

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

No. PUR/FFP/2012/980004/94/3236

dated, 30.07.2012

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

Slno	Description of Stores	Unit	Quantity	Remarks
1	Soap Cake Weight 150 gm. Per pcs. In yellow colour W/Rapper	Nos.	15000	Immediate

N.B.: 1 pc sample to be provided along with the quotation.

Schedule of Tender receipt by: 14 /08/ 2012 up to 01.00 pm

Opening of Tender on: 14 /08/ 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;

- i) The quotation shall be submitted as per enclose format.

NOTE

1. If you are registered with HEC, SSI, NSIC, DGS&D etc, please enclose the copy of valid registration certificate for the quoted item

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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 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: Supplies may be subject to inspection by our Inspection wing or by Inspection. Agencies as prescribed by us.
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 a copy of PAN (Permanent Account Number) of the Income Tax Department.
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
15. 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 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.

(Vimal Kumar)
 Manager(Purchase)/FFP
 Phone No.: 0651-2400427
 Fax No. : 0651-2401323

ANNEXURE-I

The quotation shall be submitted in the format given below:-

SINo	Terms &Condition	HEC	Bidders
1	Price Term (For Ex Works/FOB)	FOR/FOB FFP works	
2	Packing of Fwd. charges	Preferably Inclusive	
3a	Central Excise Duty/Edu.Cess/ S.Higher Educ/CVD	To be quoted separately	
3b	ACD (For import CENVAT)	Amount to be quoted	
4	Discount	Separately	
5	Central Sales Tax	Separately	
	Jharkhand Vat	Separately	
6	Payment Term	60 days after receipt and acceptance of material at FFP Stores	
7	Validity of Offer	90 days	
8	Price variation Clause	Firm Price(12 months)	
9	Freight/Delivery Charges	Preferably Inclusive	
10	Delivery Schedule	In phases as per our requirement	
11	Mode of Dispatch	Separately	
12	Insurance	Firm's A/c	
13	Freight	Preferably Inclusive	
14	Test Certificate & Guarantee Certificate	To be provided by Manufacture/supplier	
15	Force Majure Clause		
16	Inspection	Separately	

(Tenderer signature)