

**CHHATTISGARH STATE POWER TRANSMISSION
COMPANY LIMITED**

छत्तीसगढ़ राज्य विद्युत पारेषण कम्पनी मर्यादित
(C.G. Govt. Undertaking) (छत्तीसगढ़ शासन का एक उपक्रम)

**CHHATTISGARH STATE LOAD DESPATCH CENTRE:
RAIPUR**

छत्तीसगढ़ राज्य भार प्रेषण केन्द्र, रायपुर
दूरभाष PHONE : 0771- 2574172, फैक्स FAX NO. 0771-2574174.
Web Site : www.sldccg.com, email : office@sldccg.com

Ref: 03-02/SLDC/Enq.-313/ 764

Raipur, Dtd.: 26 JUN 2024

To,

Subject: - Enquiry for Supply and Printing of File Covers for SLDC.

Dear Sir,

Please quote your lowest rate for the supply of materials as per the schedule. Your offer should be in accordance with the following conditions of tendering for the supply of materials.

- (1) **Due Date & Validity:** - Your offer should reach in this office through post by 3:30 PM on date: 18/07/2024 (Thursday) and should remain open/valid for acceptance for a period of 120 days from the date of opening. Validity of your offer should be clearly mentioned. Quotation received after the date fixed for receipt will not be considered and shall be returned to the parties un-opened.

The quotation should be sealed and shall have prominently super scribed on its cover the work, tender or enquiry specification number, due date of opening, name, address of bidder with phone and mobile numbers for contact and shall be addressed to **"THE EXECUTIVE DIRECTOR (LD), SLDC, CSPTCL, RAIPUR"**. In case of failing then quotations will be rejected. Even otherwise the Company reserves the right to accept or reject any or all of the quotations without assigning any reasons thereof.

- (2) **Prices:** - The prices quoted by you shall be firm in Rupees, inclusive of all charges like P&F, freight etc. for the delivery of goods F.O.R. **"O/o E.D. (SLDC), CSPTCL, Raipur"**, Distt. Raipur. GST shall be indicated separately.

In case extra charges are applicable over the above quoted prices, the same should be clearly mentioned separately. **If nothing is mentioned about any of the above, the same should be treated inclusive of all and no further correspondence in this regard will be entertained.** It is compulsory for the parties to dispatch the materials on the freight paid basis.

- (3) **Earnest Money Deposit (EMD):** - The quotation should accompany Earnest Money worth Rs. 300/- in the form of DD only drawn in favour of **Manager (RAO-HQ), CSPTransCL, Raipur**. The quotation received without the requisite Earnest Money shall not be opened and returned unless otherwise exempted by the Company. The details of earnest money deposit should be clearly super-scribed on the sealed cover of the tender otherwise offer will not be opened.
- (4) **GST:-** The rate of GST shall be at the applicable rate @18% and it shall not be borne by CSPTCL. The bidders have to be submitted the GST registration copy at the time of opening of Techno-Commercial bid along with all other necessary documents. Goods and Service Tax will be reimbursed to the contractor against the document of actual GST paid covered under this tender/order works.
- (5) **Specification of Materials:** - Full particulars namely the country of origin and process of manufacture together with technical literature, **Price List** and drawing shall be submitted by you in respect of each of the goods offered.
- (6) **Packing Conditions:** - Material should be supplied in proper packing and good condition. In case of any loss, the supplier shall replace the materials free of all charges to the purchaser.
- (7) **SUBMISSION OF BILLS:-** The supplier should submit original Material Receipt Certificate issued by the consignee and certificate for completion of work along with quadruplicate copies of bill and other necessary documents. All the bills shall be submitted to The Executive Engineer (O) O/o ED (SLDC), CSPTCL, Raipur.
- (8) **Payment:** - Subject to deduction, if any, 100% payment of the goods will be made within 30 days on the receipt of goods in good conditions. All Bank commission charges will be borne by you. Other terms of payment will not be acceptable.
- (9) **Delivery:** - The goods are required urgently and hence preference will be given to Ex-stock or with shorter delivery period. **The period of delivery should not more than 15 days after the receipt of order.**
- (10) **Consignee:** - The E.E. (O), O/o E.D. (SLDC), CSPTCL, Danganiya, Raipur.
- (11) **Penalty:** - The time for and the date of delivery of stores stipulated in the order will be deemed to be the essence of the tender. In case of delay in execution of the order, the Company may at its option either (i) recover from the supplier as penalty sum of 0.5% of the price of any stores undelivered up to maximum of

