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ISO 9001:2000

HEAVY MACHINE BUILDING PLANT
HEAVY ENGINEERING CORPORATION LIMITED
(A Govt. of India Enterprise)
Ranchi - 834 004 (INDIA)

Phone : 0651-2401157, 2401349

Fax : 0651-2401166, 2401571

E-mail : purhmbp@hecltd.co

Web: www.hecltd.com

Central Purchas

Limited-TENDER

No.HMBP/PUR/CP/12/111223/Sty- 3564

Dated: 18.11.2012

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

Dear Sir,

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

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

ENQUIRY SCHEDULE

SL. NO	ITEM CODE	DESCRIPTION OF ITEM	UNIT	QUAN TITY	REMARKS
1		Xerox paper 500 sheet per pkt	Ream.	60	
2		Typing paper 500 sheet per pkt	Ream	12	
3		Letter Head Pad with HEC Logo & Hindi English Print as per sample	pads	10	
4		Note Sheet pad with HEC Logo	pad	24	
5		Assorted Pin	pkt	10	
6		Jems Clip	pkt	10	
7		File Cover with HEC Logo & Hindi Print as per sample	No	500	
8		File Board	No	300	
9		Stapler(Big Size)	No	04	
10		Stapler (Small size)	No	04	
11		Stapler Pin (Big Size)	Pkt	05	
12		Stapler Pin (Small size)	Pkt	25	
13		Envelope (12"x10") with HEC Logo	No	500	
14		Envelop (9"x4") with HEC Logo	No	1500	
15		Peon Book with HEC Logo & Hindi Print as per sample	No	08	
16		Gum Paste	bottle	05	
17		Stamp Pad	No	06	
18		Duster Cloth	No	10	
19		Pencil	No	12	
20		Carbon paper	Pkt	06	
21		Guard File as per sample	No	06	

Central Purchase / HMBP during working hours from **2.00PM to 4.00PM**

Schedule of Tender receipt by **31.12 .2012 upto 1.00 PM**. Opening of Tender on **31.12.2012** 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. **Full payment** will be made after 30 days of the receipt of supplies at destination duly inspected.

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.
9. 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**)
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 IncomeTax 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 **F.O.R** should be at our Stores/HMBP,HEC Ltd. Ranchi-834004

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.