



REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
'PANCHDEEP BHAWAN' 5/1, GRANT LANE : KOLKATA - 700 012
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File No:- 41-D/18/14/2016/cont.

Date:- 04/05/2016

Limited Tender for Annual procurement of Pen, Glass, Soap etc

This office intends to procure the following items. Interest & eligible vendors are requested to quote their best rates in a sealed envelope latest by 13th May 2016 at 15:00 hrs.

Sl. No.	Items	Brand / Model	Qty Required	Unit Rate (Delivery at 5/1 Grant Lane, Kol-12)	Amount
1	Glass	Borosil, Vision Glasses, Large (As Per Sample)	603		
2	Glass Lid	Any type (Size & Specification as per Sample)	1206		
3	Soap	Dove Soap(100 gm.)	2337		
4	Soap Case	Camay (Size & Specification as per Sample)	603		
5	Pen Pierre Cardin	I) Beverly Hills(Roller pen Set)	38		
6	Pen Pierre Cardin	II) Kriss Stain Gold	574		
7	Pen Parker Vector	III), Standard(Ball Pen)	424		
8	Refill Pierre Cardin	I) Beverly Hills(Roller pen Set)	134		
9	Refill Pierre Cardin	II) Kriss Stain Gold	1772		
10	Refill Parker Vector	III) Standard(Ball Pen)	1302		

Terms and conditions are as follows:

1. Security deposit @ 5% of order value to be deposited by the successful bidder within 07 days of issuance of purchase order. The said amount will be released after two months
2. Supply to be made at Regional Office Store within 10 days of receipt of the purchase order.
3. The rate quoted should be valid for one year from the date of issuing of purchase order. This office may place supply order of any quantity subsequent to this procurement, at any time during this one year to the successful bidder who shall be liable to supply the items at the quoted rate.
4. APS stands for 'As per sample' which is available at Regional Office Store Vendors participating in tender may visit RO store between 11 am to 5 pm on any working day to take recognizance of the sample.

5. Bidder will invariably quote as per Sl. No. and format given. In case any bidder is unable to participate in any item the column Sl. No. for the respective items will be filled up with 'NP' (Not participating) but skipping of Sl. No. may lead to the tender being cancelled. All Sl. No. i.e. 1 to 10 have to be filled up.
6. ESI Corporation reserves the right of rejection/acceptance of tender without assigning any reason. The decision of the Regional Director will be final.
7. Participating bidder will submit mandatory documents namely (i) copy of PAN Card (ii) Valid Trade Licence (iii) One Supply Order issued by any Govt. department within last two years.
8. Vendor should ensure that all pages of tender documents are invariably duly authenticated by an authorised person of the vendor with rubber stamp.
9. Envelope should be superscribed "Quotation for supply of Pen,Glass,Soap...".
10. The quotations will be opened at ESIC RO (WB) 5/1 Grant Lane , Kol -12 At 15:30 hrs on 13th May 2016.

Yours faithfully,



Dy Director
For Regional Director

ESIC – CHINTA SE MUKTI.