

	GUJARAT ENERGY TRANSMISSION CORPORATION LIMITED STATE LOAD DESPATCH CENTRE (CIN): U40100GJ1999SGC036018 132kV Gotri Sub Station Compound, Gotri Road, Gotri, Vadodara – 3900 021 Tel. No.: (0265) 2352103, 2322207 Website: www.sldcguj.com , Email: celd@gebmail.com , seopsldc.getco@gebmail.com	
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No. 2026-27/SLDC/STATIONARY/1805

Date: 16/10/2026

TECHNICAL BID

Tender

For

“Supply of A4 size paper for SLDC, Gotri, Vadodara.”

**“Supply of Stationary Items at SLDC,
220 KV Gotri S/S compound, Gotri road, Vadodara.”**

Qualifying Requirement

- a) REGISTRATION – Not required.
- b) A contractor should be OWNER of the SHOP/ MALL/ SUPER STORE etc. (Mandatory). Documentary proof shall be submitted with technical bid.
- c) Copy of supply orders of stationery to any government organization. (Mandatory)
- d) Income Tax clearance certificate for last 3 year (latest).
- e) PAN CARD Copy.
- f) GST registration no. & copy of certificate.
- g) Online payment of Tender fee & EMD.

**GUJARAT ENERGY TRANSMISSION CORPORATION LIMITED
BARODA**

Date :

I N T E G R I T Y P A C T

OUR ENEAVOUR

To create environment where Business Confidence is built through Best Business Practices and is fostered in an atmosphere of trust and respect between providers of goods and services and their users for the ultimate benefit of society a the nation.

GETCO COMMITMENT

- ☐ To maintain the highest ethical standards In business and professional
- ☐ Ensure maximum transparency to the Satisfaction of stakeholders.
- ☐ To ensure to fulfill the terms of agreement / contract and to consider objectively the viewpoint of parties.
- ☐ To ensure regular and timely release of payment on due dates for work done.
- ☐ To ensure that no improper demand is made by employees or by anyone on our behalf.
- ☐ To give maximum possible assistance to all the Vendors / Suppliers / Service provider and other to enable them to complete the contract in time.
- ☐ To provide all information to suppliers/ contractors relating to contract / Job which facilitate him to complete the contract / job successfully in time.
- ☐ To ensure minimum hurdles to Vendors/ suppliers / contractors in complete of agreement / contract / work order.

PARTY'S COMMITMENT

- ☐ Not to bring pressure / recommendations outside GETCO to influence its decision.
- ☐ Not to use intimidation, threat, inducement or Pressure of any kind on GETCO or any of it's employees under any circumstances.
- ☐ To be prompt and reasonable in fulfilling the contract, agreement, legal obligations.
- ☐ To provide goods and / or services timely as per agreed quality and specifications at minimum cost of GETCO.
- ☐ To abide by the general discipline to be maintained in our dealings.
- ☐ To be true and honest in furnishing information including payment to agents / sub-agent.
- ☐ Not to divulge any information, business details available during the course of business relationship to others without the written consent of GETCO.
- ☐ Not to enter into carter / syndicate / understanding whether formal / non-formal so as to influence the price.

**Seal & Signature
(GETCO Authorized Signatory)**

Name :
Designation :

**Seal & Signature
(Party's Authorized Person)**

Name :

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It is requested to please furnish lowest/justify rates for the supply of stationary items at SLDC, Gotri, Vadodara as detailed in schedule 'B'. The Tender is invited subject to the following terms and conditions.

CONDITIONS OF CONTRACT

(1) SCOPE OF WORK:

Major works covered in this work are of "S Supply of A4 size paper for SLDC, Gotri, Vadodara" as per specifications and terms mentioned here under:

- The site of proposed work is situated at **Village/city: Gotri**. The works shall be carried out as per tender's specifications & detailed work order.
- Any activity not specifically mentioned in the tender but necessary in the opinion of engineer in charge of work must be carried out for successful completion of the job, on getting approval of competent authority of GETCO.
- **Site visit:** The bidder is advised to visit the site and **examine the samples available of all items to be supplied**. Where in the supply is proposed to be carried out and to get himself fully acquainted at his own responsibility for all information that may be necessary for quoting the tender bid and entering in to contract. All cost and liabilities arising out of the site visit shall be at bidder account.
- If contractor bids without examine the samples available at SLDC, it is his sole responsibility to supply the materials as per samples.

