

**Project Engineering  
Management**

**Bharat Heavy Electricals Limited**  
(A Govt. of India undertaking)



Enquiry No. PE-LPE/450 dtd. 25/11/19

**Due Date: 16/12/19 by 2:00 PM**

**Open Tender Enquiry**

**Subject:** Procurement of Plotter paper rolls.

**Dear Madam/ Sir,**

Most competitive rates are invited from reputed Firm/Authorized Distributor/ Authorized dealer for Procurement of Plotter paper rolls (Refer Technical Terms & Conditions, Price Format for details). 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 2:00 P.M. on or before the above mentioned due date.

**Scope of work:** Supply of Plotter paper rolls for KIP 7700 plotter as per the specifications and BOQ.

**Bid Validity:** The bid shall valid for a period of 90 days from the date of opening of offers.

**Validity of Rates:** The price quoted shall remain "FIRM" for the entire contract period.

**Delivery:** The vendor has to supply the ordered items as per the specifications within 30 days from the date of order.

**Technical PQR:** As per Annexure-I.

**LD:** In case of delay in supply of material beyond the stipulated time, penalty at the rate of 0.5 % per week of delay or part thereof shall be levied on the total value of contract limited to 10% of the total order/ contract value excluding GST.

**Payment Terms:** Submission of GST compliant invoice after receipt & acceptance of Material.

**Evaluation:** Vendor shall be asked to quote as per enclosed Price Format as Annexure-IX. Evaluation shall be done on Grand Total Amount excluding GST.

Technical Terms & Conditions, Technical PQR, Commercial Terms & Conditions, General Terms & Conditions, Details of Business, Acceptance Letter / No Deviation Certificate, Declaration, NEFT Application form, Check list & Price Format shall be as per enclosed Annexures - I to IX.

Tender 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,  
HRDI & ESI Complex,  
Plot No 25, Sector-16 A, Noida-201301 (U.P.)  
**Mob. No- 9911170053, Phone no. 0120-4213591**  
Thanking You,

  
नरेश चंद्र शर्मा / Naresh Chandra Sharma  
आचार्य (प्र. एच. ई. एल.) / Dy. Manager (P.E.L.),  
भारत भारी वैद्युत लिमिटेड / Bharat Heavy Electricals Ltd.,  
पावर सेक्टर - दिल्ली and behalf of BHEL,  
Power Sector-Project Engineering Institute,  
पीपीईआई भवन, एच आर  
PPEI Bldg, HRDI & ESI Complex,  
प्लॉट नं. 25, सेक्टर-16, नोडा-201301  
N C Sharma  
Dy. Mgr./CMM



# Bharat Heavy Electricals Limited

Power Sector – Project Engineering Management

PPEI Building, Sector - 16A, Noida

Annexure-1

## TECHNICAL TERMS AND CONDITIONS

1. **Scope:** Supply of Plotter paper rolls for KIP 7700 plotter as per the specifications and BOQ.
2. **BOQ & Specifications:** As mentioned below

| S. No. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Qty.<br>(Nos.) |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1      | <b>PAPER FOR PLOTTER</b><br><i>Specifications:</i><br>1- <b>Type of paper :</b> Plotter paper. Grade- "A" mill paper should have been used for manufacturing<br>2- <b>Suitability :</b> Shall be suitable for KIP 7700 Plotters<br>3- <b>GSM :</b> 80<br>4- <b>Size :</b> 36 inches x 100 meters<br>5- <b>Internal core diameter :</b> 76.2 ± 0.5 mm<br>6- <b>Core Thickness :</b> 8 ± 0.5 mm<br>7- <b>Visual Parameters :</b> Dust free, Wrinkle free, Cut free, Milky White<br>8- <b>Packing :</b> Water proof<br>9- <b>Markings :</b> The package shall be marked with description and size of the paper<br>10- <b>Others :</b> The paper should not tear during folding. The inner roll should not collapse during transportation | 500            |

3. **Delivery:** The vendor has to supply the ordered items as per the specifications within 30 days from the date of order.
4. **Technical Pre-Qualifying Requirements:** The vendors should meet the below mentioned criteria(s) in order to qualify for the tender -

| Qualifying Requirements                                                                                                                                                                                                     | Supporting Documents to be Submitted |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| The Bidder should have experience of similar work i.e. supply of Plotter paper rolls in last three years ending on 31.10.2019 to PSUs / Government Departments / Ministries / Government Bodies / Companies / Institutions. | Copy of order(s).                    |

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## Annexure- 'II'

### COMMERCIAL TERMS AND CONDITIONS

#### 1. BID SUBMISSION

Bids shall be submitted on or before the due date i.e. 16/12/19 by 2:00 PM 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, General 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 enclosed as per NIT.

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 Naresh Chandra Sharma / Dy.Manager (MM) & Sh I P Singh/ DGM (MM)**

**Tender Room,**

**M/s Bharat Heavy Electricals Ltd.,**

**Project Engineering Management,**

**Power Project Engineering Institute,**

**HRD & ESI Complex,**

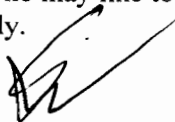
**Plot No 25, Sector-16 A, Noida-201301 (U.P.)**

**e-mail: [ncsharma@bhel.in](mailto:ncsharma@bhel.in)**

**Mob. No- 9911170053, 9818989654 Phone no. 0120-4213591, 4368749**

#### 2. BID OPENING

PART- I (Techno-Commercial Bids) will be opened at 3:00 PM on the due date 16/12/19 in the presence of bidder who may like to be present. Date and time of opening of Part - II (Price Bids) shall be communicated separately.



3. The bid shall remain valid for a period of 90 days from the date of opening of offers. No revision of prices shall be entertained after bids have been opened. Bidder shall not be entitled during this period to revoke or vary the content of bid or any terms thereof. In case of any unsolicited variation subsequent to bid opening, the bid shall be treated as "Rejected".
4. No revision of prices shall be entertained after bids have been opened.
5. Prices shall remain firm without any variation till completion of contract.
6. Illustrative leaflets giving technical details of items offered should be enclosed, wherever necessary.
7. BHEL shall be under no obligation to accept the bid and shall have the right to accept or reject bid in part or in full without assigning any reason whatsoever.
8. Late tenders will be rejected.
9. Contract value means total contract value including all taxes.
10. **SUBMISSION OF INVOICE:** GST compliant invoice by the vendor shall be submitted in duplicate, to HR-GAX Dep't. Of BHEL/PEM, BHEL, PPEI, NOIDA-201301.
11. **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 (Penalty Clause) at the rate mentioned above.

**Risk and Cost against Balance Work:**

Risk & Cost Amount=  $[(A-B) + (A \times H/100)]$

Where,

A= Value of Balance scope of Work/ Supply (\*) as per rates of new contract

B= Value of Balance scope of Work/ Supply (\*) as per rates of old contract being paid to the contractor/supplier at the time of termination of contract i.e. inclusive of PVC & ORC, if any.

H = Overhead Factor to be taken as 5

In case (A-B) is less than 0 (zero), value of (A-B) shall be taken as 0 (zero).

