

**BHARAT HEAVY ELECTRICALS LIMITED**

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

Phone: 044-2816 1965

Email: poongkodi@bhel.in

PUR 002/06

80, Gopathy Narayanaswamy Road, T.Nagar, Chennai – 600 017.

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501800006	11.05.2018
DUE DATE FOR QUOTATION – 25.05.2018		
THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER		

Suppliers Are Requested To Go Through Terms &amp; Conditions Before Submission of Offers.

Sl. No.	Material Code	Description & Specification	Unit	Qty.	DELIVERY SCHEDULE		
					Qty.	Date	Remarks
1		Copier Paper A4 Size 80 GSM	RM	1900	1900		As per Imp. Info to Bidders
2		Copier Paper A3 Size 80 GSM	RM	10	10		

**Encl. to Enquiry:**

1. Important Information to Bidders
2. Price Format

Dear Sirs,

Please submit your lowest quotation in triplicate, subject to our terms and conditions overleaf, for the above materials, so as to reach us on or before the due date by 2 P.M.

1. Quotations will be opened at 2-30 P.M. on the due date in camera/In the presence of the tenderers who may like to be present.
2. Price should be "Net" FOR destination inclusive of risk in transmit and remain valid for 120 days from the due date.
3. If any Sales tax and Excise duty are payable as extra to the quoted price the percentage of the same should be specifically stated in the quotation failing which the purchaser will not be liable for payment of Sales Tax / Excise Duty. **GST No. 33AAACB4146P2ZL.**
4. If the enquired items are coming under D.G.S & D rate contract, please indicate the rate contract prices duly sending a copy of the rate - contract along with your offer.
5. No revision of prices will be entertained after tenders are opened.
6. Manufacturers name, brand name trademark or patent No. if any should be specified. Illustrate leaflets giving particulars are required along with quotation wherever necessary.
7. Products with I.S.I. certification marks will be preferred.
8. The purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject in part or full without assigning any reason whatsoever.
9. Late tenders are liable to be rejected.
10. Any deviations to the enquired technical and commercial conditions shall be clearly indicated in the covering letter of the quotation.

Yours faithfully,  
For BHARAT HEAVY ELECTRICALS LIMITED

*[Signature]*  
11/5/18  
Sr. Engineer / Purchase

## **TERMS AND CONDITIONS**

1. **QUOTATION:** This tender is a **TWO PART** bid, i.e., technical bid and price bid are to be enclosed in two separate envelopes and sent in one larger envelope with tenderer's distinctive seal and super scribed with correct tender No., Item of supply and due date of opening. Tenders should be free from **CORRECTIONS AND ERASURES:** Corrections if any, must be attested. All amounts shall be indicated both in words shall prevail.
2. **TERMS OF PAYMENT:** 100% Payment after receipt and acceptance of material.
3. **LIQUIDATED DAMAGES:** It is clear among the parties of the contract that time is the essence of the contract. Therefore, the delivery of the goods specified, in the purchase order should be made within the time limit prescribed. Where the seller supplies or dispatches the goods beyond the delivery period specified, the purchaser will have no obligation to accept the goods if accepted liquidated damages, at the rate of 0.5% of the value of goods delayed for each week of delay or part thereof subject to a maximum of 10% of the undelivered portion will be levied without prejudice to any other relief or compensation due to the purchaser under any other condition of this contract.
4. **GENERAL:** Any other conditions, which might have been quoted by the seller and are in contravention to the terms prescribed in the order and which have not been specifically accepted in by the purchaser will not be applicable to this contract.
5. **ONLY MSE (MICRO AND SMALL ENTERPRISE) SUPPLIERS ARE ALLOWED TO BID FOR THIS ITEM.**

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure – I where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (part – 1) in case of two-part bid. Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through E-procurement portal, then the above required documents are to be uploaded on the portal. Documents are to be notarized or attested by a Gazetted officer.

### **IMPORTANT INFORMATION TO BIDDERS**

1. **The tender will be operated on two part bid basis i.e. (I).Techno-Commercial Bid & (II).Price Bid.** Sample should be submitted along with Techno-Commercial Bid where sample is insisted in the Enquiry, if sample is not received for the Enquiry where BHEL is insisted, that offer will be summarily rejected. If sample is insisted in the enquiry, then the sample should be super scribed with the enquiry sl. no for identification and evaluation. Samples without the identification will not be considered and offer will be rejected
2. **Techno-Commercial Bid:** Containing commercial terms, delivery terms, delivery schedule, validity of offer, payment terms (except price details), GST Percentage, HSN Code, Acceptance for LD clause, etc. as per ANNEXURE-A (submitted in your company letter head) shall be put in a cover (1) and super scribed as "Techno-Commercial Bid" for Enquiry No: .....Dt: .....Due Dt.: .....
3. **Price Bid:** Containing the price details shall be put in a separate cover (2) and superscripted as "Price Bid "for Enquiry No: .....Dt: .....Due Dt.: ..... as per ANNEXURE -B (submitted in your company letter head)
4. You are requested to put the above two envelopes (Techno-Commercial Bid & Price Bid) inside a separate larger sealed envelope and this envelope shall be super scribed as "Techno-Commercial Bid and Price Bid" for Enquiry No: .....Dt: .....Due Dt.: .....

