

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

No. PUR/FFP/2019/320081/01/421

dated: - 03.10.2020

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

Sl. N	Description of Stores	Unit	Quantity	Delivery Period
1.	Ferro Silicon (Powder) Specification:- Si : 65 - 70 % C : 0.15 % Max. S: 0.05% Max. P : 0.05 % Max. Al : 1.25 % Max. Size: 2.5 to 5.00 mm +/- 10% Tolerance	MT	21.00	From Dec 2020 to Feb 2021

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 MGR (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 03.10.2020 to 22.10.2020 till 4.00 pm

(2) Receipt of Tender Documents on 23.10.2020 at 1.00 PM at MM
Division/FFP/HEC Ltd. Ranchi.

(3) Due date of Tender Opening On 23.10.2020 at 3.00 PM At MM
Division/FFP/HEC Ltd. Ranchi.

(4) Value of Tender documents Rs.300/- (Rs. Three Hundred only) (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.

Prerequisites:

Annexure-A

Techno- Commercial Bid

1. It must be submitted through Manual tendering mode i.e. Off-Line Mode..
2. The firm must keep Validity Period of the offer for minimum **90 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. Tender Fee:-Rs.300/- (Rs. Three Hundred Only) (Non-refundable) is to be submitted alongwith Techno Commercial Bid. hard copy of the same is to be dispatched on the below mentioned address

MGR (Purchase), MM Division/FFP, HEC Ltd, Dhurwa, Ranchi-834004

Demand Draft on any of the Nationalised Banks in favour of Heavy Engineering Corporation Ltd; Ranchi

Tender Fee may be exempted in case:-National Small Industries Corporation (NSIC) / Small Scale Industries (SSI) / Micro, Small Scale Industries

4. Earnest Money (EMD) for Rs.30000.00 (Rs. Thirty Thousands Only) is to be submitted alongwith Techno Commercial Bid. hard copy of the same is to be dispatched on the below mentioned address

MGR (Purchase), MM Division/FFP, HEC Ltd, Dhurwa, Ranchi-834004

a) Demand Draft on any of the Nationalised Banks in favour of Heavy Engineering Corporation Ltd; Ranchi.

b) Bank Guarantee from any Nationalised Bank (to be preferred for a value Rs.5 Lakh and above).

EMD may be exempted in case:-National Small Industries Corporation (NSIC) / Small Scale Industries (SSI) / Micro, Small Scale Industry (MSME), as per Government directive. Firms registered with DGS & D for the items under tender.

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

NSIC/SSI/MSME are to furnish necessary documentary evidence in support of being as NSIC /SSI/MSME 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.

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: Supplies may be subjected to inspection by our Inspection Wing or by External Inspection Agency as prescribed by us. In case of External inspection, the charges shall be on firm's A/c.
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-!:

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) Payment terms (i.e. credit for no. of days) will be taken in consideration, while arrive at landed cost of material to decide L1 firm. Interest @ 12% per annum will be loaded while calculating the landed cost.

iii) GST Clause:-After implementation of GST the applicable taxes and duties as on date of supply shall be applicable.

NOTE:

1. It is not binding on the corporation to place order for total quantity on the technically suitable L1 firm. The corporation reserves the right to distribute the quantity between two or more firms; if required.
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 acceptance for 90 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 authentic with the signature of the tenderer(S).
5. Conditional offers are liable to be rejected.
6. Your quoted rate should be FOR FFP Stores basis.
7. Inspection Clause: Material will be inspected by HEC Inspector after receipt of material at FFP Store. Sample will be analysis 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.
8. 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
9. **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**
10. All tenderers shall submit a copy of PAN (Permanent Account Number) of the Income Tax Department
11. The Corporation does not pledge to accept the lowest **or** any tender. It reserves the right to a whole **or** any part of the tender **or** portion of the quantity offered and shall supply the same at the rate quoted.
12. 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.
13. Order placed as a result of this tender shall be subject to the GENERAL TERMS & CONDITIONS of the Contract of the Corporation, which can be downloaded from our website: www.hecltd.com
14. **Payment term:-** Within **60 days** of the receipt of supplies at the destination, conforming to inspection clause. Payment terms (i.e. credit for no. of days) shall be deciding factor for lowest bidder also.
15. Corporation reserves the right at any time to call for and examine the Books of Accounts and any other documents and papers of the firm 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.
16. **Security Deposits (SD):** In the event of Contract materializing, successful tenderer(s) shall have to deposit SD equal to 5% of the value (included rates, GST & Freight) of the Contract within the stipulated period, failing which the Contract shall be liable to be cancelled at the risks and expenses of the suppliers. For exemption of SD, along with Valid MSME Certificate the bidders will also need to submit the documentary evidences reflecting exemption of SD having considered in other Organizations
17. **Delivery:** Timely Delivery is the essence of the Contract and the 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: The purchaser may procure the undelivered stores/similar items from elsewhere, without notice to the supplier and at his without cancelling the contract in respect of the consignment not yet due for delivery.
 - c) Cancellation of Contract: In above case, the Contract may be cancelled or a portion thereof.