(2) Earnest money Deposit:

- Bidders are requested to pay an earnest money by ONLINE MODE/RTGS/NEFT only on any Nationalized Bank at Baroda for the amount as specified in the tender notice. Payment of EMD in form of Cheque or any other form shall not be accepted.
- The EMD shall be submitted online and the receipt of payment shall be uploaded by the bidder.
- Tenders not accompanied by EMD shall be rejected.
- If during the tender validity period, i.e. **180 days**, the tenderer withdraws his tender, the EMD shall be forfeited and the tenderer may be disqualified from tendering for further works of GETCO.

Stamp and Signature of Contractor

- The EMD will be returned promptly to the unsuccessful tenderer. The EMD will be returned to the successful tenderer after he furnishes the Security Deposit for performance and duly enters in to the contract. If he fails to furnish the SD or to execute the contract for the work offered to him, his EMD shall be forfeited and the tenderer may be disqualified from tendering for further works for GETCO.

(3) COMPLETION PERIOD: The time limit for the completion of the above work will be 1 (One) months from the commencement of the work, which will be reckoned on the 10th day of issuance of L.O.I or separate commencement order will be issued by this office or as per instruction of Engineer incharge, failing which the penalty ½% per week or part thereof plus GST as applicable on delayed portion of work and / or supply value subject to ceiling of 10% of the total contract value plus GST as applicable will be imposed.

(4) SECURITY DEPOSIT:

As per prevailing rules of the Corporation, 10 % of the contract value shall be paid as 'Security Deposit'. Out of this, S. D. shall be paid **at SLDC GOTRI** within 10 days from receipt of letter of intent **either**

- a) In form of DD in favor of "**Gujarat Energy Transmission Corporation Ltd SLDC.**" of any Nationalized Bank **OR**
- b) In form of Bank Guarantee of any Nationalized Bank as per the approved format of the Corporation.

100 % S. D. in form of DD or B. G. may be submitted on receipt of LOI. The security deposit will be refunded only after the completion work after issue of NOC from concern Engineer In charge or finalization of final bill whichever is later.

If Security Deposit is not paid within 10 days of issue of LOI, EMD paid will be forfeited and Corporation will not deal with party for the period of two years.

1. Guarantee issued by following Banks will be accepted as SD on permanent basis

1. All Nationalized Banks.
2. Guarantees issued by following Banks will be accepted as SD for the period up to March 31, 2026. The validity cut-off date is with respect to date of issue of Bank Guarantee irrespective of date of termination of Bank Guarantee.
 1. Axis Bank
 2. A U Small Finance Bank
 3. Bandhan Bank
 4. Barclays Bank
 5. City Union Bank
 6. CSB Bank
 7. DBS Bank India Limited
 8. DCB Bank
 9. Equitas Small Finance Bank
 10. ESAF Small Finance Bank
 11. Federal Bank
 12. HDFC Bank
 13. HSBC Bank
 14. ICICI Bank
 15. IDBI bank
 16. IDFC first bank
 17. Jammu and Kashmir Bank
 18. Jana Small Finance Bank
 19. Karnataka Bank

20. Karur Vysya Bank
21. Kotak Mahindra Bank
22. South Indian Bank
23. Standard Chartered Bank
24. Tamilnadu Mercantile Bank
25. Utkarsh Small Finance Bank
26. YES Bank
27. Ahmedabad Mercantile Co-op Bank
28. Nutan Nagrik Sahakari Bank Ltd.
29. Rajkot Nagarik Sahakari Bank Limited
30. Saraswat Co-Operative Bank Ltd.
31. SBPP Co-operative Bank Ltd.
32. SVC Co-operative Bank Ltd.
33. The Cosmo Co-operative Bank Ltd.
34. The Gujarat State Co-operative Bank
35. The Mehsana Urban Co-Operative Bank Ltd.
36. The Surat District Co-operative Bank
37. The Surat Peoples Co-operative Bank Ltd.
38. The Kalupur Commercial Co-Operative Bank
39. The Panchmahal District Co-Operative Bank
40. The Baroda District Co-operative Bank
41. Baroda Gujarat Gramin Bank
42. Saurashtra Gramin Bank.

Note: The banks shall be the banks recognized / notified by the Finance department, Government of Gujarat (GOG) from time to time.

Bank Guarantee of other than above-mentioned banks towards SD, Performance Bank Guarantee for Supply & Warranty will not be acceptable.

