

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

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**Limited-TENDER**

No.HMBP/PUR/CP/12/ 281657/Sty-3291

Dated: 28.05.2012

**Subject : Tender for procurement of different types of Stationery items.**

Dear Sir,

Sealed Tender are invited in Prescribed format as per detailed description of items provided in the Tender

**ENQUIRY SCHEDULE**

Sl. No.	Description	Unit	Qty.
01	Peon Book with HEC Logo & Hindi,English Prints (144 page) 19cmx14cm	No	326
02	Typing Paper(500 sheet/Pkt) Bilt/equivt.-A-4 size	Pkt.	516
03	File Cover with HEC Log & Hindi,English Prints(14"x10")	No.	5800
04	Pin Assorted Zebra Brand or equivnt.Net Wt.70 grm./pkt.	Pkt.	530
05	Note sheet pad with HEC Logo super quality ,100sheets/pkt. A/4 size	Pad	540
06	Ruled Register 5Qr.(8"x12"/ 17cmx 30cm)paper super quality with HEC Logo & Hindi English print(17cmx 30cm)	No	360
07	Ruled Register 6Qr. (17cmx 30cm)paper super quality with HEC Logo & Hindi English print	No	350
08	Ruled Register 8Qr. paper super quality with HEC Logo & Hindi English print	No	240
09	Refill big (blue) 10no. /pkt(Fine point)	No	110
10	Refill big (Red) 10no. /pkt(Fine point)	No	50
11	Carbon paper typing (kores) 1000N/1067, 100 sheet /pkt.	Pkt.	110
12	Stamp pad (medium ) Ashoka	No	65
13	Refill Small (blue) 10no. /pkt(Fine point)	Pkt	100
14	Refill small (Red) 10no. /pkt(Fine point)	Pkt	100
15	Typing Ribbon (Kores)	No.	65
16	Gems Clip Zen /equivt.	Pkt.	115
17	Duster cloth Standard Size.( 24x24 )	No.	127
18	Envelope Big with HEC Logo( 9"x4")	Pkt..	95
19	Envelope small with HEC Logo (6"x3.5)	pkt	515
20	File Board	No	1200
21	Gum liquid 700ML	Bottle	113
22	Cotton Tag Best quality (50pc./bunch)	Bunch	160
23	Pencil(HB) Camlin Dozon /pkt	pkt.	10
24	Scribbling pad	No	200
25	Shorthand Note Book	No	50
26	Stapler Pin (Big)24 No Kangaroo/equivt.	Pkt.	100

27	Stapler Pin (Small) 10No.	Pkt.	240
28	Attendance Register	No.	524
29	Ruled Register 4Qr. paper super quality with HEC Logo & Hindi English print (17cm x 30 cm)	No	65
30	Ruled Register 3Qr. paper super quality with HEC Logo & Hindi English print (17cm x 30 cm)		65
31	Ruled Register 2Qr. paper super quality with HEC Logo & Hindi English print (17cm x 30 cm)		65
32	Ruled Register 1Qr. paper super quality with HEC Logo & Hindi English print (17cm x 30 cm)	No	12
33	Duplicating paper FC 500 sheet	Pkt.	10
34	Paper white DFC	Ream	09
35	Paper Ruled DFC	Ream	05
36	Stapler M/c (small)10No Kangaroo/equivt.	No	35
37	Pencil carbon Blue(Kores)	pkt	05
38	Drawing Pencil(H) Kohinoor	No.	30
39	Correcting Pen (Whitener)	pkt	10
40	Computer Paper EZR(10x12x2)	pkt	08
41	Computer Paper EZR(15x10x2)	Pkt	08
42	Non Dust Eraser	N0.	12
43	Xerox paper A/4 size	pkt	05
44	Xerox paper A/3 size	pkt	02
45	Envelope Coth pasted 15" x 9" with HEC Log	No	150
46	Envelope Coth pasted 10" x 6" with HEC Log	No.	250
47	Envelope Coth pasted 18" x 12" with HEC Log	No.	300
48	Thread Ball	ball	07
49	Cello Tape 3/4	No	15
50	Vim powder 1kg./Pkt.	pkt	06
51	Candle 20cm	No	05
52	Cello Tap 1/2" x75 transpatent	No.	10
53	Napthalene Ball 200gm/pkt.	Pkt	02
54	Match Box (Home Light 4 1/2 cm	pkt	04
55	Soap Bar(Half) Ashoka	No	04
56	Typing Eraser	Pkt	15
57	Floppy descette(DVD) Sony R-80/700MB/52	Pkt.	05
58	Computer Ribbon (Black )	No	20
59	Eraze-X (whitner) 15ml in set	bottle	20
60	Stamp pad Ink (Camel) 110 ml.	bottle	05

Schedule of Tender receipt by **14.06.2012 upto 1.00 PM**. Opening of Tender on **14.06.2012**, at 3.00PM TENDERS must be submitted in sealed cover with Tender No. and the Due date superscribed on it failing which Tenders may be ignored.

**Offers to be submitted in two parts .In case of Two part bids** (as mentioned above, the technical and commercial aspects to be sealed in a separate envelope superscribing Part-1 on it., The Price bid to be sealed in a separate envelope superscribing as Part - 2)

Special condition if any:

**NOTE:**

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 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 & 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 tenderer's signature.
5. Delivery date offered must be specified and guaranteed.
6. 100 % Payment will be made against Tax Invoice with guarantee certificate, Receipt of Material, Delivery Challan including Original, Inspection Certificate issued by HEC or Copy of CRV.

Following Particular shall be given in the Performa invoice

- Purchase Order No & Date
  - Item Details
  - Sales Tax & Registration No
  - Permanent A/C No
  - TAN No
7. 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.
  8. Supplies will be subject to Inspection by our Inspection wing or inspection agencies prescribed by us.
  09. 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))
  10. 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.
  11. Earnest Money (if indicated above specifically) - Earnest money to the extent of 2% of the total value will have to be deposited by demand draft on the State Bank of India, Ranchi Hatia Branch, in favor of Heavy Engineering Corporation Ltd. Ranchi.- 4
  - 12 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.
  13. 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.
  14. 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.

15. 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.
- 16 The rates quoted shall also be inclusive of embossing on the material.
17. Validity of Tender should be at least 120 days from date of opening of Tender.
- 18 . Item/Quantity may be increase/decrease at the time of Placement of Purchase Order.
19. Sample of the total items are required to be submitted alongwith the offer/Quotation .
- 20 Materials will be procured in one lot.
- 21 Please visit our website [www.hecltd.com](http://www.hecltd.com) for registration of your firm with HEC Ltd,  
Ranchi – 4( For unregistered firm ).
- 22 Please enclosed an attested copy of valid registration certificate or quote the registration No. & validity period ( For Registered firm ).
- 23 Please deposit earnest money by demand draft on SBI, Ranchi ,Hatia Branch in favour of HEC Ltd, Ranchi – 4.

**Special Note:**

While submitting tender pl. mentioned your Registration No. with HEC as a registered vendor with valid paper.

If not pl. get registered your firm with HEC Limited immediately.

Signature of Purchase Executive  
Sr.DGM (CP) /HMBP/HEC Ltd.