



TRICHY, BHEL, TRICHY, POSTAL CODE :620014, TIRUCHIRAPALLI, TAMIL NADU, INDIA

RFQ/NIT HEADER DETAIL

ORGANIZATION NAME TRICHY, BHEL RFQ FLOATED UNDER THE PURCHASE POLICY
RFQ/NIT REFERENCE 2001700256 POLICY
CODE/ENQUIRY NO RFQ OWNER/NIT MR ARUNKUMAR KOTA(AE1/PUR)
RFQ/NIT TYPE OPEN TENDER OFFICER/ENQUIRY OWNER
NUMBER OF ITEMS ALREADY 1
ATTACHED
CURRENCY ANY
DESCRIPTION KIPSTAR TONER CARTRIDGES
DETAILED DESCRIPTION KIPSTAR TONER CARTRIDGES
NUMBER OF BID PART(S) 2 PUBLISHED DATE 11 Oct , 2017 4:35:41 PM

ATTRIBUTE(S)

ATTRIBUTE NAME	ATTRIBUTE VALUE
Delivery at	BHEL STORES, TRICHY
Inspection By	INDENTOR / IT SOLUTIONS & SERVICES
Validity of the Offer	PRICE SHOULD BE FIXED AND VALID FOR 90 DAYS FROM THE DATE OF TENDER OPENING

DATE-TIME DETAIL(S)

BID START DATE 11 Oct , 2017 3:00:00 PM BID DUE DATE 23 Oct , 2017 2:00:00 PM
BID OPEN DATE 23 Oct , 2017 2:30:00 PM
(SCHEDULED)

PRE-BID DISCUSSION DETAILS

PRE-BID DISCUSSION TYPE NOT REQUIRED

ALTERNATE BID DECRYPTOR(S)

USER DETAILS
MR Admin SANJEEVI B(SDGM/PUR)
MR ABRAHAM VICTOR P G(DGM/PUR)
MR KILLIVALAVAN R(SR.ENGR/PUR)
MR NARAYANAN R(SDGM/PUR)
MR DURJOY KUMAR PRAMANIK(AE1/PUR)
MR ARUNKUMAR KOTA(AE1/PUR)

SELLER DETAIL(S)

CODE	ORGANIZATION NAME
023505	TEST (Mr test ot test)

TERM AND CONDITION DETAIL(S) - SPECIAL TERM(S)

SL. NO.	CATEGORY	DESCRIPTION
1	SPECIAL TERM(S)	SPECIAL TERM(S) GENERAL NOTE: 1. The enquiry terms & conditions are enclosed 2. Any Communication / clarification regarding tender shall be sent to the following: E-mail: pgavictor@bheltry.co.in Phone: 0431-2577645. 3. Special provisions for MSE clause is excluded in this Tender. 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 the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.

RFQ/NIT ITEM DETAILS

SL. NO.	CODE	DESCRIPTION	QUANTITY	RFQ/NIT U.O.M	OFFER U.O.M
10		Toner Cartridges to Suite Kipstar 8000 - A0 Printer Toner Capacity: 500 grams Kipstar Toner Cartridges	05.00	NUMBER	NUMBER





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ATTRIBUTE DETAILS	ATTRIBUTE NAME	ATTRIBUTE VALUE
	MATERIAL GROUP:	N760
	KILOGRAM PER UNIT:	0.00
	Cenvatable (Yes / No)	Yes
	Delivery Location	TAMIL NADU
	Vatable (Yes / No)	Yes
	Delivery Date (i) :	18-NOV-2017
	Delivery Qty (i) :	5

IMPORTANT NOTICE

PLEASE READ THE FOLLOWING ATTACHMENT(S) [SEPARATELY DOWNLOADABLE] ALONG WITH THIS RFQ/NIT/ENQUIRY .

RFQ/NIT/ENQUIRY - ATTACHMENTS

LABEL	FILE NAME
Terms and Conditions with all formats	Terms and Conditions with all formats.pdf





Annexure A

QUOTATIONS:

1.

a. Interested bidders / Suppliers shall submit their offer through e-Procurement mode at <https://bheleps.buyjunction.in>. Offers in any other mode will not be accepted. For Enterprise Procurement System (EPS) Bidders/Suppliers are requested to follow these steps.

