

**C.I.N. - U40108CT2003SGC015820 & GST No. - 22AADCC5773E1ZX**  
**CHHATTISGARH STATE POWER TRANSMISSION CO. LTD.**  
(A Government of Chhattisgarh Undertaking)  
(A Successor Company of C.S.E.B.)  
**CHHATTISGARH STATE LOAD DESPATCH CENTRE: RAIPUR**  
छत्तीसगढ़ राज्य भार प्रेषण केन्द्र, रायपुर

दूरभाष PHONE : 0771- 2574172 , फ़ैक्स FAX NO. 0771-2574174.

Web Site : www.sldccg.com, email- csebsldc@sldccg.com

**NIT No. 03-02/SLDC/PUR/1504**

**Raipur, dated : 06.01.2021**

**N.I.T. for Supply of various types of Stationery Items for official purpose at**  
**O/o ED (SLDC), CSPTCL, Raipur.**

Specification as mentioned in the short tender notice & form.

Price Rs. 224/- (Rs. Two Hundred Twenty Four) only including GST @ 12% (Non refundable)


**Issued to :-**

M/s-----  
-----  
-----

Sold vide M.R. No. -----Dated -----  
/ Demand Draft No.----- Dated ----- drawn -----  
----- (Name of Bank) for Rs. 224/- (Rs. Two  
hundred twenty four) only including GST @ 12% against T.O. N.I.T.No. 03-  
02/SLDC/PUR/1504, dated: 06.01.2021, due on: 28.01.2021.

**NOTE:-**

**THIS FORM MUST BE RETURNED AT THE TIME OF SUBMITTING THE  
TENDER.**

  
**Executive Engineer (O)**  
**O/o Executive Director (SLDC),**  
**C.S.P.T.C.L., Raipur**

**Signature of tenderer**

**SCHEDULE-I**

**N.I.T. REFERENCE No. 03-02/SLDC/PUR/1504 , DTD.:06.01.2021, Due on: 28.01.2021**

**OFFICE OF THE E.D. (SLDC), CSPTCL, RAIPUR,  
GENERAL TERMS AND CONDITIONS OF TENDER SPECIFICATION**

01. Sealed tenders are invited by the O/o. ED (SLDC), CSPTCL, Raipur for Supply of various types of Stationery Items for official purpose at O/o ED (SLDC), CSPTCL, Raipur.
02. Tenders must reach the O/o ED (SLDC), CSPTCL, Raipur by 15:00 hrs. on dtd. 28.01.2021. Tender received after the stipulated time/date will not be considered. Covers should invariably be super-scribed "Supply of various types of Stationery Items for official purpose at O/o ED (SLDC), CSPTCL, Raipur" & details of DEMAND DRAFT payable in favour of the Manager Regional Accounts Officer: HQ, CSPTCL, Danganiya, Raipur. The tenders will be opened on 28.01.2021 at 15:30 hrs.
03. Tenderer would be bound by the terms & conditions and specifications as given herein after and in the attached schedule.
04. When tenders are delivered by a special messenger, it should be dropped in the "Tender Box" kept in the office of the ED (SLDC), CSPTCL, Raipur on any working day between 10:30 hrs. to 17:30 hrs. Nobody is authorized to receive or grant receipt for the delivered tender.
05. The CSPTCL reserves the right to reject any or all tenders or to accept any tender considered advantageous to the CSPTCL whether it is the lowest tender or not and in case of any correction done in the tender, the same should be initiated otherwise tenders may not be considered.
06. **VALIDITY:-** Full descriptive particulars and complete specifications should accompany the tender. Offers should be kept valid for acceptance for at least 3 months from the date of opening. Those who do not agree for a validity of 3 months will do so at their own risk and no request for extension will be made by this office. However, due to circumstances beyond control, the tenderer will be allowed to extend validity but they will not be permitted to revise their rates/offer. Any rebate or concession while extending the validity which may materially resulting any reduction/increase in the computed price of their original offer will not be accepted by this office.

