

**BHARAT HEAVY ELECTRICALS LIMITED**

(A Government of India Undertaking)  
 PIPING CENTRE, MATERIAL MANAGEMENT  
 80, G N Road, T.Nagar, Chennai – 600 017.

Phone: 044-2816 1965

Email: poongkodi@bhel.in

PUR 2018/10

| INDIGENOUS ENQUIRY                                    | ENQUIRY REFERENCE | DATE       |
|-------------------------------------------------------|-------------------|------------|
|                                                       | 4501800010        | 18.06.2018 |
| DUE DATE FOR QUOTATION – 02.07.2018                   |                   |            |
| 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      |               | Blue Plastic Files with BHEL Emblem       | Nos. | 500  | 500               |      | As per<br>Imp. Info<br>to<br>Bidders |
| 02      |               | L Folders with BHEL Emblem                | Nos. | 500  | 500               |      |                                      |
| 03      |               | Tag Files in Blue, Yellow, Pink colours   | Nos. | 500  | 500               |      |                                      |
| 04      |               | Yellow Colour Purchase Order Files        | Nos. | 1000 | 1000              |      |                                      |
| 05      |               | Envelopes ( As per Price format enclosed) |      |      |                   |      |                                      |

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.

- 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.
- Price should be nett 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..**
- 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.
- No revision of prices will be entertained after tenders are opened.
- Manufacturers name, brand name trademark or patent No. if any should be specified. Illustrate leaflets giving particulars are required along with quotation wherever necessary.
- Products with I.S.I.certification marks will be preferred.
- 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.
- Late tenders are liable to be rejected.
- 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

## 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 shall prevail.
2. **TERMS OF PAYMENT:** 100% Payment after receipt and acceptance of material.
3. **PREFERENTIAL DELIVERY:** It is noted if a correct 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.

  
18/6/18

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

### **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, TIN and CST 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. **All materials should be delivered to the above mentioned address upto the storage location at the respective floors as instructed by BHEL. In case of non-availability of lift also, vendor shall arrange to bring the material upto the storage location situated in respective floors.**
10. The delivery shall be within 4 weeks from the date of PO. However, earliest delivery is preferable.
11. **Last date of submission of offer is 02.07.2018, 14:00 hrs.** Bids submitted after the deadline will not be entertained.

12. The bid opening date is 02.07.2018, 14:30 hrs.
13. PRICES ARE TO BE SUBMITTED IN BHEL PRICE FORMAT ONLY.
14. Samples shall be collected from BHEL office before quoting. Supplied materials should be as per BHEL samples only.
15. 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.
16. **COMMERCIAL TERMS CONFIRMATION MENTIONED IN ANNEXURE-A IS REQUIRED FROM THE SUPPLIER (TO BE SUBMITTED IN COVER NO: 1 i.e., Technical Bid)**

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.

18/6/18  
Poongodi V

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<br>(STRIKE OUT WHICHEVER IS NOT APPLICABLE) |
|-------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 1     | VALIDITY                                                                     | 60 Days from Date of technical bid opening                                   |                                                                             |
| 2     | PRICE QUOTED SHOULD BE INCLUSIVE DELIVERY TO BHEL PIPING CENTRE STORAGE AREA | FOR –BHEL PIPING CENTRE,<br>NO. 80, G.N. ROAD,<br>T. NAGAR CHENNAI - 17      |                                                                             |
| 3     | HSN CODE                                                                     | SUPPLIER HAS TO MENTION                                                      |                                                                             |
| 4     | DEIVERY SCHEDULE                                                             | AS PER TENDER SCHEDULE                                                       |                                                                             |
| 5     | PAYMENT TERMS                                                                | As per <b>Clause 2</b> of Terms and Conditions of the Enquiry (Two Part Bid) | ACCEPTED/NOT ACCEPTED                                                       |
| 6     | LD CLAUSE                                                                    | As per <b>Clause 3</b> of Terms and Conditions of the Enquiry (Two Part Bid) | NON DEVIATABLE                                                              |
| 7     | CONTACT PERSON DETAILS                                                       | NAME:<br>MOBILE NO:<br>EMAIL :                                               | TO BE FILLED BY VENDOR<br>COMPULSORY                                        |

**Vendors Seal & Signature**

  
18/6/18  
**POONGKODI. V**  
Senior Engineer / Purchase  
BHEL / Piping Centre  
Chennai - 600 017

**UNPRICED FORMAT**  
**(To be Submitted Along with Technical Bid)**

| Sl.No. | Item Descriptions                                                                 | Qty in Nos. | Quoted / Not Quoted |
|--------|-----------------------------------------------------------------------------------|-------------|---------------------|
| 1      | Plastic Blue Files with BHEL Emblem                                               | 500         |                     |
| 2      | Plastic L Folders with BHEL Emblem                                                | 500         |                     |
| 3      | Tag Files Blue, Yellow, Pink Colour with BHEL Emblem & Department Name            | 500         |                     |
| 4      | Yellow Colour P O Files BHEL emblem & Department Name                             | 1000        |                     |
| 5      | Craft Envelope Size - 11" x 5" Self - Adhesive with Office Address Printed        | 5000        |                     |
| 6      | Craft Window Envelope Size - 11" x 5" Self - Adhesive with Office Address Printed | 5000        |                     |
| 7      | Craft Envelope Size - 9" x 4" Self - Adhesive with Office Address Printed         | 2000        |                     |
| 8      | Craft Window Envelope Size - 9" x 4" Self - Adhesive with Office Address Printed  | 2000        |                     |
| 9      | Cloth Lined Cover Size- 12" x 9" with office Address Printed                      | 5000        |                     |
| 10     | Cloth Lined Cover Size- 14" x 11" with office Address Printed                     | 2000        |                     |
| 11     | Cloth Lined Cover Size - 18" x 14" with office Address Printed                    | 2000        |                     |

L-1 will be arrived based on TOTAL value.

We agree to all terms and conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)

NAME OF COMPANY –

CONTACT PERSON –

CONTACT NUMBER –

E-MAIL ID -

*18/6/18*

**POONGKODI. V**  
**Senior Engineer / Purchase**  
**BHEL / Piping Centre**  
**Chennai - 600 017**

## ANNEXURE-B

### **PRICED FORMAT** (To be Submitted in Cover No. 2)

| Sl.No.                                | Item Descriptions                                                                 | Qty in Nos. | Rate Per Qty. | Taxes if any | Total rate for full Qty. |
|---------------------------------------|-----------------------------------------------------------------------------------|-------------|---------------|--------------|--------------------------|
| 1                                     | Plastic Blue Files with BHEL Emblem                                               | 500         |               |              |                          |
| 2                                     | Plastic L Folders with BHEL Emblem                                                | 500         |               |              |                          |
| 3                                     | Tag Files Blue, Yellow, Pink Colour with BHEL Emblem & Department Name            | 500         |               |              |                          |
| 4                                     | Yellow Colour P O Files BHEL emblem & Department Name                             | 1000        |               |              |                          |
| 5                                     | Craft Envelope Size - 11" x 5" Self - Adhesive with Office Address Printed        | 5000        |               |              |                          |
| 6                                     | Craft Window Envelope Size - 11" x 5" Self - Adhesive with Office Address Printed | 5000        |               |              |                          |
| 7                                     | Craft Envelope Size - 9" x 4" Self - Adhesive with Office Address Printed         | 2000        |               |              |                          |
| 8                                     | Craft Window Envelope Size - 9" x 4" Self - Adhesive with Office Address Printed  | 2000        |               |              |                          |
| 9                                     | Cloth Lined Cover Size- 12" x 9" with office Address Printed                      | 5000        |               |              |                          |
| 10                                    | Cloth Lined Cover Size- 14" x 11" with office Address Printed                     | 2000        |               |              |                          |
| 11                                    | Cloth Lined Cover Size - 18" x 14" with office Address Printed                    | 2000        |               |              |                          |
| <b>TOTAL AMOUNT FOR ALL THE ITEMS</b> |                                                                                   |             |               |              |                          |

L-1 will be arrived based on TOTAL value.

We agree to all terms and conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)

NAME OF COMPANY –

CONTACT PERSON –

CONTACT NUMBER –

E-MAIL ID -

Page 7 of 7

  
18/6/18

**POONGKODI. V**  
Senior Engineer / Purchase  
BHEL / Piping Centre  
Chennai - 600 017