

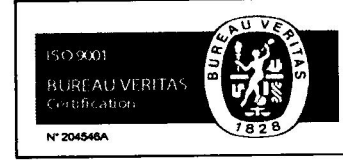


भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Limited**

(भारत सरकार का उपक्रम / A Govt. of India Undertaking)

मानव संसाधन विकास संस्थान / Human Resource Development Institute  
क्रय विभाग / PURCHASE DEPARTMENT



**BY COURIER SERVICE**

Please Quote TENDER ENQUIRY IN ALL CORRESPONDENCE

**TENDER ENQUIRY**

Tender Enquiry No. MG/RG/PUR/002 (Welcome Kit)

Date 27/05/2013

**Tender Submission Date : 19/06/2013 (1300 Hrs)**

**Tender Opening Date : 19/06/13(1600 Hrs)**

M/s

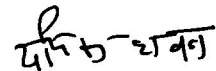
**Sub:- Supply of Welcome Kits (Ladies & Gents) for BHEL / HRDI Hostel Rooms**

You are requested to submit your most competitive offer for the following as per the specifications and the Price Format at Annexure – I and Terms and Conditions at Annexure – II.

You are requested to submit your quotation as per the enclosed Price Format alongwith our original tender documents duly signed and stamped on each page as token your acceptance so as to reach this office on or before 19/06/2013 (1300 hrs). The quotation is to be put in a sealed envelope duly superscribed with 'Quotation of Supply of Welcome Kits (Ladies & Gents)' along with the Tender No., Tender Submission Date and Tender Opening Date.

FIRM Rates on delivery at BHEL, HRDI Stores, NOIDA should be quoted both in words and figures. In case of any discrepancy, higher rate shall be considered for evaluation purposes but in the event of any purchase order subsequently the lower rate shall be applicable. Tender shall be evaluated on the basis of total cost to BHEL.

The quotation should be valid for a period of 60 days from the date of opening of the tenders for placement of purchase order. Tender will be opened on 19/06/2013 (1600 hrs) in the presence of the representatives of the bidders who may choose to be present.

  
( Deepak Dhawan )  
Manager (Pur)

Encls: Annexure – I (Specifications & Price Format)  
Annexure – II (Terms and Conditions)

दूरभाष/Telephone: 0120-2416354 फैक्स/Fax: 0120-2515431, E-mail [guptark@bhel.in](mailto:guptark@bhel.in), Home Pg [www.bhel.com](http://www.bhel.com)

एच.आर.डी. एवं ई.एस.आई. परिसर, प्लॉट नं. 25, सेक्टर-16 ए, नोएडा -201 301, गोतम बुद्धनगर, (यू.पी.)

HRD & ESI Complex, Plot No. 25, Sector-16A, NOIDA-201301, Gautam Budh Nagar (U.P)

पंजीकृत कार्यालय: बी.एच.ई.एल.हाउस, सीरी फोर्ट, नई दिल्ली -110 049 Regd. Office: BHEL House, Sirifort, New Delhi-110049



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क्रय विभाग / PURCHASE DEPARTMENT



**ANNEXURE – I**

**Tender No. MG/RG/PUR/002 (Welcome Kits (Ladies & Gents))**

**Dated 21/05/2013**

**PRICE-FORMAT**

SL. NO.	Descriptions	Qty.	Unit	Unit Rate (INR)	Taxes (CST/VAT in %age)	Amount (INR) Inclusive Taxes
1	Welcome Kit for Gents participants (Items covered as under ) <u>Plastic self-sealing pouch(zipper pouch)</u> <u>Packing</u>	1175 (600 nos. in Lot 1 and rest in lot 2)	Nos.			
2	Welcome Kit for Ladies participants (Items covered as under ) <u>Plastic self-sealing pouch(zipper pouch)</u> <u>Packing</u>	235 (150 nos. in Lot 1 and rest in lot 2)	Nos.			
				<b>Total Value (INR)</b>		

Items covered in Welcome Kit	
<u>Gents Welcome Kit</u>	<u>Welcome Kit For Ladies</u>
i. Saving Razer(gillette-use & throw)	i. Real with buttons
ii. Ponds moisturizer (5gm)	ii. Ponds moisturizer (5gm)
iii. Pocket tissues (10 pieces)	iii. Pocket tissues (10 pieces)
iv. Pocket comb (Medium size)	iv. Pocket comb (Medium size)
v. Cotton buds (Johnson 8-10 piece)	v. Cotton buds (johnson 8-10 piece)
vi. Tooth brush (Colgate)	vi. Tooth brush (Colgate)
vii. Shaving cream (gillette 25 gm)	vii. Bindi
viii. Shoe shiner (Cherry-Normal size)	viii. Cotton russi
ix. Talcum powder (Himani-10gm)	ix. Talcum powder (Himani-10gm)
x. Tooth paste (Pepsodent-35 gm)	x. Tooth paste (Pepsodent-35 gm)
xi. Hair oil (Bazaz Almond-3 ml)	xi. Hair oil (Bazaz Almond-3 ml)

Name and Signature with Company's Name

Phone No. / Fax No.

E-mail address :

दीपक चन्दा

दूरभाष/Telephone: 0120-2416354 फैक्स/Fax: 0120-2515431, E-mail [guptark@bhel.in](mailto:guptark@bhel.in), Home Pg. [www.bhel.com](http://www.bhel.com)

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HRD & ESI Complex, Plot No. 25, Sector-16A, NOIDA-201301, Gautam Budh Nagar (U.P)

पंजीकृत कार्यालय: बी.एच.ई.एल.हाउस, सीरी फोर्ट, नई दिल्ली -110 049 Regd. Office: BHEL House, Sirifort, New Delhi-110049



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**ANNEXURE – II**

**Tender No. MG/RG/PUR/002 (Welcome Kits (Ladies & Gents) Dated ..27./05/2013**

**Terms and Conditions**

- PRICE** : Price should be quoted on firm price basis with delivery at BHEL, HRDI (Stores), NOIDA for the work in the enquiry and accounting for all related expenditure. BHEL will not entertain any extra claim whatsoever.
  - Price to be given in words as well as in figures without any correction / overwriting.
  - Price to be filled as per the Proforma enclosed at Annexure-A.
  - Offer not fulfilling any of the above conditions shall be rejected.
- VALIDITY OF OFFER**: Your offer must remain valid for 60 days from the date of opening of price bid.
- CONSIGNEE**: Incharge (Store, BHEL, Human Resource Development Institute, Plot No. 25, Sector 16-A, NOIDA – 201 301 (U.P)
- PACKING AND FORWARDING** : The Vendor shall be responsible for despatch of the Welcome Kits in suitable packing (details in Price Format) to ensure receipt by the consignee without any damage / loss in transit for all despatches.  
No additional charges towards packing and forwarding shall be payable by BHEL.  
No additional charges towards manpower, labour tax/duties/levies etc. shall be payable by BHEL.
- TERMS OF PAYMENT** : 100% payment within 30 days after receipt and acceptance of Welcome Kits by consignee subject to statutory deduction as applicable.
- DELIVERY** : Welcome Kits will be delivered in two different lots (1<sup>st</sup> lot within 20 days of receipt of PO and rest in 2<sup>nd</sup> lot after 45 days of 1<sup>st</sup> delivery to BHEL/HRDI, stores, Noida.
- QUALITY** : To achieve output of the best quality, quality of all the items should be maintained. However, no additional charges shall be paid by BHEL on this account.
- PENALTY**: Any delay in supply of the welcome kits is liable for penalty @ ½ % of value of contract per week (or part thereof) of delay, maximum 5% of the order value.  
If the deliveries are not completed within four weeks beyond the stipulated period, BHEL reserves the right not to accept the remaining consignments in full or part thereof, and no damages will be payable for such goods.
- GENERAL**: BHEL reserves the right to increase or decrease the order quantity. The tender is indivisible and tenderers are required to quote for all items. Financial evaluation shall be paid on total price of complete order.

पंकज गुप्त

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