

“COURIER”

Project Engineering
Management

Bharat Heavy Electricals Limited
(A Govt. Of India Undertaking)



Enquiry no : PE-LPE/95 dtd: 13/03/13

Due dt : 01/04/13 BY 2.00 PM

Subject: Two years Rate Contract for different categories of Stamps, Name Plates & Numbering Machines as per price format provided (Annexure-2). – Open Tender

Dear Madam/Sir,

Quotations are Invited in sealed cover with Enquiry No., Enquiry Date, Quotation Due Date & Time, Name/ Address of the Organisation submitting the offer legibly super- scribed on it, for the above- mentioned item so as to reach the undersigned before 2:00 P.M. on or before the above mentioned Due Date.

SCOPE:

Two years Rate Contract for different categories of Stamps, Name Plates & Numbering Machines as per price format provided (Annexure-2). Quantities mentioned in price format are tentative, the actual number of quantities may vary in range of +/- 20 %.

PAYMENT TERMS :

100% payment shall be released after supply & acceptance of material and submission of invoice along with specified documents by the vendor.

LD : As per clause no 17 of enclosed Annexure-1 (Terms & Conditions).

Delivery : Quantities which shall be ordered during validity of Rate Contract, need to be supplied in one lot within 15 days intimation. Please quote the total F.O.R. destination BHEL /PEM, NOIDA inclusive of all taxes, freight, handling packaging, charges, transit insurance etc and shall remain firm without any variation till completion of the contract.

BID SUBMISSION : Inviting offers in 2- part (Part-1: Unpriced offer along with commercial terms acceptance, Part 2: Price bid as per price format).

PRE QUALIFYING REQUIREMENT : "Registered with sales tax. Registration certificate copy to be provided."

REMARKS :

- 1) Evaluation shall be done on price marked as * (Grand total-column 6) in price formats (Annexure-2).
- 2) Tenders and all correspondence thereof, shall be addressed to the undersigned by name & designation and sent at the following address:

M/s Bharat Heavy Electricals Ltd.,
Project Engineering Management,
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)

Kind Attn:

Vijay Pratap Singh Chauhan - Asst Engr/ MM - Ph 0120-421 3562 - Email : vpchauhan@bhhelpem.co.in

Sh Ramesh Chand - Sr AO/ MM - Ph 0120-436 8721 - Email : rameshchand@bhhelpem.co.in

Fax 0120-4329055.

Yours faithfully,

Encl :

- a) Terms & Conditions (Annexure-1)
- b) Price Format (Annexure-2)

Please reply to: Phone : 0120-4213562, 4368721
BHEL-PEM -Power Sector Fax : 0120-4329055
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)

Regd. Office :
BHEL House,
Siri Fort,
New Delhi-11049

(Handwritten signature)
13/03/13 (Ramesh Chand)
Sr AO/ MM
BHEL PEM, Noida
DEVELOPMENT
Manager
Bharat Heavy Electricals Ltd.
Project Engineering Management
HRD & ESI Complex
Plot No 25, Sector-16 A, Noida-201301 (U.P.)

TERMS AND CONDITIONS

1. BID SUBMISSION

Bids will be submitted by 2 p.m. OR or before the due date, in a Sealed Cover with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply and due date of opening.

2. BID OPENING

Bids will be opened at 3 p.m. on the due date in the presence of bidders who may like to be present.

GENERAL

- 3. Prices shall be net F.O.R. destination inclusive of freight, handling and packing charges, transit insurance etc. and remain valid for 2 months from the due date.
- 4. Taxes and duties payable should be indicated separately, otherwise it will be presumed that the goods quoted are inclusive of all taxes, duty, octroi etc., if any and BHEL in such cases shall not pay any tax, duty, octroi etc..
- 5. No revision of prices shall be entertained after bids have been opened.
- 6. PRICES shall remain FIRM without any variation till completion of contract.
- 7. Manufacturer's name, trade Mark or Patent No., if any, should be specified.
- 8. Illustrative leaflets giving technical details of items offered should be enclosed, wherever necessary.
- 9. Products with I.S.I. certification marks will be preferred.
- 10. BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reason whatsoever.
- 11. Late tenders will be rejected.
- 12. Bid should be free from CORRECTIONS AND ERASURES. Corrections, if any, must be counter-signed. All prices should be indicated both in words as well as in figures. If there is a difference between price quoted in words and figures or there is any other discrepancy in the Price Schedule, higher value(s) will be considered for evaluation and lower values will be considered for ordering.

- 13. BHEL reserves the right to split the order for individual item(s) with different bidders and also increase/decrease the quantities.
- 14. **PACKING AND MARKING** : vendor shall arrange for sound packing and marking the goods to avoid any loss or damage during transit.
- 15. **TERMS OF PAYMENT** : 100% payment shall be released after supply & acceptance of material and submission of Invoice along with specified documents by the Vendor.
- 16. **SUBMISSION OF INVOICE** : All Invoices along with specified documents shall be submitted in triplicate, to CMM/LP Deptt. of BHEL/PEM, Noida.
- 17. **LIQUIDATED DAMAGES** : It is clearly understood 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 stipulated delivery period. Where delivery is made after the stipulated period, the Purchaser shall be under no obligation to accept the goods. However, if accepted, Liquidated Damages at the rate of half percent per week of delay or part thereof shall be levied on the value of goods delayed limited to five percent of the total contract value, without prejudice to any other relief or compensation due to the Purchaser under any other condition of the Purchase Order.
- 18. **RISK PURCHASE** : Purchaser will have the option to terminate the contract and purchase from elsewhere at the risk and cost of the Vendor, either the whole or part of the goods which the Vendor has failed to deliver or despatch within the stipulated delivery period or if the same were not available, the best and the nearest available substitute thereof. The Vendor would be liable to compensate the Purchaser for any loss which the Purchaser may sustain by reason of such risk purchase, in addition to Liquidated Damages at the rate mentioned above.
- 19. **PREFERENTIAL DELIVERY** : It should be noted that if Order is placed on a higher value tender as a result of this Enquiry in preference to the lowest acceptable tender in consideration of the earlier delivery, the Vendor 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 elements of taxes, duties, freight, etc. and other incidentals in case of failure to complete the supplies within the stipulated delivery period.

NOTE : Bidders need to submit their offers only if all the Terms & Conditions are acceptable to them. If the offer has been submitted, any deviations to the Terms & Conditions taken by the bidder shall be ignored .

S. No	Size	Qty	Unit Rate (Rs.)	Total Amount (Qty x Unit rate)	VAT/ CST @ ... (%), Amount (Rs.)	Total Amount inclusive VAT (Rs.)
RUBBER STAMPS – Pre - inked stamps (Perma / presto / Shyam / Flash)						
	1	2	3	4=2x3	5	6=4+5
1	Size (31x31mm)	10				
2	Size (41x41mm)	5				
3	Size (44x18mm)	50				
4	Size (50x30mm)	10				
5	Size (54x54mm)	5				
6	Size (62x31mm)	100				
7	Size (66x18mm)	5				
8	Size (66x26mm)	5				
9	Size (71x26mm)	5				
10	Size (82x44mm)	5				
Total		200				
Self inking stamp with TURBO/Citizen mould, Foam rubber Inkpad and computerized nylon Stamp Base						
11	Big mould - 57x21, 4 lines maximum	20				
12	Big mould - 57x21, 5-8 lines maximum	40				
13	Big mould - 57x21, 9 lines & above	25				
14	Medium mould - 44x16, 5 lines maximum	10				
15	small mould - 33x11, 2 lines maximum	5				
Total		100				
16	Ink pad for Self inking big mould	20				
17	Ink pad for Self inking medium mould	10				
18	Ink pad for Self inking small mould	10				
Total		40				
RUBBER STAMPS - Wooden/plastic						
19	Nylon Stamp with Wooden / Plastic base having maximum 4 lines (line size up to 3")	20				
20	Nylon Stamp, wooden/Plastic base with extra lines above 4 lines for 3" line size	20				
21	Nylon Stamp, wooden/Plastic base with maximum 4 lines (line size above 3")	20				
22	Nylon Stamp, wooden/Plastic base with extra lines above 4 lines for more than 3" line size	20				
23	Nylon Stamp, circular/Oval 1.0" diameter	10				
24	Nylon Stamp, circular/Oval 1.5" diameter	5				
25	Nylon Stamp, circular/Oval 2.0" diameter	5				
Total		100				

S. No	Size	Qty	Unit Rate (Rs.)	Total Amount (Qty x Unit rate)	VAT/ CST @ ... (%), Amount (Rs.)	Total Amount inclusive VAT (Rs.)
Numbering Machines and Date Stamps						
26	Numbering machine (six digits)	10				
27	Date Stamps Small	3				
28	Date Stamps Big	2				
Total		15				
Name Plates (Acrylic)						
29	Name plates for Employees below AGM	580				
	Acrylic plates, 3mm thick acrylic sheet of Vinyl LG, Base color deep Blue or Deep bottle green (according to color of cubicle) and font color White, imported double tape of 1mm thickness, one plate for name, Hindi language only. Size 7"x2"					
30	Nameplates for corridors pathways etc	20				
	Acrylic plates (3 mm thickness LG Vinyl Sheet), Hindi language only, hanging or mounted with imported double tape of 1mm thickness, Hindi language only.					
Total		600				
Name Plates (Steel)						
31	18 gauge, steel, steel grade of 304 – high quality, mirror finished, with etching, imported double tape with 1mm thickness, rest as per sample	10				
32	Name plates for FHs/AGMs	70				
	18 gauge, steel, steel grade of 304 – high quality, mirror finished, with etching, imported double tape with 1mm thickness, rest as per sample					
Grand total *						

Note :

1. Material shall be delivered at PEM, Plot no. 25, Sec-16A, Noida.
2. L1 (only one vendor) to be established at price marked * as above.
3. Prices quoted shall include Freight/ handling charges etc.
4. Vendors are requested to quote for all items in price format.