



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE (HR – GAX)
BHEL House, SIRI FORT, NEW DELHI – 110049.

PH: 011-66337438
FAX: 011-66337428
e-mail: manishkbhaskar@bhel.in

TENDER ENQUIRY

Tender No. AA:GAX:18:PR:302

Dated: July 13, 2018

Sub: Notice Inviting Tender for Annual Rate Contract for supply of General & Printed Stationery Items

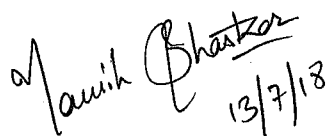
Bharat Heavy Electricals Ltd. (BHEL), a Maharatna Company, intends to enter into Annual Rate Contract for Supply of General Stationary and Printed Stationery Items for its office located at BHEL House, Siri Fort, New Delhi – 110049. Sealed quotations are invited with Enquiry No., Enquiry Date & Due Date, legibly super-scribed on it for the items mentioned in Price Bid Format as per the Terms & Conditions mentioned below. The tender documents may be downloaded from our website www.bhel.in or www.eprocure.gov.in. The quotations should reach Tender Box located near the security office at Reception, gate no. 3, BHEL House, Siri Fort, New Delhi-110049 by **12:00 Hrs** on or before the Due Date **(03.08.2018)**.

Nature of Work	Date of Issue of Tender document	Due Date and Time of Submission of offers	Tender Opening date and time
Supply of General Stationary and Printed Stationery Items at BHEL House, Siri Fort, New Delhi - 49	13.07.2018	03.08.2018 up to 1200 Hrs	03.08.2018 at 1430 Hrs

Quotations Part-I and Part-II shall be submitted in separate sealed envelopes and the same can be put together in one sealed envelope. Part-I offers of the parties shall be opened on the **Due Date of Opening i.e. at 1430 hrs in our office** in the presence of authorized representatives of the bidders who may desire so. Due date of opening of Part-II offers shall be informed separately.

Thanking you,

Yours truly,
For and on behalf of BHEL


(Manish Bhaskar)
Dy. Manager (HR-GAX & ISMG)

Regd. Office: BHEL House, Siri Fort, New Delhi – 110049 (India).

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TECHNO-COMMERCIAL SPECIFICATIONS

1) GENERAL INSTRUCTIONS

BHEL Corporate Office intends to enter into Annual Rate contract for supply of General stationary items for its office located at BHEL House, Siri Fort, New Delhi - 110049 by inviting the offers from prospective bidders in two parts. Part-I shall be Techno-commercial bid & Part-II shall be the Price Bid. Due date of the opening date of Part-I bid shall be the date of submission of offer as mentioned on the first page of the tender. Participation in Price Bid Opening shall be in respect of those bidders only who are techno-commercially acceptable based on the evaluation of Part-I bid. The terms and conditions are mentioned below.

The quantity mentioned in the list shall be ordered in lots as mentioned in the Price Bid Format or as and when required. The quantity of items mentioned in the Price Bid Format are tentative only and may increase or decrease by 20% or depending upon the actual requirements. In case of increase in quantities, the successful bidder will have to supply the items at the same rates.

2) PRE-QUALIFICATION REQUIREMENTS

- a) *The average turnover of the bidders should be atleast Rs. 10.69 lakhs per annum during the past three years ending on 31st March 2017 (FY: 2014-15, 2015-16 & 2016-17).*
- b) *The Bidders should be resourceful and capable, having experience of supply & execution of Purchase Orders for Supply of General Stationary and Printed Stationery Items for last 2 years ending on 30th June 2018 and they should have executed the orders for supply of similar items for PSUs & Government departments or other reputed companies / institutions.*
- c) **Earnest Money Deposit (EMD) :** *Each bidder has to deposit EMD of Rs. 5,000/- (Rupees Five Thousand only) as a part of subject tender and the same should be in the form of Pay Order or Demand Draft only in favour of BHEL, payable at New Delhi.*

Tender not accompanied with EMD/ EMD submitted in any forms other than PO/ DD will not be accepted. EMD submitted by bidder will be forfeited if bidder revokes his tender within validity period. Tender without requisite EMD will not be considered for further evaluation. No interest shall be payable by BHEL on EMD amount. The EMD shall be forfeited in case of:

1. *Withdrawal of bid or increase in rates or change in bid conditions after opening of the tender.*
2. *Refusal to enter into a contract after the award of contract.*
3. *If operations of the contract are not commenced from the date indicated in the award of contract.*

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The EMD will be refunded to the unsuccessful bidders within fifteen days of acceptance of award of work by the successful bidder(s)/ expiry of the validity of the bid, whichever is earlier. The EMDs of the successful bidders shall be converted into part of Security Deposit.

Bidder having valid NSIC/ MSE registration certificates is exempted from EMD as per govt. rules. Central/ State PSUs shall also be exempted from EMD.

3) TERMS AND CONDITIONS:

- a) Delayed tenders are liable to be rejected.
- b) The successful bidder(s) will have to supply the items as per the specification mentioned in the Price Bid Format enclosed herewith. If the supplied items are found of inferior quality, the same will be rejected by BHEL and no payment will be made for rejected items.
- c) The items of fresh lots will only be supplied. In case of supply of aged material, the item may be rejected. The items will have to be supplied in properly packed condition.
- d) Any defective supply will be replaced free of cost. No payment shall be made against defective supply. The purchaser reserves the right to reject any items, which in his opinion does not confirm the specifications or is found to be of inferior quality.
- e) All items should be in conformity with manufacturer specifications and of standard quality.
- f) The items have to be supplied in properly packaged condition and delivered in the same packaged condition to BHEL House, Siri Fort, New Delhi - 110049.
- g) BHEL reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days' notice with or without assigning any reason without any financial consideration/implication.

4) COMPOSITION OF THE BIDS:

The quotation (as given below in S.No. 4.1 & 4.2) shall be dropped in Tender Box located near the security office at Reception, gate no. 3, BHEL House, Siri Fort, New Delhi-110049, along with this letter latest by 1200 hrs. on OR before the due date (03.08.2018). Tender shall be accompanied with a covering letter giving index interlinking all the documents enclosed and all pages should be signed & stamped and should be as per the instructions given for quoting the bid.

Incomplete tender in any respect, are liable to be rejected.

“Bidders are requested to quote in two parts. However for quotation submitted in single bid against our requirement of two part bid will be considered only if the bid is techno-commercially accepted without seeking any clarifications from the bidder. Otherwise, the bid is liable to be rejected.”

4.1 Part-I (Techno-Commercial Bids)

The Part-I Bid shall contain all details and documents listed in Annexure-I. No price details are to be furnished in Part-I of the bid.

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4.2 Part-II (Price Bid)

Part II Bid shall comprise of Price Format as per Annexure - IV, duly filled, signed and stamped.

5) EVALUATION CRITERIA AND AWARD OF CONTRACT

BHEL shall carry out detailed evaluation of the bids to determine that the requirements set forth in the bid specifications are met. BHEL may accept or reject the deviations sought by the bidder (s) & may load the bids for price for accepting the deviation.

Based upon the evaluation, BHEL shall determine the techno-commercially acceptable bidders. BHEL reserves the right to reject any bid without assigning any reason.

Price bid opening shall be in respect of techno-commercially acceptable bidders only.

The evaluation criteria shall be the item-wise L-1 unit rates (The rate contract shall be awarded to the concerned party at the L-1 unit rates). In case, the L-1 unit rates are quoted by more than one party for any item, the order quantity shall be split equally amongst the concerned parties.

In case of any arithmetical errors in the price bid the higher unit rate will be considered for evaluation and lower unit rate will be considered for ordering.

6) VALIDITY OF OFFERS

The offers submitted by the parties shall be valid for a period of 90 days from the date of opening of Part-I bid and 60 days from the date of opening Part-II bid / Reverse Auction. Participation in Reverse Auction / Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, BHEL reserves the right to reject the offer of bidder(s) without assigning any reason.

7) VALIDITY OF RATES

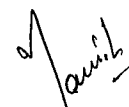
Rates shall remain valid for the contract period of one year or till the extended period of contract which may be extended further with the mutual consent. No request will be entertained for any increase of rates what so ever may be the reason. However, the VAT / Taxes etc. shall be applicable as per the Government Notifications from time to time

8) PAYMENT TERMS:

The bills along with supporting vouchers shall be accepted on complete supply of material ordered and the payment, excluding GST & notional interest thereon, shall be made within 15 days from the date of submission of the bills, complete in all respects after due verification subject to other terms & conditions mentioned in Clause no. 9 below (Taxes & Duties).

No interest shall be payable for delay in making the payment.

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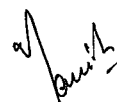
9) TAXES & DUTIES

- a) To enable BHEL to avail GST Input tax credit, contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit (as mentioned in clause 13 above) in the name of BHEL, Corporate Office, Delhi.
- b) The contractor has to submit their GST registration certificate to BHEL Unit/Office/Region within 10 days from the acceptance of Rate Contract. GSTIN of BHEL will be provided to the contractor by respective office of BHEL within 10 days from the placement of Rate Contract.
- c) Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.
- d) Payment to the contractor will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act and GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.
- e) Payment shall be made to contractor only after submission of GST compliant Tax invoice as mentioned above and other relevant documents. However, to protect BHEL's interest for GST input tax credit, GST portion amount along with notional interest on GST credit for 2 months' period (presently rate of interest is @ 24%) shall be withheld and the same shall be released only after confirmation from GST website/portal that such invoice has been declared in GSTR-1 return filed by contractor within the stipulated time for the relevant period and tax amount thereon has been paid by contractor to Govt. within the stipulated time period as per GST Law.
- f) In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL due to non/delay in filing of GSTR-1 Return or delay in/nonpayment of tax to Govt. by contractor or for any other reasons not attributable to BHEL, in such case any financial implication on BHEL on account of delay/loss/recovery from BHEL of such GST Credit along with interest levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from the contractor's bill and/or adjusted against GST amount not paid as indicated under (f) above.
- g) Irrespective of refund of GST Credit and interest thereon to BHEL by GST portal upon subsequent declaration of such invoice by contractor in his GSTR-1 for any period after due date of such return and/or payment of GST thereon by contractor on GST portal, the notional interest for delayed period of GST credit (i.e. delay for the period when GST credit is actually allowed and the period when GST credit should have been allowed had contractor declared such invoice in his GSTR-1 and paid tax thereon in the relevant month as per GST law) shall be recovered from contractor.

10) DELIVERY PERIOD / LIQUIDATED DAMAGES:

The general stationery items shall be supplied within 15 days time on placement of PO. In case of supply is delayed beyond this period, BHEL reserves the right to levy LD @ ½% per

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day of delay on delayed material subject to maximum of 10% of delayed ordered value excluding taxes.

11) Deviations, if any, may be enumerated in the format enclosed. BHEL at its discretion may agree in full or part or totally reject deviations sought by the bidder(s). BHEL will consider the deviations if the same are specified in the deviation format, or else it will be considered that there is no deviation taken. Deviations, if any, mentioned elsewhere in bid apart from Annexure II – “ACCEPTANCE LETTER/ DEVIATION CERTIFICATE” (whether techno-commercial bid or Price bid) shall be treated as null and void by BHEL.

12) The offers 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.

13) ARBITRATION

13.1 In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL (Purchaser).

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

13.2 In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable:-

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, Provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

14) LAWS GOVERNING THE CONTRACT

The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

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15) **JURISDICTION OF COURT**

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

16) **DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE**

16.1 If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

16.2 Cost of the purchases made by the Purchaser at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

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ANNEXURE-I

DOCUMENTS TO BE ATTACHED

PART-I BID: Documents to be attached in Part I bid

- 1) Copies of Balance Sheet along with Profit & Loss Statement of the Company for FY: 2014-15, 2015-16 & 2016-17.
- 2) List of clients, including PSUs, if any.
- 3) Copy of the Purchase orders as per clause 2 (b) above.
- 4) Format for Acceptance Letter/ Deviation Certificate as per **Annexure-II**.
- 5) The bidder should have PAN (Permanent Account number), GST Registration No
- 6) Copies of Income Tax Returns for Assessment years 2015-16, 2016-17 & 2017-18)
- 7) Declaration Sheet as per **Annexure-III**
- 8) Complete details of the contact person with email id and mobile number etc.
- 9) Copy of tender document duly signed and stamped by the bidder
- 10) Any other information that bidder may like to furnish.

PART-II BID: PRICE BID

Part II shall contain Prices only as per Annexure IV and should not contain any technical details and / or commercial terms and conditions. Any technical details and / or commercial terms and conditions, if found in this part shall be ignored as the same are supposed to be contained in Part I only as indicated above.

This part shall be submitted in a sealed cover with bidder's seal super-scribed with correct Enquiry No., due date of opening.

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Annexure-II

FORMAT FOR SEEKING DEVIATION
(To be attached with Part-I bid)

CLAUSE NO	DESCRIPTION / DETAILS OF DEVIATION	REMARKS / REASONS

NOTES:

1. In case of no deviation, “NIL” is to be indicated in this format.
2. BHEL reserves the right to reject the offer without assigning any reason.

I, _____ hereby certify that except the deviations mentioned above, we do not have any other deviations to the tender no. AA:GAX:18:PR:302 dated 13.07.2018. Deviations, if any, mentioned elsewhere in our bid (whether Techno-commercial bid or Price bid) may be treated as null and void by BHEL.

SIGNATURE OF BIDDER WITH SEAL

NAME:

DESIGNATION:

COMPANY / FIRM:

DATE:

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Annexure-III

DECLARATION

I / We hereby declare that I / We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court.

SIGNATURE OF BIDDER WITH SEAL

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Price Bid Format

SI No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
1	ACITITE SHEET	Garware transparency, 100 microns A4 size (297x210) mm, one packet of 100 sheets each	20	PKT.			
2	ALL PIN	Bell Make (Nickle coated steel), 26 MM Lg. Minimum Wt. 100 Grms .	50	NOS			
3	BOARD PIN/ THUMB PIN	Board pin with plastic cap, Used for wooden Notice board. (50 pins in a pkt and in assorted colours)	50	PKT.			
4	CALCULATOR ELEMENTRY	Calculator Elementry Casio Model MJ-120/Cello CC- 512	20	NOS			
5	CALCULATOR SCIENTIFIC	Calculator Scientific Casio Model FX 991 MS	10	NOS			
6	CARBON PAPER (PKT)	Kores make Pencil Carbon paper BLUE , packed 100 sheets each packet size 210 x 330 mm product code no 10002020101.	25	PKT.			
7	CARTONS - BIG (18"x18"x18")	9 Ply Card Board, size 18"x18"x18" with Side Cloth Patti. (packed in 10 pcs)	800	NOS.			
8	CARTONS - MED (15"x12"x12")	9 ply Card Board, size 15"x12"x12" with Side Cloth Patti. (packed in 10 pcs)	400	NOS			
9	CARTONS - SMALL (12"x12"x12")	9 ply Card Board, size 12"x12"x12" with Side Cloth Patti. (packed in 10 pcs)	300	NOS			
10	CELLO TAPE - LARGE 1"	3M Make 50 M in length, 1" wide.	400	NOS			
11	CELLO TAPE - LARGE 2"	Classic Make 50 M in length, 2" wide.	600	NOS			
12	CELLO TAPE - MED 1.5"	Classic Make 50 M in length, 1.5" wide.	400	NOS			
13	CELLO TAPE - SMALL 0.5"	3M Make 24 M in length, 0.5" Wide .	500	NOS			

Price Bid Format

SI No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
14	CELL - PENCIL AA	CELL - PENCIL AA 1015 R6 Everady make, 1.5 Volts Heavy Duty leak-proof.	2000	NOS			
15	CELL PENCIL AAA	CELL - PENCIL AAA 1212 R03 Everady make, 1.5 Volts Heavy Duty leak-proof.	500	NOS			
16	CLASSIC SPIRAL NOTE BOOK	Shipra make SPIRO Classic Book Spiral binding on left side with 50 sheets, Code No SC-211 Size 9" x 7".	1000	NOS			
17	CLOTH MARKIN	Cloth Markin Medium Best Quality.	100	met.			
18	CLUTCH PENCIL	Faber- Castel make, Tri-Click - 0.7mm Mechanical pencil	300	NOS			
19	CORRECTING PEN	Kores make Eraz-ex Correction Pen 9 ml Product Code:10501030501.	750	NOS			
20	CUP PLATE	Cup & Saucer set of 6 Specn :- Gold line ,Bone China, white colour each set having 6 cups & 6 Saucers. (200 pkt x6 = 1200 Nos) sea shell make.	200	NOS			
21	DESK CALENDER RIFILL- BIG	Desk Calender Riffill - Big size Calender year 2018 Quality/Aneja.	300	NOS			
22	DESK CALENDER STAND- BIG	Omega Make 1734 - CHIEFEX DESK CALENDAR Stand- Art. No 1734/13.	50	NOS			
23	DUST BIN WASTE -BUCKET	Waste Paper Basket, 10"Dia x12" Height, WPB-100 Royal Touch Make Round Shape Rectangular Perforated,assorted cloured / as per sample	150	NOS			
24	DUSTER WHITE	Duster White Heavy Cloth Size 18"x 18" / as per sample	4000	NOS			
25	DUSTER YELLOW	Duster Yellow Heavy Cloth Size 24"x 24" /as per sample	2000	NOS			
26	ERASER PENCIL	Apsra Make (Non-dust)	2000	NOS			

Price Bid Format

SI No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
27	FILE CLIP ECCO	File Clips Sonex Make, Pack of 100 Clips.	20	PKT.			
28	FOLDER LOCKS/STOPPER	Folder Lock/ Stopper For Tender Folder As Per Sample	200	NOS			
29	GEM CLIP	Bell Make Steel Bell Clip (Paper U Clip) size 35 mm Pointed each pack of 100 clips	500	PKT.			
30	GLUE STICK 15	Glue Stick - 15 Gms. (Amos Make).	2000	NOS			
31	GUM BOTTLE- SMALL - 150 ml	Camel Make Adhelin Synthetic Glue, Gum bottle 150 ml.	30	NOS			
32	GUM TUBE	Camel Make Adhelin Synthetic Glue, Gum Tube 20 ml.	300	NOS			
33	HIGHLIGHTER	Highlighter Luxor Make .	2000	NOS			
34	LEAD 0.7 mm	Camel/Nataraj Make Pensil lead 0.7 mm In a pack of 10 nos.	300	PKT.			
35	MAGNETIC BOARD PIN	Magnetic board pin with plastic cap, 20 mm Height and 12 mm magnet dia Used for magnetic notice board. And in assorted colours.	1000	NOS			
36	MAGNETIC DUSTER	Omega/Kebika make magnetic Duster in assorted colours used for white board.	300	NOS			
37	MARKER - OHP	Over Head Projector Marker Set of 5 (Luxor Make), Product No 968.	50	SET.			
38	MARKER-PERMANENT	Reynold Make / jumbo size, black, blue, red & green	600	NOS			
39	MARKER WHITE BOARD	Marker White Board, Luxor / Reynolds make.black,blue, red & green	500	NOS			

Price Bid Format

SI No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
40	MOUSE PAD	Mouse Pad - Medium quality Classic Make size 260mm X 210mm & Minimum Wt 85 Grams.	100	NOS			
41	PAPER - CUTTER	Best Business system Make Paper Cutter (Model J-100) . As per sample	500	NOS			
42	PAPER - KHAKI	Star make, 80 GSM Brown Paper Sheet size 36"x 48" (1 Ream=480 sheets).	1	Ream			
43	PAPER/FILE TRAY	Omega Make Acrylic Art no 1718.	250	NOS			
44	PEN ADD GEL ACHIVER	ADD GEL make, Acheiver Gel Pen , blue, black, red& green ink (Compulsory printing of BHEL Logo). 70% Blue & 30% Assorted Clour , And each pen must be well packed as per sample	10000	NOS			
45	PEN -BAL ORDINARY	Cello MAXRITER < F > .Product Code : CWI-X-15 70% Blue & 30% Assorted clour.	15000	NOS			
46	PENCIL - HB	Camlin BLACK HB Hexagonal Pencil.	5000	NOS			
47	PEN HOLDER	Pen Holder LINC 631 SHARP Ball Pens blue & red ink. (pen holder with only jotter refill)	75	NOS			
48	PEN REFILL (ADD GEL) ACHIVER	Pen Refill for AD GEL Acheiver Gel Pen ,blue ink (Add Gel Pens) Compulsory printing of BHEL Logo 70% Blue & 30% Assorted Clour	1500	NOS			
49	PEN REFILL - ORDINARY	Pen refill fo Ordinary Cello MAXRITER < F >	1000	NOS			
50	PEN REFILL - JOTTER	Linc/Montec make, Jotter refill for Pen holders , steel body .	100	NOS			
51	PEN REFILL ADD GEL eins	Pen Refill for AD GEL Roller pen with Spring Point , blue&black ink (ADD GEL Roller) eins	350	NOS			
52	Pen ADD GEL eins	Add Gel Roller Pen <u>eins</u> with spring point, blue ink pen 80% & Black in 20% Qty With (Compulsory printing of BHEL Logo). And each pen must be well packed as per sample.	1000	NOS			

Price Bid Format

Sl No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
53	PEN STAND - BIG	Kebica Make Acrylic, pen stand for 4 pens. Code Officer's Choice - 152	30	NOS			
54	PEN STAND - SMALL	Kebica Make Acrylic, pen stand for 2 pens..Code Economical Pen Stand - 1314 M	20	NOS			
55	OMEGA PIN BOX	omega pin-o-clip, deluxe, one piece art no. 1797	200	NOS			
56	PLASTIC JUG	Cello Leonard or Royal Touch make plastic Jug round in shape 2 litres capacity assorted coloured.	300	NOS			
57	PLATE FULL	Sea Shell Make Bone China White Colour with golden line.	200	NOS			
58	PLATE HALF	Sea Shell Make Bone China White Colour with golden line.	200	NOS			
59	POST IT Flags	Post-it 12.5mm X 43.7mm X 5 Colors X 10 pulls	1000	NOS			
60	POST IT Page Marker (Prompts)	3M Make Page Markers (Prompts) Size: 0.75" X 3" X 50 sheets x4 Color each)	300	NOS			
61	POST IT PAD 1.5"x2"	Post It Pad (3-M Make) 1.5" x 2" Size.	500	NOS			
62	POST IT PAD 2"x3"	Post It Pad (3-M Make) 2" x 3" Size.	500	NOS			
63	POST IT PAD 3"x3"	Post It Pad (3-M Make) 3" x 3" Size.	300	NOS			
64	PPC PAPER A3	Supply of A3 size (420 mm x 297 mm) Photocopy Papers of Century Copier/Andhra Millenium /JK copier, Brand Mill Packed 75 GSM, as per the specifications of IS 14490: 1997 (latest).	150	NOS			

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Price Bid Format

SI No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
65	PPC PAPER A4 Green Colour	Supply of A4size (297 mm x 210 mm) Green Sheets Papers of Modi Xerox / JK copier, Brand Mill Packed 75 GSM, as per the specifications of IS 14490: 1997 (latest).	25	NOS			
66	PUNCHING M/C - Heavy Duty	Kangaroo Model DP 800.	10	NOS			
67	PUNCHING M/C - SMALL DP - 480	Kangaroo / Max make Modle- DP - 480	200	NOS			
68	PUNCHING M/C - MED. DP - 520	Kangaroo / Max make Modle- DP - 520	100	NOS			
69	ROOM FRESHNER	Yarly/Premium Room Freshner 200 ml.	1000	NOS			
70	ROPE PLASTIC (250 Grams)	Rope Plastic, first quality (250 Grams packet). / As per sample	50	NOS			
71	ROPE PLASTIC (500 Grams)	Rope Plastic, first quality (500 Grams packet). / as per sample	100	NOS			
72	RUBBER BANDS - BIG	Pure Nylon Rubber Band 4" size (Strictly As per sample) Packed in 250 gm packet	100	PKT.			
73	RUBBER BANDS -SMALL	Pure NylonRubber Band 2" Size (Strictly As per sample) (Packed in Packed in 250 gm packet	50	PKT.			
74	SARASWATI NOTE BOOK	Sarswati make note book, rexin binding size 9"x7" .	600	NOS			
75	SCALE	Scale 12" transperant, Faber- Castel make art no 171220.	300	NOS			
76	SCISSOR	Scissors Maped/Omax Make 18 cm / as per sample	100	NOS			
77	SHARPNER PENCIL	Pencil Sharpner Natraj 621 with Japanese Technology.	2000	NOS			

Price Bid Format

SI No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
78	SKETCH PEN	(Luxor Make) Sketch Pen Set 12 colours, Product No 950	50	SET.			
79	SOAP - LUX	Lux Sandal & Cream with fragranced moisturizing oil minimum weight 150 grms.	500	NOS			
80	SOAP - RIN	Soap Rin Model rede 2195 Weight Mini. -250 grms.	500	NOS			
81	SPIRAL NOTE BOOK Matrix	Bilt matrix book Premium Notebook, 160 pages / 21.6x14cm, Speciality Hi Bright paper High opacity 70 gsm paper Single ruled book.	600	NOS			
82	SPOON LUNCH -	Desrt spoon , Stainless Steel (Steelage/Vikas make)	1200	NOS			
83	SPOON TEA	Tea spoon , Stainless Steel (Steelage/Vikas make)	600	NOS			
84	STAMP PAD - BIG	Asoka make size 220 x 140 mm.	10	NOS			
85	STAMP PAD - SMALL	Asoka make size 110 x 70 mm.	20	NOS			
86	STAPLER - HEAVY DUTY 1217	Stappler Heavy Duty HD 1217 (Kangaroo Make).	5	NOS			
87	STAPLER - MEDIUM 45	Stappler Medium HD-45 (MAX / Kangaroo Make).	200	NOS			
88	STAPLER - SMALL 10	Stappler Small HD-10 (MAX / Kangaroo Make).	400	NOS			
89	STAPLES PIN - BIG	Max Kangaro No 23/13-H , 1000 pieces in each packet. (New SKU #: 100212010008)	50	PKT.			
90	STAPLES PIN - MEDIUM	Max Kangaro 3-1 M, No 24/6 , 1000 pieces in each packet.	400	PKT.			

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Price Bid Format

SI No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
91	STAPLES PIN - SMALL	Staples Small Kangaro No 10-1 M, 1000 pieces in each packet.	2500	PKT.			
92	STICKERS 12	Inkjet Laser /Labels, CITIZEN / de'smat make Self Adhesive Sticker (12 Stickers in A-4 Size) Packet of 100 sheets	5	PKT.			
93	STICKERS 16	Inkjet Laser /Labels, CITIZEN / de'smat make Self Adhesive Sticker (16 Stickers in A-4 Size) Packet of 100 sheets.	8	PKT.			
94	TAPE BROWN 2" BHEL Logo	Brown Tap With BHEL logo printed on its lenth as per our sample 2" wide, 50 meter in length, classic make.	500	NOS			
95	TAPE BROWN 2" Plain	Brown Tape per our sample 2" wide, 50 meter in length, Classic make .	500	NOS			
96	TENDER FOLDER 1"	TENDER FOLDER 1" hard Board 54 oz Plastic Grey Cover, Top Transparent. Pocket up to spin of Folder, two pin D clip of world wide make clip size 1" .	300	NOS			
97	TENDER FOLDER 1.5"	TENDER FOLDER 1.5" Hard Board 54 oz Plastic Grey Cover, Top Transparent. Pocket up to spin of Folder, two pin D clip of world wide make clip size 1.5" .	300	NOS			
98	TENDER FOLDER 2"	Hard Board 54 oz Plastic Grey Cover, Top Transpparent. Pocket up to spin of Folder, two pin D clip of world wide make clip size 2" .	250	NOS			
99	TENDER FOLDER 2.5"	Hard Board 54 oz Plastic Grey Cover, Top Transpparent. Pocket up to spin of Folder, two pin D clip of world wide make clip size 2.5" .	250	NOS			
100	TENDER FOLDER 3"	Hard Board 54 oz Plastic Grey Cover, Top Transpparent. Pocket up to spin of Folder, two pin Pipe clip of world wide make/taj clip size 3".	100	NOS			
101	THERMOS	Milton Thermus Flask 750 ml capacity, Model Cafetressa	200	NOS			
102	TOWELS BIG 75cm x150cm	Bombay dyeing Mills (Horizon/Tulip Modle) Non Printed (White clour) size 75 cm x150 cm .	200	NOS			
103	TOWELS MED 60cm x 120cm	Bombay dyeing Mills (Horizon/Tulip Modle) Non Printed (single clour) size 60cm x120 cm .	300	NOS			

