

**Heavy Engineering Corporation
Heavy Machine Building Plant
(A Govt of India Enterprises)
Ranchi- 834004 (INDIA)**

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OPEN-TENDER

No.HMB/PUR/CP/18/ 220077/OM

Dated: 22-03-2018

Dear Sir,

Sealed tenders are invited in prescribed format from reputed suppliers, experienced IT Consulting organizations who have experience in this field and have supplied in an govt./PSU/ Reputed organization for the following items / services as per the given schedule:

Enquiry Schedule :

SL No	Description of Material	Qty
01	File Management and Movement System	One Lot
02	HPE Proliant ML 110 Gen 10 Senven ® Xepn® Scatable 5100 Series	Two units
03	HPE MSA 2040 Storang 20 TB Form Factor - 2U with necessary SAN Switch	One Unit
04	Necessary Training for one full week	One Lot
05	AMC of software after one year warranty	One Lot

Supply, installation and commissioning of File tracking System along with necessary hardware in HEC.

Eligibility Criteria: (Supportive documents need to be submitted in the envelope – marked as Techno-Commercial)

LAN based file tracking system in the flawless manner is to be done at the earliest. Time is the essence of this contract and following companies may bid:-

01. Company should be at least fifteen year old
02. Bidder must have installed at least three LAN file tracking systems in the past
03. Company should be profitable in the last three years of business – please attach CA certificate
04. Company should have minimum thirty people on pay rolls – please attach HR certificate
05. Company should have office in or around Ranchi
06. One work order of Software of Rs. 50 lakhs or two work orders of minimum Rs. 25.0 lakhs each should be attached as proof towards IT strength. Both the work orders should involve software components
07. Company should be ISO Certified – please attach the certificate

1. TECHNICAL SPECIFICATIONS FOR FILE TRACKING SYSTEM

General Compliance		Mandatory/Desirable
The system should be platform independent and should support both Linux and Windows platform. It should support both these platforms with or without virtualization.		M
The system shall support separate Document/Image server for better management of documents and store only metadata information in database.		M
Support open, scalable, Multi-tier architecture with each tier fully independent with support for clustering.		M
Compliance to workflow standards: BPMN, BPEL and WFMC.		M
Inter-operability - The systems must seamlessly integrate with any or all of the existing legacy and Core applications and shall support interface with other open-standard systems.		M
The system shall support multiple databases i.e. MS SQL, Oracle and PostgreSQL		M
DAK Management and File Management should be licensed module and should be compliant with Manual of office procedure published by DARPG. They should be available in OEM price list.		
DMS, Workflow , DAK Management and File Management , Mobility platform and Scanning component should be from a single OEM only.		M
Document Management System		
Document Scanning Features		
1	Should provide an integrated scanning engine with capability for centralized and decentralized Scanning & Document Capturing. The scanning and document management solution should be from same OEM so as to provide an integrated solution right from capture to archival of documents	M

2	The scanning solution should have the capability to capture the document through mobile devices.	M
3	The mobile based document capture application and scanning solution should be from the same OEM.	M
4	Should have a well-defined capture module for support of document processing, validation, index building, and image enhancements.	M
5	Should be able to support the capture of digital records of at least the following formats: <ul style="list-style-type: none"> • Emails and attachments • OCR documents • Images - .tiff, jpeg, gif, PDF etc. 	M
6	The proposed solution should provide for automatic correction of parameters like format/ compression not proper, skew, wrong orientation, error in automatic cropping, punch hole marks etc. during scanning. The scanning solution should provide support for automatic document quality analysis so that any bad quality document doesn't get uploaded to the repository. There should be an independent software quality check service available as part of overall scanning solution which can be used to audit scanned documents for resolution, format/ compression, orientation etc.	M
7	Support all the special image enhancement functionality offered by the scanner through the driver interface.	M
8	Solution shall support Bulk Import of image and electronic documents	M
9	Should have capability of automatic segregation of documents/records based on Barcode, Blank page, Fixed page and auto Form recognition	M
10	Should have the capability of scanning on Linux platform.	M
11	Provide Image processing libraries that support image enhancements such as changing contrast, zoom in/out, cleaning etc and other imaging features like compression and extraction etc.	M
12	The software solution should include the Rubber band feature for the extraction of the data using OCR technology so that user can mark a zone on image at runtime during scanning stage & map the extracted data with the indexing field.	M
Architecture & Scalability		
1	System should be platform independent and should support both Linux and Windows for application server	
2	Solution should have been built using server side java and J2EE technologies.	
3	Solution should be multi-tier, web-based solution (having web-based front-end for users and as well as for system administrative functions) having centralized database, web and application server with support for clustering	
4	The system should store only index information in database while images should be stored in separate file server.	
5	Solution should be compliant to ODMA, WebDav open source standards.	
Archival of Electronic documents		
1	The System shall support categorization of documents in folders-subfolders just like windows interface. There should not be any limit on the number of folder and levels of sub folder	M
2	The System shall provide facility to link cross-related documents like Application form and Field report, Grievance and reply sent etc.	D
3	The system shall provide search facility to in the same interface, so that users are able to search the documents to be linked	M

4	The system shall support versioning of documents with facility to write version comments	M
5	The system shall allow Locking of documents for editing and importing it back into the system through check-in/Check-out features	M
6	Repository should be format agnostic.	M
7	System should support configuration of verification processes for different business types. It should be able to handle multi-user environment for processing files related to different business types. While processing a file, all the data and images for each transaction should be displayed to processing users and processing users should be allowed to accept, reject or send the files for review	M
	Document View	
1	The System shall support Applet for viewing Image documents- No third party viewers should be there for viewing of scanned images. Please specify if third party applets are used and the licensing terms together with cost implication	M
2	Even for multi page document. The download and view should be page by page.	M
3	The system shall facilitate zoom-in/zoom-out, zoom percentage and Zoom lens to zoom in on a part of image and other image operations like Invert, rotate etc.	M
4	Support archival & view of PDF/A format documents (open ISO standard for long term archival of documents)	M
5	Document view shall have the provision to draw a line, insert arrows etc over image document.	M
6	The system should support viewing and rendering of PDF/A documents in inbuilt viewer.	M
7	Document view shall have the provision to highlight or hide certain text by drawing line rectangle and solid rectangle.	M
8	The System shall support for viewing documents in native application.	D
9	The system shall provide facility of putting text, graphic and image annotations on scanned document pages.	M
10	The system should have mobile application for retrieval and archiving of documents	M
	Annotations	
1	The Image applet shall support comprehensive annotation features like highlighting, marking text, underlining putting sticky notes on documents, and support for text and image stamps etc.	M
2	The system shall support automatic stamping of annotations with user name, date and time of putting annotations.	M
3	The system shall provide facility for securing annotations for selective users.	M
4	The system shall store annotations as separate file and at no time, the original image shall be changed. The system shall provide facility of taking print outs with or without annotations	M
1	The System shall provide facility to index folders, files and documents on user-defined indexes like department, ministry, file number, year etc.	M
2	The system shall facilitate manual and automatic indexing using OCR functionality or from other applications	M
3	The System shall support Automatic full text indexing for Text search.	M
	Search and Retrieval	

