



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Govt. of India Undertaking)

मानव संसाधन विकास संस्थान / Human Resource Development Institute
पुस्तकालय / LIBRARY



By COURIER SERVICE

Please Quote TENDER ENQUIRY No. in all correspondence

TENDER ENQUIRY

Tender Enquiry Ref. No. MG:BW:LIB:006

Dated: 26/11/2013

M/s

Tender Submission Date:	18.12.2013 (15.00 Hrs.)
Tender Opening Date (Part-I):	18.12.2013 (16.00 Hrs.)

Sub: Procurement Of 17 Nos. VCDs/DVDs For BHEL,HRDI Library

Dear Sirs,

Most competitive rates are invited from reputed agencies, for 17(seventeen) nos.of VCDs / DVD's, the details of which are given below:

1. Basic Of Business Etiquette
2. How To Set And Really Achive Your Goals
3. Lessons From Geese
4. Managing Change
5. Managing Problem People : Six Casestudies In Leadership
6. Mentoring
7. Perception : Art Of Seeing
8. The Power Of Words
9. Prevent Sexual Harassment in the work place
10. Project Management
11. The Pygmalion Effect : Managing The Power Of Expectation
12. Sprit of Dolphin, The Lessons From The Workplace
13. Succeeding In A Changing World
14. The Train
15. The Write Stuff
16. Writing For Business Results
17. As other see us (Johari window)

In case you are interested to participate in this tender, you may submit your quotations so as to reach this office by 1500 hrs on 18.12.2013 Quotations received late are likely to be ignored. Part-I of the Tender will be opened in this office on **18.12.2013 (1600 Hrs.)** in the presence of the representatives of the bidders who may choose to be present.

Procedure for submission of sealed tenders:

The bidder must submit their tender as required in separate sealed covers prominently superscripted as:

Bela Wasar

दूरभाष/Telephone: 0120-2416368 फ़ैक्स/Fax: 0120-2515431, E-mail bw@bhel.in, Home Pg. www.bhel.com

एच.आर.डी. एवं ई.एस.आई. परिसर, प्लॉट नं. 25, सेक्टर-16 ए, नोएडा-201 301, गौतम बुद्धनगर, (यू.पी.)

HRD & ESI Complex, Plot No. 25, Sector 16A, NOIDA-201301, Gautam Budh Nagar (U.P)



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**Part-I: Cover – I: Techno-Commercial Bid and
Part-II: Cover –II: Price Bid.**

Each cover should also indicate the **Tender no., due date and Time** as mentioned above.

Part – I/ (Cover – I) – Techno Commercial Bid :Please submit all information on Qualifying Requirements as per Annexure–I, and No deviation certificate as per Annexure – III, duly completed.

Part – II/ (Cover-II) - Price Bid: Only Price Bid in the prescribed **Price Format (Annexure-II)** should be enclosed in Cover-II (duly sealed).

These two separate covers i.e. Cover I & II shall together be enclosed in a third envelope and this sealed cover shall be superscribed with **Tender no. Due date and Time** and submitted to this office. The Quotation should reach this office at the following address, **latest by 1300 hrs on 18.12.2013**

**Dy. Manager (Library & CSR)
Bharat Heavy Electricals Limited
Human Resource Development Institute
HRD & ESI Building, Plot No.25, Sector – 16A,
NOIDA – 201301 (U.P.)**

Part-I / Cover– I: Techno Commercial Bid will be opened at **1600 hrs on 18.12.2013** in presence of the representatives of the bidders who choose to be present. Part – II/ Cover – II Price Bid of only those bidders who qualify in the techno-commercial bid will be opened later, for which a separate intimation will be sent in due course of time.

