

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

No. PUR/FFP/10/450073/64/2617

dt: 15.02.2011

To

.....
.....
.....
.....

Dear Sirs,

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

ENQUIRY SCHEDULE

Sno	Description of Stores	Unit	Quantity	Remarks
01	Battery Operated Platform truck Capacity 3 Ton.3 wheeler ,High platform with chequered plate,Front & rear suspension with contractor controlled emergency power cut off switch,under voltage alarm,Exide/cummins battery with suitable charger (200 AH,30 Volts,5 hrs discharge rate)	No.	03	Immediate

Schedule of Tender receipt by: 03/03/2011 up to 01.00 pm
Opening of Tender on: 03/03/2011 up to 03.00 pm

Prerequisites

1. Tender must be submitted strictly in **two part bids** in sealed cover with Part I+Part II:Techno Commercial bid +Price bid ,TENDER NO., TENDER OPENING DATE and VALIDITY PERIOD of the offer superscribed on it and addressed to the undersigned failing which the tenders may be ignored.

Part I: Techno Commercial bid (To be sealed in separate envelope superscribed with Part no. and part description , TENDER NO. and TENDER OPENING DATE)

Techno Commercial bid must comprise of specification of the equipment,catalogue,commercial terms,EMD details and vendor list for the last two years with documentary proof and vendor feedback if any.

Part II: Price bid (To be sealed in separate envelope superscribed with Part no. and part description , TENDER NO. and TENDER OPENING DATE)

Price bid must comprise of EMD in the form of DD and price of the equipment

Both the envelopes are to be sealed together in a single envelope superscribed with Part I+Part II : Techno Commercial & Price bid TENDER NO.and TENDER OPENING DATE and VALIDITY PERIOD and addressed to the undersigned

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) drawn on any nationalised bank in favour of Heavy Engineering Corporation Limited, Ranchi – 834 004 payable at Ranchi
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. Successful bidders will have to deposit 3% extra in addition to 2% EM as Security Deposit(SD).

OFFER WIHTOUT EM SHALL BE SUMMARILY REJECTED.

4. Offer is to be submitted in **Two** part bid(s) .
The tenderers are requested for strict compliance of the above prerequisites; else their tenders are liable to be rejected.

5. **Special Conditions,if any :**

NOTE:

1. The rate quoted shall be inclusive of all packaging, forwarding and freight charges.
2. 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.
3. **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.
4. Please quote your rates both in figures & words. Quotations erased or overwritten are likely to be rejected unless all corrections are authenticated with the signature of the tenderer(s). Conditional offers are liable to be rejected.
5. Your quoted rates should be FOR FFP Stores basis.
6. Inspection Clause: Supplies may be subject to inspection by our Inspection Wing or by Inspection Agencies as prescribed by us.
7. 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.
8. **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.
9. 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.
10. 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.
11. 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.
12. 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.
13. Full Payment shall be made **after 30 days** of the receipt of supplies at the destination, conforming to Inspection Clause.
14. 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.
15. **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.
16. **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.

(S.K.Naskar)

Dy. Manager (Purchase)

Phone No. (+91)651-2400424/2401107

Fax No. (+91)651-2401323,2401571.

Email: sknaskar@hecltd.com