

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

No. PUR/FFP/2011/310013/02/2934

dated, 18.11.2011

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	Pure Tin Ingot Purity : 99.80% Minimum	MT	02	Material will be procured in phases as per our requirement.

Schedule of Tender receipt: 05 /12 / 2011 upto 01.00 pm

Opening of Tender: 05 / 12 / 2011 upto 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. Specifications should be clearly stated.
2. Material will be tested in Govt. approved Lab / FFP Lab. In case of testing in Govt. approved lab, the testing charges shall be on supplier's A/c.
3. Please quote rate on FOR FFP Stores, Ranchi basis.
4. Rate should not be linked with quantity.

NOTE

1. The quoted rates should be in the following format with details breakup of Landed Cost.
 - a) Basic rate.
 - b) Packing & Forwarding charges.
 - c) Excise Duty
 - d) CST/JVAT
 - e) Freight
 - f) Insurance charges
 - g) Any other charges

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 quoted price should remain firm during the pendency of contract. Quotation with price variation clause (PVC) may not be considered.
b) Sales Tax & Excise Duty (ED) will be paid to the seller at the rate which 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. In case where ED is applicable the firm will have to furnish ED Gate Pass for CENVAT Claim.
c) 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 offer made must remain valid for **minimum 30 days** from the date of opening of the tender. Delivery date offered must be specified and guaranteed.
5. Please quote your rates both in figures & words. Quotations erased or overwritten are likely to be rejected unless all correction are authenticated with the signature of the tenderer(s).
6. Delivery date offered must be specified and guaranteed.
7. Conditional offers are liable to be rejected.
8. Your quoted rates should be FOR FFP Stores basis.
9. Inspection Clause: Suppliers may be subject to inspection by our Inspection Wing or by External Inspection Agencies as prescribed by us.
10. Full particulars, i.e. Specifications, Literature (Brochures/Pamphlets), Drawing, 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.
11. **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.
12. 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.
13. 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.
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. 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.
19. 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.
20. Please furnish credentials Purchase order copies received from reputed firms may please be submitted for our verification, if required.

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