Price Bid Format

Sl No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
104	SERVICE TRAY BIG	Tray Big Size-18"x12" (Melamine Printed Indian make)	40	NOS			
105	SERVICE TRAY MED.	Tray Medium Size-15"x10" (Melamine Printed Indian make)	35	NOS			
106	TUMBLER Cut Glass	Borosil's Galaxy Glasses Code BN430120024 Set of 6 pcs, capacity 295 ml size 65 mm dia x 100 mm height / as per sample. 6x150 = 900 Nos	900	NOS			
107	TUMBLER	Tumbler plain (Yera Make T 8 G)	1000	NOS			
108	TUMBLER MATS/COASTER	Décor / Milano make, Fany Colour Full, Acrylic each box having 6 pieces of coasters. / as per sample. 6x200=1200	1200	NOS			
109	VISITING CARD HOLDER	Visiting card Holder 240 cards BC-802, Solo Make	100	NOS			
110	REGISTER DISPATCH - 6Q	Register Dispatch 6 Q Victor/Shipra/HCP/Saraswati Make Good Quality Paper.	20	NOS			
111	REGISTER STOCK 6Q	Registor stock 6Q, Victor/Shipra/HCP/Saraswati make good quality paper	20	NOS			
112	REGISTER STOCK 8Q	Registor stock 8Q, Victor/Shipra/HCP/Saraswati make good quality paper	15	NOS			
113	FILE Solo RB-405	Plastic Folder A4, 2D Ring Binder Solo make - RB-405 Grey Colour. 10 folders well packed in a box.	400	NOS			
114	ENVELOPE - CLOTH (jali) 12"x 16"	Envelopes clothed- 12"x16" yellow envelope, 105 GSM Andhra Millenium paper, jali on the inner side, size 12"x16", Screen printing With BHEL Logo, the super fine jali inner side and address as per sample. 50 envelop to be packed in one polyethylene cover.	15000	NOS			

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Price Bid Format

SI No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
115	ENVELOPE - CLOTH(jali) 13" x 17"	Envelopes clothed- 13"x17" yellow envelope,105 GSM Andhra Millenium Paper, jali on the inner side, size13"x17" , Screen printing With BHEL Logo , the super fine jali inner side and address as per sample, 50 envelop to be packed in one polyethylene cover.	1000	NOS			
116	ENVELOPE CLOTH(jali) 10"x 12"	Envelopes clothed- 10"x12" yellow envelope,105 GSM Andhra Millenium paper, jali on the inner side, size10"x12" ,Screen Printing With BHEL Logo, the jali inner side and address as per our sample.50 envelop to be packed in one polyethylene cover.	20000	NOS			
117	ENVELOPE LAMINATED 10"x 8"	Laminated 10"x 8" yellow Envelope 105 GSM paper Screen Printing With BHEL Logo amd address as per our sample.	6000	NOS			
118	ENVELOPE - NON WINDOW 10"x4.5"	Envelopes 10" x 4.5" white paper envelope 95 GSM, sunshine (ballarpur) paper Screen printing With BHEL Logo and address as per sample, each box containing 250 envelopes. (5x50 nos of sub packing)	40000	NOS			
119	ENVELOPE - WINDOW 10"x4.5"	Envelopes Windows - 10"x 4.5" white paper envelope 95 GSM, sunshine (ballarpur) paper with transparent window (as per sample) , size 10"x 4.5" Screen Printing With BHEL Logo and address as per sample ,each box containing 250 envelopes. (5x50 nos of sub packing) .	20000	NOS			
120	FILE COBRA / PURCHASE	FILE COBRA / MM Cobra file of Sirpur Green colour board, pasting of 2 boards of 31.5kg grammage, Good Quality Cobra clip printing on single side as per sample, cloth patti of 4cm pasted on sides for protection of sides, file size 34.5x26cm, rest of specifications as per sample	1500	NOS			
121	FILE FLAT (COLOUR)	File with Good quality of cobra clip, printing on 3 sides as per our sample, Sirpur, Board (29 grammage) of light clour, File size 35 cm x 26 cm.	3000	NOS			
122	FILE INDEX - BOX	File Index (Box), Neelgagan Lever Arch File No.45 with Kangaroo Clip. / as per sample	2000	NOS			
123	FILE PLASTIC - One side open	FILE PLASTIC - One Side open upper side, transparent & Punch Holes on left side for Filing As per Sample.	1000	NOS			

