

Project Engineering
Management

BHARAT HEAVY ELECTRICALS LTD.
(A Govt. Of India Undertaking)
PURCHASE ENQUIRY



REF :	PE-LPE/214
REF. DATE	24/09/2015
DUE DATE	16/10/2015

To,
Open Tender

Dear Madam/Sir,

Subject: Purchase of Rubber Stamps and Name Plates (Misc)

Quotations are Invited in sealed cover with Enquiry No., Enquiry Date, Quotation Due Date & Time, Name/ Address of the Organisation submitting the offer legibly super- scribed on it, for the above- mentioned item so as to reach the Tender Room before 11:30 P.M. on or before the above mentioned Due Date.

SCOPE:

Rate Contract for Purchase of Rubber Stamps and Name Plates (Misc) for 2 years

PAYMENT TERMS

100 % payment shall be released after supply & acceptance of material and submission of invoice along with specified documents by the vendor. Delivery period: Quantity to be delivered is variable depending upon the request received from PEM Employees according to their needs, ordered items to be supplied in 1 lot within 15 days of intimation (through mail or telephonically).

Please quote the total F.O.R. destination BHEL /PEM, NOIDA inclusive of all taxes, freight, handling packaging, charges, transit insurance etc and shall remain firm without any variation till completion of the contract.

BID SUBMISSION:

PART- I (Techno-Commercial Bids) will be opened at 12 PM on the due date in presence of bidders who may like to be present. Delivery shall be made at library PEM building at Sector-16A, Noida.

PQR:- "Sales registration/ self-certification wherever turn over limit is exempted from VAT/Sales tax registration".

Thanking You,

Yours faithfully,
For and on behalf of BHEL

Vivek Singh Kuntia
BHEL PEM, Noida

Please reply to:
Power Project Engineering Institute
HRD & ESI Complex, Plot No 25, Sector 16 A
Noida

Phone:
Fax No:

Regd. Office:
BHEL House
Siri Fort

Price Format

Annexure-1

SI No.	Items	(A)	(B)	(C)	(D)	(E)	(F)
		Qty.	Unit Price* (Rs.)	Total Amount {AxB} (Rs.)	Taxes (%)	Total Taxes (Rs.)	Total Price including Taxes {C+E} (Rs.)
1	Stamps Self-Inking (Turbo) Specifications: Medium Mould – 44X36, 5 lines maximum , Self-Inking Stamps with Turbo/Citizen mould foam rubber Inkpad and computerized nylon Stamps Base	100					
2	Stamps Self-Inking (Turbo) Specifications: Big Mould – 57X21, 9 lines & above , Self-Inking Stamps with Turbo/Citizen mould foam rubber Inkpad and computerized nylon Stamps Base	100					
3	Stamps Pre Inked (Presto) (Presto/Perma/Shyam/Flash) Specifications: Size (44X18)	100					
4	Stamps Pre Inked (Presto) (Presto/Perma/Shyam/Flash) Specifications: Size (62X31)	200					
5	Stamp Wooden/Plastic Specifications: base with extra lines above 4 lines for more than 3" line size	20					
6	NAME PLATES - ACRYLIC Specifications: 3mm thick acrylic sheet of Vinyl LG, Base colour deep blue or deep bottle green (according to colour of cubicle) and front colour white, imported double tape of 1mm thickness, one plate for name, Hindi language only. Size-(7"X2"). Or rest as per sample	400					
7	NAME PLATES – STEEL Specifications: 18 gauge, steel grade 304 - high quality, mirror finished, etching, imported double tape with 1mm thickness, Hindi Only. Size (8"X3"). Or rest as per sample.	30					
8	NAME PLATES – STEEL Specifications: 18 gauge, steel grade 304 - high quality, mirror finished, etching, imported double tape with 1mm thickness, Bilingual. Size (12"X3"). Or rest as per sample.	30					
Total Value (Rs.)**							

*Quote the total F.O.R. destination BHEL/PEM, Noida inclusive of fright, handling packaging, charges transit insurance etc.

**Evaluation shall be done on Total Value in price format which is inclusive of all taxes.

TERMS AND CONDITIONS

1. BID SUBMISSION

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

PART-1: TECHNO-COMMERCIAL BID (IN DUPLICATE)

This part shall contain the following:

- a) Technical offer/details
- 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'.

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 strictly in the format given for price offer & no additional information like 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'.

2. BID OPENING

PART- I (Techno-Commercial Bids) will be opened at 12 PM 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, transit insurance etc. and remain valid for 3 months from the due date.
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. Manufacturer's name, trade Mark or Patent No., if any, should be specified.
8. Illustrative leaflets giving technical details of items offered should be enclosed, wherever necessary.

- 9 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.
10. Late tenders will be rejected.
11. ~~BHEL reserves the right to split the order for individual item(s) with different bidders and also increase/decrease the quantities.~~
12. Product with I.S.I certification marks will be preferred.
13. **PACKING AND MARKING** : Vendor shall arrange for sound packing and marking the goods to avoid any loss or damage during transit.
14. **PAYMENT** : 100 % payment shall be released after supply & acceptance of material and submission of invoice along with specified documents by the vendor.
15. **SUBMISSION OF INVOICE** : All Invoices along with specified documents shall be submitted in triplicate, to HR Deptt. 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 item specified in the Order should be made within the stipulated delivery period. Where item is done after the stipulated period, the Purchaser shall be under no obligation to accept the item. 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 item 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 basis price and, therefore, shall not be reimbursed.

18. SECURITY DEPOSIT :

- ~~1. Rs 1 lakh + 7.5% of the amount exceeding Rs. 10 lakh of order value without taxes & duties (in the form of Bank Guarantee or DD, otherwise amount shall be withheld from supply bill). EMD of the successful bidders shall be converted as security deposit till the completion of Work Order.~~
- ~~2. The Security deposit shall not carry any interest and shall be refundable after successful completion of Work Order~~
- ~~3. SD shall be liable to be forfeited in case of non fulfilment of contractual liabilities.~~

19. **EARNEST MONEY DEPOSIT** :

~~———— Bidders are required to remit Earnest Money Deposit of Rs. 40,000.00 in the form of DD / Pay Order payable in favour of “M/s BHEL” on any scheduled bank, Noida. No interest shall be payable by BHEL on EMD amount. The EMD shall be forfeited in case of:~~

- ~~a) — After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.~~
- ~~b) — The tenderer does not commence the work within the period as per LOI/Contract. In case the LOI/contract is silent in this regard within 15 days after award of contract.~~

20. **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.

21. **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 Taxes 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.

22. **REVERSE AUCTION** :-

~~BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation.~~

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.