

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

Phone : 0651-2400926  
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Open Tender

No .HMBP/PUR/CP/19/200492/STY-5904

Dated: 14/11/19

M/s

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Sealed tender are invited in prescribed format from renowned printing presses involved in printing works of following items as per detailed specification provided in the Tender and are requested to submit your most competitive offer .

**ENQUIRY SCHEDULE:**

SL No	Description of Material	Unit	Qty
01	Archive index card	Nos	5000
02	Form 413-1	Nos	1000
03	Form 413-3	Nos	1000
04	Form 413-2A	Nos	1000
05	Form 412-A	Nos	1000
06	EL Form	Books	91
07	Job Card (IE : CC:146/148)	Books	768
08	F-36 (PP 36)	Books	338
09	Route Card (CC:516-1)	Nos	26900
10	F-41	Books	262

SL No	Description of Material	Unit	Qty
11	F-527 (REV-1) Concession/Deviation	Books	05
12	PP 526 (R) (REV-1) Rejection certificate	Books	14
13	Form 417 Mat Req cum issue Voucher casting and forging	Books	198
14	PF : 38 (internal Delivery Work)	Books	348
15	F-317 Material req cum issue voucher (IV)	Books	382
16	Form 576 (Form FM :IE :CC :576)	Books	60
17	FM PDM 04	Books	10
18	Weekly time card (Form-143)	Books	129
19	Material Gate Pass (Form 737)	Books	24
20	Buckling Chart Form -149	Books	130
21	Daily Machine Idle Time Date Form (015)	Books	63
22	Production Report (Form -565)	Books	05
23	Material Return Note (Form-312)	Books	60
24	Leave Change Form (Form -107)	Books	03
25	Depot Transfer Note(Issue)	Books	06
26	List of special Fixtures/Tools (Form-218-1)	Nos	200 0
27	Facing sheet PT 208	Nos	150 0
28	Technology sheet PT 208-1	Nos	150 0
29	Form FM:TL-101 (Tool Record Card)	Books	100 0
30	FM LT :15 (Depot Transfer Note)	Books	20

31	FM : TL: 485 (Defect card)	Books	20
32	FM : TL: 812 (Breakage of Tools)	Books	20
33	Indent Form Annex -3	Books	02
34	QCA :541 (NDT Requisition Form)	Books	10
35	QCA 541A –Rev c (Requisition for testing )	Books	12
36	QCA F-525 Rev o (Duplicate of mat test)	Books	10
37	QCA F-534 –Rev o (Dimension Chart)	Books	30
38	Reworking and Rejection statement	Books	20
39	Form PT 11 (Forging Sketch)	Nos	500 0
40	Form 108-1 (assignment of design lubrication statement)(sheet 1 of 3)	Books	05
41	Form 108-1 (assignment of design lubrication statement)(sheet 2 of 3)	Books	05
42	Form 108-1 (assignment of design lubrication statement)(sheet 3 of 3)	Books	05
43	FM RPD 05 (rev-2) Mechanical & electrics sheet 1 of 4	Books	10
44	FM RPD 05 (rev-2) Mechanical & electrics sheet 2 of 4	Books	10
45	FM RPD 05 (rev-2) Mechanical & electrics sheet 3 of 4	Books	10
46	FM RPD 14 05 (rev-2) Mechanical & electrics sheet 4 of 4	Books	10
47	FM RPD 10 Design Review Records	Books	10

48	FM RPD 02 (rev-2) Design Development Plan	Books	10
49	FM RPD 14 (Review of Design input)	Books	10
50	FM CC : 581 (Amendment of WO Data)	Books	10
51	FM CC :582 (B.M list of Units)	Books	10
52	FM CC: 583 (Amendment of PL)	Books	10
53	FM CC 584 (BM code master data)	Books	10
54	FM CC 571 (List of W.O data)	Books	10
55	FM CC 572 (Computerised list of units)	Books	15
56	FM CC 573 (Missing part List)	Books	05
57	Form 109 (Technical Assignment of D.D)	Books	05
58	FM RPD-103 (Notification)	Books	40
59	Form 102 (Route record of design work )	Books	05
60	FM RPD -101 (rev-1) Monthly plan	Books	10
61	FM RPD 12 (Acivity report)	Books	10

Note: Books contain 100 leaf

**Schedule of Tender:**

Due Date & Time of submission: 05/12/2019 by 1.00 PM

Date &Time of opening of Bid: 05/12/2019 at 3.00 PM

Sealed Tender super-scribed with Tender Number, Due Date, Item Name & Supplier's Name shall be addressed to SDGM 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).

COMMERCIAL TERMS & CONDITIONS to be filled as per Annexure A.

