



**BHARAT HEAVY ELECTRICALS LTD. BHOPAL  
FMS DIVISION, BLOCK VII, WESTERN WING,  
GROUND FLOOR, BHEL PIPLANI BHOPAL – 462022**

BHARAT HEAVY ELECTRICALS, LTD. BHOPAL Invites Sealed Quotations and Samples from Reputed Manufactures and Authorised dealer / Distributer of Manufacturer (Authorisation letter from Manufacturer required along with the quotation) for Supply of Photo Copier Paper A3 Size - 2600 RM and Photo Copier Paper A4 Size – 25000 RM. Qty Variation + 20 %.

Vendors willing to participate in the Bid may collect the tender document from us. The tender documents shall be sent to the vendor by registered post on demand or can be obtained from our counter in Tender Room. The same can also be down loaded from our website: [www.bhelbhopal.com](http://www.bhelbhopal.com). The last date for issue of tender document shall be 15.01.2009.

The address for correspondence is as follows:-

AGM (FSX & CRX)

BHEL, PIPLANI

BHOPAL – 462022

PH.NO.:0755-2503302 / 2503692

FAX NO:0755-2505468

E-mail: [ramjanak@bhelbpl.co.in](mailto:ramjanak@bhelbpl.co.in), [nilesh\\_patel@bhelbpl.co.in](mailto:nilesh_patel@bhelbpl.co.in)

Website: [www.bhelbhopal.com](http://www.bhelbhopal.com)

**ANNEXURE TO ENQUIRY NO E-3783022 DT.22.08.08 DUE ON 30.09.08**

**Quotation to be submitted in two parts in separate sealed envelope super scribing**

- 1. Technical and Commercial Bid Enquiry No.E3783022 due on 30.09.2008 (Part “A”)**
- 2. Price Bid Enquiry No.E3783022 due on (Part “B”)**

Quantity            9600 Nos.

We are pleased to know that you are interested in supply of gift item to BHEL and now you are requested to submit your quotation on two parts as mentioned above and covering the following points.

**PART A: Technical and commercial bid : This shall cover and contain all aspects of the quotation except the price. Also all the below mentioned points must be explicitly confirmed/answered.**

**Price should not be more than 500/- each inclusive of all taxes, packing, forwarding, freight and delivery up to BHEL Bhopal. In case the total price exceeds Rs.500/- each, the quotation shall stand rejected.**

Delivery is most important factor and all supplies should reach BHEL, Bhopal positively by 20-12.2008. Any deviation to the commitment of delivery shall subject to rejection of quotation.

Full payment will be made with in 90 days after receipt and acceptance of material in BHEL. For any late delivery penalty @ ½% per week and maximum up to 10% will be imposed on the value of the material.

In case the gift item consists of more than one item (combination pack), the same shall be packed in a single box.

In case you are interested to submit more than one sample you may do so. The samples must reach the undersigned by 11.00 am of 30.09.2008. Each item must have proper nomenclature and identified properly physically as well as on paper quotation.

The color / look / design of the item to be procured shall be exactly as per the samples submitted by you. Item should be put in an inner polythene cover and after that in a cardboard pack to be issued as gift. The manufacturer should emboss / print BHEL monogram / logo on the carton box as per our instruction. The color / detail and size of the mono and logo shall be issued at the time of placement of order. The pack containing the gift item shall be supplied in a suitable carry bag. Sample of carry bag shall also have to be got approved by BHEL.

MRP of the item shall not appear on the item or on the polythene cover.

The supplier shall clearly indicate in his quotation the name and address of the manufacturer of his item. BHEL will depute representatives to the manufacturer's works for inspection before despatch. The manufacturer shall inform BHEL 07 day in advance for readiness of material for inspection. However, final inspection shall be done at BHEL, Bhopal, Bhopal only.

Once letter of indent (LOI) is place, the manufacturer should execute a Bank Guarantee for 5% of the PO value, valid for 6 months from the date of issue of LOI and issued on any nationalized bank.

The manufacturer should make adequate gift items in excess and keep ready to make immediate replacement etc. at our plant during distribution of the Gift items to the employees.

The price bid quotation of the vendor whose technical and commercial offer is completely acceptable to us in all respects and whose samples are selected by BHEL Bhopal, will only be opened at a later date for finalization of Purchase Order. The date shall be informed to qualified vendors over phone.

All the above points must be explicitly confirmed in the “ Part A” of the quotation.

Part B shall contain only the price of the item mentioned above.

This Enquiry is governed by General Terms & Conditions of Enquiry Form No.MM 5506 Rev.06 & PO Form No.MM 5527 Rev.03 which are enclosed. In case of discrepancy, the special terms and conditions as mentioned herein shall prevail

**With regards to any clarification etc., it is proposed to hold a pre bid meeting with all interested suppliers on 25.09.2008 at 1<sup>st</sup> Floor, Administrative Building, BHEL Bhopal where the undersigned would be available for discussions from 1:30 PM till 4:00 PM. Vendors seeking clarification may meet the undersigned as per this schedule.**

(J.Rajagopal)  
Sr.Manager(MM) FMS