बी एच ई एल
ISO 9001:2008, 14001:2004, 50001:2011 & OHSAS 18000
MAHARATNA COMPANY

MATERIAL MANAGEMENT (PURCHASE)
CENTRAL FOUNDRY FORGE PLANT,BHEL HARDWAR
RANIPUR, HARIDWAR (INDIA) – 249403
Phone No.+91-1334-281277/284548, FAX No. 225892
e-mail : ranjank@bhelhwr.co.in; kraj@bhelhwr.co.in; amitkg@bhelhwr.co.in

Sub: Tender Enquiry No. 201704251 / 7004 due on 06.12.17 at 2.00 PM.

Dear Sir,
We are pleased to invite offer in **Open Tender** as per enclosed specifications & terms and conditions for the under mentioned items

Sl No	Tender No	Description of Material	Qty	Date & Time of Opening
01	201704251 / 7004	File Cover & Attendance Register as per NIT	9050 Nos.	06.12.17 at 2.00 PM

Kindly read terms and conditions, Offer not in accordance with the instructions is liable to be disqualified or ignored.

Please visit www.bhel.com or www.bhelhwr.co.in for more details & corrigendum if any for the tender enquiry.

Offers are to be submitted through tender box, details of address are given below:

Amit Kumar Gupta
Dy. Manager (Purchase)
Tender Room / Box
Central Foundry Forge Plant
BHEL, Ranipur, Haridwar-249403
Uttrakhand

Please arrange to fill the SRF (Supplier Registration Form) of your company **online** at our site www.bhel.com or www.bhelhwr.co.in

Your company can fill the SRF of your company at this link: https://supplier.bhel.in/

Thanking You,

Yours Faithfully,
For & On behalf of CFFP, BHEL, Hardwar

(Amit Kumar Gupta)
Dy. Manager (Purchase)

Note: Corrigendum if any shall not be published, kindly refers websites for any changes.

CFFP AA-17001

निविदा सूचना
TENDER ENQUIRY

भारत हैवी इलैक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Ltd
सेन्ट्रल फाउन्ड्री फोर्ज प्लांट– हरिद्वार – २४९४०३ (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/ 343/7/0425U1	दिनांक Date	13-11-2017

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

DUEDATE 06-12-2017

Vendor Code 09285

SL	MATERIAL CODE ITEM DESCRIPTION	QUANTITY	UNIT	LOTNO	LOT QTY	DELIVERY SCHEDULE
1	FF7801700015 FILE COVER CLIP TYPE SUPERIOR QUALITY MILL MADE TRIPLEX CARD SHEET OF 555GSM, CLIP SPRING TYPE AND ONE CLIP FOR FILING O F NOTE SHEETS ON THE BACK OF TOP COVER,WT INCLUDING CLIPS SHALL BE 130 GMS +-5% THREE FO LD TO BE GIVEN ON TOP COVER FO R FILING PURPOSE. PRINTING AS PER MATTER OF SAMPLE	9000	NO	1	9000	30/12/17
2	FF7811788012 RULED REGISTER (96 PAGES) SIZE: ATTENDANCE REGISTER DIM.: S	50	NO	1	50	30/12/17

** 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.

Special Instructions:
SAMPLE REQUIRED.
ITEM NO.1 FILE COVER COLOURS RED, GREEN, YELLOW & BLUE PRINTING.
ITEM NO.2 EACH ATTENDENCE REGISTER SHOULD CONTAINS 96 PAGES EACH ON LEDGER PAPER
ITEM NO.2 SAMPLE ATTACHED, INSPECTION WILL BE AT CFFP.
ITEM NO.2 EACH PAGE SHOULD CONTAIN NUMBERS ON BOTH SIDE.
ITEM NO. 1 & 2 SUPPLY AND PRITING OF ATTENDENCE REGISTER & FILE COVER.
PRITING PROOF MUST BE GOT APPROVED BEFORE BULK SUPPLY FOR BOTH ITEMS.
SAMPLE REQUIRED ALONGWITH QUOTATION FOR BOTH ITEMS.
EARLY DELIVERY SHALL BE ACCEPTABLE.

General Instructions:

AA-17001

निविदा सूचना
TENDER ENQUIRY

भारत हैवी इलैक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Ltd
सेन्ट्रल फाउन्ड्री फोर्ज प्लांट– हरिद्वार – २४९४०३ (भारत)
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कृपया निम्नलिखित के लिए निविदा दें। PLEASE QUOTE FOR THE FOLLOWING :

MATERIAL CODE QUANTITY UNIT LOTNO
ITEM DESCRIPTION

1. Please submit authorization letter (format enclosed) for facilitating e-payment/electronic transfer of funds
2. 100% payment within 30 days after receipt & acceptance of material at CFFP BHEL, Haridwar through e-payment.
3. CFFP/BHEL RESERVES THE RIGHT TO PRE-INSPECT THE MATERIAL AT VENDOR'S WORKS / GODOWN/ PREMISES BEFORE DESPATCH.
4. 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.
5. CFFP/BHEL Reserves the right to procure from more than one vendor.
6. 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.
7. 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.

8. Documents submitted with the offer shall be signed and stamped in each page by authorized representative of the bidder.

AMIT KUMAR GUPTA
DY. MANAGER

* महत्वपूर्ण : कृपया कोटेशन देने से पूर्व पीछे दिए गये अनुदेशों को ध्यानपूर्वक पढ़िये।
IMPORTANT : PLEASE READ CAREFULLY THE INSTRUCTIONS GIVEN ON REVERSE BEFORE QUOTING

GENERAL TERMS AND CONDITIONS OF TENDER ENQUIRY ANNEXURE-B

01 Submit the tender in two parts i.e.

Part-I Techno-Commercial Bid
Part-II Price Bid

Techo - Commercial (part one) Price Bid (part two) should be put in separate sealed envelopes. Both envelopes should be super scribed with **Tender Number, Date of opening & Technical / Commercial Bid and Price Bid** respectively along with name of firm.
Both the envelopes i.e. containing Techno-Commercial Bid and Price Bid should again be kept in one envelope super scribed again with Tender No. and Date of opening and the name of firm submitting the tender and send it to **AGM (MM), Purchase Department, CFFP/BHEL, Hardwar, Ranipur, Hardwar 249403, Uttarakhand, India before due date / tender opening date & time.** Normally tender opening time is 2.00 PM on due date or as mentioned in enquiry.

Responsibility for submission of tender in time solely lies with vendor. Late offers received after specified time / Date shall not be considered.

1. Part-I Envelopes super scribed with **Techno-Commercial Bid** must contain all information especially-
   (a) Specification of the material offered should be strictly as per CFFP/BHEL specifications of enquired material in tender documents **Deviations if any must be indicated clearly in the offer. Rates to be quoted on For Destination Basis.**
   (b) All commercial terms i.e. packing, forwarding Custom duty, Additional Duty, ST/STT/VAT/CST, Excise Duty/CVD, Bank charges, payment terms & insurance etc as applicable (**except price**) should be clearly mentioned in Techno-Commercial bid. Also mention present rate of applicable taxes & duties even if inclusive in rates along with the concessional forms required if any.
   (c) Confirm to submit all required commercial documents (tax invoice centvatable duplicate copy of invoice, packing list, transit sale agreement etc.) & technical documents (TC/GC/QP etc).
   (d) Registration Numbers of SSI, Central Excise, Sales tax, Income Tax, DGS & D.ECC etc.
   (e) **Un-priced copy of Price Bid.**

   Part-II Envelopes super scribed with Price Bid should contain priced copy of Price Bid. The price should be mentioned both in figures and words.

2. Authorized Signatory should authenticate all tender documents.
3. **Techno-commercial bid (Part-I)** will be opened on the due date at 2.00 PM in the presence of participating vendors or authorized representatives, who may wish to be present. Representative deputed to witness tender opening must produce an authority letter from the signatory of offer. After evaluation of technical, commercial terms & conditions, price bid of only successful vendors will be opened. Priced bid opening date shall be intimated separately.
4. The material offered must conform to the required BHEL specifications and drawings as well as instructions and details made available.
5. For new vendors, Vendor Registration from duly filled must be submitted along with the offer which can be downloaded from our web site www.bhel.com or www.bhelhwr.co.in.
6. Original manufacturer's Test Certificate is required along with dispatch documents. In case supplies are from traders, it shall be the responsibility of the trader to provide original manufacture's test certificate with linkage to traders invoice stating batch no.
7. Validity of offers should be minimum 90 working days from the date of tender (Techno-Commercial Bid) opening.

8. Delivery in the promised period is the essence of contract. Confirm to supply according to delivery schedule mentioned.

9. **Payment terms:**
For indigenous suppliers: 100% within 30 days after receipt & acceptance of material at CFFP / BHEL, Haridwar through e-payment.
For foreign suppliers: Payment through USANCE LC on 70^{th} day of bill of lading date. All bank charges shall be to vendor's account.

* In case vendor does not agree, proper loading shall be done. Also in that case, third party inspection shall have to be arranged by supplier from any of the five inspection agencies namely: LRS/ BVQI/ DNV/ TUV/ Alfred H Knight at their cost.

10. CFFP/BHEL, Hardwar reserves the right to accept or reject any or all tenders without assigning any reason thereof.

11 Tenders not submitted in the prescribed manner are likely to be ignored / rejected.

12 Agent/Agency Commissioning: Payment of any kind at any stage will not be made to agent on account of agent commission or otherwise by CFFP/BHEL, Hardwar.

13 CFFP/BHEL, Hardwar may opt for E-auction/Reverse auction for obtaining best prices for part or full tendered quantity. BHEL also reserve the right to negotiate price with L1 vendor after reverse auction.

14 Please do intimate the personal contact details like Name, Mobile Number, Email-id etc of authorized executive for correspondence.

15 **Penalty:** Orders placed against this enquiry will be subject to normal clauses for imposing penalty. Liquidated Damages, Risk purchases, cancellation, arbitration as per terms and conditions of Tender Enquiry and Purchase orders in case of delay in effecting supply and/ or other defaults.
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 an conditional penalty of 1/2 (half) percent of the price of the goods in arrears per week subject to a maximum of 10%.

16 **Inspection:** Final inspection of material shall be done after receipt of material at CFFP/BHEL, Hardwar. Acceptance of material shall be after final inspection and shall be binding. However, CFFP reserves the right to pre Inspect the material at supplier works. In case material is found defective during warranty period, the same will be returned for repair and/ or replacement. For this vendor has to bear all the charges such as Freight, to and fro insurance etc. Bank Guarantee for the equal amount to the cost of the item is to be furnished by vendor. In case the repair is done at CFFP/BHEL the amount on actual shall have to be reimbursed by the Vendor and or adjusted on actual from their bill.

17. **Currency of Payment:** Mention the currency in which payment has to be made. For evaluation of price bids, exchange rate (TT selling rate of SBI) as on scheduled date of tender opening (Part-1 bid in case of two part bid) shall be considered.

18. Traders should submit authorization letter from their principal alongwith offer.

19. Disputes: In event of any dispute arising out of contractual obligation, the order being finalized at Hardwar, India will be subject to Indian Laws and falls under jurisdiction of the court of Law at Haridwar, India. The overseas supplier hereafter referred to as "Vendor" shall therefore abide by the verdict of Court of Law at Hardwar, India.
OR
All disputes arising out of or in connection with the present contract, if any shall be finally settled under the rules of arbitration of International chamber of commerce by one or more arbitrator appointed in accordance with the said Rules in India.

20. BHEL reserves the right to place P.O. for part / full qty and on one or more than one sources.

21. Any Term & condition of the specific tender (if specified in tender & contradicts with above term) will supersede the above general terms & conditions.

Commercial Terms

Annexure: I

Item - File Cover & Attendance Register

Confirmation/comments on the conditions given below are mandatory. Please confirm the following or else your offer is liable to be rejected.

Sr. No.	Description	Vendor Confirmation
1	Material shall be supplied as per tender enquiry no 7004 P/343/7/0425U 1 in all respects without any deviation. a) ITEM NO.1 FILE COVER COLOURS RED, GREEN, YELLOW & BLUE PRINTING. b) ITEM NO.2 EACH ATTENDENCE REGISTER SHOULD CONTAINS 96 PAGES EACH ON LEDGER PAPER. c) ITEM NO.2 SAMPLE ATTACHED, INSPECTION WILL BE AT CFFP. d) ITEM NO.2 EACH PAGE SHOULD CONTAIN NUMBERS ON BOTH SIDE. e) PRITING PROOF MUST BE GOT APPROVED BEFORE BULK SUPPLY FOR BOTH ITEMS. f) SAMPLE REQUIRED ALONGWITH QUOTATION FOR BOTH ITEMS.	
2	Final inspection will be done at CFFP, Store.	
3	**Delivery Term:** : FOR Destination basis, destination being Stores/CFFP/BHEL Haridwar. Quoted rate should be inclusive of the charges like freight, insurance, packing & forwarding etc. for the delivery term given above or else proper loading.	
4	**Payment Terms:** 100% within 30 days after receipt & acceptance of material at CFFP / BHEL, Hardwar through e-payment. In case vendor does not agree, proper loading shall be done.	
5	**Validity of offer:** Minimum 90 days from tender opening date.	
6	Prices shall be firm till execution of Order.	
7	Provide name of contact person, mobile no. & email address.	
8	**LATE DELIVERY PENALTY CLAUSE (LD):** Penalty for late delivery shall be applicable @ 0.5% per week and part thereof subject to a maximum of 10% of total P.O. value (Total material cost + packing and forwarding + freight) from the date of scheduled delivery of Purchase Order.	
9	**Disputes:** In event of any dispute arising out of contractual obligation, the order being finalized at Haridwar, India will be subject to Indian laws and falls under jurisdiction of the court of Law at Haridwar, India. The overseas supplier hereafter referred to as "Vendor" shall therefore abide by the verdict of court of Law at Haridwar, India.	
10	Price is required to be quoted both in figures and words. In case of difference between figures & words, quote given in words will prevail and will be final.	
11	Delivery of material will be required within **60 days** from the date of purchase order.	
12	Early delivery will acceptable.	
13	**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 and may also make the purchase of such material at the risk & cost of supplier.	
14	**CFFP Reserves the right to open the price bid through Reverse Auction. Confirm your acceptance / participation.**	
15	- In case any column is left blank, it shall be deemed to be accepted by vendor. - If any difference is found for any term and condition in the offer and this annexure "I", the terms quoted in this annexure 'I' shall be deemed as final and binding on vendor. - Evaluation shall be on the basis of delivered cost at CFFP(i.e.) "Landed cost Input Tax Credit (ITC)".	
	Note: Attach separate sheet for additional information if necessary. The above terms & conditons supersedes the terms & conditions found contradictory writtenelse where in the tender enquriy.	
16	GST in %	