



JSC140/M2053

BHARAT HEAVY ELECTRICALS LTD.
(A GOVT. OF INDIA UNDERTAKING)
P.O BHEL Jhansi - 284129, INDIA
Tel.:0510-277001/2412260 Fax: 2412120
Email : mmx@bheljhs.co.in

PURCHASE ENQUIRY

ENQ NO/DT: E5560013 25/03/17
REV NO/DT: 0 25/03/17

PAGE 1
8

M/s P80550 PRESS TENDER ENQUIRY
DUMMY CODE GIVEN FOR PRESS TENDER
ENQUIRIES ONLY.
JHANSI
NA FOR FOREIGN SUPPLIER INDIA
TIN NO :

PLEASE SEND YOUR BEST QUOTATION AS PER TERMS & CONDITIONS
PREPRINTED OVERLEAF AND/OR ATTACHED AND REMARK PRINTED
UNDERNEATH.

Engr Due on: 21-04-17 FRIDAY
Close at: 13:15 Open at: 14:00
Matcat: 559002 GENERAL STATIONAIRE,
Validity: 120 days from Technical bid opening date
IEM:
TOP: See Special Remarks
RA: RA not applicable
Eval: Item wise

REQUIRED:

Bid Type:	TWO BID	Delivery:	FOR Jhansi
Tot Item:	9	E-Proc:	No

ITEM NO : 1
MATL CODE : NP3468044002
DESTINATION: JS

PSL QTY/UM: 15000.00 NO
PO QTY /UM:

DESCRIPTION	DELIVERY	QUANTITY(PSL UM)
(A) Flat File Cover to Size 330 x 240 mm Card Sheet Quality 340 GSM min Card Sheet of SIRPUR MILL. In centre 4" (Inch) wide new cloth to be pasted with antirodent material.	JUN-17	5000.00
(B) Steel clip to Size 0.28 Thk x 12 x 180 mm.	SEP-17	5000.00
Flat File Cover to be supplied with Steel Clip in various colours.	DEC-17	5000.00
Printing matter on face in Bilingual manner as BHEL with mono FILE NO. , SUBJECT and SECTION. Thickness of Card Sheet and Steel Clip strictly to be as per our Indent write-up. Packing should be in 50 Nos.in one pack.		

ITEM NO : 2
MATL CODE : NP3468044040
DESTINATION: JS

PSL QTY/UM: 1000.00 NO
PO QTY /UM:

DESCRIPTION	DELIVERY	QUANTITY(PSL UM)
BOX FOLDER, INDEX FILE/BOX OF CARD - BOARD OF 3.5 MM.THK.OF JK MILLS.SIZ E-356 X 267 MM.ALL CORNERS TO BESTR IPED WITH TIN PLATES.BHEL MONOFILE NO.SUBJECT AND SECTION TO BEPRINTED ON WHITE PAPER OF 47 GSMAND PASTED ON BACK.INDEX SHEETS FROM A TO Z SHOULD ALSO BE PROVIDED 1" DIA OPENIN G WITH STEEL CLIP .COVERING ARE NEE DED ON BACK OFFOLDER FOR EASY HANDL ING.SAMPLE OF FOLDER MUST BE SEND FOR APPROVAL.	JUN-17	500.00
	SEP-17	500.00

ITEM NO : 3
MATL CODE : NP3468044043
DESTINATION: JS

PSL QTY/UM: 2000.00 NO
PO QTY /UM:

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	ENQ NO/DT: E5560013 25/03/17 REV NO/DT: 0 25/03/17		PAGE 2 8	