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Price Bid Format

SI No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
124	FILE PLASTIC - Two side open CH 101)	1.Solo Make (CH 101) 2. BHEL Logo and Address to be printed on front cover at the Bottom of the page. as per sample. Note:- The quality of printing should be good and permanent.	25000	NOS			
125	FILE PLASTIC-Three side open (BLUE)	1st Quality PVC, 0.35 MM transparent (rear) top Size 24/31, thick PVC, (weight file 90 grm clip 10 grm) Having transparent (pocket at front top&inner back Side), front cover with address level pocket, printing of BHEL logo and address on front cover, Sko white fastener (imported Dip) .10 file to be packed in one polyethylene cover. Sample file may be seen from our office.	9000	NOS			
126	FILE PLASTIC-Three side open (SOLO102)	1.Solo Make (R F 102) 2. BHEL Logo and Address to be printed on front cover at the Bottom of the page. as per sample Should Be packed in polythin cover. Note:- The quality of printing should be good and permanent.	2500	NOS			
127	FILE PLASTIC - STRIP	1. Solo Make (RC 001) 2. BHEL Logo and Address to be printed on front cover at the Bottom of the page. as per sample. Note:- The quality of printing should be good and permanent.	3000	NOS			
128	LETTER HEAD - CORPORATE	A4 size Royl Executive Bond Paper, 85 GSM with BHEL logo and address screen printing (as per our sample) in single clour, each pack of 100 sheets.	200	PKT.			
129	DO LETTER PAD	Imported German DO Paper 100 gsm. Screen printing of BHEL Logo and address, double colour, 2 impressions, 100 sheets in each pkt.	300	PKT.			
130	LOG BOOK	1. 50 Sheets (in duplicate 50 sheets White & 50 Sheets pink) in each book. 2. 60 GSM paper may be used. 3. White page Perforted. 4. Top of book may be used white paper and bottom hard board. 5. Each page may be numbered (white and pink similiar number) starting from 00001 to 20000 6. Printing matter may be collected from our office.	700	NOS			
131	NOTESHEET PAD - GREEN	A4 size Royal Executive Bond green Note sheet Paper, 80 GSM with BHEL logo on right top of left corner and printing as per our sample , each pack of 100 sheets.	200	NOS			
132	PAD - RULED A4	Pad A-4 Size, 80 GSM Maphlitho Orient paper, 25 Sheets In each pad, with BHEL logo on right top of right corner, perforated in each pad. bottom of Star Make Good Quality 24 Ounce card board Staple winding on top.	1000	NOS			

Price Bid Format

Sl No	Item Description	Specification	QTY.	Unit of items	Unit Rate Excl. GST (Rs.)	GST (%)	Value (per unit rate including GST) (Rs.)
133	PAD - RULED A5 - 25 SHEETS	Ruled Writing Pad A-5 Size, 80 GSM Maphlitho Orient paper, 25 Sheets In each pad, with BHEL logo on right top of right corner, perforated in each pad. bottom of Star Make Good Quality 24 Ounce card board Staple winding on top.	3000	NOS			
134	PAD - RULED A5 - 50 SHEETS	Ruled Writing Pad A-5 Size, 80 GSM Maphlitho Orient paper 50 Sheets In each pad Spiral winding on top, with BHEL logo on each sheet , front & back cover of 170 GSM Art paper with screen printing of BHEL logo on front page. BHEL Logo must be in blue colour as per sample	1000	NOS			
135	PAD SPIRAL	Ruled Writing Pad , 80 GSM Maphlitho Orient paper 25 Sheets In each pad Spiral winding in left side , with BHEL logo on each sheet , front cover of 170 GSM Art paper with screen printing of BHEL logo on front page. BHEL Logo must be in blue colour as per sample.	3000	NOS			
136	REGISTER -2 Q	Register 2 Q (24 Sheets 96 Pages) Victor/Shipra/HCP/Saraswati Make Good Quality Paper, Compulsory printing of BHEL Logo on top cover.	150	NOS			
137	REGISTER -4 Q	Register 4 Q (48 Sheets 192 Pages) Victor/Shipra/HCP/Saraswati Make Good Quality Paper Compulsory printing of BHEL Logo on top cover.	400	NOS			
138	REGISTER -6 Q	Register 6 Q (72 Sheets 288 Pages) Victor/Shipra/HCP/Saraswati Make Good Quality Paper Compulsory printing of BHEL Logo on top cover.	250	NOS			
139	REGISTER ATTENDANCE 2Q	Attendance register 2Q, good quality paper ,as per sample from BHEL stationery store.	30	NOS			
140	SEPARATOR 1 to 10	SET 1 to 10 Ivory colour 300 GSM(thickness), Each Set must be packed in polypack separately.	250	SET.			
141	SEPARATOR 1 to 25	SET 1 to 25 Ivory colour 300 GSM (Thickness) Each Set must be packed in polypack separately.	50	SET.			
142	SEPARATOR 1 to 5	SET 1 to 5 Ivory colour 300 GSM (Thickness) Each Set must be packed in polypack separately.	100	SET.			
143	PAD DAK	Dak Pad With Thread tag-as per sample.	100	NOS			