

REQUEST FOR QUOTATION

	BHARAT HEAVY ELECTRICALS LIMITED Electronics Division PB No. 2606, Mysore Road Bangalore - 560026 INDIA	RFQ NUMBER: TLNM900597 RFQ DATE : 01.JUL.2009	Due Date 24.JUL.2009 Time: 13:00 HRS VENUE : NEW ENGG. BLDG
MMI:PU:RF:003			

	(for all correspondence) Purchase Executive : LAKSHMAN T Phone : 080-26998378 Fax : 00918026989227 E-mail: lakshman@bheledn.co.in
--	---

Please submit your lowest quotation subject to our terms and conditions attached for the material mentioned below. The quotation must be enclosed in a sealed envelope / Fax superscribed with RFQ no.and due date, should reach us on or before the due date by **13.00** hours IST and will be opened on the same day at **13.30** hours at the venue mentioned above. **PLEASE DROP THE OFFER IN THE BOX PROVIDED AT RECEPTION.**

1. TENDER / OFFER MUST BE SUBMITTED IN TWO PARTS. TECHNICAL BID AND PRICE BID IN TWO SEPARATE SEALED COVERS.
2. VENDOR IS ADVISED TO GO THROUGH THE GENERAL TERMS AND CONDITIONS ENCLOSED WITH RFQ.
3. BHEL RESERVES THE RIGHT TO EVALUATE THE TECHNO-COMMERCIALY ACCEPTED TENDERS EITHER THROUGH ONLINE REVERSE AUCTION BIDDING OR THROUGH NORMAL PRICE BID OPENING.
4. VENDOR HAS TO CONFORM TO ALL THE CLAUSES IN THE PURCHASE SPECIFICATIONS.

SI No.	Description	Qty	Unit	Delivery qty	Delivery Date
1	CE8000013053 MAPLITHO PAPER IN A4(210 X 297MM) 75 GSM MAPLITHO PAPER IN A4(210 X 297 MM), 75 GSM MILL PACKED, WHITE, 500 SHEETS PER REAM, SUITABLE FOR PLAIN PAPER COPIER (XEROX), LASER COPIER, LASER PRINTER, INK JET PRINTER, EACH REAM MOISTURE PROOF PACKED. FIND DETAILED SPECIFICATION AS PER ANNEXURE - I. -- DELIVERY SCHEDULE: 1. 1900 REAMS ON 28.07.2009 2. 1900 REAMS ON 28.08.2009 3. 1900 REAMS ON 28.09.2009 4. 1900 REAMS ON 28.10.2009 5. 1900 REAMS ON 28.11.2009 6. 1900 REAMS ON 28.12.2009 7. 1800 REAMS ON 28.01.2010 8. 1800 REAMS ON 28.02.2010	15,000	NO	15,000	30.JUL.2009

Total Number of Items - 1

Please note that the tender will be opened in the presence of the bidders or his authorised representatives (maximum two per organisation) who choose to be present with authorisation letters. Refer annexure for the terms and conditions.

Preference will be given to vendors who accepts our standard payment terms i.e.100% payment - 30 days after receipt of material at our works subject to acceptance.

Please specify Terms of delivery, Excise duty, sales tax, Ex-BHEL, Ex-works surcharge, Insurance,P&F, Freight and other taxes very clearly .

i). This is only RFQ not an order.

ii). In all correspondence quote RFQ No. & due date.

For and On behalf of BHEL.

REQUEST FOR QUOTATION



BHARAT HEAVY ELECTRICALS LIMITED
Electronics Division
PB No. 2606, Mysore Road Bangalore - 560026
INDIA

RFQ NUMBER:
TLNM900597

RFQ DATE :
01.JUL.2009

Due Date
24.JUL.2009
Time: 13:00 HRS

VENUE :
NEW ENGG. BLDG

MMI:PU:RF:003

(for all correspondence)

Purchase Executive : LAKSHMAN T
Phone : 080-26998378
Fax : 00918026989227
E-mail: lakshman@bheledn.co.in

Please submit your lowest quotation subject to our terms and conditions attached for the material mentioned below. The quotation must be enclosed in a sealed envelope / Fax superscribed with RFQ no.and due date, should reach us on or before the due date by **13.00** hours IST and will be opened on the same day at **13.30** hours at the venue mentioned above. **PLEASE DROP THE OFFER IN THE BOX PROVIDED AT RECEPTION.**

- iii). In Quotation BHEL material code / RFQ Sl. No. should be mentioned clearly.
- iv). Quotation Envelope / Fax not superscribed with RFQ No.and due date is liable for rejection.
- v). Quotation should remain valid for a minimum peiod of 90 days from due date.
- vi). In case of non-receipt of Quotation or regret letter for 3 consecutive RFQs you are liable to be removed from our vendors list.
- vii). All Prices should be written in words and numbers.
- viii). Excise Chapter Heading should be mentioned for all items where VAT is applicable .

For and On behalf of BHEL.

1. Enquiry/Request for Quotation (RFQ):

- a) Any Purchase Order resulting from this enquiry shall be governed by **these general terms and conditions listed below and special terms and conditions, if any, along with this enquiry of Bharat Heavy Electricals Limited, Electronics Division, Bangalore-560026 (hereinafter referred to as BHEL EDN).**
- b) Any of the terms and conditions not acceptable to supplier, shall be explicitly mentioned in the quotation. Otherwise, it will be treated as that all terms and conditions of this enquiry are acceptable.
- c) If counter terms and conditions are offered by supplier, BHEL EDN shall not be governed by such terms and conditions, unless it is agreed and incorporated in the Purchase Order of BHEL EDN.
- d) Any deviation to the terms and conditions not mentioned in the quotation by supplier in response to this enquiry will not be considered, if put forth subsequently or after issue of order, unless clarification is sought for by BHEL EDN and agreed upon in the Purchase Order of BHEL EDN.
- e) BHEL EDN reserves the right to adopt Reverse Auction for the enquiry sent, at its discretion.
- f) BHEL EDN shall be at liberty to cancel the tender at any time, before ordering, without assigning any reason.

2. Quotation:

- a) Quotation shall be submitted in a sealed envelope super scribed with enquiry number and due date (if it is single part) and the same must reach our respective tender box kept in reception area of our works on or before the due date and time indicated in RFQ.
- b) If the quotation is to be submitted in two part bid (techno-commercial and price bids), the techno-commercial bid shall be put in one sealed envelope super scribed as 'Techno commercial bid' with enquiry number and due date of opening. The price bid envelope must be in another sealed envelope super scribed as 'Price bid' with only the enquiry number. Both these envelopes must be put in another sealed envelope super scribed with enquiry number and due date of opening.
- c) Quotation through fax / email is acceptable but when addressed to the specific fax number and email address given in the enquiry, to be sent well in advance to enable BHEL EDN purchase personnel to drop in the tender box before the scheduled opening date and time. **Supplier is fully responsible for lack of secrecy on information of such quotations.**
- d) BHEL EDN is not responsible for any delay in receipt of quotation sent by supplier through post / fax/email.
- e) Late quotation will be rejected.
- f) Separate quotation should be submitted against each enquiry.
- g) Quotation should be, as far as possible, free from correction / overwriting. Correction / overwriting, if any, should be signed by authorized person with the company seal.
- h) The rates must be quoted indicating basic material rate, packing, forwarding, freight & insurance, discount, if any, and applicable taxes and duties, **each of them shown separately.**
- i) It is preferred to indicate the rates in both figures and words. In such case, if there is difference / discrepancy between the rates in figures and words, the **least of the two** rates will be considered.
- j) If there is any difference / discrepancy in rates quoted for per unit and total and any arithmetic addition for number of items, **the lower** of the rates beneficial to BHEL EDN will be considered.

- k) In case any supplier is unable to quote, supplier shall send a regret letter without fail. In case of non-receipt of quotations or regret letters for three consecutive enquiries, such supplier is liable to be removed from our supplier list.
- l) All the tenderers or their authorised representative (with authorization letter from the principal) may witness opening of quotation.
- 3. BHEL EDN material code number (as in enquiry) shall be indicated for each item quoted.
- 4. Manufacturer's name, their trade mark and brand, part number, Alternate material to the one asked in enquiry, if any, should be mentioned in quotation and illustrative leaflets giving technical particulars etc. are to be attached to facilitate consideration and technical evaluation of the quotation.
- 5. **Packing:** Goods must be adequately packed in proper carton / wooden box / drums / suitable container to protect against loss, damage or corrosion and to withstand normal inland transportation and handling. Hazardous material should be notified as such and their packing, transportation and other protection must conform to applicable regulations.
- 6. No import license will be given by BHEL EDN unless otherwise specifically stated.
- 7. **Quotation should be based on delivery at BHEL EDN** (including packing, forwarding, freight & insurance).
- 8. BHEL EDN does not bind itself to accept the lowest rate quoted, but reserves the right to accept whole or part of any quotation at its sole discretion.
- 9. The quantity in each item to be purchased may vary from quantity enquired according to actual requirement at the time of placing the Purchase Order. Quantity discount, if any, should be mentioned in the quotation.
- 10. Quotation should remain valid for a minimum period of 90 days from the due date of opening.
- 11. The rate quoted against each item shall be in units stated in the enquiry. Where quotation is in terms of unit other than that in enquiry, relationship between the two units must be furnished in the quotation.
- 12. Change in rate is not allowed once the quotation is accepted and order is placed, except where Price Variation Clause is indicated.
- 13. Withdrawal from the quotation after submission till order is placed will entail cancellation of the enquiry. Such supplier is liable for de-listing for future enquiry at the sole discretion of BHEL EDN.
- 14. In the quotation, earliest firm delivery (number of days or weeks) by which material will be despatched from the date of receipt of order must be indicated. It is recommended to avoid Quotations with delivery term such as 'ex-stock', 'subject to prior sale', or 'delivery at the earliest'.
- 15. In case of enquiries **for subcontract process**, where material is provided by BHEL EDN, bank guarantee as indicated in enquiry / PO shall be provided by supplier if P.O is placed on them.
- 16. **Penalty:** Failure to supply within the delivery time as per purchase order will make the supplier liable to an unconditional **penalty of 0.5 % (half percent) per week at the basic price of the goods for the undelivered quantity, subject to a maximum of 10%.**
- 17. Purchase Order will be placed on the lowest quotation only among the technically & commercially accepted quotations. Lowest quotation is determined on the basis of Total Cost to BHEL EDN including basic value, taxes and duties, freight, insurance, loading factors for deviations to terms and conditions.
- 18. Quotation with 'Advance payment' or 'Inland Letter of Credit' is liable for rejection.

19. **Loading factors:** Loading factors as below will be added to the quoted basic price to evaluate the lowest quotation for non-agreement to BHEL EDN commercial terms.
- A) For non-agreement to terms of payment of 100% payment with 30 days credit.
- If the quotation is 'Payment through bank': Loading factor: 10%
 - If the quotation is 'Payment on receipt of material at BHEL EDN': Loading factor: 10%
- B) For non-agreement of penalty for delayed delivery:
- If the quotation is 'Not agreeable': Loading factor 10%
 - If the quotation is '5% maximum agreed' : Loading factor 5%
 - If the quotation is other than the above: Loading factor (10% - quoted max %)
- C) For non-agreement on delivery at BHEL EDN: Loading factor 10%
- D) Penalty for delayed delivery will be reckoned with respect to P.O delivery as given below
- If the delivery is at BHEL EDN by supplier, then Delivery date at BHEL EDN will be the reference.
 - If the delivery is ex-works supplier (transportation by BHEL EDN), then Invoice date will be the reference.
 - If the despatch is with 'Document through bank', then the Invoice date will be the reference.
 - If Pre-shipment Inspection at supplier's works is to be done by BHEL EDN before despatch, then, the Inspection call date given by supplier will be the reference.
20. Inspection / Test reports / certificates, if any, as per specification / enquiry requirement, shall be adhered to. If Pre-shipment inspection at supplier's works is required either by BHEL EDN and / or by the customer of BHEL EDN, supplier shall provide necessary assistance for inspection.
21. Taxes and duties as indicated in the quotation and in the Purchase Order of BHEL EDN only to be charged. If there is any change in the statutory levies such as Excise Duty, Taxes etc. unless this is agreed by BHEL EDN, the same is to be borne by the supplier.
22. Supplier's Sales tax / ECC/ VAT Registration Number should be mentioned in quotation.
23. Any dispute arising out of this, shall be referred to the sole arbitration of Head of Dept. Materials Management of group concerned, BHEL EDN or any other officer nominated by him and his award shall be final and binding on the parties. The venue of the arbitration in all cases shall be Bangalore.
24. Any legal suit in respect of this enquiry lies in the Court of Bangalore only.

COMMERCIAL TERMS REQUIRED TO BE CONFIRMED BY THE BIDDERS

Sl. No.	Particulars	Bidder's confirmation
1	Price basis: (a) Firm i.e., from the date of PO to completion of supply (Price Variation Clause not acceptable) (b) Deviation if any please specify	(a) Acceptable / Not acceptable (b)
2	Excise duty & Education cess: If applicable indicate %.	Applicable / Not applicable ED:_____%
3	Sale tax: If applicable indicate %	Applicable / Not applicable (a) VAT_____ % (b) CST_____ % against form C
4	Payment terms: (a) 100% within 30 days from the date of receipt (b) Deviation if any please specify	(a) Acceptable / Not acceptable (b)
5	BHEL's penalty clause: (a) Delay in delivery as per PO delivery date will result in penalty of 0.5 % per week subject to maximum of 10% on the value of the items not supplier/delayed. (b) Deviation if any Please specify	(a) Acceptable / Not acceptable (b)
6	Terms of delivery: (a) Ex EDN / BHEL, Bangalore (Free delivery to EDN/BHEL Bangalore including packing & forwarding charges) (b) Deviation if any Please specify	(a)Acceptable / Not acceptable (b)
7	Warranty: (a) 12 months from the date of commissioning or 18 months from the date of supply whichever is earlier. (b) Deviation if any Please specify	(a)Acceptable / Not acceptable (b)
8	Delivery period: Indicate number of weeks from the date of issue of Purchase order	_____Weeks
9	Validity: (a) Quotation should remain valid for a period of 90 days from the due date (b) Deviation if any Please specify	(a) Acceptable / Not acceptable (b)

Signature of tenderer / with stamp