



BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
PIPING CENTRE, MATERIAL MANAGEMENT
80, Gopathy Narayanaswamy Road, T.Nagar, Chennai – 600 017.

Phone: 044-2816 1965
Email: poongkodi@bhel.in

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501900006	03.06.19
	DUE DATE FOR QUOTATION – 14.06.19	
	THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER	

Suppliers Are Requested To Go Through Terms & Conditions Before Submission of Offers.

Sl. No.	Material Code	Description & Specification	Unit	Qty.	DELIVERY SCHEDULE		
					Qty.	Date	Remarks
1		Supply of Visiting Cards (Back to Back Printing - Bilingual) for a Period of 2 Years Qty – 500 Boxes (100 Cards in Each box)	Boxes	500	One week		

Encl. to Enquiry:

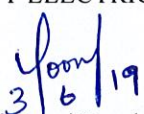
1. Important Information to Bidders 2. Commercial terms and Un-Priced Format 3. Price Format

Dear Sirs,

Please submit your lowest quotation in triplicate, subject to our terms and conditions overleaf, for the above materials, so as to reach us on or before the due date by 2 P.M. Tender box is located on 2nd floor (purchase department), BHEL Piping Centre and those bidders handing over the bids in person are required to deposit their bids directly in the tender box after putting date seal available in purchase department.

- Quotations will be opened at 2-30 P.M. on the due date in camera/In the presence of the tenderers who may like to be present.
- Price should be "Net" FOR destination inclusive of risk in transmit and remain valid for 120 days from the due date. If any Sales tax and Excise duty are payable as extra to the quoted price the percentage of the same should be specifically stated in the quotation failing which the purchaser will not be liable for payment of Sales Tax / Excise Duty. **GST No. 33AAACB4146P2ZL.**
- If the enquired items are coming under D.G.S & D rate contract, please indicate the rate contract prices duly sending a copy of the rate - contract along with your offer.
- No revision of prices will be entertained after tenders are opened.
- Manufacturers name, brand name trademark or patent No. if any should be specified. Illustrate leaflets giving particulars are required along with quotation wherever necessary.
- Products with I.S.I. certification marks will be preferred.
- The purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject in part or full without assigning any reason whatsoever.
- Late tenders are liable to be rejected.
- Any deviations to the enquired technical and commercial conditions shall be clearly indicated in the covering letter of the quotation.

Yours faithfully,
For BHARAT HEAVY ELECTRICALS LIMITED


Sr. Engineer / Purchase

पूंगोडी. वि / POONGKODI. V
वरिष्ठ अभियन्ता / क्रय / Sr. Engineer / Purchase
बी एच ई एल, पाईपिंग सेन्टर / BHEL, Piping Centre
टी. नगर, चेन्नई / T. Nagar, Chennai

TERMS AND CONDITIONS

1. **QUOTATION:** This tender is a **TWO PART** bid, i.e., technical bid and price bid are to be enclosed in two separate envelopes and sent in one larger envelope with tenderer's distinctive seal and super scribed with correct tender No., Item of supply and due date of opening. Tenders should be free from **CORRECTIONS AND ERASURES:** Corrections if any, must be attested. All amounts shall be indicated both in words as well as figures. Where there is a difference between amount quoted in words and figures, amount quoted in words shall only be considered.
2. **TERMS OF PAYMENT:** 100% Payment after receipt and acceptance of material.
3. **PREFERENTIAL DELIVERY:** It is noted, if a contract is placed on a higher tenderer as a result of this invitation to tender in preference to the lowest acceptable offer in consideration of the earlier delivery, the seller will be liable to pay to the purchaser the difference between the contract rate and that of the lowest acceptable tender on the basis of final price F.O.R. Destination, including all elements of freights, sales tax, duties and other incidentals in case of failure to complete supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the contract.
4. **LIQUIDATED DAMAGES:** It is clear among the parties of the contract that time is the essence of the contract. Therefore, the delivery of the goods specified, in the purchase order should be made within the time limit prescribed. Where the seller supplies or dispatches the goods beyond the delivery period specified, the purchaser will have no obligation to accept the goods if accepted liquidated damages, at the rate of 0.5% of the value of goods delayed for each week of delay or part thereof subject to a maximum of 10% of the undelivered portion will be levied without prejudice to any other relief or compensation due to the purchaser under any other condition of this contract.
5. **GENERAL:** Any other conditions, which might have been quoted by the seller and are in contravention to the terms prescribed in the order and which have not been specifically accepted in by the purchaser will not be applicable to this contract.
6. **PURCHASE PREFERENCE TO MSE VENDORS:** In case the supplier belongs to MSEs (Micro Small Enterprises), Registration copy in this respect shall be submitted along with the offer. Further if MSEs are owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs the same may be intimated.

The following are the benefits for the MSEs:-

- Purchase preference for local MSE's quoting in the tender has been increased from 20% to 25%.
- Within the 25% reservation for local MSE's, 3% reservation will be applicable for women owned MSE's and 6.25% reservation will be applicable for MSE's owned by SC / ST.
- If the quantity is not-divisible, L1 rate shall be counter offered to eligible MSE supplier who fall within price band of L1 + 15%. On acceptance, entire quantity shall be ordered on MSE supplier.

Document to be submitted as proof of MSE.

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested / notarized copies (by a Gazetted officer) of anyone of the following documents along with copy of UAM certificate-

- Valid EM II certificate having deemed validity (5 years from the date of issue of acknowledgement in EM II).
- Valid NSIC certificate.
- Copy of CA certificate (in BHEL's standard format) applicable for the relevant financial year (latest audited).

Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of Two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders.

No benefit shall be applicable for the Enquiry if any deficiency in the above required documents are not submitted before price bid opening. However, credentials of all MSE suppliers will be verified before considering the intended benefits for MSE suppliers at the time of tender evaluation.

3/6/19
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टी नगर, चेन्नई / T. Nagar, Chennai

IMPORTANT INFORMATION TO BIDDERS

1. **The tender will be operated on two part bid basis i.e. (I).Techno-Commercial Bid & (II).Price Bid.** Sample should be submitted along with Techno-Commercial Bid where sample is insisted in the Enquiry, if sample is not received for the Enquiry where BHEL is insisted, that offer will be summarily rejected. If sample is insisted in the enquiry, then the sample should be super scribed with the enquiry sl. no for identification and evaluation. Samples without the identification will not be considered and offer will be rejected
2. **Techno-Commercial Bid:** Containing commercial terms, delivery terms, delivery schedule, validity of offer, payment terms (except price details), GST Percentage, HSN Code, Acceptance for LD clause, etc. as per ANNEXURE-A **(submitted in your company letter head)** shall be put in a cover (1) and super scribed as “Techno-Commercial Bid” for Enquiry No:Dt:Due Dt.:
3. **Price Bid:** Containing the price details shall be put in a separate cover (2) and superscribed as “Price Bid “for Enquiry No:Dt:Due Dt.: as per ANNEXURE –B **(submitted in your company letter head)**
4. You are requested to put the above two envelopes (Techno-Commercial Bid & Price Bid) inside a separate larger sealed envelope and this envelope shall be super scribed as “Techno-Commercial Bid and Price Bid” for Enquiry No:Dt:Due Dt.:

Your Quotations should be sent to:

**SR. ENGINEER / PURCHASE
BHEL PIPING CENTRE
PURCHASE DEPARTMENT
NO. 80, GN ROAD (II FLOOR)
T.NAGAR, CHENNAI-600 017.**

5. The printing and supply of visiting cards shall be in **300 GSM, 55 mm X 92 mm.**
6. The printing and supply of visiting cards shall be as per **the sample card provided by BHEL only. Vendors should collect the sample from BHEL – PC, Chennai office in advance** in order to quote accordingly.
7. The cards shall be printed in back-to-back fashion in three languages, English, Hindi and Tamil as informed by BHEL. There may be minor changes like addition of extra phone number, e-mail id etc., in the visiting card format during actual requirement to vendor. The same shall be executed without any extra cost or compromise in quality.
8. After receipt of request of visiting card, vendor shall submit the proof via e-mail on the same day. After approval of proof, visiting card shall be supplied within one week.
9. The indicated qty of 500 boxes is only tentative in nature. Actual requirement shall be communicated as and when required by BHEL.
10. The contract shall be completed at the end of 500 boxes, or at the end of two years, whichever is earlier.

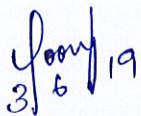
11. BHEL may terminate the contract at any point of time, with one month's notice to the vendor. Payment shall be done for any supply of visiting card upto the date of termination.

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12. Your offer should strictly confirm to our requirement. Prices and applicable taxes (GST) should be indicated clearly without any corrections.
13. Organization Information like **PAN, GSTIN** numbers shall also be furnished.
14. The validity of the offer should be Minimum of 60 days.
15. The quoted price shall be “FIRM” till the completion and execution of the work.
16. **Last date of submission of offer is 14.06.19, 14:00 hrs.** Bids submitted after the deadline will not be entertained.
17. **The bid opening date is 14.06.19, 14:30 hrs.**
18. **PRICES ARE TO BE SUBMITTED IN BHEL PRICE FORMAT ONLY.**
19. **Material will be accepted by BHEL only after inspection. If the material does not match BHEL requirement, the same has to be replaced free of cost.**

For any clarifications, kindly contact us. Please keep your offers free from any errors which may otherwise lead to rejection of your offer.

The bidder along with its associate / collaborators / sub-contractors / sub-vendors / consultants / service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.

 3/6/19

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ANNEXURE –A

COMMERCIAL TERMS CONFIRMATION REQUIRED FROM THE SUPPLIERS (TO BE SUBMITTED IN COVER NO: 1)

SL NO	DESCRIPTION	BHEL REQUIREMENTS	SUPPLIER CONFIRMATION/DEVIATION (STRIKE OUT WHICHEVER IS NOT APPLICABLE)
1	VALIDITY	60 Days from Date of technical bid opening	ACCEPTED/NOT ACCEPTED
2	PRICE QUOTED SHOULD BE INCLUSIVE DELIVERY TO BHEL PIPING CENTRE STORAGE AREA	FOR –BHEL PIPING CENTRE, NO. 80, G.N. ROAD, T. NAGAR CHENNAI - 17	ACCEPTED/NOT ACCEPTED
3	HSN CODE	SUPPLIER HAS TO MENTION	
4	DEIVERY SCHEDULE	Within 1 week from intimation of requirement	ACCEPTED/NOT ACCEPTED
5	PAYMENT TERMS	As per Clause 2 of Terms and Conditions of the Enquiry (Two Part Bid)	ACCEPTED/NOT ACCEPTED
6	LD CLAUSE	As per Clause 4 of Terms and Conditions of the Enquiry (Two Part Bid)	NON DEVIATABLE
7	CONTACT PERSON DETAILS	NAME: MOBILE NO: EMAIL :	TO BE FILLED BY VENDOR COMPULSORY
8	MSE CERTIFICATION	To be attached	ATTACHED / NOT ATTACHED

UNPRICED FORMAT (TO BE SUBMITTED IN COVER NO: 1)

Sl.No.	Item Descriptions	Qty in Box	GST in %
1	Supply of Visiting Cards (Back to Back Printing) for a Period of 2 Years (100 Cards in Each box)	500	

We agree to all terms and conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)

3/6/19

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ANNEXURE –B
PRICE FORMAT
(To be submitted in cover #2 with Covering Letter)

Enquiry No. 4501900006 / 03.06.19

Estimated Qty for 2 Years – 500 Boxes

Sl.N o	Item Description	<u>Rate per Box</u> (Each Box Containing 100 Cards)
1	Supply of Visiting Cards (Back to Back Printing) for a Period of 2 Years (100 Cards in Each box)	

We agree to all terms and conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)

3/6/19

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