REQUIREMENTS

1. A PC with Internet connectivity.
2. DSC (Digital Signature Certificate) (Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION)
3. The site is best viewed in Internet Explorer 9.0. If you are using Internet Explorer 10 or above then enable compatibility view available under Tools menu
4. Install Java 1.8 Update 67/72/79/77 (32 OR 64 Bit)

MANDATORY REQUIREMENT:

Suppliers interested for registration for BHEL Open Tenders should have a valid DSC (Digital Signature Certificate) before Proceeding forward for Registration. Herein a Valid DSC refers to an Active and unexpired Signing and Encryption Certificate, with specification Class III SHA 2 2048 bit.

UNREGISTERED SUPPLIER IN EPS:

Procedure for Online Registration in EPS for Open Tender Suppliers for BHEL

Please follow the below steps for registration

1. Click Register Button (Top of the Screen)
2. Please input your organization PAN No (in case of Indian supplier) or click "Foreign" in case you are an overseas Supplier.
3. Click on INTERESTED Button against the respective BHEL Unit
4. Key in your desired login id (Login Code should be 8 - 24 characters in length and can only use numeric values) If you have registered by keying in PAN No. then your desired login id will be prefixed by "OTI", In case of overseas suppliers it will be prefixed with "OTF"
5. Fill in the other details.
6. Fill in the Captcha code and click next
7. Register your Signing certificate and click next
8. Select atleast one procurement category you may be dealing in.

Once the above steps are completed, your profile will be activated by mjunction within 2 business hours. After registering follow the steps provided in "For Registered Supplier" to view RFQ.

In case of any assistance, please call the following nos for support: **033-6601 1717 (From 9:30am to 5:30pm)**
NB:-

1 -- BHEL Administrator or user will have no role for approving Registration and Open Tenders and DSC for Any supplier who has registered himself from the front END which is in case of OT.

FOR REGISTERED SUPPLIER IN EPS:

- a. Supplier visits EPS home page
- b. Supplier signs in with their user id and password
- c. Selects the RFQ Code and views it.
- d. Attaches themselves to the RFQ by clicking the interested button
- e. Supplier fills the bid template and makes necessary attachments
- f. Supplier submits their bid by clicking CONFIRM.

In case of any assistance, please call the following Nos for support:
033-6601 1717 (From 9:30am to 5:30pm)

- b. Bidders are requested to quote their offer price on F.O.R Destination (BHEL/Stores) basis only (The basic price of the material quoted in the bid should be inclusive of Packing, Forwarding, freight and transit insurance, etc.,). Ex-works offers will be summarily rejected without further clarification.
- c. No charges shall be indicated as "Lumpsum" or "Approximate" in absolute value. All charges like taxes and duties should be clearly specified as "percentage" of the quoted rates.
- d. Manufacturer's name, trademark or patent no. if any should be specified. Illustrative leaflets giving technical particulars are required along with quotation wherever necessary.
- e. Products with I.S.I. certification marks will be preferred.
- f. The Purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept in Part or full without assigning any reason whatsoever.
- g. The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Purchaser on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.
- h. The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. BHEL and mjunction Services Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Purchaser for processing.
- i. Before uploading scanned documents if any, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

2. Offers should have a validity of minimum 90 days from the date of Tender opening. The quoted/Finalized rates shall be Firm till completion of the supplies including amendment / deviation / extension if any in quantity / date.

3. On the due date of tender opening, only technical bids will be opened. The opened technical bids will be evaluated by us and clarifications required, if any, will be called for from the bidders on technical and commercial points. If no reply is received from the vendor for the clarification raised by BHEL with in the final cut-off date those vendors offer will be processed with the documents available / submitted against this tender. Offers not meeting the required specification and technical condition will be summarily rejected. The price bids of technically suitable bidders will be opened on a later date with prior intimation to techno-commercially suitable bidders.

4. Ranking L-1, L-2 etc. shall be done for individual items for the techno-commercially acceptable offers on landed cost to BHEL, Trichy basis and BHEL reserves the right to place order for individual items with different vendors. In the event of more than one vendor becoming L1 for the item, the enquiry quantity will be shared equally among all the L1 vendors.

5. BHEL reserves the right to negotiate with L1 vendor or re-float the tender for items where, L1 price is not the lowest acceptable price; BHEL reserves the right to increase or decrease the tender quantity.

6. TERMS OF PAYMENT: (Indigenous)

Payment term is 100% direct payment after 45 days from the date of receipt and acceptance of materials.

Any deviation in the above payment term will attract loading as mentioned below.

"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.

NOTE: 100% payment against dispatch document through bank / 90% payment against through document through bank + 10% payment after acceptance of materials / Cheque payment / payment against proforma invoice / advance payment / current cheque or post-dated cheque along with purchase order will not be accepted and those offers will not be considered.

7. LD clause & Risk purchase clause are applicable.

(Any deviations in the LD shall attract loading to the extent of relaxation sought to which it is not agreed by the bidder at offered value).

Single delivery schedule:

If the Supplier fails to deliver the P.O quantity within the period specified in the contract, then the Purchaser shall deduct liquidated damages, 0.5% of the total order value per week of delay or part thereof subject to a maximum of 10% of the total order value.

Liquidated Damages (LD): (Any deviations shall attract loading to the extent of relaxation sought to which it is not agreed by the bidder at offered value).

RISK PURCHASE: Alternatively the purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitutes therefor. The supplier shall be liable for any loss, which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in LD clause above.

8. GST: For supplies after implementation of GST i.e. after 30.06.2017, the following conditions will apply and supplier shall fully comply to the below points.

Indigenous suppliers:

a. Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GST registration no which should clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer..

b. Supplier shall mention their GSTN registration number in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.

c. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).

d. A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal & all tax liability as per GST rules and regulations have been and will be discharged, shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of BHEL.

e. All documents like Mill Test Certificate, LR copy, Guarantee/Warranty certificate, work completion certificate, any other document mentioned in PO, shall be sent along with the vehicle/consignment. For all consignments received within the calendar month, input credit will be availed within that month in line with monthly returns filing cycle. In case of any discrepancy in the document or non-submission of documents mentioned in the PO, then BHEL will not be able to accept or account the material, in such case availing of tax credit will be deferred to next month or so.

f. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) for the shortages or rejections in the suppliers, within the calendar month notified by BHEL.

g. For any such delay in availing of tax credit for reasons attributable to supplier (as mentioned above), interest (calculated @ SBI Base Rate + 6%) alongwith penalty if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.

h. Under GST regime, BHEL has to discharge GST liability on LD recovered from suppliers / contractors. Hence applicable GST shall also be recoverable from suppliers/contractors on LD amount. For this Debit note will be issued by BHEL indicating the respective supply invoice number.

9. PACKING AND MARKING: The supplier shall arrange for securely protecting and packing the stores to avoid loss or damages during transit.

10. Special provision for MSE Clause is not operated in this Tender.

11. Conditional offers are likely to be rejected.

12. The correspondences between the bidder and BHEL through email are considered as valid document legally though not signed. It is treated as valid confirmations made on behalf of the respective company and comes under the legal ambit of the business transaction and hence binding on both the parties.
13. Disclaimer Clause: Neither the Organization (Bharat Heavy Electricals Ltd.) nor the service provider (mjunction Services Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.
14. Bidders participating in the tender should declare in their technical bid whether they have been black-listed / kept on hold / given Business holiday for a specified period by any Public Sector Undertaking or Government Departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to BHEL. If no such details are mentioned in the offer, it will be construed that the bidder is not under any such hold. However, at a later date if it comes to the notice of BHEL about any such hold under enforcement, BHEL reserves the right to reject the offer at any point of time and also under any stage of the finalization of the tender. Such bidders will not be permitted to participate in the further tender proceedings and will be communicated suitably.
15. BHEL reserves the right to negotiate or re-float the enquiry opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.
16. In case of any quality rejection of materials, the supplier has to collect the materials at his own cost within the 10 days of rejection of advice. Otherwise the materials will be scrapped
17. Unloading at BHEL has to be done by the suppliers and BHEL will not be in a position to provide any handling / unloading facilities.
18. Bidders not confirming to the enquiry specifications will be disqualified.
19. If Guarantee / Warranty period is applicable as per tender specification, No deviation permitted and deviated offers are liable for rejection.
20. IMPORTANT NOTE: BHEL WILL CONSIDER THE RANKING AFTER THE LOADING IS APPLIED AS REFERRED ABOVE WHEREVER DEVIATIONS ARE OBSERVED.
21. No revision of prices will be entertained at any circumstances after tenders are opened.
22. The Tender Due date falling on public holiday due to any circumstances, the tender will be opened on next working day.
23. Vendors currently not register with BHEL Trichy & wish to participate to in this tender should furnish the following documentary proof / information along with technical bid.
- Copy of Registration certificate.
 - PAN Card (Copy to be submitted).
 - Banker's Information with copy of Bank Pass Book first Page.
 - MSE registration along with NSIC/SSI Certificate, (If applicable)
 - Complete postal address of the company with Pin Code.
 - Contact Person /s, Phone No, Mobile No, FAX No, Email ID etc.
 - Copy of statutory document – GST REGISTRATION.
 - Copy Purchase Order & Experience certification as proof of supply of similar item to any Govt. Agencies / PSU / Organizations.
 - Balance Sheet for last three financial years along with audit report is to be submitted.
 - Partnership Deed if applicable.
24. For verification of data submitted towards evaluation of bidder's capability, BHEL may decide to visit the bidder(s) works. Any fact found deviating from submitted data shall make the bidder liable to be disqualified.
25. Delivery goods/ items should be securely and suitably packed to avoid transit damages.