18. For vendor registration, the tenderers may approach Central Purchase / HMBP, HEC Ltd; Ranchi-4. The registration form can also be downloaded from our website www.hecltd.com and the filled form may be sent with requisite fee to Sr. Dy. G.M./Central Purchase / HMBP / HEC Ltd, Dhurwa, Ranchi-834 004.
19. Please furnish credentials Purchase order copies received from reputed firms may please be submitted for our verification, if required. If firm is trader in that case they to submit authorisation certificate from their Principals.
20. **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.**
21. **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.**
22. **HEC is registered on TReDS governed by RBI Guidelines and our registration no is HE0000320. All MSME firms are advised to registered on RXIL (Receivable exchange of India-Mumbai).**
23. **Quantity Reservation Clause:-100% of quantity may be increased on mutual consent during pendency of contract.**

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

Thanking you,

Thanking you,

(Vinay Kumar Verma)
MGR (Purchase)/FFP
Phone No:- 0651-2400419
Fax No:- 0651-2401323
E-Mail: vvinay2020@hecltd.com

Annexure – I

Name of the firm : -

Tendered Quantity : - 21 MT

The suppliers are requested to submit offer in the format given below.

Sl. No.	Terms & Conditions	Rs.
1.	Basic rate (Per MT)	
2.	GST	
3.	Sub Total	
4.	Freight	
5.	GST On Freight	
6.	Sub Total	
8.	Grand Total	

Date

Signature of the Supplier & Seal

ANNEXURE –B

The Offer shall be submitted in the format given below:

Terms & Conditions:-		HEC Requirement		Bidders
1 a	Supply of Item as per Specification of NIT	Yes/No	:	
1 b	Details of specification	PL mention details of specification for item	:	
1 c	Price Term (F.O.R, Ex. Works/ FOB)	F.O.R FFP Works		
2a	GSTN	GST registration	:	
2b	GST Rate	Amount/Rate to be quoted	:	
3	Packing and forwarding charges	Preferably Inclusive	:	
4	Payment Terms	Within 60 days after receipt and acceptance of materials at FFP stores.	:	
5	Validity of Offer	90 Days from the date of opening of tender	:	
6	Freight/Delivery Charges	Preferably Inclusive	:	
7	Delivery Period	The material will be procured as per our requirement from Dec 2020 to Feb 2020		
8	Delivery Schedule	The material is to be supplied within 7 days from the date of intimation of Delivery schedule.	:	
9	Mode of dispatch	Separately	:	
10	Insurance	Firm's A/C	:	
11	Test Certificate	To be provided by manufacturer/Supplier	:	
12	Warranty Certificate/Guarantee Certificate	Firm shall have to furnish Guarantee / Warranty for 12 months from date of supply.		
13	Inspection	As per Inspection Clause of NIT	:	
14	LD and Risk Purchase clause	As per NIT	:	
15A	Tender Fee	Rs. 300.00		
15	EMD	Rs 30000.00	:	
16	Security Deposit	@ 5% of Contract Value to be submitted within 21 days of issue of P.O.	:	
17	Whether company owned by SC/ST entrepreneurs	Yes/No	:	
18	Status of Firm (MSME / NSIC/ SSI or Regd. with DGS&D)	MSME Firm has to provide UAN No. and Declaration of UAN no. in CPP Portal.	:	
19	GENERAL TERMS & CONDITIONS of the Contract of the Corporation, which can be downloaded from our website: www.hecltd.com .	To be confirmed by the Firm	:	

N.B- 1) Terms & Conditions duly filled in and to be submitted along with Techno-commercial Bid of offer otherwise your offer may not be evaluated
Thanking you,

(Vinay Kumar Verma)
MGR (Purchase)/FFP
Phone No:- 0651-2400419
Fax No:- 0651-2401323
E-Mail: vvinay2020@hecltd.com