



**BHARAT HEAVY ELECTRICALS LIMITED**

Phone: 2816 1380

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

PUR 002/01

80, Gopathy Narayanaswamy Road, T.Nagar, Chennai – 600 017.

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501400014	16.08.14
NAME OF SUPPLIER :	DUE DATE FOR QUOTATION – 22.08.2014	
	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
01		Stationery Items  As Per Annexure Enclosed Price Bid format Should be Compulsory Filled in and Sent as Offer					14 days

Encl. to Enquiry:

1. Important information to Bidders

2. 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.

1. 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.
2. Price should be nett FOR destination inclusive of risk in transmit and remain valid for 120 days from the due date.
3. 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. Our T.N.G.S.T.No.3560005/dt.1-4-95, C.S.T.No.239383 dt.11-6-91.
4. 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.
5. No revision of prices will be entertained after tenders are opened.
6. Manufacturers name, brand name trademark or patent No. if any should be specified. Illustrate leaflets giving particulars are required along with quotation wherever necessary.
7. Products with I.S.I.certification marks will be preferred.
8. 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.
9. Late tenders are liable to be rejected.
10. Any deviations to the enquired technical and commercial conditions shall be clearly indicated in the covering letter of the quotation.

Yours faithfully,

For BHARATH HEAVY ELECTRICALS LIMITED

*[Signature]*  
16/8/14  
Manager / Purchase

**M. THANGARAJ, M.I.E., M.B.A., M.S.**  
Manager / Purchase  
Pipes, Electrodes Transport Bills  
ICT Products & AMC  
BHEL / Piping Centre  
T. Nagar, Chennai - 600 017

## TERMS AND CONDITIONS

1. **QUOTATION:** Each tender should be sent in sealed cover with tenderer's distinctive seal and superscribed 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 shall prevail.

2. **TERMS OF PAYMENT:** Payment will be made after receipt and acceptance of material.

3. **RISK PURCHASE:** Alternatively the purchaser at this option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clause 6 above.

4. **PREFERENTIAL DELIVERY:** It is noted if a correct 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.

5. **LIQUIDATED DAMAGES:** It is clearly among the parties to 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 ½% of the value of goods delayed for each week of delay or part thereof subject to a maximum of 10% of the order value will be levied without prejudice to any other relief or compensation due to the purchaser under any other condition of this contract.

6. **GENERAL:** The purchaser reserves the right to split up the tender and place order for individual terms with different tenderers and also increase the quantity.

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.

**IMPORTANT INFORMATION TO BIDDERS**

1) This tender is a **SINGLE PART bid, i.e, only price bids shall be sent.**

The above bid shall be sent in a sealed envelope and duly superscribed as follows :-

“Enquiry No: 4501400014 / 16.08.2014, Tender opening date : 22.08.2014”

It shall be addressed to the following:-

To.

Manager / Purchase, Pipes & Misc.  
Bharat Heavy Electricals Limited,  
Piping Centre,  
80, G.N. Road, T.Nagar,  
Chennai – 600 017.  
Phone: 2816 1380.


- 2) Your offer should be strictly conform to our requirement. Prices and applicable taxes should be indicated clearly without any corrections.
- 3) **YOUR PRICES SHALL BE INDICATED IN THE GIVEN BHEL PRICE FORMAT SENT ALONG WITH THE ENQUIRY ONLY. PRICES INDICATED IN ANY OTHER FORMAT SHALL NOT BE ACCEPTED.**
- 4) Organisation Information like PAN number, TIN number, CST number, etc shall also be furnished.
- 5) The validity of the offer should be Minimum of 60 days.
- 6) The quoted price shall be “FIRM” till the completion and execution of the work.
- 7) The material to be delivered to the above mentioned address.
- 8) **BIDDERS SHALL SUBMIT THEIR PRICES FOR EACH AND EVERY ITEM. EVEN IF ONE ITEM IS NOT QUOTED BY THE BIDDER, THEIR OFFER WILL BE REJECTED.**
- 9) **ORDER WILL BE AWARDED BASED ON THE TOTAL VALUE OF ALL THE ITEMS, INCLUDING ALL TAXES AND DUTIES.**
- 10) The delivery shall be 14 days from the date of PO. Earlier delivery would be preferable.
- 11) Last date of submission of offer is **22.08.2014, 14:00 hrs.** Bids submitted after the deadline will not be entertained.
- 12) The bid opening date and time is **22.08.2014, 14:30 hrs.**
- 13) Your quote should be on FOR-BHEL/PC basis, i.e, your quotation should also include the transportation cost upto our office.
- 14) **For any clarifications, kindly contact us at the above mentioned contact details. Kindly keep your offers free from any errors, which may otherwise lead to rejection of your offer.**

M. THANGARAJ. M.I.E., M.B.A., M.S.  
Manager / Purchase  
Pipes, Electrodes Transport Bills  
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Manager / Purchase

## PRICE BID FORMAT

SL.No.	Description	Qty.	Unit	Price for FULL Qty, excl. taxes	Taxes in %age	Total Amount for FULL Qty, incl. taxes
1	MAX 10 Staples	288	Pkt			
2	Max 10 Stapler	64	NO			
3	Kangaroo HD 45 Stabler	48	NO			
4	Kangaroo 10 Stabler	30	NO			
5	Sanyo Nylon Rubber Band Big Size	15	KG			
6	Yellow Cloth	325	NO			
7	Wonder Brown Tape 1/2"	17	NO			
8	Cello Lique Flow Pen Blue	56	NO			
9	Cello Lique Flow Pen Black	32	NO			
10	A4 Size Thick Partition Cards Colour (Red, Yellow, Orange)	550	NO			
11	Tag Files Colour	250	NO			
12	KDL Box Files With Steel Clip	210	NO			
13	Paper Weight Rubber	80	NO			
14	Uni Correction Pen	92	NO			
15	Stabler Pin Remover	35	NO			
16	AS 30 Pelican Eraser Big Size Eraser	120	NO			
17	Plastic Files	70	NO			
18	Plastic Folders	70	NO			
19	3" Wonder Brown Tap	17	NO			
20	Plastic Scale 1 Ft	60	NO			
21	Faber Castle Highlighter Pen (Yellow, Green, Orange)	90	NO			
22	Sticky Slips 3"x 3" (75x75mm)	20	NO			
23	Scissor - Medium	35	NO			

  
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23	Scissor - Medium	35	NO			
24	AA Size EverReady Battery For Wall Clock	52	NO			
25	Glue Stick Kores 15 grms	140	NO			
26	Binder Clip 25 mm	28	PAC			
27	Natraj Eraser	115	NO			
28	Wonder Cello Tape 1/2"	12	NO			
29	Pencil Apsara Gold	140	NO			
30	Note Books Ruled 192 Pages	112	NO			
31	Glue Stick Kores 8grms	40	NO			
32	Reynolds Racer GEL-II (BLUE)	170	NO			
33	Stamp Pad Medium Size (VIOLET)	10	NO			
34	10 Rupees Pen	70	NO			
35	Punching Machine DP 600	12	NO			
36	Student Note Book - 192 pages - Unruled	22	NO			
37	Sticky Slips 75x100mm	12	NO			
38	0.6 GL Ball Point Pen	24	NO			
39	White Board Marker Pen (Black, Red, Blue)	6	NO			
40	Stamp Pad Blue	3	NO			
41	Reynolds Gel Pen (RED)	150	NO			
42	Reynolds Ball Pen (BLUE)	50	NO			
43	Pencil Apsara B DRG	100	NO			
44	Pencil Lead 0.5 mm Steadler/Camlin	80	NO			
45	AAA Size Battery	30	NO			
46	Stamp Pad Medium Size (GREEN)	5	NO			
47	Rotring Push Pencil 0.5	5	NO			

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48	Stapler Pin 24/6	2	BX			
49	Gem Clip Plastic Colour	50	PAC			
50	A4 Size Scribbling Pad	10	NO			
51	Add Gel - Red Pen	10	NO			
52	Writing Exam Pad / SUNMICA / BIG	5	NO			
53	Urgent Ordinary File	10	NO			
54	Apsara Platinum Pencil	65	NO			
55	Student Classmate Note Book Ruled - 172 Pages (Softbound)	65	NO			
56	Reynolds Racer Gel (Blue) Water Proof Ink	65	NO			
57	Reynolds Racer Gel (Black) Water Proof Ink	65	NO			
58	Natraj Sharpener	65	NO			
59	Sticky Slips 2"x3"	10	NO			
60	Luxzer Sketch Pen Set	10	Set			
61	Permanent Marker Black Colour	10	NO			
62	Wonder Brown Tape 2"	10	NO			
63	Stamp Pad Blue Ink - 100ml	2	NO			
64	Dustbin-Waste Paper Basket	30	NO			
65	Add Gel Pen Blue	10	NO			
66	Add Gel Pen Black	10	NO			
67	Reynolds Ball Pen (BLUE)	10	NO			
68	Kangaroo Heavy Duty Stapler 12/17	1	NO			
69	Room Spray ( Lemon Flavor)	10	NO			
70	Reynolds Jetter Numatic - Blue	30	NO			
71	1 Qr. Note 180 Pages Classmate Unruled (Softbound)	30	NO			
72	Paper Cutter small	5	NO			



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73	Cello Tape 1" white	25	NO			
74	Gem Clip Steel	30	PAC			
75	Binder Clip 15mm	2	PAC			
76	Binder Clip 19mm	2	PAC			
77	Binder Clip 32mm	2	PAC			
78	DVD - RW	50	NO			
79	16 GB Pen drive	2	NO			
80	Sony DVD - R	200	NO			
81	Scientific Calculator CASIO FX - 991	3	NO			
82	Wireless Mouse (Microsoft/Logitech)	1	NO			
83	Wireless Keyboard (Microsoft/Logitech)	1	NO			
<b>Total Amount for all items</b>						

- Note - i) Even if a single item is not being quoted by the vendor, their offer shall be rejected.  
ii) Ordering shall be based on the total amount for all items.  
iii) VENDOR TO QUOTE STRICTLY IN THIS FORMAT ONLY.



(VENDOR SEAL AND SIGNATURE)

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