

**BHARAT HEAVY ELECTRICALS LIMITED**

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

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

Phone: 2816 1380

Email.raajpillai@bhelmpc.co.in

PUR 002/01

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501600011	08.02.2016
DUE DATE FOR QUOTATION – 22.02.2016		
THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER		

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

Sl. No.	Material Code	Description & Specification	Unit	Qty.	DELIVERY SCHEDULE		
					Qty.	Date	Remarks
01		Box Files With Metal Clips	Nos	100	100		As per Imp. Info to Bidders
02		Partition Cards A4 Size(Pink, Yellow, Green)	Nos.	200	200		
03		L Folders with BHEL Emblem (sample can be collected from BHEL office)	Nos.	700	700		
04		Blue Colour Plastic Files with BHEL Emblem (sample can be collected from BHEL office)	Nos.	500	500		

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

Manager / Purchase

ABHISHEK KRISHNA IYER

Engineer - Purchase

BHEL - Piping Centre

Chennai - 600 017.

## 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:** 100% Payment after receipt and acceptance of material.

3. **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.

4. **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.

5. 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: 4501600011 / 08.02.2016 , Tender opening date 22.02.2016"**

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 1380/75"  
E-mail : [raajpillai@bhelmpc.co.in](mailto:raajpillai@bhelmpc.co.in) / [abhishekki@bhelmpc.co.in](mailto:abhishekki@bhelmpc.co.in)**

- 7) Your offer should be strictly conform to our requirement. Prices and applicable taxes should be indicated clearly without any corrections.
- 8) Organisation Information like PAN number, TIN number, CST number, etc shall also be furnished.
- 9) The validity of the offer should be Minimum of 60 days.
- 10) The quoted price shall be "FIRM" till the completion and execution of the work.
- 11) **The material to be delivered to the above mentioned address.**

- 12) The delivery shall be 4 weeks from the date of PO. However, earliest delivery is preferable.
- 13) Last date of submission of offer is 22.02.2016, 14:00 hrs. Bids submitted after the deadline will not be entertained.
- 14) The bid opening date is 22.02.2016, 14:30 hrs.
- 15) All materials should be delivered to the above mentioned address upto the storage location at the respective floors as instructed by BHEL. In case of non availability of lift also, vendor shall arrange to bring the material upto the storage location situated in respective floors.
- 16) PRICES ARE TO BE SUBMITTED IN BHEL PRICE FORMAT ONLY.
- 17) 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.

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.

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

**PRICE FORMAT – ENQ NO. 4501600011 DT. 08.02.2016**

<b>Annexure</b>			
<b><u>Type</u></b>	<b><u>Rate for FULL Qty.</u></b>	<b><u>Taxes Applicable, if any</u></b>	<b><u>Final Rate for Total Qty.</u></b>
<b>Box File With Metal Clips (100 Nos.)</b>			
<b>Partition Cards (Pink, Yellow, Green) (200 Nos.)</b>			
<b>L Folder With BHEL Emblem (700Nos.)</b>			
<b>Blue Colour Plastic Folder with BHEL Emblem (500Nos.)</b>			
<b>TOTAL*</b>			

\*L-1 bidder shall be decided based on this total value.

We agree to all terms and conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)

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

NAME OF COMPANY –

CONTACT PERSON –

CONTACT NUMBER –

E-MAIL ID -