DESCRIPTION	DELIVERY	QUANTITY(PSL UM)
RULLED PAPER FOOLSCAP CREAMWOVE WHITE PAPER IN SIZE 430 X 345 MM OF 8.9 KG. QUALITY OF PAPER ORIENT / JK OR EQUIVALENT MILLS. (1 QUIR=24 SHEETS AND 20 QUIR= 1 REAM SUPPLY SHOULD BE MADE IN REAM BASIS ONLY) PR-QTY.IS 10 REAM ONLY.	JUN-17	2000.00
ITEM NO : 4 PSL QTY/UM: 125.00 NO MATL CODE : NP3468044044 PO QTY /UM: DESTINATION: JS		
DESCRIPTION	DELIVERY	QUANTITY(PSL UM)
STAMP PAD INK BCR. / KORES / CAMEL MAKE ONLY.SIZE- 50 ML.	JUN-17	125.00
ITEM NO : 5 PSL QTY/UM: 50.00 NO MATL CODE : NP3468044045 PO QTY /UM: DESTINATION: JS		
DESCRIPTION	DELIVERY	QUANTITY(PSL UM)
STAMP PAD BCR./KORES/ CAMEL CHELPARK MAKE ONLY SIZE-110 X 70 MM.	JUN-17	50.00
ITEM NO : 6 PSL QTY/UM: 500.00 PT MATL CODE : NP3468044149 PO QTY /UM: DESTINATION: JS		
DESCRIPTION	DELIVERY	QUANTITY(PSL UM)
RUBBER BAND SWASTIC BRAND BIG SIZE 12 CM. TO 15 CM. 100 PKT. MEDIUM SIZE 6 CM TO 8 CM. 150 PKT. CIRCUMFERENCE AND 4 TO 5 TIME ELASTICITY. DULY PACKED IN 100 GRAM PACKET. IN THE TOTAL QUANTITY OF 250 PKT. 4 TO 8 CM. CIRCUMFERENC ONLY).	JUN-17	500.00
ITEM NO : 7 PSL QTY/UM: 200.00 NO MATL CODE : NP3468044154 PO QTY /UM: DESTINATION: JS		
DESCRIPTION	DELIVERY	QUANTITY(PSL UM)
GEM CLIP VIKRAM BRAND U TYPE BRIGHT ELECTROTINNED EACH PACKET CONTAINING 100 NOS.CLIPS SHOULD BE BRIGHT ELECTROTINNED PLATED SIZE- 30 MM.	JUN-17	200.00
ITEM NO : 8 PSL QTY/UM: 100.00 NO MATL CODE : NP3468044156 PO QTY /UM: DESTINATION: JS		

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	ENQ NO/DT: E5560013 25/03/17 REV NO/DT: 0 25/03/17	PAGE 3 8	

DESCRIPTION	DELIVERY	QUANTITY (PSL UM)
GUM BOTTLE CAMEL /CHELPARK BRAND FOR OFFICE USE IN 700 ML.PACK.	JUN-17	100.00

ITEM NO : 9	PSL QTY/UM: 1000.00 NO
MATL CODE : NP3468044005	PO QTY /UM:
DESTINATION: JS	

DESCRIPTION	DELIVERY	QUANTITY (PSL UM)
ERASER PENCIL NATARAJ PLASTO 621	JUN-17	500.00
BRAND.SIZE-10 X 15 X 30 X MM.LGTH.	DEC-17	500.00

SPECIAL REMARKS:

1. KINDLY SUBMIT YOUR OFFER IN THE FORMAT PROVIDED BY BHEL ONLY IN TWO BID SYSTEM.OFFER SUBMITTED IN ANY OTHER FORMAT SHALL NOT BE ACCEPTABLE.
2. INSPECTION WILL BE CARRIED OUT AT BHEL JHANSI.
3. NO THIRD PARTY INSPECTION REQUIRED.
4. OTHER TERMS & CONDITIONS SHALL BE APPLICABLE AS PER OUR ENQUIRY.
5. DESPATCH DETAIL OF MATERIAL SHOULD REACH SR.MGR (MM) IN ADVANCE.
6. FOR ANY CLARIFICATION ON OUR TENDER TERMS AND CONDITIONS,PLEASE. CONTACT SR.MGR(MM)ON 05102412482 BEFORE DUE DATE.
7. The offer shall be submitted in 2 bids in seperate sealed envelopes superscribed as "PART- A"TECHNO-COMMERCIAL BID containing technical offer along with commercial terms and condition and a copy of blank price bid as PART - B enclosed(without rates).
8. PART-B"PRICE BID" must contain only quoted price/rate. No condition in PART-B shall be allowed.
9. Above both sealed envelopes indicating enquiry number and due date on each envelope are to be kept in third seperate envelope. This third envelope shall also be sealed and enquiry number and due date shall be mentioned on TOP side of the envelope.
- 10.Tender shall be accepted upto 13.15 hrs on the due date and the same shall be opened at 14.00 Hrs on the same day.
11. Only TECHNO COMMERCIAL BID shall be opened on due date and PART-'B' price bid Of only Techno-commercially acceptable vendors shall be opened later on after intimation.
- 12.The quotation must be sealed and be sent in sealed envelope.The envelope should bear enquiry number and due date at the Top.
- 13.OTHER TERMS & CONDITIONS OF ENQUIRY AT OVER LEAF SHALL BE APPLICABLE.
- 14.FOR FLLAT FILE COVER - PLEASE SUBMIT THE COMPLETE FILE IN ALL RESPECT FOR APPROVAL BEFORE BULK SUPPLY.

