

**BHARAT HEAVY ELECTRICALS LIMITED**

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

Phone: 2816 1380

Email.raajpillai@bhempc.co.in

PUR 002/01

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

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501600016	02.03.2016
NAME OF SUPPLIER	DUE DATE FOR QUOTATION – 18.03.2016	
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 SHEDULE		
					Qty.	Date	Remarks
01		Name Seal – 60 x 20 mm Pre Inked Seal with Handle (Plastic)	Nos.	500	500		
02		Pocket Seal Size – 60 x 20mm Pre Inked Seal (Plastic)	Nos.	100	100		
03		Round Date Seal Size – 30mm Dia Self Inking Seal with Revolving Date (Plastic)	Nos.	50	50		As per Imp. Info to Bidders
04		Round Date Seal – 37mm Dia – Self Inking Seal with Revolving Date (Plastic)	Nos.	50	50		
05		Oval Departmental Seal – Self Inking Seal with Revolving Date (Plastic)	Nos.	50	50		

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 BHARAT HEAVY ELECTRICALS LIMITED

Abhishek Iyer
Manager / Purchase

IMPORTANT INFORMATION TO BIDDERS

1. **QUOTATION:** Each tender should be sent in SINGLE PART in sealed envelope and 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 against invoice after receipt and acceptance of material, duly certified by BHEL User Dept.
3. **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.
4. This tender is a **SINGLE PART bid, i.e, only price bids in BHEL format with sign and seal on all enquiry documents (as acceptance to the same) shall be sent.**

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

“Enquiry no: 4501600016 / 02.03.2016 , Tender opening date 16.03.2016”

It shall be addressed to the following:-

To.

Manager / Purchase, Pipes & Misc.
Bharat Heavy Electricals Limited,
Piping Centre,
80, G.N. Road, T. Nagar,
Chennai – 600 017.
Phone: 2816 1380/75”
E-mail : raajpillai@bhelmipc.co.in / abhishekki@bhelmipc.co.in

- 5) Your offer should be strictly conform to our requirement. Prices and applicable taxes should be indicated clearly without any corrections.
- 6) Organisation Information like PAN number, TIN number, CST number, etc shall also be furnished.
- 7) The validity of the offer should be Minimum of 60 days.
- 8) The quoted price shall be “FIRM” till the completion and execution of the work.
- 9) **The material to be delivered to the above mentioned address.**
- 10) The delivery shall be made within 1 week from the date of PO. However, earliest delivery is preferable.
- 11) **Last date of submission of offer is 18.03.2016, 14:00 hrs.** Bids submitted after the deadline will not be entertained.
- 12) **The bid opening date is 18.03.2016, 14:30 hrs.**


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Engineer - Purchase
BHEL - Piping Centre
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13) PRICES ARE TO BE SUBMITTED IN BHEL PRICE FORMAT ONLY.

14) Material will be accepted by BHEL only after inspection. If the material does not match BHEL requirement, the same has to be replaced free of cost.

15) L-1 bidder will be decided for the entire package, i.e, the total rate for all the items, incl. of all taxes and duties will be taken for arriving at the L-1 bidder.

16) This contract shall be valid for a period of two years, or until completion of entire quantity, whichever is earlier.

17) BHEL has the right to terminate the contract at any point of time.

The bidder along with its associate / collaborators / sub-contractors / sub-vendors / consultants / service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.

For any clarifications, kindly contact us. Please keep your offers free from any errors which may otherwise lead to rejection of your offer.



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PRICE FORMAT – ENQ NO. 4501600016 DT. 02.03.2016

Seal Type	Estimated Qty*	Rate per qty, without taxes	Taxes (type, and %age)	Total Rate per qty, incl. of taxes	Total Rate for full qty, incl. of taxes
Type 1 - NAME SEAL – PRE INKED WITH HANDLE (PLASTIC) AS PER ENCLOSED SPECIFICATION	500				
Type 2 - NAME SEAL – PRE-INKED - POCKET SEAL (PLASTIC) AS PER ENCLOSED SPECIFICATION	100				
Type 3 - ROUND DATE SEAL (32mm Dia) – WITH REVOLVING DATE / MONTH / YEAR OF SELF INKING TYPE (PLASTIC) AS PER ENCLOSED SPECIFICATION	50				
Type 4 - ROUND DATE SEAL (37 mm Dia) – WITH REVOLVING DATE / MONTH / YEAR OF SELF – INKING TYPE (PLASTIC) AS PER ENCLOSED SPECIFICATION	50				
Type 5 - OVAL DEPARTMENTAL SEAL – WITH REVOLVING DATE / MONTH / YEAR OF SELF.– INKING TYPE (PLASTIC) AS PER ENCLOSED SPECIFICATION	50				
TOTAL*					

*L-1 bidder will be decided based on the total value.

REMARKS -

- i) The indicated quantities are only estimated and requirement will be communicated to the vendor as and when needed.
- ii) Bidder to hold the same rates for the next two years from the date of PO.
- iii) No changes in the rate will be allowed.

We agree to all terms and conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)


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NAME OF COMPANY –
CONTACT PERSON –
CONTACT NUMBER –
E-MAIL ID -

SPECIFICATION FOR RUBBER STAMP

TYPE 1 → NAME SEAL – PRE INKED (WITH HANDLE)

SAMPLE AS BELOW

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Engineer - Purchase
BHEL - Piping Centre
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- i) Minimum 10,000 impressions
- ii) Seal must contain firm handle with appropriate length for comfortable usage
- iii) Approx size 60 mm x 20 mm. (Size refers to the inside seal and not the plastic casing)

The inside text / design will vary as per BHEL requirement.

TYPE 2 → NAME SEAL – PRE-INKED (POCKET SEAL)

SAMPLE AS BELOW

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- iv) Minimum 7,000 impressions
- v) Seal must contain sturdy rectangular flap to withstand continuous usage.
- vi) Approx size 60 mm x 20 mm. (Size refers to the inside seal and not the plastic casing)

The inside text / design will vary as per BHEL requirement.

TYPE 3 → ROUND DATE SEAL – WITH REVOLVING DATE / MONTH / YEAR (SELF – INKING)

SAMPLE AS BELOW



- vii) Minimum 3,000 impressions
- viii) Seal must contain firm body with appropriate length for comfortable usage
- ix) Approx size – Dia ~~30~~ mm (Size refers to the inside seal and not the plastic casing)

The inside text / design will vary as per BHEL requirement.

TYPE 4 → ROUND DATE SEAL – WITH REVOLVING DATE / MONTH / YEAR (SELF – INKING)

SAMPLE AS BELOW



- i) Minimum 3,000 impressions
- ii) Seal must contain firm body with appropriate length for comfortable usage
- iii) Approx size – Dia 37 mm (Size refers to the inside seal and not the plastic casing)

The inside text / design will vary as per BHEL requirement.

TYPE 5 → OVAL DEPARTMENTAL SEAL – WITH REVOLVING DATE / MONTH / YEAR (SELF – INKING)

SAMPLE AS BELOW



- iv) Minimum 3,000 impressions
- v) Seal must contain firm body with appropriate length for comfortable usage
- vi) Approx size – As per sample above.

The inside text / design will vary as per BHEL requirement.