

BEML LIMITED

(Schedule 'A' Company under Ministry of Defence, Govt. of India)

Corporate Office: "BEML SOUDHA " 23/1, 4TH Main, S.R. Nagar, Bangalore - 560027

Phone: 080 22963245 / 22963179.

Tender Ref: CM/Multi-Functional Printer/2025

Date: 02.09.2025

TENDER DOCUMENT

**REQUEST FOR QUOTATION FOR "HIRING OF MULTI FUNCTIONAL PRINTER FOR
MARKETING DEPARTMENT (METRO RAIL SBU & COMMUTER RAIL SBU) BEML
LIMITED, CORPORATE OFFICE FOR A PERIOD OF FOUR YEARS"**

Last date for submission of the bid is on or before 05.09.2025 @ 14.00hrs.

BEML Limited,
Corporate Office,
BEML Soudha, 23/1, 4th Main, SR Nagar,
Bangalore – 56002

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1. Introduction

General Information

BEML LTD is a leading public sector undertaking under the Ministry of Defense for manufacturing a wide range of mining, earthmoving, railways & metro and defense truck & equipment.

BEML LTD has manufacturing divisions in Bangalore, Mysore, KGF and Palakkad with Head Quarters at Bangalore.

2. Bid Submission Process

You are required to submit bid in two parts viz. **Pre-Qualification bid and Commercial bid**. BEML may at its sole discretion amend the bidding documents at any time prior to the deadline for submission of bids. However, in case of such amendment, the bid submission date may be extended at the discretion of BEML. Amendments made prior to submission of bid will be provided in the form of corrigendum to the bidding documents and will be posted on the BEML website (http://www.bemlindia.com/tender_hq.php).

BEML LIMITED invites tender from Manufacturers or its authorized distributors for **"HIRING OF MULTI FUNCTIONAL PRINTER FOR MARKETING DEPARTMENT (METRO RAIL SBU & COMMUTER RAIL SBU) BEML LIMITED, CORPORATE OFFICE FOR A PERIOD OF FOUR YEARS"** as per following details:

Description	MULTI FUNCTIONAL PRINTER
Quantity	01 No.
Delivery	To be delivered and installed in our Marketing Department (Metro Rail SBU & Commuter Rail SBU) located at BEML Soudha
Specifications	As per Annexure - A
Validity of Price	The quoted price should firm for a period of 90 days from the date of opening of tender.

The last date for submission of the bid is on or before 05.09.2025 @ 14.00hrs.

This Tender consisting of two parts:

Part A – Pre-Qualification Bid i.e. Submission of EMD (Earnest Money Deposit) (In manual mode)

Part B – Commercial Bid i.e. Submission of Price Bid (Through E-Mail on cmtenderbox@beml.co.in)

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PART A – Pre-Qualification Bid (Submission of EMD).

Earnest Money Deposit (EMD):

Earnest Money Deposit (EMD): EMD amount of ₹ 15,500/- can be paid online or can be submitted in the form of Demand Draft / Banker's Cheque/ Online payment. Bidders exempted from EMD shall submit exemption certificate from competent authority.

Online Payment of EMD amount can be made as mentioned below:

- i) Open the following link:
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=9359>
- ii) Read the terms & conditions, tick the acceptance box and click on Proceed.
- iii) In 'Select State' dropdown, select All India and click on the Go button.
- iv) In 'Select Payment Category', select EMD/ Tender Fee.
- v) Enter details of payment, details of Bank Account for refund and click on Submit to make the online payment of the required EMD amount of **₹ 15,500/- (Rupees Fifteen Thousand Five Hundred Only)**

Please ensure that online payment of EMD amount is made well ahead of the EMD Submission Date & Time mentioned in the Tender.

Or

Payment of EMD amount through DD / Banker's Cheque:

EMD in the form of Account Payee Demand Draft (DD) / Banker's Cheque for **₹ 15,500/-** (Rupees Fifteen thousand five hundred only) drawn in favor of BEML Ltd, Bangalore payable at Bangalore.

Bidders exempted from Earnest Money Deposit (EMD) shall submit exemption certificate from competent authority.

The above said Demand Draft DD / Banker's Cheques shall be submitted in **Sealed envelope** duly super scribing the **Bid Invitation No. CM/Multi-Functional Printer/2025 dated 01.09.2025, Closing date 04.09.2025 Time 14:00 Hrs.** at the top of the envelope. The words **"PRE-QUALIFICATION BID"** shall also to be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or written legibly on the left-hand bottom corner of the envelope.

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Please attach the details duly filled-up for refund of EMD amount (for bidders who do not qualify in the Technical Bid) in the format along with the DD / Banker's Cheque for EMD:

BANK NAME	
BRANCH NAME	
CITY	
IFSC CODE	
ACCOUNT NO	
BENEFICIARY NAME	

The above sealed envelope has to reach the address as mentioned below on or before the closing date & time of the tender.

General Manager (Corporate Materials)

BEML LIMITED., Room No.1

BEML SOUDHA, 23/1, 4th Main,

S.R. Nagar,

Bangalore – 560 027

KARNATAKA, India

Alternatively, it can also be dropped in the Tender Box which is kept in Room No.1, Ground Floor, BEML Soudha, SR Nagar, Bangalore.

Note: Bidder shall ensure that their EMD (DD)/EMD Exemption Certificate is dispatched well in advance so that it reaches this office before the time and date stipulated. Requests will NOT be entertained for late receipts.

General Instructions with regard to EMD:

- Quotation submitted through e-Mail without submission of EMD/EMD Exemption Certificate in-time will not be considered.
 - EMD submitted in any other form will not be accepted and the offer is liable to be rejected.
 - EMD lesser than Rs. 15,500/- will not be accepted and the quotation is liable to be rejected.
 - EMD of technical disqualified bidder's will be returned. EMD of successful bidder will be released after submission of Performance Bank Guarantee.
 - EMD does not carry any interest on return.
 - EMD will be forfeited if any firm withdraws the tender submitted or refuses to execute the order for reasons whatsoever.
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g) EMD or NSIC certificate, MSME Certificate (firms claiming EMD exemption) etc to be submitted through courier/post in a sealed cover, super scribing the bid number and closing date, address etc. before the bid closing date. Failure to do so will result in rejection of the bid.

Tender shall be opened on closing date i.e. 05.09.2025 @ 15.00hrs

Pre-Qualification bid of bidders whose EMD/firms claiming EMD exemption certificate is not submitted thro courier/post in a sealed cover with in the closing date and time will not be considered for evaluation.

No responsibility will be taken for postal or non-delivery/non-receipt of EMD/firms claiming EMD exemption.

PART B – Submission of Price Bid

Commercial Bid: Price bid (**Annexure – 'D'**) details to be submitted, Bidder has to quote basic price and applicable GST. The Commercial bids of only those who are technically qualified by BEML shall be opened subsequently for further processing.

Bidders are requested to indicate their valid E-mail ID, Telephone number/Mobile Number, contact person details and correspondence address clearly in their quotation. Any communication / correspondence from BEML will be communicated through E-mails/contact number/correspondence address which is provided by the bidder in their quotation.

3. Terms and Conditions

1. The quotation should be complete in all respects and free from ambiguity. Incomplete offers are liable for rejection.
2. Price should be quoted in Indian Rupees only.
3. Indicate all applicable taxes and duties separately.
4. **Payment Terms:** Monthly rental charges/Payment will be made in 45th day for MSEs bidders and for other bidders in 60th day from the date of completion of work /completion of every month & submission of Invoice based on user department (Marketing Department – Metro Rail SBU / Commuter Rail SBU) certification.

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Payment for the Print/copies will be done at actual quantities (After deduction of free copies on that particular Month) duly certified by user department. Payment will be made through RTGS/NEFT as applicable.

Kindly indicate free copies per month and rate per copy applicable beyond free copies.

TDS will be deducted at applicable rate.

Note:

The firm has to submit Original Tax invoice (i.e. 1 + 2 copies- One Original Tax invoice and 2 Duplicate Tax invoice) to the following User Department address after completion of the work on monthly basis.

Marketing Dept. – Metro Rail SBU & Commuter Rail SBU

BEML Limited, "BEML Soudha" 23/1, 4th Main, SR Nagar, Bangalore – 560 079. Mobile No. 9901497799 – Manager (Marketing Dept. – Metro Rail SBU) or 9449648788 – Manager (Marketing Dept. – Commuter Rail SBU)

5. **Delivery Terms (Inco-Terms):** Prices shall be F.O.R BEML basis. The firm has to supply the Multifunctional colour Printer/copier machine to BEML Limited, Corporate Office on F.O.R Basis. (i.e., at free of cost)

After completion of the contract, the firm has to take back the machine with their own arrangement.

6. Delivery lead time: The item is required urgently. To be delivered within 10 days from the date of placement of purchase order / LOI.
7. Insurance, freight, forwarding charges to your account.
8. **Rental Period of 04 years will be reckoned from the date of installation of the Multifunctional Printer.**
9. The contract covers service calls, consumables, viz, toner developer, photoreceptor, drum unit, repair and replacement of all spares except paper.
10. You should attend to service / breakdown calls immediately.
11. If any point of time during the currency of this contract, the rental / per copy charges is reduced, you should forthwith notify and the benefit to be passed on to us.
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12. Free training to be provided to 01 person at location wherever the Multifunctional copier is installed.
13. Successful bidder is required to submit Performance Bank Guarantee for 5% of PO value from Nationalized/Scheduled Banks. Interest will not be paid on the PBG and same will be returned after the completion of the supplies to all our Divisions. The validity of Performance Bank Guarantee to be 49 months from the date of P.O
14. **Validity of the offer:** Offer should be valid for 90 days from the date of opening of the bid.
15. BEML Ltd need not necessarily accept the lowest offer.
16. BEML reserves the right to short close the purchase order in part or full with one-month notice
17. Canvassing by tenderers in any form including unsolicited letters on tenders submitted or Post tender corrections shall render their tender liable for rejection.
18. Offer submitted without enclosing EMD will be rejected. EMD of unsuccessful bidders will be returned after finalization of the contract and the EMD of successful bidder will be retained till the completion of the supplies. No interest will be paid on EMD upon returned.
19. BEML reserves the right to increase the order quantity/extend the contract at the same rates/price, terms and conditions during the pendency of the contract.
20. **Right of Buyer:** BEML reserves the right to accept or reject any bid in part or full without assigning any reason which shall be binding on the bidder. BEML may decide to scrap the tender/refloat the tender without assigning any reasons thereof before LOI/PO committed.
21. **Termination:** BEML shall exercise the option to terminate the contract within one month notice in the event of Non-Performance/Poor Performance and en-cash the EMD. BEML also reserve the right to review and modify the contract at any point of time during the contract period.
22. **Penalty Clause / Liquidated Damages (LD) Clause:** If the Supplier exceeds any agreed delivery date (s) or period(s), purchaser shall levy LD for such delay @0.5% per week (7days) and part thereof, subject to a maximum of 5% of the value of the delayed portion of the Purchase Order.

The penalty will be imposed on 0.5% per day to a maximum of 5% amount will be deducted from their monthly bill, based on the user dept Certification, if the firm has failed to comply the following activities.

- (i) If the firm failed to deliver/supply within the delivery schedule.
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(ii) If the firm failed to carry out the breakdown maintenance/breakdown calls within stipulated time.

(iii) If the firm failed to carry out the preventive maintenance as per schedule.

23. Risk Purchase Clause: In the event of Non-Performance of the order, BEML reserves the right to avail the services from alternate source at the bidder risk and cost apart from recovery/encash of EMD/PBG.

24. Incomplete offers are liable for rejection. Offers not confirming to the above terms are liable to be ignored.

25. The due date for submission of tenders may be extended by BEML, in its sole discretion, which shall be announced as corrigendum to the original Tender Document. Validity of bids submitted shall be deemed to be extended accordingly.

Kindly Note:

- a) If taxes are not mentioned separately in the item data/bidders' remarks, it will be considered as the price quoted is inclusive of all taxes.
- b) If validity of the offer is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry.
- c) If payment terms is not mentioned in the bidders remarks, it will be considered as per terms and conditions of the tender enquiry
- d) If minimum deliver schedule is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry.

