

**UTTAR GUJARAT VIJ COMPANY LTD.****Registered Office, Visnagar Road, Mehsana-384001****Web Site : www.ugvcl.com E-mail : sp@ugvcl.com****Fax: 02762-236256 /223574****Phone : 02762-236254****Tender Notice No: UGVCL/SP/IV/264/Stationary Items**

Chief Engineer (P&P) invites Physical Tenders for the following supplies. Tender Papers may be down loaded from UGVCL web site www.ugvcl.com (For view & down load only). Tender fee may be paid along with submission of tender in EMD cover, for respective tender. "All the relevant documents of tenders to be submitted physically will be received only by Registered Post A.D. or Speed Post addressed to Chief Engineer (P&P), UTTAR GUJARAT VIJ COMPANY LTD., Corporate Office, Visnagar Road, Mehsana : 384 001 (NG). "NO COURIER SERVICE OR HAND DELIVERY" will be allowed.

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| 1 | Tender No. | UGVCL/SP/IV/264/Stationary Items |
| 2 | Description | Purchase of Various Stationary Items |
| 2 | Estimated Cost | Rs. 2.027 Lacs |
| 3 | Cost of Tender Document (Non Refundable) | Rs.500 /- Only |
| 4 | Earnest Money Deposit Amount | 1% of the Estimated cost of tender |
| 5 | Last date of Submission of tender documents | Date: 02/01/2010 on OR before 15.00Hrs. (By registered post A.D.or speed post only) |
| 6 | Date of Opening of Tender | Date: 04/01/2010 at 15.00 Hrs. |

IMPORTANT:

(a) All the relevant documents as per requirement of the Tender to be submitted physically along with the Tender Fee, EMD cover in sealed cover on OR before date 02/01/2010 and time 15.00 Hrs. All such documents should be strictly submitted by RPAD/speed post only. Otherwise the offer will not be considered and no any further communication in the matter will be entertained.

Any technical questions , information & clarification that may be required pertaining to this inquiry should be referred to Addl. Chief Engineer (P&P),Uttar Gujarat Vij Company Ltd. Regd. & Corporate Office , Visnagar Road Mehsana -384001

UGVCL reserves the right to reject any OR all tenders without assigning any reasons thereof.

Yours Faithfully

Addl. Chief Engineer (P&P)
UGVCL: Mehsana

Date:

Signature & Seal of the Tenderer

SCHEDULE - "A"

| Sr.No. | Description of material | Unit | Tendered Quantity in Nos. | Consignee |
|--------|--|----------------------|---------------------------|-----------|
| 1 | Clip File of good quality of card | No. | 1200 | UGVCL RSO |
| 2 | Khadi Board File (Case Paper File with lasses) | No. | 2800 | |
| 3 | Long Tag 24" long green colour | Each Pkt. (100 Nos.) | 105 | |
| 4 | Small Tag of Red colour | Each Pkt. (100 Nos.) | 120 | |
| 5 | Assorted Pin Box | Each Pkt. (100 G.) | 150 | |
| 6 | U-Pin box | Each Pkt. (100 Nos.) | 150 | |
| 7 | Two hole file cover of 1.5 lbs of size 10"x15" as per our sample with printing of company on front side | No. | 2600 | |
| 8 | Box File | No. | 300 | |
| 9 | Flap file of size 10"x15" | No. | 400 | |
| 10 | Three less file cover 10"x15" | No. | 500 | |
| 11 | Conference Transparent Plastic File A4 size | No. | 1300 | |
| 12 | Loose File 10"x15" of good quality of brown paper | No. | 2400 | |
| 13 | Printing & supply Copy power Machine friendly paper, Net Wt. - 2.3 Kg. GSM 75, Size: A 4, 210 x 297 mm, Sheet: 500 Note: Light color -UGVCL- logo printing on one side left hand top corner on each page. | Pkt. | 550 | |
| 14 | Legal Printing Papers of Copy Power with single colour UGVCL Logo as per our sample | Pkt. | 100 | |

Note:- 1) In Sr.No.1,2,7, 11,12 printing with matter & Company's logo is required
2) For Sr.No. 13 & 14 printing of single colour UGVCL logo is required
3) For all above items, samples may be seen from this office during office hours.
4) For Sr.No.1,2 and 7 to 14 samples should be submitted with the tender.

IMPORTANT NOTE:

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| 1. | The quantity to be purchased will be decided by UGVCL. The UGVCL reserve the right to reduce / enhance the tender quantity as per their requirement at the time of finalization of the tender. |
| 2. | Seal and signature at Annexure – “Important Instruction “is MUST. |
| 3. | EMD COVER MUST CONTAIN THE FOLLOWING : |
| 3.1 | Details and document as per clause No. 11 (commercial terms and conditions) of the tender for EMD requirement. |
| 3.2 | Order executed list of last three years (including supplied made to UGVCL) for the tender items. Please attach Order copies. |
| 3.3 | Vendor registration certificate for the tendered item is relaxed. |
| <ul style="list-style-type: none"> In absence of any of the above, technical bid will not be opened / the opening of tender of the party will be at the discretion of the UGVCL. | |

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| 4. | Tenderer has to ensure that the offered quantity i.e. 25% or more of tender of each item should be commensurate with the UGVCL’s delivery schedule otherwise offer is liable to be rejected out rightly. The quantity to be purchased will be decided by UGVCL. |
| 5. | The quantities mentioned are approximate and may be increased or decreased while placing the order, please quote your rates exclusive of VAT and Other Government taxes but inclusive of all local taxes, clearly marking remarks to that effect. Also your TIN No. should be given. Your rates will be FOR Mehsana. |
| 6. | You shall have to pay security deposit @ 10 % of contract price. |
| 7. | DELIVERY PERIOD :- You will have to supply the material at the earliest but not later than 30 days in any case. However materials should be supplied as early as possible. |
| 8. | The material is required should be completed within 30 days from the dates of order failing which penalty for delay will be recovered at the rate of 0.5% of order value per week subject to a maximum of 10% for the delayed period. |
| 9. | In case UGVCL finds that there is an attempt of cartel in the prices, UGVCL reserves the right to consider or reject any or all the parties offer without assigning any reason thereof. |
| 10. | DELAYED AND LATE TENDERS :- NO TENDER AND SAMPLE SHALL BE ACCEPTED / OPENED IN ANY CASE WHICH ARE RECEIVED AFTER DUE DATE AND TIME OF THE RECEIPT OF TENDER IRRESPECTIVE OF DELAYED DUE TO POSTAL SERVICE OR ANY OTHER REASONS AND UGVCL SHALL NOT ASSUME ANY RESPONSIBILITY FOR LATE RECEIPT OF TENDER / SAMPLE. ANY CORRESPONDANCE IN THIS MATTER WILL NOT BE ENTERTAINED. |

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| 11. | SUBMISSION OF OFFER :- The firm having single legal entity and having two or more works / factory and submit offers from two or more different works / factory, the UGVCL will consider only one lowest offer for allocation of quantity. |
| 12. | Clause No. 12 (Security Deposit) of commercial terms & conditions is not applicable to this tender. |
| 13. | All other general terms and conditions of UGVCL for supply/work contract will be binding to you. |

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| Date: | Signature & Seal of the Tenderer |
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