



निविदा सूचना
TENDER ENQUIRY

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Ltd.

सेन्ट्रल फाउन्ड्री फोर्ज प्लांट-हरिद्वार - 249403 (भारत)
Central Foundry Forge Plant, Haridwar - 249403 (INDIA)

Phone : (0091) 01334 - 281639, 281385, 285336 Fax : 01334 225892/ 226458

TIN No. : 05001763485
C.S.T. No. : HR-5018287 Dt. 16-03-1995

निविदा सूचना सं. ENQUIRY NO.★	7004 P/ 343/9/0200U1	दिनांक Date	11-01-2020
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कृपया निम्नलिखित के लिए निविदा दें। PLEASE QUOTE FOR THE FOLLOWING :

DUE DATE

29-01-2020

M/S. ::

Vendor Code

09285

INDIA

SL	MATERIAL CODE ITEM DESCRIPTION	QUANTITY	UNIT	LOTNO	LOT DELIVERY QTY SCHEDULE
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1	FF0461788012 COMPUTER STATIONERY FOR PURCHASE ORDER.	20000	ST		
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2	FF0461789019 COMPUTER STATIONERY FOR TENDER ENQUIRY.	5000	NO		
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**** IMPORTANT:** This enquiry is 2 part tender. Techno-Commercial bid (Part-1) & Price Bids (Part-2) should be submitted in separate envelopes. These two envelopes should be submitted in a common sealed envelope. Techno-Commercial Bid shall contain detailed Technical Specification, Drawings Technical documents, Catalogues, taxes & duties, payment terms, delivery period, validity of offer, Replica of Price Bid (Copy of price bid without price part) etc. The confirmation to the special terms & conditions must be submitted alongwith Techno-Commercial bid.

Standard Instructions:

INSP AFTER RECPT AT CFFP.

Special Instructions:

PRINTING PROOF REQUIRED.

FORMAT SIZE 10"X12"X3 HAVING 60 GSM, EACH SET OF 3 SHEETS WITH 2 CARBON.

FRONT SIDE PRINTING IN DOUBLE COLOURED AS PER SAMPLE ENCLOSED & BACK SIDE IN

SINGLE COLOUR PRINTING AS PER SAMPLE.

~~SL-2 COMPUTER STATIONERY FOR TENDER ENQUIRY SIZE 9"X12"X1 60 GSM WHITE.~~

SL-2 COMPUTER STATIONERY FOR TENDER ENQUIRY SIZE 9"X12"X1 60 GSM WHITE.

SL.NO.-2 COMPUTER STATIONERY FOR TENDER ENQUIRY SIZE 9"X12"X1 60 GSM WHITE.

SL.NO. 2 BOTH SIDE PRINTING IN DOUBLE COLOUR AS PER SAMPLE ENCLOSED.

PRINTING PROOF TO BE GOT APPROVED BEFORE BULK SUPPLY.

INSPECTION AT CFFP AFTER RECEIPT OF MATERIAL.

DELIVERY 30 DAYS FROM P.O. DATE.

General Instructions:

1. Please submit authorization letter (format enclosed) for facilitating

Page No

1

★ महत्वपूर्ण: कृपया कोटेशन देने से पूर्व पीछे दिए गये अनुदेशों को ध्यानपूर्वक पढ़िये।

★ PLEASE READ CAREFULLY THE INSTRUCTIONS GIVEN ON REVERSE BEFORE QUOTING



AA- 17001

निविदा सूचना TENDER ENQUIRY

भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Ltd.

सेन्ट्रल फाउन्ड्री फोर्ज प्लांट-हरिद्वार - 249403 (भारत)
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कृपया निम्नलिखित के लिए निविदा दें। PLEASE QUOTE FOR THE FOLLOWING :
MATERIAL CODE QUANTITY UNIT LOT NO
ITEM DESCRIPTION

