

### Tender Notice

Ref: BEML/MKR/108 (Print Stationary)/5688

date: 05.05.2022

M/s. BEML Limited, Govt. of India Undertaking, A Mini Ratna Company, Under Ministry of Defence invites offer from Printers for printing & supply of office stationary items on rate contract basis, for our Regional Office, Ranchi, for a period of 2 (Two ) years initially, which may be extended further on mutual consent.

Items are as below:

<b>List of items (Print Stationery items)</b>				
<b>Sl.</b>	<b>Particulars /Paper Quality</b>	<b>Print in</b>	<b>Paper Size</b>	
<b>1</b>	Letter Head (J. K. Bond) 100 GSM (Multi-Colour Printing)	7 colour	A4	
<b>2</b>	Engine service report / 58gsm	1 colour print in three colour paper	1/3	
<b>3</b>	Service report / 58gsm	1 colour print in three colour paper	1/3	
<b>4</b>	Despatch Advice / 64gsm	1 colour one side	A4 , FS	
<b>5</b>	Check sheet for condition / 64gsm		A4 , FS	
<b>6</b>	Tour Report / 64gsm		A4 , FS	
<b>7</b>	Compensatory Holiday work approval/ 64gsm		A4 , FS	
<b>8</b>	Form of Authorisation for drawing / 64gsm		A4 , FS	
<b>9</b>	Attendance Report / 58gsm		1 / 4	
<b>10</b>	Requisition of Stationary, Misc / 58gsm		1 / 4	
<b>11</b>	Requisition of Material/Inspection/Assessment/Maintenance Report w.r.t. office dept./Prime Mover/Real Estate(Building fittings etc.)/Furniture others		1 / 4	
<b>12</b>	Expense Report-Travel / 58gsm		1 colour both sides	1 / 4
<b>13</b>	Travel Advance Request / 58gsm			1 / 6
<b>14</b>	Local Conveyance Expense / 58gsm		1 colour one side	1 / 8
<b>15</b>	Leave Application / 58gsm		1 / 8	
<b>16</b>	Specific Advance-Expense Statement/ 58gsm	1 colour one side	1/3	
<b>17</b>	Medical Claim Form/ 58gsm	1 colour both sides	1/3	
<b>18</b>	Attendance Register /Ledger Paper	1 colour both sides	A3	

**Note: 18 particulars samples attached for ready references.**

**Terms & Conditions:**

- 1) Kindly quote your price clearly stating all above details indicating taxes separately, as per the above format.
- 2) The price quoted should be kept valid for 90 days from the date of closing of this tender.
- 3) Consignee / Delivery Point: Regional Manager, BEML Limited, 206/D1, Bhagirathi, (Behind NCC Campus), Rameshwaram Colony, Bariatu Road, Ranchi – 834009.
- 4) Delivery: Within 3-4 days from the date of placement of Purchase order. BEML Ltd, reserves its rights to place order for each item of any lot size & / or partial quantity.
- 5) Billing address: Regional Manager, BEML Limited, 206/D1, Bhagirathi, (Behind NCC Campus), Rameshwaram Colony, Bariatu Road, Ranchi – 834009.
- 6) Payment terms: 21 days from the date of submission of invoice.
- 7) Incomplete offer will be summarized as REJECTED and no correspondence or queries will be entertained further and all disputes are subject to the Jurisdiction of Ranchi Court only.
- 8) Canvassing by tenders in any form including unsolicited letters on tenders submitted or post tender corrections shall render their tender/s liable for rejection.

Kindly submit your quotation in a sealed cover super-scribing our tender enquiry BEML/MKR/108 (Print Stationary)/5688 dt 05/05/2022 due on or before 26/05/2022, 2.00pm, which will be opened on the same day at 3.00pm. The sealed cover to be addressed to the Regional Manager, BEML Limited, 206/D1, Bhagirathi, (Behind NCC Campus), Rameshwaram Colony, Bariatu Road, Ranchi – 834009. The quotations should reach on or before the due date & time.

**For BEML Limited**

**(Regional Manager)**