



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE (HR – GAX)
ASIAD, SIRI FORT, NEW DELHI – 110049.

PH: 011-66337438
FAX: 011-26493021
e-mail: manishkbhaskar@bhel.in

TENDER NO. AA:GAX:12:PR:102 Dated: 27th July, 2012
Due Date for submission of bids: 10th August, 2012

Subject: Notice inviting Quotations for Annual Rate Contract for supply of General Stationery Items.

Dear Sir/Madam,

Quotations are invited in sealed cover with Enquiry No., Enquiry Date & Due Date, legibly super-scribed on it, for the items mentioned in Price Bid Format as per the enclosed Terms & Conditions. The quotation should reach, along with this letter, in the office of the undersigned by 14:00 hrs. on OR before the due date. Part-I bids shall be opened at 1500 hrs., in our office, on the due date of submission of offers. The tender documents consist of the following:

| S.No | Description / Instructions |
|------|--|
| 1. | a) This letter (Notice inviting Quotations) b) Techno-Commercial specifications 1. Pre-qualifying Requirements for bidders 2. Other terms and conditions c) Price Formats – Part II (Annexure-“IV”) – [Un-priced bid with “quoted” to be submitted along with Part-I bid.] d) Draft of Acceptance letter /deviation statement (Annexure-“II”) e) Draft of Declaration by Bidders (Annexure-“III”) |
| | IMPORTANT INSTRUCTIONS: |
| 2 | 1. Bidders are required go through all the above mentioned documents before submitting the bid. 2. Offers should be submitted in Two Parts as described in Part-I and Part-II. 3. The prices must be Quoted in the Price Format only at Annexure - IV. 4. The offers shall remain valid for 90 days from the date of opening of Part-I bid and 60 days from the date of opening of Price Bids. 5. Price Bids opening shall be for the technically & commercially acceptable bidders based upon Part-I bid evaluation. |

Quotations (Part-I and Part-II) shall be submitted in separate sealed envelopes and the same can be put together in one sealed envelope. Part-I offers of the parties shall be opened on the **Due Date of Opening i.e. 10th August, 2012 at 3.00 PM, in our office** in the presence of authorized representatives of the parties. Due date of opening of Price Bid offers shall be informed separately.

Thanking you,

Yours faithfully,
for and on behalf of B.H.E.L.

(Manish Kumar Bhaskar)
Executive (HR-GAX)

Encl: as stated



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TECHNO-COMMERCIAL SPECIFICATIONS

1.0 GENERAL INSTRUCTIONS

BHEL intends to enter into Annual Rate contract for supply of General stationary items for its office located at BHEL House, Siri Fort, New Delhi - 110049 by inviting the offers from prospective bidders in two parts. Part-I shall be Techno-commercial bid & Part-II shall be the Price Bid. Due date of the opening date of Part-I bid shall be the date of submission of offer as mentioned in the Notice Inviting Quotations. Participation in Price Bid Opening shall be in respect of those bidders only who are techno-commercially acceptable based on the evaluation of Part-I bid. The terms and conditions are mentioned below.

The quantities of items mentioned in the Price Bid are tentative which may increase or decrease by 20% depending upon the actual requirements. In case of increase in quantities, the successful bidder will have to supply the items at the same rates.

2.0 PRE-QUALIFICATION REQUIREMENTS

| Sl. No. | Qualifying Requirement | Documents to be submitted in Support of Proof |
|---------|---|--|
| 1. | The average annual turnover of the Bidders during the last 3 years ending on 31st March 2012 should at least be Rs. 5.83 Lacs. | Copies of Balance sheets / Profit & loss account for last three years. |
| 2. | The Bidders should be resourceful and capable, having experience of supply & execution of Purchase Orders for supply of General Stationery Items for the last 2 Years ending on 31st March, 2012 and they should have executed the orders for supply of Similar Items for reputed PSUs & Government departments or other reputed Companies / Institutions. They should submit the List of clients to whom they have supplied the items during the last 2 years. | 1. Copy of TIN/VAT registration 2. Copy of the PAN card. 3. Copies of income tax returns for last three years. 4. Copies of purchase orders executed. 5. List of clients to whom items have been supplied during the last 2 years. |