**12. 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 will be 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 will be 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 included in the basis price and, therefore, shall not be reimbursed separately.
13. BHEL shall be under no obligation to accept the bid and shall have the right to accept or reject bid in part or in full without assigning any reason whatsoever. BHEL also reserves the right to reject quotation without assigning any reason whatsoever. Quotation of the party which have been black-listed / debarred / banned by PSUs / kept on hold by any office of Delhi-based Divisions of BHEL during the last three years will be rejected. Late tenders will be rejected.
14. For this procurement, Public Procurement (Preference to Make in India), order 2017 dated 15.06.2017 & 28.05.2018 and subsequent orders issued by the respective Nodal ministry shall be applicable even if issued after issue of this NIT but before finalization of contract/PO/WO against this NIT. In the event of any Nodal Ministry prescribing higher or lower percentage of purchase preference and/ or local content in respect of this procurement, same shall be applicable.
- 15. TAX DEDUCTION AT SOURCE:**  
Tax shall be deducted at source from the running bills as per applicable Income Tax Rules and other statutory requirements.
- 16. TERMINATION OF CONTRACT:**  
If at any time during the currency of contract, the Contractor defaults in performance of the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice (in writing) is given to him, BHEL may, without prejudice to any other, has right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminate the contract.
- 17. FORCE MAJEURE:** Seller/Contractor shall not be responsible for delay in delivery resulting from acts/events beyond his control provided notice of the happening of any such act/event is given by the Seller/Contractor to the purchaser within 15 days from the date of its occurrence. Such acts/events shall include but not be limited to acts of God, war, floods, earthquakes, strikes, lockouts, epidemics, riots, fire or Governmental regulations superimposed after the date of order/contract.
- 18. SHORT CLOSURE OF CONTRACT:**  
BHEL reserves the right to short close the contract with 15 days' notice without assigning any reason.
19. In case of any act of default/ omission/ pilferage/ prejudice to any interest of BHEL, BHEL may take action against Contractor as per company guidelines in addition to the penalty & action explicitly mentioned in this tender document.



## GENERAL TERMS AND CONDITIONS

### Annexure- 'III'

#### 20. 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.

#### 21. 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. 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.

#### 22. SETTLEMENT OF DISPUTES

- The purchaser and the supplier shall make every effort to resolve any disagreement or dispute, arising between them under or in connection with the contract, amicably by direct negotiation.
- Dispute if any, arising out of or in respect of the contract(s) to which these conditions are applicable, is subject to the jurisdiction of the Delhi courts only.

#### **DISPUTE RESOLUTION THROUGH BHEL CONCILIATION SCHEME 2018**

- BHEL has framed the 'Conciliation Scheme 2018' shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996. The conventional methods of dispute resolution are often time consuming and costly.
- A copy of the said scheme made available on BHEL web site [http://www.bhel.com/pdf/Brief\\_Procedure\\_under\\_BHEL\\_Conciliation\\_Scheme%202018.pdf](http://www.bhel.com/pdf/Brief_Procedure_under_BHEL_Conciliation_Scheme%202018.pdf)
- Except as otherwise specifically provided in the Order/Contract, all disputes concerning questions of the facts arising under the Order/Contract, shall be decided by the purchaser, subject to written appeal by the Seller/Contractor to the purchaser, whose decision shall be final to the parties hereto.
- Any disputes or differences shall be to the extent possible settled amicably between the parties hereto, failing which the disputed issues shall be settled through arbitration.
- However, the Seller/Contractor shall continue to perform the Order/Contract, pending settlement of dispute(s).

#### 23. STATUTORY VARIATION:

- i) Statutory variation for CGST/SGST/UGST/IGST is applicable based on the Govt. Notifications on the date of service.
- ii) No other variations such as on minimum wages, prices of controlled commodities, any other input etc. shall be payable by the purchaser.

24. 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.

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**DETAILS OF BUSINESS**

The vendor shall furnish the following information along with Part-1 bid.

|     |                                                                 |  |  |
|-----|-----------------------------------------------------------------|--|--|
| 1.0 | Name of the firm                                                |  |  |
| 2.0 | Address for communication                                       |  |  |
| 3.0 | Registered Office, if any :                                     |  |  |
|     | Telephone No. (Office)<br>(Res)<br>(Mobile)<br>(Fax)<br>(Email) |  |  |
| 4.0 | Name of proprietor / partner / Director(s)                      |  |  |
| 5.0 | Name of Bankers                                                 |  |  |
| 6.0 | Copy of PAN Card to be enclosed                                 |  |  |
| 7.0 | Any other information                                           |  |  |
| 8.0 | Copy of GST certificate                                         |  |  |



**Acceptance Letter / No Deviation Certificate**

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

Or

We hereby accept all terms and conditions of the above tender except the following:

(Give reference to Clause Nos. of Terms & Conditions which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.

**Note: Any deviation specified elsewhere in the tender shall not be considered. Deviations may or may not be accepted by BHEL.**

**(Signature & seal of the contractor)**





**Annexure-VI**

**DECLARATION**

I/ We hereby declare that I / we have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / court against our firm/ partner or the company.

**(Signature & seal of the contractor)**

A handwritten signature in black ink, consisting of a stylized 'K' followed by a horizontal line.

**NEFT Application Form**

**Name of the firm/Authorized  
Distributor/Authorized:**

**Name of the Bank:**

**Address Of the Bank:**

**Company's A/c no:**

**Type of A/c:**

**IFSC CODE:**

**RTGS CODE:**

**Company's E-MAIL ADDRESS:**

**Company PAN No.:**

**Authorized Signature**

**Company Seal**

THE ABOVE DETAILS ARE TO BE SUBMITTED EITHER ATTESTED BY YOUR BANKERS OR CHEQUE LEAF DULY CANCELLED  
WITH IFSC CODE & A/C NO.PRINTED ON IT MAY BE ENCLOSED.

**Accompanying documents :**

**Cancelled cheque leaf for A/C no. & IFSC confirmation**



## CHECK-LIST (Part-I Bid)

## SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

| Sl. No. | Description of requirement                                                                         | Yes/ No / NA | Page No(s) |
|---------|----------------------------------------------------------------------------------------------------|--------------|------------|
| 1       | Copy of the PAN card.                                                                              |              |            |
| 2       | GST Registration                                                                                   |              |            |
| 3       | Commercial Terms and Conditions (Annexure-"II").                                                   |              |            |
| 4       | General Terms & Conditions (Annexure-"III").                                                       |              |            |
| 5       | Unpriced Bid Format (Annexure-"IX")                                                                |              |            |
| 6       | Details Of Business (Annexure -"IV")                                                               |              |            |
| 7       | Acceptance Letter / No Deviation Certificate (Annexure-"V")                                        |              |            |
| 8       | Declaration (Annexure-"VI")                                                                        |              |            |
| 9       | Specification (Annexure-"I")                                                                       |              |            |
| 10      | NEFT Format Duly Certified by Bank OR Cancelled Cheque with sign & seal of bidder (Annexure-"VII") |              |            |
| 11      | Check List (Annexure-"VIII")                                                                       |              |            |



| Price Format for Procurement of Plotter paper rolls |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |      |          |                    |                                        |                      | Annexure-IX                         |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|----------|--------------------|----------------------------------------|----------------------|-------------------------------------|
| S. No.                                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Unit | Qty. | HSN code | Unit rate<br>(Rs.) | Total rate (excluding<br>GST)<br>(Rs.) | GST @<br>_%<br>(Rs.) | Total Amount including GST<br>(Rs.) |
| 1                                                   | PAPER FOR PLOTTER<br>Specifications:<br>1- Type of paper: Plotter paper. Grade- "A" mill paper should have<br>been used for manufacturing<br>2- Suitability: Shall be suitable for KIP 7700 Plotters<br>3- GSM: 80<br>4- Size: 36 inches x 100 meters<br>5- Internal core diameter: 76.2 ± 0.5 mm<br>6- Core Thickness: 8 ± 0.5 mm<br>7- Visual Parameters: Dust free, Wrinkle free, Cut free, Milky White<br>8- Packing: Water proof<br>9- Markings: The package shall be marked with description and size of the paper<br>10- Others: The paper should not tear during folding. The inner roll should not collapse during transportation | Nos. | 500  | 4802     |                    |                                        |                      |                                     |
| 2                                                   | Grand Total Amount excluding GST (Rs.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |      |          |                    |                                        |                      |                                     |
| Notes:                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |      |          |                    |                                        |                      |                                     |
| i                                                   | Bidder to note that total price indicated above at Sl. no. 2 (Grand Total Amount excluding GST) shall be considered for evaluation and hence should be complete in all respect for the full scope defined and considering all terms and conditions agreed.                                                                                                                                                                                                                                                                                                                                                                                 |      |      |          |                    |                                        |                      |                                     |
| ii                                                  | Prices shall remain firm during contract execution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |      |          |                    |                                        |                      |                                     |
| iii                                                 | For any clarification please refer Specifications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |      |          |                    |                                        |                      |                                     |

