

THE FERTILIZER CORPORATION OF INDIA LIMITED
SINDRI UNIT

(A GOVERNMENT OF INDIA UNDERTAKING)

[ADMINISTRATION DEPARTMENT]

Regd. Office:

7, Institutional Area,
SCOPE Complex Core - III,
Lodhi Road,
New Delhi – 110 003.



P.O.: Sindri,

Distt.: Dhanbad,
Jharkhand – 828122,
Phone: 0326-2245775

CIN-U74899DL1961GOI003439

LIN –1– 4375–0959–1

Email: fcil_snd@yahoo.com

Website: fertcorpindia.nic.in

TENDER DOCUMENT

(Not Transferable)

[TO BE SUBMITTED ALONG WITH TENDER DULY SIGNED ON EACH AND EVERY PAGE IN TOKEN OF
ACCEPTANCE OF CONDITIONS MENTIONED IN THIS DOCUMENT.]

Ref: MM/RC/Sty./2024-25/

Date: 12.06.2024

Supply of Stationery Items at FCIL Sindri Unit

EARNEST MONEY: Rs. 2,500/- (Rupees Two Thousand Five Hundred only).

DATE AND TIME OF TENDER OPENING (COMMERCIAL BID) : 05.07.2024 at 3:30 P.M.

LAST DATE/TIME FOR TENDER SUBMISSION: 5/07/2024 at 3:00 P.M.

PLACE OF RECEIPT OF TENDER:

Office of Jr. Consultant Gr-I (FIN, EST & EDP)
The Fertilizer Corporation of India Ltd.,
Sindri Unit, Sindri, Dhanbad-828122.

For the Fertilizer Corporation of India Limited

Sindri Unit, Sindri

(S. K. Dutta)

Jr. Consultant Gr-I (F, E & EDP)

INVITATION OF TENDER

निविदा आमंत्रण

THE FERTILIZER CORPORATION OF INDIA LIMITED
SINDRI UNIT, SINDRI

डाकघर सिन्दरी, जिला धनबाद
पिन कोड – 828122

दुरभाषा :91326-2245775 / 2245886
ई-मेल fcil_snd@yahoo.com

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Phone : + 91-326-2245775/2245886
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CIN-U74899DL1961GOI003439
GST No. 20AAA CF1661P1ZR

Ref: MM/RC/Sty./2024-25/

Date: 12.06.2024

NIT for supply of Printed General Stationery Items and Computer Items

Please submit your Quotation on or before 5th July 2024 addressed to the Unit In-charge, Sindri Unit with Reference NO.MM/RC/Sty./2024-25/, subject to the terms & conditions as per attached Annexure - A

Description
<ul style="list-style-type: none">The Items include supply & Printed General Stationery and Computer Items totaling 27 types of items as per attached annexure - BThe Supply shall be made in phase-wise manner as per requirement and written communication from FCIL.Your offer should be valid for 90 days from the date of opening of Tender.Please submit your offer in duplicate quoting your lowest rate excluding GST both in figure and words on F. O. R. Destination basis.Payment terms - 100% payments will be released on receipt and acceptance of material at siteThe Quoted rates shall be F. O. R. Sindri

N. B. 1.) Qtn. shall be as per terms and conditions printed overleaf.

2.) Only type written offers will be accepted.

3.) Rate should be quoted both in words & figures

4.) If the firm is a SSI Unit, SSI Regn. No. must be quoted.

For the Fertilizer Corporation of India Limited

Sindri Unit, Sindri

(S. K. Dutta)

Jr. Consultant Gr-I (F, E & EDP)

Ref: MM/RC/Sty./2024-25/

Date: 12.06.2024

TERMS AND CONDITION OF TENDER

- Quotation should be on F. O. R. destination including RISK IN TRANSIT up to destination basis.
- Quotation should be free from correction and erasures.
- The company will not allow any revision in the price once quoted after the sealed tender is opened during the period for the contract.
- The company does not bind itself to accept the lowest or any tender.
- Quotation should reach on or before 3:00 PM on 5.7.2024 in the office of Unit In-charge, FCIL, Sindri Unit and will be opened on 5.7.2024 at 3:30 PM.
- In case, the party to which the enquiry is sent is unable to quote, they should submit the regret letter with appropriate comments.

Annexure B**Quotation**

Sl. No.	Item Description	Nos.	Unit Rate (Rs.)
(A)	Printing Items		
1	File Folder (Nos.)	500	
2	Flat File (Nos.)	400	
3	Cloth lining envelope - (26 x 36 cm	150	
	and 22 x 30 cm)	150	
4	Plain envelope – (11 x 25 cm)	1000	
5	Letter Head Pad	50	
6	Arc File	30	
7	Writing Pad (Small)	50	
(B)	Computer Stationery		
1	HP Toner Model Laser MFP -1188	1	
2	HP Toner Laser jet Pro M 706n	2	
3	HP Toner Smart Tank 530 Color	1	
4	HP Cartridge-1005 (Black) for five Printer)	30	
5	Canon Black Ink Bottle	6	
6	Canon Color Ink Bottle	3	
(C)	Stationery Items		
1	Fevi Stick (Nos.)	40	
2	Stapler Pin 10-M (Packet)	50	
3	Stapler Pin 24/6 (Packet)	30	
4	Gems Clip (Packet)	50	
5	Pin (Packet)	50	
6	Xerox Paper (Ream)	100	
7	Pencil Carbon Blue (Packet)	10	
8	Pencil (Nos.)	50	
9	Register (2 Quire)	50	
	Register (4 Quire)	30	
10	Erase Ex (Nos.)	30	
11	Stamp Pad (Nos.)	15	
12	Stamp Pad Ink (Bottle)	10	
13	Duster (Nos.)	30	
14	File Clip (Nos.)	200	

Note : Sample of stationery items may be seen in the Office of Consultant (Finance), FCIL Sindri Unit before quoting the rates of stationery items