3.0 TERMS AND CONDITIONS:

- 3.1) Delayed tenders are liable to be rejected.
- 3.2) The successful bidder(s) will have to supply the items as per the specification mentioned in the Price bid enclosed herewith. If the supplied items are found



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- of inferior quality, the same will be rejected by BHEL and no payment will be made for rejected items.
- 3.3) The items of fresh lots will only be supplied. In case of supply of aged material, the item may be rejected. The items will have to be supplied in properly packed condition.
- 3.4) Any defective supply will be replaced free of cost. No payment shall be made against defective supply. The purchaser reserves the right to reject any items, which in his opinion does not confirm the specifications or is found to be of inferior quality.
- 3.5) All items should be in conformity with manufacturer specifications and of standard quality.
- 3.6) The items have to be supplied in properly packaged condition and delivered in the same packaged condition to BHEL House, Siri Fort, New Delhi - 110049.
- 3.7) BHEL reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days' notice with or without assigning any reason without any financial consideration/implication.

4.0 Composition of the Bids:

4.1 Part-I (Techno-Commercial Bids)

The Part-I Bid shall contain all details and documents listed in Annexure-I. No price details are to be furnished in Part-I of the bid.

4.2 Part-II (Price Bid)

Part II Bid shall comprise of Price Format as per Annexure - IV, duly filled, signed and stamped.


5.0 EVALUATION CRITERIA AND AWARD OF CONTRACT

BHEL shall carry out detailed evaluation of the bids to determine that the requirements set forth in the bid specifications are met. BHEL may accept or reject the deviations sought by the bidder (s) & may load the bids for price for accepting the deviation.

Based upon the evaluation, BHEL shall determine the techno-commercially acceptable bidders. BHEL reserves the right to reject any bidder without assigning reason for the same.

Price bid opening shall be in respect of techno-commercially acceptable bidders only.

The evaluation criteria shall be the item-wise L-1 rates, all inclusive (The rate contract shall be awarded to the concerned party at the L-1 all inclusive unit rates). In case, the L-1 unit rates are quoted by more than

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|  | <p align="center">BHARAT HEAVY ELECTRICALS LIMITED CORPORATE (HR – GAX) ASIAD, SIRI FORT, NEW DELHI – 110049.</p> | <p>PH: 011-66337438 FAX: 011-26493021 e-mail: manishkbhaskar@bhel.in</p> |
|---|--|--|

one party for any item, the order quantity shall be split equally amongst the concerned parties.

In case of any arithmetical errors in the price bid the higher unit rate will be considered for evaluation and lower unit rate will be considered for ordering.

6.0 VALIDITY OF OFFERS

The offers submitted by the parties shall be valid for a period of 90 days from the date of opening of Part-I bid and 60 days from the date of opening Part-II bid. Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, BHEL reserves the right to reject the offer of bidder(s) without assigning any reason.

7.0 VALIDITY OF RATES / CONTRACT

Rates shall remain valid for the contract period of one year or till the extended period of contract which may be extended further with the mutual consent and no request will be entertained for any increase of rates what so ever may be the reason. However, the VAT / Taxes etc. shall be applicable as per the Government Notifications from time to time.

8.0 Profile / documents to be attached with Part-I (Techno-commercial bid) shall be as per sheet attached as Annexure-I.

9.0 PAYMENT TERMS:

For the bills submitted along with supporting vouchers and completed in all respect, the payment, inclusive of all taxes as applicable, shall be made within 20 days from the date of submission of the bills. **However, no interest shall be payable for delay, if any, in making the payment,.**

10.0 DELIVERY PERIOD / LEQUIDATED DAMAGES

The general stationery items shall be supplied within 15 days time on placement of PO. In case of supply is delayed beyond this period, BHEL reserves the right to levy LD on delayed supplied items @ ½% per week of delay subject to maximum of 10% of ordered value.

11.0 Deviations, if any, may be enumerated in the format enclosed. BHEL at its discretion may agree in full or part or totally reject deviations sought by the bidder(s). BHEL will consider the deviations if the same are specified in the deviation format, or else it will be considered that there is no deviation taken.

M/S



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12.0 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 is available on BHEL website www.bhel.com.

13.0 ARBITRATION

13.1 In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL (Purchaser).

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

13.2 In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable:-

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, Provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

14.0 LAWS GOVERNING THE CONTRACT

The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

15.0 JURISDICTION OF COURT

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

M.A.




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16.0 DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

- 16.1 If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.
- 16.2 Cost of the purchases made by the Purchaser at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased.

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ANNEXURE-I

BID SUBMISSION

Bids shall be submitted latest by 2.00 P.M. on or before the due date, in two parts as given below, to **Sh. Manish Bhaskar, Executive (HR-GAX), Corporate Administration, BHEL House, Siri Fort, New Delhi-110049**

PART-I : TECHNO-COMMERCIAL BID This part shall contain the following documents duly signed and stamped:

- 1) Balance Sheet / Profit & Loss Statement of the firm for the last three years.
- 2) List of clients, including PSUs, if any.
- 3) Copy of the Purchase Orders
- 4) Format for seeking deviations as per Annexure-II.
- 5) Copy of PAN, Service Tax Registration No., VAT, TIN no. as applicable
- 6) Copies of Income Tax Returns for last three years.
- 7) Declaration Sheet as per Annexure-III.
- 8) Complete details of the contact person with email id and mobile number etc.
- 9) Copy of tender document duly signed and stamped by the bidder
- 10) Any other information that bidder may like to furnish.

PART-II: PRICE BID

Part-II shall contain **Prices only** as per Annexure – "IV" and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details and / or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in Part-I only as indicated above.

This part shall be submitted in a Sealed Cover with bidder's Seal super-scribed with correct Enquiry No., due date of opening and '**Part-II: PRICE BID**'. **Rates shall be quoted both in words and figures.**

Manish



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Annexure-II

**FORMAT FOR SEEKING DEVIATION
(To be attached with Part-I bid)**

| CLAUSE NO. | DESCRIPTION / DETAILS OF DEVIATION | REMARKS / REASONS |
|------------|------------------------------------|-------------------|
| | | |
| | | |
| | | |
| | | |

NOTES:

1. Any deviation specified elsewhere in the tender shall not be considered.
2. In case of no deviation, "NIL" is to be indicated in this format.
3. BHEL reserves the right to reject the offer without assigning any reason.

SIGNATURE OF BIDDER WITH SEAL

NAME:
DESIGNATION:
COMPANY / FIRM:
DATE:



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Annexure-III

Tender No. AA:GAX:12:PR:102

DECLARATION
(To be attached with Part-I bid)

I / We hereby declare that I / We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court.

Signature
(Name & Address of the Bidder with official seal)

NAME:
DESIGNATION:
COMPANY / FIRM:
DATE:

Place:

Price Format - General Stationery items

| SN | Item Description | Specification | Qty | Unit rate | VAT Percentage | Value (incl. VAT) per unit | No of Lots |
|----|-----------------------------|--|-----------|-----------|----------------|----------------------------|------------|
| 1 | CALCULATOR ELEMENTRY | Calculator Elementry Casio Model MJ-120 / Cello CC - 512 | 50 Nos. | | | | 1 |
| 2 | CALCULATOR SCIENTIFIC | Calculator Scientific Casio Model FX 991 MS | 20 Nos. | | | | 1 |
| 3 | CARBON PAPER (PKT) | Kores make Pencil Carbon paper BLUE, packed 100 sheets each packet size 210 x 330 mm product code no 10002020101. | 25 Pkts | | | | 1 |
| 4 | CARTONS - BIG (18"x18"x18") | 9 Ply Card Board, size 18"x18"x18" with Side Cloth Patti.(packed in 10 pcs) | 500 Nos. | | | | 4 |
| 5 | CARTONS - MED (15"x12"x12") | 9 ply Card Board, size 15"x12"x12" with Side Cloth Patti. (packed in 10 pcs) | 500 Nos. | | | | 4 |
| 6 | CARTONS - SMALL (12x12x12) | 9 ply Card Board, size 12"x12"x12" with Side Cloth Patti. (packed in 10 pcs) | 400 Nos. | | | | 4 |
| 7 | CDR | CDR-MOSERBAER Make 80 MIN, 700 MB/x 52 x Recordable, with Compulsory printing of BHEL Logo on each C D) | 2000 Nos. | | | | 2 |
| 8 | CD Cover plastic for 1 CD | CD Container -PlasticAcrylic, 1 CD Each, Single plastic CD Cover. As per Sample.. | 1000 Nos. | | | | 1 |
| 9 | CDR-RW WITH COVER | CD-RW MOSERBAER Make 80 MIN, 700 MB/ x 52 x Re-Writable With jewel case aracrylics Type , with Compulsory printing of BHEL Logo on each CD | 100 Nos. | | | | 1 |
| 10 | CELLO TAPE - LARGE 1" | 3M Make 50 M in length, 1" wide. | 250 Nos. | | | | 2 |
| 11 | CELLO TAPE - LARGE 2" | 3M Make 50 M in length, 2" wide. | 400 Nos. | | | | 2 |
| 12 | CELLO TAPE - MEDIUM 1.5" | 3M Make 50 M in length, 1.5" wide. | 350 Nos. | | | | 2 |
| 13 | CELLO TAPE - SMALL 0.5" | 3M Make 24 M in length, 0.5" Wide . | 500 Nos. | | | | 1 |

BPL

| SN | Item Description | Specification | Qty | Unit rate | VAT Percentage | Value (incl. VAT) per unit | No of Lots |
|----|-----------------------------|---|-----------|-----------|----------------|----------------------------|------------|
| 14 | CELL - PENCIL AA | CELL - PENCIL AA 1015 R6 Everady make, 1.5 Volts Heavy Duty leak-proof. | 1000 Nos. | | | | 5 |
| 15 | CELL PENCIL AAA | CELL - PENCIL AAA 1212 R03 Everady make, 1.5 Volts Heavy Duty leak-proof. | 150 Nos. | | | | 2 |
| 16 | CELL TORCH | CELL - TORCH R20 , U Everady make, 1.5 Volts Heavy Duty leak-proof. | 50 Nos. | | | | 1 |
| 17 | CLASSIK SPIRAL NOTE BOOK | Shipra make SPIRO Classic Book Spiral binding on left side with 50 sheets, Code No SC-211 Size 9" x 7". | 500 Nos. | | | | 2 |
| 18 | CLOTH MARKIN | Cloth Markin Medium Quality. | 100 Mtrs. | | | | 1 |
| 19 | CLUTCH PENCIL | Faber - Castel make, Tri-Click - 0.7mm Mechanical pencil | 300 Nos. | | | | 2 |
| 20 | CORRECTING FLUID | Kores make Correction Fluid with diluter 15 ml. | 500 Nos. | | | | 2 |
| 21 | CUP PLATE | Cup & Saucer set of 6. Specn :- Gold line, Bone China, white colour each set having 6 cups & 6 Saucers. Sea Shell make. | 70 Sets | | | | 2 |
| 22 | DESK CALENDER RIFILL- BIG | Desk Calender Riffill - Big size Calender year 2013 Quality/Aneja make. | 350 Nos. | | | | 1 |
| 23 | DESK CALENDER RIFILL- SMALL | Desk Calender Riffill - Small size Calender year 2013 Quality/Aneja make. | 150 Nos. | | | | 1 |
| 24 | DESK CALENDER STAND | Omega Make 1734 - CHIEFEX DESK CALENDAR Stand- Art . No 1734/13. | 100 Nos. | | | | 2 |
| 25 | DUST BIN WASTE - BUCKET | Waste Paper Basket, 12"Dia x12"Height, WPB-111 Royal Touch Make Round Shape Rectangular Perforated. Assorted colours. | 100 Nos. | | | | 2 |
| 26 | DUSTER WHITE | Duster White Cloth Size 24"x 24". As per sample | 5040 Nos. | | | | 4 |
| 27 | DUSTER YELLOW | Duster Yellow Cloth Size 24"x 24". As per sample | 2520 Nos. | | | | 4 |

Handwritten signature or initials in blue ink.