**Your Quotations should be sent to:**

**SR. ENGINEER / PURCHASE  
BHEL PIPING CENTRE  
PURCHASE DEPARTMENT  
NO. 80, GN ROAD (II FLOOR)  
T.NAGAR, CHENNAI-600 017.**

5. Your offer should strictly confirm to our requirement. Prices and applicable taxes should be indicated clearly without any corrections.
6. Organization Information like PAN, GSTIN & MSME certificate shall also be furnished.
7. The validity of the offer should be Minimum of 60 days.
8. The quoted price shall be "FIRM" till the completion and execution of the work.
9. **All materials should be delivered to the above mentioned address upto the storage location at the respective floors as instructed by BHEL. In case of non-availability of lift also, vendor shall arrange to bring the material upto the storage location situated in respective floors.**
10. The delivery shall be within 4 weeks from the date of PO. However, earliest delivery is preferable.
11. Last date of submission of offer is 25.05.2018, 14:00 hrs. Bids submitted after the deadline will not be entertained.
12. The bid opening date is 25.05.2018, 14:30 hrs.

**13. PRICES ARE TO BE SUBMITTED IN BHEL PRICE FORMAT ONLY.**

**14. Material will be accepted by BHEL only after inspection. If the material does not match BHEL requirement, the same has to be replaced free of cost.**

15. The bidder along with its associate / collaborators / sub-contractors / sub-vendors / consultants / service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

**16. COMMERCIAL TERMS CONFIRMATION REQUIRED FROM THE SUPPLIER (TO BE SUBMITTED IN COVER NO: 1 i.e., Technical Bid)**

**ANNEXURE -A**

**COMMERCIAL TERMS CONFIRMATION REQUIRED FROM THE SUPPLIERS  
(SUBMITTED IN COVER NO: 1)**

SL NO	DESCRIPTION	BHEL REQUIREMENTS	SUPPLIER CONFIRMATION/DEVIATION (STRIKE OUT WHICHEVER IS NOT APPLICABLE)
1	VALIDITY	60 Days from Date of technical bid opening	
2	PRICE QUOTED SHOULD BE INCLUSIVE DELIVERY TO BHEL PIPING CENTRE STORAGE AREA	FOT – FOR BHEL PIPING CENTRE , NO. 80, G.N. ROAD, T. NAGAR CHENNAI - 17	
3	HSN CODE	SUPPLIER HAS TO MENTION	
4	DEIVERY SCHEDULE	AS PER TENDER SCHEDULE	
5	PAYMENT TERMS	As per <b>Clause 2</b> of Terms and Conditions of the Enquiry (Two Part Bid)	ACCEPTED/NOT ACCEPTED
6	LD CLAUSE	As per <b>Clause 3</b> of Terms and Conditions of the Enquiry (Two Part Bid)	NON DEVIATABLE
7	CONTACT PERSON DETAILS	NAME: MOBILE NO: EMAIL :	TO BE FILLED BY VENDOR COMPULSORY
8	SAMPLE	WITH BRANDS QUOTED IS REQUIRED	
9	MSE CERTIFICATION	To be attached	ATTACHED / NOT ATTACHED

*Handwritten signature and date: 11/5/18*

**Vendors Seal & Signature**

**UNPRICED FORMAT – To be Submitted Along with Technical Bid**

<b><u>Enquiry No. – 4501800006 dt. 11.05.2018</u></b>			
<b><u>Type</u></b>	<b><u>Rate per Ream QUOTED / NOT- QUOTED</u></b>	<b><u>Taxes Applicable, if any (%age and Value)</u></b>	<b><u>Final Rate for FULL QTY, incl. of taxes ( QUOTED / NOT-QUOTED)</u></b>
<b>Brand / Copier Paper A4 Size 80 GSM Qty –1900 Reams</b>			
<b>Brand / Copier Paper A3 Size 80 GSM Qty –10 Reams</b>			

We agree to all terms and conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)

NAME OF COMPANY --

CONTACT PERSON --

CONTACT NUMBER --

E-MAIL ID -

*11/5/18*

## ANNEXURE –B

### PRICE FORMAT

Enquiry No. 4501800006 / 11.05.2018

<u>Type</u>	<u>Rate per Ream in INR</u>	<u>Rate for Full Qty, excl. of Taxes</u>	<u>Taxes Applicable, if any (% age and Value)</u>	<u>Final Rate for FULL QTY, incl. of taxes</u>
Brand / Copier Paper A4 Size 80 GSM Qty –1900 Reams				
Brand / Copier Paper A3 Size 80 GSM Qty –10 Reams				
TOTAL AMOUNT				

Value mentioned against "Total Amount" shall be used for arriving at L-1 bidder.

We agree to all terms and conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)

NAME OF COMPANY –

CONTACT PERSON –

CONTACT NUMBER –

E-MAIL ID -

*11/5/18*

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POONGKODI, V  
Senior Engineer / Purchase  
BHEL / Piping Centre  
Chennai - 600 017