5. Tender is invited for “**Supply of A4 size paper for SLDC, Gotri, Vadodara**” at State Load Dispatch Centre, Gotri, and Vadodara.
6. The detail of stationary items to be supplied is mentioned in Schedule 'B' (Enclosed price bid herewith).
7. The stationary items shall have to be supplied as per the instruction of Engineer in charge.
8. The stationary items to be supplied at SLDC, Gotri at the below mentioned address.

**Office of the
“Chief Engineer (SLDC),
State Load Despatch Centre, GETCO,
220KV Gotri substation compound,
Opp. Kalpvruksh complex,
Gotri, Baroda – 390 021”**

9. The stationary materials will be accepted, subject to inspection. After receipt of material/goods the same will be got inspected at SLDC office and if any defect found in materials/Goods then the same will be out rightly rejected. The rejected materials shall be collected back by contractor.
10. The contract for supply is for **01 month**. However, all the stationary items shall have to be supplied on as & when (contingency) requirement basis, on intimation from engineer in charge of SLDC. The rates for 01 months for supply of stationary items are firm. No any price variation or difference for supply items will be given.

11. The quantity indicated in schedule 'B' may vary as per requirement & the same has to be supplied as per instruction of EIC. Payment will be released accordingly for actual supplied quantity.
12. First and final bill payment will be released as per actual items received by concern EIC of SLDC.
13. The rates quoted shall be on firm price basis & no price variation etc. will be payable on any thing till completion of contract.
14. The rate should be for F.O.R. destination, nothing will be paid extra.
15. The bidder shall clearly mention the rates offered and GST applicable. GST will be paid extra as per government norms (Statutory payment).
16. Taxes, duties etc. as applicable will be deducted from the bills as per rules.
17. The contractor should have to maintain the quality of stationary items throughout the contract period failing which the contract will be liable to be cancelled without giving any notice at the risk and cost of the contractor. The contractor has to supply the stationary materials as per sample available at SLDC office, GETCO, Gotri, Vadodara.
18. The undersigned reserves the rights to reject any or all the tenders or to accept any tender without assigning any reason thereof.
19. The undersigned reserves the right for any addition, alteration in the tendered items as per actual condition and requirement.
20. The Company reserves the right to terminate the contract at any time without assigning any reason. The contractor shall not be entitled to any compensation on such termination of contract.
21. If contractor fails to execute the order successfully, for a stipulated time limit & as per requirement the order will be got completed through other agency at the risk and cost of contractor. (Difference if any due to higher rate, will be recovered from the contractor.)
22. **Supply Contract may be extended for a further period of 0.5 month/25% of qty of supply, if agreed mutually by both sides on same rate, terms and conditions of contract;**
23. In case of any dispute or any discrepancy, the decision of Chief Engineer, SLDC, GETCO Gotri, Vadodara will be final and binding to the contractor.
24. If the contract is required to be cancelled due to any reason attributable to contractor / supplier the same will be at the risk & cost of contractor / supplier.
25. **General Terms & Conditions:**
Conditions here under are applicable in addition to the terms and conditions mentioned in Booklet "TENDER AND CONTRACT OF WORKS" available for reference at the Office of C.E. (SLDC) GETCO, Gotri. Wherever the terms and conditions enumerated in the booklet "TENDER AND CONTRACT OF WORKS" conflict with those stated herein the later shall prevail over the former.

26. Commencement:

Contract will commence from the date of receipt of order and/or as per directive of Engineer In-charge. The contract will remain in force for three months from date of commencement.

27. Terms of Payment:

No advances shall be paid. The bill in triplicate should be forwarded to concerned engineer after supply of materials. After receipt of materials at site in good condition and certification by concerned Engineer regarding supply as per terms of A/T / Contract, verifying the copy of bills, and submission of advance stamp receipt, the first and final bill payment will be made by RTGS or ECS on receipt of actual quantities of stationary materials at SLDC, Gotri.

Income-Tax (if any) or any other taxes as applicable will be deducted at source from R.A. Bill., as per prevailing rules at the time of payment. The invoice will be paid within 45 days after submission of the invoice complete with all respect.

The invoice of quantity supplied by contractor will be paid. The quantity which are not supplier or pending to supply will not be paid.

28. EMD:

1% of the estimated cost is required to be paid except who are registered and exempted from paying the EMD, as Earnest Money Deposit along with tender form by RTGS/NEFT/online mode only.

