



Bharat Heavy Electricals Limited
(Seamless steel Tube Plant)
Tiruchirappalli – 620014, TAMIL NADU, INDIA

TITLE: SUPPLY OF COMPUTER STATIONERY	Phone: +91 431 257 8480 +91 431 257 8419 Email : neerajxalxo@bheltry.co.in Web : www.bhel.com
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Reference Number: 9931354E	Date: 22.02.2014	Due date for submission of application: 15.03.2014
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A. BHEL/SSTP, Trichy is looking for vendors to supply Despatch Advice Note as per Tender documents attached.

B. Important Note to New Vendors

The new vendors will be required to furnish the following documentary proof/ information along with their offers:

1. Certificate of registration (copy of certificate to be submitted).
2. Banker's information (copy of bank pass book first page to be submitted).
3. MSME vendor certificate (if applicable).
4. Address of your organization (complete postal address with PINCODE).
5. Contact person's Phone No. /Mobile No. / FAX No. /E-mail ID.
6. Statutory documents – VAT / TIN / EXCISE REGISTRATION / CST REGN / SERVICE TAX REGISTRATION etc. (copy to be furnished)
7. NSIC/SSI Certificate (if applicable)
8. ISO Certificate (if applicable)
9. Experience certificate as proof of supply of similar items to any Govt. agencies / PSU / Organisations (copy of PO's to be furnished).
10. Audit Report/ IT Return (if applicable)
11. Agency agreement with manufacturer (if applicable)
12. Partnership Deed (if applicable).

If the new vendors fail to submit the above documentary proof/information, their offers will not be considered for this enquiry.


22/02/14
Purchase Officer/SSTP
Phone: 0431-257 8480.
Mail: neerajxalxo@bheltry.co.in



BHARAT HEAVY ELECTRICALS LTD.
 (A GOVERNMENT OF INDIA UNDERTAKING)
 SEAMLESS STEEL TUBE PLANT
 TIRUCHIRAPPALLI - 620 014.
 TAMIL NADU.

PHONE : 0431-2578480,
 2578547,2578428,
 2578406
 FAX : 0431-2520464/383

TIN : 33243560005
 CST No. 239383
 Dated 11.06.1991

PURCHASE ENQUIRY

VENDOR CODE 19463	ENQUIRY NUMBER 9931354E	ENQUIRY DATE 22/02/2014	ENQUIRY DUE DATE 15/03/2014	No.OF ITEM 01
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Office Copy

- IMPORTANT POINTS :**
1. Tender Closing Time - 14.00 Hrs.
 2. Tender Opening Time - 15.00 Hrs.
 3. Tender should be submitted in a sealed cover, duly indicating enquiry No., Enquiry date & Enquiry Due Date on the cover.
 4. Offer(s) received through Courier Services after 14.00 Hrs. on Enquiry Due Date not be considered.
 5. Late Tender (s) is/are liable for rejection.
 6. Other(s) shall be valid for 60 days from Enquiry Due Date.
 7. Offer(s) in Vendor's Letter-Head shall contain.
 - a. Offer No. and Date
 - b. Delivery Period
 - c. Delivery Terms
 - d. Payment Terms
 - e. Excise Duty with Tariff Heading Sales Tax (against form-XVII/Form-C), etc.
 - f. Excise Regn. No. and SSI Regn. No.

Kindly arrange to submit your **COMPETITIVE OFFER** for the following item(s).
 If you are not in a position to submit your Offer, kindly arrange to send your **REGRET LETTER**.

THIS IS ONLY A REQUEST FOR OFFER AND NOT AN ORDER

Sl.No.	BHEL Material Code and Description	Unit	Requirement		
			Quantity	Delivery	
01	<p>BHEL Material Code : SP7874900103 ----- Name of format:DESPATCH ADVICE NOTE.</p> <p>Form index No.S49-001/C Size:A4 - 12"x 9"x 3ply. Quality of paper: 47 GSM for all 3 pages. Colour of printing:1st copy-Black, 2nd copy-Green,3rd copy-Brown. Printing: Single side printing. Mode of binding:Continuous running Computer stationary. No.of copies per set:3 copies. Special Instructions:</p> <p>1.BHEL Emblem with Form Index No.S49-001/C must be printed in left top corner.</p> <p>2.Since usage of forms as Sets alignment should be proper.</p>	Set	01	7000.000	21/04/2014
	<p>Foot Note :: ----- 1. Tender is floated on TWO PART BID. Tenderers are requested to submit the offer in TWO PART only: A. Part-I .. Technical & Un-Priced Commercial Bid B. Part-II .. Price Bid. Kindly refer to the attached Annexure-A for submission of offer.</p> <p>2. Materials are to be supplied as per enclosed sample only. Proof is to be approved by BHEL/SSTP before bulk supply is made.</p>				

IMPORTANT NOTE :

1. Delivery Terms : "Free Delivery at BHEL-SSTP STORES" is preferable.
2. Payment Terms : 100% payment within 45days after receipt and acceptance of materials by BHEL"
3. Terms and Conditions of Tender : Please see reverse.
4. The Technical Requirements / Specification Details / Quality Requirements/Commercial Terms & Conditions are clearly furnished in the Tender. If Deviation(s) is/are not explicitly brought out in the Offer, it will be construed that the Tenderer is complying with the requirement of BHEL in full without any deviation(s).

For and on behalf of
BHARAT HEAVY ELECTRICALS LTD.

[Signature]
 22/02/14
PURCHASE EXECUTIVE



BHARAT HEAVY ELECTRICALS LTD.
 (A GOVERNMENT OF INDIA UNDERTAKING)
 SEAMLESS STEEL TUBE PLANT
 TIRUCHIRAPPALLI - 620 014.
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PHONE : 0431-2578480,
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TIN : 33243560005

CST No. 239383
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PURCHASE ENQ

VENDOR CODE 19463	ENQUIRY NUMBER 9931354E	ENQUIRY DATE 22/02/2014	ENQUIRY DUE DATE 15/03/2014	No. OF 01
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Office Copy

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 - a. Offer No. and Date
 - b. Delivery Period
 - c. Delivery Terms
 - d. Payment Terms
 - e. Excise Duty with Tariff Heading Sales Tax (against form-XVII/Form 75)
 - f. Excise Regn. No. and SSI Regn. No.

Kindly arrange to submit your **COMPETITIVE OFFER** for the following item(s).
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THIS IS ONLY A REQUEST FOR OFFER AND NOT AN ORDER

Sl.No.	BHEL Material Code and Description	Unit	Requirement	
			Quantity	Deliv
	<p>3. Delivery Terms - Door delivery with minimum delivery period.</p> <p>4. Payment Terms - 100% direct payment after 45 days from the date of receipt and acceptance of materials by BHEL/SSTP. Any deviation in the above payment term will attract loading @ Prime lending rate of SBI (as applicable on the date of tender opening) + 6% for the period of relaxation sought by suppliers.</p> <p>5. Liquidated damages shall be 0.5% of the total order value per week or part thereof subject to a maximum of 10% of the total order value. Any deviation from the above LD clause, loading will be applied to the extent to which it is not agreed by the bidder (at offered value).</p> <p>6. MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Two years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with CA certificate (Format enclosed) applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents.</p>			

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3. Terms and Conditions of Tender : Please see reverse.
4. The Technical Requirements / Specification Details / Quality Requirements/Commercial Terms & Conditions are clearly furnished in the Tender. If Deviation(s) is/are not explicitly brought out in the Offer, it will be construed that the Tenderer is complying with the requirement of BHEL in full without any deviation(s).

For and on behalf of
BHARAT HEAVY ELECTRICALS LTD.

[Signature]
 22/02/14
PURCHASE EXECUTIVE

REGISTERED OFFICE : BHEL HOUSE, SIRI FORT, NEW DELHI - 110 049.



S 49-001/C

BHARAT HEAVY ELECTRICALS LIMITED
SEAMLESS STEEL TUBE PLANT.
TIRUCHIRAPPALLI - 620 014

DESPATCH ADVICE NOTE

DAN NO. :
DATE :
C. NO. :
TOT. LENGTH
TOT. WEIGHT
M
Kg.

CODE

CONSIGNEE'S ADDRESS

Page of

Ship Cont. No.

Customer P.O. No. & Date

OA No. & Date

Tot. Bdls. :
Tot. Items :

WAGON/LORRY NO.

PLA No. : Ex. INV. No. :
From : To :

Insurance

Way Bill No. & Date

Sl.	Shop Order	Specn.	GR	OD mm	WT mm	Length mm	Item mm	Nos.	Total Length	Weight Kgs.	MELT No.	T.C. No.	No. Bdl.	FTTC No.

CST Reg. No. 239383 Dt. 11.06.91

TIN No. : 33243560005 : TNGST Reg. No. : 3560005 Dt. : 01.04.95

CE Reg. No. 2/92 (Iron or Steel Product)

CC/Consignee
Accounts

Annexure-A

Important Note to Tenderers

This Tender is floated on TWO-BID System. Tenderers are requested to submit their offers in TWO-BIDS (Part I: Un priced bid and Part II: Price Bid) separately in a sealed cover as follows.

1. **Part I: UN PRICED BID:** (Complete with technical & Commercial conditions as per enquiry including un priced copy of price schedule i.e. identical to part II with prices blanked and replaced by "Quoted")
The Tenderer should confirm their acceptance / comments to each and every clause of Annexure-A to Enquiry along with other commercial Terms & Conditions of Tender. In case any deviation is taken by the Tenderer from the Tender requirements, it is to be clearly indicated in the offer with reference to the particular clause. If such deviations are not explicitly indicated in the offer, it will be construed by BHEL that the Tenderer is complying with Annexure Clause(s), Commercial terms & conditions and other conditions in full. Any such non-compliance on these points, if raised / highlighted by the Tenderer, after opening the Price Bid, it will not be accepted by BHEL and the tender evaluation will be done based on the original offer submitted by them.
2. **Part II: PRICE BID:** Price (with break-up details wherever required) alone to be indicated. Price bid shall **not** contain any technical and commercial details.
3. **Both Un priced Bid and Price Bid is** to be submitted in a single envelop before 14.00 hours (Indian Time) on tender Due Date.
4. The **Unpriced Bid** shall be put in a separate sealed cover superscribed with Tender number, Tender Date & Tender Due Date and also the cover should be clearly marked with "**UNPRICED BID**".
5. The **Price Bid** shall be put in a separate sealed cover superscribed with Tender number, Tender Date & Tender Due Date & the cover should be clearly marked with "**PRICE BID**".
6. Both the individually enveloped **UNPRICED BID** and **PRICE BID** covers as mentioned above, have to be put in another single bigger cover clearly indicating Tender number, Tender Date & Tender Due Date at the top of the cover. This cover is to be addressed to Purchase Executive, Purchase Department, Seamless Steel Tube Plant (SSTP), BHEL, Tiruchirapalli-620014, India.
7. Unpriced Bid shall only be opened on the Tender Due Date mentioned in the Tender, in the presence of Tenderers / their Authorized Representative, who may like to be present for such opening. **The price bid will NOT be opened on the date of tender opening.**
8. After opening the Unpriced Bid, they shall be evaluated by BHEL for their suitability. BHEL shall hold discussions with the responded Tenderers on the Technical and Commercial terms and freeze the technical specifications. These frozen technical specifications will be communicated to responded tenderers.
9. BHEL shall offer opportunity to the responded and technically / commercially suitable Tenderers, to submit their latest Price Bid in line with the frozen technical delivery conditions.
10. This latest Price Bid for the frozen technical specifications submitted by the Tenderers will be opened in the presence of those Tenderers who have submitted the latest Price Bid. Based on the latest Price Bid only, the ranking of the Tenderers shall be made and accordingly the Tender shall be finalized.

Certificate by Chartered Accountant

This is to Certify that M/S
(hereinafter referred to as 'company') having its registered office at
..... is registered under MSMED Act 2006, (Entrepreneur
MeMemorandum No (Part—II)..... dtd:.....,
Category:..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as on
date as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises: Investment in plant and machinery** (i.e. original cost
excluding land and building and the items specified by the Ministry of Small Scale Industries vide its
notification No.5.0.1722(E) dated October 5, 2006:
Rs.Lacs
2. **For Service Enterprises: Investment in equipment** (original cost excluding land and building and
furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED
Act, 2006:
Rs.Lacs

The above investment of Rs..... Lacs is within permissible limit of
RsLacs for Micro / Small (~~Strike off which is not applicable~~)
Category under MSMED Act 2006.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant