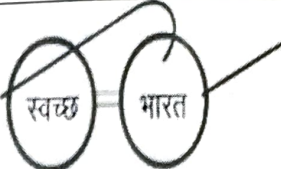
	<p>CENTRAL COALFIELDS LTD(A Subsidiary of Coal India Limited) Office of the Manager Kabribad OCP Giridih Area PO : Beniadih, Distt: Giridih, Jharkhand, PIN 815311 Email:shrawan.kumar74@coalindia.in Mob.: 7004481782</p>	 <p>एक कदम स्वच्छता की ओर</p>
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Ref. No.: -GM/GRD/Printing/2025/23

Date: 15.12.2025

### Quotation Notice

Percentage Rate Quotations in Single Part are hereby invited from the experienced, interested parties/agencies for the work of **"Procurement of Printed Stationary Materials for Giridih Area" at Giridih Area, CCL "**.

Start Date for Submission of Bids: 15.12.2025 from 10 am to 6 pm

Last Date for Submission of Bids: 18.12.2025 from 10 am to 4 pm

Date of Opening of Bids: 18.12.2015 at 5:00 pm

Scope of supply, terms and conditions will be as under:-

1. BOQ, Technical specifications, Quantity etc :

S. No	Item Description	Qty.	Total	Pages in each pad	Rate	Amount.
1	Attendance Register form D	Nos.	24	50 Pages.		
2	Manager Dairy	Nos.	105	100 Pages		
3	Form U in Triplicate (Y/P/W)		40	50 Pages.		
4	Overman Statutory Book	Nos.	56	100 Pages		
5	Mining Sirdar Statutory Book	Nos.	50	100 Pages		
6	Short firer Statutory Book	Nos.	10	100 Pages		
7	Air Borne Dust Survey Report	Pad	10	100 Pages		
8	Authorisation Form	Pad	30	50 Pages.		
9	Form 6	Pad	12	50 Pages.		
10	Log Book (Dairy Inspection of Explosive Van)	Nos.	16	100 Pages		
11	Shift wise Production Report Opencast OB Outsourced Patch	Pad	16	100 Pages		
12	Shift wise Production Report Opencast Coal Outsourced Patch	Pad	30	100 Pages		

13	Daily Production Report(Opencast OB outsourced patch	Pad	10	100 Pages		
14	Daily Production Report(Opencast Coal outsourced patch	Pad	10	100 Pages		
15	Leave Register	Nos.	20	100 Pages		
16	Overtime Register	Nos.	20	100 Pages		
17	Master Roll	Nos.	62	50 Pages.		
18	Requisition Form Quadruple	Pad	60	50 Pages.		
19	TA Form	Pad	20	100 Pages		
20	Medical Reimbursement Form	Pad	40	100 Pages		
21	Application for casual leave form	Pad	10	50 Pages.		
22	Nomination Form-F	Pad	2	100 Pages		
23	Medical Card Form	Pad	10	50 Pages		
24	Weekly Report Form	Pad	5	100 pages		
25	Daily Report Form	Pad	10	100 pages		
26	Prescription Form	Pad	20	50 Pages		
27	Bed Head Ticket Book	Nos.	200			
28	Photo Medical Card	Nos.	200	50 Pages		
29	Sick Book	Pad	20	50 Pages 3 Set.		
30	Log Book Daily Basis	Pad	100	100 pages		
31	Printed Diary	Book	100			
<b>Total</b>						

Sample copy of items mentioned above may obtained from undersigned office

2. Payment: 100 % payment shall be released within 21 days after supply and submission of bills by the supplier along with all requisite documents as per provisions of purchase order.
3. Paying authority: AFM, Giridih Area.
4. Price should be firm and free delivery at site basis.
5. **Paying authority: AFM, Giridih Area.**
6. **Consignee: Dy.Manager (HR),Giridih**
7. The management of CCL reserves the right not to make any procurement against this tender without assigning any reason.
8. Delivery: Earliest possible delivery may be quoted but not exceeding 30 days from the date of placement of purchase order.
9. Warranty: The seller shall be fully responsible for the quality of the product Any defective goods to be replaced by the supplier and shall be delivered at the buyers premises without cost to buyer.
10. Inspection: Final inspection will be carried out at the consignee's end or his authorized representative after receipt of material.

11. Documents required: Sealed filled up quotations in Single Part will be received in the prescribed quotation box placed in the Office of General Manager, Giridih Area in the aforementioned time period along with the following documents: - Envelope/ cover shall contain the following duly stamped and signed –

- a) Copy of PAN Card duly attested (with signature and seal) by the bidding agency.
- b) Document to support GST status of bidder
- c) Bid document duly signed
- d) BOQ duly filled in
- e) Bank Mandate Form
- f) Trade license copy
- g) You shall submit a self- declaration certificate stating that “our firm is not banned by CIL/CIL subsidiary Companies.
- h) You shall submit a certificate that you have not offered to supply/supplied the similar/ordered item (s) at a lower rate to any organization/ Ministry/ department of Govt. of India or Coal India Limited and / or its subsidiaries or other PSU or any other private organization.
- i) Earnest money deposit (DD/Any other proof) which will be verified .

**The envelope/ covers shall be sealed and submitted by the bidder. The envelope/ cover shall indicate the name of the work, name of the bidder along with the address, reference Tender Notice No., Contact Number and E-mail ID.**

**12. Earnest Money: -**

Estimated Cost put to tender (including GST): ₹1,95,964

Period of Work: 30 days

**Earnest Money: ₹ 2450 (must be deposited in below mentioned account details).**

Name of beneficiary and details	Name	CCL LTD GIRIDIH
	Area	Giridih
	Bank A/C no. of beneficiary	00000011578912010
	Customer ID/CIF no. of beneficiary	81294430614
	Department	HR
Beneficiary's Bank, Branch and Address	Beneficiary's Bank	State Bank Of India
	Branch and Address	MAHESHLUNDI (05779), GIRIDIH
	SFMS Code/ IFSC Code	SBIN0005779
	SWIFT CODE ***	SBININBB385

All other terms and conditions shall be applicable as per CIL purchase Manual 2020.

  
Dy. Manager (HR)  
Giridih Area