



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/Stationery items/0997/2017-18

Date: - 22.12.2017

Submission of tender on 12.01.2018 by 11:00 AM
Due date for opening on 12.01.2018 at 11:30 AM

Subject: For supply of Stationery items

Dear Sir(s),

BHEL invites bids for Supply of Stationery items. Quotations are invited in two part bids in sealed cover with Enquiry No., Enquiry Date, Due Date of tender opening and bidders contact details legibly super-scribed on it, for the subject tender, subject to acceptance of the tender Terms and Conditions. The offer is to be submitted in two-part bid in sealed covers. The quotation should reach to the under signed at BHEL, Industry Sector, Integrated Office Complex, Lodhi Road, New Delhi-110003 by 11:00 A.M. on or before the due date (12.01.2018). BHEL will not be responsible for any delay in receipt of tender(s), sent by post / courier. 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. The tender documents consist of the following:

SI No	Description/Instructions
1.	<p>a) Terms & Conditions (Annexure-"A"). b) General Terms and Conditions (Annexure-"B") c) No deviation certificate (Annexure-"C") d) Declaration (Annexure-"D") e) Details of Business (Annexure-"E") f) Price Bid Format (Annexure-"F") g) Unpriced Bid (Annexure- "G")</p> <p><u>IMPORTANT INSTRUCTIONS TO BE COMPLIED WITH</u></p> <p>1. The offer shall be considered if submitted as per our specifications/sample otherwise no considerations will be given if it is not as per our requirement.</p>

Deepak Arora

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| <ol style="list-style-type: none">2. Vendors must go through all these Annexure carefully before submitting the bid.3. The prices must be quoted in the enclosed Price Format only.4. Delivery of goods shall be made at BHEL, Industry Sector, Integrated Office Complex, Lodhi Road, New Delhi-1100035. Payment shall be made within 20 days against acceptance of the material. No interest shall be paid in case of delay in payment. |
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The bids shall be opened on the due date of opening i.e. **12.01.2018** at 11:30 A. M. in the presence of authorized representatives of the parties who may like to be present. Please mention enquiry No., date, Supplier's No. and Quotation due date in all future correspondences. This notice for inviting the bids shall also form a part of the tender documents.

Thanking you,



(Deepak Wahi)

Sr. Manager (HR- Purchase)

Industry Sector, Integrated Office Complex, Lodhi Road, New Delhi, Phone No: 011-4179215

Terms & Conditions

1. The material shall be supplied strictly in accordance with the specifications / sample mentioned in the price format.
2. The bidders are required to submit their rates **excluding taxes** in the "Price Format" (enclosed) (Annexure F) by super scribing the tender No. and due date on an envelope. **The envelope containing unpriced bid along with other tender documents should be sealed in an envelope and the price bid format after duly filling shall be submitted in another sealed envelope. Both the two envelopes should be put in a large envelope. Each and every envelope should be super scribed with tender name, tender enquiry no. and bidder's contact details. The price bid, if not sealed in a separate envelope shall lead to cancellation of the bid. Rates shall be quoted excluding tax and should be written properly. Corrections, if any, must be counter signed. In case of any discrepancy in the values and words, the rates in words shall be considered for evaluation & lower value for ordering. The offer shall remain valid for a period of 60 days from the date of opening of Price bids or 90 days from opening of Techno-Commercial Bid.**
3. Tenders shall be received up to 11.00 AM and will be opened at 11.30 AM on the same day i.e. due date in the presence of bidders or their authorized representatives whom so ever may like to be present.
4. Delayed/ Incomplete tenders are liable to be rejected. Price bids not containing the rates in words shall be liable for rejection.
5. The Bidder should have a valid PAN card and the same should be submitted along with your bid.
6. GST, shall be paid as per Govt. rules provided copy of certificate of registration for the same is submitted with the tender documents. **Bidders without GST registered will not be allowed to take part in the tender.** GST acknowledgment no. should be submitted along with your bid.
7. Material supplied if found of inferior quality, will be rejected by us and the same must be replaced free of cost. No payment shall be made against rejected / defective supply.
8. Best efforts shall be made to release 100% payment within 20 days' time against satisfactory supply of material and submission of bill supplier through NEFT after deducting TDS etc. However, no interest shall be paid for delay in making the payments.
9. Evaluation criteria –Order shall be placed on single party who shall quote overall L-1 rates (BOQ mentioned in Price Bid Format is indicative only and the same shall be considered for bid evaluation purposes only). The overall L1 would be based on "TOTAL AMOUNT" mentioned in the Price Bid. The bidder has to quote for all the items in the price bid format. In case the bidder not quoting for all the items mentioned in price bid format, then there bid shall be rejected.
10. The decision of BHEL in evaluation of bids and/or award of contract shall be final. BHEL may accept / reject any offer without assigning any reason.
11. Bidders must have their establishment / works in NCR Delhi.

Deepak Singh

12. **Taxes and 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 payment terms) in the name of respective BHEL Office.
- b) Payment shall be made to contractor only after submission of GST complaint 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.
- c) 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.

13. **PAYMENT TERMS:**

Payment, excluding GST & notional interest thereon, shall be made through NEFT after submission of bill subjected to satisfactory performance of work. TDS (as applicable) shall be deducted at the applicable rate. No advance payment shall be made by BHEL. GST payment shall be as per Clause no. 12 mentioned above.

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

14. **Penalty Clause :**

- (i) No payment shall be made against rejected / defective supply. In addition to this, BHEL reserves the right to levy a penalty subject to a maximum of 10% of the cost of the inferior / defective quality of material supplied.
 - (ii) The required Stationery items shall be supplied within 20 days' time after placement of order. In case of supply is delayed beyond the agreed period; BHEL reserves the right to levy LD @ ½% per week of delay subject to maximum of 10% of ordered value.
15. No deviation certificate has to be submitted along with the tender. Deviations, if any, shall be mentioned only on deviation letter (Annexure- C). Deviations mentioned anywhere else in the NIT document shall not be accepted. However, deviations may or may not be accepted by BHEL.
16. 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

Deepak Verma

General Terms & Conditions

1. 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 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.

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.

2. 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.

3. 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.

4. DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any installment 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

Deepak Wadhwa

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.

Cost of the purchases/service made by the Purchaser/Service taker 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.

Deepak Wad

Annexure C

NO DEVIATION CERTIFICATE

This is to certify that our bid no. _____ dated _____ against your NIT no. _____ dated _____ for supply of Stationery items in BHEL offices

(i) Has no deviation.

OR,

(ii) Has the following deviations (Give Reference to clause nos. of terms & conditions which are not acceptable):

1.

2.

3.

4.

Date:

Authorized signatory
(With sign. & stamp)

Deepak Choudhary

Ref: - ID/ HR-Pur/Stationery items/0997/2017-18

Date: - 22.12.2017

Annexure D

DECLARATION

We hereby declare that we have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court. Also we have read and understood all the terms and conditions of this tender enquiry.

Date:

Authorized signatory
(With seal)

Deepa K. S.

DETAILS OF BUSINESS

The Contractor shall furnish the following information along with Part-1 bid for **supply of Stationery items**.

1.0	Name of the firm/Authorized Representative	
2.0	Address for communication	
3.0	Registered Office, if any :	
4.0	Location of office :	
	Telephone No. (Office) (Res) (Mobile) (Fax) (email Address) (Website Address-if any)	
5.0	Name of proprietor / partner	
6.0	Name of Bankers	
7.0	Date / year of commencement of Business	
8.0	Bidder's GST Number	

Authorized signatory
(With seal)

Deepak Wad

Ref: - ID/ HR-Pur/Stationery items/0997/2017-18

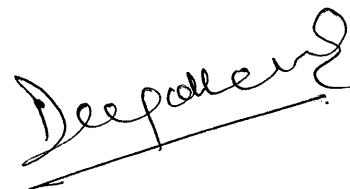
Date: - 22.12.2017

Annexure- F
(Price Bid Format)

Sl no.	Description & Specification of item	Unit	Required quantity	Rate	Price/ Value
1	Yellow Envelope A-3 Size (405 X 305 mm) with BHEL monogram and office address (bilingual) printed over it.	Nos.	3000		
2	Yellow Envelope A-4 Size (355 X 245 mm) with BHEL monogram and office address (bilingual) printed over it.	Nos.	5000		
3	Envelope Window Type (280X120 mm) with BHEL monogram and office address (bilingual) printed over it.	Box	80		
4	Envelope without Window Type (280X120 mm with 100X50 mm of window) with BHEL monogram and office address (bilingual) printed over it.	Box	100		
5	Plastic one Side Open Folder (Solo make - SP 101)	Nos.	1000		
6	Plastic Two Side Open Folder (Solo make - CH 101) with BHEL monogram and office address (bilingual) printed over it.	Nos.	3000		
7	Plastic Stick Folder (Solo make - RC 001) with BHEL monogram and office address (bilingual) printed over it.	Nos.	3000		
8	Plastic Blue Folder with BHEL monogram and office address (bilingual) printed over it.	Nos.	3000		
9	Hardboard Lever Arch File with full lever clip in A4 size in 2.5 inches height. The folders are required to have BHEL logo printed on the spine. Files shall be in three colours i.e. Green, Red and Blue with BHEL logo in white colour. The quantities of different colours are to be kept equal or as close as possible. [Approx. weight = 480 grams (\pm 5%)]	Nos.	200		
10	Separator 1-10	Set	50		
11	Separator 1-15	Set	50		
12	Separator 1-20	Set	50		

Total value in words -----

Signature of Vendor



Ref: - ID/ HR-Pur/Stationery items/0997/2017-18

Date: - 22.12.2017

Annexure- G
(Unpriced Bid Format)

Sl no.	Description & Specification of item	Unit	Required quantity	Rate	Price/ Value
1	Yellow Envelope A-3 Size (405 X 305 mm) with BHEL monogram and office address (bilingual) printed over it.	Nos.	3000		
2	Yellow Envelope A-4 Size (355 X 245 mm) with BHEL monogram and office address (bilingual) printed over it.	Nos.	5000		
3	Envelope Window Type (280X120 mm) with BHEL monogram and office address (bilingual) printed over it.	Box	80		
4	Envelope without Window Type (280X120 mm with 100X50 mm of window) with BHEL monogram and office address (bilingual) printed over it.	Box	100		
5	Plastic one Side Open Folder (Solo make - SP 101)	Nos.	1000		
6	Plastic Two Side Open Folder (Solo make - CH 101) with BHEL monogram and office address (bilingual) printed over it.	Nos.	3000		
7	Plastic Stick Folder (Solo make - RC 001) with BHEL monogram and office address (bilingual) printed over it.	Nos.	3000		
8	Plastic Blue Folder with BHEL monogram and office address (bilingual) printed over it.	Nos.	3000		
9	Hardboard Lever Arch File with full lever clip in A4 size in 2.5 inches height. The folders are required to have BHEL logo printed on the spine. Files shall be in three colours i.e. Green, Red and Blue with BHEL logo in white colour. The quantities of different colours are to be kept equal or as close as possible. [Approx weight = 480 grams (\pm 5%)]	Nos.	200		
10	Separator 1-10	Set	50		
11	Separator 1-15	Set	50		
12	Separator 1-20	Set	50		

NOTE: Bidders have to write 'Q' (quoted) in all the blank cells against which they are quoting.

Authorized signatory

(With seal)

Deepak Gwal
22/12/17

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| <ol style="list-style-type: none">2. Vendors must go through all these Annexure carefully before submitting the bid.3. The prices must be quoted in the enclosed Price Format only.4. Delivery of goods shall be made at BHEL, Industry Sector, Integrated Office Complex, Lodhi Road, New Delhi-1100035. Payment shall be made within 20 days against acceptance of the material. No interest shall be paid in case of delay in payment. |
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The bids shall be opened on the due date of opening i.e. **12.01.2018** at 11:30 A. M. in the presence of authorized representatives of the parties who may like to be present. Please mention enquiry No., date, Supplier's No. and Quotation due date in all future correspondences. This notice for inviting the bids shall also form a part of the tender documents.

Thanking you,



(Deepak Wahi)

Sr. Manager (HR- Purchase)

Industry Sector, Integrated Office Complex, Lodhi Road, New Delhi, Phone No: 011-4179215