



Bharat Heavy Electricals Limited

CSU & FP

JAGDISHPUR AMETHI (UP)

Tender No:- TE/650930014/ 16-17/ STATONARY ITEMS

Dtd: 09/04/2016

TENDER NOTICE

Sealed Tenders are invited in **Two bid system**, for the **SUPPLY & PRINTING OF STATIONARY ITEMS**

General :-

- **Opening of Technocommercial bid** at 1500 Hrs.on **30/04/2016**
- **Submission of Tender:** Till 14.30 hrs 30/04/2016
- **General Information:**

TENDER DOCUMENTS TO BE COLLECT UP TO 30.04.16 (14.30 hrs.), ON BELOW ADDRESS:-

**Sh. R.D.Tripathi, AE (MM)
Bharat Heavy Electricals Limited
FP ADMINISTRATIVE BUILDING
CSU & FP, Industrial Area, Jagdishpur Dt. Amethi (UP)**

- Bid's can be deposited in the Tender Box, kept in the Administrative Building, Fabrication Plant, Bharat Heavy Electricals Ltd Industrial Area Jagdishpur Dist. AMETHI-PIN-227817, UP.
 1. Techno-Commercial Bid to be in envelop No.1.-Super scribe this envelope as-Tender Enquiry no. TE/650930014/ 16-17/ STATONARY ITEMS Dtd: 09/04/2016-“Techno-Commercial Bid” with due date of opening.
 2. **Price bid to be kept in envelop No -2** TE/650930014/ 16-17/ STATONARY ITEMS “**Price bid**” with due date of opening
 3. Envelopes No.1 & No.2 are to be kept in a bigger envelope No.3 **Super scribe this envelop as-Tender Enquiry no. TE/650930014/ 16-17/ STATONARY ITEMS** with due date of opening.
 4. Offers with deviations from terms and conditions & specification of the tender may not be considered.
 5. BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post.
 6. BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation, or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by BHEL.

Centralized Stamping Unit & Fabrication Plant, Jagdishpur Industrial Area, Distt. Sultanpur (UP) 227 817, INDIA

Tel.: ++ 91 5361 27 1376; FAX: 27 0057; web site: www.bhel.com
Registered & Corporate Office: 'BHEL House', Siri Fort, New Delhi 110 049



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7. Duly completed offers should reach following address on or before due date and time to AGM-MM HEAD(CSU & FP) BHEL, Industrial Area Jagdishpur, Dist. Amethi, UP.PIN-227817.
8. In case you are not quoting, please send your regret letter positively for our reference.
9. Tender received after the specified time of their "SUBMISSION" will be treated as late tender and shall not be considered under any circumstances.
10. Supplier shall quote for all the items in the enclosed price bid format only.
11. Sample provided by the BHEL, if any party wants to see sample please contact at the address given.

The tender document consists of four parts-

Section – 1: Techno-Commercial bid consists

- A- * Item Description
 - B- *Technical specification
 - C- * Commercial requirement
 - D- * Special Instructions
- * Un-price bid format (Copy of Price Bid without price part only **fill for taxes & duties**)

Section – 2: Price bid format

Section-1

(A)- Item Description

SL.	ITEM DESCRIPTION	SPECIFICATION	UNIT	QTY.
1	CARD SHEET FILE COVER (PRINTED)	297x210+-2 M TO BE MADE USING PAPER300+-2 GSM YELLOW AND RED COLOR SHALL BE PRINTED CO. NAME BOTH HINDI AND ENGLISH MONOGRAM DIVINDING LINE PPO NAME ETC. BLACK INK	NOS	5000
2	ENVELOPE KHAKHI CLOTH LINE A4 210x297M	POCKET SHAPE A4 PLAIN,SIZE : 210x297+-2M ,TO BE MADE USING PAPER 75+-2 GSM AND SHALL BE PRINTED WITH COMPANY'S NAME BOTH HINDI AND ENGLISH MONOGRAM DIVINDING LINE P.O NO. ETC BLACK INK SUPPLY: 100NOS PER BUNDLE. WRAPPED WITH PAPER STRIP.SAMPLE INSPECTION THE TIME OF BULK SUPPLY.PROOF TO BE GOT APPROVED BEFORE BULK SUPPLY	NOS.	1000
3	ENVELOPE LAMINATED A4 210x297MM	POCKET SHAPE A4 PLAIN, SIZE : 210x297+-2M , TO BE MADE USING PAPER 80+-2 GSM YELLOW COLOUR AND SHALL BE PRINTED WITH COMPANY'S NAME BOTH HINDI AND ENGLISH MONOGRAM DIVINDING LINE P.O NO. ETC BLACK INK SUPPLY: 100NOS PER BUNDLE WRAPPED WITH	NOS.	1000