- e-payment/electronic transfer of funds
- 100% payment within 30 days after receipt & acceptance of material at CFFP BHEL, Haridwar through e-payment.
 - CFFP/BHEL RESERVES THE RIGHT TO PRE-INSPECT THE MATERIAL AT VENDOR'S WORKS / GODOWN/ PREMISES BEFORE DESPATCH.
 - ORIGINAL MANUFACTURER'S TEST CERTIFICATE IS REQUIRED ALONG WITH DESPATCH DOCUMENTS. IN CASE SUPPLIES ARE FROM TRADERS, IT SHALL BE THE RESPONSIBILITY OF THE TRADER TO PROVIDE ORIGINAL MANUFACTURER'S TEST CERTIFICATE WITH LINKAGE TO TRADER'S INVOICE STATING BATCH NO.
 - CFFP/BHEL Reserves the right to procure from more than one vendor.
 - Please quote prices in figures & words both. In case the prices quoted in words and figures are different, the values indicated in words will be considered for evaluation & establishing L1 status.
 - 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 suspected immediately bring to the notice of BHEL Management about any fraud as soon as it comes to their notice.
 - * The offers of the bidders who are on the banned list as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on web site www.bhel.com
 - *In case of rejection of material after receipt at CFFP, vendor / supplier is rejected material at their cost within 45 days from the date of rejection memo / note.
 - *If vendor / supplier fails to take back the rejected material from CFFP within 90 days from the date of rejection memo / note, CFFP has the right to dispose off the rejected material at the risk & cost of the vendor / supplier and no further claim for the rejected material will be entertained.
 - Documents submitted with the offer shall be signed and stamped in each page by authorized representative of the bidder.

(Signature)
12/01/2020
DHANANJAY AZAD

SR. MANAGER

Tender Reference No. .	7004 P/343/9/0200 U1 due date: 29/01/2020	
Item Description	Computer Stationary For PO and Tender Enquiry	
Vendor Name		
Quotation Reference No.		Date
Currency	INR	

Techno –Commercial Bid Details

S No.	Description	Vendor Remarks
1	Dispatch mode	
2	Please specify whether you are manufacturer or Trader of the item.	
3	Origin of Dispatch	
4	Validity of the Offer (90 Days Min.) from tender opening date , excluding the tender opening date.	
5	Prices shall be firm till execution of Order.	Agreed / comments
6	Payment terms: 100% within 45 days after receipt of material, subject to acceptance of material at CFFP/ BHEL, Haridwar or at desired destination, through e-payment unless otherwise specified in the special terms attached to the Tender Enquiry. * In case vendor does not agree, proper loading shall be done. Base rate of SBI (as applicable on the date of bid opening: Techno commercial bid opening in case of two part bids) + 6%, shall be considered for loading for the period of relaxation sought by bidders.	Agreed / comments
7	Order to Be Placed On (Company Name and Address)	
8	Delivery Schedule: As per tender enquiry In case of non-agreement, please mention the suitable schedule in the Text box provided. Pl note if vendor's mentioned delivery is not suitable to CFFP, your offer is liable to get ignored for this tender enquiry.	Agreed / comments
9	Penalty for Late Delivery: The delivery of the goods shall be made strictly as per time limit specified in delivery schedule of purchase order, failure to supply within this period will make the supplier liable to penalty of 1/2 (half) percent of the price of the goods in arrears per week subject to a maximum of 10%. In case LD clause is not agreed for full 10%, mention same in text field for agreed %age. Your offer shall be loaded for the un-agreed part (out of 10%)	Agreed / comments
10	If deviation in Penalty for Late Delivery then please specify	
11	Risk Purchase: In case of delayed/defective supplies or non-fulfillment of any other terms & conditions given in the Purchase Order, the purchaser may cancel the purchase order in full or part thereof and may also make the purchase of such material at the risk & cost of supplier. In case of non- agreement of this term your offer shall not be considered.	Agreed / comments
12	BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid submitted by the bidder. This	

Tender Reference No.	7004 P/343/9/0200 U1 due date: 29/01/2020	
Item Description	Computer Stationary For PO and Tender Enquiry	
Vendor Name		
Quotation Reference No.		Date
Currency	INR	

	will be decided after techno- commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.	Agreed / comments
13	In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit online sealed bid in the Reverse Auction. Non-submission of online sealed bid by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.	Agreed / comments
14	In case BHEL decides to go for reverse auction, the H1 bidder(s) (whose quote is highest in Online Sealed bid) may not be allowed to participate in further RA process.	Agreed / comments
15	Final inspection shall be carried out after receipt of material at CFFP. However, CFFP reserves the right to pre Inspect the material at supplier's works.	Agreed / comments
16	Delivery shall be made on FOR Destination basis, destination being Stores/CFFP/BHEL, Haridwar, Freight & Insurance charges to vendor's account.	Agreed / comments
17	Item No.1 Format Size 10"X12"X3 having 60GSM, each set of 3 sheets with 2 carbon.	
18	Front side printing in double colour as per sample enclosed and back side in single colour printing as per sample	
19	Item No.1 Sample with art work to be got approved during evaluation of offer of vendor 6147	— x — x —
20	Item No.2 Computer stationary for Tender Enquiry size 9"X12"X1 having 60GSM white	
21	Item No.2 Both side printing in double colour as per sample enclosed.	
22	Item No.2 Printing proof to be got approved before bulk supply.	
23	Are you registered under MSME? If yes, Please attach the copy of Udyog Aadhar Memorandum Submission of Udyog Aadhar Memorandum is must to get the MSME benefit.	
24	Is MSME owned by SC/ST. If yes, attach copy of certificate.	
25	Contact person name	
26	Contact email addresses	
27	Contact mobile nos.	

