

“COURIER”

Project Engineering  
Management

**Bharat Heavy Electricals Limited**  
(A Govt. Of India Undertaking)



Enquiry no. : PE-LPE/204 dtd. 17/06/2015

**Due Date: 29/06/2015 by 11:30 AM**

**Open Tender Enquiry**

**Subject: Supply of PPC Paper A4 Size**

**Dear Madam/ Sir,**

Quotations are invited from MSEs only (as Copier Paper is covered under sl.no. 202 in the list of 358 reserved items which to be exclusively procured from MSEs) in two parts in sealed cover with Enquiry no., Enquiry date, Quotation due date & Time, Name/ Address of the Organisation whom submitting the offer legibly super- scribed on it, for the above- mentioned item so as to reach the undersigned before 11:30 A.M. on or before the above mentioned due date.

**Delivery:** Within 15 days' time for **first Lot of 3000 reams**, PO will be treated as the intimation for the supply of first Lot. For **second lot of 3000 reams**, delivery shall be in first week of September 2015. The delivery period of 15 days will be given to the supplier which will counts from the date of issue of Intimation.

**Payment Terms:** 100 % payment shall be released after supply & acceptance of material and submission of invoice along with specified documents by the vendor lot wise.

**LD:** It is clearly understood among the parties to the contract that time is the essence of the contract. Therefore, the delivery of the items specified in the Order should be made within the stipulated delivery period. Where work is done after the stipulated period, the Purchaser shall be under no obligation to accept the works/items. However, if accepted, Liquidated Damages at the rate of 0.5% per week of delay or part thereof shall be levied on the value of works delayed limited to 10% (excluding taxes) of the total contract value, without prejudice to any other relief or compensation due to the Purchaser under any other condition of the Purchase Order.

**Bid Submission:** Inviting offers in 2 parts (Part 1: unpriced offer along with commercial terms acceptance, Part 2: Price bid as per price format).

**Pre-qualifying requirements (PQR):** for the open tender enquiry is enclosed as annexure-3.

**Validity of Rates:** After awarding the work the rates should be firm till the completion of work.

**Security deposit:** Nil for this tender enquiry.

All other terms & conditions shall be as per attached Annexures – 1, 2, & 3.

**Remarks:**

- 1) Evaluation shall be done on total price (inclusive of taxes & duties) as given in price format (Annexure-2).
- 2) Tenders and all correspondence thereof, shall be addressed to the undersigned by name & designation and sent at the **following address:**

**Tender Room,**  
**M/s Bharat Heavy Electricals Ltd.,**  
Project Engineering Management,  
Power Project Engineering Institute,  
HRD & ESI Complex,  
Plot No 25, Sector-16 A, Noida-201301 (U.P.)  
Phone no. 0120-4213591

Thanking You,

नरेश चन्द्र शर्मा / Naresh Chandra Sharma  
वरिष्ठ अभियंता (एम.एम.) / Sr. Engineer (MM)  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.  
पावर सेक्टर-परियोजना इंजीनियरिंग प्रबंधन  
Power Sector-Project Engineering Management  
प्लॉट नं.-25, सेक्टर-16ए, नोएडा-201301  
Plot No. 25, Sector-16A, Noida-201301

*Naresh Chandra Sharma*  
17/06/15

Yours faithfully,  
For and on behalf of BHEL  
N C Sharma / Sr. Engineer/MM  
BHEL PEM, Noida

Please reply to:  
BHEL-PEM -Power Sector  
Power Project Engineering Institute,  
HRD & ESI Complex,  
Plot No 25, Sector-16 A, Noida-201301 (U.P.)

Phone: 0120-4213562, 4368891  
Fax : 0120-4329055

Regd. Office:  
BHEL House,  
Siri Fort,  
New Delhi-110049



**Annexure-1**

**COMMERCIAL TERMS AND  
CONDITIONS**

**1. BID SUBMISSION**

Bids shall be submitted latest by 11:30 A.M. on or before the due date in two parts as follows:

**PART-1: TECHNO-COMMERCIAL BID**

This part shall contain the following:

- a) Technical Specification & other scope of work
- b) Commercial terms and conditions
- c) Unpriced copy of the price bid with all amounts/figures/ percentages wherever quoted in the price bid being replaced with the word 'Quoted' or 'Q'.
- d) Supporting document/ information to be submitted against each point of 'PQR' (refer annex-3).