| SN | Item Description | Specification | Qty | Unit rate | VAT Percentage | Value (incl. VAT) per unit | No of Lots |
|----|------------------------------|---|-----------|-----------|----------------|----------------------------|------------|
| 28 | DVD - R WITH COVER | DVD-R MOSERBAER, Make 4.7 GB/ 16 x Recordable with With jewel case acrylics Type, with Compulsory printing of BHEL Logo on each DVD | 1000 Nos. | | | | 5 |
| 29 | ERASER PENCIL | Apsra Make (Non-dust) | 2500 Nos. | | | | 2 |
| 30 | FILE CLIP/ECCO | File Clips Sonex Make Pack of 100 Clips. | 15 Pkts. | | | | 1 |
| 31 | FILE Solo RB-405 | Plastic Folder A4, 2D Ring Binder Solo make - RB-405 Grey Clour (Agenda Folders for Management Committee) 5 folders to be packed in one polyethylene. | 250 Nos. | | | | 2 |
| 32 | FILE PLASTIC - One side open | FILE PLASTIC - One Side open upper side, transparent & Punch Holes on left side for Filing As per Sample. | 400 Nos. | | | | 2 |
| 33 | FOLDER LOCKS/STOPPER | Folder Lock/ Stopper For Tender Folder | 500 Nos. | | | | 1 |
| 34 | GEM CLIP | Bell Make Steel Bell Clip (Paper U Clip) size 35 mm Pointed each pack of 100 clips | 600 Pkts. | | | | 2 |
| 35 | GLUE STICK 15 | Glue Stick - 15 Gms. Amos Make. | 1500 Nos. | | | | 2 |
| 36 | GUM BOTTLE - BIG - 750ml | Camel Make Adhelin Synthetic Glue, Gum Bottle 750 ml. | 5 Nos. | | | | 1 |
| 37 | GUM BOTTLE- SMALL - 150ml | Camel Make Adhelin Synthetic Glue, Gum Bottle 150 ml. | 25 Nos. | | | | 1 |
| 38 | GUM TUBE | Camel Make Adhelin Synthetic Glue, Gum Tube 30 ml. | 250 Nos. | | | | 2 |
| 39 | HIGHLIGHTER | Highlighter Luxor GLOLITER Make. 75% quantity YELLOW & 25% Assorted Clour | 2000 Nos. | | | | 2 |
| 40 | INK - STAMP | Ashoka Stamp pad Ink without Oil Contents 30 ml. | 10 Nos. | | | | 1 |
| 41 | LEAD 0.5 mm | Lead for Faber-Castel make Tri-Click + 0.7mm , Mechanical pencil, Lead Tube 10 Blister Packs | 250 Nos. | | | | 2 |

MPL

| SN | Item Description | Specification | Qty | Unit rate | VAT Percentage | Value (incl. VAT) per unit | No of Lots |
|----|-------------------------------|---|------------|-----------|----------------|----------------------------|------------|
| 42 | MARKER - OHP | Over Head Projector Marker Set of 5 (Luxer Make), Product No. 968. | 40 Nos. | | | | 1 |
| 43 | MARKER-PERMANENT | Permanent Marker Reynold Make Assorted Clours | 500 Nos. | | | | 2 |
| 44 | MARKER WHITE BOARD | Cello White Board Marker 1-3 m Assorted Clours | 250 Nos. | | | | 2 |
| 45 | MOUSE PAD | Mouse Pad - Medium quality Classic Make. | 200 Nos. | | | | 2 |
| 46 | PAPER - CUTTER | Omega Make 1792- SNAP OFF CUTTER SMALL | 500 Nos. | | | | 2 |
| 47 | PAPER - KHAKI | Star make, 80 GSM Brown Paper Sheet size 36"x 48" (1 Ream=500 sheets). | 1 Ream | | | | 1 |
| 48 | PAPER/FILE TRAY | Omega Make Acrylic Art no 1718. | 150 Nos. | | | | 2 |
| 49 | Pen ADD GEL Acheiver | ADD GEL make, Acheiver Gel Pen , blue, black, red & green ink (Compulsory printing of BHEL Logo). 75% Blue & 25% Assorted Clour | 10000 Nos. | | | | 4 |
| 50 | BALL pen ORDINARY | Cello MAXRITER < F > .Product Code : CWI-X-15 75% Blue & 25% Assorted Clour. | 15000 Nos. | | | | 3 |
| 51 | PENCIL - HB | Camlin BLACK HB Hexagonal Pencil. | 6000 Nos. | | | | 3 |
| 52 | PEN HOLDER | Pen Holder LINC 631 SHARP Ball Pens blue & red ink with Compulsory printing of BHEL Logo. | 75 Nos. | | | | 1 |
| 53 | PEN REFILL (ADD GEL) Acheiver | Pen Refill for ADD GEL. Acheiver Gel Pen, blue ink Compulsory printing of BHEL Logo. 75% Blue & 25% Assorted Clour | 1000 Nos. | | | | 2 |
| 54 | PEN REFILL - ORDINARY | Pen refill for Ordinary Cello MAXRITER < F > | 1500 Nos. | | | | 3 |
| 55 | PEN REFILL - JOTTER | Linc/Montec make, Jotter Refill for Pen holders, steel body. | 100 Nos. | | | | 1 |

APC

| SN | Item Description | Specification | Qty | Unit rate | VAT Percentage | Value (incl. VAT) per unit | No of Lots |
|----|-------------------------------|--|-----------|-----------|----------------|----------------------------|------------|
| 56 | PEN REFILL ADD GEL eins | Pen Refill for ADD GEL Roller pen with Spring Point, for ADD GEL Roller eins | 350 Nos. | | | | 2 |
| 57 | Pen ADD GEL eins | Add Gel Roller Pen <u>eins</u> with spring point, blue ink pen 80% qty & Black in 20% Qty. (With Compulsory printing of BHEL Logo) | 1000 Nos. | | | | 2 |
| 58 | PEN STAND - BIG | Kebica Make Acrylic, pen stand for 4 pens. Code Officer's Choice - 152 | 15 Nos. | | | | 1 |
| 59 | PEN STAND - SMALL | Kebica Make Acrylic, pen stand for 2 pens. Code Economical Pen Stand - 1314 M | 15 Nos. | | | | 1 |
| 60 | PLASTIC JUG | Cello Leonard or Royal Touch make plastic Jug round in shape 2 litres capacity assorted colours. | 250 Nos. | | | | 2 |
| 61 | PLATE FULL (12 pcs) | Sea Shell Make Bone China Full Plate White Colour with golden line | 150 Nos. | | | | 2 |
| 62 | PLATE HALF (12pcs) | Sea Shell Make Bone China Half Plate White Colour with golden line | 250 Nos. | | | | 2 |
| 63 | POST IT PAD 1.5"x2" | Post In Pad (3-M Make) 1.5" x 2" Size. | 1000 Nos. | | | | 2 |
| 64 | POST IT PAD 2"x3" | Post In Pad (3-M Make) 2" x 3" Size. | 800 Nos. | | | | 2 |
| 65 | POST IT PAD 3"x3" | Post In Pad (3-M Make) 3" x 3" Size. | 500 Nos. | | | | 2 |
| 66 | POST IT Flags | Post-it 12.5mm X 43.7mm X 5 Colors X 10 pulls | 100 Nos. | | | | 1 |
| 67 | POST IT PAGE MARKER (Prompts) | 3M Make Page Markers (Prompts) Size: 0.75" X 3" X 50 sheets x4 Color each) | 100 Nos. | | | | 1 |
| 68 | PUNCHING M/C - Heavy Duty | Kangaroo Model DP 800 . | 10 Nos. | | | | 1 |
| 69 | PUNCHING M/C - SMALL DP - 480 | Kangaroo / Max make Modle- DP - 480 | 150 Nos. | | | | 2 |
| 70 | PUNCHING M/C - SMALL DP - 520 | Kangaroo / Max make Modle- DP - 520 | 150 Nos. | | | | 2 |

5/11/20

| SN | Item Description | Specification | Qty | Unit rate | VAT Percentage | Value (incl. VAT) per unit | No of Lots |
|----|------------------------------|---|-----------|-----------|----------------|----------------------------|------------|
| 71 | REGISTER STOCK 4 Qr | Register Stock 4 Q Victor/Shipra/HCP/ Saraswati Make Good Quality Paper | 10 Nos. | | | | 1 |
| 72 | REGISTER STOCK 6 Qr | Register Stock 6 Q Victor/Shipra/HCP/ Saraswati Make Good Quality Paper | 15 Nos. | | | | 1 |
| 73 | REGISTER STOCK 8 Qr | Register Stock 8 Q Victor/Shipra/HCP/ Saraswati Make Good Quality Paper | 25 Nos. | | | | 1 |
| 74 | ROOM FRESHNER | Yarly / Premium Room Freshner 200 ml. per Bottle. | 800 Nos. | | | | 2 |
| 75 | ROPE PLASTIC (250 Grams) | Rope Plastic, first quality (250 Grams packet). | 50 Nos. | | | | 1 |
| 76 | ROPE PLASTIC (500 Grams) | Rope Plastic, first quality (500 Grams packet). | 100 Nos. | | | | 2 |
| 77 | RUBBER BANDS - BIG 4" | Pure Nylon Rubber Band 4" size (Strictly As per sample) Packed in 250 grm packet | 200 Nos. | | | | 2 |
| 78 | RUBBER BANDS - SMALL 2" | Pure Nylon Rubber Band 2" Size (Strictly As per sample) (Packed in Packed in 250 grm packet | 100 Nos. | | | | 1 |
| 79 | SARASWATI NOTE BOOK | Sarswati make note book, rexine binding size 9"x7". | 600 Nos. | | | | 2 |
| 80 | SCALE | Scale 12" transparent, Faber-Castel make art no 171220. | 150 Nos. | | | | 1 |
| 81 | SCISSOR | Scissors Maped Make Ultimate 18 cm | 60 Nos. | | | | 2 |
| 82 | SHARPNER PENCIL | Pencil Sharpner Natraj 621 with Japanese Technology. | 1500 Nos. | | | | 2 |
| 83 | SKETCH PEN | Luxor Make Sketch Pen Set 12 colours, Product No 950 | 40 Nos. | | | | 1 |
| 84 | SOAP - LUX | Lux Soap Sandal & Cream with fragranced moisturizing oil minimum weight 150 gms. | 1000 Nos. | | | | 2 |
| 85 | SOAP - RIN | Soap Rin Model rede 2195 Weight Mini. -250 gms. | 400 Nos. | | | | 2 |

M/CL

| SN | Item Description | Specification | Qty | Unit rate | VAT Percentage | Value (incl. VAT) per unit | No of Lots |
|----|----------------------------|--|------------|-----------|----------------|----------------------------|------------|
| 86 | SPIRAL NOTE BOOK Matrix | Bilt matrix book Premium Notebook, 160 pages / 21.6x14cm , Speciality Hi Bright paper High opacity. 70 gsm paper Single ruled book . | 500 Nos. | | | | 2 |
| 87 | SPOON LUNCH - | Desert spoon, Stainless Steel (Steelage/Vikas make) | 1200 Nos. | | | | 3 |
| 88 | SPOON TEA | Tea spoon, Stainless Steel (Steelage/Vikas make) | 400 Nos. | | | | 2 |
| 89 | STAMP PAD - BIG | Asoka make size 220 x 140 mm . | 10 Nos. | | | | 1 |
| 90 | STAMP PAD - SMALL | Asoka make size 110 x 70 mm . | 20 Nos. | | | | 1 |
| 91 | STAPLER - HEAVY DUTY 1217 | Stappler Heavy Duty HD 1217 (Kangaroo Make). | 5 Nos. | | | | 1 |
| 92 | STAPLER - MEDIUM 45 | Stappler Medium HD-45 (MAX / Kangaroo Make). | 150 Nos. | | | | 2 |
| 93 | STAPLER - SMALL. 10 | Stappler Small HD-10 (MAX / Kangaroo Make). | 400 Nos. | | | | 4 |
| 94 | STAPLES PIN - MEDIUM | Max Kangaroo 3-1 M, No 24/6 , 1000 pieces in each packet. | 400 Pkts. | | | | 2 |
| 95 | STAPLES PIN - SMALL | Staples Small Kangaroo No 10-1 M , 1000 pieces in each packet. | 2500 Pkts. | | | | 3 |
| 96 | STICKERS 12 | Inkjet Laser /Labels, CITIZEN / de'smat make Self Adhesive Sticker (12 Stickers in A-4 Size) Packet of 100 sheets | 10 Pkts | | | | 1 |
| 97 | STICKERS 16 | Inkjet Laser /Labels, CITIZEN / de'smat make Self Adhesive Sticker (16 Stickers in A-4 Size) Packet of 100 sheets. | 15 Pkts. | | | | 1 |
| 98 | TAPE BROWN 2" BHEL Logo | Brown Tape With BHEL logo printed on its length as per our sample 2" wide, 65 meter in length, classic make. | 400 Nos. | | | | 2 |
| 99 | TAPE BROWN 2" Plain | Brown Tape per our sample 2" wide, 50 meter in length, Classic make . | 400 Nos. | | | | 2 |

APL

| SN | Item Description | Specification | Qty | Unit rate | VAT Percentage | Value (incl. VAT) per unit | No of Lots |
|-----|---------------------------------|---|-----------|-----------|----------------|----------------------------|------------|
| 100 | TEA SET | Tea Set Sea Shell make Fine Bone China (15 PCS, Tea set) | 5 Sets | | | | 1 |
| 101 | TENDER FOLDER 1" | TENDER FOLDER 1" hard Board 54 oz Plastic Grey Cover, Top Transparent. Pocket up to spine of Folder, two pin D clip of world wide make clip size 1" . | 400 Nos. | | | | 3 |
| 102 | TENDER FOLDER 1.5" | TENDER FOLDER 1.5" Hard Board 54 oz Plastic Grey Cover, Top Transparent. Pocket up to spine of Folder, two pin D clip of world wide make clip size 1.5" . | 500 Nos. | | | | 3 |
| 103 | TENDER FOLDER 2" | Hard Board 54 oz Plastic Grey Cover, Top Transparent. Pocket up to spine of Folder, 2 pin D clip of world wide make clip size 2" . | 400 Nos. | | | | 3 |
| 104 | TENDER FOLDER 2.5" | Hard Board 54 oz Plastic Grey Cover, Top Transparent. Pocket up to spine of Folder, two pin D clip of world wide make clip size 2.5" . | 400 Nos. | | | | 3 |
| 105 | TENDER FOLDER 3" | Hard Board 54 oz Plastic Grey Cover, Top Transparent. Pocket up to spine of Folder, 2 pin D clip of world wide make clip size 3" | 100 Nos. | | | | 2 |
| 106 | TOWELS Medium 75cm x150cm White | Bombay dyeing Mills (Horizon/Tulip Model) Non Printed (White clour) size 75x150 cm. | 100 Nos. | | | | 2 |
| 107 | TOWELS Small 60cm x 120cm Clour | Bombay dyeing Mills (Horizon/Tulip Model) Non Printed (single clour) size 60x120 cm. | 250 Nos. | | | | 3 |
| 108 | TRAY MEDIUM | Tray Medium-15" x 10" (Melamine Printed Indian make) | 10 Nos. | | | | 1 |
| 109 | TRAY SMALL | Tray Medium-12" x 8" (Melamine Printed Indian make) | 10 Nos. | | | | 1 |
| 110 | TUMBLER Cut Glass | Borosil's Galaxy Glasses Code BV43012002 Set of 6 capacity 295 ml size 65 mm dia x 100 mm hight | 800 Nos. | | | | 4 |
| 111 | TUMBLER | Tumbler plain (Yera Make T8G) | 1200 Nos. | | | | 4 |

Total

| SN | Item Description | Specification | Qty | Unit rate | VAT Percentage | Value (incl. VAT) per unit | No of Lots |
|-----|---------------------------------------|--|------------|-----------|----------------|----------------------------|------------|
| 112 | TUMBLER MATS/COASTER | Décor / Milano make, Transparent, each box having 6 pieces of coasters, Acrylic. | 167 Nos. | | | | 2 |
| 113 | VISITING CARD HOLDER | Visiting card Holder 240 cards BC-802, Solo Make | 150 Nos. | | | | 2 |
| 114 | FILE PLASTIC - Three side open (BLUE) | 1st Quality PVC, 0.35 MM (transparent) top, Size 24/31, thick PVC, (weight of file 90 grm clip 10 grm) Having 0.15 mm transparent pocket (inner Side), front cover with address level pocket, printing of BHEL logo and address on front cover, Sko white fastener (imported Dip). 10 files to be packed in one polyethylene cover. Sample file may be seen from our office. | 13500 Nos. | | | | 3 |

Details of bidder

| | |
|------------------------------|--|
| Signature of bidder : | |
| Name : | |
| Contact No(s) : | |
| Address / Seal : | |

File