

Notice Inviting Tender

Tender Enquiry No: 201702631

Dtd: 19.12.2017

Sealed Tenders are invited in Two Part bid system for the Supply of Office Box File.

General-

- Opening of Techno-commercial bid at **15:00 Hrs. on 09.01.2018**
- Submission of Tender: Till **14:30 Hrs. 09.01.2018**
- Bids has to be submitted in the Tender Box, kept in the

**MM Dept
Administrative Building,
CS&FP Unit
Bharat Heavy Electricals Ltd
Industrial Area Jagdishpur
Dist. Amethi-PIN-227817, UP.**

1. Techno-Commercial Bid to be in envelop No.1.-Super scribe this envelope as-Tender Enquiry no. **201702631** –“Techno-Commercial Bid” with due date of opening.
2. Price bid to be kept in envelop No- **201702631** “Price bid” with due date of opening
3. Envelope No.1 & No.2 are to be kept in a bigger envelope No.3 Super scribe this envelop as -Tender Enquiry no. **201702631** with due date of opening.
4. Offers with deviations from terms and conditions & specification of the tender may not be considered.
5. BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post.
6. BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation, or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by BHEL.
7. Duly completed offers should reach following address on or before due date and time to DGM-MM (CS & FP) BHEL, Industrial Area Jagdishpur, Distt. Amethi (UP) PIN-227817.
8. In case you are not quoting, please send your regret letter positively for our reference.
9. Tender received after the specified time of their “SUBMISSION” will be treated as late tender and shall not be considered under any circumstances.
10. Supplier shall quote for all the items in the enclosed price bid format only.

Part-I

(I) Item Description and Scope of Supply:

Sl. No.	Item Description	UoM	Qty.	Delivery Schedule
01	SU7811990016 OFFICE BOX FILE 31 X 35 X 8 CM OUTSIDE COLOUR MAT PAPER 100 GSM INSIDE WHITE PAPER 60 GSM INCLUDES SS RADO, SS RINGS, SS LEAVER & SS CORNER JAIPUR BOARD 360	Nos.	2000	09.02.2018

(II) Technical Terms:

(Note: Bidders to give point wise confirmation for each points in below technical terms)

Sl. No.	Description	BHEL Requirement	Supplier Confirmation/deviation, if any
1	SAMPLE	01 No. Sample free of cost is required along with techno-commercial offer	

(III) Commercial Terms:

(Note: Bidders to give point wise confirmation for each points in below Commercial terms.)

Sl. No.	Terms	Description	Supplier Confirmation
1	Techno-Commercial Compliance Statement	Vendor to Submit/upload Techno-Commercial Compliance statement (Refer Annexure-2). This sheet is mandatory to fill.	
2	Delivery	Delivery shall be made within 2 weeks from date of issue of PO. Date of receipt at BHEL-CS&FP stores, Jagdishpur works shall be treated as date of delivery. Early & Part delivery is acceptable	
3	Delivery Term	Deliveries shall be F.O.R. BHEL, CS&FP, Stores, Jagdishpur	
4	Insurance	Insurance shall be borne by Vendor	
5	Price	The basic prices shall be firm. All taxes & duties to be specified. Specifically which shall be applicable at actual at time of invoicing. Supplier to raise the invoices only as per GST Act of GOI. The GSTN no of supplier as well as GSTN No of BHEL must be mentioned on the invoices/bills of the materials. The correct HSN code as well as rate of GST applicable are mentioned in the invoice/bills.	