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		PAPER STRIP.SAMPLE INSPECTION THE TIME OF BULK SUPPLY.PROOF TO BE GOT APPROVED BEFORE BULK SUPPLY.		
4	ENVELOPE KHAKHI CLOTH LINE A3 297x420MM	POCKET SHAPE A3 PLAIN,SIZE : 297x420+-2M, TO BE MADE USING PAPER 80+-2 GSM AND SHALL BE PRINTED WITH COMPANY'S NAME BOTH HINDI AND ENGLISH MONOGRAM DIVIDING LINE P.O NO. ETC BLACK INK SUPPLY: 100NOS PER BUNDLE WRAPPED WITH PAPER STRIP.SAMPLE INSPECTION THE TIME OF BULK SUPPLY.PROOF TO BE GOT APPROVED BEFORE BULK SUPPLY.	NOS.	500
5	ENVELOPE LAMINATED A3 297x420MM	POCKET SHAPE A3 PLAIN,SIZE : 297x420+-2M, TO BE MADE USING PAPER 80+-2 GSM YELLOW COLOUR AND SHALL BE PRINTED WITH COMPANY'S NAME BOTH HINDI AND ENGLISH MONOGRAM DIVINDING LINE P.O NO. ETC BLACK INK SUPPLY: 100NOS PER BUNDLE WRAPPED WITH PAPER STRIP.SAMPLE INSPECTION THE TIME OF BULK SUPPLY.PROOF TO BE GOT APPROVED BEFORE BULK SUPPLY.	NOS.	500
6	ENVELOPE WHITE 11"x5"	POCKET SHAPE, SIZE: 11"x5"+-2MTO BE MADE USING PAPER 80+-2 GSM WHITE COLOUR AND SHALL BE PRINTED WITH COMPANY'S NAME BOTH HINDI AND ENGLISH MONOGRAM DIVIDING LINE P.O NO. ETC SKY BLUE INK SUPPLY: 100NOS PER BUNDLE WRAPPED WITH PAPER STRIP.SAMPLE INSPECTION THE TIME OF BULK SUPPLY.PROOF TO BE GOT APPROVED BEFORE BULK SUPPLY.	NOS.	1000
7	ENVELOPE WHITE 9"x4"	POCKET SHAPE, SIZE: 9"x4"+-2MTO BE MADE USING PAPER 80+-2 GSM WHITE COLOUR AND SHALL BE PRINTED WITH COMPANY'S NAME BOTH HINDI AND ENGLISH MONOGRAM DIVINDING LINE P.O NO. ETC SKY BLUE INK SUPPLY: 100NOS PER BUNDLE WRAPPED WITH PAPER STRIP.SAMPLE INSPECTION THE TIME OF BULK SUPPLY.PROOF TO BE GOT APPROVED BEFORE BULK SUPPLY.	NOS.	1000
8	PLASTIC ENVELOPE L TYPE 229x324MM	SHAPE ,SIZE229x324+2M ,TO BE MADE USING PLASTICK 85+-2 GSM, GREEN COLOUR AND SHALL BE PRINTED WITH COMPANY'S NAME BOTH HINDI AND ENGLISH MONOGRAM DIVIDING LINE P.O NO. ETC BLACK INK SUPPLY: 100NOS PER BUNDLE WRAPPED WITH PAPER STRIP.SAMPLE INSPECTION THE	NOS.	500