**Signature of tenderer**

07. The CSPTCL, reserves the right:-
- i. To reject any or all tenders or to the CSPTCL whether it is lowest tender or not.
  - ii. To split the quantities against the tender or more than one firm for the same item /works. No reason will be assigned by the CSPTCL for this and will be binding on the tenderers.
  - iii. In case of correction done in the tender, the tenderers should put an initial on the same, or otherwise the tender may not be considered.
  - iv. Telegraphic offers will not be considered.
  - v. All the Tenderers shall essentially indicate the break-up of prices as shown in the tender form. **'The FOR destination price' must be quoted along with break-up of 'Basic unit price' and 'other component of taxes' distinctly. The tenders having 'total unit price inclusive of all taxes' shall not be considered.**
  - vi. The terms and conditions mentioned in tender specifications shall be binding on the tenderers and no condition or stipulation contrary to our conditions shall be applicable.
08. Please note that the Tenderers who do not accept terms and conditions stipulated in this tender specification, their offers are liable to be out rightly rejected without assigning any reason whatsoever.
09. The taxes will be applicable as per prevailing rates for work completion within specified time. It may be noted that only statutory variations due to Govt. regulations in the rate of GST or other taxes (if any) shall be payable by the CSPTCL only within contractual period. In case, the contract is affected late i.e. beyond contractual completion period and rates of GST & other taxes (if any) undergoes upward revision, the payment will continue to be made only on the basis of rates prevailing during the contractual period. However, in case the rate of statutory levies undergoes downward revision, then the delayed work completion beyond contractual period will attract reduced rate of levies.
10. **EARNEST MONEY:** - Each Tenderer should submit an Earnest Money of Rs. 500/- (Rs. Five Hundred) only, prior to submission of tender in a separate envelope.
- The tender not accompanied with Earnest Money will summarily be rejected.

**Signature of tenderer**

**11. FORM OF EARNEST MONEY DEPOSIT: -**

The Earnest Money deposit can be furnished in the form of Demand Draft of a scheduled Bank payable at Raipur in favour of the "Manager Regional Accounts Officer: HQ, CSPTCL, Danganiya, Raipur. Offer accompanied with inadequate earnest money will be rejected and returned unopened.

**12. EXEMPTION FROM PAYMENT OF EARNEST MONEY:-**

- i. S.S.I. unit of C.S./Ancillary unit of CPSTL for the terms these units are registered.
- ii. Fully owned state/Central Government units will be qualify this exemption only if 100% share are held by State/Central Govt. concerned for which documentary evidence must be made available.

**13. SUBMISSION OF EARNEST MONEY DEPOSIT:-**

A separate envelope containing the earnest money or a certificate in support of claim for exemption from this should be attached with your offer duly super-scribed "Earnest Money Deposit in appropriate form against tender specification No. 03-02/SLDC/PUR/1504, dtd.: 06.01.2021 for "Supply of various types of Stationery Items for official purpose at O/o ED (SLDC), CSPTCL, Raipur".

**14. FOREFEITURE OF EARNEST MONEY DEPOSIT:-**

It should clearly be understood that in the event of tenderers failing to accept and execute the detailed order, if it is placed within validity period of the offer, the full amount of earnest money will be forfeited and CSPTCL's decision in this respect will be final and binding on the tenderers.

**15. PRICE:-** The price of materials shall be quoted for supply of materials to F.O.R.Destination Raipur including packing forwarding freight, insurance, excise, custom, import duties, installation and any other charges, but exclusive of applicable taxes. The taxes should be quoted separately.**16. SECURITY DEPOSIT:-** An amount equal to 10% of the entire value of the contract will have to be deposited by the successful bidder as Security Deposit in the form of Demand Draft/Banker's Cheque in favour of **Manager, RAO:HQ, CSPTCL, Raipur**, otherwise the same will be recovered from the Supplier's Bill. The Security Deposit can also be submitted in the form of F.D.R., duly pledged in favour of "**Manager, RAO:HQ, CSPTCL, Raipur**". The SD will be released only after successful completion of the guarantee period without any interest.

**Signature of tenderer**

17. **GUARANTEE:** - The material should cover the guarantee for a period of 12 months against manufacturing defects. In case, any defect(s) is noticed within guarantee period, the defective material has to be replaced free of cost. In case of non-compliance or if the materials are found Sub-standard, the firm will be debarred & recovery will be made from the supplier in this regard.
18. **PAYMENT:-** 100% Payment will be made by the Manager RAO:HQ, CSPTCL, Raipur within 30 days from the date of receipt of materials in good condition and submission of supplier's bill in triplicate to the consignee. No interest will be paid in case of delay in payment.
19. **PENALTY:-** If supplier/tenderer fails to supply the material within the specified time/ schedule, the penalty will be levied @ 0.5% per week or part thereof subject to a maximum of 10% on the value of unsupplied material.
20. **INCREASE/DECREASE IN QUANTITY:-**The CSPTCL reserves the right to increase/decrease the quantity up to 50%.
21. **DELIVERY:-** The delivery shall be completed within one & half month from the date of issue of order.
22. **CONSIGNEE:-**The Executive Engineer (O) O/o ED (SLDC), CSPTCL, Raipur.
23. **Dispute:-** Any dispute arising out of the contract shall be subject to the Raipur jurisdiction only.



**Executive Engineer (O)**  
**O/o ED (SLDC), CSPTCL, Raipur**

**Signature of tenderer**

**SCHEDULE-II****PRICE BID****N.I.T. reference No. 03-02/SLDC/PUR/1504, dtd.:06.01.2021, Due on 28.01.2021.**

The undersigned hereby tender the offer to the CSPTCL to supply the following various types of Stationery Items at the rates as indicated hereunder.

S.N.	Stationery Items	Qty.	Unit	Rate for per Unit (INR)	GST Rate per Unit (INR)	Rate per Unit including GST	Total Amount including GST
1	Blue Pen (Gel)	20	Nos.				
2	Red Pen (Gel)	30	Nos.				
3	Black Pen (Gel)	40	Nos.				
4	Blue Pen (Dot)	140	Nos.				
5	Black Pen (Dot)	20	Nos.				
6	Sketch Pen	3	Packets				
7	Pen Stand	5	Nos.				
8	Stapler ( Small)	6	Nos.				
9	Stapler ( Big)	6	Nos.				
10	Stapler Pin (10)	40	Nos.				
11	Stapler Pin (24/6)	60	Nos.				
12	Pencil	10	Packets				
13	Eraser	20	Nos.				
14	Sharpener	20	Nos.				
15	Scale	10	Nos.				
16	Flag / Sticky Notes	35	Nos.				
17	Green Lace	10	Packets				
18	Calculator	5	Nos.				
19	T.Pin	20	Packets				
20	U. Pin	20	Packets				
21	25 mm Binder Clips	5	Dozens				
22	T Pin Holder	10	Nos.				
23	U Pin Holder	10	Nos.				
24	Fevistick (Small)	10	Nos.				

Signature of tenderer

25	Fevistick (Big)	10	Nos.				
26	Highlighter	20	Nos.				
27	Whitner/ Correction Pen	20	Nos.				
28	Marker (Black)	10	Nos.				
29	Marker (Blue)	10	Nos.				
30	Stamp Pad (Blue) (Small)	10	Nos.				
31	Stamp Pad (Red) (Small)	10	Nos.				
32	Stamp Pad (Blue) (Big)	5	Nos.				
33	Stamp Pad (Red) (Big)	5	Nos.				
34	Stamp Pad Ink (Blue)	5	Nos.				
35	Stamp Pad Ink (Red)	5	Nos.				
36	Paper Cutting Knife	4	Nos.				
37	White Tag (Small)	10	Packets				
38	Tape (White)	10	Nos.				
39	Tap (Brown)	10	Nos.				
40	Punching Machine (Small)	1	Nos.				
41	Punching Machine (Big)	1	Nos.				
42	AC Remote Battery AAA	15	Nos.				
43	Clock Battery AA	15	Nos.				
44	Bell Battery AA	15	Nos.				
45	Bell Remote Battery	15	Nos.				
46	Four Folder File	10	Nos.				
47	Transprant File	10	Nos.				
48	Stick File	10	Nos.				
49	File Index	10	Nos.				
50	Register (1 Qur)	15	Nos.				
51	Register (2 Qur)	5	Nos.				
52	Register (3 Qur)	5	Nos.				
53	Register (4 Qur)	15	Nos.				
54	Register (5 Qur)	5	Nos.				
55	Envelope	5	Box				
56	Window Envelope	5	Box				
57	A-4 Size Envelope	5	Box				
58	Big Size Envelope	2	Box				

Signature of tenderer

59	Big Paper Clip (Multi-Colours)	5	Box					
60	Water Sponge	5	Nos.					
<b>TOTAL AMOUNT Including GST IN Rs.</b>								

**Total Amount in words Rs .....**

- GST AMOUNT :- .....
- PAYMENT :- .....
- VALIDITY :- .....
- GUARANTEE :- .....
- DELIVERY PERIOD :- .....
- MODE OF SECURITY DEPOSIT :- .....

The undersigned undertake to observe and abide by the terms & conditions of the tender specifications enclosed herewith.

Earnest money of Rs. 500/- (Rs. Five Hundred) only has been deposited to the Manager Regional Accounts Office: HQ, CSPTCL , Danganiya, Raipur vide M.R. No. \_\_\_\_\_ dtd \_\_\_\_\_ /Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn \_\_\_\_\_ (Name of Bank).

**Place:**

**Date:**

**Signature of tenderer**

**Name:**

**Address:**

**Seal :**

**GST No.**

**Reg. No./Vendor No. with company Name :**

**Signature of tenderer**