



ಭಾರತ್ ಹವಿ ಎಲೆಕ್ಟ್ರಿಕಲ್ಸ್ ಲಿಮಿಟೆಡ್

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

(A Government of India Undertaking)
ELECTRONICS DIVISION

P.B. No. 2606, Mysore Road, Bangalore - 560 026

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(EPABX.NO.)

Enq No: EDN:515:RS:01-V08

Date: 16 :01:2015

M/s.

Dear Sir/Madam,

Sub Contract for making and supplying the Official Stamps/seals-Submission of Quotation reg.

BHEL-EDN intends to enter into a contract for making and supplying the official stamp (seals) in trilingual form (Kannada, Hindi & English) for its employee's **with effect from 1st April 2015 for a period of 2 years**. The scope of contract involves the following with expected volume of business of around Rs.1.63 lakh per annum and maximum required seals of **Pre-ink type with emphasis on PIS06, PIS12, PIS51 [Annex-RDTL], SIP02, PLC07, PLD05, PLS02, PLS03, PLS06, PLS07, PLS13, PLS14, PLS16, PLS18, PLS19, PLS20, PLS23, PLS24, PLS26, PLS51 & PLS53** which are largely & frequently required, It is to be noted that, the **L1 status will be determined on the overall cost to company for these [frequently used-estimated Quantity is for PIS51-800, PLS51-100, PIS12, PLS07 and PLS19 are 50 each others are ranging from 5-30] stamps/seals only other types are for need basis requirement:**

1. On receiving our intimation, your representative shall collect the details of seals in trilingual form from the office of the Administration, HRM Department, BHEL-EDN, Mysore Road, Bangalore-26. Preparing the proof and submit the same for our approval.
2. After collecting the approved proof, making and delivering the seals at Administration of HRM Dept., BHEL-EDN Mysore Road, Bangalore-560 026.
3. The type and size of the seals generally required are indicated in the **Annexure-RDTL** (enclosed).
4. BHEL reserves the right to terminate the contract in case of non-performance of contract terms.

This contract work requires a high degree of accuracy, timely delivery and meeting the requirement on exigency basis without any commitment for a specific quantity of seals. It may please be noted that we expect the delivery of stamps within **2 days** after handing over the final proof and release payment for accepted seals within **30 days** after the completion of each calendar month, if you differ from this the same may be indicated in the **Annexure-ODTL**.

If you are willing to **participate in this tender and if you have an established office/works having registration certificate of firm and service tax registration, with experience as per Annexure-EXPR**, a covering letter with the filled-in **annexures-ODTL & RDTL** (enclosed) & enclosing EMD DD of Rs.10000.00 [Rupees ten thousand only] drawn any nationalised Banks in favour of BHEL-EDN, should be put into a sealed envelope and deposited in the Tender Box marked as "HRM Dept" located at Reception of BHEL-EDN, Mysore Road, Bangalore-560 026, on or before Wednesday, the 11th February 2015 (upto 1.00M). If you need any clarification in the content of the Quotation please contact us at 26998505. It may please be noted that, the Security Deposit as per **Annexure-SD requires** to be remitted if contract is awarded in favour of addressee firm.

The tender box will be opened at 1.30PM on 11.02.2015. The authorised representative of interested bidders can be present while opening the tender box just to know the number of offers only **[acceptability will not be confirmed]**. No separate communication will be sent in this regard. On acceptance of bid, the concerned bidder will be communicated in case we need any clarifications & negotiation if required. No correspondence will be entertained in this regard.

Thanking You,

Yours faithfully,
for & on behalf of Bharat Heavy Electricals Limited

[K Parthiban]
Additional General Manager/HR

Encl: a/a

Annexure -ODTL**Quotation for Making and Supplying Official Stamps/Seals**

SL No	Particulars of Information	
01	Name and Address of the Office	:
02	Telephone and FAX Nos. of Office	:
		Tel Nos _____ _____
		Fax Nos. _____
03	Nature of Firm/Organisation [Proprietary or Company or Partnership Business] & enclosed a copy of registration certificate of firm under relevant legislation [may be taken as a proof of having experience in this field]	:
04	Name of the contact Person with phone & Mobile Nos.	:
		Name _____
		Tel Nos _____
		<u>Mob No.</u>
05	a. No. of persons working in our firm	:
	b. Annual turnover during 2011-12	:
	(in Rupees) 2012-13	:
	2013-14	:
06	Tax registration details [registration copy enclosed, which can also be treated as a proof of experience in this field]	:
		VAT No. _____ Date:
		KST No. _____ Date:
07	No. of Years of experience in the field of making/ supply of official Seals	:
08	Name/s of clients	:

A. Delivery schedule :

B. Payment Terms :

Signature of Authorised Person with Seal

Enclosures: Copies of registration certificates & Documents in support of experience

Annexure -SDSECURITY DEPOSIT

1. Security Deposit shall be remitted by the successful tenderer before the commencement of work. The rate of Security Deposit will be as bellow:

- a. Up to Rs.10.00 Lakhs : 10% [Rs. 1.00 Lakh]
- b. Above Rs.10.00 Lakhs : 1.00 Lakh Plus (+) 7.5%
upto Rs.50.00 Lakhs of the amount exceeding Rs.10.00 lakhs.
- c. Above Rs.50.00 Lakhs : Rs.4.00 lakhs Plus (+) 5%
of the amount exceeding Rs.50.00 lakhs.

2. Security Deposit may be furnished in any one of the following forms:

- a). Cash (as permissible under the income Tax Act)
- b). Pay Order, Demand Draft in favour of BHEL
- c). Local cheques of the scheduled banks, subject to realization.
- d). Securities available from post offices such as national savings certificates, kisan Vikas Patras etc.(certificates should be held in the name of contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- e) Bank guarantee from scheduled banks/public financial institutions as defined in the companies act. The Bank Guarantee format should have the approval of BHEL.
- f). Fixed deposit receipt issued by scheduled banks/ public financial institutions as defined in the companies act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
- g). Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected before start of the work and the balance 50% may be recovered from the running bills. (**Note:** In case of small value contracts not exceeding Rs.10 lakhs and all SAS jobs, work can be started before Security Deposit is collected. However, payment can be released only after collection/recovery of initial 50% Security Deposit)
- h). EMD of the successful tenderer can be converted and adjusted against the Security Deposit.
- i). The Security Deposit shall not carry any interest.

Note: Acceptance of Security Deposit against Sl. No. (d) and (f) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith). Security Deposit shall not be refunded to the contractor except in accordance with terms of the contract.

Annexure-EXPR

The estimated value of work under this contract for a period of TWO YEARS is
Rs. 3.25 Lakhs [Three lakhs & twenty five thousand]

- 1 Turnover : The average annual financial turnover of the bidder during the last three [3] years ending 31st March of the previous financial year should be at least 30% of the estimated value, indicated NIT, i.e., Rs. 1,20,000.00

- 2 Experience : The bidder shall have experience of successfully completed making & supplying seals/stamps during the last 7 years as under:
 - a. 3 works of the making & supplying seals/stamps completed, costing not less than the amount equal to 40% of the estimated value at Rs.1.30 Lakhs.

OR
 - b. 2 works of the making and supplying seals/stamps completed not less than the amount equal to 50% of the estimated value at Rs. 1.63 Lakhs.

OR
 - c. One work of the making & supplying seals/stamps completed works costing not less than the amount equal to 80% of the estimated value at Rs . 2. 30 Lakhs.

- 3 Certificates : Copy of completion certificates indicating the value of the Work OR Copy of the Work Order/Purchase Order indicating the value of Work Order alongwith the satisfactory completion certificates of services from previous employers. If the bidders have provided services to other BHEL units, their performance during the contract will be taken into account while evaluating their technical capability

Note:

Unless you qualify as per the terms and enclose the copies of WO/PO, Completion certificates in support of your claims for experience, your Quotation will be summarily rejected without any consideration.

Annexure-RDTL**1.Quotation for making and supplying Official Stamps/Seals - Square &/or Rectangle Shapes**

SL No	Size in Millimetres	Pre-ink Seal		Self-ink Seal		Polymer Seal	
		Code	Rate in Rs.	Code	Rate in Rs.	Code	Rate in Rs.
1	12 x 38	PIS01		SIS01		PLS01	
2	12 x 50	PIS02		SIS02		PLS02	
3	12 x 63	PIS03		SIS03		PLS03	
4	12 x 76	PIS04		SIS04		PLS04	
5	19 x 38	PIS05		SIS05		PLS05	
6	19 x 50	PIS06		SIS06		PLS06	
7	19 x 63	PIS07		SIS07		PLS07	
8	19 x 76	PIS08		SIS08		PLS08	
9	25 x 25	PIS09		SIS09		PLS09	
10	26 x 26	PIS10		SIS10		PLS10	
11	26 x 38	PIS11		SIS11		PLS11	
12	26 x 50	PIS12		SIS12		PLS12	
13	26 x 63	PIS13		SIS13		PLS13	
14	26 x 76	PIS14		SIS14		PLS14	
15	29 x 29	PIS15		SIS15		PLS15	
16	33 x 33	PIS16		SIS16		PLS16	
17	33 x 38	PIS17		SIS17		PLS17	
18	33 x 50	PIS18		SIS18		PLS18	
19	33 x 63	PIS19		SIS19		PLS19	
20	33 x 76	PIS20		SIS20		PLS20	
21	37 x 13	PIS21		SIS21		PLS21	
22	38 x 12	PIS22		SIS22		PLS22	
23	38 x 38	PIS23		SIS23		PLS23	
24	38 x 50	PIS24		SIS24		PLS24	
25	38 x 63	PIS25		SIS25		PLS25	
26	38 x 76	PIS26		SIS26		PLS26	
27	42 x 10	PIS27		SIS27		PLS27	
28	42 x 18	PIS28		SIS28		PLS28	
29	43 x 28	PIS29		SIS29		PLS29	
30	42 x 42	PIS30		SIS30		PLS30	
31	46 x 17	PIS31		SIS31		PLS31	
32	49 x 39	PIS32		SIS32		PLS32	
33	50 x 12	PIS33		SIS33		PLS33	
34	50 x 30	PIS34		SIS34		PLS34	
35	50 x 40	PIS35		SIS35		PLS35	
36	53 x 34	PIS36		SIS36		PLS36	
37	58 x 22	PIS37		SIS37		PLS37	
38	58 x 38	PIS38		SIS38		PLS38	
39	62 x 7	PIS39		SIS39		PLS39	
40	62 x 10	PIS40		SIS40		PLS40	
41	62 x 19	PIS41		SIS41		PLS41	
42	62 x 20	PIS42		SIS42		PLS42	
43	62 x 22	PIS43		SIS43		PLS43	
44	62 x 27	PIS44		SIS44		PLS44	
45	68 x 29	PIS45		SIS45		PLS45	
46	70 x 33	PIS46		SIS46		PLS46	
47	72 x 22	PIS47		SIS47		PLS47	
48	72 x 38	PIS48		SIS48		PLS48	
49	74 x 14	PIS49		SIS49		PLS49	
50	75 x 19	PIS50		SIS50		PLS50	
51	75 x 26	PIS51		SIS51		PLS51	
52	75 x 36	PIS52		SIS52		PLS52	
53	75 x 45	PIS53		SIS53		PLS53	

Note: where sizes are not available it is indicated as --"NA"--

Signature of Authorised Person with Seal

Annexure-RDTL**2. Quotation for making and supplying Official Stamps/Seals
Circle &/or Oval Shapes stamps/seals**

No	Size	Pre-ink Seal		Self-ink Seal		Photo Polymer Seal	
		Seal Code	Rate in Rs.	Seal Code	Rate in Rs.	Seal Code	Rate in Rs.
1	10 mm dia	PIC01		SIC01		PLC01	
2	11 mm dia	PIC02		SIC02		PLC02	
3	18 mm dia	PIC03		SIC03		PLC03	
4	23 mm dia	PIC04		SIS04		PLC04	
5	25 mm dia	PIC05		SIC05		PLC05	
6	29 mm dia	PIC06		SIC06		PLC06	
7	1.5 Inch dia	PIC07		SIC07		PLC07	
8	1 Inch oval	PIC08		SIC08		PLC08	
9	39 mm dia	PIC09		SIC09		PLC09	
10	53 mm oval	PIC10		SIC10		PLC10	

3. Date and Number Stamps/Seals**a. Square/Rectangular type**

SL No	Size in Millimetres	Pre-ink Seal		Self-ink Seal		Polymer Seal	
		Code	Rate in Rs.	Code	Rate in Rs.	Code	Rate in Rs.
1	Date (Plain)	PID01		SID01		PLD01	
2	Date with matter 41 x 24	PID02		SID02		PLD02	
3	Date with matter 50 x 30	PID03		SID03		PLD03	
4	Date with matter 56 x 33	PID04		SID04		PLD04	
5	Date with matter 64 x 40	PID05		SID05		PLD05	
6	Number stamp 8 Digit 4mm	PIN01		SIN01		PLN01	
7	Number stamp 9 Digit 4mm	PIN02		SIN02		PLN02	
8	Number stamp 13 Digit 4mm	PIN03		SIN03		PLN03	
9	Number stamp 18 Digit 4mm	PIN04		SIN04		PLN04	
10	Number stamp 8 Digit 5mm	PIN05		SIN05		PLN05	
11	Number stamp 9 Digit 5mm	PIN06		SIN06		PLN06	
12	Number stamp 13 Digit 5mm	PIN07		SIN07		PLN07	

b. Circle/Oval type

SL No	Size in MM [Letters]	Pre-ink Seal		Self-ink Seal		Polymer Seal	
		Code	Rate in Rs.	Code	Rate in Rs.	Code	Rate in Rs.
1	Date (Plain)	PCD01		SCD01		DCP01	
2	Date with matter 3 mm	PCD02		SCD02		DCP02	
3	Date with matter 4 mm	PCD03		SCD03		DCP03	
4	Date with matter 32 x 32	PCD04		SCD04		DCP04	
5	Date with matter 42 x 42	PCD05		SCD05		DCP05	
6	Number stamp 8 Digit 4mm	PCN01		SCN01		DCN01	
7	Number stamp 9 Digit 4mm	PCN02		SCN02		DCN02	
8	Number stamp 13 Digit 4mm	PCN03		SCN03		DCN03	
9	Number stamp 18 Digit 4mm	PCN04		SCN04		DCN04	
10	Number stamp 8 Digit 5mm	PCN05		SCN05		DCN05	
11	Number stamp 9 Digit 5mm	PCN06		SCN06		DCN06	
12	Number stamp 13 Digit 5mm	PCN07		SCN07		DCN07	
13	Number stamp 18 Digit 5mm	PCN08		SCN08		DCN08	

4. Self ink bottle/pads

SL	Particulars	Code	Rate in Rupees
1	Ink Bottle (28-30ml) for self inking stamps/seals	SIP01	
2	Pads for self inking stamps/seals	SIP02	

Note: where sizes are not available it is indicated as --"NA"--

Signature of Authorised Person with Seal