



# **Bharat Sanchar Nigam Ltd.**

(A Government of India Enterprise)

Office of the General Manager Telecom, Bellary-583 101

**No. G-75/VI/Stat/Ten/BL/2008-09/ 01 Dated @ Bellary the 20-02-2009**

Sub: Tender for Supply of Stationery items.

Sealed tenders are invited for and on behalf of the Bharat Sanchar Nigam Limited Bellary for supply of Stationery items mentioned in the Annexure from the whole sale/ retail dealers.

### **TERMS AND CONDITIONS**

1. Rates should be quoted for the article of the same make where it is prescribed, make brand and size should be specified for article where make is not prescribed in this notice and sample be produced with the tender.
2. The rates should be inclusive of all levies taxes and all other charges
3. The tender document can be obtained from the SDE (Genl) O/o G.M.T B.S.N.L Bellary on all working days from 22-02-2009 10:00 Hrs to 13:00 Hrs upto 12-03-2009 on payment of Rs 173/- (Rupees One Hundred and seventy Three only) (non refundable) (Rs 150/- Application form, 13% Sales Tax Rs 20/- and 15% Addl Tax on S.T Rs 3/- Total Rs 173/-) towards A.O (Cash), O/o General Manager Telecom, BSNL, Bellary. The tender document can be downloaded from our website [www.karnataka.bsnl.co.in](http://www.karnataka.bsnl.co.in) & used for Bid. If down loaded tender schedule is used for bid, the same should be accompanied by a DD of Rs 173/- cost of tender document.
4. The EMD of Rs. 2500/- (Two Thousand Five Hundred Rupees only) should be paid in the form of DD. Drawn in favour of the B.S.N.L, Bellary, or paid in cash to the A.O (Cash), O/o GMTD Bellary and obtain receipt. The DD /cash receipt should be enclosed to the tender. The EMD of the successful tenderer will be kept with the department as security deposit as long as the tender remains current. In addition, the successful tenderer has to pay S/D of Rs 2500/- and enter into an agreement on stamped paper of Rs 100/-. The EMD of unsuccessful tenderers will be refunded soon after the tender is finalized.
5. **The Tender cover should be sealed and addressed to Shri. K.S.Achar, A.G.M (Admn.) O/o. G.M.T. Bellary**, and should be super scribed as “**TENDER FOR SUPPLY OF STATIONERY ITEMS**”. The tender should reach the undersigned on or before 15:00 Hrs of 12-03-2009. The tender will be opened on the same date at 16:00 hrs by the undersigned or by any other officer authorized to do so in the presence of tenderers who may wish to be present.

(Signature of the tenderer with seal)

6. Samples of white paper, Ruled paper, Brown Papers, Brown Covers, File Pad, Stick File, Cotton white Thread may be enclosed to the tender. The company mentioned along with the item in the annexure. The same company rate should be written.
7. Rate should be quoted against each item clearly without corrections & inclusive of all taxes, levies packing and Transportation.
8. The supply of material should be of standard specification. Otherwise the supply will be rejected.
9. If the tenderer fails to supply the items within 8 days from the date of receipt of the Purchase order a penalty of Rs 100/- per each day of delay subject to a maximum of Rs 1000/- will be imposed on delayed supplies. The articles supplied should confirm to the specification given or else the materials will be rejected and the tender is liable for cancellation, the EMD/SD will be forfeited also. If the tenderer fails to supply within 21 days after receipt of the purchase order the tender will be cancelled and EMD/SD will be forfeited in addition to the penalty.
10. The tender is valid for a period of one year from the date of acceptance of the tender. However this validity period can be terminated within one year at the discretion of the undersigned by issuing the notice.
11. General Manger Telecom Bellary reserves the right to accept or to reject any or all tenders wholly or partially without assigning any reason and terminate the tender in full or part after acceptance at any time.
12. Decision of the G.M. Bellary, on all the matters pertaining to this tender shall be final.
13. The L-1 will be decided on the basis of total value of the amount adding all the items rates together quoted by tenderers.

**Asst. General Manager (Admn)**  
**O/o General Manager Telecom Bellary.**

**(Signature of the tenderer with seal)**

**ANNEXURE-I**

<b>Sl. No</b>	<b>Name of the Items</b>	<b>Approx. Quantity required</b>	<b>Make</b>	<b>Rate per unit (in Figures and Words)</b>
1.	Brown paper, Thick Good quality.	2000 sheets		Per each
2.	Carbon Papers	30 Boxes	Kores	Per Box
3.	File Pad	1200 Nos		Per each
4.	Gum Bottle 300 ml	100 Nos	Camel	Per Bottle
5.	Jute Twine	5 Kgs		Per KG
6	White Paper, Big size	15 Rims	MPM	Per Rim
7	Ruled Papers, Big Size	15 Rims	MPM	Per Rim
8	Pin Box	800 Boxes	Max	Per Box
9	Pad Ink Bottle 60 ml	40 Nos	Camel	Per Bottle
10	Tag Bundles 8 “	500 bdl	Machine Made	Per 1 bdl of 100 tags
11	Rubber Band Big size	50 Kg	Nylon	Per Packet
12	Stapler Machine Small	100 Nos	Kangaroo	Per each.
13	Stapler pins, small. No-10	1000 Nos	Max	Per each.
14	Stapler Pins, No. 24/6 big	1200 Nos	Max	Per each.
15	Stamp Pad Small	100 Nos	Camel	Per each
16	Scales 12 inch.	100 Nos	Camel	Per each.
17	Erase-ex.	200 Nos	Kores	Per each.
18	Sketch Pens	150 Nos	Camel	Per Packet
19	Cello Tape 1 inch	30 Nos		Per each
20	Brown gum tape 2 inch	30 Nos		Per each
22	Covers Brown 12x10	2000 Nos		Per 1000
23	Covers Brown 10 x 8	12000 Nos		Per 1000
24	Stick files	700 Nos		Per each
25	Marker pen	100 Nos		Per each

**Signature of Tenderer**