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		TIME OF BULK SUPPLY.PROOF TO BE GOT APPROVED BEFORE BULK SUPPLY.		
9	PLASTIC FOLDER 229x324MM	FOLDER SHAPE ,SIZE229x324+2M TO BE MADE USING PLASTIC 85+-2 GSM, GREEN COLOUR AND SHALL BE PRINTED WITH COMPANY'S NAME BOTH HINDI AND ENGLISH MONOGRAM DIVIDING LINE P.O NO. ETC BLACK INK SUPPLY: 100NOS PER BUNDLE WRAPPED WITH PAPER STRIP.SAMPLE INSPECTION THE TIME OF BULK SUPPLY.PROOF TO BE GOT APPROVED BEFORE BULK SUPPLY.	NOS.	500
10	REGISTER 2Q 32x19CM	SIZE32x19cm+2M TO BE MADE USING PAPER 75+-2 GSM WHITE COLOUR AND SHALL BE PRINTED WITH COMPANY'S NAME BOTH HINDI AND ENGLISH MONOGRAM DIVIDING LINE P.O NO. ETC BLACK INK SUPPLY: 100NOS PER BUNDLE WRAPPED WITH PAPER STRIP.SAMPLE INSPECTION THE TIME OF BULK SUPPLY.PROOF TO BE GOT APPROVED	NOS.	1000
11	REGISTER 3Q 32x19CM	SIZE32x19cm+2M TO BE MADE USING PAPER 75+-2 GSM WHITE COLOUR AND SHALL BE PRINTED WITH COMPANY'S NAME BOTH HINDI AND ENGLISH MONOGRAM DIVIDING LINE P.O NO. ETC BLACK INK SUPPLY: 100NOS PER BUNDLE WRAPPED WITH PAPER STRIP.SAMPLE INSPECTION THE TIME OF BULK SUPPLY.PROOF TO BE GOT APPROVED	NOS.	1000

(B)- Technical Specifications

No	Description	Required
1	Sample required with offer (As per BHEL Sample)	YES
2	Pre Dispatch Inspection	NO
3	Test certificate	NO
4	Guarantee certificate	NO
5	Calibration certificate	NO
6	Spares and tool	NO
7	Erection & commissioning	NO

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(C)- Commercial conditions:

A. **TERMS AND CONDITIONS ARE DETAILED BELLOW:**

a. **Technical Conditions:**

S. No	Description	Requirement
1.	Delivery Schedule	4 weeks from the date of LOI/PO. Earlier delivery is also acceptable to BHEL. Material to be supplied as per specification only.
2.	Evaluation of offer	On the basis of items wise evaluation landed cost to BHEL, CSU Stores, Jagdishpur inclusive of loading, if any.

b. **Commercial conditions:**

1.	Transportation	Deliveries shall be FOR BHEL, CSU Plant, Jagdishpur.
2.	Insurance	Insurance shall be arranged by vendor.
3.	Price	The basic prices shall be firm. All taxes & duties to be specified specifically. Supplier shall quote for all the items in the enclosed price bid format only.
4.	Terms of Payment	100% progressive payment within 90 days (45 days for MSME suppliers) of successful acceptance of items at BHEL CSU Plant, Jagdishpur. Payment shall be done through E-payment. Original excise duty gate pass shall be submitted by the vendor to enable purchaser to claim Cenvat credit (if applicable), part payment is also acceptable. Taxes will be paid at actual. Bank charges to suppliers account.
5.	Validity of offer	Offer validity will be for 90 days from date of opening of Tender enquiry.
6.	Penalty for Delay	The delivery of material shall be made within the time prescribed. Failure to deliver the material in time as per the delivery specified above would make the vendor liable to an un-conditional penalty at the rate of half percent (1/2%) of the order value of delayed items per week (or part thereof) Subjected to a maximum of ten percent (10%) of the order.
7.	Rejections	The supplier shall arrange replacement/repair within one month from the date of rejection intimation upon failure on supplier's part to comply. BHEL will take whatever appropriate action they may think fit in addition to repair/return of rejected material at the cost and risk of the supplier.
8.	Risk purchase	In case of delays in supply of materials/defective materials not fulfillment of any other terms and conditions given in the purchase order, the purchase may cancel the full or part thereof, and may also make purchase of such material from elsewhere/alternate source at the risk and cost of supplier.
9.	Arbitration	Any dispute arising out of this contract shall be referred to the sole arbitration of GM- CSU & FP, BHEL, Jagdishpur. Its award shall be final and binding on the parties. The venue of arbitration in all cases shall be at Administrative