THE QUOTATION MUST BE SEALED AND BE SENT IN DOUBLE ENVELOPE.
THE INNER ENVELOPE SHOULD BEAR ENQUIRY NUMBER & DUE DATE AT THE TOP.

In case the bidder has not submitted PAN No, TIN No. and E-mail ID, the bidder has to submit the same along with the copy of PAN No and TIN No. Else his offer will be liable to be rejected.

If you are not in a position to quote due to any reason, you must send regret letter titled enquiry no. etc,failing which you may not be considered for sending future enquiries.

ENCLOSERS:



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ENQ NO/DT: E5560013 25/03/17
REV NO/DT: 0 25/03/17

PAGE 4
8

FOR AND ON BEHALF OF
BHARAT HEAVY ELECTRICALS LTD

O P GUPTA
SR MANAGER (MMX)
Email:-opgupta@bheljhs.co.in

***** END OF PURCHASE ENQUIRY *****

NOTE :

- * SUPPLIERS ARE REQUESTED TO INFORM US WITH VALID CERTIFICATE,IF THEY ARE REGISTERED UNDER MSMED ACT'2006.(APPLICABLE FOR INDIAN SUPPLIERS ONLY).
- * FOR SUPPLIERS SUPPLYING FROM OUTSIDE THE LOCAL AREA OF BHEL JHANSI,ENTRY TAX WILL BE APPLICABLE.SUPPLIERS SHOULD NECESSARILY INDICATE RATE OF ENTRY TAX SEPARATELY WHEREVER APPLICABLE.THEY SHOULD ALSO MENTION THE ENTRY TAX CHARGED SAPARATELY IN THE INVOICE.
- * FOR SUPPLIERS SUPPLYING FROM OUTSIDE UP,IN CASE THE OFFER IS SILENT ON ENTRY TAX, IT SHALL BE LOADED SUITABLY WITH THE APPLICABLE RATES
- * IN CASE IF THERE IS ANY DIFFERENCE BETWEEN THE 'SPECIAL REMARKS/ANNEXURES' OF THE ENQUIRY AND THE PREPRINTED TERMS & CONDITIONS (REF JSC140/M2053), THE REQUIREMENT GIVEN IN REMARKS WILL PREVAIL.

 बी.एच.ई.एल. BHEL JSC140/M2053	BHARAT HEAVY ELECTRICALS LTD. (A GOVT. OF INDIA UNDERTAKING) P.O BHEL Jhansi - 284129, INDIA Tel.: 0510-277001/2412260 Fax: 2412120 Email : mmx@bheljhs.co.in	PURCHASE ENQUIRY			
		ENQ NO/DT: E5560013 25/03/17 REV NO/DT: 0 25/03/17		PAGE 5 8	

TERMS & CONDITIONS FOR PURCHASE ENQUIRY

- Offer must be submitted in a sealed cover. The cover should bear our enquiry number, due date of opening and name of her bidder.
- When offer is invited in two bids, outer cover, inner cover-I (Techno Commercial bid) and inner cover -II (Price-Bid) must bear our tender no., due date and bidders name.
- The offer should reach this office on or before 13:15 hrs. on the due date. The tender can also be dropped in the Tender Box kept at Administrative Building Gate. The tenders will be opened after 14:00 hrs. on the due date in presence of all bidders who will be present.
- Offer should be free from overwriting or erasures. Corrections or additions, If any should be attested.
- No enhancement of rate for whatever cause is allowed once the offer is accepted and the order is placed. Withdrawal from the quotation after it is accepted or failure to make the supply within the schedule period will entail cancellation of order, forfeiture of earnest money if any and/or imposition of risk & cost purchase.
- Material offered should be of required quality and conforming strictly to our specification/drawings or to the specifications in the drawings. Any deviation must be clearly stated in the offer with particular clause/detail in our specification/drawing for which deviation is quoted. All required documents/details e.g. QA Plan, type TCs, drawings and date sheet etc. must be submitted along with the offer.
- Irrespective of whether it is mentioned in our specification, all machines/equipments are required to be calibrated in metric units and certificates "must be issued where applicable".
- Work test certificates/Inspection certificates/guarantee certificate/compliance certificate, etc. will be required to be submitted along with supplies in case an order, is placed.
- In case an order is placed, supplier shall be required to guarantee for smooth and satisfactory performance of the equipment for a period of 24 months from the date of dispatch or 18 months from the date of commissioning whichever is earlier and certificate must be issued to this effect. Necessary instruction booklets for operation and maintenance are to be sent with supply where applicable.
- Sample must be submitted where specified so as to reach us on or before the due date of tender.
- Required lead time for affecting supplies along with available capacity should be indicated in the offer.
- Failure to supply by the time specified on the order will make the supplier liable to pay unconditional penalty of ½% of the prices of goods in arrear per week subject to a maximum of 10% of the order value unless agreed otherwise.
- The quantities for each item to be purchased may vary from the tendered quantity according to our actual requirement at the time of placing orders.

