



Bharat Heavy Electricals Limited

CSU & FP

JAGDISHPUR AMETHI (UP)

Tender No:- TE/650930012/ 14-15/ STATONARY ITEMS

Dtd: 20/05/2014

TENDER NOTICE

Sealed Tenders are invited in **Two bid system**, for the **SUPPLY & PRINTING OF STATIONARY ITEMS**

General :-

- **Opening of Technocommercial bid** at 1500 Hrs.on **10/06/2014**
- **Submission of Tender:** Till 14.30 hrs 10/06/2014
- **General Information:**

TENDER DOCUMENTS TO BE COLLECT UP TO 10.06.14 (14.30 hrs.), FROM BELOW ADDRESS.

Sh. R.D.Tripathi, AE (MM)

Bharat Heavy Electricals Limited

CSU & FP, Jagdishpur Industrial Area Dt. Amethi (UP)

- Bid's can be deposited in the Tender Box, kept in the Administrative Building, Fabrication Plant, Bharat Heavy Electricals Ltd Industrial Area Jagdishpur Dist. Sultanpur-PIN-227817, UP.
 1. Techno-Commercial Bid to be in envelop No.1.-Super scribe this envelope as-Tender Enquiry no. TE/650930012/ 14-15/ STATONARY ITEMS Dtd: 20/05/2014-“Techno-Commercial Bid” with due date of opening.
 2. **Price bid to be kept in envelop No -2** TE/650930012/ 14-15/ STATONARY ITEMS “**Price bid**” with due date of opening
 3. Envelopes No.1 & No.2 are to be kept in a bigger envelope No.3 **Super scribe this envelop as-Tender Enquiry no. TE/650930012/ 14-15/ STATONARY ITEMS** with due date of opening.
 4. Offers with deviations from terms and conditions & specification of the tender may not be considered.
 5. BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post.
 6. BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation, or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by BHEL.
 7. Duly completed offers should reach following address on or before due date and time to AGM-MM HEAD(CSU & FP) BHEL, Industrial Area Jagdishpur, Dist. Amethi, UP.PIN-227817.

Centralized Stamping Unit & Fabrication Plant, Jagdishpur Industrial Area, Distt. Sultanpur (UP) 227 817, INDIA

Tel.: ++91 5361 27 1376; FAX: 27 0057; web site: www.bhel.com

Registered & Corporate Office: 'BHEL House', Siri Fort, New Delhi 110 049



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8. In case you are not quoting, please send your regret letter positively for our reference.
9. Tender received after the specified time of their "SUBMISSION" will be treated as late tender and shall not be considered under any circumstances.
10. Supplier shall quote for all the items in the enclosed price bid format only.
11. Sample provided by the BHEL, if any party wants to see sample please contact at the address given.

The tender document consists of four parts-

Section – 1: Techno-Commercial bid consists

- A- * Item Description
 - B- * Technical specification
 - C- * Commercial requirement
 - D- * Special Instructions
- * Un-price bid format (Copy of Price Bid without price part only fill for taxes & duties)

Section – 2: Price bid format

Section-1

(A)- Item Description

S. No	Item Description	Unit	Qty. Req.
1	PAPER CENTURY (70G/m ²) A4 size	RIM	1000
2	Box File	NOS.	600
3	Printed Envelops A4 Size (laminated)	NOS.	2000
4	Printed Envelop A4 size (cloth lining)	NOS.	2000
5	Printed Envelop A3 size (cloth lining)	NOS.	1000
6	Printed Envelop 11"x5"	NOS.	5000
7	Printed Envelop 9"x 4"	NOS.	5000
8	Printed Plastic Envelop (Two side open)	NOS.	1000
9	Hard Cobra File (laminated)	NOS.	400
10	Printed Plastic Folder	NOS.	1000

(B)- Technical Specifications

. No	Description	Required
1	Sample required with offer (As per BHEL Sample)	YES
2	Pre Dispatch Inspection	NO
3	Test certificate	NO
4	Guarantee certificate	NO
5	Calibration certificate	NO
6	Spares and tool	NO
7	Erection & commissioning	NO

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(C)- Commercial conditions:

A. **TERMS AND CONDITIONS ARE DETAILED BELLOW:**

a. **Technical Conditions:**

S. No	Description	Requirement
1.	Delivery Schedule	6 weeks from the date of LOI/PO. Earlier delivery is also acceptable to BHEL. Material to be supplied as per specification only.
2.	Evaluation of offer	On the basis of items wise evaluation landed cost to BHEL, CSU Stores, Jagdishpur inclusive of loading, if any.

b. **Commercial conditions:**

1.	Transportation	Deliveries shall be FOR BHEL, CSU Plant, Jagdishpur.
2.	Insurance	Insurance shall be arranged by vendor.
3.	Price	The basic prices shall be firm. All taxes & duties to be specified specifically. Supplier shall quote for all the items in the enclosed price bid format only.
4.	Terms of Payment	100% payment within 45 days of successful acceptance of items at BHEL CSU Plant, Jagdishpur. Payment shall be done through E-payment. Original excise duty gate pass shall be submitted by the vendor to enable purchaser to claim Cenvat credit (if applicable), part payment is also acceptable.
5.	Validity of offer	Offer validity will be for 90 days from date of opening of Tender enquiry.
6.	Penalty for Delay	The delivery of material shall be made within the time prescribed. Failure to deliver the material in time as per the delivery specified above would make the vendor liable to an un-conditional penalty at the rate of half percent (1/2%) of the order value of delayed items per week (or part thereof) Subjected to a maximum of ten percent (10%) of the order.
7.	Rejections	The supplier shall arrange replacement/repair within one month from the date of rejection intimation upon failure on supplier's part to comply. BHEL will take whatever appropriate action they may think fit in addition to repair/return of rejected material at the cost and risk of the supplier.
8.	Risk purchase	In case of delays in supply of materials/defective materials not fulfillment of any other terms and conditions given in the purchase order, the purchase may cancel the full or part thereof, and may also make purchase of such material from elsewhere/alternate source at the risk and cost of supplier.
9.	Arbitration	Any dispute arising out of this contract shall be referred to the sole arbitration of GM- CSU & FP, BHEL, Jagdishpur. Its award shall be final and binding on the parties. The venue of arbitration in all cases shall be at Administrative building, BHEL, FP, Jagdishpur.
10.	Jurisdiction	In case of any suit or other legal proceedings arising under or relating to the contract, the Jurisdiction of Amethi (UP) district court shall apply.

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11.	Consignee	The Stores Officer, CSU, BHEL, IA Jagdishpur, Dist. Amethi - 227817 (U.P.)
12.	Billing details	Bills should be in the name of Centralised Stamping Unit, BHEL, IA Jagdishpur, Dist. Amethi - 227817 (U.P.). TIN no. of Centralised Stamping Unit to be mentioned on the Bills. The bills to be sent to the Purchase Office-CSU&FP, IA Jagdishpur, Dist. Amethi - 227817 (U.P.).
13.	Documentation	One set of all required documents (ink signed) must accompany the supply and one set (Ink-Signed) to be sent to Purchase officer before the dispatch.

(D)- Special Instructions:

1. All taxes/duties/levies etc. must be specified separately in amount or in percentage. Incomplete offer shall not be acceptable.
2. In case vendor do not accept BHEL, CSU & FP, Jagdishpur payment terms as per enquiry proper loading shall be done.
3. Duly filled & signed with company seal on all documents to be submitted along with offer.
4. Original manufacturer's test certificate required along with dispatch documents. In case supplies are from traders, It shall be the responsibility of the trader to provide original manufacture's certificate with linkage to trader's invoice stating batch No.
5. BHEL, CSU & FP, Jagdishpur reserve the right to procure from more than one vendor.
6. Please quote price in figures & words both. In case the prices quoted in words and figures are different, the value indicated in words will be considered for evaluation and establishing L1 status.
7. The offers of the bidders who are on the banned list as also the offers of bidders, who engage the services of the banned firms, shall be rejected. The list of firms is available on web site www.bhel.com.



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UNPRICE BID

(To be submitted on Vendor's Letter Head)

Un-Price bid: The Un-price bid is to be submitted in the following format with clearly written "Quoted" in place every where you have mentioned numeric values /prices in Price Bid. No prices should be mentioned on UNPRICED BID: -:-

Tender No: TE/650930012/ 14-15/ STATONARY ITEMS

S.No	Description	Qty	Unit price	Total Price
1	PAPER CENTURY (70G/m ²) A4 size	1000		
2	Box File	600		
3	Printed Envelops A4 Size (laminated)	2000		
4	Printed Envelop A4 size (cloth lining)	2000		
5	Printed Envelop A3 size (cloth lining)	1000		
6	Printed Envelop 11"x5"	5000		
7	Printed Envelop 9"x 4"	5000		
8	Printed Plastic Envelop (Two side open)	1000		
9	Hard Cobra File (laminated)	400		
10	Printed Plastic Folder	1000		
11	Total Basic Price			
12	Excise duty(cenvatable)@.....%			
13	VAT/CST(against from C)@.....%			
14	Freight+ Insurance@.....%			
15	Other Expenses(if any)@.....%			
16	Grand Total			

Total Cost to BHEL = _____ in figures

_____ in words

- Note: 1)Applicable rates of Taxes duties,& freight (all in percentage) are to be mentioned.
2) Evaluation:On the basis of total landed cost to BHEL,CSU Stores, Jagdishpur for individual items inclusive of loading, if any

Seal and Sign of Bidder

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Section-2

PRICE BID
(To be submitted on Vendor's Letter Head)

Price bid: The price bid is to be submitted in the following format: -

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S.No	Description	Unit	Qty	Unit price	Total Price
1	PAPER CENTURY (70G/m ²) A4 size	RIM	1000		
2	Box File	NO.	600		
3	Printed Envelops A4 Size (laminated)	NO.	2000		
4	Printed Envelop A4 size (cloth lining)	NO.	2000		
5	Printed Envelop A3 size (cloth lining)	NO.	1000		
6	Printed Envelop 11"x5"	NO.	5000		
7	Printed Envelop 9"x 4"	NO.	5000		
8	Printed Plastic Envelop (Two side open)	NO.	1000		
9	Hard Cobra File (laminated)	NO.	400		
10	Printed Plastic Folder	NO.	1000		
11	Total Basic Price				
12	Excise duty(cenvatable)@.....%				
13	VAT/CST(against from C)@.....%				
14	Freight+ Insurance@.....%				
15	Other Expenses(if any)@.....%				
16	Grand Total				

Total Cost to BHEL = in figures

in words

Note: 1) Applicable rates of Taxes duties, & freight (all in percentage) are to be mentioned.
2) Evaluation: On the basis of total landed cost to BHEL, CSU Stores, Jagdishpur for individual items inclusive of loading, if any

Seal and Sign of Bidder.

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