This part shall be submitted in duplicate in two separate Sealed Covers with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and '**part-1 : techno-commercial bid**'.

Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.

**PART -2: PRICE BID**

This part shall contain Prices only and should not contain any technical details and/or Commercial Terms & Conditions. Any technical details and/or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in PART-I only as indicated above.

This part shall be submitted in a separate Sealed Cover with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and '**part -2: price bid**'.

Tenders and all correspondence thereof, shall be addressed to the undersigned by name & designation and sent at the following address:

**Kind Attn: Sh N C Sharma / Sr. Engineer (MM) & Sh Vinod Kumar / DGM (CMM)**

**Tender Room,**

**M/s Bharat Heavy Electricals Ltd.,**

Project Engineering Management,

Power Project Engineering Institute,

HRD & ESI Complex,

Plot No 25, Sector-16 A, Noida-201301 (U.P.)

Phone no. 0120-4213591, 4368648

**2. BID OPENING**

PART- I (Techno-Commercial Bids) will be opened at 11:30 A.M. on the due date in the presence of bidders who may like to be present. Date and time of opening of Part - II (Price Bids) shall be communicated separately.



## GENERAL

3. Prices shall be net F.O.R. destination inclusive of freight, handling and packing charges etc. and remain valid for 3 months from Part-I opening.
4. Taxes and duties payable should be indicated separately, otherwise it will be presumed that the goods quoted are inclusive of all taxes, duty, octroi etc., if any and BHEL in such cases shall not pay any tax, duty, octroi etc.
5. No revision of prices shall be entertained after bids have been opened.
6. Prices shall remain firm without any variation till completion of contract.
7. Illustrative leaflets giving technical details of items offered may be enclosed, wherever necessary.
8. BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reason whatsoever.
9. Late tenders are liable to be rejected.
10. **EVALUATION** shall be done on Total Price (all inclusive) as given in price format (Annexure-2).
11. **PACKING AND MARKING**: Vendor shall arrange for sound packing and marking the goods to avoid any loss or damage during transit.
12. **PAYMENT**: 100 % payment shall be released after supply & acceptance of material and submission of invoice along with specified documents by the vendor lot wise.
13. **DELIVERY**: Within 15 days' time for first Lot of 3000 reams, PO will be treated as the intimation for the supply of first Lot. For second lot of 3000 reams, delivery shall be in first week of September 2015. The delivery period of 15 days will be given to the supplier which will counts from the date of issue of Intimation.
14. **Entry Tax**: @ 2% shall be applicable in case vendor's place of supply is outside U.P.
15. **SUBMISSION OF INVOICE**: All Invoices along with specified documents shall be submitted in duplicate, to HR-GAX Dep't. Of BHEL/PEM, BHEL, PPEI, NOIDA-201301.
16. **LIQUIDATED DAMAGES**: It is clearly understood among the parties to the contract that time is the essence of the contract. Therefore, the delivery of the items specified in the Order should be made within the stipulated delivery period. Where work is done after the stipulated period, the Purchaser shall be under no obligation to accept the works/items. However, if accepted, Liquidated Damages at the rate of 0.5% per week of delay or part thereof shall be levied on the value of works delayed limited to 10% (excluding taxes) of the total contract value, without prejudice to any other relief or compensation due to the Purchaser under any other condition of the Purchase Order.
17. **PRICE DISCREPENCY**:
  - (a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price the



quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price., in which case the total price as quoted shall govern and the unit price corrected accordingly.

- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in the words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
- (d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- (e) Taxes and duties if not specified clearly as extra shall be considered as include in the basic price and, therefore, shall not be reimbursed.

