



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

Tender No. AA:GAX:15:PR:102
Dated: 15.09.2015

To:

Sub: Notice inviting Quotations for supply of General Stationery Items

Sir,

Quotations are invited in sealed cover with Enquiry No., Enquiry Date & Due Date, legibly super-scribed on it, for the items mentioned in Price Bid Format enclosed herewith as per the Terms & Conditions mentioned below. The quotation can be submitted in Tender Box, Corporate Office, Reception, BHEL House, Siri Fort, Delhi-110049, along with this letter, in the office of the undersigned by 1500 hrs. on OR before the due date. Quotations shall be opened at 1530 hrs., in our office, on the due date of submission of offers as mentioned below.

Description of Work	Date of Issue of Tender document	Due Date and Time of Submission of offers	Tender Opening date and time
Supply of General Stationery Items at BHEL House, Siri Fort, Delhi on Rate Contract basis.	16.09.2015	30/09/2015 up to 1500 Hrs	30/09/2015 at 1530 Hrs

Quotations (Single Part Bid) shall be submitted in the sealed envelopes which shall be opened on the **Due Date of Opening i.e. 30/09/2015 at 1530 hrs** in our office in the presence of authorized representatives of the parties.

Thanking you,

Yours faithfully,
For and on behalf of BHEL

(Sunil Pratap Singh)
Manager (HR-GAX)

Encl: as stated above

1.0 GENERAL INSTRUCTIONS

BHEL, a Maharatna Company, intends to enter into short term Rate contract for supply of General stationary for its office located at BHEL House, Siri Fort, New Delhi - 110049 by inviting sealed quotations. Due date of the opening date of bid shall be the date of submission of offer as mentioned on the first page of this tender. The terms and conditions are mentioned below.

The quantity of items mentioned in the Price Bid Format are tentative only and may increase or decrease upto 20% depending upon the actual requirements. In case of increase in quantities, the successful bidder will have to supply the items at the same rates.

2.0 TERMS AND CONDITIONS:

- 2.1 Delayed tenders are liable to be rejected.
- 2.2 The successful bidder(s) will have to supply the items as per the specification mentioned in the Price Bid Format enclosed herewith. If the supplied items are found of inferior quality, the same will be rejected and no payment will be made for rejected items.
- 2.3 The items of fresh lots will only be supplied. In case of supply of aged material, the item may be rejected. The items will have to be supplied in properly packed condition.
- 2.4 Any defective supply will be replaced free of cost. No payment shall be made against defective supply. The purchaser reserves the right to reject any items, which in his opinion does not confirm the specifications or is found to be of inferior quality.
- 2.5 All items should be in conformity with manufacturer specifications and of standard quality.
- 2.6 The items have to be supplied in properly packaged condition and delivered in the same packaged condition to BHEL House, Siri Fort, New Delhi - 110049.
- 2.7 BHEL reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days' notice with or without assigning any reason without any financial consideration/implication.

3.0 EVALUATION CRITERIA AND AWARD OF CONTRACT

BHEL shall carry out detailed evaluation of the bids to determine that the requirements set forth in the bid specifications are met. BHEL may accept or reject the deviations sought by the bidder(s) & may load the bids for price for accepting the deviation.

Based upon the evaluation, BHEL shall determine the acceptable bidders. BHEL reserves the right to reject any bidder without assigning reason for the same. The evaluation criteria shall be the item-wise L-1 rates all inclusive (The rate contract shall be awarded to the concerned party at the L-1 rates). In case, the L-1 unit rates are quoted by more than one party for any item, the order quantity shall be split equally amongst the concerned parties.

In case of any arithmetical errors in the price bid the higher rate will be considered for evaluation and lower unit rate will be considered for ordering.