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		building, BHEL, FP, Jagdishpur.
10.	Jurisdiction	In case of any suit or other legal proceedings arising under or relating to the contract, the Jurisdiction of Amethi (UP) district court shall apply.
11.	Consignee	The Stores Officer, CSU, BHEL, IA Jagdishpur, Dist. Amethi - 227817 (U.P.)
12.	Billing details	Bills should be in the name of Centralised Stamping Unit, BHEL, IA Jagdishpur, Dist. Amethi - 227817 (U.P.). TIN no. of Centralised Stamping Unit to be mentioned on the Bills. The bills to be sent to the Purchase Office-CSU&FP, IA Jagdishpur, Dist. Amethi - 227817 (U.P.).
13.	Documentation	One set of all required documents (ink signed) must accompany the supply and one set (Ink-Signed) to be sent to Purchase officer before the dispatch.

(D)- Special Instructions:

1. All taxes/duties/levies etc. must be specified separately in amount or in percentage. Incomplete offer shall not be acceptable.
2. In case vendor do not accept BHEL, CSU & FP, Jagdishpur payment terms as per enquiry proper loading shall be done.
3. Duly filled & signed with company seal on all documents to be submitted along with offer.
4. Original manufacturer's test certificate required along with dispatch documents. In case supplies are from traders, It shall be the responsibility of the trader to provide original manufacture's certificate with linkage to trader's invoice stating batch No.
5. BHEL, CSU & FP, Jagdishpur reserve the right to procure from more than one vendor.
6. Please quote price in figures & words both. In case the prices quoted in words and figures are different, the value indicated in words will be considered for evaluation and establishing L1 status.
7. the offers of the bidders who are on the banned list as also the offers of bidders, who engage the services of the banned firms, shall be rejected. The list of firms is available on web site www.bhel.com.

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UNPRICE BID

(To be submitted on Vendor's Letter Head)

Un-Price bid: The Un-price bid is to be submitted in the following format with clearly written "Quoted" in place every where you have mentioned numeric values /prices in Price Bid. No prices should be mentioned on UNPRICED BID: -: -

Tender No: TE/650930014/ 16-17/ STATONARY ITEMS

S.No	Description	Qty	Unit price	Total Price
1	CARD SHEET FILE COVER PRINTED	5000		
2	ENVELOPE KHAKHI CLOTH LINE A4 210x297M	1000		
3	ENVELOPE LAMINATED A4 210x297MM)	1000		
4	ENVELOPE KHAKHI CLOTH LINE A3 297x420MM	500		
5	ENVELOPE LAMINATED A3 297x420MM	500		
6	ENVELOPE WHITE 11"x5"	1000		
7	ENVELOPE WHITE 9"x4"	1000		
8	PLASTIC ENVELOPE L TYPE 229x324MM	500		
9	PLASTIC FOLDER 229x324MM	500		
10	REGISTER 2Q 32x19CM	1000		
11	REGISTER 3Q 32x19CM	1000		
12	Total Basic Price			
13	Excise duty(cenvatable)@.....%			
14	VAT/CST(against from C)@.....%			
15	Freight+ Insurance@.....%			
16	Other Expenses(if any)@.....%			
17	Grand Total			

Total Cost to BHEL = in figures

in words

- Note: 1)Applicable rates of Taxes duties,& freight (all in percentage) are to be mentioned.
2) Evaluation:On the basis of total landed cost to BHEL,CSU Stores, Jagdishpur for individual items inclusive of loading, if any

Seal and Sign of Bidder

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Section-2

PRICE BID
(To be submitted on Vendor's Letter Head)

Price bid: The price bid is to be submitted in the following format: -

Tender No: TE/650930014/ 16-17/ STATONARY ITEMS

S.No	Description	Qty	Unit price	Total Price
1	CARD SHEET FILE COVER PRINTED	5000		
2	ENVELOPE KHAKHI CLOTH LINE A4 210x297M	1000		
3	ENVELOPE LAMINATED A4 210x297MM)	1000		
4	ENVELOPE KHAKHI CLOTH LINE A3 297x420MM	500		
5	ENVELOPE LAMINATED A3 297x420MM	500		
6	ENVELOPE WHITE 11"x5"	1000		
7	ENVELOPE WHITE 9"x4"	1000		
8	PLASTIC ENVELOPE L TYPE 229x324MM	500		
9	PLASTIC FOLDER 229x324MM	500		
10	REGISTER 2Q 32x19CM	1000		
11	REGISTER 3Q 32x19CM	1000		
12	Total Basic Price			
13	Excise duty(cenvatable)@.....%			
14	VAT/CST(against from C)@.....%			
15	Freight+ Insurance@.....%			
16	Other Expenses(if any)@.....%			
17	Grand Total			

Total Cost to BHEL = in figures

in words

- Note: 1) Applicable rates of Taxes duties, & freight (all in percentage) are to be mentioned.
2) Evaluation: On the basis of total landed cost to BHEL, CSU Stores, Jagdishpur for individual items inclusive of loading, if any

Seal and Sign of Bidder.

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PREFERENCES/BENEFITS FOR MSEs:

Following preferences/benefits shall be given to MSEs in line with Public procurement policy for Micro and Small Enterprises (MSEs), 2012:

1. The tender documents shall be issued free of cost to MSEs.
2. MSEs are exempted from payment of Earnest Money Deposit (EMD).
3. In tender, Micro and Small Enterprises quoting within the price band of L1+15% shall be allowed to supply the requirement up to 20% of the tender quantity subject to condition that such Enterprises bring down their price to L1 price where L1 price is from other than a Micro and Small Enterprise. If L1 offer is from a Micro / Small Enterprise, this provision will not be applicable. In case more than one Micro and Small Enterprise is there within this span, the supply shall be shared proportionate to the tender quantity. (70:30 or 50:30:20 of the eligible quantity).

Note: Special provision for Micro and small enterprises owned by SC or ST: -

Sub target of 20% (i.e. 4% out of 20%) would be earmarked for procurement from Micro and Small Enterprises owned by the Scheduled Caste or Scheduled Tribe Entrepreneurs provided that in event of failure of such Micro and Small Enterprises to participate in the tender process or meet the tender requirements and the L1 price, the 4% sub-target for procurement ear-marked MSE owned by Scheduled Caste or Scheduled Tribe Entrepreneurs shall be met from other MSE Enterprises/s.

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure-1 where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents is not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.

In case of any change in the MSE status of the Bidder, it shall be the responsibility of the Bidder to notify the change as a part of the Bid document. If at a later date it comes to the knowledge of BHEL, that the change in the status has not been intimated by the Bidder and the order is obtained under the premise of an MSE then BHEL would cancel the pending order against this tender and take necessary steps for suspension of the business dealing with the Bidder as per the procurement policy of BHEL.

In case after the bid opening it is seen that no MSE has become L1, then depending on the nature of the item, if it is not possible to split the tendered items / quantities on account of reasons like customer contract requirements of supplying one make for a given project or technical reasons like the tendered item being a system etc. then BHEL would not counter offer the L1 prices even though there may be MSE bidders within the +15% band of L1.



Bharat Heavy Electricals Limited

Centralised Stamping Unit, Jagdishpur

ANNEXURE-I

Certificate by Chartered Accountant on letter head

This is to Certify that M/S. (Hereinafter referred to as 'company') having its registered office at is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-II) dated: Category: (Micro/Small) (Copy enclosed). Further verified from the Books of Accounts that the investment of the company as on date as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :Rs.Lacs
2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006: RsLacs

(Strike off whichever is not applicable)

The above investment of Rs Lacs is within permissible limit of Rs -----Lacs for Micro/Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is -----(dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide 5.0. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant