

"COURIER"

**Project Engineering
Management**

Bharat Heavy Electricals Limited
(A Govt. Of India Undertaking)



Enquiry no. : PE-LPE/271 dtd. 02/06/2017

Due Date: 27/06/2017 by 02:00 PM

Open Tender Enquiry

Subject: Supply of PPC Paper A3 & A4 Size

Dear Madam/ Sir,

Quotations are invited from firm/ company for supply of PPC Paper A3 & A4 Size of BHEL PEM Sector 16A Noida. Quotations are invited in two parts in sealed cover with Enquiry no., Enquiry date, Quotation due date & Time, Name/ Address of the Organisation whom submitting the offer legibly super- scribed on it, for the above- mentioned item so as to reach the undersigned before 02:00 P.M. on or before the above mentioned due date.

Delivery: Within 15 days from the date of PO.

Payment Terms: 100 % payment shall be released after supply & acceptance of material and submission of invoice along with specified documents by the vendor.

LD: It is clearly understood among the parties to the contract that time is the essence of the contract. Therefore, the delivery of the items specified in the Order should be made within the stipulated delivery period. Where work is done after the stipulated period, the Purchaser shall be under no obligation to accept the works/items. However, if accepted, Liquidated Damages at the rate of 0.5% per week of delay or part thereof shall be levied on the value of works delayed limited to 10% (excluding taxes) of the total contract value, without prejudice to any other relief or compensation due to the Purchaser under any other condition of the Purchase Order.

Bid Submission: Inviting offers in 2 parts (Part 1: unpriced offer along with commercial terms acceptance, Part 2: Price bid as per price format).

Pre-qualifying requirements (PQR): for the open tender enquiry is enclosed as Annexure-III.

Validity of Rates: After awarding the work the rates should be firm till the completion of work.

Security deposit: Nil for this tender enquiry.

All other terms & conditions shall be as per attached Annexures -II

Remarks:

- 1) Evaluation shall be item-wise Total Amount F.O.R destination (at PEM Office) inclusive of all taxes & duties, freight charges, Handling & Packing charges as given in price format Annex-I.
- 2) Tenders and all correspondence thereof, shall be addressed to the undersigned by name & designation and sent at the **following address:**

Tender Room,
M/s Bharat Heavy Electricals Ltd.,
Project Engineering Management,
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)
Phone no. 0120-4213591

Thanking You,

Kunal Gandhi
02/06/2017

Yours faithfully,
For and on behalf of BHEL
Kunal Gandhi / Sr. Engineer/CMM
BHEL PEM, Noida

Please reply to:
BHEL-PEM -Power Sector
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)
Phone: 0120-4368574
Fax : 0120-4329055

Regd. Office:
BHEL House,
Siri Fort,
New Delhi-110049

ANNEXURE-I

Enquiry no-PE-LPE/271 DT.02/05/2017

PRICE FORMAT (PPC Paper Size A3 & A4)

S.NO	Description of Material	Brand Quoted	Quantity (Reams) (A)	Unit Rate (Rs.) (B)	Total Amount (Qty. x Unit rate) (Rs.) (C) C= (AXB)	VAT (___%) (D)	CST (___%) (if applicable) (E) (Rs.)	Total Amount F.O.R destination(at PEM Office) Inclusive of all taxes & duties, freight charges, Handling & Packing charges) F= (C + D+ E) (Rs.)
1	PAPER A3 ROLLS							
1.1	Photocopy paper, 75GSM, Mill Packed, As per specification IS 14490:1997, A3 Size (297 X 420mm trimmed), 500 sheets per ream packed in a packet. Brands - Century Copier, JK RED, Andhra, JK SPARKLE, BLITZ, Trident Spectra & Radex or equivalent but it should conform to IS 14490:1997 and specifications given above.		150					
	TOTAL(1.1)							
2	PAPER A4 ROLLS							
2.2	Photocopy paper, 75GSM, Mill Packed, As per specification IS 14490:1997, A4 Size (210 X 297mm trimmed), 500 sheets per ream packed in a packet. Brands - Century Copier, JK RED, Andhra, JK SPARKLE, BLITZ, Trident Spectra & Radex or equivalent but it should conform to IS 14490:1997 and specifications given above.		2500					
	TOTAL(2.2)							

NOTE:-

- 1. Delivery:** Within 15 days' time from the date of PO .
- Prices quoted shall include Freight & handling charges etc.
- Material shall be delivered at stores of BHEL, PEM, Plot no. 25, Sec-16A, Noida.
- Loading for entry tax @ 2 % for Out side U.P vendors is applicable.
- Evaluation shall be done on item-wise Total Amount F.O.R destination(at PEM Office) inclusive of all taxes & duties, freight charges, Handling & Packing charges as given in price format Annex-I



Annexure-II of Enquiry no-PE-LPE/271 dt.02.06.2017

**COMMERCIAL TERMS AND
CONDITIONS**

1. BID SUBMISSION

Bids shall be submitted latest by 02:00 P.M. on or before the due date in two parts as follows:

PART-1: TECHNO-COMMERCIAL BID

This part shall contain the following:

- a) Technical Specification & other scope of work.
- b) Commercial terms and conditions.
- c) Unpriced copy of the price bid with all amounts/figures/ percentages wherever quoted in the price bid being replaced with the word 'Quoted' or 'Q'.
- d) Supporting document/ information to be submitted against each point of 'PQR' (refer annex-3).

This part shall be submitted in duplicate in two separate Sealed Covers with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and '**part-1 : techno-commercial bid**'.

Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.

PART -2: PRICE BID

This part shall contain Prices only and should not contain any technical details and/or Commercial Terms & Conditions. Any technical details and/or Commercial Terms & 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 separate Sealed Cover with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and '**part -2: price bid**'.

Tenders and all correspondence thereof, shall be addressed to the undersigned by name & designation and sent at the following address:

Kind Attn: Sh Kunal Gandhi / Sr. Engineer (MM) & Sh I.P SINGH / Sr MGR (CMM)

Tender Room,

M/s Bharat Heavy Electricals Ltd.,

Project Engineering Management,

Power Project Engineering Institute,

HRD & ESI Complex,

Plot No 25, Sector-16 A, Noida-201301 (U.P.)

Phone no. 0120-4213591, 4368648

2. BID OPENING

PART- I (Techno-Commercial Bids) will be opened at 03:30 P.M. on the due date in the presence of bidders who may like to be present. Date and time of opening of Part - II (Price Bids) shall be communicated separately.



GENERAL

3. Prices shall be net F.O.R. destination inclusive of freight, handling and packing charges etc. and remain valid for 3 months from Part-I opening.
4. Taxes and duties payable should be indicated separately, otherwise it will be presumed that the goods quoted are inclusive of all taxes, duty, octroi etc., if any and BHEL in such cases shall not pay any tax, duty, octroi etc.
5. No revision of prices shall be entertained after bids have been opened.
6. Prices shall remain firm without any variation till completion of contract.
7. Illustrative leaflets giving technical details of items offered may be enclosed, wherever necessary.
8. BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reason whatsoever.
9. Late tenders are liable to be rejected.
10. ITR of last two years to be submitted.
11. Register with sale tax registration certificate copy to be provided.
12. Copy of PAN card to be submitted.
13. **EVALUATION** shall be done on item-wise Total Amount F.O.R destination (at PEM Office) inclusive of all taxes & duties, freight charges, Handling & Packing charges as given in price format Annex-I
14. **PACKING AND MARKING**: Vendor shall arrange for sound packing and marking the goods to avoid any loss or damage during transit.
15. **PAYMENT**: 100 % payment shall be released after supply & acceptance of material and submission of invoice along with specified documents by the vendor.
16. **DELIVERY**: Within 15 days from the date of PO.
17. **Entry Tax**: @ 2% shall be applicable in case vendor's place of supply is outside U.P.
18. **SUBMISSION OF INVOICE**: All Invoices along with specified documents shall be submitted in duplicate, to HR-GAX Dep't. Of BHEL/PEM, BHEL, PPEI, NOIDA-201301.
19. **LIQUIDATED DAMAGES**: It is clearly understood among the parties to the contract that time is the essence of the contract. Therefore, the delivery of the items specified in the Order should be made within the stipulated delivery period. Where work is done after the stipulated period, the Purchaser shall be under no obligation to accept the works/items. However, if accepted, Liquidated Damages at the rate of 0.5% per week of delay or part thereof shall be levied on the value of works delayed limited to 10% (excluding taxes) of the total contract value, without prejudice to any other relief or compensation due to the Purchaser under any other condition of the Purchase Order.
20. **PRICE DISCREPENCY**:



- (a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price., in which case the total price as quoted shall govern and the unit price corrected accordingly.
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in the words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
- (d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- (e) Taxes and duties if not specified clearly as extra shall be considered as include in the basic price and, therefore, shall not be reimbursed.

21. **RISK PURCHASE:** Purchaser will have the option to terminate the contract and purchase from elsewhere at the risk and cost of the Vendor, either the whole or part of the goods which the Vendor has failed to deliver or despatch within the stipulated delivery period or if the same were not available, the best and the nearest available substitute thereof. The Vendor would be liable to compensate the Purchaser for any loss which the Purchaser may sustain by reason of such risk purchase, in addition to Liquidated Damages at the rate mentioned above.

22. ARBITRATION

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. Subject to 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 Noida.

23. STATUTORY VARIATION:

- i) If the rates for taxes and duties in respect of the quoted materials and/ or services assumed by the Seller/ Contractor are less than the tariff prevailing at the time of tendering, Seller/ Contractor will be responsible for such under quotations. However, if the rates assumed are higher than the correct rates prevailing at the time of tendering, the difference will be to the credit of the Purchaser.
- ii) Statutory Variations in Service Tax only on self-manufactured items/ services rendered by vendor himself on the rates prevailing at the time of delivery/ completion in comparison to the date of offer, will be to the account of the Purchaser. No other variations such as on customs duty, exchange rate, minimum wages, prices of controlled commodities, any other input etc. shall be payable by the Purchaser.
- iii) Notwithstanding the above, where the actual completion of the supply occurs beyond the period stipulated in the Order/ Contract or any extension thereof, variations referred to above, will be limited to the rates prevailing on the dates of such agreed completion periods only. For variations after the agreed completion periods, the Seller/ Contractor alone shall bear the impact for the upward revisions and for downward revisions; purchaser shall be given the benefit of reduction in taxes/duties. This will be without prejudice to the levy of penalty for delay in delivery/completion schedule.
- iv) Any new tax structure (like Goods & Services Tax) as and when implemented by the Government shall become applicable in addition to or in lieu of existing tax structure.

24. **EXTANT REGULATIONS OF GOVT. OF INDIA** will be applicable. Law of land will supersede any condition given in tender enquiry, in case of any contradiction.

25. The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendor/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL web site

<http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud as soon as it comes to their notice.

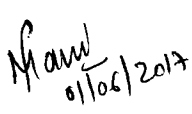
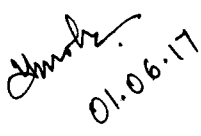
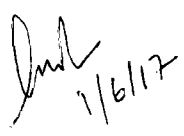
NOTE: It is presumed that the bidder has accepted all the instructions, Terms and conditions and Technical Specifications covered in this Tender Enquiry, unless the deviations are specifically indicated in the bid on a separate sheet.

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Technical Pre- Qualifying Requirements

PPC Paper- A3 & A4 size (Indent no. - PE-LPI/598 dated: 04.05.2017)

S. No.	Qualifying Requirement	Supporting documents to be submitted
1	The Bidders should have experience of supply & execution of supplying PPC paper – A3 / A4 size in last 2 years ending on 31.03.2017 to PSUs / Government departments / Ministries / Government bodies / Companies / institutions.	Copy of purchase Orders executed.

 01/06/2017	 01.06.17	 1/6/17
Chandramani Asstt. Engr. (HR-GAX)	Yuvraj Mohan Sr. Engr. (HR-GAX)	Hitesh Kumar Sr. Mgr. (HR-GAX)