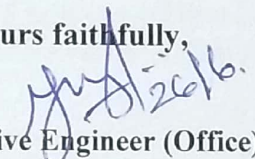
10% (ii) To cancel the order without any liability (iii) To purchase the materials elsewhere at the risk of supplier. In case of suppliers not honouring the order for some reason or other, the Company may debar for future supply.

- (12) **Postal Delay:** - The Company shall not be responsible for any postal delay in any case whatsoever. The tenderer are requested to make sure that the quotations are submitted in time.
- (13) **Acceptance/Rejection:** - The undersigned reserved the right to increase/decrease the quantity of items required and accept/reject and offer wholly/partially or accept of any of the tenders considered advantageous to the Company without assigning any reasons whatsoever.
- (14) **Extension of Contract:** - After completion of their contract, CSPTCL reserves the right to extend order for another **Six (06) Months** at a time on the same rate, terms and conditions subject to satisfactory performance by the contractor.
- (15) Quotation shall be opened on the **due date at 4.00 PM** in the presence of the tenderers or their authorized representative whatsoever may be present. If the due date of opening/submission of quotations is declared a holiday by the Govt. or local administration, it will be automatically be shifted to the next working day for which no prior intimation shall be given.
- (16) **Dispute/Jurisdiction:** - Any dispute or difference arising out of contract shall be subject to the jurisdiction of Court at Raipur C.G. only.

Encls:- Schedule-I

Thanking you,

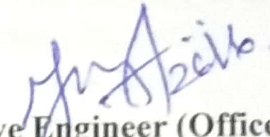
Yours faithfully,


Executive Engineer (Office)
O/o ED (LD), CSPTransCL, Raipur

Schedule-I

S.N.	Particulars	Qty.	Rate for per Unit (INR)	GST Rate per Unit (INR)	Rate per Unit including GST (INR)	Total rate for total nos. including GST (INR)
A	Supply and Printing of File Covers					
1	300 GSM	1000 Nos.				
2	180 GSM	1000 Nos.				
3	TOTAL AMOUNT					

Total Amount in words Rs.....


Executive Engineer (Office)
O/o ED (LD), CSPTransCL, Raipur

Address of the Firms:-

1. M/s Om Stationary Stores, Bhatia Complex opposite Rajkumar College, GE Road, Raipur.
2. M/s Jai Ambey Printers & Stationery, Gudhiyari, Raipur.
3. M/s Ajay Traders & Printers, Shop Ashok Nagar, Raipur.
4. M/s Sakshi Enterprise, Pahadi Chowk, Gudhiyari, Raipur.
5. M/s Shri Sai Baba Agencies, 1st Floor, Rajesh Bhawan, Ganeshram Nagar, Raipur.
6. M/s Classic Stationary Mart, Shop No. 1, Banjari Chowk, Nebhani Market, Raipur.
7. M/s Shri Siddhi Vinayak Marketing, Lalita Chowk, Badaipara, Raipur.
8. M/s Laxmi Stationery Mart, Jaistambh Chowk, Raipur.
9. M/s Akash Stationery Mart, Sector-1, Devendra Nagar, Raipur.
10. M/s Maruti Stationery Mart, Shop No.-1, Apurti Bhawan, Paras Nagar Chowk, Devendra Nagar, Raipur.
11. M/s Agrawal Stationery, Infront of SBI, M.G. Road, Raipur.
12. M/s Shagun Enterprises, Sahu Sadan, Pahadi Chowk, Gudhiyari, Raipur.
13. M/s AVN Solutions, Behind Bharat Mata School, Tatibandh, Raipur.
14. Notice Board.
15. SLDC website.


Executive Engineer (Office)
O/o ED (LD), CSPTransCL, Raipur