

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

No. PUR/FFP/2011/320071/03/2907
To

dated, 15.10.2011

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.	Graphite Fines with following composition Fixed Carbon : 98.5% Min. Volatile Material : 0.5% Max. Ash: 0.5% Max. Moisture: 0.5% Max. Size: 0- 2 mm	MT	15	Immediately

Schedule of Tender receipt by: 29 / 10 / 2011 up to 01.00 pm

Opening of Tender on: 29/ 10 / 2011 up to 03.00 pm

Tenderers are requested to be present on Tender Opening Date (TOD)

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. 3 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 any nationalised bank payable at Ranchi, drawn in favour of Heavy Engineering Corporation Limited, Ranchi – 834 004.
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.
OFFER WITHOUT EM SHALL BE SUMMARILY REJECTED.
4. Offers to be submitted in Single part bid.

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

Special Conditions; if any.

Contd... P/2

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. The rate quoted shall be inclusive of all packing, forwarding and freight charges.
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 **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 authenticated with the signature of the tenderer(s).
6. Conditional offers are liable to be rejected.
7. Inspection Clause: Supplies may be subject to inspection by our Inspection Wing or by External Inspection Agencies as prescribed by us.
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.
10. 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.
11. 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 the tenderer(s) shall have to 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. Full Payment shall be made **after 60 days** of the receipt of supplies at the destination, conforming to Inspection Clause.
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 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.
17. **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 of HEC.
 - 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-834 004. The Registration form can also be downloaded from our website www.hecltd.com and the filled form may be sent along with relevant documents and requisite fee to Sr. Dy. G.M./Central Purchase / HMBP / HEC Ltd, Dhurwa, Ranchi-834 004.

(Arabind Nath)
Sr. DGM (Purchase)/FFP
Ph:-0651-2400424/1107/1437