

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कारपोरेट संचार
Corporate Communication



Ref. CC/GIFT/10/2015-16
19.11.2015

Dear Sirs,

Sub: Supply of Jute Bags for BHEL

BHEL, India's largest engineering and manufacturing enterprise, has established itself as a leading international company in the field of power.

BHEL invites single part bid in sealed cover for supply of **5000 nos. jute bags** as per samples supplied by BHEL and counter sample submitted by you with minor modifications.

Your offer in sealed cover, duly super-scribed with '**Quotation for Jute Bags for BHEL**' to contain following:

- Acceptance to 'BHEL Terms & Conditions' as per Annexure – I and 'Delivery Schedule' as per Annexure – II, by way of signing and affixing rubber stamp on each page
- Duly filled in Price Proforma as per Annexure - III

Your offer should be filled in the format and submitted, after downloading the same from BHEL website www.bhel.com or e-portal (eprocure.gov.in) and should not be typed separately.

Your offer in sealed cover, in the prescribed manner as above. The envelope containing tender should be super-scribed with:

- 'Tender no. CC/GIFT/10/2015-16'
- 'Due Time/Date of Tender Submission 14:00 Hrs/30.11.2015'
- 'Due Time/Date of Tender Opening 15:00 Hrs/30.11.2015'
- 'Offer for supply of Jute Bags'

The tender should be addressed to:

**Add. General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
5, Sansad Marg, Jeevan Tara Building,
New Delhi-110 001**

and dropped in the tender box on or before 14:00 Hrs on 30.11.2015.

Please note that the tenders received beyond the specified submission time/date i.e. 14:00 Hrs/ 30.11.2015 shall be treated as late tender and shall not be considered.

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5, संसद मार्ग / 5, Parliament Street
नई दिल्ली - 110001 / New Delhi -110001

जीवन तारा, 5, संसद मार्ग, नई दिल्ली: फोन: 23365669, 23361498 फैक्स: 23342769, 23340981

"Jeevan Tara" 5, Sansad Marg, New Delhi – 110001 Phones: 23365669, 23361498 Fax: 23342769, 23340981

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Bids shall be opened at 15.00 hrs., on the same day i.e. 30.11.2015 at the above mentioned address or on any subsequent day after prior intimation to all bidders, in the presence of the bidders, who may like to be present.

The total price quoted by the compliant bidder at sl. No.1 & 2 of the Price Bid is the criteria for evaluation of prices. Award of work will be based on the lowest price quoted.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited


(Gaurav Verma)
Sr. Executive (CC)

Enclosed:
Annexure-I : Terms & Conditions
Annexure-II : Delivery Schedule
Annexure-III : Price Proforma

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Annexure - I

TERMS & CONDITIONS

1.0 SUBMISSION OF OFFER

Your offer should be complete in all respects.

Offer should be either typed or written legibly in English. Alterations/ over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc., not authenticated as above may be rejected by BHEL.

2.0 PRICE

- 2.1 Unit price for each item to be quoted separately. Wherever lump sum, the same should be indicated accordingly. All prices quoted should be inclusive of all taxes, duties, etc., as applicable, **except service tax. Service tax, if applicable, should be indicated separately** in the space provided in the Price Performa.
- 2.2 Price to be filled-in as per the Price Performa only, enclosed as Annexure-III. Change in Performa is not allowed.
- 2.3 If, in the price structure quoted for the items, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by 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.
- 2.4 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
- 2.5 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to 2.3 and 2.4 above.
- 2.6 If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto 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.
- 2.7 Offers not fulfilling any of the above conditions are liable for rejection.

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3.0 VALIDITY OF OFFER

3.1 Your offer should be valid for 30 days from the date of opening of the Bid.

4.0 TAXES

4.1 It is mandatory to comply with all taxes applicable. The price should be inclusive of all taxes, duties and levies. However, the amount towards Service Tax, if applicable, should be indicated separately in the specified place in Price Proforma enclosed as Annexure- III.

5.0 PRICE ESCALATION CLAUSE

5.1 All the prices quoted by the bidders shall be in Indian Rupees and shall be final and binding and not subject to any price escalation.

6.0 AWARD OF WORK

6.1 The award of work shall be based on the lowest Total Amount quoted against Sl. no. 1 & 2 in the Price Performa (Annexure-III) i.e. Total Amount including of all taxes, duties etc. but exclusive of Service Tax, in Figures as well as in Words, subject to the clauses under sl.no. 2.0 of this Annexure (Annexure- I).

6.2 Notwithstanding anything contained in this tender enquiry, BHEL reserves the right to split the work on one or more bidders in its own interest.

6.3 BHEL also reserves to right to cancel / scrap the tender without assigning any reason whatsoever.

7.0 SPLITTING OF ORDER

7.1 BHEL reserves the right to split the work on one or more bidders in its own interest.

7.2 In case the order is split amongst bidders, all such bidders are to necessarily match the L1 rates

8.0 CHANGE IN THE ORDERED QUANTITY (s)

8.1 BHEL reserves the right to increase or decrease the ordered quantity of any item, unit rate and approved shall apply.

8.2 For increase/ decrease in quantity (s) of any item, unit rate and approved shall apply.

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8.3 In case of increase in quantity beyond 10%, prices shall be discussed and mutually settled.

9.0 VENDORS FOR ACTIVITIES/ ITEMS TO BE OUTSOURCED

9.1 Please ensure to use only top class vendors for any or all activities or items to be outsourced, in case applicable.

9.2 However, based on output/ performance of the existing vendor(s), in case not found up to the mark, BHEL may intervene and seek appropriate substitution for due consideration of the bidder and bidder has to make alternative arrangements.

12.0 DISPATCH

12.1 The vendor shall be responsible for dispatches of the ordered quantity duly packed to BHEL office at "Jeevan Tara Building, 5 Sansad Marg, New Delhi – 110 001". Dispatches to be carried out by the successful bidder at no extra cost, through its own arrangements, the price quoted should be inclusive of the same including charges towards labor deployed for loading on the trucks/ vehicles & handling, etc.

13.0 TERMS OF PAYMENT

13.1 100% payment shall be made within 30 days from the date of receipt of bills duly supported with the acknowledged copies of challans for receipt of quantities in good conditions. All payments shall be subject to Statutory Deductions as per norms.

BHEL reserves the right to make payment through E-mode.

Successful bidder shall be required to furnish the following information upon placement of order on their letter head:

Re: EFT Payments

Please find enclosed the relevant details of my bank account for receiving NEFT credits from BHEL.

BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	

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IFSC CODE	
PARTY'S eMAIL – ID	
PAN NO.	
CST NO., IFAPPLICABLE	
VAT NO., IFAPPLICABLE	
SERVICE TAX REGN. NO., IFAPPLICABLE	
PARTY'S NAME & ADDRESS	

Also, please find enclosed a photocopy / cancelled copy of one leaf from our cheque book for the codes required above.

We hereby confirm that the above mentioned particulars are in order. To facilitate EFT credits, we will inform BHEL in case of any changes in the Bank particulars at a future date.

Thanking you,

Yours sincerely"

14.0 DELIVERY SCHEDULE

14.1 Delivery Schedule is given in enclosed Annexure-II, which has to be strictly adhered to.

15.0 QUALITY

15.1 Each & every item and service to conform to International Standards of Quality or else liable for rejection at no costs thereon

16.0 PENALTY – DELAY

16.1 The delivery schedule given at Annexure-II will have to be strictly adhered to.

16.2 Any delay beyond specified schedule for completion of delivery will invite imposition of penalty at the rate of 1% per day of cost of the undelivered quantities of respective products. BHEL reserves the right to refuse to accept delivery beyond delay of two weeks.

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17.0 RISK PURCHASE

17.1 If the bidder fails to deliver good or any instalment thereof within the period fixed for such deliver and failing to adhere to the contract specifications or at any time repudiates or refuses or is unable to supply goods or materials covered by the Order either in whole or in part or commits any breach of order not herein specifically provided for or in the event, BHEL shall be entitled to cancel the order either in whole or portion thereof without compensation to bidder and if BHEL so desires, may procure upon such terms and in such manner as deemed appropriate, at the risk and cost of the bidder and the bidder shall be liable to the BHEL for any excess costs provided that the bidder shall continue the performance of the order to the extent not cancelled under the provisions of this clause. Bidder shall on no account be entitled to any gain on such repurchases.

18.0 FORCE MAJEUR

18.1 A bidder shall not be liable for any failure of or delay in the performance of this contract for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure event

19.0 ARBITRATION

19.1 Any dispute or difference, whatsoever arising between the parties out of or relating to the construction, meaning and operations or effect of this contract or breach thereof shall be referred to the sole arbitration of the Head of Corporate Communication of BHEL or a nominee appointed by him, whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason(s) for the award.

19.2 Subject to the above, the provisions of Arbitration and Conciliation Act 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

20.0 EFFECT AND JURISDICTION OF CONTRACT

20.1 The law applicable to this contract shall be the laws in force in India. The courts in Delhi, India, shall have exclusive jurisdiction in all matters arising under and on account of this contract.

Handwritten signature

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21.0 CONTRACT TERMINATION

21.1 BHEL reserves the right to terminate the contract any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to.

22.0 AUTHORISED OFFICER

22.1 The Sr. Manager (Corporate Communication)/ BHEL, or any other officer nominated by BHEL, shall be the authorized officer with regard to the Contract. The decision of the authorized officer shall be final and binding on the bidder. The authorized officer shall hold all the meetings in Delhi only.

23.0 CONTACT PERSONS

23.1 For any clarification, bidders may contact the following officials of BHEL:

- Sh. Gaurav Verma – Sr. Executive (CC)
Tel.: 011-23365279, Mob.: 9560755260 email: gauravv@bhel.in
Fax: 011-23342769
- Sh. Ajay Gupta – DGM (CC)
Tel.: 011-23340473, Mob. : 9810873985, e-mail: ccag@bhel.in
Fax: 011-23342769

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Signature of Bidder with Seal

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Annexure - II

DELIVERY SCHEDULE FOR JUTE BAGS

1. Placement of Order	:	0 th day
2. Completion of dispatch of 2500 nos. Jute Bags	:	30 th day
3. Completion of dispatch of entire quantity	:	45 th day

Note: Penalty is applicable from 31st & 46th day (Days are calendar days basis) of the above schedule for respective quantities

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Annexure - III

PRICE PROFORMA FOR JUTE BAGS (Price for Evaluation)

S.No.	Items Description	Quantity	Unit Rate incl. items as per description & all taxes, excluding service tax	Amount incl. items as per description & all taxes, excluding service tax
1	Jute Bags as per BHEL sample bag already collected by the bidder	5000 nos.		
2	Total Amount inclusive of all taxes, except service tax, if any, in words			
3	Service Tax if any			
4	Net Amount (1+3)			

Note: Evaluation will be based on the total amount at sl. No. 1 & 2 above

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