



BHARAT HEAVY ELECTRICALS LIMITED
(A Govt. of India Undertaking)
ELECTRICAL MACHINE REPAIR PLANT
Plot No.D-1, Cross Road 'C', Road No.16, MIDC,
Andheri (East),MUMBAI – 400 093
[t 2835 8712/8706, Fax No. 022-28231161/28364587]
E mail : rkmundra@bhel-emrp.com

NOTICE INVITING TENDER

Tender Enquiry No: BHEL/ EMRP/ HR/ 14-15/ T- 05

Date: 10.10.2014

Sub: NIT for Supply of stationary material

Pre-Qualification Criteria

Interested parties to submit following documents in support of BHEL's pre-qualifying criteria for providing stationary items to its Andheri (E) Office:

1	Vendor should have experience of having successfully executed a similar contract for providing stationary items during the past 2 years with annual value of not less than Rs. 3 Lacs from the date of bid submission.
2	Vendor to submit ITCC, Annual reports (Copy of audited and self-attested balance sheets and P&L statements) for the last three years.
3	VAT registration certificate
4	PAN Card copy
5	Copy of establishment registration certificate issued by appropriate authority

Vendors meeting the above criteria and willing to register with BHEL in its vendor base shall submit documents mentioned above along with duly filled Annexure I & II.

Scope of supply

Sealed tender is invited in two-bid system for supply of stationary items for a period of 2 years as per terms and conditions placed below.

Sl. No.	ITEMS	BRAND NAME	Tentative Annual Requirement
1	A4 ZEROX PAPER (75 GSM) reams	J.K.Copier	515
2	A4 BOND PAPER (75 GSM) reams	Executive Bond	25
3	A4 YELLOW PAPER (for work-order) reams	SBP	10
4	REYNOLD BALL PENS ALL COLOER 0.45	Reynold	780
5	ADDGEL BALL PENS (Achiever-Blue & Black)	Addgel	200
6	PENCIL – APSARA	Apsara	30
7	SHARPNER	Nataraj	65
8	ERASER	Nataraj	55
9	CORRECTION TAPE	Korex	55
10	HI LIGHTER	Pik	40
11	SKETCH PEN SET (12 pens in a packet)	Luxuor	15
12	PERMANENT MARKER	Pik	175
13	STAPLER MACHINE (Small)	Kangaroo	15
14	STAPLER PINS No.10	Kangaroo	220
15	PAPER PINS PACKET/ AL PINS	Rolex	15
16	U- CLIPS SMALL PACKET	Rolex	35
17	PLASTIC SCALE - 12"	Omego	20
18	STEEL SCALE - 12"	Omego	5
19	SYNTHETIC ADHESIVE (TUBE)	Camlin	10
20	PUNCH MACHINE(big) –DP500	Kangaroo	5
21	PUNCH MACHINE(small) -280	Kangaroo	5
22	WRITING PADS - A4 (No-2)	Ajanta	105
23	CONFERENCE PADS - A5 (No-2)	Ajanta	115
24	POCKET DIARY (No-2)	Maurti	35
25	REGISTER - 2 QUIRE	Sunny	60
26	REGISTER - 4 QUIRE	Sunny	90
27	REGISTER - 6 QUIRE	Sunny	50
28	REGISTER -10 QUIRE	Sunny	40
29	BOX FILE Big (With BHEL Name and Logo printed)	Kangaroo	650

30	CLOTH FLAT FILE (With BHEL Name and Logo printed & cloth stitch on sides and corners)		75
31	SPRINGFILE (With BHEL Name and Logo printed)	COBRA	200
32	PLASTIC FOLDERS (With BHEL Name and Logo printed) – A4 SIZE	SPS	65
33	Double Rigid PLASTIC FILE (With BHEL Name and Logo printed) A4 size	SPS	175
34	LETTER HEADS BOOKLETS EACH CONTAINING 500 SHEETS		20
35	CELLO TAPE 1" (40 yards)	SC Wonder	65
36	BROWN/ CELLO PACKING TAPE - 2" (40 yards)	SC Wonder	20
37	WHITE COTTON DUSTER		205
38	YELLOW COTTON DUSTER		65
39	DUPLICATE NOTE BOOKS 200 Pages (No 2)		10
40	SCISSOR (Small)	Cartini	10
41	SCISSOR (Big)	Cartini	10
42	NOTE STICKER/PASTE-IT (Size 3x3) (75 mmX75mm)	3A	35
43	NOTE STICKER/PASTE-IT (Size 3 x 5)	3A	25
44	STAMP PAD Big	Camlin	5
45	STAMP PAD Small	Camlin	5
46	FILE SEPARATOR FLAG (Size 1/8)		40
47	FILE SEPARATOR FLAG (Size A/4)		40
48	CARBON PAPER (Blue)	Kores	10
49	FEVI STICK 8 GSM	Fevi Stick	270
50	RUBBER BAND (packet of 50 gm)	Vagda	20
51	GUM BOTTLE BIG (700 ml)	Camlin	10
52	STAPLER MACHINE (Big) 24/6	Kangaroo	10
53	WHITE BORAD MARKER	Pik	50
54	PAPER CUTTER BIG		10
55	PAPER CUTTER SAMLL		10
56	PUNCH MACHINE 800	Kangaroo	5
57	REGISTER - 1 QUIRE	Sunny	50
58	REGISTER - 3 QUIRE	Sunny	50
59	REGISTER - 5 QUIRE	Sunny	50
60	REGISTER - 6 QUIRE	Sunny	50
61	REGISTER - 7 QUIRE	Sunny	50
62	REGISTER - 8 QUIRE	Sunny	50
63	REGISTER - 9 QUIRE	Sunny	50

64	REGISTER - 12 QUIRE	Sunny	50
65	MASTER ROLL REGISTER 3 Qrs	Sunny	25
66	NOTE STICKER/PASTE-IT (Size 1.5 x 2)(18mmX75mmX200 sheets)	3A	30
67	White & green COLOR ENVELOPE OF 11 X 5 SIZE (with plastic lamination) & PRINTING - For MM -as per sample	As sample	per 2000
68	BROWN COLOR ENVELOPE OF 9.5 X 4.5 SIZE & PRINTING	As sample	per 3000
69	BIUE COLOR ENVELOPE WINDOW OF 9.5 X 4.5 SIZE & PRINTING	As sample	per 3000
70	A 4 SIZE ENVELOPE WITH CLOTH LAMINATING, STICKER GUMMING & PRINTING	As sample	per 3000
71	A 3 SIZE ENVELOPE WITH CLOTH LAMINATING, STICKER GUMMING & PRINTING	As sample	per 2000

* Brands as mentioned above or equivalent brands shall be acceptable.

Important Note: BHEL has the right to break up the order between the L-1 and L-2 vendors if L-2 vendor agrees to supply at L-1 cost.

Note:

1. Tender can be downloaded from our website www.bhel.com.
2. All subsequent corrigendum/amendment shall be hosted only on website. Hence bidders are advised to always be in touch with our said website until the tender is finally opened. For details, refer tender documents.
3. Commercial terms & conditions, General terms & conditions and Procedure for submission of tender, as placed below, should be submitted strictly in accordance with the same.

COMMERCIAL TERMS AND CONDITIONS

<p>Price: Price should be quoted strictly as per proforma for price bid and same should be inclusive of loading/ unloading and transportation (to our stores) charges. VAT tax, as may be applicable, to be indicated separately against each item in proforma</p>
<p>BID Evaluation Criteria: For bid evaluation, price will be calculated on the basis of landed cost to BHEL as per the price proforma.</p>
<p>Tenure of Contract: Initially, the contract shall be for a period of two years with provision for extension by one more year on the same terms and conditions, at the discretion of BHEL.</p>
<p>Price variation clause: Price offered shall remain fixed during the tenure of contract.</p>

Validity of Offer: Your offer should be valid for a period of 90 days from the date of opening of the Techno-Commercial Bid.

Delivery Place: Free delivery at our store at the following address:

**Bharat Heavy Electricals Limited,
Electrical Machines Repair Plant,
Plot no. D-1, Cross Road "C" , Road No. 16, MIDC – Andheri (E), Mumbai – 400 093.**

Transportation: Shall be arranged by Vendor.

Delivery Required: Within 02 days from the date of placement of order. For custom printed material, delivery shall be made within 1 month of issue of order.

Late delivery penalty clause: Any deviation in scheduled delivery period will attract penalty at the rate of 0.5 % of the order value for every week of delay or part thereof subject to a maximum of 10% of the said order value.

Payment Terms: Monthly billing & Payment **within 30 days of submission of bills** with all required documents. Payment shall be made by electronic mode for which the successful vendor shall submit the bank details.

Taxes & Duties: Only VAT shall be extra, as may be applicable at the time of billing. However, prevailing rate of VAT to be indicated against each item in price bid proforma.

Interpretation of Contract: In case of two or more than two interpretations or differences in any of the technical specifications or terms and conditions of the contract then the interpretation which is in favour of BHEL shall be final & binding.

PROCEDURE FOR SUBMISSION OF TENDER

The bidding documents are and shall remain the exclusive property of BHEL without any right to the Bidder to use them for any purpose except bidding and for use by successful Bidder with reference to the work. The bidding document shall not be transferred to any other agency. Each Bidder shall submit only one bid and a Bidder who submits more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

Bidder shall submit the offer in two bid system in two different sealed covers.

- Part 'A': **Techno-Commercial Bid-**
- Part 'B': **Price Bid**
- Respective Bid names i.e. 'Techno commercial' or 'Price Bid' should be clearly indicated on the envelope cover.

These two covers shall then be placed in a large cover and sealed. This should be dropped in the tender box placed at the security cabin before due date and time. Offers through e-mail / fax shall not be acceptable.

Tender No., date of submission and due date of opening should be written on all the covers.

Part 'A' - Techno Commercial Bid

- Techno Commercial Bid shall contain technical and commercial offer as per NIT Proforma, indicating acceptance of all technical and commercial terms and conditions of NIT, as per Annexure-I i.e. No Deviation certificate, duly filled in, signed and sealed, as required.
- Blank Price Bid Proforma indicating only the rates of taxes and duties applicable, **without rate / price for material**, should be enclosed with the techno-commercial bid Part A.
- Duly filled Pre Qualifying Criteria Proforma as per Annexure II along with requisite documents
- Copy of establishment registration certificate issued by appropriate authority also to be submitted.
- Copy of VAT registration certificate.
- **Copy of PAN Card**

Important Dates:

Tender Enquiry No :	BHEL/ EMRP/ HR/ 14-15/ T- 05
Tender Submission date/time:	03.11.2014 up to 2.00 pm.
Tender Opening date :	03.11.2014 at 2.30 pm. in conference Hall.

Bidders or Bidders' representatives may attend the technical bid opening on the above mentioned date, time & place. No separate intimation will be given to Bidders for technical bid opening.

Part 'B': Price Bid

Part B should contain duly filled in **Price Bid Performa Annexure III**. Any terms and conditions from the bidders side, if mentioned in the price bid, shall be ignored and not considered. Only tenders with successful techno commercial bids shall be eligible for opening of price bids.

Important Note: Any deviation in the above mentioned terms and conditions or conditional offer may render the offer invalid and shall be liable to be rejected, and price bid of such bidders shall not be opened. Price bid of only those bidders shall be opened whose Techno-Commercial offer is found suitable and acceptable. Date of opening of price bid shall be communicated to only those bidders whose Techno-Commercial bid will be accepted. Bids received after the prescribed time of submission shall not be considered.

GENERAL TERMS AND CONDITIONS

BHEL reserves the right to reject the offer and or award the work in full or part without assigning any reason

Tender should be free from over writing and erasers, additions if any must be attested

Any dispute arising out of this shall be referred to the sole arbitration of Unit Head, BHEL, EMRP, Mumbai OR any other officer nominated by him and this award of arbitration shall be final and binding on the parties. The venue of the arbitration in all cases shall be Mumbai. The arbitration proceedings shall be conducted in accordance with the Arbitration and Reconciliation Act 1996

All suits in respect of this NIT shall be in the courts of Mumbai

**For and on behalf of
Bharat Heavy Electricals Limited**

Sr. Executive (HR)

Annexure I

Tender Enquiry No. BHEL/ EMRP/ HR/ 14-15/ T- 05

Date: 10.10.2014

Bidder's Ref No: _____

NO DEVIATION CERTIFICATE

We here by accept and agree to all Techno-Commercial & general terms & conditions given in the above referred tender enquiry without any deviation.

**Authorized Signatory,
with seal of company**

Pre-Qualification Criteria Proforma

Proforma for enclosing required documents to meet the PQC requirements.

I am enclosing the required documents as under in Part A bid:

1	Vendor should have experience of having successfully executed a similar contract for providing stationary items during the past 2 years with annual value of not less than Rs. 3 Lacs from the date of bid submission.	Submitted/ Not Submitted
2	Vendor to submit ITCC, Annual reports (Copy of audited and self-attested balance sheets and P&L statements) for the last three years.	Submitted/ Not Submitted
3	VAT registration certificate	Submitted/ Not Submitted
4	PAN Card copy	Submitted/ Not Submitted
5	Copy of establishment registration certificate issued by appropriate authority	Submitted/ Not Submitted

**Authorized Signatory,
with Seal of company**

Annexure III

Price Bid

(To be placed in separate sealed cover)

Date:

Tender Enquiry No: BHEL/ EMRP/ HR/ 14-15/ T- 05

Bidder's Ref No: _____

Proforma for Price Bid Part "B"

Sl. No	ITEMS	BRAND NAME	Annual Requirement	Unit Rate(Rs.)	VAT Rate (%)	Net Unit Rate (Rs.)
1	A4 ZEROX PAPER (75 GSM) reams	J.K.Copier	515			
2	A4 BOND PAPER (75 GSM) reams	Executive Bond	25			
3	A4 YELLOW PAPER (for work-order) reams	SBP	10			
4	REYNOLD BALL PENS ALL COLOER 0.45	Reynold	780			
5	ADDGEL BALL PENS (Achiever-Blue & Black)	Addgel	200			
6	PENCIL – APSARA	Apsara	30			
7	SHARPNER	Nataraj	65			
8	ERASER	Nataraj	55			
9	CORRECTION TAPE	Korex	55			
10	HI LIGHTER	Pik	40			
11	SKETCH PEN SET (12 pens in a packet)	Luxuor	15			
12	PERMANENT MARKER	Pik	175			
13	STAPLER MACHINE (Small)	Kangaroo	15			
14	STAPLER PINS No.10	Kangaroo	220			
15	PAPER PINS PACKET/ AL PINS	Rolex	15			
16	U- CLIPS SMALL PACKET	Rolex	35			
17	PLASTIC SCALE - 12"	Omego	20			
18	STEEL SCALE - 12"	Omego	5			
19	SYNTHETIC ADHESIVE (TUBE)	Camlin	10			
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27	REGISTER - 6 QUIRE	Sunny	50			
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31	SPRINGFILE (With BHEL Name and Logo printed)	COBRA	200			
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33	Double Rigid PLASTIC FILE (With BHEL Name and Logo printed) A4 size	SPS	175			
34	LETTER HEADS BOOLLETS EACH CONTAINING 500 SHEETS		20			
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37	WHITE COTTON DUSTER		205			
38	YELLOW COTTON DUSTER		65			
39	DUPLICATE NOTE BOOKS 200 Pages (No 2)		10			
40	SCISSOR (Small)	Cartini	10			
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42	NOTE STICKER/PASTE-IT (Size 3x3) (75 mmX75mm)	3A	35			
43	NOTE STICKER/PASTE-IT (Size 3 x 5)	3A	25			
44	STAMP PAD Big	Camlin	5			
45	STAMP PAD Small	Camlin	5			
46	FILE SEPARATOR FLAG (Size 1/8)		40			
47	FILE SEPARATOR FLAG (Size A/4)		40			
48	CARBON PAPER (Blue)	Kores	10			
49	FEVI STICK 8 GSM	Fevi Stick	270			
50	RUBBER BAND (packet of 50 gm)	Vagda	20			
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52	STAPLER MACHINE (Big) 24/6	Kangaroo	10			
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54	PAPER CUTTER BIG		10			
55	PAPER CUTTER SAMLL		10			
56	PUNCH MACHINE 800	Kangaroo	5			
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60	REGISTER - 6 QUIRE	Sunny	50			
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68	BROWN COLOR ENVELOPE OF 9.5 X 4.5 SIZE & PRINTING	As per sample	3000			
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70	A 4 SIZE ENVELOPE WITH CLOTH LAMINATING, STICKER GUMMING & PRINTING	As per sample	3000			
71	A 3 SIZE ENVELOPE WITH CLOTH LAMINATING, STICKER GUMMING & PRINTING	As per sample	2000			
			Annual Expenditure (In Rs.)			
			Net Expenditure (For 2 years) Rs.			

Note:

1. Vendors should clearly indicate the rates of taxes and duties applicable as per above Proforma.
2. Vendor to confirm relevant documents will be provided to BHEL for availing VAT credit.
3. Final evaluation shall be carried out after considering CENVAT / VAT credit available to BHEL.

Authorized Signatory, with seal of company