



**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
	4501600028	09.06.2016
NAME OF SUPPLIER :	DUE DATE FOR QUOTATION – 17.06.2016	
	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 SHEDULE		
					Qty.	Date	Remarks
01		<b>Stationery Items</b>  <b>As Per Annexure Enclosed</b> <b>Price Bid format Should be Filled in and Sent as Offer</b>					<b>2 weeks from date of PO</b>

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

*Abhishek Iyer*  
Manager / Purchase

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

## TERMS AND CONDITIONS

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

2. **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 3 below.

3. **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.

4. **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.

5. 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: 4501600028 / 09.06.2016 , Tender opening date : 17.06.2016 ”

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”

- 6) 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.**
- 7) Organisation Information like PAN number, TIN number, CST number, etc shall also be furnished.
- 8) The validity of the offer should be Minimum of 60 days.
- 9) The quoted price shall be “FIRM” till the completion and execution of the work.
- 10) The material to be delivered to the above mentioned address.

  
**ABHISHEK KRISHNA IYER**  
Engineer - Purchase  
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- 11) 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.**
- 12) The delivery shall be 2 weeks from the date of PO. Earlier delivery would be preferable.
- 13) Last date of submission of offer is 17.06.2016 , 14:00 hrs. Bids submitted after the deadline will not be entertained.
- 14) The bid opening date and time is 17.06.2016 , 14:30 hrs.
- 15) **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.



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**ANNEXURE TO ENQUIRY NO. 4501600028 DT.09.06.2016**

Sl.No.	Description	Unit	Qty.	Price Per Qty	Price FOR FULL QTY, without taxes	Tax (in %age and value)	Total for FULL QTY
1	HIGH LIGHTER Green/Yellow/Red	NO	20				
2	REYNOLDS BALL PEN BLUE	NO	40				
3	REYNOLDS BALL PEN BLACK	NO	20				
4	PENCIL ERASER	NO	20				
5	NATARAJ HP PENCIL	NO	40				
6	PENCIL SHARPNER	NO	20				
7	STAPLER SMALL SIZE MAX 10	NO	20				
8	STAPLER MEDIUM SIZE HD 45	NO	10				
9	GLASS TUMBLERS	NO	10				
10	YELLOW CLOTH	NO	50				
11	PERMANENT MARKERS BLUE/RED/GREEN/BLACK	NO	16				
12	FEVISTICK - MEDIUM SIZE	NO	20				

*Shikhal Iyer*

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Sl.No.	Description	Unit	Qty.	Price Per Qty	Price FOR FULL QTY, without taxes	Tax (in %age and value)	Total for FULL QTY
13	BINDER CLIPS -- MEDIUM	PAC	24				
14	BINDER CLIPS - SMALL	PAC	24				
15	STAPLES SMALL 24/6 BOX	PAC	30				
16	APSARA PENCILS	NO	50				
17	PENCIL SHARPNER	NO	30				
18	PENCIL ERASER	NO	30				
19	FILE TAG	NO	500				
20	A4 THICK PARTITION CARD (ASSORTED - RED/BLUE/BROWN/YELLOW)	NO	500				
21	1Q RULED NOTE	NO	10				
22	1Q UNRULED NOTE	NO	20				
23	SKETCH PEN SET	SET	6				
24	WASTE PAPER BASKET	NO	5				

*Shrihal Tiger*

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Sl.No.	Description	Unit	Qty.	Price Per Qty	Price FOR FULL QTY, without taxes	Tax (in %age and value)	Total for FULL QTY
25	GEM CLIP BOX	NO	40				
26	HATPIN BOX SMALL	NO	5				
27	PUNCHING MACHINE SMALL	NO	10				
28	CELLO TAPE 1"	NO	20				
29	CELLOW TAPE 3"	NO	20				
30	BROWN TAPE 1"	NO	20				
31	BROWN TAPE 3"	NO	20				
32	GUM TUBES	NO	20				
33	FEVISTICK	NO	20				
34	YELLOW CLOTH	NO	50				
35	STAPLE PIN SMALL BOX Max 10	NO	40				
36	STAPLE PIN MEDIUM HD 45	NO	40				

*Mishal Iyer*

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Sl.No.	Description	Unit	Qty.	Price Per Qty	Price FOR FULL QTY, without taxes	Tax (in %age and value)	Total for FULL QTY
37	NYLON RUBBER BANDS	KG	5				
38	BOX FILES	NO	400				
39	TEA CUPS	NO	30				
40	BINDER CLIPS SMALL	NO	40				
41	BINDER CLIPS MEDIUM	NO	40				
42	BINDER CLIPS BIG	NO	40				
43	PAPER TRAY PLASTIC	NO	5				
44	MICRO TIP PENCIL	NO	15				
45	MICRO TIP PENCIL LEAD	BX	20				
46	NOTE PAD MEDIUM	NO	30				
47	REYNOLDS GEL PEN	NO	25				
48	BALL PEN REYNOLDS BLUE	NO	50				

*Abhishek Tyagi*

**ANNEXURE TO ENQUIRY NO. 4501600028 DT.09.06.2016**

Sl.No.	Description	Unit	Qty.	Price Per Qty	Price FOR FULL QTY, without taxes	Tax (in %age and value)	Total for FULL QTY
49	BALL PEN REYNOLDS RED	NO	20				
50	PENCIL APSARA	NO	50				
51	COLOUR TAG FILES	NO	50				
52	NJS65 BOX FILES	NO	50				
53	URGENT ORDINARY FLAP PAD	NO	50				
54	NYLON RUBBER BAND SPECIAL BIG	KG	1				
55	KANGARO HDP-2320 PUNCHING MACHINE	NO	1				
56	KANGARO HD-23 S17 STAPLER	NO	1				
57	CELLO TAPE - BROWN 2" WONDER 555	NO	50				
58	CELLO TAPE - BROWN 3" WONDER 555	NO	30				
59	CELLO TAPE - WHITE 2" WONDER 555	NO	30				
60	CELLO TAPE - WHITE 1" WONDER 555	NO	30				

*Mishel Iyer*

**ANNEXURE TO ENQUIRY NO. 4501600028 DT.09.06.2016**

Sl.No.	Description	Unit	Qty.	Price Per Qty	Price FOR FULL QTY, without taxes	Tax (in %age and value)	Total for FULL QTY
61	MOSERBAER CD-R WITH CASE	NO	50				
62	Reynolds Retra Blue Pen	NO	100				
63	Cello Top Ball Black Pen	NO	100				
64	Apsara Platinum Pencil(10Pcs/Bx)	BX	15				
65	Max 10 Stapler	NO	10				
66	Max 10 Staples (20Pkt/Bx)	BX	3				
67	Natraj Eraser	NO	50				
68	Luxor Sketch Pen	SET	12				
69	Permanent Marker Pen Red	NO	10				
70	Permanent Marker Pen Blue	NO	10				
71	Permanent Marker Pen Black	NO	10				
72	Permanent Marker Pen Green	NO	10				

*Abhishek Singh*

**ANNEXURE TO ENQUIRY NO. 4501600028 DT.09.06.2016**

Sl.No.	Description	Unit	Qty.	Price Per Qty	Price FOR FULL QTY, without taxes	Tax (in %age and value)	Total for FULL QTY
73	Gem Clips Steel	PAC	10				
74	Gem Clips Plastic	PAC	20				
75	Kores Fevi Stick 15g	NO	50				
76	Luxor High Lighter Yellow	NO	20				
77	Luxor High Lighter Pink	NO	5				
78	Natraj Plastic Scale	NO	15				
79	Wonder White Cello Tape 1"	NO	10				
80	Wonder White Cello Tape 3"	NO	10				
81	Wonder Brown Cello Tap 3"	NO	10				
82	Classmate Note Book Un Ruled (SOFT BOUND)	NO	100				
83	Yellow Cloth	NO	100				
84	Punching Machine DP 600	NO	5				

*Abhishek Iyer*

**ANNEXURE TO ENQUIRY NO. 4501600028 DT.09.06.2016**

Sl.No.	Description	Unit	Qty.	Price Per Qty	Price FOR FULL QTY, without taxes	Tax (in %age and value)	Total for FULL QTY
85	HID 45 Stapler	NO	5				
86	Binder Clips 15mm (12Pkt/Bx)	BX	1				
87	Binder Clips 19mm (12Pkt/Bx)	BX	1				
88	Binder Clips 25mm	PAC	10				
89	BUTTERFLY FLASK 1 LTR	NO	3				
90	BUTTERFLY FLASK 1/2 LTR	NO	3				
91	TEA CUPS (CERAMIC) (24 Nos.)	DZ	2				
92	STEEL FLASK 1LTR	NO	3				
93	GLASS TUMBLER (24 Nos.)	DZ	2				
94	NATARAJ ALL ROUNDER BALL PEN	NO	30				
95	PENCIL APSARA GOLD	NO	20				
96	NATRAJ ERASER	NO	25				

*Abhishek Tyer*

**ANNEXURE TO ENQUIRY NO. 4501600028 DT.09.06.2016**

Sl.No.	Description	Unit	Qty.	Price Per Qty	Price FOR FULL QTY, without taxes	Tax (in %age and value)	Total for FULL QTY
97	1 QR. NOTE 180 PAGES CLASSMATE (SOFTBOUND)	NO	25				
98	GUM BOTTLE SMALL ROLLER	NO	25				
99	WONDER555-3" BROWN TAPE	NO	3				
100	CELLO TAPE 1" WHITE	NO	25				
101	EVEREADY BATTERY (AA) WALL CLOCK	NO	16				
102	WHITENER (PEN TYPE) CORRECTING FLUID	NO	30				
103	HIGHLIGHTER PEN	NO	30				
104	YELLOW CLOTH	NO	20				
105	SHARPNER	NO	25				
106	STAPLER MAX HD 10	NO	15				
107	EVEREADY BATTERY (AAA)	NO	10				
108	PAPER CUTTER SMALL	NO	10				

*Shrikanth Tiyer*

**ANNEXURE TO ENQUIRY NO. 4501600028 DT.09.06.2016**

Sl.No.	Description	Unit	Qty.	Price Per Qty	Price FOR FULL QTY, without taxes	Tax (in %age and value)	Total for FULL QTY	
109	STAPLER MAX HD 45	NO	2					
110	STAPLER PIN MAX 10 (20Pkt/Bx)	BX	2					
111	STAPLER PIN MAX HD 45 (20Pkt/Bx)	BX	2					
112	PENDRIVE 16 GB USB 3.0	NO	2					
113	PLASTIC BUTTON FOLDER A4 SIZE	NO	20					
<b>TOTAL AMOUNT</b>								

Value mentioned in the "Total Amount" shall be used to arrive at L-1 bidder.

We agree to all terms and conditions of the Enquiry.



(Bidder seal and signature)

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