



Bharat Heavy Electricals Limited

A Government of India Undertaking

CIN: L74899DL1964GOI004281

BHEL Tiruchirappalli

Phone : 0431-2577327 | Email : sound@bhel.in

NOTICE INVITING TENDER

1	Tender Ref No	BHEL:HRM:CANT:COCONUT SHELL:TENDER:2026 dt 18/02/2026																
2	Item / Work description	Collection of empty Coconut shells from BHEL canteens																
3	Tender Type	Two Part bid																
4	Approximate quantity	400 Kgs per month																
4	Collection Location	BHEL - Trichy																
5	Period of contract	Two Years from the date of award of contract																
6	Contents of Tender Document	<table><tr><td>A] Terms and conditions</td><td>Pages</td></tr><tr><td>ANNEX- A (Instruction to Bidder)</td><td>03</td></tr><tr><td>ANNEX - B (Administrative instructions)</td><td>03</td></tr><tr><td>ANNEX - C (Technical Terms & Conditions)</td><td>01</td></tr><tr><td>ANNEX - D (General Terms & Conditions)</td><td>04</td></tr><tr><td>B] Technical Bid & Price Bid</td><td>Pages</td></tr><tr><td>ANNEX - 2 (Technical bid)</td><td>01</td></tr><tr><td>ANNEX - 3 (Price bid)</td><td>01</td></tr></table>	A] Terms and conditions	Pages	ANNEX- A (Instruction to Bidder)	03	ANNEX - B (Administrative instructions)	03	ANNEX - C (Technical Terms & Conditions)	01	ANNEX - D (General Terms & Conditions)	04	B] Technical Bid & Price Bid	Pages	ANNEX - 2 (Technical bid)	01	ANNEX - 3 (Price bid)	01
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ANNEX - B (Administrative instructions)	03																	
ANNEX - C (Technical Terms & Conditions)	01																	
ANNEX - D (General Terms & Conditions)	04																	
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ANNEX - 3 (Price bid)	01																	
7	Address for submission of offer	The Tender Opening Cell / MM, Room No: 26, Ground Floor, Bharat Heavy Electricals Limited, Trichy – 620 014																
8	Contact details for queries related to tender	A Soundararajan, Engineer (HR – Canteen) 0431-2577327; e-mail: sound@bhel.in																
9	Due date for submission of offer	11/03/2026 at 14:00 Hrs																
10	Due date for opening of tender	11/03/2026 at 14:30 Hrs																

Thanking you,

Yours faithfully,
For BHARAT HEAVY ELECTRICALS LIMITED,


(A Soundararajan)
Engineer (HR – Canteen)



INSTRUCTIONS TO THE TENDERER

1. **Contract will be awarded for a period of Two years from the date of award of contract and the rate shall remain firm for the entire period of the contract.**
2. **BHEL does not guarantee any minimum quantity of coconut shells.**
3. Tenderers are advised to study all the tender documents carefully. Any submission of tender by the tenderer shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. Should the tenderers have any doubt about the meaning of any portion of the Tender Specification or find discrepancies or omissions in the drawings or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc., he shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the tender. Tenderer's request for clarifications shall be with reference to Sections and Clause numbers given in the tender documents. The specifications and terms and conditions shall be deemed to have been accepted by the tenderer in his offer. Non-compliance with any of the requirements and instructions of the tender enquiry may result in the rejection of the tender.
4. **Submission of Tender**
 - I. The tenderers must submit their tenders at The Tender Opening Cell / MM, Room No: 26, Ground Floor, Building – 24, Bharat Heavy Electricals Limited, Trichy – 620014.
 - II. **The First cover** shall contain Technical bid along with EMD and shall be sealed and super scribed as Technical Bid for NIT/Enquiry No. and name of the work (Collection of Coconut shells)
 - III. **The second cover** shall contain only Price bid for the above supply and to be quoted as per the format given in price bid. Any other information in price bid will not be considered. The envelope shall be sealed and super scribed as Price Bid for NIT / Enquiry No and name of the work (Collection of Coconut shells).
 - IV. All the above Two covers shall be kept into one cover, sealed and super scribed as Tender Document for the work as per NIT (NIT/Enquiry No. and name of the work).
 - V. These documents should be sent either by Registered post / Speed Post / courier / in person.
5. **Language**
 - I. The tenderer shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words.
 - II. All entries in the tender shall either be typed or written legibly in ink. Erasing and over-writing is not permitted and may render such tenders liable for rejection. All cancellations and insertions shall be duly attested by the tenderer.
6. During opening of price bids, if there is any difference between the amount in figures and in words, the amount quoted by the bidder in words shall be taken as correct.
7. The rates in the Tender shall be kept open for acceptance for a minimum period of **THREE MONTH** from latest due date of offer submission (including extension, if any). In case BHEL (Bharat Heavy Electricals Ltd) calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the tenderers.

