



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Govt. of India Undertaking)

मानव संसाधन विकास संस्थान / Human Resource Development Institute

क्रय विभाग/ PURCHASE DEPARTMENT



By COURIER SERVICE

Please Quote TENDER ENQUIRY No. in all correspondence

TENDER ENQUIRY

Tender Enquiry Ref. No. MG/RG/PUR/012

Dated: 13/04/2012

M/s

Tender Submission Date: 01/05/2012(13.00 Hrs.)
Tender Opening Date (Part-I): 02/05/2012(16.00 Hrs.)

Sub: Requirement of Programme Bags at BHEL/ HRDI, NOIDA:

Dear Sirs,

Most competitive rates are invited from reputed agencies, for 2600 nos. Programme bags as per the specimen bag, which can be seen/inspected in our office, to be supplied on STAGGERED DELIVERY BASIS as follows:-

Sl. No.	Description	Qty(Nos.)	Delivery
1.	Executive Bags in size 16X11.5X6 duly screen printed inside with BHEL LOGO and HRDI address.	2600 nos.	(as per Sl. No. 15 of Terms & Conditions- Annex-I)

In case you are interested to participate in this tender, you may visit our office at the address given below for inspection of the specimen bag available with us and for any additional information. You are requested to submit a sample bag of above Size/Specifications cations matching designs and material alongwith your sealed quotation so as to reach this office on or before **01/05/2012(1300 Hrs.)** in the manner explained below. Quotations received late are likely to be ignored. Part- I of the Tender will be opened in this office on **02/05/2012 (1600 Hrs.)** in the presence of the representatives of the bidders who may choose to be present. **Unsolicited offer will not be considered and offer received late shall be ignored.** Submission of your quotation shall be construed as **acceptance to all the Terms & Conditions** of the tender enquiry **and No Deviation** shall be entertained.

Procedure for submission of sealed tenders:

The bidder must submit their tender as required in separate sealed covers prominently superscripted as:

Part-I: Cover – I: Techno-Commercial Bid and

Part-II: Cover –II: Price Bid.

Each cover should also indicate the **Tender no., due date and Time** as mentioned above.

Rajiv Gupta

Cont.... Pg. 2

दूरभाष/Telephone: 0120-2416353 फ़ैक्स/Fax: 0120-2515431, E-mail rajivkgupta@bhel.in, Home Pg. www.bhel.com
एच.आर.डी. एवं ई.एस.आई. परिसर, प्लॉट नं. 25, सैक्टर-16 ए, नोएडा -201 301, गोतम बुद्धनगर, (यू.पी.)

HRD & ESI Complex, Plot No. 25, Sector-16A, NOIDA-201301, Gautam Budh Nagar (U.P)

पंजीकृत कार्यालय: बी.एच.ई.एल.हाउस, सीरी फोर्ट, नई दिल्ली -110 049 Regd.Office:BHEL House, Sirifort, New Delhi-110049



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Part – I/ (Cover – I) – Techno Commercial Bid : Original copy of Unpriced Tender Documents **DULY SIGNED AND STAMPED** on each page as token of your acceptance to the tender conditions and **NO DEVIATION CERTIFICATE (Annexure – IV)** shall be submitted in Cover-I.

Part – II/ (Cover-II) - Price Bid: Only Price Bid in the prescribed **Price Format (Annexure-I)** should be enclosed in cover – II duly signed & stamped.

These two separate covers (i.e. **Cover I & II**) shall together be enclosed in a **third envelope** and this sealed envelope shall be superscribed with **Tender no. Due date and Time** and submitted to this office. The Quotation should reach this office at the following address, **latest by 1300 hrs on 01/05/2012.**

Sr. Engineer/ Purchase
Bharat Heavy Electricals Limited
Human Resource Development Institute
HRD & ESI Building, Plot No.25, Sector – 16A,
NOIDA – 201301 (U.P.)

Part-I / Cover– I: Techno Commercial Bid will be opened at **1600 hrs on 02/05/2012** in presence of the representatives of the bidders who choose to be present. Part – II/ Cover – II (**Price Bid**) of only those bidders who qualify in the techno-commercial bid will be opened later, for which a separate intimation will be sent in due course of time.


Ram Prasad Regar
Sr. Engineer/ Purchase

Encls:

1. Price Format: **Annexure – I**
2. General Terms and Conditions: **Annexure - II**
3. Specifications for Programme Bag: **Annexure – III**
4. No Deviation Certificate: **Annexure – IV**



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ANNEXURE- I

Tender Enquiry Ref. No. MG/RG/PUR/012 Dated: 13/04/2012

PRICE FORMAT

(To be furnished on your company's letter head)

SL. No.	Description	Qty. (Nos.)	Unit Rate for Programme F.O.R. BHEL Stores, Noida basis	Total Value for 2600 Executive Bags
1.	Programme Bags (size, design, color and material as per BHEL sample)/Specifications are in Annexure-III)	2600		
2.	Sales Tax/ VAT Payable extra (% age as applicable on the date of tender submission)			
	Total Value (both figures and words please.)			

Central Sale Tax (CST)/ VAT Registration No.

Name & Signature with Company's Name:

Phone No. / Fax No.