14. PAYMENT TERMS:

- Our standard terms of payment is 100% payment after 60 days of acceptance of material at our works. In no case, interest for over due period will be borne by BHEL. Advance or LC payment terms shall generally not be considered and offers received with other than our standard terms of payment can be bypassed (except SIDBI discounting facility will be accepted for suppliers to whom this facility has been granted).
- The bidders who are covered under MSMED Act- 2006 & quoted 45 days of payment after acceptance of material will also be treated as standard terms of payment. MSE suppliers can avail intended benefit only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (5 years from the date of issue of acknowledgement in EM II) or a valid NSIC certificate or EM II certificate along with

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		ENQ NO/DT: E5560013 25/03/17 REV NO/DT: 0 25/03/17	PAGE 6 8

attested copy of a CA certificate (Format enclosed at Annexure-1 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 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 bids at par with other bidders. No benefit shall be applicable for this enquiry if deficiency in the above required documents are not submitted before price bid opening. If tender has to be submitted through e-procurement portal then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a gazette officer.

15. Bharat Heavy Electricals Ltd. Does not bind itself to accept the lowest of any tender, but reserves to itself the right to accept or reject all or a part of any tender at its discretion following BHEL Purchase Policy & government guidelines.

16. In all cases of disputes, the matter shall be referred for arbitration. The arbitrator shall be nominated by the Unit Head, Bharat Heavy Electricals Ltd., Jhansi or any other officer nominated by him. The award of arvitratior shall be final and binding on both the parties.

17. In case of any suit or other legal proceedings under or relating to this tender, the courts at Jhansi shall have full, jurisdiction.

18. Total delivered cost at BHEL Jhansi Railway siding/Works shall be the criterion for deciding the tender.

19. Unless otherwise specified, offer should be on ex-works basis with freight & insurance to be borne by BHEL.

20. Your quotation against this enquiry must be valid for ordering upto minimum of 90 days from the date of tender opening.

21. The offer 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. Likewise, the offers of those bidder(s) will not be considered if the business dealings have been suspended (under hold / delisting) by BHEL , Jhansi with the bidder(s) during the given period.

22. ADDITIONAL FOR INDIAN SUPPLIERS:

i) If any material is booked to selves or if it is not consigned to BHEL Jhansi, any warfage or demurrage occurring from these shall be to the account of supplier. In case of road transport, material shall be booked only through our rate contract transporters mentioned in the purchase order.

ii) Where there is provision for payment of Sales Tax extra, it will be paid only if the registration number both under State Sales Tax and Central Sales Tax are specically mentioned on the bill/invoice. Your Sales Tax Registration number should be mentioned in the offer positively.

iii) Excise duty Gate Pass will be required in original. Applicable taxes & duties must be included in the offer.

23. ADDITIONAL FOR FOREIGN SUPPLIER:

i) For documentation and correspondence language shall be English only.

ii) Rates quoted should be on FOB basis. All dispatches are to be made by sea by IIBC conference vessels only unless otherwise stated in purchase order.

iii) Agncy commission, if any, will be paid out of the FOB value after receipt & acceptance of material at BHEL Jhansi in Indian Rupees. TT buying exchange rate prevailing on the tender opening date or the letter of credit date or date of purchase order whichever is lowest will be considered for calculating the agency commission.

iv) The rates quoted should be inclusive of charges of packing and delivery of material upto the port of shipment on FOB terms. The material is required to be packed suitably in all respects considering the peculiarity of the material for normal transport by Sea/air and subsequently by Rail/Road in India suitably protected against the effect of tropical



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ENQ NO/DT: E5560013 25/03/17
REV NO/DT: 0 25/03/17

PAGE 7
8

salt laden atmosphere in the event of consignment being delayed at Indian Ports before outward clearance. You should also furnish details of shipping specification, sizes, volume, weight, number of cases etc. When articles are packed with packing material of plant origin, phytosanitary certificate will be required.

v) Our standard terms of payment is 100% payment through bank against dispatch documents or 100% through sight irrevocable & unconfirmed letter of credit.

24. DEALING WITH INDIAN AGENTS OF FOREIGN SUPPLIERS

i) BHEL shall deal directly with foreign vendors, wherever required, for procurement of goods. However, if the foreign supplier desires to avail of the services of an Indian Agent, then the foreign supplier should ensure compliance to regulatory guidelines which require mandatory submission of an Agency Agreement.

ii) It shall be incumbent on the Indian Agent and the foreign principal to adhere to the guidelines of the Government of India, issued from time to time.

iii) The Agency Agreement should specify the precise relationship between the foreign OEM / foreign principal and their Indian Agent and their mutual interest in the business. All the services to be rendered by the agent / associate, whether of general nature or in relation to the particular contract, must be clearly stated by the foreign supplier / Indian Agent. Any payment, which the agent or associate, receives in India or abroad from the OEM, whether as commission or as a general retainer fee should be brought on record in the agreement and made explicit in order to ensure compliance to laws of country.

iv) Any agency commission to be paid by BHEL to the Indian Agent shall be in Indian Currency only.

v) Tax deduction at source is applicable to the agency commission paid to the Indian Agent as per the prevailing rules.

vi) In the absence of any agency agreement, BHEL shall not deal with any Indian agent (authorized representative / associate / consultant, or by whatever name called) and shall deal directly with the foreign principal only for all correspondence and business purposes.

25. Benefits earmarked for Purchase from Micro & Small Enterprises (MSEs) - Indigenous Purchase

i) MSE suppliers who are registered by bodies like MSMED, NSIC & DIC specified by Ministry of Micro, Small and Medium Enterprises (MoMSME) can avail the intended benefits only if they submit along with the offer, relevant documents including valid certificate as mentioned in "Format for Supplier MSME Status" on Supplier Information Portal of BHEL, Jhansi. In case the valid MSE registration of the bidder is already updated in SDC records of BHEL, Jhansi, it may not submit the details again.

ii) Tenders to MSE suppliers shall be issued free of cost & no EMD wherever called for will be insisted upon. Such MSE bidders shall submit along with bid, relevant documents including valid certificate. Date to be reckoned for determining the deemed validity will be the date of bid opening (Part-I in case of two part bid). Non-submission of such document 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 should be notarized or attested by a Gazetted Officer.

iii) In tender, participating MSEs quoting price within price band of L1 (on total cost to BHEL) +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 within price band of L1 (on total cost to BHEL) +15%, the supply shall be shared proportionately (to tendered quantity, as per their tender ranking of the bidders and also their SC/ST status). However, if there are more than one MSE vendor at the same



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PURCHASE ENQUIRY

ENQ NO/DT: E5560013 25/03/17
REV NO/DT: 0 25/03/17

PAGE 8
8

price level, then the quantity shall be distributed equally. A quantum of 4% out of 20% quantity, so earmarked, will be reserved for MSE's owned by SC / ST entrepreneurs who submit their bid with relevant documents. However, such distribution shall be subject to the tender requirement in terms of Customer approval of vendors, divisibility of quantity, etc. While all efforts shall be made to ensure compliance to the stated distribution, the decision of BHEL in distribution stated in this clause shall be binding on all bidders. The above distribution is not applicable (a) where L1 vendor is MSE vendor and minimum 20% share is assured to the L1 bidder in the tender, or (b) where the MSE bidders qualified for distribution as per 'manner of splitting' clause in NIT already cater to 20% share in the tendered load.

iv) If an enterprise falling under any of the three categories as defined in the MSME Act, graduates to a higher category from its original category or beyond the purview of the Act, it shall continue to avail all non-tax benefits of its original category notified by the Ministry of Micro, Small and Medium Enterprise for a period of three years from the date of such graduation to the higher category. It shall be obligatory on part of the bidders to inform BHEL of their upgraded status by providing the date of upgradation.

v) In case it comes to notice that the bidder is found responsible for misconducts like, having submitted fake/false/forged documents/ certificates, has misrepresented the facts, has wilfully suppressed the facts, has resorted to unethical/ illegal means, etc., action shall be initiated against such bidders as per the extant guidelines of the Company for suspension of business dealings.

26. Please also refer to our tender for any other terms and conditions.