**Pre Qualification Criteria:**

- 1) The rate quoted shall be as per enquiry .
- 2) Without sample the offer will be rejected.
- 3) Size of the Sample should be of minimum A4 Size along with Clear Enquiry Sl.No, GSM/Wt. & Signature with Stamp of vendor.
- 4) Proof of facility availability for screen/offset printing with details of the Machine installed.
- 5) Commercial terms and condition to be submitted in Techno-commercial Bid

**Brief scope of work:**

Heavy Engineering Corporation, Ranchi is going to upgrade its different forms to meet the requirements. All the forms size has been fixed to FS (Double of A4 size),  $\frac{1}{2}$  FS (A4 size) and  $\frac{1}{8}$ FS (half of A4 size), so that reference data's can be printed through computer printer easily.

- i) Forms to be printed in offset / screen print for neat, clear, sharp and good finish.
- ii) The matter of the print out forms will be available at CP Deptt. which are different for card code wise.
- iii) Quality of the paper to be used is as per the requirement and must be a good quality paper can be used in a computer printer for printing the required data's.
- iv) Before filling the quotation, vendor must visit the Central Purchase Deptt. and must inspect the different Forms in all respect to know the printing amount required for different form, so that it will be easier for him to quote.
- v) In the enquiry schedule only size of the paper, quality / GSM of the paper & single side / both side printing requirement is given. For printing matter vendors has to assume by inspecting the different Forms.
- vi) Printing matter may be in English, Hindi or both. Forms / C.C will be with lines, boxes and tables along with the sentences / word.

## **GENERAL GUIDELINES & INSTRUCTIONS TO BIDDERS FOR SUBMITTING OFFER**

1. The rate quoted shall be inclusive of all packing & forwarding. Freight charges to be mentioned separately.
2. The Price quoted by the tenderer should be exclusive of GST . The rate and nature of GST 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 GST tax and within the delivery period. Any change on the taxes & 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 for 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 tenderers signature.
5. Delivery date offered must be specified and guaranteed.
6. Payment terms : 100 % within two months of receipt of material in HMBP . In case of any deviation by the bidders necessary loading (@ 1% Per Month Maximum 12%/year) on the quoted price
7. Delivery schedule – Within 30 days from PO date. In case the delivery schedule is not acceptable to any bidder , the offer of bidder may not be considered for the said enquiry.
8. 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.
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](http://www.hecltd.com))
12. Security deposit. Successful bidder has to deposit security deposit to the extent of 5% of total purchase Order value within 21 days from PO date and it should remain valid for period of 60 days beyond the date of completion of all contractual obligation of supplier.
13. 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

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 deliver
- c) to cancel the contract or a portion thereof.

15. 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. Copy of Permanent Account No. (PAN of Income Tax) to be enclosed with the bid.

16. 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.

17. The rate quoted shall be inclusive of embossing on the material.

18. Credential/supply in any Govt/PSU organization, if any may pleased be enclosed in the technical bid.

19. Validity of Tender should be at least 90 days from the date of opening of tender.

20. Items/Quantity may increase / decrease at the time of placement of final Purchase Order.

19. Sample to be submitted along with the quotation.

21. 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.

22. Items will be procured in lots as and when required.

S.K Singh  
(DGM / CP / HMBP)  
Heavy Engineering Corporation Ltd , Ranchi

**Price bid Format**

<b>SL No</b>	<b>Description of Material</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Total Rate</b>
01	Archive index card	Nos	5000		
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03	Form 413-3	Nos	1000		
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21	Daily Machine Idle Time Date Form (015)	Books	63		
22	Production Report (Form - 565)	Books	05		



23	Material Return Note (Form-312)	Books	60		
24	Leave Change Form (Form - 107)	Books	03		
25	Depot Transfer Note(Issue)	Books	06		
26	List of special Fixtures/Tools(Form-218-1)	Nos	2000		
27	Facing sheet PT 208	Nos	1500		
28	Technology sheet PT 208-1	Nos	1500		
29	Form FM:TL-101 (Tool Record Card)	Books	1000		
30	FM LT :15 (Depot Transfer Note)	Books	20		
31	FM : TL: 485 (Defect card)	Books	20		
32	FM : TL: 812 (Breakage of Tools)	Books	20		
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38	Reworking and Rejection statement	Books	20		
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46	FM RPD 14 05 (rev-2) Mechanical & electrics sheet 4 of 4	Books	10		
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54	FM CC 571 (List of W.O data)	Books	54		
55	FM CC 572 (Computerised list of units)	Books	55		
56	FM CC 573 (Missing part List)	Books	56		
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58	FM RPD-103 (Notification)	Books	58		
59	Form 102 (Route record of design work )	Books	59		

60	FM RPD -101 (rev-1) Monthly plan	Books	10		
61	FM RPD 12 (Acivity report)	Books	10		

Rate of GST :

Total Price in words :-----

Signature of Tenderer  
With official seal

Note : The total price is to be given in figures and words as well . In case of any discrepancy the value given in words shall prevail

