

नॉर्थ ईस्टर्न कोलफील्ड्स,

कोल इंडिया लिमिटेड

(महारात्न कम्पनी)

महाप्रबन्धक कार्यालय

मार्घेरिता, तिनसुकिया, असम 786181-

फोन/ Phone -03751-220329,

जीएसटीआईएन/ GSTIN18 :AABCC3929J1ZJ

ईमेल/Email: gm.nec.cil@coalindia.in; sudarsan.bora@coalindia.in



North Eastern Coalfields

Coal India Limited

(A Maharatna PSU under MoC)

Office of the General Manager

Margherita, Tinsukia, Assam-786181

फैक्स/ Fax -03751-220354

कॉर्पोरेट आईडी नं./ Corporate Identity No.: L23109WB1973GOI028844

वेबसाइट Website :www.neccoal.co.in

NOTICE INVITING LIMITED TENDER

ELIGIBLE FOR PARTICIPATION BY ANY PROSPECTIVE BIDDER

LTE No. NEC/ 225182005/05 Dt. 18/6/2025 Due on 02/8/25

M/s.

ESTIMATED TENDER VALUE	Rs.81,805.27
EARNEST MONEY DEPOSIT	Nil
LAST DATE OF SUBMISSION ON	UP TO 3.00 PM
DUE FOR OPENING	AT 3.30PM
OFFER UNDER SEALED COVER SHOULD BE SUBMITTED TO:-	AREA MANAGER (MM), NEC, COAL INDIA LTD., PO.MARGHERITA-786181,DIST: TINSUKIA, ASSAM

SUB : TENDER FOR SUPPLY OF ITEM/ITEMS AS PER THE TECHNICAL DETAILS & SCHEDULE OF REQUIREMENT ENCLOSED AT APPENDIX -'A'.

1. ALL DOCUMENTS SUBMITTED SHOULD BE SELF ATTESTED WITH SEAL OF THE COMPANY.
2. ALL PAGES OF THE QUOTATION INCLUDING ALL ENCLOSURES SHOULD BE NUMBERED (EXCEPT PRINTED LEAFLETS/CATALOGUE) AND MUST BE SIGNED BY THE COMPANY'S AUTHORISED SIGNATORY WITH THE SEAL OF THE COMPANY. OFFERS RECEIVED WITHOUT SIGNATURE AND SEAL ON ALL PAGES SHOULD BE REJECTED.
3. IN CASE THE TENDERERS SUBMIT ATTESTED COPIES OF REGN. CERTIFICATE OF DGS&D/NISC, LICENCE FROM BIS AND APPROVAL CERTIFICATE ISSUED BY DGS&D, DGMS, OTHER INDEPENDENT STATUTORY BODIES OF GOVT. OF INDIA ALONG WITH THE TENDER, SUCH DOCUMENTS SHALL ALSO BE DULY ATTESTED BY NOTARY PUBLIC.
4. PRINTED TERMS & CONDITIONS OF THE TENDERER WILL NOT BE CONSIDERED. TENDERERS ARE REQUESTED TO SUBMIT THEIR OFFER COMPLETE IN ALL RESPECTS MAINTAINING SL. No. OF ITEMS, TERMS AND CONDITIONS OF THE TENDER DOCUMENT ALONG WITH ALL SUPPORTING DOCUMENTS FAILING WHICH OFFER MAY NOT BE CONSIDERED AND NO FURTHER CLARIFICATION ON TECHNICAL AND COMMERCIAL ASPECTS MAY BE ENTERTAINED.
5. TYPE OF TENDER: SINGLE COVER BID.
6. **The envelop containing the bid documents should be superscribed with the tender no. and bid opening date. Tenders received without the above details in the covering envelop will not be considered.**
7. **If the tender is sent by post, it should be sent in two envelopes. The outer envelope should only bear the address of the purchaser without mentioning the TENDER NUMBER or the date of opening and the inner envelope containing the offer should bear the Tender number and date of opening.**
8. TENDERS RECEIVED AFTER THE DUE DATE AND DUE TIME OF OPENING, AS INDICATED ABOVE, WILL BE OUTRIGHTLY REJECTED.
9. IF DUE TO UNAVOIDABLE/UNFORSEEN CIRCUMSTANCES AND ALSO IF DUE DATE FALLS ON A HOLY-DAY, THE TENDER WILL BE RECEIVED/OPENED ON THE NEXT WORKING DAY AT THE SAME TIME.
10. Please access our website www.neccoal.co.in (Materials Management Menu >Purchase>Forms & Formats and download a) NIT-Other terms b) Annexure -B :- General Terms & Conditions and c) Bank Mandate Form and submit your offer within the due date of opening).
11. EMD if any, should be submitted by way of Demand Draft payable to Coal India Ltd., at Margherita drawn on SBI/PNB/UBI only. Demand Draft drawn at any other bank will not be accepted.
12. **Please forward GST Regn. Certificate, Bank Mandate Form and Check List of Commercial terms and indicate GST Chargeable along with HSN No. of the products tendered with the offer.**

Area Manager (MM)
NEC. Margherita


(PTO)

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Appendix – A
Schedule to tender