1	The system shall provide extensive search facility to retrieve documents or Folders/Files	M
2	The system shall support saving of search queries and search results	M
3	The system shall support search for documents or folders on document or folder on profile information such as name, created, modified or accessed times, keywords, owner etc.	M
	Security & User Management	
1	The Document management system shall support definition of Users, Groups and Roles relation in the system	M
2	The system shall support access permissions on Folders, documents and object level	M
3	The system shall support multiple levels of access rights (Delete/ Edit/ View/ Print/ Copy or Download).	M
4	System shall support for application based rights	M
5	The system shall support system privileges like Create/Delete Users, Define indexes etc.	M
6	The system shall support secure login id and passwords for each user and passwords shall be stored in encrypted format in database	M
7	The system shall have a facility to define password policy with extensive password validations like passwords must be of minimum 8 characters, shall be alphanumeric, locking of user-id after three un-successful attempts, password expiry, password history so that passwords are not same as previous passwords etc.	M
8	The system shall provide LDAP support for integrating with directory services and shall support single sign on	M
9	The system shall support Extensive Audit-trails at document, Folder and for highest levels for each action done by particular user with user name, date and time	M
10	The System shall support integration with database-based authentication.	M
11	The system shall support integration with PKI infrastructure as well as bio-metric solution for enhanced security.	M
	Administration	
1	The system shall support web-based administration module for the complete management of system.	M
2	The Admin module shall support Users/Groups/Role definition and granting Access Rights to them and set password expiries	M
3	The Admin module shall provide easy to use interface for Index structure definition that can be used by different users.	M
4	The Admin module shall provide interface for purging old audit trail and do selective logging i.e. select the system or application features for, which the audit trails have to be generated.	M
5	The Admin module shall provide facility to take complete and incremental backups and shall be able to integrate with third party backup solutions.	M
	Reports and Audit Trails Features	
1	The System shall support extensive Reports and audit trails and shall also provide data points and facility to design new reports	M
2	The system shall support Extensive Audit-trails at user, Folder and Cabinet levels	M
3	The system shall provide facility to generate Audit trails on separate actions, and between specific date/times	M
4	The system shall support extensive reporting facility at document, folder and user level. Please specify all inbuilt reports available in the system and also provide effort estimates for new Custom reports to be designed	D

5	The System shall have audit trail to maintain history of all transactions performed on the system.	M
6	The system shall give flexibility to administrator to do selective logging i.e. suspend and resume audit trail generation for specific system and user activities.	M
7	The application shall log all the actions done by individual users with user name, date and time and the administrator shall be able to generate detailed audit logs and history of the process instance.	M
	Reminders and Alarms	
1	The system should have the capability to set automatic reminders and alarms to concerned users.	M
	Integration and Web Services	
1	Should be based on open standards and have API support for data import & export.	M
2	The System shall provide support to invocation of external programs to perform activities of a process like legacy application screen for data entry.	M
3	The System shall support integration based on standards such as XML	M
4	The System shall support message-based collaboration based on protocols such as HTTP, FTP and SMTP.	M
5	The System shall support integration with Email Servers.	M
6	The System shall provide fully functional APIs for Integration.	M
7	The System shall support Web based interfaces.	M
	Office Note creation & Approval AND File Movement & Tracking	
1	The system should build using robust Enterprise Document Management and Business Process Management as a platform and should comply with the Manual of Office Procedure (MOP), published by the Department of Administrative Reforms and Public Grievances (DARPG).	M
2	The system shall have an In-built Web based Text Editor with basic functionalities such as bold, alignment, font, color etc.	M

3	The system shall have a draft folder to save Office Notes that are created through in-built text editor.	M
4	Office Note in draft folder shall be available to the user for editing.	M
5	Using workflow feature of a system, user shall be able to route the Office Note for approval	M
6	Solution should have the Green Note sheet.	

7	The system shall provide a facility to Add / Edit comment to a Note in a workflow.	M
8	All the comments shall be appended to the main content of the Note.	M
9	The system shall capture the signature of user working on a Note	D
10	The system shall capture complete Revision History of a Note at the top of the Note itself	M
11	The system shall have the facility to print the Note with Revision history at any point of time.	M
12	The system shall have a facility to 'approve' a Note through some actionable control.	M
13	The system shall provide an interface to search a and check the status of a Note in workflow	D
14	The system shall have a facility to securely archive the Note on approval / completion.	D
15	System should differentiate between Administrative general files (Subject Files) and Administrative specific files (Special Files)	M
16	System should support handling of both types of files	M
17	The system shall have a facility to create/open a new electronic subject file.	M
18	Subject File creation shall take at least File Number and File Subject as inputs.	M
19	The system shall have a facility to create both main as well as part file.	M
20	The system shall have a facility to save the file in the desired folder in the system.	M
21	The system shall also generate a Barcode number on successful creation of a file. This barcode can be pasted on a physical file for tracking, in case physical file is also used.	D
22	The system shall have facility to print barcode number of file at any point of time.	D
23	The system shall have facility to add documents in the File.	M
24	The system should have a facility to search a file on File number, file subject	M
25	The system should have a index table of all created files	M
26	The system should support creation of any types of special files such as employee files, property return file etc	M
27	The system should have a provision to define searching attributes for each type of special file	M
28	The system should have a separate searching interface for each type of special file	M
29	The system shall replicate the Present file handling in the same manner as followed i.e. Electronic files shall give the same look and feel of Physical file	M
30	The system shall support the Whitehall view of the file.	M
31	The system shall have a facility to create/open a new electronic file.	M

32	The system shall have a facility to create both main as well as part file.	M
33	File creation shall take at least File Number and File Subject as an input.	M
34	The system shall have a facility to save the file in the desired location folder.	M
35	The system shall also generate a Barcode number on successful creation of a file. This barcode can be pasted on a physical file for tracking, in case physical file is also used.	D
36	The system shall have facility to print barcode number of file at any point of time.	D
37	The system shall have facility to add documents in the File.	M
38	The system shall provide facility to view all letters/documents at the right hand side (RHS) of the folder with note-sheet on left hand side	M
39	The system shall support browsing through the noting on the LHS to facilitate easy identification of any filed document.	M
40	The system shall provide facility to users to append their notes, which shall be automatically stamped with user name, date and time	M
41	The system shall provide facility to secure notes in File View	M
42	The system shall provide facility to users to link the notes to any document, file and previous notes, so that corresponding objects can be directly opened from the note view	M
43	The system shall provide facility to users to append notes in the same paragraph	M
44	The system shall provide security on notes so that Noting/comments once written, signed and forwarded shall not be amendable by any user	M
45	The system shall provide facility to take print out of the noting for filing in paper folder as record	M
46	The system shall provide a facility to add new documents in the file by calling native application like Word, Excel etc. from the same interface.	D
47	The system shall provide facility to open multiple documents simultaneously.	M
48	The system shall have a facility to create a paper profile of a document in the file, in case document is not available in electronic form.	M
49	Using workflow feature of a system, user shall be able to route the file.	M
50	The system shall provide a feature to recall a File from other user	D
51	The system shall provide an interface to search the status of a file in a workflow.	M
52	The system shall provide a facility to track a department where a File is pending.	M
53	The system shall support the case file management	M
54	File view shall provide facility to view all documents inside file, Noting / commenting, Edit file properties	M

	BUSINESS PROCESS MANAGEMENT SYSTEM (WORKFLOW ENGINE)	
1	The system shall facilitate re-engineering of processes and act as a platform for building specific application and have a workflow engine to	M
2	Sequential routing –Tasks are to be performed one after the other in a sequence	M
3	Parallel routing – Tasks can be performed in parallel by splitting the tasks among multiple users and then merging as single composite work item.	M
4	Rule based routing - One or another task is to be performed, depending on predefined rules	M
5	Ad-hoc routing: Changing the routing sequence by authorized personnel	M
	Process Designing	
	1. Graphical Route Designer	
1	The workflow management system shall support Inbuilt Graphical workflow designer for modeling complex Business Processes using drag and drop facilities.	M
2	The Process designer shall provide intuitive interface for designing complex rules and conditions for workflow routing.	M
3	The interface shall be easy to use so that Process owners can change the business process as and when required without any programming knowledge.	M
4	The system shall enable process designers to design multiple sub-processes. This includes mapping of the existing process instance to the newly created process instance as per mapping defined in the route.	M
5	The workflow management system development environment shall provide easy navigation to choose sub-processes as required to be invoked from within a process.	M
6	Facility to copy and paste work stages along with all its properties.	M
7	Facility to define documents viewed and to be attached at individual stages.	M
8	The Process designer shall support multiple Introduction stages for introducing different document types from different acquisition sources	M
9	Facility to define multiple archive stages for archive selected documents and indexes in underlying Document management system at any stage of workflow process.	M
10	The system shall provide facility to define hold stages so that a particular instance or the workflow can be kept on hold for specified interval on the basis of pre-defined condition. The system shall also provide facility to define conditions for resuming the instance from hold stage.	M
11	The system shall allow process designers to design properties for each work stage like default document view, form view or Exception view etc.	M
12	The system shall allow users to define entry-level settings like Increase of priority or sending an email trigger on the basis of pre-defined conditions or setting up particular variable or property etc.	M
13	The workflow management system shall support the definition of roles and allow many-to-many relationships between users and roles to be defined.	M
	II. Inbuilt Form Designer	
1	The system shall provide inbuilt facility to design Custom forms that can be attached at one or more stages of workflow.	M
2	The Form designer interface shall support facility to define text boxes, Combo boxes, radio buttons, Drop down etc.	M

