

**BHARAT HEAVY ELECTRICALS LIMITED**

Phone: 2816 1331

(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 |
| | 4501400005 | 09.04.2014 |
| NAME OF SUPPLIER : | DUE DATE FOR QUOTATION – 22.04.2014 | |
| | 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 Filled in and Sent as Offer | | | | | Immediate |

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

Abhishek Iyer
Sr. Manager / Purchase
ABHISHEK KRISHNA IYER
Engineer - 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.

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.


ABHISHEK KRISHNA IYER
Engineer - 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: 4501400005 / 08.04.2014, Tender opening date : 22.04.2014”

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 conform to our requirement. Prices and applicable taxes should be indicated clearly without any corrections. **Your prices shall be indicated in the given BHEL Price Format sent along with the Enquiry only.**
- 3) Organisation Information like PAN number, TIN number, CST number, etc shall also be furnished.
- 4) The validity of the offer should be Minimum of 60 days.
- 5) The quoted price shall be “FIRM” till the completion and execution of the work.
- 6) The material to be delivered to the above mentioned address.
- 7) This Enquiry shall be evaluated on individual – L1 basis, i. each items shall be evaluated individually for arriving at L1 vendor and placement of order.
- 8) The delivery shall be 2 weeks from the date of PO. Earlier delivery would be preferable.
- 9) Last date of submission of offer is 22.04.2014, 14:00 hrs. Bids submitted after the deadline will not be entertained.
- 10) The bid opening date and time is **22.04.2014, 14:30 hrs.**
- 11) **Your quote should be on FOR-BHEL/PC basis, i.e, your quotation should also include the transportation cost upto our office.**

You are requested to submit your offer on or before the due date. By any chance, if you are unable to submit offer kindly inform your inability / regret to quote by mail without fail.


ABHISHEK KRISHNA IYER
Engineer - Purchase
BHEL - Piping Centre
Chennai - 600 017.

STATIONERY ITEMS - PRICE FORMAT

| SL.No. | Short Text | Total Qty | Unit of Measure | Unit Price | Taxes Applicable | Price / Unit (Incl. of Taxes) |
|--------|--|-----------|-----------------|------------|------------------|-------------------------------|
| 1 | TAG FILE-THICK - BLUE, GREEN&YELLOW | 100 | NO | | | |
| 2 | BOX FILE KANG CLIP | 50 | NO | | | |
| 3 | 4 QR LONG SIZE REGISTER | 25 | NO | | | |
| 4 | REYNOLDS 045 PEN - BLUE | 50 | NO | | | |
| 5 | REYNOLDS 045 PEN - BLACK | 50 | NO | | | |
| 6 | REYNOLDS 045 PEN - RED | 50 | NO | | | |
| 7 | REYNOLDS-MERA GEL - BLUE | 50 | NO | | | |
| 8 | REYNOLDS RACER GEL - BLUE | 60 | NO | | | |
| 9 | REYNOLDS-RACER GEL - BLACK | 60 | NO | | | |
| 10 | REYNOLDS-RACER GEL - RED | 10 | NO | | | |
| 11 | GLUE STICK (Fevi Stick) 15 gms | 190 | NO | | | |
| 12 | HIGHLIGHTER-FLOURCENT, GREEN (Faber Castle) | 55 | NO | | | |
| 13 | NYLON RUBBER BAND - BIGER SIZE | 3 | PAC | | | |
| 14 | PENCIL - APSARA BLACK | 150 | NO | | | |
| 15 | PENCIL-SHARPNER (Natraj) | 110 | NO | | | |
| 16 | PENCIL - ERASER (Natraj) | 110 | NO | | | |
| 17 | PEN TYPE -UNI CORRECTION FLUID | 50 | NO | | | |
| 18 | ROUND STEEL PIN FOR NOTICE BRD | 10 | BX | | | |
| 19 | GEM CLIP-PLASTIC-SMALL SIZE | 20 | BX | | | |
| 20 | GEM CLIP-PLASTIC-BIG SIZE | 35 | BX | | | |
| 21 | YELLOW STICKER -MEDIUM | 15 | NO | | | |
| 22 | PLASTIC SCALE - 12" | 40 | NO | | | |
| 23 | 1" Wonder 555 CELLO TAPE-BROWN | 20 | NO | | | |
| 24 | 1"- Wonder 555 CELLO TAPE-TRANSPARENT | 32 | NO | | | |
| 25 | TE BOARD-MARKER PEN-BLUE(5), RED(5), GREN(5), BL | 20 | NO | | | |
| 26 | E 107R PERMANENT MARKER-BLU(5), RED(5), GREN(5) | 40 | NO | | | |
| 27 | SKETCH PEN - LUXZOR | 10 | PAC | | | |
| 28 | STAPLER - SMALL SIZE (Kangaroo HD 10) | 30 | NO | | | |
| 29 | STAPLER-MEDIUM SIZE (Kangaroo HD45) | 35 | NO | | | |

Abhishek Iyer
ABHISHEK KRISHNA IYER
 Engineer - Purchase
 BH&L - District Centre
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| S.L.No. | Short Text | Total Qty | Unit of Measure | Unit Price | Taxes Applicable | Price / Unit (Incl. of Taxes) |
|---------|--|-----------|-----------------|------------|------------------|-------------------------------|
| 30 | YELLOW CLOTH | 100 | NO | | | |
| 31 | BLUE CLOTH (MTRS.) | 40 | NO | | | |
| 32 | PARTITION CARD- GREEN (30),BLUE (30),PINK (40) | 200 | NO | | | |
| 33 | GUM TUBE | 70 | NO | | | |
| 34 | GUM BOTTLE - SMALL SIZE | 30 | NO | | | |
| 35 | SINGLE PUNCH-HEAVY DUTY | 15 | NO | | | |
| 36 | STAMP PAD BIG SIZE | 30 | NO | | | |
| 37 | STAMP PAD - SMALL SIZE | 30 | NO | | | |
| 38 | PUNCHING MACHINE (MODEL DP600) | 40 | NO | | | |
| 39 | SHORTHAND NOTE BOOK | 10 | NO | | | |
| 40 | A4 - LARGE SIZE FOLDER | 30 | NO | | | |
| 41 | PAPER WEIGHT (RUBBER) | 20 | NO | | | |
| 42 | STEEL SCALE (12") | 10 | NO | | | |
| 43 | GEM CLIP STEEL | 10 | BX | | | |
| 44 | YELLOW STICKER-BIG | 10 | NO | | | |
| 45 | NJS 65 BOX FILES | 50 | NO | | | |
| 46 | TAG FILE-THICK - BLUE, GREEN&YELLOW | 100 | NO | | | |
| 47 | PLASTIC FILES - L | 100 | NO | | | |
| 48 | NYLON RUBBER BAND - BIGER SIZE | 1 | KG | | | |
| 49 | APSARA GOLDE PENCIL | 100 | NO | | | |
| 50 | REYNOLDS REVO PEN (BLUE) | 90 | NO | | | |
| 51 | APSARA GOLDE PENCIL | 30 | NO | | | |
| 52 | CLASSMATE NOTE BOOK 1QR 180p (Softbound) | 85 | NO | | | |
| 53 | BOX FILE WITH STEEL CLIP | 50 | NO | | | |
| 54 | SANYO NYLON RUBBER BAND - BIGER SIZE | 2 | KG | | | |
| 55 | YELLOW STICKSLIP SMALL | 15 | NO | | | |
| 56 | YELLOW STICKSLIP MEDIUM | 15 | NO | | | |
| 57 | SKETCH PEN - 960 LUXZOR | 8 | PAC | | | |
| 58 | STAMP PAD | 3 | NO | | | |
| 59 | SCISSORS (BIG SIZE - 9") | 2 | NO | | | |
| 60 | FINGER SPONGE | 2 | NO | | | |
| | MAX - 10 STAPLES (KANGAROO) | 2 | BOX | | | |