Sl.No.	Description of materials	Unit	Qty.
1	Envelope Med Size 10" X 5"	No.	2000
2	Pencil Carbom Blue Size 210 X mm	No.	25
3	Gum Pot 250ML	Pack	12
4	Stamp Pad (Size 157 X 96mm	No.	10
5	Office Pin (Per Pkt 75 gm)	Pkt.	150
6	Paper Punching Machine (Small)	No.	20
7	Stapler Pin 24/6, 1000 staples	Pkt.	20
8	Dot Pen, Change refill (Change facility)	No.	200
9	Cello Tape 1" wide X 30 Mtr.	No.	25
10	Cello Tape 1 1/2 " wide X 30 Mtr.	No.	50
11	Highlighter Pen (Green / Yellow)	No.	50
12	Rulled Fulscape Paper	QR.	30
13	Stamp Pad (Ink) 500 ML	No.	10
14	Gem Clip 100 Nos. Per Pkt.	Pkt.	50
15	Correction Pen (Whitener) 9 ml. or above	No.	50
16	Stapler Machine, Computable with 10/1 Pin	No.	20
17	Sealing Wax 150 gm. Pkt.	Pkt.	20
18	Waste Paper Basket (Plastic)	No.	10
19	Fevicol 100 gm. Tube	No.	25
20	Marker Pen for Permanent, Thin Tip	No.	25
21	Wooden Pencil, HB	No.	50
22	Stapler Pin 10/1	Pkt.	150
23	Paper Punching Machine (BIG)	No.	5
24	Ammonia Printing Paper 10 Mtr. (L)X1..02 Mtr (B)	Roll	40
25	Ammonia Gas (1 Let)	Bottle	30
26	Rotring Ink 23ML (Black)	No.	4
27	Rotring Pen (0.02, 0.03, 0.04)	Set.	3
28	Measuring Tape Fiber Glas 30 Mtr.	No.	6
29	Measuring Tape Fiber Glas 15 Mtr.	No.	2
30	Measuring Tape Steel 2 Mtr.	No.	2
31	Scall 1: 1000 (Plastic)	No.	2
32	Stainless Steel Scale 30 CM	No.	4

Commercial terms:-

- 1) Delivery :- Within 15 days of receipt of order.
- 2) Payment: Within 30 days after receipt & acceptance of materials against your bill by EFT.
- 3) F.O.R :- Central Stores, NEC, Margherita.
- 4) Specification : As indicated above.


Area Manager (MM)
NEC, Margherita

Encl: Check List of commercial terms & Bank Mandate form which are also to be submitted along with other bid documents.

TO BE SUBMITTED ALONGWITH THE OFFER DULY FILLED AND SIGNED

CHECKLIST OF COMMERCIAL TERMS

BIDDERS ARE ADVISED TO CONFIRM ACCEPTANCE OF NIT CLAUSE IN THIS **CHECKLIST** AND SUBMIT THE SAME ALONGWITH THEIR OFFER.

S.No.	TERMS AND CONDITIONS	BIDDERS TO INDICATE ACCEPTANCE (YES/NO)
1	EMD DEPOSITED AS PER CLAUSE 02	
2	AGREED TO DEPOSIT SECURITY DEPOSIT AS PER CLAUSE NO. 02 IN THE EVENT OF PLACEMENT OF ORDER	
3	IF EXEMPTED DOCUMENTS SUBMITTED AS PER CLAUSE 2 C	
4	VALIDITY OF 120 DAYS FROM THE DATE OF OPENING AS PER CLAUSE 3 ACCEPTED.	
5	PAYMENT TERMS AS PER CLAUSE 9 ACCEPTED	
6	DELIVERY AS PER CLAUSE 11 ACCEPTED	
7	LIQUIDATED DAMAGE AS PER CLAUSE NO 12 ACCEPTED	
8	RISK PURCHASE CLAUSE AS PER CLAUSE NO. 13 ACCEPTED	
9	FORCE MAJEURE CLAUSE AS PER CLAUSE NO. 14-ACCEPTED	
10	WARRANTY/GUARANTEE AS PER CLAUSE NO. 15-ACCEPTED	
11	PRICE FALL CLAUSE AS PER CLAUSE NO.16-ACCEPTED	
12	PERFORMANCE BANK GUARANTEE AS PER CLAUSE 17- ACCEPTED	
13	INSPECTION AS PER CLAUSE 18-ACCEPTED	
14	PURCHASE PREFERENCE AS PER CLAUSE- 19 ACCEPTED	
15	CONSIGNEE AS PER CLAUSE 20-ACCEPTED	
16	JURISDICTION OF COURT AS PER CLAUSE 21-ACCEPTED	

**SIGNATURE OF THE TENDERER
ALONGWITH COMPANY SEAL**

MANDATE FORM FOR E F T /INTERNET BANKING PAYMENT

To,
The North Eastern Coalfields,
Coal India Ltd.,
Margherita

Dear Sir,

Sub: Authorization for release of payment due from Northern Eastern Coalfields, Coal India Limited, Margherita through Electronic Fund Transfer/Internet Banking
(Please fill in the information in CAPITAL LETTER & TICK wherever it is applicable)

1. _____
Name of the Party
 2. _____
Address of the Party
 - a. _____
City _____ PIN CODE _____
 - b. _____
E-Mail ID _____
 - c. _____
Permanent Account Number _____
 3. _____
Particulars of Bank.
 4. _____
Date from which the mandate should be effective.
- | | |
|--------------|--------------------|
| Bank Name | Branch Name |
| Branch Place | Branch City |
| PIN Code | Branch Code (IFSC) |

MICR No.

(9 Digits code number appearing on the MICR Band of the cheque supplied by the Bank.
Please upload Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name & Account number)

RTGS CODE

Account

Type

Saving

Current

Cash Credit

Account Number (as appearing in Cheque Book):

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold North Eastern Coalfields Limited, Margherita responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through Internet banking.

Place.

Date:

Signature of the party/Authorized Signatory

Certified that particulars furnished above are correct as per our records Banker's Stamp
Date (Signature of Authorized official from the Banks)