3	The system shall provide facility to define variables in the process or in external database tables, which can be linked to fields defined in the form for efficient data entry.	M
4	The system shall provide facility to define zones at forms and images, so that relevant part of the image is highlighted for Image assisted data entry.	M
5	The system shall support field level calculations at form level	M
6	Facility to use scripts for defining field level validations	M
	III. Inbuilt Exceptions	M
1	The system shall provide facility to define exceptions at individual stages, which shall dynamically change the route on execution.	M
2	The system shall facility to give rights to raise and clear exceptions at different stages of the process with user comments.	M
3	The system should have inbuilt Rule Engine for defining rules.	
4	Facility to raise triggers on the basis of exceptions.	M
5	Facility to raise automatic exceptions on the basis of pre defined conditions.	M
6	The system shall track all the exceptions raised in the course of process and shall maintain history of that with user name, date, time and comments.	M
7	The system shall clearly differentiate process instances with and without exception	M
	IV. Inbuilt Triggers	
1	The system shall provide facility to define custom triggers like Emails, Word template or launching executable etc. on predefined conditions	M
2	The system shall provide facility to define custom templates for the triggers with static and dynamic data.	M
3	The system shall provide facility to generate event based triggers for automatically sending mails/ fax, generating responses, invoking data form for data entry, communicating from external systems.	M
4	The workflow management system shall have email notification to user when the user is not logged on to the workflow management system. Upon receiving the email, the user shall be able to click on the URL in the email to automatically launch the Workflow management system and present the user with the task to act on.	M
	V. Process Monitoring and Reporting	
1	The workflow management system shall be able to keep track of the workitem status, the date/time the jobs are started and ended, the creation and archival date of the documents.	M
2	The workflow management system shall provide graphical and tabular tools to view progress of each individual process	M
3	System shall provide a facility to configure dashboard for individuals for e.g. dashboard for director, dashboard for secretary, dash board for Additional director etc	M
4	No customization should be required to create dashboard, User should be able to configure dashboard without any coding.	M
5	There should not be any limit on the number of reports that can be created	M
6	User shall be able to drill down in a report for specific information analysis	M
7	The workflow management system shall support the generation of statistical and management reports like:	M

	<ul style="list-style-type: none"> • Number of pending files • Time taken to complete each task • Process History Report • User Performance Report • Average Process Time Report • Participant Report • Participant Processing Time Report • Process Definition Summary Report • Exception Details Report • Expired Workitem Report • Diversion Report 	
8	The workflow management system shall support the generation of performance comparison reports.	M
9	The workflow management system shall support users drill down from a higher level view of business processes to lower level details.	M
10	The workflow management system shall support statistical reports like Total turnaround time and delay report for complete process or specific work stages	M
11	The workflow management system shall support definition of new customized reports based on exposed data points.	D
12	The workflow management system shall also provide dashboard interface for online reporting of various processes. The interface shall give a flexibility to toggle between graphical and tabular view and tile different windows in the same interface	M
	User Management and Security	
1	The workflow management system shall support integration with Lightweight Directory Access Protocol (LDAP) for domain level authentication and single sign on.	M
2	The workflow management system shall support integration with database-based authentication.	M
3	The workflow management system shall be capable of giving access rights to users/groups on work stages, documents, forms and also to the data fields.	M
4	The workflow management system shall support extensive password validations i.e locking of user account after specified number of unsuccessful login attempts, password history, password expiry, passwords must be alphanumeric and of minimum character length etc.	M
5	The workflow management system shall support SSL, HTTPS and session timeouts.	M