6	Evaluation	Evaluation shall be done on the basis of landed cost to BHEL, CS&FP Stores, and Jagdishpur inclusive of loading, if any. In case vendor do not accept BHEL, CS&FP, Jagdishpur payment terms/Delivery Term/ Penalty for delay Clause/Bank Guarantee clause as per enquiry than proper loading shall be done.	
7	Terms of Payment	100% within 90 days from date of receipt of material at BHEL CS&FP store, subject to acceptance (SRV) of material. For MSME vendor's payment shall be done as per MSME act of GOI.	
8	Validity of offer	Offer validity will be for 90 days from date of opening of Part-I of enquiry	
9	Penalty for Delay	The delivery of material shall be made within the time prescribed. Failure to deliver the material in time as per the delivery specified above would make the vendor liable to an un-conditional penalty at the rate of half percent (1/2%) of the price of the goods undelivered per week (or part thereof) Subjected to a maximum of ten percent (10%) of the order. Note: <i>"Recovery of LD will include GST as applicable."</i>	
10	Rejections:	The supplier shall arrange replacement/repair within one month from the date of rejection intimation upon failure on supplier's part to comply. BHEL will take whatever appropriate action they may think fit in addition to repair/return of rejected material at the cost and risk of the supplier.	
11	Risk purchase:	In case of delays in supply of materials/defective materials not fulfilment of any other terms and conditions given in the purchase order, the purchase may cancel the full or part thereof, and may also make purchase of such material from elsewhere/alternate source at the risk and cost of supplier.	
12	Arbitration	Any dispute arising out of this contract shall be referred to the sole arbitration of GM- CS&FP, BHEL, Jagdishpur. Its award shall be final and binding on the parties. The venue of arbitration in all cases shall be at Administrative building, BHEL, CS&FP, Jagdishpur.	
13	Jurisdiction	In case of any suit or other legal proceedings arising under or relating to the contract, the Jurisdiction of Sultanpur (UP) district court shall apply.	
14	Consignee	The Stores Officer, BHEL, CS&FP, I.A. Jagdishpur, Distt. Amethi (UP)-227817	
15	Billing Address	The Purchase officer, CS&FP, BHEL, I.A. Jagdishpur, Distt. Amethi (UP)-227817	
16	Documentations	One set of all required documents (ink signed) must accompany the supply and one set (Ink Signed) to be sent to Purchase officer before the dispatch.	
17	Reverse Auction	BHEL reserve the right to go for Reverse Auction (RA) (Guidelines as available on www.bhel.com) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case of BHEL decides to go for RA. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process	

		compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tempering of the tender process and will invite action by BHEL as per extent guidelines for suspension of business dealings with suppliers/ contractors(as available on www.bhel.com).	
18	Note	All the terms & conditions of the contract with respect to Taxes & Duties are subject to the new taxation laws introduced from time to time (e.g., GST). The terms & conditions will be modified in accordance with the provisions of new laws (e.g., GST). The payment of Tax will be released subject to furnishing details of outward supply to BHEL in the Return. Also, ensure that the existing contracts which spill over to next year are modified accordingly. The vendor must ensure the GST Credit entry maintained by GSTN to the BHEL Accounts on 'GSTN Common Server'. In absence the same or any loss of GST Credit due to the vendor, shall be recovered/not payable to the Vendor For CS&FP BHEL GSTIN Reg. No:09AAACB4146P2ZC State Code: 09 (Uttar Pradesh) • GST portion of invoice will be released only upon a) Vendor/contractor declaring such invoice in his GSTR-1 and b) Receipt of goods and tax invoice as per GST and c) Confirmation of payment of GST thereon by the vendor/contract The finance will hold the payment of GST charged in bill and make payment after compliance as above.	

Attachment to Tender Enquiry:

Sl. No.	Description	Annexure/Enclosure
1	Preferences for MSEs, if applicable	Annexure: I

(IV) Others:

- All taxes/duties/levies etc. must be specified separately in amount or in percentage. Incomplete offer shall not be acceptable.
- Duly filled & signed with company seal on all documents of tender enquiry to be sent as token of acceptance of tender enquiry terms & conditions. Please mention deviation (if any) in Techno-commercial compliance sheet.
- Please submit point wise compliance to our specification, terms & conditions. Otherwise it will be presumed that you are accepting BHEL's Terms & condition.
- Offers not meeting our requirement because any kind of deviations in technical or commercial terms are liable to be rejected by BHEL at its discretion.
- The offers of the bidders who are on the banned list as also the offers of bidders, who engage the services of the banned firms, shall be rejected. The list of firms is available on web site www.bhel.com
- In case vendor do not accepts, the terms of the enquiry, proper loading shall be done by BHEL and same will be informed to vendor prior to price bid opening.
- BHEL, CS&FP, Jagdishpur reserve the right to procure from more than one vendor.
- BHEL CS&FP shall be at liberty to cancel the tender at any time, before ordering, without assigning any reason.

9. Quotation should be, as far as possible, free from correction / overwriting. Authorized person with the company seal should sign correction /overwriting, if any.
10. The rates must be quoted indicating basic material rate, packing, forwarding, freight & insurance, discount, if any, and applicable taxes and duties, each of them shown separately.
11. If there is any difference / discrepancy in rates quoted for per unit and total and any arithmetic addition for number of items, the lower of the rates beneficial to BHEL CS&FP will be considered.
12. Packing: Goods must be adequately packed in proper carton / wooden box / drums /suitable container to protect against loss, damage or corrosion and to withstand normal inland transportation and handling. Hazardous material should be notified as such and their packing, transportation and other protection must conform to applicable regulations.
13. The quantity in each item to be purchased may vary from quantity enquired according to actual requirement at the time of placing the Purchase Order. Quantity discount, if any, should be mentioned in the quotation.
14. In the quotation, earliest firm delivery (number of days or weeks) by which material will be despatched from the date of receipt of order must be indicated.
15. Purchase Order will be placed on the lowest quotation only among the technically & commercially accepted quotations. Lowest quotation is determined on the basis of Total Cost to BHEL CS&FP including basic value, taxes and duties, freight, insurance, loading factors for deviations to terms and conditions.
16. The bidder may have to produce original document for verification if so decided by BHEL.
17. 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. Defaulter suppliers shall be treated as per Guidelines for Suspension of the Business Dealing with suppliers/contractors.
19. Contact person details:

Pradeep Kumar Yadav

Sr. Engineer –MM

Phone: 05361 224136/238

E-mail: pkvadav@bhel.in/kavita.singh@bhel.in

TECHNO-COMMERCIAL COMPLIANCE STATEMENT

TENDER ENQUIRY NO & DATE: 201702631 dtd 19.12.2017

ITEM DESCRIPTION: OFFICE BOX FILE

TECHNICAL:

SL.No	Specification Clause No	Technical Deviation	Remark/Reasons for seeking Deviations

We hereby confirm that except for above, there are no other Technical Deviation

COMMERCIAL:

SL. No	Specification Clause No	Commercial Deviation	Remark/Reasons for seeking Deviations

We hereby confirm that except for above, there are no other Commercial Deviation

Note: Bidders need to mention the Technical and commercial deviations if any, in tender enquiry in above respective table, else mention "No deviation".

Seal & Signature of Authorized Representative /Bidder

UNPRICE BID

(To be submitted on Vendor's Letter Head)

Tender Enquiry No: 201702631

Dtd: 19.12.2017

SL. No	Description of item	Unit	Qty	Unit price	Amount	Total GST @.....%	Freight + Insurance @.....%	Other Expenses (if any) @.....% (Please specify)	FOR Price
1	SU7811990016 OFFICE BOX FILE 31 X 35 X 8 CM OUTSIDE COLOUR MAT PAPR 100 GSM INSIDE WHITE PAPER 60 GSM INCLUDES SS RADO, SS RINGS, SS LEAVER & SS CORNER JAIPUR BOARD 360	Nos.	2000						

Total Cost to BHEL = In figures

In words

Note:

1. GST @
2. Applicable rates of taxes duties & freight (all in percentage) are to be mentioned.
3. **Evaluation shall be done on the basis of landed cost to BHEL CS&FP Store Jagdishpur.**
4. Bidders to mention the “**Quoted**” in cells of unpriced bid format wherein the value has been filled in price bid format (Part-II bid)

Seal and Sign of Bidder

Part-II

PRICE BID

(To be submitted on Vendor's Letter Head)

Price bid: The price bid is to be submitted in the following format: -

Tender Enquiry No: 201702631

Dtd: 19.12.2017

SL. No	Description of item	Unit	Qty	Unit price	Amount	Total GST @.....%	Freight + Insurance @.....%	Other Expenses (if any) @.....% (Please specify)	FOR Price
1	SU7811990016 OFFICE BOX FILE 31 X 35 X 8 CM OUTSIDE COLOUR MAT PAPER 100 GSM INSIDE WHITE PAPER 60 GSM INCLUDES SS RADO, SS RINGS, SS LEAVER & SS CORNER JAIPUR BOARD 360	Nos.	2000						

Total Cost to BHEL = In figures

In words

Note:

1. GST @
2. Applicable rates of taxes duties & freight (all in percentage) are to be mentioned.
3. Evaluation shall be done on the basis of landed cost to BHEL CS&FP Store Jagdishpur.

Seal and Sign of Bidder