



MEGHALAYA ENERGY CORPORATION LIMITED  
OFFICE OF THE ADDITIONAL CHIEF ENGINEER  
MATERIAL MANAGEMENT  
LUM JINGSHAI; SHORT ROUND ROAD; SHILLONG-793001  
CIN:U40101ML2009GC008374

Phone - 0364-2591930

ace.mm.meecl@gmail.com



### TENDER SPECIFICATION FOR STATIONARY

NIT No.MeECL/ACE(MM)/01/2023.

Prepared by the Office of the Additional Chief Engineer (MM),  
MeECL, Lum Jingshai, Shillong.

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MEGHALAYA ENERGY CORPORATION LIMITED  
OFFICE OF THE ADDITIONAL CHIEF ENGINEER (EL)  
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### SHORT TENDER NOTICE TENDER NO. MeECL/ACE(MM)/01/2023

Sealed Tenders are invited from the Registered Stationery Suppliers of the ACE(MM), MeECL, for bidding of supply rates of stationery items, as indicated in Annexure - A. The detailed Tender Specification along with prescribed format for quotation of rates as per Annexure - B, can be downloaded from the MeECL website at [www.meecl.nic.in](http://www.meecl.nic.in). The tender downloaded from the website should be accompanied with prescribed tender fee @ Rs.2,000.00 (Rupees two thousand) only (inclusive of GST) in the form of Demand Draft / Banker's cheque, pledged in favour of the "Principal Account of MeECL" Shillong at the time of submission.

The sealed tenders can be submitted in the office of the undersigned on or before 24<sup>th</sup> March 2023 up to 14: 00 hrs, accompanied with tender fee and the Tenders will be opened on the same day at 15:00 hrs. in the Conference Hall of MeECL, Lumjingshai, Shillong.

Additional Chief Engineer(MM)  
MeECL, Shillong  
Dated 9<sup>th</sup> March, 2023

Memo No: ACE(MM)/Stationery-Tender/2013-14/ 13  
Copy to:-

1. P/S to the Chairman Cum Managing Director, for kind information of the CMD, MeECL, Shillong.
2. The Director, Corporate Affairs, MeECL, Shillong.
3. The Director, Finance, MeECL, Shillong.
4. The Director, Distribution, MePDCL, Shillong.
5. The Director, Transmission, MePTCL, Shillong.
6. The Director, Generation, MePGCL, Shillong.
7. The Chief Accounts Officer, MeECL, Shillong.
8. The Chief Engineer (PMC), MeECL, Shillong. He is requested to incorporate the above Notice & Tender Specification in the MeECL website. Soft copy attached.
9. The Director, Information and Public Relations, Meghalaya, Shillong with a request to kindly publish the Tender Notice in The Shillong Times, U Mawphor and Salantini Janera on or before 13<sup>th</sup> March 2023 within a space of 9cm X 3col. The Newspapers are to submit their bills in triplicate to the undersigned for payment.
10. Notice Board.
11. Relevant file.

Additional Chief Engineer(MM)



MEGHALAYA ENERGY CORPORATION LIMITED  
OFFICE OF THE ADDITIONAL CHIEF ENGINEER (EL)  
MATERIAL MANAGEMENT  
LUM JINGSHAI; SHORT ROUND ROAD; SHILLONG-793001  
CIN : U40101ML2009SGC008274

Phone – 0364-2591930

✉: [acc.mm.meecl@gmail.com](mailto:acc.mm.meecl@gmail.com)

**General Terms & Conditions**

1. Break-up of Tender rates. The tender rates shall be furnished in detailed break-up viz. Ex-work, F.O.R. Destination, GST, Freight & Insurance, etc. up-to Shillong.
2. List of Stationary items indicated in the Annexure- A
3. Rates are to be invariable quoted in the Price Schedule as per Annexure - B.
4. Name & Address of the tenderer should be indicated in a distinct manner.
5. All pages of the tender paper downloaded from **MeECL website** at [www.meecl.nic.in](http://www.meecl.nic.in) should be submitted along with the rates duly signed by the tenderer, thereby acknowledging their full awareness and acceptance of the terms & conditions etc of the tender. **Tender fee** of INR **2000.00** (Rupees Two Thousand) only (inclusive of GST) in the form of Demand Draft/ Banker's Cheque pledge in favour of "Principal Account of MeECL, Shillong" should be submitted along with Tender Paper.
6. Terms of payment 100% payment against receipt of all materials at site in full and in good condition as per terms & condition.
7. Delivery: Delivery shall be strictly within the time to be specified in the purchase order. Delivery refers to delivery at destination including unloading.
8. The undersigned reserves the right to accept/ reject any/ all tenders without assigning any reason thereof and is not bound to accept the lowest rate.
9. **Validity** of the rate offered should be for a minimum of **18 (eighteen) months** with effect from the date of opening of Tender.
10. L-1 Bidders will be expected to be able to supply the items when ordered at their quoted rates failing which they may be penalized
11. Bill of Materials at present is Nil. However, the rates are for procurement purposes in upcoming requisitions.
12. Sample of items will have to be furnished when deemed necessary during the tendering process.

13. The Tenderer shall note that the MeECL is not bound to place the purchase order with the Firm quoting the lowest rates.

14. Information:

- |  |   |
|--|---|
| (i) Last date for submission of tender | 24 <sup>th</sup> March 2023 upto 14.00 hrs. |
| (ii) Date of opening of the tender     | 24 <sup>th</sup> March 2023 at 15.00 hrs    |

In case the opening date is declared as an office holiday the following working day will be the last date for submission and opening of tender at the time specified above. Any clarification will be entertained w.e.f the selling date upto 2 (two) days before closing date.

Additional Chief Engineer (MM)  
 MeECL., Shillong.

## Annexure - A.

## List of Stationary Items.

Sl No	ITEMS	UNIT
1	Zerox Paper (JK Copier Make)	
	A4 Size	Ream
	A3 Size	Ream
	FS	Ream
2	Phenyl (Cross -make) 500 ml bottle.	Each

## Annexure - B.

## PRICE SCHEDULE

Sl No	ITEMS	UNIT	Ex-Work	F & I	GST	Total
1	Zerox Paper (JK Copier Make)					
	A4 Size	Ream				
	A3 Size	Ream				
	FS	Ream				
2	Phenyl (Cross -make) 500 ml bottle.	Each				

Name &amp; Signature of Tenderer