



BHARAT HEAVY ELECTRICALS LIMITED

Phone: 044-2816 1375

(A Government of India Undertaking)

PIPING CENTRE, MATERIAL MANAGEMENT

PUR 002/01

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

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

INDIGENOUS ENQUIRY	ENQUIRY REFERENCE	DATE
	4501400009	18.06.2014
NAME OF SUPPLIER :	DUE DATE FOR QUOTATION – 02.07.2014	
	THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER	

Sl. No.	Material Code	Description & Specification	Unit	Qty.	DELIVERY SCHEDULE		
					Qty.	Date	Remarks
01		Supply of Visiting Cards (Back to back Printing) for a period of 2 years Qty – 500 Boxes (100 Cards in each box)	500 boxes				Immediate

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 BHARATH HEAVY ELECTRICALS LIMITED

Abhishek Iyer

Sr. Manager / Purchase

ABHISHEK KRISHNA IYER

Engineer - Purchase

BHEL - Piping Centre

Chennai - 600 017.

TERMS AND CONDITIONS

1. **QUOTATION:** Each tender should be sent in sealed covered 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:** Payment will be made against invoice duly certified by the user after supply of the visiting cards.


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 6 above.

4. **PREFERENTIAL DELIVERY:** It is noted if a correct is placed on a higher tenderer as a result of this invitation to tender in preference to the lowest acceptable offer in consideration of the earlier delivery, the seller will be liable to pay to the purchaser the difference between the contract rate and that of the lowest acceptable tender on the basis of final price F.O.R. Destination, including all elements of freights, sales tax, duties and other incidentals in case of failure to complete supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the contract.

5. **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 order value will be levied without prejudice to any other relief or compensation due to the purchaser under any other condition of this contract.

6. **GENERAL:** The purchaser reserves the right to split up the tender and place order for individual terms with different, tenderers and also increase the quantity.

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.


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

IMPORTANT INFORMATION TO BIDDERS

- 1) This tender is a **TWO PART bid**, i.e, technical bid and price bid shall be sent separately.

The above bids (in separate envelopes) shall be sent in a larger sealed envelope and duly superscribed as follows :-

“Enquiry No: 4501400009 / 18.06.2014, Tender opening date : 02.07.2014”

It shall be addressed to the following:-

To.

**AGM / Materials
Bharat Heavy Electricals Limited,
Piping Centre,
80, G.N. Road, T.Nagar,
Chennai – 600 017
Phone: 2816 1331**

- 2) The printing and supply of visiting cards shall be in **300 GSM, 55 mm X 92 mm**.
- 3) The printing and supply of visiting cards shall be as per the sample card provided by BHEL only. Vendors shall collect the sample from BHEL – PC, Chennai office in advance in order to quote accordingly.
- 4) Technical Bid – Vendor shall submit this **“Important Information to Bidders”** duly signed and sealed confirming acceptance. The bidder shall enclose his sample of the visiting card in the technical bid for review and approval by BHEL. In case it is found that the vendor sample is not as per BHEL sample, the same shall be rejected. Price bids of the rejected bids shall not be opened.
- 5) Price Bid – Vendor shall indicate his prices in the price format given alongwith the Enquiry and submit the same in the separate price envelope as indicated in Point (1).
- 6) The cards shall be printed in back-to-back fashion in three languages, English, Hindi and Tamil as informed by BHEL. There may be minor changes like addition of extra phone number, e-mail id etc in the visiting card format during actual requirement to vendor. The same shall be executed without any extra cost or compromise in quality.
- 7) After receipt of request of visiting card, vendor shall submit the proof via e-mail on the same day. After approval of proof, visiting card shall be supplied within 3 days. Any delay may lead to reduction of bill amount.
- 8) The indicated qty of 500 boxes is only tentative in nature. Purchase order shall be released as and when required for the actual requirement.
- 9) The contract shall be completed at the end of 500 boxes, or at the end of two years, whichever is earlier.
- 10) BHEL may terminate the contract at any point of time, with one month’s notice to the vendor. Payment shall be done for any supply of visiting card upto the date of termination.
- 11) **PRICES SHOULD BE GIVEN COMPULSORILY AS PER BHEL FORMAT. THE GIVEN RATES SHALL BE FIXED FOR A PERIOD OF TWO YEARS. NO CHANGE IN THE RATES SHALL BE PERMITTED AFTER ENTERING INTO RATE CONTRACT.**
- 12) Last date of submission of offer is 02.07.2014, 14:00 hrs. Bids submitted after the deadline will not be entertained. The bids shall be opened on 02.07.2014, 1430 hours.

PRICE FORMAT

Estimated Qty for 2 Years – 500 Boxes

VISITING CARD RATE CONTRACT			
<u>Type</u>	<u>Rate per Box</u> <u>(Each Box containing</u> <u>100 cards)</u>	<u>Taxes Applicable,</u> <u>if any</u>	<u>Final Rate per Box</u>
VISITING CARD			

We agree to all other terms and conditions as per Enquiry.

(VENDOR SEAL AND SIGNATURE)

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