29. Security Deposit:

The 10 % of order value is to be paid as a security deposit. SD will not be accepted in form of cash. SD has to paid by contractor by Bank Guarantee or by Demand Draft drawn in favor of "Gujarat Energy Transmission Corporation Ltd SLDC." Payable at Vadodara only (on Nationalized banks given in schedule A), on acceptance of tender as, Security Deposit. FDR. Cheque or cash for security deposit will not be accepted. The same shall be refunded on completion of work, successfully and on receipt of "NOC" from concerned Dept. i.e. after completion of Three months. No interest shall be paid by the Company on security deposit. Security Deposit shall also be accepted as RTGS/NEFT.

30. The Full amount of the "Earnest Money Deposit" paid shall stand forfeited if the full amount of specified Security Deposit is not paid in specified time by the successful bidder and the order will stand cancelled at the risk and cost of successful bidder. (Except those bidders who are registered and exempted from paying the EMD & Security Deposit.)

31. PENALTY:

The stationary items should be supplied regularly within stipulated time as per the instruction of Engineer in charge, failing which penalty at the rate of ½ % not exceeding 10% of contract value will be imposed.

32. Taxes & Duties:

- A** GST registration must be required for tender.
- B** GST will be applicable at prevailing rates (As per GST Regime.)
- C** GST will be reimbursed subject to making of credit in GSTN portal.

Contractor should be registered under GST laws, which they shall pay the GST for this contract.

Contractor has to submit invoice/Challan as documentary proof with each RA bill & Final Bill and in which it shall be specifically mention the nature of service & SAC code under which the amount of GST payable by contractor and payable by GETCO (if any) without fail.

GETCO will withheld the GST x amount of contractor and it shall be reimbursed on production of documents evidences of payment made by contractor

The Contractor has to submit invoice to GETCO indicating following.

Name, address and GST registration no. of the
service provider Name and address of person
receiving the service i.e. GETCO Description and
value of taxable service provided

The total GST payable thereon with bifurcation of GST payable by service provider
and service receiver.

- Contractor has to also supply tax invoice as described under GST rules and Regulation r indicating GSTIN o.

Statutory Variation: Any statutory increase or decrease in taxes and duties including GST and cess as applicable or in the event of introduction of New tax/cess or cessation of existing tax/cess subsequent to Suppliers offer if it takes place within the original contractual completion date will be to Company's account subject to the claim being supported by documentary evidence. However, if any decrease takes place after the contractual delivery date, the advantage will have to be passed to the Company.

- The GST shall be reimbursed to the contractor on submission of copy of documentary evidence of payment by observing due formalities.

Note: (i) - GST will be applicable at prevailing rates (As per GST Regime.)

(ii) - GST will be reimbursed subject to making of credit in GSTN portal.

No Sales / Professional or any other Taxes or levy excise, octroi, toll tax, royalty or other duty will be payable by the company against this contract. All royalties, sales tax, toll tax and any other taxes including works contract tax in respect of this contract and also any statutory variation in future towards above mentioned taxes shall be payable by the contractor.

33. Unsatisfactory Progress for supply of items.

If the work for supply of items is found not satisfactory or not progressing according to schedule given by the company, the GETCO may take any action as may be deemed fit to see that the supply work is completed in time at your risk and cost including forfeiture of entire security deposit.

34. The validity of the tender shall be Six months (180 Days) from the date of opening of tender.

35. Conditional Tender will not be accepted.

36. No extra cost will be paid for any transportation.

37. Bidder shall sign page by page and submit the tender. No additions /alterations will be accepted. Any tender violating this condition shall be out rightly rejected.

38. The supplier shall make his own arrangements for the loading / unloading of stationary materials etc., as required. No working staff will be provided by SLDC.

39. The supplier shall ensure that either himself or representative on his behalf is deputed by him to keep in touch with Engineer in charge with regard to detailing of the work progress or any changes required thereof.
40. No interest shall be paid by the Company on security deposit as well as on amount of performance guarantee.
41. Tender fee paid for purpose of tender papers is nonrefundable.
42. Company shall have right to purchase any or all items from other agency at the risk and cost of contractor, in case of default.
43. None fulfilling any of the clauses of the specification will lead to outright rejection of tender / bid.
- 44. Evaluation will be carried out on basis of overall L-1 (lowest) price of end cost i.e. Final price of the bid offered.**

45. AUTHENTICATION.

The complete details (Name, Designation, Specimen signature etc. of the Authorized person to sign the tender documents, correspondence agreement etc. during pendency of contract, shall invariably be enclosed with the tender along with the Resolution etc. of the Firm for authorizing particular person for authenticating documents. The number of authorized signatures shall not be more than three.

