

MATERIALS MANAGEMENT DIVISION  
FOUNDRY FORGE PLANT  
HEAVY ENGINEERING CORPORATION LIMITED  
(A Govt. of India Enterprise)  
P.O. Dhurwa, Ranchi – 834 004

OPEN TENDER NO. PUR/FFP/2018/310005/02/305

DATED- 31.05.2018

To  
M/s.....  
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.....  
.....

Dear Sir,

We request you to submit your most competitive offer for the following item as per the given schedule:

**ENQUIRY SCHEDULE**

S.No	Description of Stores	Unit	Quantity	Remarks
1.	Pure Tin Ingot Purity : 99.80% Min.	MT	2.00	Material will be procured in phases as per our requirement within six months from placement of Purchase Order.

Offers to be submitted in two part bids: 1. Techno-commercial Bid, 2. Price Bid.

Both the parts are to be sealed in two separate envelopes. First envelope super scribing PART – I - “Techno Commercial Bid” on it and the second envelope super scribing PART – II “Price bid” on it. Both the envelopes shall be put in a separate envelope and addressed to Sr. DGM (Purchase), MM Division/FFP, HEC Ltd, Dhurwa, Ranchi-834004 super scribing the Tender No., due date of tender opening, Validity Period of the offer, and PART-I & PART-II, etc.

**Please ensure that the price of the materials/items is not mentioned in the Techno-Commercial Bid, otherwise the tender is liable to be rejected.**

- |                                 |                                                                                              |
|---------------------------------|----------------------------------------------------------------------------------------------|
| (1) Tender documents on sale    | From 31.05.2018 to 19.06.2018 till 4.00pm                                                    |
| (2) Receipt of Tender Documents | On 20.06.2018 upto 1.00 PM At MM Division/FFP/HEC Ltd. Ranchi.                               |
| (3) Due date of Tender Opening  | On 20.06.2018 at 3.00 PM At MM Division/FFP/HEC Ltd. Ranchi.<br>(Techno Commercial Bid only) |
| (4) Value of Tender documents   | Rs.500/- (Rs. Five Hundred only)<br>(Non-refundable)                                         |

Price bids of only the techno-commercially suitable bidders shall be opened and prior information shall be given to the firm to send their representative(s) who may be present on Tender Opening Date (TOD), if they so desire.

Contd....P/2.

Prerequisites:

A. Techno- Commercial Bid:

1. It must be submitted in a sealed cover with TENDER NO., DUE DATE and VALIDITY PERIOD of the offer super scribed on it, failing which the tenders may be ignored.
2. The firm must keep Validity Period of the offer for minimum **60 days** from the Tender Opening Date (TOD). The Price as per Purchase order to be placed on successful bidder must remain firm & fixed till delivery period of contract as mentioned in Enquiry Schedule.
3. Earnest Money (EM) for **Rs.70,000=00 (Rs. Seventy Thousand only)** to submitted alongwith Techno Commercial Bid.

**EMD is to be accepted in the following forms:**

- a) Demand Draft on any of the Nationalised Banks in favour of Heavy Engineering Corporation Ltd; Ranchi payable at Ranchi OR NEFT/RTGS in HEC Bank Account.

**EMD may be exempted in case:-**

- a) National Small Industries Corporation (NSIC) / Small Scale Industries (SSI) / Micro, Small Scale Industry (MSE), as per Government directive.
- b) Firms registered with DGS&D for the items under tender.

NSIC/SSI/MSE are to furnish necessary documentary evidence in support of being as NSIC /SSI/MSE and copy of latest Govt. notification specifying exemption of EMD for them.

**Note:-MSME firms will have to declare/furnish registration of UAN Number (Udyog Aadhar Memorandum by Ministry of MSME) on centre Public Procurement Portal failing which they shall not be able to avail the benefits available to MSME contained in public Procurement Policy for MSE'S order 2012 issued by ministry of MSME.**

4. Offer without EM Deposit not be considered. The Document for exemption from EMD submission must be submitted else offer will summarily be rejected.
5. The firms have to submit the credentials; the list of their Customers where they have supplied the materials, etc.
6. Full particulars, i.e. Specifications, Literatures (Brochures/pamphlets), Drawings, etc. as applicable or it is specifically asked for may have to be submitted along with the quotation. The Brand and Maker's name must also be indicated in the offer, else the offer may be ignored.
7. The Delivery Schedule of the materials should be as per our requirement as mentioned in the Special Conditions. The firm has to accept the same; else the offers may be rejected.
8. The firm has to mention the GST/TIN Registration No. along with the offer. Reasons for non-submission of these documents may please be indicated clearly; else the offers may not be considered.
9. Inspection Clause: Material will be inspected by HEC Inspector after receipt of material at FFP Store. Sample will be analysed in FFP Lab. I Note will be issued based on the analysis report of the sample. If analysed in Govt. approved Lab Inspection charges will be on supplier's A/c. If material is not found as per P.O. specifications, supplier will have to replace it free of cost.
10. All tenderers shall submit a copy of PAN (Permanent Account Number) of the Income Tax Department.
11. The firms will have to submit the Manufacturer's Test Certificate (MTC) along with the supply of material.
12. The firms will have to submit the Guarantee certificate along with material.

B. Price Bid: The offer should be submitted as per the format given in Annexure: I

The tenderers are requested for strict compliance of the above prerequisites; else their tenders are liable to be rejected.