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

<b>SL No</b>	<b>DESCRIPTION</b>	<b>HEC'S REQUIREMENT</b>	<b>SUPPLIERS COMMENTS</b>
01	PRICE	Firm till completion of order	
02	Delivery Terms (Ex-works, FOR desp, FOR Destination etc)	FOR- DESTINATION (STORES/HEC/HMBP/RA NCHI)	
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 60 days after receipt & acceptance of materials at our end.	
08	DELIVERY PERIOD	Within 30 days	
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	SAMPLE	As indicated in Enquiry	
12	OFFER VALIDITY	Minimum 90 days from the date of opening.	
13	TEST CERTIFICATE	Required	
14	GUARANTEE CERTIFICATE (Period : 12 months from the date of commissioning (or) 18 months from the date of supply which ever is earlier).	Required	
15	DISCOUNT	To be indicated by supplier ( indicate in %)	
16	CONTACT PERSON NAME : PHONE # FAX# E-MAIL ID, CELL #		

Signature and Seal of  
Supplier

## Annexure-C

Format for  
**BANK GUARANTEE FOR SECURITY DEPOSIT**

( to be issued by any Nationalized bank preferably State bank of India negotiable at their counters in Ranchi )

TO,

M/S HEAVY ENGINEERING CORPORATION LIMITED  
PLANT PLAZA ROAD,  
DHURWA,  
RANCHI – 4

Dear sir,

In consideration of your agreeing to accept the security deposit of rs. ....'amount'..... furnishable to you by m/s .....*'firms name'*..... (hereinafter referred to as contractor) in terms of the contract no. ....*'hec's purchase order no'*.....for supply of .....*'details of items'*.....(hereinafter referred to as the 'contract' ) in the form of a bank guarantee in the manner hereinafter contained we.....*'bank details'*..... branch, having registered office at .....*'place'*..... do hereby covenant and agree with you as follows:

1. We hereby undertake to indemnify you up to a sum of rs. ....'amount'.....(rupees .....*'amount in words'*.....) against any loss or damage caused to or suffered by you or that may caused to or suffered by you by reason of any breach or breaches on the part of the contractor of any of the terms and conditions contained in the said contract and in the event the contractor shall make any default or defaults in carrying out any of the works under the said contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand and without any protest or demur pay to you such sum or sums not exceeding in total the said sum of rs. ....'amount'.....(rupees .....*'amount in words'*.....) as may be claimed by you as your losses and / or damages, costs, charges or expenses by reason of such default or defaults on the part of the contractor.
2. Notwithstanding anything to the contrary contained in this guarantee your decision as to whether the contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims or damages or losses suffered by you but will pay the amount demanded

by you under this guarantee forthwith on your demand without any protest or demur.

3. This guarantee shall continue and hold good until it is released by you on the application by the contractor after expiry of the related warranty period of the said contract and after the contractor have discharged all their obligations under the said contract and produced a certificate of due completion of the work under the said contract and submitted a 'no demand certificate' provided always that this guarantee shall in no event remain in force after the date of ...'*date*'..... without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us notwithstanding that the same is or are enforced after the said date.
4. We .....'*bank name*'....., further undertake to extend the validity of this beyond the period prescribed in clause 3 or as extended from time to time, for such further period as may be required in writing before the expiry of this and upon such extension(s), all terms and conditions of this shall remain in full force till the expiry of this extended period(s).
5. You will have the fullest liberty without affecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the contractor or to postpone for any time or from time to time any of your rights or powers against the contractor and either to enforce or forebear to enforce any of the terms and conditions of the said contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the contractor or any other forbearance, act or omission on your part or any indulgence by you to the contractor or by any other variation or modification of the said contract or any other act, matter or things whatsoever, which, under the law relating to sureties, would but for the provisions hereof, have the effect or so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of rs. ....'*amount*'.....(rupees .....'*amount in words*'.....) as aforesaid or extend the period of the guarantee beyond the said date of ...'*date*'.... unless expressly agreed to by us in writing in terms of clause 4 hereof.
6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be of the contractor.
7. In order to give full effect to the guarantee herein contained, you shall be entitled to act as if we are your principal debtors in respect of all your claims against the contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of suretyship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.

8. Subject to the maximum limit of our liability as aforesaid this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.
9. Any notice by way of demand or otherwise hereunder shall be in writing and may be sent by special courier, speed post or telefax to us at our local address as aforesaid.
10. This guarantee and the powers & provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us whether jointly with others or alone and now existing uncanceled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.
11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure for the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.
12. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.
13. We further agree and undertake to pay you the amount demanded by you in writing irrespective of any dispute or controversy between you and the contractor or any reference to arbitration of the said dispute / controversy pending or a civil suit filed by the contractor in respect of the dispute or controversy.
14. Notwithstanding anything contained herein above our liability under this guarantee is restricted to rs. ....'amount'.....(rupees .....*'amount in words'*.....) and this guarantee shall remain in force until .....*'date'*.... unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry of this guarantee i.e. on or before ...*'date'* + *'6 month'*..... all your rights under this guarantee shall be forfeited and we shall be deemed to have released and discharged from all liabilities thereunder. irrespective of whether or not the original guarantee is returned to us.
15. We have power to issue this guarantee in your favour under the memorandum and articles of association of the bank and the undersigned has full power to execute this guarantee under the power of attorney granted to them by the bank.

FOR AND ON BEHALF OF

*'name of bank'*

*'signature with seal'*