

**BHARAT HEAVY ELECTRICALS LIMITED**

Phone: 2816 1380

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

PUR 002/01

80, Gopathy Narayanaswamy Road, T.Nagar, Chennai – 600 017.

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501500020	23.06.2015
NAME OF SUPPLIER :	DUE DATE FOR QUOTATION –	
	THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER	

Suppliers Are Requested To Go Through Terms & Conditions Before Submission of Offers.

Sl. No.	Material Code	Description & Specification	Unit	Qty.	DELIVERY SCHEDULE		
					Qty.	Date	Remarks
01		Stationery Items As Per Annexure Enclosed Price Bid format Should be Filled in and Sent as Offer					2 weeks from date of PO

Encl. to Enquiry:

1. Important information to Bidders

2. Price Format

Dear Sirs,

Please submit your lowest quotation in triplicate, subject to our terms and conditions overleaf, for the above materials, so as to reach us on or before the due date by 2 P.M.

1. Quotations will be opened at 2-30 P.M. on the due date in camera/In the presence of the tenderers who may like to be present.
2. Price should be nett FOR destination inclusive of risk in transmit and remain valid for 120 days from the due date.
3. If any Sales tax and Excise duty are payable as extra to the quoted price the percentage of the same should be specifically stated in the quotation failing which the purchaser will not be liable for payment of Sales Tax / Excise Duty. Our T.N.G.S.T.No.3560005/dt.1-4-95, C.S.T.No.239383 dt.11-6-91.
4. If the enquired items are coming under D.G.S & D rate contract, please indicate the rate contract prices duly sending a copy of the rate - contract along with your offer.
5. No revision of prices will be entertained after tenders are opened.
6. Manufacturers name, brand name trademark or patent No. if any should be specified. Illustrate leaflets giving particulars are required along with quotation wherever necessary.
7. Products with I.S.I.certification marks will be preferred.
8. The purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject in part or full without assigning any reason whatsoever.
9. Late tenders are liable to be rejected.
10. Any deviations to the enquired technical and commercial conditions shall be clearly indicated in the covering letter of the quotation.

Yours faithfully,

For BHARAT HEAVY ELECTRICALS LIMITED

Manager / Purchase

ABHISHEK KRISHNA IYER

Engineer - Purchase

BHEL - Piping Centre

Chennai - 600 017.

TERMS AND CONDITIONS

1. QUOTATION: Each tender should be sent in double cover, inner cover should be sealed with tenderer's distinctive seal and super scribed with correct tender No. Item of supply and due date of opening.

Tenders should be free from CORRECTIONS AND ERASURES: Corrections if any, must be attested. All amounts shall be indicated both in words shall prevail.

2. TERMS OF PAYMENT: 100% Payment will be made after receipt and acceptance of material.

3. RISK PURCHASE: Alternatively the purchaser at this option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clause 4 below.

4. LIQUIDATED DAMAGES: It is clearly among the parties to the contract that time is the essence of the contract. Therefore the delivery of the goods specified, in the purchase order should be made within the time limit prescribed. Where the seller supplies or dispatches the goods beyond the delivery period specified, the purchaser will have no obligation to accept the goods if accepted liquidated damages, at the rate of ½% of the value of goods delayed for each week of delay or part thereof subject to a maximum of 10% of the undelivered portion will be levied without prejudice to any other relief or compensation due to the purchaser under any other condition of this contract.

5. GENERAL: Any other conditions, which might have been quoted by the seller and are in contravention to the terms prescribed in the order and which have not been specifically accepted in by the purchaser will not be applicable to this contract.


6. Purchase Preference to MSE Vendors –

In case the supplier belongs to MSEs (Micro Small Enterprises), Registration copy in this respect shall be submitted along with the offer. Further if MSEs are owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs the same may be intimated.

The following are the benefits for the MSEs:-

1. MSEs are given tender documents free of cost and are exempted from payment of earnest money (EMD), if any insisted in the Tender.
2. In tender, participating MSEs quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 20% of total tendered value. In case of more than one such MSE, the supply shall be shared proportionately."