4.0 VALIDITY OF RATES

Rates shall remain valid upto 05.04.2016 or till the extended period of contract which may be extended further with the mutual consent and no request will be entertained for any increase of rates what so ever may be the reason. However, the VAT / Taxes etc. shall be applicable as per the Government Notifications from time to time



5.0 PAYMENT TERMS:

For the bills submitted along with supporting vouchers and completed in all respect, the payment, inclusive of all taxes as applicable, shall be made within 20 days from the date of submission of the bills. However, no interest shall be payable for delay, if any, in making the payment.

6.0 DELIVERY PERIOD / LIQUIDATED DAMAGES:

The stationery items shall be supplied within 15 days time on placement of PO. In case of supply is delayed beyond this period, BHEL reserves the right to levy LD @ ½% per week of delay subject to maximum of 10% of ordered value.

7.0 Deviations, if any, may be enumerated in the format enclosed. BHEL at its discretion may agree in full or part or totally reject deviations sought by the bidder(s). BHEL will consider the deviations if the same are specified in the deviation format, or else it will be considered that there is no deviation taken. Deviations, if any, mentioned elsewhere in bid apart from Annexure II – "ACCEPTANCE LETTER/ DEVIATION CERTIFICATE" (whether techno-commercial bid or Price bid) shall be treated as null and void by BHEL.

8.0 The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com.

9.0 ARBITRATION

9.1 In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL (Purchaser).

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

9.2 In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable:-

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, Provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

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10.0 LAWS GOVERNING THE CONTRACT

The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

11.0 JURISDICTION OF COURT

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

12.0 DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

12.1 If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

12.2 Cost of the purchases made by the Purchaser at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

3/1/01

ANNEXURE-I

DOCUMENTS TO BE ATTACHED

- 1) Format for Acceptance Letter/ Deviation Certificate as per Annexure-II.
- 2) Declaration Sheet as per Annexure-III
- 3) Complete details of the contact person with email id and mobile number etc.
- 4) Copy of tender document duly signed and stamped by the bidder
- 5) Any other information that bidder may like to furnish.
- 6) Price Bid containing Prices only as per Annexure-IV

3/1/01

**FORMAT FOR SEEKING DEVIATION
(To be attached with Part-I bid)**

CLAUSE NO.	DESCRIPTION / DETAILS OF DEVIATION	REMARKS / REASONS

NOTES:

1. In case of no deviation, "NIL" is to be indicated in this format.
2. BHEL reserves the right to reject the offer without assigning any reason.

I, _____ hereby certify that except the deviations mentioned above, we do not have any other deviations to the tender no. AA:GAX:15:PR:102 dated 15.09.2015. Deviations, if any, mentioned elsewhere in our bid may be treated as null and void by BHEL.

SIGNATURE OF BIDDER WITH SEAL

NAME:
DESIGNATION:
COMPANY / FIRM:
DATE:

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DECLARATION

I / We hereby declare that I / We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court.

SIGNATURE OF BIDDER WITH SEAL

3/1/21

Rates for General Stationery Items (to be quoted)