In case the Authorized signatory person leaves the firm, on permanent basis, another person shall be nominated under intimation to this office. However, the Director/Owner of the Firm shall sign the intimation.

Except in case as indicated above the authorized signatory will not be changed.

SCHEDULE OF GENERAL PARTICULARS.

(To be furnished with Technical Bid)

1	Name of suppliers	
2	Postal Address of the suppliers	
3	a) Telephone (Mobile)No. b) Fax No. c) E-mail address	
4	Have Tender Fee paid?	
5	Have EMD been paid?	
6	Is the offer valid for 180 days from the date of price bid opening?	
7	Is the bidder agreeable to pay SD in cash or in the form of an acceptable B.G.?	
8	Are the quoted prices firm?	
11	Is the copy of PAN Card submitted?	
12	Is the copy of Income-Tax clearance certificate for last 3 year (latest) submitted?	
13	Is the copy of GST no certificate submitted?	

Chief Engineer (SLDC) Gotri

ANNEXURE – II

(On non-judicial stamp paper of Rs.100/-)

CONTRACT AGREEMENT

This agreement is made at BARODA the _____ day of _____ in the Christian year Two thousand twelve between M/S _____ (herein after referred to as “THE CONTRACTOR” which expression shall unless excluded by or repugnant to the contract includes its successors or permitted assigns)of the one part and the Gujarat Energy Transmission Corporation Ltd having their Head Office at Sardar Patel Vidyut Bhavan , Race Course, BARODA 390 007 (herein after called “THE COMPANY” which expression shall unless excluded by or repugnant to the contract includes its successors or permitted assigns) of the other part.

WHEREAS the aforesaid Company has accepted the tender of the aforesaid contractor for _____ as per Company order No. _____ herein after called “THE WORKS “ and more particularly described enumerated or referred to in the specification, terms and condition prescribed in the order letter, covering letter and other letters and schedule of price which for the purpose of identification have been signed by Shri _____ on behalf of the contractor and by _____ on behalf of the Company a list whereof is made out in the schedule hereunder written and all of which said documents are deemed to form part of this contract and included in expression “THE WORKS” wherever herein used , upon the terms and subject to the conditions hereafter mentioned .

AND WHWHEREAS THE COMPANY has accepted the tender of contract for the contractors for the construction of the said works for the sum of ` _____ (Rupees _____) upon the terms and subject to the conditions herein mentioned.

NOW THIS AGREEMENT WITNESSES AND IT IS HEREBY AGREED AND DECLARED THAT: -

1. The contractor shall do and perform all works and things in this contract mentioned described or which are implied therein or there from respectively or are reasonably necessary for the completion of the works as mentioned and at the terms, conditions and stipulations contained in this contract, and in consideration of the due provision , execution, construction and completion of the works agreed to by the contractors as aforesaid , the Company doth hereby covenant with contractor to pay all the sums of money as and when they become due and payable to the contractors under the provisions of the contract. Such payments to be made at such times and manner as is provided by the contract.
2. The conditions and covenants stipulated herein before in this contract are subject to and without prejudice to the rights of The Company to enforce penalty for delays and / or any other rights whatsoever including the right to reject and cancel on default or breach by the contractors of the conditions and the covenants and stipulated in the general conditions, specifications, forms, or tender schedule, drawing etc. attached with the Company’s Order No. _____ .

The contract value, extent of supply delivery dates, specifications, and other relevant matters may be altered by mutual agreement and if so altered shall not be deemed or construed to mean or apply to affect or other terms and conditions of the contract and the general conditions and the contract so

Stamp and Signature of Contractor

altered or revised shall be in and shall always be deemed to have been subject to and without prejudice to the said stipulation.

SCHEDULE

List of documents forming part of the contract:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

In witness whereof the parties have set their hands and seal this day of and month year first above written.

1) Signed sealed and delivered by

(Signature with Name, Designation, & Official Seal)

for and behalf of M/S _____

In presence of Name, Full address & signature

i) _____

ii) _____

2) Signed sealed and delivered by

(Signature with Name, Designation, & Official Seal)

for and behalf of Gujarat Energy Transmission Corporation Ltd

In presence of Name, Full address & signature

i) _____

ii) _____

Stamp and Signature of Contractor