Supply of Printing of Stationery Items-Excise Gate Pass,
Invoices, Cash Receipts etc.**

Tender Fee : **Not Applicable**

**Due Date & Time
of submission of bid** : **15.04.2014 at 1500 hrs. (IST)**

Date & Time of Opening : **15.04.2014 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. Managere (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.*

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 **Tender for Supply of Printing of Stationery Items-Excise Gate Pass, Invoices, Cash Receipts etc 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 **3 P.M. of 15.04.2014.**
 - 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 03 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.*
- 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)
Dy.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.

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 03 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" (19.05 cm) width
Excise Invoice : Size: 10" (25.4 cm) height x 7.5" (19.05 cm) 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 6 kg (55- 60 gsm thickness)

Binding:

Double Board Binding

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 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.

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	508	527	70	1105		
2	Excise Invoice of 50 sets per book with each set consisting of 1 original and 2 copies	28	31	10	69		
3	Cash Receipt of 50 sets per book with each set consisting of 1 original and 2 copies	4	8	10	22		
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	-	15	4	19		
Total Amount inclusive of all taxes & duties in Rs							

Note:

1) Supplier shall strictly follow this SOR format for submission of quote.

Bidder:

M/s.....

Place:

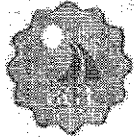
Date:.....

Signature of Authorized Signatory:.....

Name:.....

Designation:.....

Seal:.....



Bhagyanagar Gas Ltd.

BHAGYANAGAR GAS LTD.

(A JOINT VENTURE OF GAIL (India) Ltd. & HPCL)

(Regd Office : Parishram Bhavan, APIDC Building, Basheerbagh, Hyderabad - 500004)

EXCISE GATE PASS (FOR DESPATCHES THROUGH CASCADES)

(Original for Consignee)

Mother Station, Survey No. 1266, Opp. Nalzar University, Shamirpet, Hyderabad - 500 078				
Central Excise ECC No. AACCB2130PEM002 Excise Range : Medchal Range II, Division K, Bowenpally, Hyderabad. Hyderabad Commissionerate IV				
CONSIGNEE :	Document No.			
	Despatch Date :			
	Vehicle No.			
	A.P. VAT TIN No. 28170128552			
S.No.	Description	Qty. (Kgs)	Rate Rs./Kg	Amount Rs.
1.	Compressed Natural Gas (CNG) (Excise Tariff Heading : 2711.29)			
	Basic Excise duty	14%		
	Education Cess	2%		
	S & HEC	1%		
	TOTAL			
Total Excise duty payable : Rs.				
Removal of goods				
Date : Time :				
<u>Certificate for Excise</u> It is hereby certified that the particulars given in respect of excise on the face of this document are true and correct and the amount indicated represents the price actually charged and that there is no flow of additional consideration directly or indirectly.				
Prepared		Product Released		Authorised Signature



BHAGYANAGAR GAS LTD.

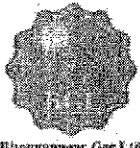
(A JOINT VENTURE OF GAIL (India) Ltd. & HPCL)

Bhagyanagar Gas Ltd. (Regd. Office : Parishrama Bhavan, APIDC Building, Basheerbagh, Hyderabad - 500004)

INVOICE

Original for Buyer

Mother Station, Survey No. 1266, Opp. Nalsar University, Shamirpet, Hyderabad - 500 078				
Central Excise ECC No. AACCB2130PEM002 Excise Range : Medchal Range II, Division K, Bowenpally, Hyderabad. Hyderabad Commissionerate IV				
Sold to :		Invoice No.		
Public Vehicles		Invoice Date :		
		A.P.VAT TIN No. 28170128552		
S.No.	Description	Qty. (Kgs.)	Rate Rs./Kg	Amount Rs.
1.	Compressed Natural Gas (CNG)			
	(Excise Tariff Heading : 2711.29)			
	Basic Excise duty	14%		
	Education Cess	2%		
	S & HEC	1%		
	VAT	14.5%		
	TOTAL			
	(Total Excise duty payable : Rs.			
	(Total Invoice Value : Rs.			
<u>Certificate for Excise</u> It is hereby certified that the particulars given in respect of excise on the face of this document are true and correct and the amount indicated represents the price actually charged and that there is no flow of additional consideration directly or indirectly.				
Prepared		Product Released		Authorised Signature



Bhagyanagar Gas Ltd.

BHAGYANAGAR GAS LTD.

(A Joint Venture of Gail (India) Ltd. & HPCL)

RECEIPT

RECEIPT No. :

DATE :

Received with thanks from M/s. _____

a sum of Rs. _____ (Rupees _____)

_____ by cash / *Cheque / *D.D. No. _____ of _____ Bank _____

Branch towards _____

For BHAGYANAGAR GAS LTD.

Authorised Signatory

R.O. : 2nd Floor, Parishram Bhavan, APIDC Building, Basheerbagh, Hyderabad - 500 004, Tel : 040-66566986,

Works at : CNG Mother Station, Survery No. 1266, Opp. Nalsar University, Shamirpet, Hyderabad - 500 078.

TEL : 92489 21290

* Subject to Realisation