

**NORTH EASTERN ELECTRICITY SUPPLY COMPANY OF ORISSA LIMITED**

**OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**Corporate Office:** Januganj, Balasore – 756019, Orissa, Fax No.-06782-263259

**Regd. Office:** Plot No.N-1/22, Nayapalli, Bhubaneswar-751012, Fax No. 0674-2558343

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# **TENDER DOCUMENT**

**FOR**

**PRINTING & SUPPLY OF MONEY RECEIPT**

**TENDER NOTICE NO. 242 Dtd.05.01.08**

**Last date of receipt of tender papers:**

**28.1.09 Up to 1.00 PM**

**Date of opening of tender:**

**28.1.09 At 3.30 PM**

**General Manager (Works)  
NESCO, Balasore.**

**NORTH EASTERN ELECTRICITY SUPPLY COMPANY OF ORISSA LIMITED  
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**TENDER NOTICE NO. / 08-09,Dtd.**

Sealed tender is invited from reputed manufacturers / Authorized dealers for supply of 25000 nos.. of Money Receipt Books.

The tender document will be available from this office during office hours on working days or from the website of NESCO i.e [www.nescoorissa.com](http://www.nescoorissa.com) on payment of Rs.1000/- (One Thousand only) + VAT 4% ( non-refundable) in shape of cash/ Bank Draft in favour of NESCO Ltd. ,Balasore , from 07.01.09 to 20.01.09. An amount of Rs.50/- only will be charged extra in case the tender documents is opted through post. The undersigned will not be held responsible for any postal delay on this account.

The tender should be accompanied with the EMD @ 1% of the offered price (landing price at Balasore) in shape of Cash/ Demand Draft/ Bank Guarantee (from any nationalized/ scheduled bank in favour of NESCO Ltd., Balasore. Tender without the Earnest Money & receipt of tender paper cost will be considered as invalid. This office shall not be held responsible for any postal / courier delay in Submission of the tender document. Fax / website tender shall not be entertained.

**N.B :** \* Sale of tender document( during office hrs. working days): **07.01.09 to 20.01.09**

\* The last date and time of receipt of tender : **28.01.09 up to 1 PM**

\* Date and time of opening of tender : **28.01.09 at 3.30PM**

( in presence of bidders or their authorized representative)

The undersigned reserves the right to reject the tender & distribute the works among the valid tenderers without assigning any reasons thereof.

**General Manager(Works)**

**NORTH EASTERN ELECTRICITY SUPPLY COMPANY OF ORISSA LIMITED**  
**OFFICE OF THE CHIEF EXECUTIVE OFFICER**  
**CORPORATE OFFICE: JANUGANJ, BALASORE-756019**

**SECTION – 1**

**INSTRUCTION TO TENDERERS**

1. Tender papers of only those cases, which have purchased the tender paper from this office, will be considered. Original money receipts should be enclosed with the tender in the absence of which the offers will be rejected.
2. The purchaser may alter the quantities of materials at the time of placing orders or may also split up among more than one Tenderer for any particular item. The lowest bid may not guarantee to be offered the whole contract.
3. The Tenderer may deviate from the specification while quoting if in the opinion, such deviation is / are in line with the manufacturer standard practice and conducive to a better and more economical offer. All such deviation should, however be clearly indicated giving full justifications for such deviation.
4. Sealed Tender is to be submitted in containing Specification, Literature , EMD & price Bid with break up. The tender should be reach this office on or before Dt.28.1.09 **up to 1.0 PM** in double sealed cover super-scribed on each of the cover as “*Tender Notice No 242 dtd. 05.01.08 due to be opened on 28.01.09 at 3.30 PM*”.Tender shall be submitted in person or by Registered Post / Courier . Any other means of delivery shall not be accepted. When submitted by Post, Postal delay shall not be considered.. Tender will be opened in the office of the undersigned on the above dates & time. Tenders received after due time and date shall not be considered.
5. Telegraphic Tender shall not be accepted under any circumstances.
6. The Purchaser reserve the rights to reject the lowest or any other tender or all tenders without assigning any reason thereof.
7. The tenders should be accompanied with the earnest money @ 1% of the tender value in shape of Cash / Bank Draft/ Bank Guarantee (from a nationalized bank or scheduled Bank) in favour of Chief Executive Officer, NESCO, Balasore.  
No adjustment towards earnest money deposit shall be permitted against any outstanding amount with Chief Executive Officer, NESCO, Balasore.

8. (i) In case of unsuccessful Tenderer, the earnest money will be refunded to them after the Tender is decided. In the case of successful Bidder, this will be refunded only after furnishing of Security Money.  
(ii) The earnest money will be forfeited, if the successful bidder fails to accept the letter of intent or Purchase order issued in their favour.  
(iii) The Tender not accompanied with earnest money deposit shall be disqualified.  
(iv) The tender should be kept valid for a period of 365 days from the date of opening of the tender.
9. After opening of the tender and within the validity period no reduction or enhancement in offer price by the tenderer will be entertained. On the other hand, it will make the tender liable for rejection. However management reserves the right for negotiation of rates & terms from among the eligible bidders.
10. The Tenderers are expected to be fully conversant with the meaning of all the clauses of the specification before submitting their tender. In case of doubt regarding the meaning of any clause they may ask for clarification in writing from the undersigned. This, however does not entitled the Tenderer to ask for time beyond due date fixed for receipt of tender.

*Conditional Offers shall not be accepted.*

11. The bidders should quote their bids in **computerized or typing** only. No handwritings are allowed. Over witting shall be avoided . In the event of discrepancy or arithmetical error , the decision of the management shall be final & binding on the tenderer.
12. The Tenders should be accompanied with PAN,TIN,CST,VAT registration Nos. , failing which the tenders will not be taken into consideration.

**General Manager (Works)**  
**NESCO, Balsoore**

**SECTION – II**  
**GENERAL TERMS & CONDITION OF CONTRACT**

1. **Scope of Contract:** - The Scope of contract shall be delivered FADS (Free At Destination Stores), of the materials or equipment is in accordance with the enclosed Technical Specification and Bill of Quantity.
2. **Supplier to inform himself fully** :- The supplier shall examine the instructions to Tenders, General Condition of contract, specification and the scheduled of quantity and delivered to satisfy him self as to all the terms and conditions and circumstances effecting the contract price. He shall quote price(s) according to his bidding on these matters and understand that no additional cost except otherwise provided therein will be levied. The purchasers shall not be responsible for any mis-conception or incorrect information acquired by the supplier other than information given in writing by the purchaser.
3. **Inspection:**- Competent authority will depute any authorized person for pre-despatch inspection for which Bidder has to provide necessary assistance and facilities at its work site. Intimation about readiness for despatch should be sent at least 15 days in advance for arranging inspection by the purchaser. Physical inspection of the materials shall be carried out at destination after receipt of materials.
4. **Delivery :-** Supply of equal quantity of the materials in each quarter of a year of the tender quantity .Time being the essence of the contract, the materials shall be supplied within the delivery date specified in the contract, the Purchaser, however reserves the right to reschedule the delivery and change the destination, if required. The delivery period shall reckon from the date of placing the Purchase Order.
5. **Despatch Instruction:** - The materials should be securely packed and dispatched at Corporate office NESCO, Balasore .
6. **Defect liability Period:** - The supplier shall guarantee the materials supplied against any defect or failure, which arise due to faulty materials, workmanship or design for the entire defects liability period. The defect liability period shall be 18months from the date of receipt of materials (last consignment) at store. If during this period any materials or items are found defective, these shall be promptly replaced by the supplier at his own cost at buyers place.
7. **Force Majeure** :- The supplier shall not be liable any penalty for delay or failure to perform the contract for reasons of force majeure such as acts of God acts of the Public, Enemy, acts of Government, Fire, Floods, Epidemics, Guarantee in restriction, Strikes, Freight Embargos and provided that the supplier shall within 10 (ten) days from the beginning of such delay notify the Purchaser in writing of the

cause of delay the Purchaser shall verify the facts and grant such extension as facts justify.

8. **Rejection of materials:** - The supply shall be made strictly as per approved sample and specification. In case the Money Receipt Book supplied is not in conformity with the specification, the purchaser shall either reject or request the supplier to rectify the same free of cost to the purchaser.
9. **Extension of Time** :- If the delivery of equipment is delayed due to reason beyond the control of the contractor, the contractor shall with delay give notice to the Purchaser in writing of his claim for extension of time 10 days before of delivery. The Purchaser on receipt of such notice may agree to extend the contract delivery date as may be reasonable without prejudice to other terms and conditions of the contract.
10. **Guarantee:** - The supplier have to guarantee for confidentiality of the specification provided to you for printing of the money receipt books, since same being the property of the NESCO. In case of any duplicate Money receipt book as per the specification is found to have used unauthorized by any outsider, the investigation will be made by NESCO & if it is found correct, necessary legal action will be taken against the supplier for breach of trust, apart from encashing the PBG & forfeiting the Security Deposit.
11. (a) **Security Deposit:** - Within 7(seven) days of receipt of the notification of contract award, the successful bidder will furnish to the purchaser the security deposit for an amount of 5% (five percent) of the contract value for proper fulfillment of the contract, in shape of the Bank Guarantee on a non-judicial stamp paper of worth Rs.50/- (Rupees Fifty) only strictly as per proforma / Demand draft issued by any Nationalized Bank or scheduled Bank in favour of the NESCO Ltd, Balasore for a period of 3months along with the letter of acceptance. The security deposit will be refunded immediately after receipt of materials in good condition & verification.  
  
(b) **Performance Guarantee** :- Performance Guarantee to the tune of 10% (Ten Percent) of value of the purchase order in shape of Bank Guarantee from any Nationalized Bank or scheduled Bank in favour of Chief Executive Officer, NESCO, Balasore on a non-judicial stamp paper of worth Rs. 50/- (Rupees Fifty) only strictly as per the enclosed format, should be furnished to this office immediately after completion of supply. The Bank Guarantee should be valid for one year from the date of receipt of last consignment.
12. **Price: -**
  - (i) The prices quoted will be firm. Bids will be called for with prices FADS (Free At Destination Stores) inclusive of packing & forwarding, Excise Duty, Educational Cess, VAT/Sales Tax, Freight, Entry Tax and other legally permissible duties & levies wherever applicable, handling charges to cover the transport by Road from destination

Railway Station to site/ stores, unloading at destination & insurance (assumed insurance premium) for comparison.

- (ii) Even though composite price is given the break-up for all duties, taxes, freight, insurance, packing & forwarding etc. will be furnished.
  - (iii) It is the responsibility of the bidder to inform himself of the correct rates duties & taxes leviable on the materials at the time of bidding.
13. **Taxes & Duties:-**
- (i) A bidder will be entirely responsible for quoting the correct taxes & duties, other local taxes or levies if any, license fees etc, he has to incur until completion of the contract. For the purpose of evaluation the bidder should clearly indicate the Excise duty, Sales tax/ VAT and any other taxes & levies payable in the respective columns. Failure to furnish the details will be loaded as in indicated in the evaluation criteria.
  - (ii) If the rates of statutory levies assumed by the bidder are less than the actual rates prevailing at the time of bidding, the purchaser will not be responsible for such errors. If the rates of statutory levies assumed by the bidder are later proved to be higher than the actual/ correct rates prevailing at the time of bidding, the difference will be passed on to the credit of the purchaser.
14. **Payment:** - (i) 100% payment will be made within 45 days on receipt of materials in good condition and verification thereof subject to inspection of materials & subject to submission of 10% Performance Bank Guarantee or submission of bills which ever is later.
- (ii) **Alternately :-** In case of non-submission of Performance Bank Guarantee, 90% payment will be made within 45 days on receipt of materials in good condition and verification thereof subject to inspection of materials and approval of manufacturing Test Certificate & Guarantee Certificate or submission of bills which ever is later.
- The balance 10% payment will be paid after expiry of the Guarantee period i.e.18months from the date of receipt of materials (last consignment) at store.
15. **Penalty For delay in completion of contract:** - If the supplier shall fail to deliver the materials / equipments within the delivery scheduled specified in the Contract or any extension granted thereto the purchase shall recover from the supplier penalty for sum of 0.5% (half percent) of the contract price of the undelivered equipments for calendar week of delay or part thereof. For the purpose the date of delivery, the total amount of penalty shall not exceed 5% of the basic price of the units so delayed. Undelivered parts/ attachments shall not consider as whole. Delay if, any making it whole, penalty shall be levied.
16. **Free Replacement :-** Free replacement after loss of materials during the transit / loss of pages/ any printing mistake , shall be made by the Suppliers immediately on receipt of information from the Consignee, destroying the defect materials in presence of the purchaser .

17. **Jurisdiction of the High Court of Orissa** :- Suits if any arising out of this contract shall be filed by either party in a Court of Law to which the jurisdiction of High Court of Orissa extends.
18. **Certificate to Exemption from Excise Duty** :- Offers with exemption from the Excise Duty shall be accompanied with authenticated proof of such exemption. Authenticated proof for this Clause shall mean Photostat copy of Exemption Certificate.
19. **Right to Reject / Accept any Tender** :- The purchaser reserves the right either to reject / accept any or all of Tenders. Orders may also split up between different tenderers on individual merits of the Tenders. The purchaser has exclusive right to alter the quantities of the materials at the time of placing final purchase order. It may be clearly understood by the Tenderer that Purchaser need not assign any reason for the above action.
20. **Validity**: - Prices and conditions of the sale of the offer should be valid for a period of 365 days from the date of opening of the tender failing, which the tenders shall be rejected. A bid valid for a shorter period will be rejected.
21. **Languages and Measures**: - All documents pertaining to the contract including Specification, Schedules, Notices, Correspondences, Operation and Maintenance Instructions, Drawings or any other Writing shall be written in English Language in **computerized or typing** only. No handwritings are allowed.. The metric system of measurements shall be used exclusively in this contract.
22. **Instruction** :- The supplier shall treat the details of the specification and other tender documents as Private and Confidential and they shall not be re-produced without written authorization from the Purchaser.
23. **Out Right Rejection of Tenders** :- Tender shall be rejected out right with the following conditions..
  - (i) Bidders without NESCO tender documents.
  - (ii) Non – submission of tender in person or by Registered Post/Courier.
  - (iii) Telegraphic submission of tender..
  - (iv) Tender is not accompanied by prescribed earnest money deposit.
  - (v) Offer price of the bidder for less than 365 days.
  - (vi) Non- compliance of our stipulated terms & conditions.

**General Manager (Works)**  
NESCO, BALASORE

## **SPECIFICATION FOR MONEY RECEIPT BOOK**

1. Book Size – ¼ DM Size
2. Original – White (with grounding “NESCO” in pink colour)
3. Duplicate – Pink
4. Triplicate – Light Yellow.
5. Cover Paper – Crown Green.
6. **One Money Receipt Book consists of 200 Money Receipts.**

## **PAPER QUALITY**

1. White – 6.1 Kg
2. Pink – 6 Kg
3. Yellow – 6 Kg
4. Cover Paper – 9 Kg

The quality of paper / binding of books should not be inferior in any respect, in comparison to the specimen of Money Receipt Book will be provided at the time of tender. The Money Receipt are to be prepared in triplicate with different shades with grounding of “NESCO” on its background with other printing features alike approved sample will be provided at the time of tender.

The specified shades of each are as under :

ORIGINAL	Demi	White
DUPLICATE	Demi	Pink
TRIPLICATE	Demi	Light Yellow

Brass rolling shall be made in between each Money Receipt.

The receipt number shall be automatic machine numbered serially say from “ E 500001 to E 1000000” for first quarter of a year and “ F 000001 to F 500000 for second quarter of a year like that. The word ‘ ORIGINAL ’ , ‘ DUPLICATE ’ & ‘ TRIPLICATE ’ shall be printed on top of the original, duplicate & triplicate sheets in Bold Capital Letters respectively. Each book shall contain 200 nos. receipt, which are to be serially numbered.

Crown green colour paper shall be used as cover of the book. The book shall be securely thread stitched with cover. The top cover page shall also be printed containing the name of the book. Name of the office i.e NORTH EASTERN ELECTRICITY SUPPLY COMPANY OF ORISSA LIMITED . All the money receipts in Original , Duplicate and Triplicate shall contain the heading as NORTH EASTERN ELECTRICITY SUPPLY COMPANY OF ORISSA LIMITED. The Original & Duplicate Money Receipt to be perforated at its left side & in between two receipt and the Triplicate one is farmed with the Book. The Printing shall be very neat, clean and mistake free. Approval specimen copy of Money Receipt Book shall be collected from this office for carrying out printing .

**General Manager (Works)**  
NESCO, BALASORE