2. **Requisite Hardware** :-

- a. High end server with Intel® Xeon® Scalable 5100 series, Processor core available 4 or 6 or 8 or 14, Processor cache 8.25 MB L3 11.00 MB L3 16.50 MB L3 19.25 MB L3, Processor speed 3.6 GHz maximum, Memory type - DDR4 Smart Memory 32 GB, **Quantity: 02**, Warranty: Three years of warranty
 - b. SAN with 20 TB storage, With necessary SAN Switch – **Quantity: 01**, Warranty: Three years of Warranty
3. Necessary training for one full week on the LAN based File Tracking System and hand holding whenever required for a month.
 4. Support on the software for one full year
 5. Support on the hardware for three years – Manufacturer' warranty
 6. Make of the Hardware: IBM/HP/DELL
 7. Delivery Time: Entire software along with the necessary hardware should be commissioned within six weeks from the date of issue of Purchase Order
 8. Complete documentation on the set-up

Annexure – II

(To be put in the envelope marked as “Financial Bid”)

Bill of quantity for LAN based file tracking system

S.No.	Items	Warranty	Qty	Unit Cost (INR)	Taxes	Total Cost (INR)
01.	LAN based file tracking system	One year	One lot			
02.	High end Server as per technical specifications	Three years	Two Units			
03.	SAN with 20 TB Storage As per technical specifications	Three Years	One Unit			
04.	Necessary training for one full week	-----	One lot			
05.	Total					

- a. Indicate AMC of LAN based File Tracking System and Hardwares after expiry of warranty:

Schedule of Tender:

Due Date & Time of submission: 23-04-2018 by 1.00 PM

Date & Time of opening of Bid : 23-04-2018 at 3.00 PM

Sealed Tender super-scribed with Tender Number, Due Date, Item Name & Supplier's Name shall be addressed to SMgr Central Purchase, Heavy Engineering Corporation Ltd, Heavy Machine Building Plant, Ranchi-834004, failing which Tenders may be ignored.

Offer to be submitted in Two Part.

(In case of Two part bids as mentioned above, the technical and commercial aspects to be sealed in a separate envelope super scribing Part-1 on it., The Price bid to be superscribed as Part - 2).

Special Terms & Conditions of Enquiry as per Annexure 'A' is to be signed and stamped as token of having accepted all the Terms & Conditions in toto.

GENERAL GUIDELINES & INSTRUCTIONS TO BIDDERS FOR SUBMITTING OFFER

1. Documentary evidence of GST Registration is required to be submitted alongwith tender. In absence of documentary evidence of GST Registration your bid is liable to be rejected and will not be considered.
2. The rate quoted shall be inclusive of all packing & forwarding. Freight charges to be mentioned separately.
3. Price quoted by the tenderer should be exclusive of GST. The rate of GST applicable should be shown separately.
4. The rates quoted must be firm and the offers made must remain open for acceptance for three months from the date of opening of the tender.
- 5) Quotations erased or over written are likely to be rejected unless all corrections are authenticated with the renderer's signature.
6. Delivery date offered must be specified and guaranteed.
7. Full payment will be made after 30 days of the receipt of supplies at destination duly inspected.
Following Particular shall be given in the GST invoice:
Purchase Order No & Date
Item Details
GST Registration No
Permanent A/C No
9. The Corporation does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of tender or portion of the quantity offered and you shall supply the same at the rate quoted.
10. Supplies will be subject to Inspection by our Inspection wing or inspection agencies prescribed by us.

