



BHARAT HEAVY ELECTRICALS LIMITED

Phone: 2816 1380

(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
	4501500027	11.08.2015
NAME OF SUPPLIER :	DUE DATE FOR QUOTATION – 01.09.2015	
	THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER	

Sl. No.	Material Code	Description & Specification	Unit	Qty.	DELIVERY SHEDULE		
					Qty.	Date	Remarks
10		Adobe Acrobat Professional Software-Latest version	No.	8			1 month From date of PO
20		MS Project Software Single-Open License Product – NL (No level) Latest Version	No.	1			

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

Encl. to Enquiry:

1. Important information to Bidders
2. Price Format
3. Commercial Checklist

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. 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.
8. Late tenders are liable to be rejected.
9. 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

Manager / Purchase

M. THANGARAJ, M.I.E., M.B.A., M.S.
Manager / Purchase
Pipes, Electrodes Transport Bills
ICT Products & AMC
BHEL / Piping Centre
T. Nagar, Chennai - 600 017

IMPORTANT INFORMATION TO BIDDERS

1. **QUOTATION:** Each tender should be sent in sealed cover in TWO PARTS 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:** 100% direct payment will be made at the end of duly certified by the user dept.

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 LD clause below.

4. **LIQUIDATED DAMAGES:** It is clearly among the parties to the contract that time is the essence of the contract. Therefore the delivery of the supply specified, in the purchase order should be made within the time limit prescribed. LD clause shall be mentioned as 0.5% per week of delay subject to a maximum of 10% of the undelivered portion, be levied without prejudice to any other relief or compensation due to the purchaser under any other condition of this contract.

5. **GENERAL:** 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.

6. This tender is a SINGLE PART bid, i.e, price bids alone are to be enclosed.

7. **The original formats (Price Format and Commercial Checklist) given alongwith Enquiry, containing the sign and seal of BHEL authorized signatory alone should be used. Offer will not be accepted if the format is reproduced and given in any other form.**

8. The above bid shall be sent in a sealed envelope and duly superscribed as follows :-

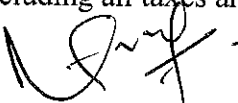
"Enquiry No: 4501500027 / 11.08.2015, Tender opening date: 01.09.2015 (2.30 PM)"

It shall be addressed to the following:-

**To.
Manager / Purchase
Bharat Heavy Electricals Limited,
Piping Centre,
80, G.N. Road, T.Nagar,
Chennai – 600 017.
Phone: 28161380/375"**

9. Last date of submission is **01.09.2015 (2 PM)**. The bid opening date and time is **01.09.2015, 2.30 PM**.

10. L1 bidder will be arrived based on the total landed cost to BHEL on individual L-1 basis, including all taxes and duties.



11. For any clarifications, kindly contact us on the above mentioned address and contact number. Kindly keep your offer error-free, which may otherwise lead to rejection of your offer.
12. BHEL reserves the right to negotiate with the L-1 bidder.
13. Loading Criteria:

Payment Terms - BHEL operates various payment terms for the tenders floated and bidders should accept the payment terms specified in the tender. Loading of any deviation in the payment terms w.r.t. NIT terms shall be referenced as follows;
'Base rate of SBI (as applicable on the date of bid opening; Techno-commercial bid opening in case of two part bids) + 6%', shall be considered for loading for the period of relaxation sought by bidders.

Liquidated Damages - Any loading on LD clause shall be to the extent to which it is not agreed to by the bidder (at offered value).

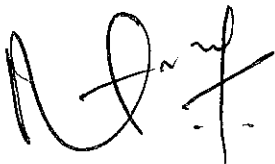
14. Purchase Preference to MSE Vendors –

In case the supplier belongs to MSEs (Micro Small Enterprises), Registration copy in this respect shall be submitted along with the offer. Further if MSEs are owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs the same may be intimated.

The following are the benefits for the MSEs:-

1. MSEs are given tender documents free of cost and are exempted from payment of earnest money (EMD), if any insisted in the Tender.
2. In tender, participating MSEs quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 20% of total tendered value. In case of more than one such MSE, the supply shall be shared proportionately."

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate alongwith attested copy of a CA certificate (Format enclosed at Annexure – I where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (part – 1 in case of two part bid. Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through E-procurement portal, then the above required documents are to be uploaded on the portal. Documents are to be notarized or attested by a Gazetted officer.




COMMERCIAL CHECKLIST

Enquiry No. 4501500027 dt. 11.08.2015

SI No.	Terms & Conditions	Vendor acceptance
1	Quoted for Enq SI No. 10 & 20	
2	Payment Terms: 100% direct payment will be made at the end of duly certified by the user dept.	
3	LD clause:- 0.5% for each week of delay up to maximum of 10% of order value, duly certified by BHEL user Dept.	
4	Bid Validity – 90 Days from date of Technical Bid Opening	
5	Delivery: 30 days from the date of PO	
6	Loading Criteria as per BHEL Enquiry	
7	Acceptance to BHEL Specification, enclosed alongwith the Enquiry	
8	Acceptance to Important Information to Bidders, sent along with this Enquiry	

We agree to all Terms and Conditions of the Enquiry.


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(BIDDER SEAL AND SIGNATURE)

COMPANY NAME –

CONTACT PERSON –

E-MAIL ID –

CONTACT NUMBER -

PRICE BID FORMAT

Enquiry No. 4501500027 dt. 11.08.2015

Eng SI No. 10

SI No.	Cost Element	Rate in Rs.
1	Basic Rate of the Adobe Acrobat Professional Software - Latest version – <u>8 Licenses</u> , excl. of taxes	
2	Taxes and Duties, if any on SI No. (1) (type of tax, %age, applicability and value)	
3	Total Rate of the Adobe Acrobat Professional Software - Latest version – <u>8 Licenses</u> , incl. of taxes SI No. (1) + SI No. (2)	

We agree to all Terms and Conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)


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PRICE BID FORMAT

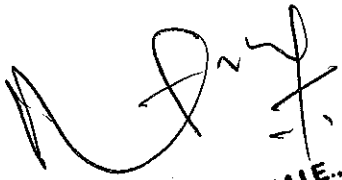
Enquiry No. 4501500027 dt. 11.08.2015

Eng SI No. 20

SI No.	Cost Element	Rate in Rs.
1	Basic Rate of MS Project Software Single – Open License Product – NL (No Level) - Latest version – <u>1 License</u> , excl. of taxes	
2	Taxes and Duties, if any on SI No. (1) (type of tax, %age, applicability and value)	
3	Total Rate of MS Project Software Single – Open License Product – NL (No Level) - Latest version – <u>1 License</u> , incl. of taxes SI No. (1) + SI No. (2)	

We agree to all Terms and Conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)


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