

THE FERTILIZER CORPORATION OF INDIA LIMITED  
SINDRI UNIT

(A GOVERNMENT OF INDIA UNDERTAKING)

[ADMINISTRATION DEPARTMENT]

Regd. Office:

7, Institutional Area,  
SCOPE Complex Core - III,  
Lodhi Road,  
New Delhi – 110 003.



P.O.: Sindri,

Distt.: Dhanbad,  
Jharkhand – 828122,  
Phone: 0326-2245775

CIN-U74899DL1961GOI003439  
LIN –1– 4375–0959–1  
Email: [fcil\\_snd@yahoo.com](mailto:fcil_snd@yahoo.com)  
Website: [fertcorpindia.nic.in](http://fertcorpindia.nic.in)

**TENDER DOCUMENT**

**(Not Transferable)**

[TO BE SUBMITTED ALONG WITH TENDER DULY SIGNED ON EACH AND EVERY PAGE IN TOKEN OF  
ACCEPTANCE OF CONDITIONS MENTIONED IN THIS DOCUMENT.]

**Ref: MM/RC/Sty./2024-25/**

**Date: 12.06.2024**

**Supply of Stationery Items at FCIL Sindri Unit**

**EARNEST MONEY:** Rs. 2,500/- (Rupees Two Thousand Five Hundred only).

**DATE AND TIME OF TENDER OPENING (COMMERCIAL BID) :** 05.07.2024 at 3:30 P.M.

**LAST DATE/TIME FOR TENDER SUBMISSION:** 5/07/2024 at 3:00 P.M.

**PLACE OF RECEIPT OF TENDER:**

Office of Jr. Consultant Gr-I (FIN, EST & EDP)  
The Fertilizer Corporation of India Ltd.,  
Sindri Unit, Sindri, Dhanbad-828122.

**For the Fertilizer Corporation of India Limited  
Sindri Unit, Sindri  
(S. K. Dutta )  
Jr. Consultant Gr-I (F, E & EDP)**

**INVITATION OF TENDER**

**निविदा आमंत्रण**

**THE FERTILIZER CORPORATION OF INDIA LIMITED  
SINDRI UNIT, SINDRI**

डाकघर सिन्दरी, जिला धनबाद

पिन कोड — 828122

दुरभाषा :91326-2245775 / 2245886

ई-मेल [fcil\\_snd@yahoo.com](mailto:fcil_snd@yahoo.com)

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LIN -1-4375-0959-1

CIN-U74899DL1961GOI003439

GST No. 20AAA CF1661P1ZR

**Ref: MM/RC/Sty./2024-25/**

**Date: 12.06.2024**

**NIT for supply of Printed General Stationery Items and Computer Items**

Please submit your Quotation on or before 5<sup>th</sup> July 2024 addressed to the Unit In-charge, Sindri Unit with Reference NO.MM/RC/Sty./2024-25/, subject to the terms & conditions as per attached Annexure - A

<b>Description</b>
<ul style="list-style-type: none"><li>• The Items include supply &amp; Printed General Stationery and Computer Items totaling 27 types of items as per attached annexure - B</li><li>• The Supply shall be made in phase-wise manner as per requirement and written communication from FCIL.</li><li>• Your offer should be valid for 90 days from the date of opening of Tender.</li><li>• Please submit your offer in duplicate quoting your lowest rate excluding GST both in figure and words on F. O. R. Destination basis.</li><li>• Payment terms - 100% payments will be released on receipt and acceptance of material at site</li><li>• The Quoted rates shall be F. O. R. Sindri</li></ul>

N. B. 1.) Qtn. shall be as per terms and conditions printed overleaf.

- 2.) Only type written offers will be accepted.
- 3.) Rate should be quoted both in words & figures
- 4.) If the firm is a SSI Unit, SSI Regn. No. must be quoted.

**For the Fertilizer Corporation of India Limited**

**Sindri Unit, Sindri**

**(S. K. Dutta )**

**Jr. Consultant Gr-I (F, E & EDP)**

**Annexure - A**

**Ref: MM/RC/Sty./2024-25/**

**Date: 12.06.2024**

**TERMS AND CONDITION OF TENDER**

- Quotation should be on F. O. R. destination including RISK IN TRANSIT up to destination basis.
- Quotation should be free from correction and erasures.
- The company will not allow any revision in the price once quoted after the sealed tender is opened during the period for the contract.
- The company does not bind itself to accept the lowest or any tender.
- Quotation should reach on or before 3:00 PM on 5.7.2024 in the office of Unit In-charge, FCIL, Sindri Unit and will be opened on 5.7.2024 at 3:30 PM.
- In case, the party to which the enquiry is sent is unable to quote, they should submit the regret letter with appropriate comments.

**Annexure B****Quotation**

Sl. No.	Item Description	Nos.	Unit Rate (Rs.)
<b>(A) Printing Items</b>			
1	File Folder (Nos.)	500	
2	Flat File (Nos.)	400	
3	Cloth lining envelope - (26 x 36 cm and 22 x 30 cm)	150 150	
4	Plain envelope - (11 x 25 cm)	1000	
5	Letter Head Pad	50	
6	Arc File	30	
7	Writing Pad (Small)	50	
<b>(B) Computer Stationery</b>			
1	HP Toner Model Laser MFP -1188	1	
2	HP Toner Laser jet Pro M 706n	2	
3	HP Toner Smart Tank 530 Color	1	
4	HP Cartridge-1005 (Black) for five Printer)	30	
5	Canon Black Ink Bottle	6	
6	Canon Color Ink Bottle	3	
<b>(C) Stationery Items</b>			
1	Fevi Stick (Nos.)	40	
2	Stapler Pin 10-M (Packet)	50	
3	Stapler Pin 24/6 (Packet)	30	
4	Gems Clip (Packet)	50	
5	Pin (Packet)	50	
6	Xerox Paper (Ream)	100	
7	Pencil Carbon Blue (Packet)	10	
8	Pencil (Nos.)	50	
9	Register (2 Quire )	50	
	Register (4 Quire)	30	
10	Erase Ex (Nos.)	30	
11	Stamp Pad (Nos.)	15	
12	Stamp Pad Ink (Bottle)	10	
13	Duster (Nos.)	30	
14	File Clip (Nos.)	200	

**Note : Sample of stationery items may be seen in the Office of Consultant (Finance), FCIL Sindri Unit before quoting the rates of stationery items**