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8. Rejection of Tender and other conditions

The acceptance of tender will rest with BHEL which does not bind itself to accept the highest tender nor any tender and reserves to itself full rights for the following without assigning any reasons whatsoever: -

- a) To reject any or all of the tenders.
 - b) To split up the supply amongst two or more tenderers as per NIT.
 - c) To award the supply in part if specified in NIT.
 - d) In case of either of the contingencies stated in (b) and (c) above, the time for completion as stipulated in the tender shall be applicable.
 - e) If a tenderer deliberately gives wrong information in his tender or creates conditions favourable for the acceptance of his tender.
 - f) Any deviation to terms & conditions and schedules of this tender.
 - g) Any pre conditions along with offer.
9. In the event of the organization (Proprietorship/Partnership/Company) undergoing any change of name or reconstitution, prior intimation of the same shall be given to BHEL. Upon such changes coming into effect, the same is to be intimated to BHEL immediately with supporting documents as applicable
10. The tenderer may quote a fixed rate for the collection. The Rate quoted is exclusive of all Taxes. Tax if any shall be borne by contractor. No additional claim will be allowed by the contractor. Rates quoted in any other form will not be accepted, and will be rejected.
11. Tenderer who have been suspended or black listed or issued with "Show Cause Notice" by BHEL, Tiruchirappalli - 620014 or any other unit of BHEL or Government organizations will not be allowed to participate in the tender and bidder should declare the same in the tender. Even during the course of evaluation/ finalization of tender if it is found that some of the parties are black listed/ barred from business transaction/ under business hold, BHEL will not consider them for further participation in the tender.
- 12. Tender shall be submitted on or before the scheduled dates and time in the letter head of the firm/company as per the model format given by us. Also Technical bid & Price bid not signed and stamped by the authorized signatory of the bidder shall not be accepted and considered for evaluation of bid. Every page of bid shall be signed and stamped by the authorized signatory of the bidder.**
13. Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
14. Canvassing in any form in connection with tender is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
15. The tender schedule and the tender shall be deemed to form an integral part of the contract to be entered into for this supply.
16. Tender can be cancelled at any stage due to unavoidable circumstances.
17. Bidder are advised not to wait till last minutes or last few seconds w.r.t tender closing time to submit their offer to avoid complications related with Road Traffic or due to any other conditions.
- 18. All future communications / corrigendum related to this tender if any would be posted in BHEL Website / Central Public Procurement Portal only. Tenderers are advised to visit regularly BHEL Website / Central Public Procurement Portal for all future communications / Corrigendum.**
19. All entries in the Tender documents should be in one ink. Bid should be free from correction, overwriting, using corrective fluid, etc. Any interlineation, cutting, erasure or overwriting shall

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be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection. All overwriting/cutting, etc will be numbered by bid opening officials and announced during bid opening. In the event of any Technical or Commercial queries, the same may please be addressed to the following BHEL concerned before Part I opening:

A.Soundararajan, Engineer (HR – Canteen)
Email id – sound@bhel.in
Ph.No – 0431-2577327

20. **In case of any difference in the amount written in figures and the amount written in words, then the amount written in words will be treated as the amount quoted.**
21. Bidder has to quote as per the price bid format. Price bid quoting in any other format will not be accepted and will be rejected.
22. Tender bid will be opened at Tender Opening Cell/MM in the presence of available tenderers. In case the tenderer would like to depute a representative, suitable authorization letter should be sent along with representative at the time of tender opening. More than one representative will not be permitted at any case.
23. The tenderer should possess the correct address of the Firm / Shop, all requisite licenses, Tax Certificates, Registration Documents, etc., for collection of the materials.
24. Offer submitted late beyond the due date & time will be summarily rejected.
25. After opening of the tender, the tenderer is not entitled to recall his offer or modify the terms and conditions thereof.

Note

BHEL may reject the bid or in case the contract has been awarded, then terminate the contract apart from taking any other suitable action under the contract or applicable legal provisions or BHEL guidelines including Guidelines for suspension of Business Dealings, without any liability for any compensation to the bidder if, BHEL discovers at any time that any statement made by the bidder is false, fraudulent

Or

Any document submitted by the bidder was fake and forged

Or

If BHEL determines in the sole discretion that any statement was aimed at deliberately misleading BHEL with a view to ensure award of the subject contract to the bidder.

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Administrative instructions:

1. All pages of this tender documents (for having accepted all the terms and conditions) and supporting documents shall be dully signed, stamped and Submitted as technical bid. Documents not signed and stamped by the authorized signatory of the bidder shall not be accepted and considered for evaluation of bid.
2. You are required to offer your most competitive and highest rate per kg. BHEL will place the order on H1 party (i.e., the highest bidder). The rate must include loading, unloading, packing, handling, transport for the collection of empty coconut shells from BHEL Canteens. The rates quoted shall be exclusive of all Taxes and GST. Tax or GST if any must be borne by Tenderer.
3. Only those technical bids that are evaluated and found acceptable in all respects shall be considered for Price bid opening.
4. The contract will be awarded for a period of Two years from the date of award. The rate shall remain firm and unchanged throughout the entire contract period.
5. All the bidders must submit an Earnest Money Deposit (EMD) of Rs.1,100 (Rupees One thousand and One hundred only) along with the technical bid. The EMD shall be submitted through any of the following modes only.

Option 1: Demand Draft

- DD drawn in favour of The Secretary, BHEL Factory Canteen
- Payable at State Bank of India, HE, Kailasapuram Branch (Code No.1363), Trichy – 14.

Option 2: NEFT Transfer

- NAME OF THE BANK: SBI, Heavy Electricals, Kailasapuram
- ACCOUNT NO: 10891414036
- BENEFICIARY NAME: BHEL FACTORY CANTEEN
- IFS CODE: SBIN0001363

Bidders shall ensure that the EMD amount is credited to the above account before the due date and time of tender submission.

6. The Original Demand Draft or a copy of the NEFT payment acknowledgment must be submitted along with technical bid. Failure to submit proof of EMD payment as specified will result in rejection of the bid.
7. Successful tenderer must submit a Security Deposit equivalent to 5% of the total contract value (calculated as 400 Kgs of coconut shells per month), before award of the contract. Security deposit will not bear any interest.
8. The EMD of unsuccessful bidders will be refunded, without interest, after finalization of the tender process. For the successful bidder, EMD will be converted into part of the Security

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- Deposit. The balance security deposit must be paid via NEFT to the same beneficiary account as mentioned above before award of the contract.
9. Contractor have to remit the cost for the collected coconut shells before moving out of BHEL Gate. The Contract amount for each collection shall be remitted in advance via to the same beneficiary account as mentioned above without fail. An acknowledgement copy of payment must be submitted to BHEL for records.
 10. The contract must be operated solely by the Contractor. Sub-licensing or transfer to others is strictly prohibited. Violation will result in immediate termination.
 11. BHEL assumes no responsibility for the contractor's workers. The contractor must ensure compliance with all statutory requirements, including employment laws, minimum wages, and other benefits.
 12. If any person is caught at the BHEL gate carrying canteen utensils along with coconut shells or involved in any theft, the contract will be terminated immediately. The contractor and person involved will be subject to criminal proceedings and forfeiture of the Security Deposit.
 13. Any breach or violation of the conditions stipulated by the Secretary/Canteen Managing Committee shall result in the termination of the contract forthwith.
 14. **If the successful bidder fails to remove the coconut shells within 10 days from the date of notification for disposal, BHEL reserves the right to terminate the contract and forfeit the Security deposit without any further notice.**
 15. The bidder may quote his / her most competitive and firm rate per kg for the period of two years. Rates shall include loading, unloading, packing, handling, transport from all canteens and Dining Halls. Rate quoted shall be exclusive of all Taxes. Tax if any shall be borne by Tenderer.
 16. Contractor have to give communication for collection of coconut shells at least 2 days in advance.
 17. Collections made using four wheelers must include a cleaner with proper ID proof. Four wheelers without a cleaner will not be permitted. All loading personnel must also have valid ID proof for factory entry.
 18. Vehicles entering the BHEL premises must carry the following valid documents:
 - a) Vehicle Registration Certificate (RC).
 - b) Driver's License (valid and appropriate for the vehicle type).
 - c) Vehicle Insurance Certificate (current and valid).
 - d) Pollution Under Control (PUC) Certificate.
 - e) Fitness Certificate for commercial vehicles, if applicable
 19. Any breach or violation of the terms and conditions shall result in the termination of the contract forthwith.

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20. Kindly note that Technical bid and Price bid should be followed by the below mentioned quote and duly signed by the vendor.

“We are accepting all the terms and conditions of this BHEL tender without any deviation”

In the absence of the above statement, BHEL will presume that all terms and conditions of this tender are accepted by the vendor.

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Annexure – C

TECHNICAL TERMS & CONDITIONS

1. The Contractor shall collect the coconut shells at least once every 3 months at his own cost from BHEL Canteen premises. Collection shall be carried out using the Contractor's own manpower and conveyance.
2. Segregation of material and/or removal of coir from the coconut shells within the premises is strictly prohibited.
3. Collection shall not be permitted on Sundays or declared Holidays unless specifically authorized in writing by the competent authority.
4. The Contractor's workmen shall report for collection on or before 09:00 Hrs and strictly adhere to the specified timings. They shall vacate the premises immediately upon completion of loading.
5. The Contractor shall deploy only healthy, reliable, and trustworthy personnel. No manpower shall be provided by BHEL for collection activities.
6. Each instance of collection and loading shall be carried out in the presence of authorized Canteen Staff and Security Staff. The material shall be checked and verified before being loaded into the Contractor's container/vehicle for transportation.
7. After completion of collection, the Contractor shall ensure that the area is thoroughly cleaned and left ready for subsequent accumulation/storage.
8. The Contractor shall be fully responsible for the conduct of his workmen within the Canteen and Factory premises. Any loss or damage caused to BHEL property during the course of collection shall be made good by the Contractor.
9. The Contractor shall strictly instruct his workmen not to remain within the premises beyond the permitted time and not to tamper with electrical installations, machinery, equipment, or any other property of BHEL.

807

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Annexure – D

General Terms and Conditions

1. The successful tenderer must report at 09:00 AM. Coconut shells should be removed from specified area of Canteens. Coconut shells should be loaded on the vehicle in front of the BHEL officials only.
2. No collection is permitted on Holidays & Sundays unless otherwise specifically permitted.
3. The successful tenderer must arrange their own transport and manpower for collection of coconut shells.
4. **BHEL reserves the right to**
 - I. Cancel the tender enquiry at any stage or cancel the contract at any time during the execution of contract without assigning any reason.
 - II. Negotiate or re-float the tender opened if H1 price is not the highest acceptable price to them inter-alia other reasons. The decision of BHEL in awarding the contract is final and BHEL reserves the right to reject any or all tenders without assigning any reasons.
 - III. In case more than one bidder happens to occupy H-1 status, effective H1 will be decided by soliciting increase in the price from the respective H1 bidders. In case more than one bidder happens to occupy the H-1 status even after soliciting discounts, the H-1 bidder shall be decided by a toss / draw of lots, in the presence of H-1 bidders or their representatives. Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.
5. **Settlement of dispute.**

If any dispute or difference of any kind whatsoever shall arise between BHEL and the Supplier/Vendor, arising out of the contract for the performance of the work whether during the progress of contract termination, abandonment or breach of the contract, it shall in the first place referred to Designated Engineer for amicable resolution by the parties. Designated Engineer (to be nominated by BHEL for settlement of disputes arising out of the contract) who within 60 days after being requested shall give written notice of his decision to the contractor. Save as hereinafter provided, such decision in respect of every matter so referred shall forthwith be given effect to by the Supplier/Vendor who shall proceed with the work with all due diligence, whether he or BHEL desires to resolve the dispute as hereinafter provided or not.

If after the Designated Engineer has given written notice of this decision to the party and no intention to pursue the dispute has been communicated to him by the affected party within 30 days from the receipt of such notice, the said decision shall become final and binding on the parties. In the event the Supplier/Vendor being dissatisfied with any such decision or if amicable settlement cannot be reached then all such disputed issues shall be resolved through conciliation in terms of the BHEL Conciliation Scheme 2018 as per Clause 5.1

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5.1 Conciliation

Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the "Dispute") shall, in the first instance, be attempted to be resolved amicably in accordance with the conciliation procedure as per BHEL Conciliation Scheme 2018. The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided in - "Procedure for conduct of conciliation proceedings" (as available in www.bhel.com)).

Note: Ministry of Finance has issued OM reference No. 1/2/24 dated 03.06.2024 regarding "Guidelines for Arbitration and Mediation in Contracts of Domestic Public Procurement. In the said OM it has been recommended that Government departments/ Entities/agencies are to encourage mediation under the Mediation Act. 2023. The said Act has not yet been notified by the Government. Therefore, the clause "Settlement of Disputes" shall be modified accordingly as and when the Mediation Act 2023 gets notified.

5.2 ARBITRATION:

5.2.1 Except as provided elsewhere in this Contract, in case Parties are unable to reach amicable settlement (whether by Conciliation to be conducted as provided in Clause 5.1 herein above or otherwise) in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract (hereinafter referred to as the 'Dispute'), then, either Party may, refer the disputes to Madras High Court, Arbitration Centre (MHCAC) and such dispute to be adjudicated by Sole Arbitrator appointed in accordance with the Rules of said Arbitral Institution.

5.2.2 A party willing to commence arbitration proceeding shall invoke Arbitration Clause by giving notice to the other party in terms of section 21 of the Arbitration & Conciliation Act, 1996 (hereinafter referred to as the 'Notice') before referring the matter to arbitral institution. The Notice shall be addressed to the Head of the Unit, BHEL, executing the Contract and shall contain the particulars of all claims to be referred to arbitration with sufficient detail and shall also indicate the monetary amount of such claim including interest, if any.

5.2.3 After expiry of 30 days from the date of receipt of aforesaid notice, the party invoking the Arbitration shall submit that dispute to the Arbitral Institution- Madras High Court, Arbitration Centre (MHCAC)- and that dispute shall be adjudicated in accordance with their respective Arbitration Rules. The matter shall be adjudicated by a Sole Arbitrator who shall necessarily be a Retd Judge having considerable experience in commercial matters to be appointed/nominated by the respective institution. The cost/expenses pertaining to the said Arbitration shall also be governed in accordance with the Rules of the respective Arbitral Institution. The decision of the party invoking the Arbitration for reference of dispute to Madras High Court, Arbitration Centre (MHCAC)- for adjudication of that dispute shall be final

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and binding on both the parties and shall not be subject to any change thereafter. The institution once selected at the time of invocation of dispute shall remain unchanged.

5.2.4 The fee and expenses shall be borne by the parties as per the Arbitral Institutional rules.

5.2.5 The Arbitration proceedings shall be in English language and the seat of Arbitration shall be Trichy.

5.2.6 Subject to the above, the provisions of Arbitration & Conciliation Act 1996 and any amendment thereof shall be applicable. All matters relating to this Contract and arising out of invocation of Arbitration clause are subject to the exclusive jurisdiction of the Court(s) situated at Trichy.

5.2.7 Notwithstanding any reference to the Designated Engineer or Conciliation or Arbitration herein, a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree. Settlement of Dispute clause cannot be invoked by the Contractor, if the Contract has been mutually closed or 'No Demand Certificate' has been furnished by the Contractor or any Settlement Agreement has been signed between the Employer and the Contractor.

5.2.8 It is agreed that Mechanism of resolution of disputes through arbitration shall be available only in the cases where the value of the dispute is less than Rs. 10 Crores.

5.2.9 In case the disputed amount Claim, Counter claim including interest is Rs. 10 crores and above, the parties shall be within their rights to take recourse to remedies other than Arbitration, as may be available to them under the applicable laws after prior intimation to the other party. Subject to the aforesaid conditions, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof as amended from time to time, shall apply to the arbitration proceedings under this clause.

5.2.10 In case, multiple arbitrations are invoked (whether sub-judice or arbitral award passed) by any party to under this contract, then the cumulative value of claims (including interest claimed or awarded) in all such arbitrations shall be taken in account while arriving at the total claim in dispute for the subject contract for the purpose of clause 5.2.9. Disputes having cumulative value of less than 10 crores shall be resolved through arbitration and any additional dispute shall be adjudicated by the court of competent jurisdiction.

6. Arbitration: -

Disputes or differences arising from this tender or in any manner connected there with shall be subject to the following dispute resolution mechanism:

- Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their senior management within 10 days of a dispute arising.

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- If no amicable settlement is arrived at within 30 days, then any party may refer the dispute to sole arbitrator to be nominated by the Head of HR, BHEL, Trichy. The place of arbitration shall be at Trichy. All arbitration proceedings shall be conducted in English in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- The arbitration award shall be final and binding upon the parties and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal. All the disputes shall be subjected to the exclusive jurisdiction of courts at Trichy.

7. Fraud prevention policy:

- 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.
- Fraud Prevention Policy and List of Nodal officers shall be hosted on BHEL Website, Vendor Portals of Units/Regions intranet.

807

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FORMAT FOR TECHNICAL BID

(Following points to be typed in your letter head)

Date- _____

In response to your tender Ref - BHEL:HRM:CANT:COCONUT SHELL:TENDER:2026 dt 18.02.2026, we hereby submit the following details for collection of Coconut Shells for a period of Two years from BHEL Canteen.

Bidder details and Address of the firm with Pin code No	
EMD Details	Demand Draft Number : Date : Bankers Name : Or NEFT Reference No : Date of Transfer :

We are accepting all the terms and conditions of the contract without any deviation.

Signature of the Tenderer with seal

Email ID

Phone No

Mobile No

Signature of authorized Signatory with Seal



FORMAT FOR PRICE BID

(Following points to be typed in your letter head)

Date- _____

In response to your tender Ref - BHEL:HRM:CANT:COCONUT SHELL:TENDER:2026 dt 18.02.2026, we are pleased to offer the following firm rate for collection of empty coconut shells for the period of Two years.

Name of the canteens from which the empty coconut shells are to be collected	Highest and competitive Rate per Kg	
	In Figures	In words
19 & 58 Canteens	_____ Per Kg	_____ Per Kg

We are accepting all the terms and conditions of the contract without any deviation.

Signature of the Tenderer with seal

Email ID :

Phone No :

Mobile No :

Joy

Signature of authorized Signatory with Seal