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 date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate alongwith attested copy of a CA certificate (Format enclosed at Annexure – I 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 are 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 are to be notarized or attested by a Gazzetted officer.


ABHISHEK KRISHNA
Engineer - Purchase
BHEL - Piping Centre
Chennai - 600 017.

IMPORTANT INFORMATION TO BIDDERS

1) This tender is a **SINGLE PART bid, i.e, only price bids shall be sent.**

The above bid shall be sent in a sealed envelope and duly superscribed as follows :-

“Enquiry No: 4501500020 / 23.06.2015, Tender opening date : 07.07.2015”

It shall be addressed to the following:-

To.

**Manager / Purchase, Pipes & Misc.
Bharat Heavy Electricals Limited,
Piping Centre,
80, G.N. Road, T.Nagar,
Chennai – 600 017.
Phone: 2816 1380”**

- 2) Your offer should be strictly conform to our requirement. Prices and applicable taxes should be indicated clearly without any corrections. **YOUR PRICES SHALL BE INDICATED IN THE GIVEN BHEL PRICE FORMAT SENT ALONG WITH THE ENQUIRY ONLY. PRICES INDICATED IN ANY OTHER FORMAT WILL NOT BE CONSIDERED.**
- 3) Organisation Information like PAN number, TIN number, CST number, etc shall also be furnished.
- 4) The validity of the offer should be Minimum of 60 days.
- 5) The quoted price shall be “FIRM” till the completion and execution of the work.
- 6) The material to be delivered to the above mentioned address.
- 7) This Enquiry shall be evaluated on cumulative – L1 basis, i. e, L-1 status shall be arrived based on the total rate of all the items put together. **VENDOR HAS TO QUOTE FOR ALL THE ITEMS. IF VENDOR IS NOT QUOTING FOR ANY ONE ITEM ALSO, THEIR BID WILL NOT BE CONSIDERED SINCE THE PRICE EVALUATION IS ON CUMULATIVE L-1 BASIS.**
- 8) The delivery shall be 2 weeks from the date of PO. Earlier delivery would be preferable.
- 9) Materials should be packed and delivered department-wise as mentioned in annexure.
- 10) Last date of submission of offer is 07.07.2015, 14:00 hrs. Bids submitted after the deadline will not be entertained.
- 11) The bid opening date and time is 07.07.2015, 14:30 hrs.
- 12) **Your quote should be on FOR-BHEL/PC basis, i.e, your quotation should also include the transportation cost upto our office. Material shall be distributed based on the departments to the various floors as instructed by BHEL. In case of non availability of lift also, material shall be distributed to the respective departments by vendor person only.**

You are requested to submit your offer on or before the due date.

Abhishek Krishna
ABHISHEK KRISHNA
Engineer - Purchase
BHEL - Piping Centre
Chennai - 600 017.

NAME OF DEPT	SI No.	Item Description	UNIT	QTY	Total Rate for full Qty. without tax	Taxes (Indicate %age and Value)	Total Rate for full Qty. incl. of taxes
	1	Gem Clip/box	BX	24			
	2	Gum Tube	NO	20			
	3	STAPLE PIN SMALL	NO	24			
	4	STAPLE PIN 24/6 BOX	BX	24			
	5	CELLO TAPE 2"	NO	20			
	6	HIGHLIGHTERPEN RED/YELLOW/GREEN	NO	18			
	7	BROWN TAPE 2"	NO	20			
	8	PENCIL ERASER	NO	20			
	9	FILE TAG	NO	150			
	10	FEVI STICK	NO	10			
	11	NATRAJ PENCIL	NO	60			
	12	BROWN TAPE 3"	NO	10			
	13	CELLO TAPE 1"	NO	12			
	14	CELLO TAPE 2"	NO	12			
	15	BROWN TAPE 1"	NO	12			
	16	GUM TUBE	NO	20			

17	ERASER	NO	40			
18	STAPLES (small)	NO	20			
19	STAPLES (medium)	NO	20			
20	SKETCH PENS	NO	36			
21	HIGH LIGHTER GREEN/YELLOW	NO	10			
22	SCISSORS-MEDIUM	NO	3			
23	PUNCHING MACHINE/SMALL	NO	6			
24	PAPER TRAY	NO	4			
25	Erazex Correction Fluid	NO	6			
26	GUM BOTTLE 60ML	NO	3			
27	STAPLE PIN SMALL - BOX	NO	24			
28	GEM CLIP -- STEEL - BOX	NO	24			
29	YELLOW CLOTH	NO	50			
30	PENCIL ERASER	NO	36			
31	BALL PENS	NO	40			
32	SKETCH COLOUR PENS - BOX	NO	4			
33	GLUE STICK	NO	20			

COMMERCIAL


Abhishek Iyer
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 Engineer - Purchase
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34	BINDER CLIPS BLACK SMALL	NO	12			
35	BINDER CLIPS BLACK MEDIUM	NO	12			
36	STAPLE PIN 24/6 BOX	NO	24			
37	ONE QUIRE UNRULED NOTE	NO	10			
38	ONE QUIRE RULED NOTE	NO	10			
39	STICKER SLIPS PAD 100X75MM	NO	10			
40	SCISSORS MEDIUM	NO	5			
41	CELLO TAPE 1"	NO	10			
42	CELLO TAPE 3"	NO	5			
43	BLACK GEL PEN	NO	10			
44	BALL PEN RED	NO	10			
45	TEA CUPS	NO	48			
46	SS COFFEE FLASK - 1000ML	NO	2			
47	BOX FILE	NO	200			
48	ADD GEL BLUE PEN	NO	50			
49	PENCIL APSARA	NO	50			
50	STAPLER PINS MAX10	PAC	2			


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 Engineer - Purchase
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51	KORES GLUE STICK	NO	20			
52	ADD GEL RED PEN	NO	10			
53	NYLON RUBBER BAND SPL BIG	KG	1			
54	COLOUR TAG FILES	NO	50			
55	NJS65 BOX FILES	NO	50			
56	TRANSPARENT THICK PLASTIC FOLDERS - L	NO	100			
57	SKETCH PEN - DARK BLUE & BLACK	NO	20			
58	APSARA PENCIL ERASER	NO	20			
59	URGENT ORD FLAP PAD	NO	10			
60	STAPLER MACHINE MAX HD - 10	NO	10			
61	KORES HIGHLIGHTER	NO	10			
62	WHITE PEN ERASER	NO	5			
63	ERASEX WHITE FLUID	NO	2			
64	SHORTHAND NOTE BOOK	NO	2			
65	Reynolds Jetter Numatic Pen - Blue	NO	35			
66	Pencil Apsara Gold	AU	35			
67	Natraj Eraser	AU	35			

FINANCE


ABHISHEK KRISHNAKUMAR
 Engineer - Purchase
 BHEL - Piping Centre
 Chennai - 600 017.

68	1 Qr. Note 180 Pages Classmate(Softbound)	AU	40			
69	Glue Stick 15 grms	AU	40			
70	File Divider - Partition Card A4 Size Co	AU	100			
71	Wonder555- 3" Brown Tape	AU	3			
72	Eveready Battery (AA) Wall Clock	AU	15			
73	Pen Drive 8 GB	AU	2			
74	Cello Tape 1" White	AU	25			
75	Stapler Max HD 10	NO	15			
76	Stapler Max HD 45	NO	6			
77	Staples Max 10	BX	3			
78	Gem Clip Steel	NO	25			
79	Gem Clip Plastic	NO	30			
80	Binder Clip 15mm	NO	20			
81	Binder Clip 19mm	NO	20			
82	Binder Clip 25 mm	NO	20			
83	Binder Clip 32mm	NO	20			
84	Paper Cutter Small	NO	20			

QUALITY


ABHISHEK KRISHNA IYER
 Engineer - Purchase
 BHEL - Piping Centre
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85	Plastic Button Folder A4 Size	NO	50			
86	NOTE BOOKS RULED 192 PAGES	NO	100			
87	REYNOLDS RACER GEL-II (BLUE)	NO	100			
88	REYNOLDS GEL (RED)	NO	100			
89	REYNOLDS BALL PEN (BLUE)	NO	50			
90	HIGHLIGHTERPEN(YELLOW,GR EEN,PINK,ORANGE)	NO	100			
91	PENCIL APSARA B DRG	NO	100			
92	PENCIL ERASER BIG SIZE	NO	20			
93	YELLOW CLOTH	NO	100			
94	TAG FILE COLOUR	NO	10			
95	PLASTIC FILE	NO	100			
96	PLASTIC FOLDER	NO	50			
97	AAA SIZE BATTERY	NO	30			
98	AA SIZE BATTERY	NO	30			
99	STAPLER KANGARO-10	NO	5			
100	BROWN TAPE 3 INCHES	NO	5			
101	PANFIX CELLULOSE TAPE 25MMx66MM	NO	30			

ENGINEERIN
G

Abhishek Iyer
ABHISHEK KRISHNA IYER
 Engineer - Purchase
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 Chennai - 600 017.

102	Max 10 Staples (20's Pkt)	BX	2			
103	Wonder Cello tape 2 Inch	No	5			
104	Wonder Cello tape 1 Inch	NO	5			
105	Wonder Cello tape 2 Inch	NO	5			
106	Wonder Cello Tape 3 inch	NO	5			
107	Hi Lighter Pink Colour	NO	10			
108	Class Mate Note Book 172 Page un Ruled	NO	60			
109	Reynolds Jetter pen Blue	NO	50			
110	Reynolds Jetter pen Black	NO	50			
111	Apsara Platinum Pencil	NO	60			
112	Natraj Eraser	NO	60			
113	Natraj Sharpner	NO	60			
114	Yellow Cloth	NO	60			
115	Max 10 Stapler	NO	10			
116	Gum Tube	NO	30			
117	Correcting Fluid (Mitsubishi)	NO	10			
118	Binder Clip 15mm	BX	15			

PURCHASE

Abhishek Iyer
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 Engineer - Purchase
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 Chennai - 600 017.

119	Bi nder clip 19mm	BX	15			
120	Binder Clip 25mm	BX	15			
121	Glue Stick 15 gms	NO	20			
122	Stick Slips 75 x 75mm good quality	NO	30			
123	Visiting Cards Pouch (100 Cards)	NO	15			
124	Reynolds Gel Pen Blue	NO	10			
125	Apsara Gold Pencil	NO	10			
126	Natraj Eraser	NO	10			
127	1 Qr. Note 180 Pages	NO	10			
128	Natraj Sharpner	NO	4			
129	Max 10 Stapler	NO	4			
130	Yellow Cloth	NO	10			
131	Clue Stick 15 Gms	NO	10			
132	Scissors 9" Length	NO	4			
133	Sketch Pen set	SET	4			
134	Correcting Fluid	No	10			
135	Gum Tube	NO	10			

MPL

Abhishek Rajan
ABHISHEK KRISHNAIYER
 Engineer - Purchase
 BHEL - Piping Centre
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136	Max 10 Staples	PAC	10			
137	Stick slip 75 x 75mm Good Quality	NO	15			
138	Highlighter Pink, Yellow Green Each 1 NO.	NO	3			
139	Binder clip 19mm	BX	20			
140	Binder Clip 25mm	BX	20			
141	Binder clip 32mm	BX	20			
				GRAND TOTAL FOR ALL 141 ITEMS, WITH TAXES (THIS VALUE SHALL BE USED FOR ARRIVING AT L-1 STATUS)		

We agree to all terms and conditions of the Enquiry.

(BIDDER SEAL AND SIGNATURE)

NAME OF COMPANY -
CONTACT PERSON -
CONTACT NO. -
EMAIL ID -

Abhishek Iyer
ABHISHEK KRISHNA IYER
 Engineer - Purchase
 BHEL - Piping Centre
 Chennai - 600 017.