BelaWason

Bela Wason
Dy. Manager (Lib./CSR)

Encls:

1. General Terms and Conditions: **Annexure - I**
2. Price Format: **Annexure – II**
- 3.. No Deviation Certificate: **Annexure – III**

BelaWason

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Annexure –I (1/2)

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GENERAL TERMS AND CONDITIONS

1. **Rates:** Best price with applicable taxes if any, on F.O.R.HRDI Library Basis.
2. Bids will be evaluated on lowest individual cost to BHEL basis. Bidders may be required to supply only the part items out of the total seventeen items for which the contract shall be awarded to them.
Central Sales Tax (CST)/ VAT will be paid extra as applicable on the date of delivery. Please indicate clearly the present percentage as applicable on the date of Tender opening. Central Sales Tax (CST)/VAT Registration No. is to be mentioned in the offer (Annexure – II)
3. Sales Tax/VAT registration No. has to be mentioned in the bills against supply, failing which no payment of Sales Tax/VAT will be made.
4. **PRE-QUALIFYING CRITERIA:** – Documents to be furnished under Techno Commercial Bid Part-II/ (cover-I):
 - I. Copy of PAN and Central Sales Tax (CST) / VAT registration indicating PAN, CST/VAT No.
 - II. No deviation certificate as per Annexure – III, duly completed.
 - III. Copy of Sole Proprietorship Rights/Copy Rights for the quoted VCDs/DVDs.
5. Price to be quoted as per **Price Format (Annexure- II) in Part-II/ Cover-II (Price Bid) in a separate sealed envelope** superscribing on the envelope “**PRICE BID, Tender no., Due Date and Time**”.
6. BHEL reserves the right to reject any offer at any stage of the tendering process without assigning any reasons thereof.
7. BHEL reserves the right to increase / decrease the quantity of items without assigning any reasons thereof.
8. The payment will be made after receipt and acceptance of VCDs/DVDs at BHEL /HRDI, Library, Noida within 30 days after receipt of bill and supporting documents in order.
9. Successful bidder will have to furnish NEFT details as under, for receiving NEFT credits from BHEL:
 - i. Beneficiary's Name
 - ii. Beneficiary's Bank Name
 - iii. Beneficiary's Bank Address
 - iv. Beneficiary's Bank IFSC Code
 - v. Beneficiary's Bank Account Number
 - vi. 9 (Nine) Digit MCIR Code appearing on the Cheque Book alongwith the copy of a cancelled cheque for verification.
10. The offer shall be valid for 60 days for placement of order.

Belawas

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Annexure -I (2/2)

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11. **Delivery:** With in one week from the date of receipt of Purchase Order.
12. **Penalty :** in case of delay of supply, the penalty @1/2 % of the material value will be applicable per week of delay or part thereof, subject to a maximum of 5% of the contract value.
13. Supplied items found defective during receipt and acceptance will have to be replaced by you within 7 working days at no extra cost to BHEL.
14. Quotation should be quoted based on above Terms & Conditions only. No deviation in above terms will be entertained.
15. Standard copyright declaration form for use of the material within our organization only will be provided by BHEL.

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ANNEXURE- II

Tender Enquiry Ref. No. MG:BW:LIB:006 Dated: 26/11/2013

PRICE FORMAT

(To be furnished on your company's letter head)

Sl.No.	Description of DVDs	Quantity (in Nos.)	Unit Rate (Rs)	Amount (in Rs.)
1.	Basic Of Business Etiquette	1		
1.	How To Set And Really Achive Your Goals	1		
3.	Lessons From Geese	1		
4.	Managing Change	1		
5.	Managing Problem People : Six Casestudies In Leadership	1		
6.	Mentoring	1		
7.	Perception : Art Of Seeing	1		
8.	The Power Of Words	1		
9.	Prevent Sexual Harassment in the work place	1		
10.	Project Management	1		
11.	The Pygmalion Effect : Managing The Power Of Expectation	1		
12.	Sprit of Dolphin, The Lessons From The Workplace	1		
13.	Succeeding In A Changing World	1		
14.	The Train	1		
15.	The Write Stuff	1		

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16.	Writing For Business Result	1		
17.	As other see us (Johari window)	1		
	Sub- Total (inRs.) F.O.R. BHEL Library, Noida			
	Taxes (In %age), if any			
	Grand Total (in Rs.)			

Central Sale Tax (CST)/ VAT Registration No.

Name & Signature with Company's Name:

Phone No. / Fax No.

Company Seal

Belawasa



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Annexure-III

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NO DEVIATION CERTIFICATE

1. THIS IS TO CERTIFY THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATION OF YOUR TENDER AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.

Name & Signature with Company's Name:

Phone No. / Fax No.

Company Seal

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