Company Seal

Rajiv Gupta

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Annexure-II (1/2)

Tender Enquiry Ref. No. MG/RG/PUR/012 Dated: 13/04/2012

GENERAL TERMS AND CONDITIONS

1. **Rates:** Rates should be FIRM for the contract period and on **F.O.R. HRDI stores, at NOIDA**. Please quote your rates in words and in figures also. In case of discrepancy, lower of the two shall be admissible.
2. Sample Bag may be seen at our office before submission of quotation. In case of receipt of quotation, it will be presumed that the bidder has seen the BHEL sample bag and quotation has been submitted accordingly. No change/deviation will be accepted later on.
3. **Sales Tax/VAT will be paid extra as applicable on the date of delivery. Please indicate clearly the present percentage as applicable on the date of Tender opening. Sales Tax/VAT Registration No. is to be mentioned in the offer (Annexure-I).**
4. Sales Tax/VAT registration No. has to be mentioned in the bills against supply, failing which no payment of Sales Tax/VAT will be made.
5. **QUALIFYING CRITERIA:** – Documents to be furnished under Techno Commercial Bid Part-I/ (cover-I):
 - I. Copy of PAN and VAT registration indicating PAN/VAT No. if applicable as per IT Acts.
 - II. Submit sample bag (**Specifications are in Annexure-III**), Size 16X11.5X6 (**offer without sample bag will not be considered for evaluation**).
 - III. No deviation certificate as per Annexure – IV, duly signed & stamped.
6. Price to be quoted as per **Price Format (Annexure- I)** in **Part-II/ Cover-II (Price Bid)** in a **separate sealed envelope** superscribing on the envelope “**PRICE BID, Tender no., Due Date and Time**”.
7. **Evaluation Criteria:** Quotation will be evaluated on the basis of **Qualifying Criteria, acceptability of the sample bag** submitted by the bidder and total lowest cost to BHEL. Decision of BHEL about acceptability of the sample bag shall be final and binding.
8. BHEL reserves the right to reject any offer at any stage of the tendering process without assigning any reason to the bidder.
9. **Security Deposit (SD):** The successful bidder shall be required to furnish the Security Deposit (SD) equivalent to the all Inclusive cost of 100 nos. Programme Bags before the supply of the 1st lot of materials. Alternatively, the required amount shall be recovered from the monthly bill(s) of the vendor till the full due amount towards SD is recovered. The SD shall be refunded to the vendor, without any interest, after successful completion of the Contract.
10. The payment will be made after receipt and acceptance of each lot of materials at our Stores, within 30 days after receipt of bill and supporting documents in order. **No deviation in payment terms shall be entertained.**
11. Successful bidder will have to furnish NEFT details as under, for receiving NEFT credits from BHEL:
 - i. Beneficiary's Name
 - ii. Beneficiary's Bank Name
 - iii. Beneficiary's Bank Address
 - iv. Beneficiary's Bank IFSC Code

Cont.... Pg. 2

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Annexure-II (2/2)

Tender Enquiry Ref. No. MG/RG/PUR/012 Dated: 13/04/2012

- v. Beneficiary's Bank Account Number
- vi. 9 (Nine) Digit MCIR Code appearing on the Cheque Book alongwith the copy of a cancelled cheque for verification.
12. The offer shall be valid for 60 days from the date of tender opening (Part –I).
13. Sample Executive Bags, duly printed, to be submitted for approval from us within one week of receipt of our Purchase Order.
14. **Delivery:** First Lot of 100 Nos. Bags shall be delivered at HRDI Stores within 20 days from the date of approval of your sample bag by BHEL. In case first lot delivery falls in June month as per schedule, then 150 bags shall be supplied instead of 100 bags. Balance Qty. to be supplied @ 100 bags in each calendar month every year except June & December months. 150 bags shall be delivered in June & Dec. months each of every year. The above schedule may change only written intructions from our side.
15. In case of delay of supply, penalty @ ½ % of the material value of respective lot will be applicable per week of delay or part thereof, subject to a maximum of 5% of the value of respective lot.
16. Supplied items found defective during receipt and acceptance will have to be replaced by you within 3 working days at no extra cost to BHEL.
17. **The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms shall be rejected. The list of banned firms available on BHEL website www.bhel.com.**
18. Quotation should be quoted based on above Terms & Conditions only. No deviation in above terms will be entertained.
19. BHEL reserve the right to place Repeat Order at the same Rates, Terms & Conditions with mutual understanding.
20. BHEL reserve the rights to terminate the contract at any time without assigning any reasons.

Ramp

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Annexure-III

Tender Enquiry Ref. No. MG/RG/PUR/012 Dated: 13/04/2012

Specifications for Programme Bag

Material used - imported dark brown (innova) leatherite thickness .8

Feasing - hard board pasting with feasing cover with leatherite

Bag size-16x11.5x6

Chain - 8 no. made in Taiwan

Runner - ykk

Compartment - 3 middle with chain

Lining - tan color in cloth

Handle - in round shape filled with rubber and cover with leatherite

Side fitting and handle fitting is called D shape in silver color

Dock hook and buckle in silver color

Front push lock in silver color (Made in Taiwan)

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Annexure-IV

Tender Enquiry Ref. No. MG/RG/PUR/012 Dated: 13/04/2012

NO DEVIATION CERTIFICATE

1. THIS IS TO CERTIFY THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATION OF YOUR TENDER AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.

Name & Signature with Company's Name:

Phone No. / Fax No.

Company Seal

Rajiv

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