

**BHARAT HEAVY ELECTRICALS LIMITED**

Phone: 2816 1380

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

PUR 002/01

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

|                    |                                                       |            |
|--------------------|-------------------------------------------------------|------------|
| INDIGENOUS ENQUIRY | ENQUIRY REFERENCE                                     | DATE       |
|                    | 4501600049                                            | 24.10.2016 |
| NAME OF SUPPLIER : | DUE DATE FOR QUOTATION – 07.11.2016                   |            |
|                    | THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER |            |

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

| Sl. No. | Material Code | Description & Specification                                                                                | Unit | Qty. | DELIVERY SCHEDULE |      |                         |
|---------|---------------|------------------------------------------------------------------------------------------------------------|------|------|-------------------|------|-------------------------|
|         |               |                                                                                                            |      |      | Qty.              | Date | Remarks                 |
| 01      |               | Stationery Items<br><br>As Per Annexure Enclosed<br>Price Bid format Should be Filled in and Sent as Offer |      |      |                   |      | 2 weeks from date of PO |

Encl. to Enquiry:

1. Important information to Bidders

2. 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 nett FOR destination inclusive of risk in transmit and remain valid for 120 days from the due date.
3. 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. Our T.N.G.S.T.No.3560005/dt.1-4-95, C.S.T.No.239383 dt.11-6-91.
4. 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.
5. No revision of prices will be entertained after tenders are opened.
6. Manufacturers name, brand name trademark or patent No. if any should be specified. Illustrate leaflets giving particulars are required along with quotation wherever necessary.
7. Products with I.S.I.certification marks will be preferred.
8. 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.
9. Late tenders are liable to be rejected.
10. 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

*Abhishek Tyer*  
Manager / Purchase

ABHISHEK KRISHNA IYER  
Engineer - Purchase  
BHEL - Piping Centre  
Chennai - 600 017.

## TERMS AND CONDITIONS

1. **TERMS OF PAYMENT:** 100% Payment will be made after receipt and acceptance of material.

2. **RISK PURCHASE:** Alternatively the purchaser at this option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clause 3 below.

3. **LIQUIDATED DAMAGES:** It is clearly among the parties to 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 ½% 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.

4. **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.

5. This tender is a **SINGLE PART bid, i.e, only price bids shall be sent.**

The above bid shall be sent in a sealed envelope and duly superscribed as follows :-

“Enquiry No:4501600049/ 24.10.2016 , Tender opening date :07.11.2016 ”

It shall be addressed to the following:-

To  
Manager / Purchase, Pipes & Misc.  
Bharat Heavy Electricals Limited,  
Piping Centre,  
80, G.N. Road, T.Nagar,  
Chennai – 600 017.  
Phone: 2816 1380”

- 6) Your offer should be strictly conform to our requirement. Prices and applicable taxes should be indicated clearly without any corrections. **YOUR PRICES SHALL BE INDICATED IN THE GIVEN BHEL PRICE FORMAT SENT ALONG WITH THE ENQUIRY ONLY. PRICES INDICATED IN ANY OTHER FORMAT WILL NOT BE CONSIDERED.**
- 7) Organisation Information like PAN number, TIN number, CST number, etc shall also be furnished.
- 8) The validity of the offer should be Minimum of 60 days.
- 9) The quoted price shall be “FIRM” till the completion and execution of the work.
- 10) The material to be delivered to the above mentioned address.

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- 11) This Enquiry shall be evaluated on cumulative – L1 basis, i. e, L-1 status shall be arrived based on the total rate of all the items put together. **VENDOR HAS TO QUOTE FOR ALL THE ITEMS. IF VENDOR IS NOT QUOTING FOR ANY ONE ITEM ALSO, THEIR BID WILL NOT BE CONSIDERED SINCE THE PRICE EVALUATION IS ON CUMULATIVE L-1 BASIS.**
- 12) The delivery shall be 2 weeks from the date of PO. Earlier delivery would be preferable.
- 13) Last date of submission of offer is 07.11.2016 , 14:00 hrs. Bids submitted after the deadline will not be entertained.
- 14) The bid opening date and time is 07.11.2016 , 14:30 hrs.
- 15) Your quote should be on FOR-BHEL/PC basis, i.e, your quotation should also include the transportation cost upto our office. Material shall be distributed based on the departments to the various floors as instructed by BHEL. In case of non availability of lift also, material shall be distributed to the respective departments by vendor person only.

You are requested to submit your offer on or before the due date.



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ENQUIRY NO. 4501600049 DT. 24.10.2016

(PRICE BID FORMAT)

| SL.No. | Descriptions                                | Unit | Qty. | Rate for FULL QTY | TAXES | Rate for FULL QTY, including taxes |
|--------|---------------------------------------------|------|------|-------------------|-------|------------------------------------|
| 1      | Tag File - Thick - Blue & Green             | NO   | 75   |                   |       |                                    |
| 2      | Box File                                    | NO   | 25   |                   |       |                                    |
| 3      | Reynolds Pen - Blue                         | NO   | 100  |                   |       |                                    |
| 4      | Reynolds Pen - Black                        | NO   | 100  |                   |       |                                    |
| 5      | Reynolds Pen - Red                          | NO   | 50   |                   |       |                                    |
| 6      | Reynolds Mera Gel - Blue                    | NO   | 100  |                   |       |                                    |
| 7      | Glue Stick - 15gms (NET WEIGHT)             | NO   | 30   |                   |       |                                    |
| 8      | Highlighter - Flourcent & Yellow            | NO   | 30   |                   |       |                                    |
| 9      | Apsara Pencil - Black                       | NO   | 30   |                   |       |                                    |
| 10     | Pencil Sharpner                             | NO   | 10   |                   |       |                                    |
| 11     | Pencil Eraser                               | NO   | 20   |                   |       |                                    |
| 12     | Gem Clip - Plastic Small Size (3Box/10Pkts) | PKT  | 30   |                   |       |                                    |
| 13     | Gem Clip - Plastic Big Size (2Box/10Pkts)   | PKT  | 20   |                   |       |                                    |
| 14     | Yellow Sticker - Post-it - 75 X 75 MM       | PAD  | 10   |                   |       |                                    |
| 15     | Yellow Sticker - Post-it - 101 X 76 MM      | PAD  | 10   |                   |       |                                    |

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|--------|--------------------------------------------|------|------|-------------------|-------|---------------------------------------|
| 16     | 1" Cello Tape - Brown                      | NO   | 20   |                   |       |                                       |
| 17     | 1" Cello Tape - Transparent                | NO   | 20   |                   |       |                                       |
| 18     | White Board Marker-Blue, Red, Green, Block | NO   | 20   |                   |       |                                       |
| 19     | Permanent Marker-Blue, Red, Green, Block   | NO   | 20   |                   |       |                                       |
| 20     | Sketch Pen                                 | PAC  | 10   |                   |       |                                       |
| 21     | Stapler - Small Size( Kangaro 10)          | NO   | 10   |                   |       |                                       |
| 22     | Yellow Cloth                               | NO   | 20   |                   |       |                                       |
| 23     | Partition Card                             | NO   | 200  |                   |       |                                       |
| 24     | Punching Machine (Kangaro DP-600)          | NO   | 10   |                   |       |                                       |
| 25     | A4 L Folder                                | NO   | 50   |                   |       |                                       |
| 26     | A4 Plastic Folder                          | NO   | 30   |                   |       |                                       |
| 27     | Stamp Pad Small Size                       | NO   | 10   |                   |       |                                       |
| 28     | Steel Pin                                  | BX   | 5    |                   |       |                                       |
| 29     | Binding Clip 19 MM                         | BX   | 6    |                   |       |                                       |
| 30     | Binding Clip 25 MM                         | BX   | 6    |                   |       |                                       |
| 31     | 4QR LONG REGISTER                          | NO   | 50   |                   |       |                                       |

  
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|--------|---------------------------------------|------|------|-------------------|-------|---------------------------------------|
| 32     | 3 QR LONG REGISTER                    | NO   | 50   |                   |       |                                       |
| 33     | 2 QR LONG RESIGTER                    | NO   | 25   |                   |       |                                       |
| 34     | 1 QR LONG REGISTER                    | NO   | 25   |                   |       |                                       |
| 35     | HALF SIZE-1QR-RULED NOTEBOOK          | NO   | 50   |                   |       |                                       |
| 36     | HALF SIZE-1QR-UNRULED NOTEBOOK        | NO   | 50   |                   |       |                                       |
| 37     | KANGAROO STAPLER MED SIZE 24/6        | NO   | 5    |                   |       |                                       |
| 38     | STAPLER PIN MAX 10                    | PAC  | 50   |                   |       |                                       |
| 39     | WHITE PEN ERASER(CORRECTING PEN TYPE) | NO   | 5    |                   |       |                                       |
| 40     | BINDER CLIP 25 MM                     | PAC  | 10   |                   |       |                                       |
| 41     | PAPER CLIPS PLASTIC 28 MM             | PAC  | 20   |                   |       |                                       |
| 42     | YELLOW CLOTH                          | NO   | 50   |                   |       |                                       |
| 43     | KORES GLUE STICK - 15gms              | NO   | 20   |                   |       |                                       |
| 44     | KORES HIGHLIGHTER                     | NO   | 10   |                   |       |                                       |
| 45     | SKETCH PEN BLACK                      | NO   | 20   |                   |       |                                       |
| 46     | SKETCH PEN BLUE                       | NO   | 20   |                   |       |                                       |
| 47     | REYNOLDS BLUE BALL PEN                | NO   | 50   |                   |       |                                       |

  
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| SL.No. | Descriptions                       | Unit | Qty. | Rate for FULL QTY | TAXES | Rate for FULL QTY,<br>including taxes |
|--------|------------------------------------|------|------|-------------------|-------|---------------------------------------|
| 48     | NYLON RUBBER BAND SPL BIG          | KG   | 1    |                   |       |                                       |
| 49     | APSARA PENCIL                      | NO   | 50   |                   |       |                                       |
| 50     | COLOUR TAG FILES                   | NO   | 50   |                   |       |                                       |
| 51     | BONE CHINA CUP & SAUCER            | NO   | 10   |                   |       |                                       |
| 52     | BONE CHINA TEA CUPS                | NO   | 20   |                   |       |                                       |
| 53     | 1000 ML BUTTERFLY SS FLASK         | NO   | 2    |                   |       |                                       |
| 54     | 500 ML BUTTERFLY SS FLASK          | NO   | 1    |                   |       |                                       |
| 55     | EAGLE FLASK GOLD SLEEK 1000        | NO   | 10   |                   |       |                                       |
| 56     | CELLO LIQUE FLOW BLUE PEN          | NO   | 40   |                   |       |                                       |
| 57     | REYNOLDS RACER GEL-II BLUE(MONTEX) | NO   | 40   |                   |       |                                       |
| 58     | PENCIL ERASER (BIG SIZE)           | NO   | 30   |                   |       |                                       |
| 59     | YELLOW CLOTH                       | NO   | 30   |                   |       |                                       |
| 60     | RUBBER BAND NYLON SPL BIG SIZE     | KG   | 2    |                   |       |                                       |
| 61     | WONDER 555 WHITE TAPE              | NO   | 10   |                   |       |                                       |
| 62     | USE AND THROW PEN                  | BX   | 2    |                   |       |                                       |
| 63     | ATLAS GUM SYNTHETIC                | NO   | 20   |                   |       |                                       |


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|--------|-----------------------------------|------|------|-------------------|-------|---------------------------------------|
| 64     | BINDER CLIP 25MM                  | BX   | 3    |                   |       |                                       |
| 65     | GEM CLIP (METAL)                  | BX   | 10   |                   |       |                                       |
| 66     | KANGAROO MAX 10 STAPLES(20PKT/BX) | BX   | 1    |                   |       |                                       |
| 67     | STICK FOLDER                      | NO   | 30   |                   |       |                                       |
| 68     | PERMANENT MARKER BLUE             | NO   | 1    |                   |       |                                       |
| 69     | PERMANENT MARKER BLACK            | NO   | 1    |                   |       |                                       |
| 70     | PENCIL APSARA GOLD                | NO   | 30   |                   |       |                                       |
| 71     | PLASTIC BUTTON FOLDER A4 SIZE     | NO   | 30   |                   |       |                                       |
| 72     | SKETCH PEN SET                    | SET  | 6    |                   |       |                                       |
| 73     | SS Flask 1000 ml                  | NO   | 2    |                   |       |                                       |
| 74     | Cup & Saucer                      | DZ   | 2    |                   |       |                                       |
| 75     | Voltas Make Water Dispensor       | NO   | 1    |                   |       |                                       |
| TOTAL  |                                   |      |      |                   |       |                                       |

Note : Bidders will be evaluated based on the "TOTAL" Value.

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(Bidder Seal and Signature)