Tender Reference No.	7004 P/343/9/0200 U1 due date: 29/01/2020	
Item Description	Computer Stationary For PO and Tender Enquiry	
Vendor Name		
Quotation Reference No.		Date
Currency	INR	

Unpriced Bid Details (to submitted with Techno Commercial Bid)

RFQ Item	1	2
Material Code	FF461788012	FF0461789019
Item Name	Computer Stationary for PURCHASE ORDER	Computer Stationary for TENDER ENQUIRY
Enquired Quantity	20000 Set	5000 No.
Offered Quantity		
Confirmation to supply the material as per CFFP Spec.		
Freight/ Unit		
Insurance/ Unit		
Packing/ Unit		
% GST		
Any other Charges		

Tender Reference No.	7004 P/343/9/0200 U1 due date: 29/01/2020	
Item Description	Computer Stationary For PO and Tender Enquiry	
Vendor Name		
Quotation Reference No.		Date
Currency	INR	

Priced Bid Details (To be submitted in separate sealed envelope)

RFQ Item	1	2
Material Code	FF461788012	FF0461789019
Item Name	Computer Stationary for PURCHASE ORDER	Computer Stationary for TENDER ENQUIRY
Basic Rate (Rs/Unit)		

Phone : (0091) 01334 - 281639, 281385, 285336 Fax : 01334 225892/ 226458

TIN No. : 05001763485
C.S.T. No. : HR-5018287 Dt. 16-03-1995

निविदा सूचना सं. ENQUIRY NO. ★

दिनांक Date

कृपया निम्नलिखित के लिए निविदा दें। PLEASE QUOTE FOR THE FOLLOWING :

सामग्री

- 1- **SUBMISSION OF TENDERS** : Quotation in triplicate must be enclosed in a sealed cover which must have the complete enquiry number and the due date mentioned above duly superscribed invariably sent under "REGISTERED POST ACKNOWLEDGEMENT DUE" addressed TO THE MATERIALS MANGER CENTRAL FOUNDRY FOUNDRYFORGE PLANT BHEL HARIDWAR The quotations must be posted with due allowance for postal delay. Alternatively the tendersduly sealed and superscribed may be depercribed may bedepostins must be deposited in the Tender Box placed in the Office of tge under signed. ANY TENDER NOT SUBMITTED IN THIS MANNER ARE LIKELY TO BE IGNORE.
OPENING :- All tenders must reach this Office / deposited in the Tender Box before 2P.M. The Tenders will be opened on the due date at 2.P.M. in the office of the undersigned in the presence of tenderreres who may like to be present. LATE TENDERS ARE LIABLE TO REJECTION.
- 2- **PRICES** (i) Prices should be quoted for delivery on F.O.R. Destination basis inclusive ot insurance Full wagon load shall be consigned to B.H.E.L. Ranipur siding served by Haridwar (Rly. Code A. W. C. B.) The delivery by Road Transport will be made at our Stores in the plant. Ex-Godwn rate must include packing & forwarding charges. If applicable extra please indicate percentage. (ii) The prices should be quoted as per DGS & D rate contract if any held by the tenderer currently A copy of the rate contract should be enclosed. If there is no rate contract, lowest, prices applicable to DGS & D and other Govt Depts. should be quoted and a certificate to this effect must be incorporated in the quotation.
- 3- **DELIVERY** (a) The supply must be made within the delivery period mentioned. If the tenderer can't arrange supply during the required delivery period, the alternative delivery period may be offered in clear terms. Please other note that delivery is the essence of contract. (b) If the delivery is not completed with in the prescribed time specified in the order, supplier shall be liable to an unconditional penalty of 1/2% of the price of goods in arrears per week subject to a maximum of 10% For material not supplied in time and /or not conforming to specification, the purchaser shall have the discretion to resort purchase from else where on the risk and cost of the supplier without any notice.
- 4- **EARNEST MONEY** : A sum equal to 2% of tendered value (rounded to nearest multiple of 10) Must be deposited as earnest money along with the quotation in the form of a Crossed Demand Draft In favour of Bharat Heavy Electricals Limited, Ranipur (Haridwar) or as a post office Saving bank Account Pass Book or post Office 12 years National Saving CCertificates pledged to the Account officer Bharat Heavy Electricals Ltd, Haridwar. Tender received without earnest money or not in the proper form i liable to rejection.
- 5- **SECURITY DEPOSIT** : Earnest money of the successful tenderers shall be converted in to security in addition at further sum up to 5% of the tendered cost may be called from the successful tenders which shall have to be deposited within 10 days. Security deposit shall be released only after satisfactory execution of the contract. Any Compensation penalty or other sums of money may be deducted from the Security Deposit.
- 6- **TERMS OF PAYMENT** : (i) For consumable, Stores our standard terms of payment after receipt inspection & acceptance at our stores. (ii) For machinery and allied equipment's the terms acceptable are 80% after receipt and inspection 10% after satisfactory installation and commissioning and final 10% after satisfactory completion of guarantee period, We do not generally agree to requests for any payment through Bank in any case no payment through Bank would be agreed where the order is for less than Rs. 2000/-invalue. No part despatches are allowed for orders where value is less than Rs. 5000/- Specific conformation to the acceptance to the above terms condition should be given in the quotation by the tenderer, Parties must quote their current Registration No. with DGS & D.
- 7- **SPECIFICATION** : The goods offered must conform to the required specification of the latest ISI/BSS specification (ii) Manufacture's name trade marks etc. must be stated in the offer complete illustrative Technical literature / catalogue drawing should be attached with the offer failing which the same may be ignored. (iii) The Price must be quoted onlyin the units mentioned. (iv) Original Trest Certificate from the Manufactures / Govt. Test House will have to be produced wherever required without any extra cost. This may please be clearly confirmed in the quotation without which the offer will not be considered. (v) The stores equipment offered shall have to be guaranteed against all defects for a period of 12 months from the date of acceptance / commissioning. Any defect during the guarantee period shall be removed by the supplier free of cost and at their risk.
- 8- **SAMPLES** : Wherever demanded / nesessary, parties may submit sample before the tender opening. These should be properly tagged indicating the supplier's Name, enquiry No. and due date against which sample is to be considered Rejected sample must be removed within 5 days of our intimation, failing which the same shall be returned on freight to pay Basis per goods train. Expences incurred in this connection will be payable by the party. Offers received without sample where demanded may be rejected.
- 9- **PENALTY** : Orders placed against this enquiry will be subject to normal clauses for imposing of penalty liquidated risk purchase, cancellation, arbitration as per terms of purchase order in case of delay in effecting supply or other defaults.
- 10- **TESTIMONIALS** : Income tax Clearance certificate and other testimonials from Bank or other authorities may be called by us wherever necessary.
- 11- **QUANTITIES** : ALL the quantity in the enquiry may not be ordered. Suppliers should be prepared, to accept orders for reqduced quantity without any extra charges.
- 12- **VALIDITY** : ALL quotations should be valid for acceptance in part or in full for three months from the date of opening.
- 13- **RIGHT OF ACCEPTANCE** : Bharat Heavy Electricals, Ltd. Ranipur (Haridwar) reserves the right to reject any or all tenders without assigning any reason there of.
Quotation not in accordance with the above instructions and conditions will be disqualified.



AA-17007

**क्रय आदेश
PURCHASE ORDER**GSTIN : 05AAACB4146P1ZL
PAN No. AAACB4146P**क्रय विभाग PURCHASE DEPARTMENT
भारत हेवी इलेक्ट्रिकल्स लिमिटेड
BHARAT HEAVY ELECTRICALS LTD
सेन्ट्रल फाउन्ड्री फोर्ज प्लांट-हरिद्वार - 249403 (भारत)
Central Foundry Forge Plant, Haridwar - 249403 (INDIA)
(भारत सरकार का उपक्रम / A GOVT. OF INDIA UNDERTAKING)**

Phone : (0091) 01334 - 285533, 281299

Telefax : (0091) 01334 - 225892

E-mail : hwcfm@bhel.co.in

PLEASE QUOTE COMPLETE ORDER No. & DATE IN ALL CORRESPONDENCE

PO NO

DATE:

SAMPLE**कृपया संलग्नकों सहित पढ़ें****PLEASE READ IN CONJUNCTION WITH ENCLOUSER**

TERMS & CONDITIONS

1. **The Terms of Conditions :** The purchase order will be deemed to have been accepted if no communication to the ceontray is received within 10 days from the date of purchase order.
2. **Packing :** The suppliers shall arrange for adequately, protection and packing of stores as to avoid loss of damage during transit and also metal part should be prevented from rusting and crossing during transit the supplier would be responsible for any loss/damage during transit due to defective packing
3. **Despatch Instructions:** (I) Full wagonload and small consignment weighing above one Ton to be booked to B.H.E.L. Railway Siding Ranipur served by Haridwar Rly. Station (N. Railway) Small below one ton to be booked to be CBA Bharat Heavy Electrical (Code HWCB) served by Haridwar Railway Station vide pera 20 at N. Rly. Rate advise No. NIL 8th April, 1957, Goods despatched by road transport MOST be delivered to our Manager (Stores CFFP/B.H.E.L. Ranipur, Haridwar. (ii) Despatch Advice along with RR/GR. Delivery challan in triplicate invoice and certificate (TC/GC etc.) are to be forwarded to the Manager Stores CFFP/B.H.E.L. Haridwar by registered post immediately after despatch. In case of payment through bank all the documents are to be forwarded through bank. In the absence of the receipt of all these documents delivery shall not be taken and demurrage / wharfage or any other loss in the material payable due to late/incomplete, incomplete/non receipt of documents would be recovered from the supplier the decision of the management in this regard would be final. Copy of all the despatch documents to be send to manager (purchase) immediately / positively/
4. **Inspection:** (I) The final inspection shall be carried out by our authorised inspecting officer at our plant & the decision of the inspecting officer shall be final Supplier shall arrange replacement / repairs within one months from the date of rejection intimation failing which B.H.E.L. would take whatever appropriate action they may think fit in addition to the repairs/return or rejected material at the risk and cost of the suppliers, B.H.E.L also Reserves the right to claim ground rent or auction the material not removed by the supplier within three months from the date of rejection (ii) if TC/GC is not received alongwith documents as per clause 3 we reserve the right to get the material tested & recover the expenses from the vendor strictly in accordance with the specifications given in the purchase Order at suitable reduced rates Intimation to this effect shall be sent by registered post/courier/e-mail and if no reply is received within 3 weeks from the date of despatch, it will be presumed that the reduced rates are acceptable to the supplier and no claim will be ENTERTAINED Later on.
5. **Liquidated damage:** The delivery of the goods shall be made strictly as per time limit specified in delivery schedule failure to supply within this period will make the supplier liable to a condition penalty of 1/2 (half percent) of the price of the goods in arrears per week subject to maximum of 10 percent or at the discretion of the purchaser.
6. **Risk Purchase:** in case delayed defective suppliers or non-fulfilment of any other terms & condition given in the purchase order the Purchase may cancel the purchase order in full or part thereof and may also make the purchase of such material at the risk and cost of supplier.
7. **Bills** (I) Two copies shall be sent to the Account officer (Stores & Bill) CFFP/BHEL Haridwar marked original and duplicate. The Original should be pre-receipted by revenue stamp. Wherever terms of payment stipulated are by insiment separate bills should be raised (ii) Purchase order No. RR/GR No. and date particulars of delivery. Sales Tax Registration No. should be clearly mentioned on all copies of the Bills. invoice and any correspondence pertaining to bills (iii) Payment shall be made through e-payment mode. All the banks charges shall be on supplier account.
8. **Settlement of disputes :** In all cases of disputed the matter shall be referred for arbitration to Arbitrator to be appointed by award of arbitrator shall be final and binding on both the parties. The arbitrator shall have power to extend the time for making his award with the concept of the parties.
9. **Jurisdiction :** All questions, disputed or differences arising under/out of or in connection with the contract shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place from which the acceptance of the tender is issued is situated.
10. All stipulation made so far in coorespondence etc. shall be void to the extent they are repugnant to the conditions contained in this purchase order.
11. Our C.S.T. No. : HR 5018287 Dt. 16.03.95 U.P.T.T. No. HR-0041496 Dt. 01.04.1994 X, Excise Reg. No. AAACB4146PXM006X Range - Haridwar X Division Dehradun X Commissionerate Meerut to be mentioned in your Invoice positively .
12. Please mention your Excise Reg. No. Tariff sub heading on your invoice positively.
13. Any loss incurred by CFFP/BHEL due to non availment of cenvat credit will be on your account.