



HEAVY ENGINEERING CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
HEAVY MACHINE TOOLS PLANT
(PURCHASE DEPARTMENT)



An ISO 9001:2015 Company

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HMTP. ADMN. BLDG.
1st Floor, P.O. Dhurwa,
Ranchi 84004 (Jharkhand)

No. HTP/PUR/189726/PPC/AKS/20-053

Date : 11/11/2020

To
M/s

Dear Sir,

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

ENQUIRY SCHEDULE :-

Sl. No.	Item Code	Description of Stores	Unit of measure	Nos. of unit required	Remarks
1		Computerised Job Card (In duplicate) CC146 & 148 (As per our Sample)	Nos.	50000	
2		Computerised Route Card (Both side printed) FM.PPC.02 (As per our Sample)	Nos.	5000	
3		Computerised MIC form (with comprising of one set of 4 sheets) (As per our Sample)	Nos.	2000	

Schedule of Tender receipt : by 26/11/2020, upto 1:00 PM
Opening of Tender : on 26/11/2020, at 3:00 PM

TENDERS must be submitted in sealed cover with Tender No. and the Due date superscribed on it failing which Tenders may be ignored.

Earnest money : Nil

Offers to be submitted in ~~Single Part / two-parts / three-parts~~.
Tenders received after due date without any prior intimation will not be entertained.

Special Instruction :-

- 1) Price quoted should be "F.O.R. HMTP STORES" basis only.
- 2) Delivery : Delivery period should be within 30 days from placement of firm PO.
LD Charges will be applicable as per NIT.
- 3) To arrive at comparable landed cost following shall be taken in consideration:-

a) Taxes & Duties	b) Packing & Forwarding Charges.
c) Insurance.	d) Freight
e) Possible CENVAT credit.	f) Terms of Payment

NOTE :-

1. The rate shall be inclusive of all Packing and Forwarding. Freight charges to be mentioned separately.

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: 2 :

2. The price quoted by tenderer should be exclusive of Sales Tax. The rate and nature of Sales Tax applicable should be shown separately. Sales Tax will be paid to the seller at the rate at which it is liable to be assessed or has actually been assessed on the date of supply provided the transaction of sale is legally liable to sales tax and within the delivery period. Any change on the taxes and duty structure beyond the delivery period will not be considered by HEC.
3. The rates quoted must be firm and the offers made must remain open for acceptance up to **three months** from the date of opening of the tender.
4. Quotations erased or over written are likely to be rejected unless all corrections are authenticated with the **tenderer's signature**.
5. Delivery period/date offered must be specified and guaranteed.
6. Full payment will be made **after 60 days** of the receipt of supplies at destination duly inspected.
7. Full particulars i.e. specification, literature and/or drawing wherever applicable should be submitted along with the quotation. The brand and 'Make' name must be indicated.
8. 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.
9. Supplies will be subject to Inspection by our Inspection wing /or inspection agencies prescribed by us.
10. Order placed as a result to 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).
11. 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.
12. **Earnest Money** – Earnest money specified in the document will have to be deposited by demand draft from any nationalised bank in favour of Heavy Engineering Corporation Ltd. Payable at State Bank of India, Hatia Branch **OR** please submit the MSME/NSC/SSI registration certificate in order to exempt the **EMD**.
13. **Security Deposits** - Successful tenderers will have to deposit security equal to 5 percent of the value of the contract within the desired period. Failing this, the contract will be cancelled at the risk and expenses of the suppliers.
14. **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.
15. Guarantee/Warranty must be 12 months from the date of commissioning or 18 months from the date of supply, whichever is earlier.
16. Income Tax Clearance Certificate - All tenderers shall submit along with their tender an Income Tax Clearance Certificate duly countersigned by the Income Tax Officer of the circle concerned under the seal of the office. Failure to produce the requisite certificate will render their quotation liable to be rejected.
17. There is no obligation on our part to accept delayed/late tenders. Tenders received after the due date of the opening are liable to be rejected.
18. The rates quoted shall also be inclusive of embossing on the materials. The Ownership namely **HMTP** should be at a predominant place of the material to a size / thickness upon the volume of the material.
19. **As per the Govt. guideline it is to be specified clearly in your offer that the firm is NSIC/ MSME/SSI and also confirm whether the firm is owned by SC/ST/Women entrepreneurs.**
20. This procurement of goods/services under the reference tender is covered under Public Procurement Policy 2017 & PPP MSME 2012 revised 16/09/2020" and here in after any further revisions.


(A. K. Sharma)
Dy.Manager(Pur)/HMTP

COL (1 - 3)	
C.C.	317

(COL - 4)
H M T P
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C.C. 317

HEAVY ENGINEERING CORPORATION LTD.

MATERIAL REQUISITION CUM ISSUE VOUCHER (I.V.)
FOR USE IN P.P.C. DEPARTMENT OF HMTP ONLY

(5 - 6)	(7 - 10)	(11 - 16)		
STORE GROUP	ISSUE VR. NO.	D	M	Y

(17 - 21)	(22)
HD. OF A/C.	NO. OF ITEMS

INDENTING DEPTT.	REQN. NO.	DATE
P.P.C.		

(23)	(24 - 30)	(31 - 40)	(41 - 42)	(43 - 51)	(52 - 53)	(54 - 55)	(56 - 64)	GATE PASS NO.
SL. NO.	LEDGER FOLIO NO.	MATERIAL CODE NO.	ACCTG. UNIT	QUANTITY	PAGE NO.	LINE NO.	BIN BAL.	
			DESCR. CODE	DEMANDED ISSUED				

DRAWING NO.					WORK ORDER NO. 65 - 74	TOTAL QTY.	NO. OF BATCH	COST CENTRE 75 - 78	REQUISITIONED BY	AUTHORISED RECEIVER	RELEASED BY
PART NO. / MATERIAL CODE			PART NAME / MATL. SPECN.			NO. M/c PC. WT.		SIG.	SIG.	SIG.	
									NAME	NAME	NAME
									DESIG.	DESIG.	DESIG.
									ISSUED BY	RECEIVED BY	POSTED BY
NO. OF PCS.									SIG.	SIG.	SIG.
									NAME	NAME	NAME
									DESIG.	DESIG.	DESIG.

COPY TO - (1) STORES (2) FEED CENTRE / COSTING (3) REQUISITING DEPTT. (4) S.P.L.

Shiv Ganga Forms Ph. 0651-2208037, Mob. 98359-23606