11. Order placed as a result of this tender will be subject to the Corporation's General Terms and Conditions of contract which can be down loaded from our website (www.hecltd.com)
12. Corporation reserves the right to call for and examine at any time the books of accounts and other documents and papers of the firm for the purpose of ascertaining whether any excess payments has been made or the firm likely to be received / received undue benefit out of execution of the particular contract.
13. Delivery: The time for and the date of delivery of the Stores stipulated in the acceptance of tender shall be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein.
otherwise:
 - a) The purchaser to recover from the contractor a sum of 0.5 % per week (completed week) of the price of the stores(upto maximum 10 %) as liquidated damages, which the contractor has failed to deliver as aforesaid or
 - b) The purchaser may procure the undelivered stores / similar items from elsewhere, without notice to the contractor at the risk of the contractor without canceling the contract in respect of the consignment not yet due for delivery or
 - c) to cancel the contract or a portion thereof.
14. There is no obligation on our part to accept delayed / late tenders. Tenders received after the due date of opening are liable to be summarily rejected.
15. The rates quoted shall also be inclusive of embossing on the material.
16. Validity of Tender should be at least 120days from date of opening of Tender.
17. Item/Quantity may be increase/decrease at the time of Placement of Purchase Order.
18. EMD of Rs 70,000.00 will have to be deposited by demand draft from any Nationalized Bank in favour of Heavy Engineering Corporation Ltd payable at State Bank of India , Hatia Ranchi . It should be enclosed along with Tecnocommercial bid .
19. Security deposit : Success Tender has to deposit SD of amount of 5% of contract value in the form of Bank Guarantee/ Demand Draft in favour of Heavy EngineeringCorporation Ltd Ranchi
20. For NSIC/SSI/MSE enterprises documentary evidence in their support and copy of latest Govt. notification specifying exemption of EMD for them to be enclosed.
21. It is to be specified clearly in your offer that the firm is NSIC/SSI and also confirm whether the firm is owned by SC/ST entrepreneurs.
22. Items will be procured in lots as and when required.
23. F.O.R should be at our Stores/HMBP,HEC Ltd. Ranchi-834004

Signature of Purchase Executive
SMgr(CP)/HMBP

ANNEXURE - A

Price Bid along with COMMERCIAL TERMS & CONDITIONS
(To be filled in full and to be submitted along with offer without fail)

SL No	DESCRIPTION	HEC'S REQUIREMENT	SUPPLIERS COMMENTS
01	PRICE	Firm till completion of order	
02	Delivery Terms (Ex-works, FOR desp, FOR Destination etc)	FOR- DESTINATION (STORES/HEC/HMBP/RANCHI)	
03	PACKING & FORWARDING	INCLUDED.	
04	FREIGHT & INSURANCE	INCLUDED	
05	GST	Rate of GST HSN No GST REGD No	
07	PAYMENT	100 % against GST invoice within 30 days after receipt & acceptance of materials at our end.	
08	DELIVERY PERIOD	To be indicated by supplier	
09	L.D. CLAUSE	As indicated in Enquiry (as per IMPORTANT NOTE) @0.5 per week, max of 10 % for the delayed delivery	
10	RISK PURCHASE CLAUSE	As indicated in Enquiry	
11	EARNEST MONEY	As indicated in Enquiry	
12	SAMPLE	As indicated in Enquiry	
13	OFFER VALIDITY	Minimum 120 days from the date of opening.	
14	TEST CERTIFICATE	Required	
15	GUARANTEE CERTIFICATE (Period : 12 months from the date of commissioning (or) 18 months from the date of supply which ever is earlier).	Required	
16	DISCOUNT	To be indicated by supplier (indicate in %)	
17	CONTACT PERSON NAME : PHONE # FAX# E-MAIL ID, CELL #		

Signature and Seal of
Supplier