

**BHARAT HEAVY ELECTRICALS LIMITED**

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

Phone: 044-2816 1965

Email: poongkodi@bhel.in

PUR 012 80, Gopathy Narayanaswamy Road, T.Nagar, Chennai – 600 017.

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501800012	23.07.2018
DUE DATE FOR QUOTATION – 30.07.2018		
THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER		

Suppliers Are Requested To Go Through Terms & Conditions Before Submission of Offers.

Sl. No.	Material Code	Description & Specification	Unit	Qty.	DELIVERY SHEDULE		
					Qty.	Date	Remarks
1		HP Toner Cartridges (As per annexure enclosed)		As per annexure enclosed			As per Imp. Info to Bidders

Encl. to Enquiry:

1. Important Information to Bidders 2. Commercial terms and Un-Priced Format 3. Price Format

Dear Sirs,

Please submit your lowest quotation in triplicate, subject to our terms and conditions overleaf, for the above materials, so as to reach us on or before the due date by 2 P.M.

1. Quotations will be opened at 2-30 P.M. on the due date in camera/In the presence of the tenderers who may like to be present.
2. Price should be "Net" FOR destination inclusive of risk in transmit and remain valid for 120 days from the due date.If any Sales tax and Excise duty are payable as extra to the quoted price the percentage of the same should be specifically stated in the quotation failing which the purchaser will not be liable for payment of Sales Tax / Excise Duty. **GST No. 33AAACB4146P2ZL.**
3. If the enquired items are coming under D.G.S & D rate contract, please indicate the rate contract prices duly sending a copy of the rate - contract along with your offer.
4. No revision of prices will be entertained after tenders are opened.
5. Manufacturers name, brand name trademark or patent No. if any should be specified. Illustrate leaflets giving particulars are required along with quotation wherever necessary.
6. Products with I.S.I. certification marks will be preferred.
7. The purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject in part or full without assigning any reason whatsoever.
8. Late tenders are liable to be rejected.
9. Any deviations to the enquired technical and commercial conditions shall be clearly indicated in the covering letter of the quotation.

Yours faithfully,

For BHARAT HEAVY ELECTRICALS LIMITED

Sr. Engineer / Purchase

POONGKODI, V

Senior Engineer / Purchase

BHEL / Piping Centre

Chennai - 600 017

TERMS AND CONDITIONS

1. **QUOTATION:** This tender is a **TWO PART** bid, i.e., technical bid and price bid are to be enclosed in two separate envelopes and sent in one larger envelope with tenderer's distinctive seal and super scribed with correct tender No., Item of supply and due date of opening. Tenders should be free from **CORRECTIONS AND ERASURES:** Corrections if any, must be attested. All amounts shall be indicated both in words as well as figures. Where there is a difference between amount quoted in words and figures, amount quoted in words shall only be considered.
2. **TERMS OF PAYMENT:** 100% Payment after receipt and acceptance of material.
3. **PREFERENTIAL DELIVERY:** It is noted, if a contract is placed on a higher tenderer as a result of this invitation to tender in preference to the lowest acceptable offer in consideration of the earlier delivery, the seller will be liable to pay to the purchaser the difference between the contract rate and that of the lowest acceptable tender on the basis of final price F.O.R. Destination, including all elements of freights, sales tax, duties and other incidentals in case of failure to complete supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the contract.
4. **LIQUIDATED DAMAGES:** It is clear among the parties of the contract that time is the essence of the contract. Therefore, the delivery of the goods specified, in the purchase order should be made within the time limit prescribed. Where the seller supplies or dispatches the goods beyond the delivery period specified, the purchaser will have no obligation to accept the goods if accepted liquidated damages, at the rate of 0.5% of the value of goods delayed for each week of delay or part thereof subject to a maximum of 10% of the undelivered portion will be levied without prejudice to any other relief or compensation due to the purchaser under any other condition of this contract.
5. **GENERAL:** Any other conditions, which might have been quoted by the seller and are in contravention to the terms prescribed in the order and which have not been specifically accepted in by the purchaser will not be applicable to this contract.
6. **PURCHASE PREFERENCE TO MSE VENDORS:** In case the supplier belongs to MSEs (Micro Small Enterprises), Registration copy in this respect shall be submitted along with the offer. Further if MSEs are owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs the same may be intimated.

The following are the benefits for the MSEs:-

1. MSEs are given tender documents free of cost and are exempted from payment of earnest money (EMD), if any insisted in the Tender.
2. In tender, participating MSEs quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 20% of total tendered value. In case of more than one such MSE, the supply shall be shared proportionately.

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure – I where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (part – 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through E-procurement portal, then the above required documents are to be uploaded on the portal. Documents are to be notarized or attested by a Gazetted officer.

IMPORTANT INFORMATION TO BIDDERS

1. **The tender will be operated on two part bid basis i.e. (I).Techno-Commercial Bid & (II).Price Bid.** Sample should be submitted along with Techno-Commercial Bid where sample is insisted in the Enquiry, if sample is not received for the Enquiry where BHEL is insisted, that offer will be summarily rejected. If sample is insisted in the enquiry, then the sample should be super scribed with the enquiry sl. no for identification and evaluation. Samples without the identification will not be considered and offer will be rejected
2. **Techno-Commercial Bid:** Containing commercial terms, delivery terms, delivery schedule, validity of offer, payment terms (except price details), GST Percentage, HSN Code, Acceptance for LD clause, etc. as per ANNEXURE-A (submitted in your company letter head) shall be put in a cover (1) and super scribed as "Techno-Commercial Bid" for Enquiry No:Dt:Due Dt.:
3. **Price Bid:** Containing the price details shall be put in a separate cover (2) and superscripted as "Price Bid "for Enquiry No:Dt.:Due Dt.: as per ANNEXURE -B (submitted in your company letter head)
4. You are requested to put the above two envelopes (Techno-Commercial Bid & Price Bid) inside a separate larger sealed envelope and this envelope shall be super scribed as "Techno-Commercial Bid and Price Bid" for Enquiry No:Dt.:Due Dt.:

Your Quotations should be sent to:

**SR. ENGINEER / PURCHASE
BHEL PIPING CENTRE
PURCHASE DEPARTMENT
NO. 80, GN ROAD (II FLOOR)
T.NAGAR, CHENNAI-600 017.**

5. Your offer should strictly confirm to our requirement. Prices and applicable taxes (GST) should be indicated clearly without any corrections.
6. Organization Information like PAN, GSTIN numbers shall also be furnished.
7. The validity of the offer should be Minimum of 60 days.
8. The quoted price shall be "FIRM" till the completion and execution of the work.
9. The delivery shall be within 2 weeks from the date of PO. However, earliest delivery is preferable.
10. **Last date of submission of offer is 30.07.2018, 14:00 hrs.** Bids submitted after the deadline will not be entertained.
11. **The bid opening date is 30.07.2018, 14:30 hrs.**
12. **PRICES ARE TO BE SUBMITTED IN BHEL PRICE FORMAT ONLY.**
13. **Material will be accepted by BHEL only after inspection. If the material does not match BHEL requirement, the same has to be replaced free of cost.**

14. ONLY HP AUTHORIZED DEALERS ARE ALLOWED TO PARTICIPATE IN THIS ENQUIRY. ALSO BIDDER TO SUBMIT THE AUTHORIZATION LETTER FROM HP.

For any clarifications, kindly contact us. Please keep your offers free from any errors which may otherwise lead to rejection of your offer.

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.

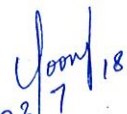

22/7/18
POONGKODI. V

Senior Engineer / Purchase
BHEL / Piping Centre
Chennai - 600 017

ANNEXURE –A

COMMERCIAL TERMS CONFIRMATION REQUIRED FROM THE SUPPLIERS (TO BE SUBMITTED IN COVER NO: 1)

SL NO	DESCRIPTION	BHEL REQUIREMENTS	SUPPLIER CONFIRMATION/DEVIATION (STRIKE OUT WHICHEVER IS NOT APPLICABLE)
1	VALIDITY	60 Days from Date of technical bid opening	ACCEPTED/NOT ACCEPTED
2	PRICE QUOTED SHOULD BE INCLUSIVE DELIVERY TO BHEL PIPING CENTRE STORAGE AREA	FOR –BHEL PIPING CENTRE, NO. 80, G.N. ROAD, T. NAGAR CHENNAI - 17	ACCEPTED/NOT ACCEPTED
3	HSN CODE	SUPPLIER HAS TO MENTION	
4	DEIVERY SCHEDULE	2 weeks from the date of PO	ACCEPTED/NOT ACCEPTED
5	PAYMENT TERMS	As per Clause 2 of Terms and Conditions of the Enquiry (Two Part Bid)	ACCEPTED/NOT ACCEPTED
6	LD CLAUSE	As per Clause 4 of Terms and Conditions of the Enquiry (Two Part Bid)	NON DEVIATABLE
7	CONTACT PERSON DETAILS	NAME: MOBILE NO: EMAIL :	TO BE FILLED BY VENDOR COMPULSORY
8	MSE CERTIFICATION	To be attached	ATTACHED / NOT ATTACHED
9	AUTHORIZATION LETTER FROM HP	To be attached	ATTACHED / NOT ATTACHED


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UNPRICED FORMAT
(To be Submitted Along with Technical Bid and Covering Letter)

Sl.No.	Item Descriptions	Qty in Nos.	GST in %	Quoted/Not Quoted
1	Mono Cartridge C8543X for HP 9040 LaserJet Printer	2		
2	Black Cartridge CE410A for HP Colour LaserJet Pro 400 Printer	7		
3	Cyan Cartridge CE411A for HP Colour LaserJet Pro 400 Printer	6		
4	Magenta Cartridge CE413A for HP Colour LaserJet Pro 400 Printer	6		
5	Yellow Cartridge CE412A for HP Colour LaserJet Pro 400 Printer	6		
6	Cyan Cartridge C9731A for HP Colour Laserjet 5550dn	1		
7	Magenta Cartridge C9733A for HP Colour Laserjet 5550dn	1		
8	Yellow Cartridge C9732A for HP Colour Laserjet 5550dn	1		
9	Mono Cartridge CF214A for HP LJ 700 M712 Printer	12		
10	Mono Cartridge CE278A for HP LJ P1566	3		
11	Mono Cartridge CE505A for HP Laserjet P2055dn	9		
12	Black Cartridge CN045AA for HP Officejet Pro 8100 Printer	9		
13	Cyan Cartridge CN046AA for HP Officejet Pro 8100 Printer	5		
14	Magenta Cartridge CN047AA for HP Officejet Pro 8100 Printer	6		
15	Yellow Cartridge CN048AA for HP Officejet Pro 8100 Printer	4		
16	Mono Cartridge CC388A for HP Pro M128fn MFP	2		

We agree to all terms and conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)

23/7/18
POONGKODI. V
Senior Engineer / Purchase
BHEL / Piping Centre
Chennai - 600 017

ANNEXURE –B
PRICE FORMAT
(To be submitted in cover #2 with Covering Letter)

Enquiry No. 4501800012 / 23.07.2018

Sl. No	Item Description	Qty	Rate per Qty in INR	Total rate in INR	GST %	Total rate incl taxes in INR
1	Mono Cartridge C8543X for HP 9040 LaserJet Printer	2				
2	Black Cartridge CE410A for HP Colour LaserJet Pro 400 Printer	7				
3	Cyan Cartridge CE411A for HP Colour LaserJet Pro 400 Printer	6				
4	Magenta Cartridge CE413A for HP Colour LaserJet Pro 400 Printer	6				
5	Yellow Cartridge CE412A for HP Colour LaserJet Pro 400 Printer	6				
6	Cyan Cartridge C9731A for HP Colour Laserjet 5550dn	1				
7	Magenta Cartridge C9733A for HP Colour Laserjet 5550dn	1				
8	Yellow Cartridge C9732A for HP Colour Laserjet 5550dn	1				
9	Mono Cartridge CF214A for HP LJ 700 M712 Printer	12				
10	Mono Cartridge CE278A for HP LJ P1566	3				
11	Mono Cartridge CE505A for HP Laserjet P2055dn	9				
12	Black Cartridge CN045AA for HP Officejet Pro 8100 Printer	9				
13	Cyan Cartridge CN046AA for HP Officejet Pro 8100 Printer	5				
14	Magenta Cartridge CN047AA for HP Officejet Pro 8100 Printer	6				
15	Yellow Cartridge CN048AA for HP Officejet Pro 8100 Printer	4				
16	Mono Cartridge CC388A for HP Pro M128fn MFP	2				

We agree to all terms and conditions of the Enquiry.

Joony 23/7/18
POONGKODI. V
 Senior Engineer
 BHEL - Purchasing Centre
 Chennai - 600 017

(BIDDER SEAL AND SIGNATURE)