



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

भारत अणु श्रृंखला लिमिटेड

उद्योग क्षेत्र, नई दिल्ली / Industry Sector, New Delhi

मानव संसाधन प्रबंध / Human Resources Management

Ref. : ID/HR- PUR/ARC/Photopaper/2016-17

Date: 09.03.2017

Enquiry Opening Date: 30/03/2017

M/s _____

Subject:- Enquiry for finalization of Annual Rate Contract for Supply of 75 gsm A3 & A4 Size Photocopy Paper.

Dear Sir,

We are one of the leading Maharatna Public Sector Undertakings in the country and wish to invite competitive bid in two bid systems for annual rate contract for supply of Bilt Power or Century or JK or TNPL make Photo Copier Paper from a vendor who is authorized dealer in Delhi from original manufacturers with following terms and conditions. Details (size and make) of photo copier paper to be supplied are specified at Annexure - I A.

1. Bids should be submitted separately in two parts (PART-I and PART-II), in sealed envelopes super scribed with the above reference number, due date, item and nature of Bid (Un-priced or Priced).

PART-I Un-priced Bid complete with Techno-commercial Terms and Conditions in Annexure-IA with vendor's covering letter mentioning tender no, due date and item descriptions plus a sample of your photo copy paper.

PART-II Priced Bid (Only Priced –Bid) as per Annexure-IB. No other attachments shall be enclosed with price bid.

Two envelopes containing Part-I and part-II of bids separately should be enclosed in a large envelope duly sealed. Cut-out Slip (Annexure-II, super scribing with the above tender No., Due date of tender opening, Item and Vendor's name) should be pasted on the top of the envelope containing the Part-I & Part-II bids.

2. Bids complete in all respects should reach our office on or before __/03/2014 up to 14-30 Hrs. Un priced-bid will be opened at 15-30 Hrs on the same day in the presence of authorized representative of the bidders who choose to be present. The date of Priced Bid opening will be informed separately.

(1 of 3)

SIGNATURE & SEAL OF TENDERER

Dully sign this sheet as token of your acceptance of the terms and conditions and send it as a part of technical bid (part-1) of your offer.

Deepale WSL
09/3/17



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भारत ज्यूल श्रृङ्खलाचिह्न कर्मिण्ड

उद्योग क्षेत्र, नई दिल्ली / Industry Sector, New Delhi

मानव संसाधन प्रबंध / Human Resources Management

Ref. : Ref. : ID/HR- PUR/ARC/Photopaper/2016-17

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3. Only authorized dealer from Bilt Power or Century or JK or TNPL can quote for respective make paper. The annual rate contract will be done for a period of 02(two) years for supply of Bilt Power or Century or JK or TNPL make on the lowest basis. BHEL reserve the right to make any changes in the terms and conditions of purchase and reject any or all bids including those received late and or incomplete.
4. For two years the requirements for A3and A4 papers shall be is 140 Reams and 9000 Reams respectively. These are only indicative quantities however actual requirement may vary by 10% either side.
5. Period for contract shall be for 02(two) years; however BHEL have the right to extend the rate contract for further 1 year with mutually agreed basis.
6. Prices should be furnished strictly as per format for Priced Bid at Annexure-IB enclosed herewith.
7. 100% Payment will be made within 15 days from the date receipt of material at BHEL office. Prices should be inclusive of Excise Duty, Packing & forwarding charges and freight charges, except VAT. Prices shall remain firm during the contract period of 02(two) years. BHEL will not pay any duty/levy/freight charges e.t.c. extra. Any change in Taxes / Duties due to Central/State Government will be into BHEL's account.
8. Bid should be valid for at least 90 days from the date of opening of bids.
9. Successful vendor will have to supply photo copier paper within 20 days from the date of P.O .between 9-00 AM and 5-30 PM on all BHEL working days.
10. If bid-opening day falls on BHEL nonworking day, the next working day will be the opening day of the bid.
11. Any discount offered by supplier will be considered on unit rate item. Any discount related to quantity will not be considered. If you want to give any discount, please mention it in PART -I of your offer.
12. Conditional offer will be rejected.
13. BHEL reserves the right to cancel Annual Rate Contract (ARC) if
 - (i) The supplier fails to comply with the terms & conditions of ARC.
 - (ii) The supplier fails to deliver the goods in time and or replace the rejected goods promptly.

(2 of 3)

SIGNATURE & SEAL OF TENDERER

Dully sign this sheet as token of your acceptance of the terms and conditions and send it as a part of technical bid (part-1) of your offer.

Deepak Singh
09/03/17



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

भारत ज्वाळ श्रृङ्खलारचित् कर्मिण्द

उद्योग क्षेत्र, नई दिल्ली / Industry Sector, New Delhi

मानव संसाधन प्रबंध / Human Resources Management

Ref. : Ref. : ID/HR- PUR/ARC/Photopaper/2016-17

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14. Defective material to be replaced without any financial implication to BHEL immediately, failing which BHEL reserve the right to recover its cost in subsequent bills.
15. In case supplier are unable to supply photo copier paper against BHEL Purchase Order, BHEL have right to purchase from the market at supplier's risk and cost.
16. The quoted price must be written in both figure and words. In case of any discrepancy between figures and words, the rates in words shall be considered for the purpose of evaluation.
17. **Liquidated Damages for Delay in Delivery.**
In case of any delay in the execution of the Order beyond the stipulated date of delivery/delivery schedule including any extension permitted in writing, BHEL reserve the right to deduct a sum equivalent to 0.5% of the value of the delayed material for each week of delay and part there of subject to a maximum of 10% of the total value of the Order from the vendor's bills. After delay of 10 weeks, order may be cancelled.
18. No price negotiation will be held after priced opening.
19. Cost Evaluation: The evaluation shall be on L1 basis for each item.
20. The Technical & the Priced bid should be accompanied by a vendor's covering letter mentioning tender no., due date and item descriptions.
21. Vendors have to quote for both the items.
22. Any corrigendum to this tender, if issued by BHEL in future, will be uploaded on the BHEL website (www.bhel.com) & e-procurement portal of government of India (<http://eprocure.gov.in/cppp/>). Therefore, the bidders are advised to keep visiting the mentioned websites regularly. Any clarification, if required, should be sought from the undersigned.

Thanking you;

Yours faithfully,

(Deepak Wahi)

Sr. Manager (Purchase)

Encl.

- | | | |
|-------------------|--------------------------------------|-------------|
| (i) Annexure-IA | Techno-Commercial Terms & Conditions | (one Sheet) |
| (ii) Annexure-IB | Format for Priced bid | (one Sheet) |
| (iii) Annexure-II | Cut-out Slip | (one Sheet) |

(3 of 3)

SIGNATURE & SEAL OF TENDERER

Dully sign this sheet as token of your acceptance of the terms and conditions and send it as a part of technical bid (part-1) of your offer.

Deepak Wahi
09/03/17



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

भारत उष्ण श्रृंखला चिह्न लिमिटेड

उद्योग क्षेत्र, नई दिल्ली / Industry Sector, New Delhi

मानव संसाधन प्रबंध / Human Resources Management

Ref.: ID/HR- PUR/ARC/Photopaper/2016-17

Date: 09/03/2017

Annexure-IA

TECHNO-COMMERCIAL TERMS & CONDITIONS: (PART OF TECHNICAL CUM COMMERCIAL BID, PART-1 OF YOUR OFFER)

SN	DESCRIPTION OF T & C	TERMS & CONDITIONS AS QUOTED IN THIS ENQUIRY
01	SPECIFICATION	PHOTO COPIER PAPER A4 SIZE(210X297MM) 75 GSM PHOTO COPIER PAPER A3 SIZE (420X297MM) 75 GSM Brightness: 94 +/- 1% ISO, Opacity minimum: 92% ISO for both A3 & A4
02	NAME OF THE BRAND (BILT/ JK/TNPL/CENTURY) ANY ONE	A3 PAPER: A4 PAPER:
03	NAME OF MANUFACTURER	
04	DELIVERY TERMS	F.O.R. BHEL
05	PLACE OF DELIVERY	INTEGRATED OFFICE COMPLEX, LODHI ROAD, NEW DELHI-110003
06	DELIVERY PERIOD FROM THE DATE OF ORDER	Within 20 days from the P.O. date.
07	PACKING & FORWARDING CHARGES	Inclusive
08	EXCISE DUTY	Inclusive
09	CST/ VAT	Included @ _____ % (or) Extra @ _____ %
10	FREIGHT CHARGES UP TO DESTINATION	Inclusive
11	PAYMENT TERMS	100% WITHIN 15 DAYS OF DELIVERY AND ACCEPTANCE OF MATERIAL AS PER SPECIFICATION AT DESTINATION.
12	CONTACT PERSON'S NAME, E-MAIL ID, PHONE NO	
13	Any Discount	

SIGNATURE & SEAL OF TENDERER

Dully filled and signed this sheet should be sent as a part of technical bid (part-1 of your offer).

Other wise your offer will not be considered for further processing.

Deepale Wad
29/3/17



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited
उद्योग क्षेत्र, नई दिल्ली / Industry Sector, New Delhi
मानव संसाधन प्रबंध / Human Resources Management

Ref. : ID/HR- PUR/ARC/Photopaper/2016-17

Date: 09/03/2017

Annexure-IB

Format for Priced Bid

Sl No	Description	Price in Rs
1	Price for 1 no ream of Photo Copier Paper of 75 gsm, Brightness: 94 +/- 1% ISO, Opacity minimum: 92% ISO, A4 size (210x 297mm) - 500 Sheets in one Ream.	(A) -----
2	Price for 1 no ream of Photo Copier Paper of 75 gsm, Brightness: 94 +/- 1% ISO, Opacity minimum: 92% ISO, A3 size (420 x 297mm) - 500 Sheets in one Ream.	(B) -----
3	Price for 4500* nos. of ream of Photo Copy Paper of 75 gsm, A4 (210x 297mm)	(A)X9000 =
4	Price for 70* nos. of reams of Photo Copy Paper of 75 gsm A3, (420x 297mm)	(B)X140 =
5	Freight charges	Inclusive
6	VAT (----- %)	
7	Total	

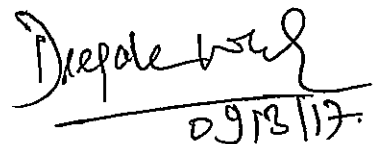
Prices should be quoted both in figures and words.

Order shall be placed on the individual lowest basis.

* The quantity mentioned is tentative quantity to be procured for evaluation purpose. Actual purchase quantity may differ. L1 will be decided on total value inclusive of freight charges and VAT. The evaluation shall be on L1 basis for each item.

Please do not attach any document with Priced Bid (part II) of your offer.

SIGNATURE & SEAL OF TENDERER


09/03/17



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भारत ज्वाय श्रृङ्खलाचिह्न लभितिएद

उद्योग क्षेत्र, नई दिल्ली / Industry Sector, New Delhi

मानव संसाधन प्रबंध / Human Resources Management

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Annexure-II

Cut-out Slip : should be pasted on the top of the envelope containing the Part-I & Part-II bids.

DO NOT OPEN - THIS IS A QUOTATION

CLIENT : M/S BHARAT HEAVY ELECTRICALS LIMITED

YOUR ENQUIRY NO. : ID/HR- PUR/ARC/Photopaper/2016-17

dated -----

ITEM : Annual Rate Contract for Photo Copy Paper

DUE DATE ----- UPTO 14-30 HRS.

TO

THE Sr. MANAGER (HR- PURCHASE)

M/S BHARAT HEAVY ELECTRICALS LIMITED

INTEGRATED OFFICE COMPLEX,

LODHI ROAD NEW DELHI-110003

Deepak Singh
09/03/17