Request for Quotation (Part-B)

For supply of

**"STATIONARY ITEMS**”

**Tender No. BR01/RM5/** **1003366354**

**Tender Closing date: 17.01.2020, 1400 Hours To**

BEML Limited

Vendor’s Time and Expenses: To be borne by the vendor

No representation would be entertained on any errors if found in the RFQ. However vendors to bring such errors / omissions to the notice of BEML for necessary corrective action

# Product Specific Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enquiry No.:** | | **BR01/RM5/1003366353** | |  |
| **Sl. No** | **Material** | **Description** | **Qty.** | **Unit** |
| **1** | 8205652632 | ATTENDANCE REGISTER BOOK | 290 | No |
| **2** | 8205658002 | LEAVE APPLICATION FORM WH | 480 | No |
| **3** | 8205651412 | DELIVERY NOTE BOOK 200 PA | 100 | No |
| **Standards Applicable** | | **“As per Exhibit – A”** | |  |
| **Delivery Schedule:** | | **Please refer to “Exhibit – A”** | |  |
| **Volume of Business** | | Total volume of business projected in **“Exhibit-A”** is a firm requirement. However volumes mentioned may vary substantially on either side depending on business needs. | |  |
| **Price Basis for the tender Event:** | | Bidder has to forward their quote in detail like Basic Price, GST, Excise Duty and Sales Tax (CST or VAT) separately in the item data column which is applicable.  .  **Bidding to take place on per Item basis Note:**   1. Transit Insurance, Handling Charges, etc. to vendor’s account. 2. Bids placed by bidder shall be unconditional and complete in all respect in line with price basis described above. Any incomplete / non-compliant offers are subject to rejection. 3. **Vendor should also take into account inspection charges of**   **the inspection agency, which are to be absorbed by Vendor.** | |  |

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| --- | --- | --- |
| **Business Share & Preference** | * **Buyer reserves the right on quantum of business on such sources.** * **In case ordering on multiple sources, BEML reserves the right to distribute the order on more than one source at the lowest bid price received against this bidding, on 60:40 / 50:30:20/40:30:20:10 ratios for allocation** * **Preference may be given to bidders bidding for the entire lot and are at the same time remain most competitive, technically**   **suitable, meeting delivery requirements and proven sources.** |  |
| **Drawing/Specification** | **As per “Exhibit – A”** |  |
| **Supply Pattern:** | Material to be supplied as detailed in section “**Delivery Schedule”** |  |
| **Inspection Authority & Charges:** | 1. Inspection by BEML at BEML Bangalore Complex. 2. The inspecting officer’s decision as regards the rejection shall be final and binding on the contractor |  |
|  | **Please send your valuable offer in a sealed cover after super scribing** |  |
|  | **the tender reference No BR01/RM5/1003366353** |
|  | **STATIONARY ITEMS so as to reach us before the tender** |
|  | **closing date of 17.01.2020 / 1400 HRS.** |
| **Mode of dispatch of offer/quote** | **Please send the offer to the address mentioned below :** |
| **(Manual Tender Only)** | *Senior Manager-Purchase*  **BEML Limited, Bangalore Complex**  **New Thippasandra Post Bangalore-560075**  **Karnataka,India** |

**Exhibit - A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tentative requirement of  **GM water meter mechanical Driven**  Division: BEML, Bangalore Complex | | | | |
| **Requirement Specification** | | | | |
| **Sl.**  **No.** | **Item Code** | **Item Name** | **UOM** | **Quantity** |
| **1** | 8205652632 | ATTENDANCE REGISTER BOOK  *ATTENDANCE REGISTER IN BOOKS OF 50 PAGES WITH (HALF CALICO) BINDING,TO FORM A REGISTER, PRINTED ON WHITE PAPER OF 55 +/- 1.5 GSM.SIZE: 297 X 42MM.'BEML'LOGO AND OTHER PRINTING MATTER TO BE PRINTED IN BLACK COLOUR AS PER SPECIMEN.* | 290 | No |
| **2** | 8205658002 | LEAVE APPLICATION FORM WH  *LEAVE APPLICATION FORM IN TEAR OFF PADS OF 100 SETS OF 200 SHEETS (1+1) IN EACH PAD,1ST COPY ON WHITE PAPER OF 55GSM,2ND COPY ON WHITE TISSUE PAPER SIZE: 148x210MM (A-5), MATTER IN BILINGUAL,KANNADA AND ENGLISH, NEW LOGO OF BEML TO BE PRINTED IN BLACK COLOUR AS PER OUR AUTHENTICATED SPECIMEN.* | 480 | No |
| **3** | 8205651412 | DELIVERY NOTE BOOK 200 PA  *DELIVERY NOTE BOOK TO BE PRINTED ON WHITE PAPER OF 55 GSM + - 1.5GSM CONTAINING 200 PAGES, BOUND WITH THICK CARD BOARD SHEETS,SIZE OF THE BOOK IS 148 X 420MM, AS PER SPECIMEN.NEW BEML LOGO TO BE INCORPORATED.* | 100 | No |
|  | | | | |
| **DELIVERY SCHEDULE** | | | | |
| The Delivery is Immediate | | | | |

Signature Company Name:

Signed By Company Seal:

Date: