

**BHARAT HEAVY ELECTRICALS LIMITED**

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

PUR 002/01

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

Phone: 2816 1331

Fax:044-28161341

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501300028	27.12.2013
Name of Supplier :	DUE DATE FOR QUOTATION – 10.01.2014	
	THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER	

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

Sl. No.	Material Code	Description & Specification	Unit	Qty.	DELIVERY SHEDULE		
					Qty.	Date	Remarks
		<b>Photocopying Services for a period of 2 years</b>		<b>2 lakh copies for 2 years</b>			

Encl. to Enquiry:

1. Important Information to Bidders

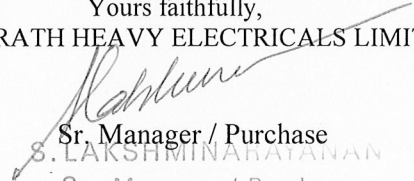
Dear Sirs,

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

  
Sr. Manager / Purchase

S. LAKSHMINARAYANAN

Sr. Manager / Purchase

BHEL / Piping Centre

CHENNAI - 600 017.

## TERMS AND CONDITIONS

**1. QUOTATION:** Each tender should be sent in double cover, inner cover should be sealed with tenderer's distinctive seal and super scribed with correct tender No. Item of supply and due date of opening. ~~The outer cover should only bear the address of this office and should not have any indication that a tender is within.~~ Two or more quotations should not be sent in one cover but the quotation against each tender should be sent separately to avoid confusion.

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:** 90% Payment will be made after submission of bill with acknowledgement from user. Final 10% payment shall be made at the end of the contract period.

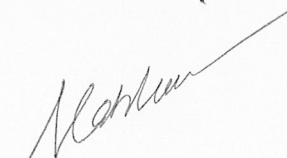
**3. RISK PURCHASE:** Alternatively the purchaser at this option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver within the time stipulated as aforesaid or if the 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 0.5% 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.

  
S. LAKSHMINARAYANAN  
Sr. Manager / Purchase  
BHEL / Piping Centre  
CHENNAI - 600 017.

**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 :-

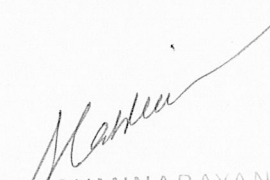
**“Enquiry no: 4501300028 / 27.12.2013, Tender opening date 10.01.2014”**

It shall be addressed to the following :-

**To.  
Sr. Manager / Purchase, Pipes & Misc.  
Bharat Heavy Electricals Limited,  
Piping Centre,  
80, G.N. Road, T.Nagar,  
Chennai – 600 017.  
Phone: 2816 1331”**

- 2) Your offer should be strictly confirm to our requirement. Prices and applicable taxes should be indicated clearly without any corrections.  
**PRICES TO BE GIVEN STRICTLY IN THE PRICE FORMAT ATTACHED ALONG WITH THIS ENQUIRY.**
- 3) **“Special Terms and Conditions”** is attached along with this Enquiry.  
**ONLY THOSE VENDORS WHO GIVE SPECIFIC UNCONDITIONAL ACCEPTANCE TO ALL THE MENTIONED POINTS WILL BE CONSIDERED.**
- 4) Last date of submission of offer is **10.01.2014, 14:00 hrs. Bids submitted after the deadline will not be entertained.**
- 5) The bid opening date and time is **10.01.2014, 14:30 hrs.**

**As this contract involves collecting and returning of documents from BHEL/PC Office, only those bidders close to BHEL/PC Office (Around 2 km radius) are allowed to participate in this tender to avoid time delays.**

  
S. LAKSHMINARAYANAN  
Sr. Manager / Purchase  
BHEL / Piping Centre  
CHENNAI - 600 017.