

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

No. PUR/FFP/2011/310018/02/3286

dated, 18.09.2012

To

M/s. ....

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Dear Sirs,

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

**ENQUIRY SCHEDULE**

| Sl. No | Description of Stores                 | Unit | Quantity | Remarks                           |
|--------|---------------------------------------|------|----------|-----------------------------------|
| 1.     | HG Zinc Ingot<br>Purity : 99.95% Min. | MT   | 15       | In phases as per our requirement. |

Schedule of Tender receipt by: 08 / 10 / 2012 up to 01.00 pm

Opening of Tender on: 08 / 10 / 2012 up to 03.00 pm

**Prerequisites**

1. Tenders must be submitted in 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 as mentioned in Sl.No. 4 below in NOTE.
3. Earnest Money (EM) to the extent of 2% of the total value will have to be deposited by Demand Draft (DD) on State Bank of India, Hatia Branch, Ranchi in favour of Heavy Engineering Corporation Limited, Ranchi – 834 004. Draft of any other Bank or Branch of State Bank of India shall not be valid. EM may be exempted in case firms registered with HEC Ltd. **or** SSI Units **or** registered with NSIC for which they have to submit the documentary proof.
4. Offers to be submitted in Single part bid.

**Special Conditions;**

1. Please give full specifications of your product.
2. Please quote rate FOR FFP Stores, Ranchi. In case of out station firms, if rate is Ex-godown, please mention transport charge per MT separately. We pay transport charge to the supplier and not to transporter.

**NOTE**

- 1) The price should be quoted in the Format as per Annexure - I .

Contd... P/2

2. 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.
3. a) The Price quoted by the firm should be exclusive of Sales Tax. The rate and nature of Sales Tax applicable at the time of tender should be shown separately. Sales Tax 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 Sales Tax 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 Excise Duty (ED). The amount and rate must be specifically mentioned. In case ED is inclusive, the amount or rate must be indicated separately in the offer, otherwise, the offer may not be considered.
4. **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.
5. Quotations erased or overwritten are likely to be rejected unless all corrections are authentic with the signature of the tenderer(S).
6. Conditional offers are liable to be rejected.
7. Your quoted rate should be FOR FFP Stores basis.
8. Inspection Clause: Material will be accepted on firm's GC & TC. However, we reserve the right to inspect the material on receipt at our end & If found not conforming to our P.O. specifications, the supplier will have to replace it free of cost. In case of third party inspection, Inspection cost will be on firm's account.
9. 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.
10. **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.
11. Income Tax Clearance Certificate: All tenderers shall submit an Income Tax Clearance Certificate along with their tender, duly countersigned by the Income Tax Officer of the Circle concerned under the seal of the Office. Copy of the Permanent Account Number (PAN) of the Income Tax shall have to be enclosed along with the bid.
12. The Corporation does not pledge to accept the lowest or any tender. It reserves the right to accept the whole or any part of the tender or portion of the quantity offered and shall supply the same at the rate quoted.
13. 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.
14. 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](http://www.hecltd.com)
15. (a) Advance payment is discouraged.  
(b) Full payment shall be made **after 60 days** of the receipt of supplies at the destination, conforming to inspection clause.
16. 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.
17. 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 within the stipulated period, failing which the Contract shall be liable to be cancelled at the risks and expenses of the suppliers.
18. 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.
19. 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](http://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.
20. 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.

( N. K. Jha)  
Sr. Manager(Purchase)/FFP  
Phone No.: 0651-2400426  
Fax No. : 0651-2401323

## Annexure – I

Name of the firm : -

Tendered Quantity : - 15.00 MT

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

| Sl. No. | Terms & Conditions     | Rs. |
|---------|------------------------|-----|
| 1.      | Basic rate (Per MT)    |     |
| 2.      | Excise duty & Cess (%) |     |
| 3.      | Sub Total              |     |
| 4.      | CST (%)                |     |
| 5.      | JVAT (%)               |     |
| 6.      | Sub Total              |     |
| 7.      | Freight Charge         |     |
| 8.      | Grand Total            |     |

Date

Signature of the Supplier & Seal