26. The vendor should attach scanned copies of the following annexures duly filled in, sealed and signed by the vendor (Part-I).

- Annexure A (Terms and conditions).
- Annexure B (Commercial confirmation format).
- Annexure C (Vendor's Data).

27. The commercial confirmation format (as per annexure B) should be submitted along with the technical bid, without fail. Terms and conditions to be confirmed /accepted/mentioned in your technical bid and the format (which we have mentioned in our enquiry as per annexure B) should be the same, without any variation/deviation. In case of variation/deviation between the technical bid and format, the details furnished in the format (as per annexure B) only are considered for evaluation.

28. Any communication / clarification regarding the tender shall be sent to the following

E-mail: pgavictor@bheltry.co.in
Phone no. 0431-2577645

ANNEXURE –B

COMMERCIAL TERMS CONFIRMATION REQUIRED FROM THE SUPPLIERS

SL NO	DESCRIPTION	BHEL REQUIREMENTS	SUPPLIER CONFIRMATION
1	VALIDITY	90 Days from Date of tender opening	Non-Deviatable
2	DELIVERY REQUIREMENTS	FOR destination As per Clause No 1.b of Annexure A	Non-Deviatable
3	PACKING & FORWARDING (Whether inclusive or extra) Clearly mention the percentage or amount.	-----	INCLUDED / EXTRA INCASE OF EXTRA MENTION THE PERCENTAGE_____OR AMONT _____
4	HSN CODE	-----	PLEASE MENTION
5	GST clearly mention the percentage.	-----	INCLUDED / EXTRA INCASE OF EXTRA MENTION THE PERCENTAGE_____
6	FREIGHT (Whether inclusive or extra) Clearly mention the percentage or amount.	-----	INCLUDED / EXTRA INCASE OF EXTRA MENTION THE PERCENTAGE_____OR AMONT _____
9	DEIVERY SCHEDULE	As per Enquiry until Aug-2018	
10	PAYMENT TERMS	As per Clause 06 of Terms and Conditions of the enquiry (Annexure-A)	
11	LD CLAUSE	As per Clause 07 of Terms and Conditions of the enquiry (Annexure-A)	
12	CONTACT PERSON DETAILS	NAME: MOBILE NO: EMAIL :	

Vendors Seal & Signature

ANNEXURE -C

THE FOLLOWING DATA SHOULD BE FURNISHED BY NEW VENDOR

1. NAME & ADDRESS OF THE VENDOR :
2. CONTACT / COMMUNICATION DETAILS : PERSON:
LANDLINE & MOBILE NO:
FAX NO.:
EMAIL ID:
3. BUSINESS TYPE : MANUFACTURER / TRADER / AGENT
4. BUSINESS STATUS : MSE / NON-MSE (IN CASE OF MSE, NECESSARY DOCUMENTS SHOULD BE FURNISHED)
5. MSE TYPE : MICRO / SMALL
6. MSE OWNER CATEGORY : SC / ST (COMMUNITY CERTIFICATE SHOULD BE FURNISHED)
7. TYPE OF MSE FIRM : PROPRIETARY / PARTNERSHIP (IN CASE OF PARTNERSHIP FIRM, PERCENTAGE OF SHARE HELD SHOULD BE FURNISHED)
8. GST NO (DOC. PROOF SHOULD BE FURNISHED) :
09. PAN NO. :

(SIGNATURE & SEAL)