Sl No	Item Description	Specification	Unit	Qty.	Supply in Lot	Unit Rate	VAT %	Value - per unit (incl. VAT)
1	ALL PIN	Bell Make (Nickle coated steel), 26 MM long, Minimum Wt. 100 Grms .	NOS	100	1			
2	CELLO TAPE - LARGE 1"	3M Make 50 M in length, 1" wide	NOS	250	2			
3	CELLO TAPE - LARGE 2"	Classic Make 50 M in length, 2" wide.	NOS	400	2			
4	CELLO TAPE - MEDIUM 1.5"	Classic Make 50 M in length, 1.5" wide.	NOS	150	1			
5	CELLO TAPE - SMALL 0.5"	3M Make 24 M in length, 0.5" Wide .	NOS	500	2			
6	CLASSIC SPIRAL NOTE BOOK	Shipra make SPIRO Classic Book Spiral binding on left side with 50 sheets, Code SC-211 Size 9" x 7"	NOS	800	2			
7	DUST BIN - WASTE BUCKET	Waste Paper Basket, 12"Dia x12" Height, WPB -100 Royal Touch Make Round Shape Rectagular Perforated. Assorted colours, as per sample.	NOS	150	2			
8	DUSTER WHITE	Duster, White, HeavyCloth, Size 24"x 24" / as per sample	NOS	3000	3			
9	ERASER PENCIL	Apsra Make (Non-dust)	NOS	2000	2			
10	FOLDER LOCKS / STOPPER	Folder Lock/ Stopper For Tender Folder - As Per Sample	NOS	500	1			
11	GLUE STICK 15	Glue Stick - 15 Gms. (Amos Make)	NOS	1500	3			
12	MARKER - OHP	Over Head Projector Marker Set of 5 (Luxer Make), Product No 968.	SET	50	2			
13	Permanent Marker	Reynold Make / jumbo size.	NOS	600	2			
14	White Board Marker	Marker White Board, Luxor / Reynolds make.	NOS	200	2			
15	PAPER - KHAKI	Star make, 80 GSM Brown Paper Sheet size - 36"x 48" (500 sheets)	Ream	1	1			
16	BALL PEN	Cello MAXRITER < F > .Product Code : CWI-X-15, 75% Blue & 25% Assorted clour.	NOS	10000	2			
17	PENCIL - HB	Camlin BLACK HB Hexagonal Pencil.	NOS	4000	2			
18	PEN HOLDER	Pen Holder LINC 631 SHARP Ball Pens blue & red ink.	NOS	45	2			

(3 of 1)

SI No	Item Description	Specification	Unit	Qty.	Supply in Lot	Unit Rate	VAT %	Value - per unit (incl. VAT)
19	PEN REFILL	Pen refill for Cello MAXRITER < F >	NOS	1000	2			
20	PLASTIC JUG	Cello Leonard or Royal Touch make plastic Jug, round in shape, 2 litres capacity, assorted colours.	NOS	275	2			
21	Full Plate	Sea Shell Make Bone China White Colour with golden line.	NOS	100	2			
22	Half Plate	Sea Shell Make Bone China White Colour with golden line.	NOS	100	2			
23	POST IT PAD 1.5"x2"	Post IT Pad (3-M Make) 1.5" x 2" Size.	NOS	500	2			
24	PPC PAPER A3	A3 size Photocopy Papers of Century Copier/Andhra Millenium /JK copier Brand Mill Packed 75 GSM, as per specifications of IS 14490: 1997 (latest).	NOS	100	2			
25	PUNCHING M/C SMALL DP - 520	Kangaroo / Max make Model - DP - 520	NOS	100	2			
26	SARASWATI NOTE BOOK	Saraswati make note book, rexine binding, size 9"x7".	NOS	500	2			
27	SCALE	Scale 12" transperant, Faber- Castel make, art no 171220.	NOS	200	1			
28	SCISSOR	Scissors Maped Make - Universal 18 cm	NOS	50	1			
29	SOAP - LUX	Lux Sandal & Cream with fragranced moisturizing oil minimum weight 150 grms.	NOS	600	2			
30	TEA SPOON	Tea spoon, Stainless Steel (Steelage/Vikas make)	NOS	400	2			
31	STAMP PAD - BIG	Asoka make size 220 x 140 mm .	NOS	10	1			
32	TAPE BROWN 2" with BHEL Logo	Brown Tape With BHEL logo printed on its lenth as per our sample, 2" wide, 50 meter in length, classic make.	NOS	300	2			
33	Tender Folder 3"	Hard Board 54 oz Plastic Grey Cover, Top Transpparent, Pocket up to spine of Folder, two pin, 3" Pipe clip of world wide make	NOS	100	2			
34	Borosil Glass	Borosil's Galaxy Glasses Code BV43012002, Set of 6 pcs, capcity 295 ml size 65 mm, dia x 100 mm	Set of 6	100	2			

30/01