



## Central Coalfields Limited

'Miniratna' Category - I Company  
(A Subsidiary of Coal India Limited)  
Materials Management Department  
Gandhi Nagar Hospital, Kanke Road  
Ranchi - 834 008 (Jharkhand), India

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No. Ch. Manager (MM) / GNH / 2022 – 23 / Printing Forms & Other Items / 17

Date: 21.12.2022

To,  
M/s. \_\_\_\_\_

Sub :- Limited Tender Enquiry in single bid system for supply of "Printing Forms & Other Items" to Gandhi Nagar Hospital, CCL, Kanke Road, Ranchi – 8. (Jharkhand) [India].

Dear Sir,

Sealed tenders are invited for supply of item as per list in "Annexure – A, The terms & conditions of supply shall be as under:-

### "Annexure – A"

SI No	Description of Items	Unit	Required Quantity
1	INVESTIGATION REFERRAL FORM	Legal	10 pads
2	Performa for outside Referral / Revisit	Leal	10 pads
3	National safety Conference in Mines	A4	10 pads
4	Report off Medical Examination Under Mines Rule 29 B	A4	10 pads
5	Photo Medical Card	01-Apr	400
6	Application for Reimbursement of Medical Exps for Treatment	A4	10 pads
7	Child Care Holiday for Employee	A4	10 pads
8	X- Ray Examination Requisition & Report	1 PAD	10 pads
9	IME Form	Legal	10 pads
10	Form of Application for HRA (Non – Executive)	A4	10 pads
11	Claim for Reimbursement of one LPG Cylinder per Clause 8.3.2	A4	10 pads
12	Application for Conveyance Re- Imbursement	A4	10 pads
13	Register	192 pages	25 nos
14	Register	384 pager	25 nos
15	Register	480	25 nos
16	Attendance Register	50 pages	50 nos
17	Attestation Form	8 pages	200 sets
18	Form of Leave Account	1 pad	10 pads
19	Leave Sanction Form	1 pad	10 pads
20	Requisition for Blood	1 pad	10 pads
21	Bill Forwarding Letter	1 pad	10 pads
22	Casual Leave Application	1 pad	10 pads
23	Application for Leave	1 pad	10 pads
24	Cash Receipt	1 pad	10 pads

25	Imprest Form	1 pad	10 pads
26	Travelling Allowance Bill	1 pad	10 pads
27	Cash book Form		10 nos
28	Pay Order		10 nos
29	Death Certificate	1 pad	10 pads
30	In – Patient bed head ticket	24 pages	400
31	Letter Head pad	A4	10 pads
32	Application for Issue of Photo Medical Card	1 pad	10 pads
33	Pre – Operative Orders for Cataract Surgery + IOL Rele Under LA ON	1 pad	10 pads
34	Register of Issues	01-Apr	20 nos
35	Register Dispatch	01-Apr	20 nos
36	Form – IV ACRC Form	1 pad	10 pads
37	CCL Brown Envelop Big		18
38	Jan Arogya Kendra – BPL Card	60 pages	400 pc
39	Glossy paper (per 50 Pc)		20 pkt
40	L Folder per pc		100 pc

**“Annexure – E”**

**Commercial Parameter's**

1. Firm Name & Address
2. PAN Number
3. GST Number
4. Acceptance of CCL, NIT terms.

1.) **SCHEDULE OF TENDER** :- The tender will be received up to 2:30 PM & will be opened at 3:30 PM on

2.) **SUBMISSION OF TENDER DOCUMENTS** :- Tenders are **invited in duplicate sets** complying the requirement for this tender as detailed below to be submitted in your letterhead neatly printed / typed, duly signed by authorized person with Company's seal of the tenderer. All envelopes containing the tenders shall be properly sealed. Envelopes stapled shall not be accepted. All envelopes must be super scribed with tender number and due date of tender opening. The name and address of the tenderer must also be indicated in each envelope.

The tenders prepared should be addressed to The Ch. Manager (MM), Materials Management Department, Gandhi Nagar Hospital, CCL, Kanke Road, Ranchi – 834008 (Jharkhand).

Tenders may be deposited:-

- a.) In person by the tenderer in the Tender Box kept at Materials Management Department, Gandhi Nagar Hospital, CCL, Kanke Road, Ranchi – 834008 (Jharkhand) or in the above office. The offer should be put in proper & correct tender box meant for this purpose kept in Materials Management Department
- or
- b.) sent by post / courier to the above address.

Central Coalfields Limited, however, does not take any responsibility for loss of tender in transit. Similarly, claim for receipt of tenders after the due date and time if sent by Post / courier services will not be accepted. Tenders received after due date and time of submission of tender will be ignored.

- 3.) **PRICES** :- Prices quoted should be F.O.R. Destination & shall remain “FIRM” till the completion of execution of contract.
- 4.) **TAXES & DUTIES** :- Rates applicable at present may be mentioned in the offer. If it is not mentioned, it will be presumed to be included in the quoted rates. GST registration No. should be quoted in the bill(s).

5.) **DELIVERY** :- Within 06 to 08 weeks of receipt of order.

6.) **VALIDITY OF OFFER** :- The offer should be kept valid for 90 days from the date of opening of tender.

7.) **CONSIGNEE** :- The Direct Demanding Officer, Central Medical Store, Gandhi Nagar Hospital, CCL, Kanke Road, Ranchi – 834 008.

8.) **INSPECTION** :- Inspection will be made by authorized representative on delivery of materials at the Store.

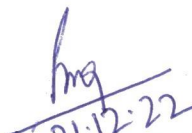
9.) **PAYING AUTHORITY** :- The Sr. Manager (Finance), Gandhi Nagar Hospital, CCL, Kanke Road, Ranchi – 834008 (Jharkhand).

10.) **PAYMENT TERMS** :- 100 % payment shall be made within 21 (twenty one) days after receipt and acceptance of material / bill(s) whichever is later electronically by the Paying Authority. You are requested to submit duly filled in e - Payment format with your bill(s).

"No other payment terms shall be allowed".

- 11.) **SUBMISSION OF BILL** :- To the consignee.
- 12.) **MODE OF DESPATCH** :- The stores should be dispatched by road, freight paid, securely packed on door delivery basis. The safe arrival of the consignment at the destination will be your responsibility.
- 13.) **GUARANTEE** :- To be submitted alongwith the bill that materials supplied are guaranteed for its genuineness / quality. In case of any discrepancy they will replace the same free of cost with good / fresh ones within fifteen (15) days of intimation.
- 14.) **PRICE CERTIFICATE** :- To be submitted along with bill that prices charged are not higher than that charged from the other Govt. Deptt. / PSU(s).
- 15.) **PACKING** :-
  - (i) Name of manufacturer / marketing firm is to be mentioned on the pack / label of the medicines.
  - (ii) Batch No., Manufacturing Date & Date of Expiry against each item supplied has to be indicated in the challan / bill(s).
- 16.) **LIQUIDATED DAMAGES** :- In the event of failure to deliver the stores within the stipulated date/period to effect supply in accordance with the specification mentioned in the supply order, Central Coalfields Limited shall be entitled at its option either:
  - a) To recover from you, as mutually agreed liquidated damages and not as penalty, a sum not less than 0.5% of the price of any store which you have not been able to supply the aforesaid, for each week or part of a week during which the delivery of such store may be in arrears, limited to 10%. Where felt necessary the limit of 10% can be increased to 15% at the discretion of Management.
  - b) To purchase elsewhere, after due notice to you, on the account and at the risk of the defaulting supplier, the stores not supplied or other of a similar description without canceling the supply order in respect of the consignment not yet due for supply or,
  - c) To cancel the supply order or a portion thereof, and if so desired, to purchase the stores at the risk and cost of the defaulting supplier and also,
  - d) To extend the period of delivery with or without penalty as may be considered fit and proper. The penalty, if imposed shall not be more than the agreed liquidated damages referred to in clause (a) above.
  - e) To forfeit the security deposit in full or in part.
  - f) Whenever under this contract any sum of money is recoverable from and payable by the supplier, CENTRALCOALFIELDLIMITED shall be entitled to recover such sum by appropriating, in part or in whole, by deducting any sum or which at any time thereafter may become due to you in this or in other contract. Should this sum be not sufficient to cover the full amount recoverable from you, you shall pay Central Coalfields Limited on demand the remaining balance. The supplier shall not be entitled to any gain on any such purchase.
- 17.) **PRICE FALL CLAUSE** :- It will be a condition of the contract that all through the currency of the contract the prices, at which you will supply the stores, shall not exceed the lowest price charged by you to any other agency including DGS&D. In the event of prices going down, you will promptly pass on such information to enable CCL to amend the ordered rate.
- 18.) **RIGHT TO ACCEPT / REJECT OFFERS** :- The Central Coalfields Limited reserves full right :
  - (a) To reject any or all tenders without assigning any reason.
  - (b) To distribute the purchase among the tenderers.
  - (c) To increase or decrease the quantity of indicated items.
- 19.) The court at Ranchi in Jharkhand state only will have the jurisdiction to deal with & decide any legal matter or dispute whatsoever arising out of this contract.

Any other special terms may also be included if necessary. In case the terms & conditions of contract applicable to this invitation to tender are not acceptable to the tendering firms they should clearly specify deviations therefrom in their tender otherwise it will be presumed that these are accepted by them. Further in case of being silent about any terms & conditions, it will be presumed to be acceptable to them. The terms and conditions of the NIT have to be read carefully by the tenderer and confirm unconditional acceptance of all the terms and conditions of the NIT. Supply order if placed shall be governed by standard supply order norms of CCL.

  
21.12.22  
Manager (P), GNH

  
21/12/2022  
Sr. Manager (Fin), GNH

  
21.12.2022  
Chief Manager (Purchase), GNH