

**BHARAT HEAVY ELECTRICALS LIMITED**

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

Phone: 2816 1380

Phone: 28161375

PUR 002/01

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

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501600009	05.02.2016
Name of Supplier :	DUE DATE FOR QUOTATION – 12.02.2016	
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 SCHEDULE		
					Qty.	Date	Remarks
		Photocopying Services for 2,50,000 Copies The contract shall be closed at the end of 2 years or at completion of 2,50,000 copies, whichever is earlier.					

Encl. to Enquiry:

1. Important Information to Bidders 2. Price Format 3. Special instructions

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

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. ~~The outer cover should only bear the address of this office and should not have any indication that a tender is within.~~ Two or more quotations should not be sent in one cover but the quotation against each tender should be sent separately to avoid confusion.

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% Payment after receipt and acceptance of material.

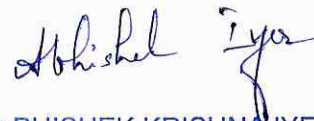
3. RISK PURCHASE: Alternatively the purchaser at this option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver within the time stipulated as aforesaid or if the same 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 0.5% 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.



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BHEL - Piping Centre
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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: 4501600009 / 05.02.2016, Tender opening date 12.02.2016”

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”**

- 2) Your offer should be strictly confirm to our requirement. Prices and applicable taxes should be indicated clearly without any corrections.
PRICES TO BE GIVEN STRICTLY IN THE PRICE FORMAT ATTACHED ALONG WITH THIS ENQUIRY.
- 3) **“Special Terms and Conditions”** is attached along with this Enquiry.
ONLY THOSE VENDORS WHO GIVE SPECIFIC UNCONDITIONAL ACCEPTANCE TO ALL THE MENTIONED POINTS WILL BE CONSIDERED.
- 4) Last date of submission of offer is **12.02.2016, 14:00 hrs. Bids submitted after the deadline will not be entertained.**
- 5) The bid opening date and time is **12.02.2016, 14:30 hrs.**

As this contract involves collecting and returning of documents from BHEL/PC Office, only those bidders close to BHEL/PC Office (Around 3 km radius) are allowed to participate in this tender to avoid time delays.



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PRICE FORMAT

Estimated Qty for 2 Years – 2,50,000 Copies

PHOTOCOPYING CHARGES			
<u>Type</u>	<u>Rate Per Page</u>	<u>Taxes Applicable, if Any</u>	<u>Final Rate Per Page</u>
Single Side Photo Copy			

Since BHEL's requirement comprises mainly of Single Side copies, all the offers shall be evaluated on the rates offered per page for Single Side copy and order shall be placed on the bidder offering the least rate.

Occasionally, there may be requirements of Both side photocopy also. Hence, bidders should also mention the rate for both side photocopy also.

BHEL reserves the right to negotiate the L1 price.

EMD AMOUNT OF RS. 10,000/- SUBMITTED – YES / NO

1. Earnest Money Deposit (EMD) :

All the interested Bidders shall submit EMD amount of Rs. 10,000/-. EMD shall be paid in form of Demand Draft in favour of "Bharat Heavy Electricals Limited", payable at Chennai.

Without the DD for the EMD, bidders will not be allowed to participate.

EMD of all the unsuccessful bidders shall be refunded within 15 days of acceptance of award of work by the successful tenderer.

This EMD shall not carry any interest.

EMD shall be forfeited in the following cases –

- i) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
- ii) The tenderer does not commence the work within the period as per LOI / Contract.

Security Deposit shall be collected from the successful bidder.

10% of the order value shall be collected in the form of DD, after adjustments from the EMD amount. Security Deposit shall be refunded at the completion of the contract.



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(VENDOR SEAL AND SIGNATURE)



**BHARAT HEAVY ELECTRICAL LIMITED
PIPING CENTRE, MATERIALS MANAGEMENT**

SPECIAL TERMS AND CONDITIONS

1. YOUR REPRESENTATIVE SHOULD VISIT OUR CONTRACTS DEPARTMENT AT BHEL, PIPING CENTRE 80, G.N. ROAD, T.NAGAR, CHENNAI – 17, EVERY DAY BETWEEN 9.30AM TO 2.30PM AND COLLECT THE DOCUMENTS TO BE PHOTOCOPIED. THE DOCUMENTS AND PHOTOCOPIES SHALL BE RETURNED WITHIN THE SAME DAY. THERE SHOULD BE NO DAMAGE OF ANY KIND (LIKE FOLDING, TEARING ETC) ON THE ORIGINAL DOCUMENTS.
2. THE PHOTOCOPIES SHOULD BE ARRANGED IN THE RIGHT MANNER AND STAPLED PROPERLY. ONLY GOOD QUALITY PAPER SHALL BE USED FOR PHOTOCOPYING. ANY SPECIFIC INSTRUCTIONS GIVEN BY THE USER SHALL BE STRICTLY ADHERED TO.
3. BHEL RESERVES THE RIGHT TO INCREASE OR DECREASE THE TENDERED QUANTITY AMONG MORE THAN ONE TENDERER AND PLACE ORDERS ACCORDINGLY IN ANY PROPORTION, BASED ON COMMITMENT, REQUIREMENT AND SUPPLIER'S CAPABILITY, DELIVERY AND QUALITY.
4. LOWEST PRICES RECEIVED AGAINST BHEL TENDERS NEED NOT BE THE TECHNICALLY ACCEPTABLE ONE AND IN THAT CASE BHEL RESERVES THE RIGHT TO NOT CONSIDER THE SAME.
5. BHEL RESERVES THE RIGHT TO NEGOTIATE OR REFLOAT THE TENDER OPENED IF L1 PRICE IS NOT THE LOWEST ACCEPTABLE PRICE TO THEM INTER-ALIA OTHER REASONS.
6. BHEL MAY ORDER ON MORE THAN ONE VENDOR AT THE LOWEST ACCEPTABLE PRICE TO BHEL.
7. NONE OF THE ORIGINAL DOCUMENTS SHALL BE REPRODUCED, STORED IN A RETRIEVAL SYSTEM, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS ELECTRONIC, MECHANICAL, PHOTOCOPYING, RECORDING, SCANNING FOR ANY OTHER USAGE. ALL ORIGINAL DOCUMENTS ARE OWNED BY BHARAT

HEAVY ELECTRICALS LIMITED, AND THEY SHOULD NOT BE USED IN ANY MANNER DETRIMENTAL TO THE INTEREST OF THE COMPANY.

8. NON – DISCLOSURE AGREEMENT TO BE GIVEN BY THE SUCCESSFUL VENDOR AS PER THE FORMAT ATTACHED. ANY DEVIATION TAKEN FROM THE AGREEMENT SHALL BE VIEWED VERY SERIOUSLY AND APPROPRIATE ACTION SHALL BE TAKEN ACCORDINGLY.

9. THE CONTRACT SHALL END AT THE END OF 2 YEARS OR AT THE COMPLETION OF THE TOTAL QUANTITY (2,50,000 COPIES), WHICHEVER IS EARLIER. AFTER CONTRACT COMPLETION, THE CONTRACT CAN BE EXTENDED BY FURTHER THREE MONTHS, BY MUTUAL AGREEMENT BETWEEN M/S. BHEL AND VENDOR.

10. BHEL RESERVES THE RIGHT TO CANCEL THE CONTRACT AT ANY POINT OF TIME IF ANY OF THE ABOVE POINTS ARE VIOLATED BY THE VENDOR.

(Vendor Seal and Signature)*

*Vendor Seal and signature confirms unconditional acceptance to all the above mentioned points.

THIRD PARTY NON-DISCLOSURE AGREEMENT

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with BHEL, Piping Centre, Chennai on contract is confidential and that the nature of the business of the BHEL, Piping Centre, Chennai is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL, PC- Chennai without restricting the generality of the foregoing, it is agreed that

we will not disclose such information consisting but not necessarily limited to:

Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.

Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL, PC- Chennai all documents and property of BHEL, PC- Chennai, including: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to BHEL, PC- Chennai's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, PC- Chennai and are reasonable given the nature of the business carried on by the BHEL, PC- Chennai. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without

duress. Dated at _____, this ____ day of _____, 20__.

Name

Company

Signature