**Special Conditions;**

- i) Specification should be clearly stated.
- ii) Material will be tested in Govt. approved lab/FFP Lab. In case of testing in Govt. approved lab, the testing charges shall be on supplier's A/c.
- iii) Please quote rate on FOR FFP Stores, Ranchi basis.
- iv) Rate should not be linked with quantity.
- v) Payment terms: Credit (in no. of days) will be taken in consideration, while arriving at landed cost of material to decide L1 firm. Interest @ 1.0% per month i.e. 12.0% per annum (Max) will be loaded while calculating the landed cost.
- vi) **Validity of Offer: Offer must be valid for minimum 60 days from date of opening of tender, otherwise offer will not be considered.**
- vii) **GST CLAUSE:-After implementation of GST the applicable taxes and duties as on date of supply shall be applicable**

**NOTE:**

1. The rate quoted shall be inclusive of all packing, forwarding and freight charges.
2. a) The Price quoted by the firm should be exclusive of GST. The rate and nature of GST applicable at the time of tender should be shown separately. GST shall be payable to the firm at the rate at which it is liable to be assessed or actually been assessed on the date of supply, provided the transaction of sale is legally liable to GST and within the Delivery Period (DP). Any change on the Taxes & Duty structure beyond the DP shall not be considered by HEC Ltd.  
b) Price should be quoted exclusive of GST. The amount and rate must be specifically mentioned. In case GST is inclusive, the amount or rate must be indicated separately in the offer, otherwise, the offer may not be considered.
3. Validity of offer: The rates quoted must be firm and the offers made must remain valid for **60 days** from the date of opening of the tender. Delivery date offered must be specified and guaranteed.
4. Quotations erased or overwritten are likely to be rejected unless all corrections are authenticated with the signature of the tenderer(s).
5. Conditional offers are liable to be rejected.
6. Delayed/Late Tender: There is no obligation on our part to accept the delayed/late tender received after the due date of opening and these are liable to be summarily rejected. **For lot-wise dispatches, the material must be dispatched within a week from date of intimation of delivery schedule**
7. The Corporation does not pledge to accept the lowest or any tender. It also reserves the right to accept the whole or any part of the tender or portion of the quantity offered and the tenderer(s) shall have to supply the same at the rate quoted.
8. The rates quoted shall also be inclusive of embossing on the material. The Ownership, namely FFP should be at a predominant place of the material to a size/thickness upon the volume of the material.
9. Order placed as a result of this tender shall be subject to the GENERAL TERMS & CONDITIONS of the Contract of the Corporation.
10. Payment terms- **within 60 days** of the receipt of supplies at the destination, conforming to our Inspection Clause and after our acceptance.
11. The Corporation reserves the right to call for and examine the Books of Accounts and any other documents/ papers of the firm at any time for the purpose of ascertaining whether any excess payments have been made or the firm is likely to receive undue benefit out of execution of the particular Contract.
12. Security Deposits (SD): In the event of Contract materializing, successful tenderer(s) shall have to deposit SD equal to 5% of the value of the Contract (including basic rate, ACD, CVD, GST & freight) within the stipulated period, failing which the Contract shall be liable to be cancelled at the risks and expenses of the suppliers.
13. Delivery: Timely Delivery is the essence of the Contract. Delivery must be completed not later than the dates specified therein, otherwise following Clauses shall be applicable: -
  - a) Liquidated Damage (LD) Clause: The purchase shall recover a sum of 0.5% per week (completed week) of the price of the stores, up to a maximum 10% as LD which the Contractor has failed to deliver as aforesaid.
  - b) Risk Purchase Clause: The purchaser may go for procurement from elsewhere of the undelivered stores/ similar items due to failure of the Supplier within the stipulated Delivery Period at his own RISK & COST with prior notice as per the General Terms & Conditions of Contract (GTCC) of HEC Ltd. which is available on our website [www.hecltd.com](http://www.hecltd.com)
  - c) Cancellation of Contract: In above case, the Contract may be cancelled or a portion thereof.
14. Force Majeure Clause: It shall be applicable on submission of documentary proof/paper cuttings.
15. For Vendor Registration, the tenderers may approach Central Purchase / HMBP, HEC Ltd; Ranchi-834 004. The Registration form can also be downloaded from our website [www.hecltd.com](http://www.hecltd.com) and the filled form may be sent along with relevant documents and requisite fee to Sr.MGR./Central Purchase/HMBP/HEC Ltd, Dhurwa, Ranchi-834 004.
16. **For NSIC/SSI/MSME enterprises documentary evidence in their support and copy of latest Govt. notification specifying exemption of EMD for them to be enclosed.**
17. **It is to be specified clearly in your offer that the firm is NSIC/SSI/MSME and also confirm whether the firm is owned by SC/ST entrepreneurs.**

**N.B. Please comply to all the terms & condition mention above and non compliance to the above may reject the offer.**

Thanking you,

(C.S.Prasad)  
Sr. Manager (Purchase)/FFP  
Phone No:- 0651-2400419  
Fax No:- 0651-2401323  
E-Mail: [chandraspd@hecltd.com](mailto:chandraspd@hecltd.com)

## **Annexure – I**

NAME OF THE FIRM

TENDER QUANTITY – Pure Tin Ingot-- 2.00 MT

The bidders are requested to submit price bid in the format given below.

<b>Sl. No.</b>	<b>Terms &amp; Conditions</b>	<b>Rs.</b>
<b>1.</b>	<b>Basic rate (Per MT)</b>	
<b>2.</b>	<b>CVD</b>	
<b>3.</b>	<b>GST</b>	
<b>4.</b>	<b>ACD</b>	
<b>5.</b>	<b>Sub Total (1+2+3+4)</b>	
<b>6.</b>	<b>Freight</b>	
<b>7.</b>	<b>GST on Freight</b>	
<b>8.</b>	<b>Sub Total (6+7)</b>	
<b>9.</b>	<b>Grand Total ( 5+8)</b>	

Date

Signature of the bidder & Seal