18. **RISK PURCHASE:** Purchaser will have the option to terminate the contract and purchase from elsewhere at the risk and cost of the Vendor, either the whole or part of the goods which the Vendor has failed to deliver or despatch within the stipulated delivery period or if the same were not available, the best and the nearest available substitute thereof. The Vendor would be liable to compensate the Purchaser for any loss which the Purchaser may sustain by reason of such risk purchase, in addition to Liquidated Damages at the rate mentioned above.

19. **STATUTORY VARIATION:**

- i) If the rates for taxes and duties in respect of the quoted materials and/ or services assumed by the Seller/ Contractor are less than the tariff prevailing at the time of tendering, Seller/ Contractor will be responsible for such under quotations. However, if the rates assumed are higher than the correct rates prevailing at the time of tendering, the difference will be to the credit of the Purchaser.
- ii) Statutory Variations in Service Tax only on self-manufactured items/ services rendered by vendor himself on the rates prevailing at the time of delivery/ completion in comparison to the date of offer, will be to the account of the Purchaser. No other variations such as on customs duty, exchange rate, minimum wages, prices of controlled commodities, any other input etc. shall be payable by the Purchaser.
- iii) Notwithstanding the above, where the actual completion of the supply occurs beyond the period stipulated in the Order/ Contract or any extension thereof, variations referred to above, will be limited to the rates prevailing on the dates of such agreed completion periods only. For variations after the agreed completion periods, the Seller/ Contractor alone shall bear the impact for the upward revisions and for downward revisions; purchaser shall be given the benefit of reduction in taxes/duties. This will be without prejudice to the levy of penalty for delay in delivery/completion schedule.
- iv) Any new tax structure (like Goods & Services Tax) as and when implemented by the Government shall become applicable in addition to or in lieu of existing tax structure.

20. **EXTANT REGULATIONS OF GOVT. OF INDIA** will be applicable. Law of land will supersede any condition given in tender enquiry, in case of any contradiction.

**NOTE:**

It is presumed that the bidder has accepted all the instructions, Terms and conditions and Technical Specifications covered in this Tender Enquiry, unless the deviations are specifically indicated in the bid on a separate sheet.

ANNEXURE-2: PRICE FORMAT (PPC paper A4 size)								
S.NO	Description of Material	Brand quoted	Quantity (Reams) (A)	Unit Rate (Rs.) (B)	Total Amount (Qty. x Unit rate) (Rs.) (C) C= (AXB)	VAT (-----%) (if applicable) (D)	CST (-----%) (if applicable) (E)	Total Amount (Inclusive of all taxes & duties) (F) F= (C + D) or F= (C + E) (as applicable)
1	PPC PAPER A4 Photocopy paper, 75GSM, Mill Packed, As per specification IS 14490:1997, A4 Size (210 X 297mm trimmed), 500 sheets per ream packed in a packet. <b>Brands</b> - Century Copier, JK RED, Andhra, JK SPARKLE, BLITZ or equivalent but it should conform to IS 14490:1997 and specifications given above.		6000					

1. Within 15 days' time for first Lot of 3000 reams, PO will be treated as the intimation for the supply of first Lot. for second lot of 3000 reams, delivery shall be in first week of September 2015. The delivery period of 15 days will be given to the supplier which will counts from the date of issue of Intimation.
2. Material shall be delivered at BHEL, PEM, Plot no. 25, Sec-16A, Noida.
3. Prices quoted shall include Freight & handling charges etc.
4. Any manipulation/ deviation from the price format will be liable to be rejection.
5. Vendor to write name of place of supply: -----.
6. **Entry tax** (if applicable) shall be clearly specified by bidder.



(Signature and seal of the bidder)

**Pre-qualifying requirements (PQR)**

- 1) ITR of last two years to be submitted.
- 2) Register with sales tax registration certificate copy to be provided.
- 3) Copy of PAN card.
- 4) Paper mills should have 75GSM (ISI mark), Mill Packed, as per specification IS 14490:1997, size (210 X 297mm trimmed), 500 sheets per ream packed in a packet. Supporting document (Type test report, BIS compliance etc.) to be submitted by vendor in techno-commercial bid (Part-I).

A handwritten signature in black ink, appearing to be a stylized name or set of initials, located below the fourth list item.