

Special Terms & conditions for Enquiry No. E3793016, due on 20/09/2019.

Please refer general terms and conditions of enquiry form no. BP-200102 and P.O. terms & conditions (indigenous) form No. MM 5527 Rev.03. If any deviations, please mention in your quotation otherwise it shall be taken that all terms and conditions are accepted by you viz., **payment terms, validity of offer, Liquidated Damages (LD)** etc.

BHEL Bhopal is looking for suppliers capable of supplying **Copier (Xerox) paper A4 Size** as per enclosed specification. The product to be supplied should confirm to the following requirements:-

1) Please quote your best rate through your DSC (Digital Signature Certificate) in our E-Tender system through <https://bhel.abcprocure.com> on or before due date. *Paper bid is not acceptable.*

2) **Rate Contract (RC):-**

This tender is issued for Rate contract (RC) for supply of **Copier (Xerox) paper A4 Size** as per enclosed specification. Quantity shall be as per our tender enquiry. Quantity variation shall be $\pm 5\%$.

3) **Validity of Rate Contract (RC):-**

Rate contract (RC) will be valid for one year from the issue date of RC and Rate finalized in RC will remain firm till the validity period of RC. Formal POs as per BHEL requirement will be placed as per issued RC during validity period of RC for the supply of **Copier (Xerox) paper A4 Size** as per enclosed specification.

4) **Delivery Period / Lead Time:-**

PO will be made with tentative delivery schedule and supplies to be made as per BHEL requirement in different lots within 04 weeks from the date of placement of PO/intimation by BHEL.

BHEL reserves the rights to reject the offer of suppliers who does not accept delivery period as per above.

5) **Pre-qualification criteria (PQC) / Past experience:-**

Supplier must submit following documents for PQC:-

- (i) Bidders may be either Manufacturers or dealer / reseller / channel partner / distributor etc. If the bidder is not Manufacturer, then he has to submit the valid Authorization dealer/vendor certificate from Manufacturer.

- (ii) Offers of those parties will be considered who or their Manufacturer has supplied "Copier (Xerox) Paper" of **min. value Rs.15.30 lakh (Rs. Fifteen Lakh & Thirty Thousands only)** during one year in last 5 years from the date of tender opening. The relevant PO copies along with proof of supply (Invoice copy / completion certificate etc.) to be submitted with technical offer.
- (iii) Manufacturing/packing date of supplied item should be not older than 03 months from the date of supply.
- (iv) Total quantity is required in four lots of 9000 reams each.
- (v) Delivery is required within four weeks from the date of placement of PO / intimation from BHEL through e-mail.
- (vi) Rate contract shall be valid for twelve months from the RC finalization date.
- (vii) Total quantity will be distributed between 02(Two) vendors at the ratio of 60:40.
- (viii) Purchase Order (PO) of Paper Products having Minimum sales of **Rs. 15.30 lakhs** in one year during last 5 years from date of tender / enquiry. Trader/Agent and non-manufacturer supplier can submit PO of their Principal/Manufacturer along with valid authorization letter.
- (ix) Audited annual report (Profit & loss account) of last 3 years ending 31st march of the financial year 2018-19. Average annual turnover should not be less than **Rs. 15.30 lakhs** of last 3 years ending 31st march of the financial year 2018-19.
- (x) Authorization letter of dealership from manufacturer (Applicable for non-manufacturer only).

Supplier to submit documents for the above (Copy should be self-attested). In case of non-submission of the documents, offer shall not be considered for further procurement process.

Please refer the PQC enclosed for details.

Note: PQC is applicable to all suppliers.

6) Tender fees :-

The documents can be downloaded from our BHEL Bhopal website, suppliers must submit tender document fees of ₹ 500/- (Rupees Five hundred only) through/by online payment.

The procedure of depositing Tender Fee is reiterated below:-

- (i) For depositing amount online, depositor has to open SB-Collect through Online E-Payment option available on Internet (www.bhelbpl.co.in under caption new link).

OR

- (i) Please enter the following link in your internet address browser or click on the following link <https://www.onlinesbi.com/prelogin/icollecthome.htm>.
- (ii) Please click on "proceed" after Clicking "Check Box" to proceed for payment after reading the instruction for depositing the amount.
- (iii) EMD and Tender Fee may please be deposited separately where the EMD & Tender Fee both is applicable.
- (iv) Now, after (ii) the SBI's SB-Collect site gets opened. Please select State of Corporation as "Madhya Pradesh" and type of Corporation as "Industry" and then click on "Go" appearing on the screen.
- (v) Now select "Bharat Heavy Electricals, Bhopal" from the dropdown table appearing against "select Industry" and click Submit.
- (vi) Now select "Deposit of Tender Cost" category (for depositing Tender Fee) from the dropdown table appearing against "Select category" and click submit.
- (vii) Instruction related to fill the formats are mentioned below:

IP *	Please select "TCOST"
Name of the depositor *	Name of your firm, on whose name tender are submitting.
Supplier Address- 1 & 2	Address details of your firm, on whose name tender are submitting.
Supplier GSTIN	GSTIN of your firm, on whose name tender are submitting.
Enquiry or Tender ref no *	Enquiry No. or Notice of Tender Reference No. (i.e. "E3793016" for this tender)
Enquiry or Tender ref no Date *	Enquiry date or Notice of Tender Reference No Date.
Tender Issuing Dept. *	Department Name who invites tender (i.e. "FSX" for this tender)
Tender Fee *	Amount of tender fees.
CGST, SGST & IGST	Amount of relevant type of GST applicable.
Remarks	Additional information required to be mention, if any.

In case of online payment, e-receipt must be submitted along with Part – A (Techno-commercial bid).

- (viii) After filling of Formats please enter your Name, Date of Birth & Mobile Number. This is required to reprint your e-receipt / remittance (PAP) form, if the need arises.
- (ix) Please enter text appearing in “Box” and click “Submit”.
- (x) Before click to “Confirm” please verify the details already entered therein.
- (xi) If confirmation given then payment template will appear for chosen mode of payment.
- (xii) After making payment against the chosen mode a confirmation copy will generate. Kindly keep the same for its further use.
- (xiii) As and when credit received in BHEL account, automatic mail is sent to the depositor.

Note: - After submitting the Deposit Slip a control number will be generated through system which can be used for getting print out from the system.

“EMD/SD/Tender Fee will be accepted only in electronic Mode, which can be deposited on line through following link as mentioned below :

<https://www.bhelbpl.co.in/qcins/iccs.htm>

E-receipt must be submitted along with offer. *In case of any difficulty*, please click “Help Document for First time Users” on the webpage of above mentioned link.

Without tender fees offer shall be rejected. MSE suppliers are exempted from tender fees.

7) Payment term:-

Full payment will be made within 90 days after receipt and acceptance of material in BHEL. For MSE suppliers, payment can be released within 45 days after receipt and acceptance of material in BHEL.

Note: - MSE suppliers can avail the intended benefit only if they submit Udyog Aadhaar Memorandum along with the offer.

Advance payment is not acceptable in any circumstances. Supplier's offer shall be loaded accordingly, if lower period of credit is offered. Also, Overdue interest (ODI) is not acceptable to BHEL.

If not mentioned or partially mentioned against payment terms in your quotation, it is assumed that BHEL standard payment terms is acceptable to supplier.

8) Terms of Delivery:-

Terms of delivery should be **F O R Destination** on Door delivery basis at CRX, BHEL Bhopal. The same is mentioned in Part – A (Techno-commercial bid) of your offer otherwise it shall be taken FOR destination. Offers on **F O R Destination** on Door delivery

basis at CRX, BHEL Bhopal will only be accepted, **if you quote Ex-Works, freight by BHEL or Ex-Works, freight prepaid your quotation will be commercially rejected.**

9) Delivery Period / Lead Time:-

PO will be made with tentative delivery schedule and supplies to be made as per BHEL requirement in different lots within 04 weeks from the date of placement of PO/ intimation by BHEL.

BHEL reserves the rights to reject the offer of suppliers who does not accept delivery period as per above.

10) GST, Item type and HSN Code:-

Kindly mention item type i.e. (1) Supply or (2) Trading and HSN code of each item in your offer & the percentage (%) of GST applicable in your offer. CGST+SGST / IGST / UGST or any other charges as applicable (inclusive/ extra) must be clearly mentioned in your quotation otherwise, it shall be taken extra as applicable.

11) Anti-Profiteering Clause:-

Any reduction in rate of tax on any supply of goods or services or the benefit of input tax credit shall be passed on to the BHEL by way of commensurate reduction in prices.

12) Availing Input Tax Credit (ITC) by BHEL :-

ITC can be availed only when BHEL is in possession of GST tax invoice and after receipt of goods. So, goods should be supplied and Tax invoice should be submitted timely.

Further ITC can be availed only when vendor has declared such invoice in his outward supply Return GSTR-1 and after GST thereon has been paid by him at the time of filling of monthly Return.

GST portion of invoice shall be released only upon:-

- (1) Vendor declaring such invoice in his GSTR-1,
- (2) Receipt of good and Tax invoice by BHEL,
- (3) Confirmation of payment of GST thereon by vendor on GSTN portal,
- (4) Alternatively, BG of appropriate value shall be submitted by vendor which shall be valid at least one month after the confirmation of date of payment of GST by vendor on GSTN portal and receipt of tax invoice and receipt of goods, whichever is later.
- (5) Above is subject to receipt of goods/service and tax invoice thereof along with vendor declaring invoice in his return and paying GST within timeline prescribed for availing ITC by BHEL.

In case GST credit is delayed/denied to BHEL due to non/delayed receipt of goods and/or tax invoice or expiry of timeline prescribed in GST law for availing such ITC, or any other

reasons not attributable to BHEL, GST amount shall be recoverable from vendor along with interest levied/leviable on BHEL.

In case vendor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from vendor along with interest levied / leviable on BHEL.

Payment covering GST portion including interest thereon is released to vendor only upon completion of above requirement.

13) Validity of offer:-

Validity of offer must be clearly mentioned in your quotation. If not mentioned, it shall be as taken 90 days from the date of opening of tender.

14) Liquidated Damages / Penalty Clause:-

- I. Subject to force majeure conditions, LD shall be 0.5% of the total order value per week of delay or part thereof, subject a maximum of 10% of the total order value. In case of staggered delivery schedule, LD shall be 0.5% of the undelivered portion per week or part thereof subject to a maximum of 10% of the total order value.
- II. Any loading on LD clause shall be to the extent to which it is not agreed to by the bidder (at offered value).
- III. If you accepted BHEL standard LD / Penalty clause kindly select 10% during quoting in e-tender system. On selection of any value other than 10%, your bid shall be suitably loaded.
- IV. GST is applicable on LD also.

15) Sample: -

The supplier shall submit non-returnable One ream of Copier (Xerox) Paper A4 size in original manufacturer packing & as per enclosed specification should be submitted on or before due date of tender along with Part – A (Technical & Commercial bid) of your offer as per BHEL specification.

Without Sample, offers will not be considered for further procurement process.

Samples must reach the undersigned by 11.00 am of tender opening date.

Samples are to be submitted through gate no. 9 only.

16) PO/RC will be placed on two supplier:-

PO/RC will be placed on two suppliers in the ratio 60%: 40%. Counter offer of L-1 HESG rate will be given to other suppliers in order of merit. If no supplier accepts counter offer rate, entire quantity will be given to L-1 bidder.

MSE shall be allowed to supply up to 20% of total qty. also as per clause 24-B of General Terms and Conditions of enquiry. In that case, ratio shall be 60%: 20%: 20%. If no MSE supplier accepts counter offer rate, ratio shall be 60%: 40% as per above conditions.

If BHEL decides for placement of order for part quantity (60% or less) for any or all items, PO/RC will be placed on L1 bidder only.

17) Un-registered suppliers of BHEL, Bhopal :-

Suppliers who are not yet registered with BHEL, Bhopal must submit following documents for one time code along with Part – A (Techno-commercial bid) of your offer:-

- (1) Copy of PAN no.
- (2) Copy GSTIN registration certificate.
- (3) The percentage (%) of GST applicable
- (4) Copy of MSMED/ NSIC certificate, if applicable
- (5) EFT details as given at BHEL, B2B site (<https://www.bhelbpl.co.in/mm/>) to be submitted by L1 supplier after placement of order.

RTGS/EFT details as per BHEL format must be submitted immediately after placement of order who have yet not submitted to BHEL, Bhopal. Format of RTSG / EFT detail can be obtained from us or downloaded from link <https://www.bhelbpl.co.in/mm/EFTFormat.pdf>

18) All the above points must be explicitly confirmed in the "Part A" of offer. If any point not confirm in "Part A" of your offer, it shall be taken that it is acceptable to you. In case of non-acceptance above points / fail to submit sample / documents as per our tender / specification requirement, your offer may be rejected.

19) BHEL Bhopal reserves the right for rejecting any / all of the samples without assigning any reason, whatsoever.

20) "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."

- 21)** For this procurement, Public Procurement (Preference to Make in India), Order 2017 dated 15.06.2017 & 28.05.2018 and subsequent Orders issued by the respective Nodal Ministry shall be applicable even if issued after of this NIT but before finalization of contract / PO / WO against this NIT.

In the event of any Nodal Ministry prescribing higher or lower percentage of purchase preference and / or local content in respect of this procurement, same shall be applicable.

Suppliers seeking clarification may communicate the undersigned through email as given below.

E-Mail Id: kcmeena@bhel.in, nilamwar@bhel.in

1. Samples shall have to be addressed to:

**Sr. DGM (MM-CRX & FSX)
Block - 7 Annexe, Eastern Wing,
Ground Floor, Piplani,
BHEL, Bhopal 462022,
Ph. No. 0755-2503750, 2505018**

**KAILASH CHANDRA MEENA
Sr. Engr. (MM-FSX)
Phone: 0755-2503750**