To Know the scope of the work, it is suggested to the interested bidders to visit BEML Ltd., "BEML Soudha" 23/1, 4th Main, SR Nagar, Bangalore – 560 027 by taking prior appointment from end user department (Marketing Dept. – Metro Rail SBU & Commuter Rail SBU) by calling Mobile No. 9901497799 – Manager (Marketing Dept. – Metro Rail SBU) before Tender closing date & time.

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Annexure –'A'

Specification and Scope of work of the Multifunctional Printer

1. SPECIFICATION:

Features and Minimum required specification of the multifunctional colour printer to meet the requirement of the Marketing (Commuter Rail & Metro) department is as below.

Description (Features)	Minimum Requirement
1. Print Speed	: 30 pages per minute
2. Recommended paper sizes	: A3, A4, A5, A6, B4, B5, B6
3. Copy Resolution	: 600 * 600 dpi or above
4. Functions	: Copy /Print/scan (Colour, Black & White)/ Fax (paper Back-to- Back printing and scanning enabled)
5. Display	: Touch screen Controls
6. No of Paper Trays	: 2 (Paper sizes: A4, A3)
7. Bypass Feeder	: 1 (Paper sizes: A4, A3)
8. Scan File formats	: Monochrome: TIFF-Multi/Single Page, PDF-Multi/Single Page, Color/Grayscale: JPEG, TIFF-Multi/Single Page, PDF-Multi/Single Page
9. RAM	: 3.5GB RAM / 4GB RAM
10. Paper document feeder	: Yes
11. Scan to USB	: Yes
12. Email & FTP	: Yes
13. USB/Password print	: Yes
14. Operating system	: Windows - 10, 11

2. Scope of Work:

Hiring of Multifunctional Colour Printer along with Total cost of services (TCS) contract for a period of at least 04 years (TCS Contract – a comprehensive Contract that should cover complete equipment maintenance services, replacement of any spare parts on failures and consumables supplies (Toner) during the TCS contract period. Paper is not part of the TCS Contract.

3. Technical Terms & Conditions

- A. Firm to provide service free of cost whenever calls are received from the user department.
- B. Monthly preventive maintenance (routine checkup) to be done.
- C. Toners to be supplied free of cost as and when required without delay.
- D. In case of breakdown of the machine replacement of Drum/Developer/Hot roller/photo conductor/pressure roller/Toner/Image transfer cleaning unit/paper transfer roller unit/fusing

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roller/ball bearings/fusing clearing units/waste toner bottle/dust filter and all necessary accessories & spares to be offered free of cost.

E. Firm to maintain trouble free functioning of machine.

F. No unexpected additional cost due to failure of PCBs or any other high value parts to be claimed.

G. Comprehensive Customer Care Contract Covers free replacement of consumables & spares with service including reprographic supplies for the equipment except power, paper and any other output print materials.

H. The quantity of print indicated by the meter installed in the equipment or its software shall be conclusive proof of the number of prints generated by the BEML in any month/months. The number of prints shall be the total print quantity, by the printer. Payment for the same will be done at actuals duly certified by user department (**Marketing Dept. – Metro Rail SBU & Commuter Rail SBU**).

I. During the contract the firm should attend our service / breakdown calls immediately within 2 hours.

J. Contract Period: Four Years from the date of Installation of machine at BEML.

K. The firm has to provide one set of stand by toners to user department.

L. In case of any breakdown, the firm has to rectify the machine within 24 hours from the time of complaint received from BEML. If the firm has not rectified/repaired the machine, the firm has to provide the stand by machine within 24 hours.

M. Special Terms:

1. The firm/Bidder should have an Office with Service Engineers in Bangalore for servicing / attending the printer issues immediately upon communication from M/s BEML.

2. The firm has to provide Min. 2000 A4 size free pages/prints in a month.

3. Service issue/Toner supply issue escalation mechanism, contact details (Contact Person Name, Designation, Mobile Number, Valid E-mail ID, Complete address etc.) of the person to be given with bid. If any changes in the above has to be informed IMMEDIATELY to the user department in writing.

4. The firm has to submit Original Tax invoice (i.e. 1 + 2 copies- One Original Tax invoice and 2 Duplicate Tax invoice) to the following User Department address after completion of the work on monthly basis.

Marketing Dept. – Metro Rail SBU & Commuter Rail SBU

BEML Limited, "BEML Soudha" 23/1, 4th Main, SR Nagar, Bangalore – 560 079. Mobile No. 9901497799
– Manager (Marketing Dept. – Metro Rail SBU)

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Annexure –'B'

General Data in respect of your Company (i.e. company profile).

Sl. No.	Description	To be Filled and/ or documents to be uploaded
1	Name of Bidder/Company and Company Address in full under which, the bidder will execute the order Telephone no:	
2	Name of the Contact Person & Designation: Telephone / Mobile No. Valid E-mail ID.	
3	Are you registered as a. Public Limited Company? b. Private Limited Company? c. Partnership Company? d. Proprietorship Company? (Pl. enclose the Incorporation certificate (or) Registration certificate / Partnership deed certificate / Proprietorship company documents)	
4	Bidder Confirmation on Manufacturer (or) Authorized Dealer of Multifunctional Copier machine. (Authorized Dealer has to submit their authorized Dealership certificate along with bid.)	

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5	Complete Address of the Office premises of the Bidder/Tenderer at Bangalore	
6	MSME Details of the Bidder: Kindly confirm whether your company has registered with MSME or Not. If yes, Submit the MSME Certificate/Udyog Aadhaar Certificate	
5	Bank account number with Banker's Name, Address & Contact Number:	Bank account number: - Bank Name: - Address: - IFSC code:
6	SAC code details of this activity	SAC Code:
7	Income Tax PAN Number (Bidder should submit the copy of PAN card)	PAN Number:
8	Bidder / Tenderers GST Registration details (Bidder should submit the copy of GST certificate)	GST Registration Number:
9	Multifunctional Printer Name & Model (Enclose the catalogue)	
8	Description of Business & Business background	

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____

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Annexure –'C'

TAX INDEMNITY CLAUSE DECLARATION

Special Conditions arising out of implementation of GST
(Which is to be duly signed by the bidder and submitted along with the offer)

1. The supplier of Goods / Services shall comply with all the procedural requirements and relevant provisions under GST Law so as to enable BEML Limited (BEML) to avail Input Tax Credit (ITC) in a timely manner. BEML has the right to recover tax loss along with consequential interest and penalty suffered by BEML due to any non-compliance of tax laws by the supplier. Any GST liability arising on the supplier on account of loss of GST credits for reasons such as failure of the supplier to provide the details for raising invoice with necessary particulars, delay in payment of consideration beyond stipulated time period and the interest thereon would be on the suppliers themselves and BEML shall not be liable to compensate the same.
2. The supplier shall ensure that the Taxes which have been collected / with-held on behalf of BEML have been duly paid / will be paid to the Government account within the due dates specified under various Tax Laws in India and Rules made there under. It may please be noted that if BEML is not able to avail any tax credit due to any short coming on the part of the supplier (which otherwise should have been available to BEML in the normal course), then the supplier at his own cost and effort will get the short coming rectified. If for any reason the same is not possible, then the supplier will make 'good' the loss suffered by BEML due to the tax credit it lost in that transaction.
3. Under the GST Law, any economic or tax benefit arising out of the implementation of GST is mandatory and required to be passed on to BEML by the supplier. Similarly, the benefits enjoyed by the supplier and other players in the supply chain are also required to be passed on to the supplier by them, which in turn shall be passed on to BEML by way of price reductions. The suppliers shall indemnify BEML against any direct or indirect loss arising out of not passing on the aforesaid benefits. As responsible suppliers of BEML, the responsibility to pass on the above benefits vests with the supplier and BEML reserve the right to seek the manner in which such benefits is passed on to BEML.
4. Any amount paid to the suppliers including job-workers / sub-contractors shall be first attributable to the GST Tax charged in the invoice and the balance shall be considered towards the 'value' of supply of goods / services.

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5. Timely provision of invoices / Debit Note / Credit Note: The supplier has to timely provide invoice / Debit Note / Credit Note to enable BEML to claim tax benefit on or before stipulated time period as per GST Law. All necessary adjustment entries (Credit Note, Purchase Returns, Debit Notes) shall be made before September of the succeeding Financial Year.
 6. HSN for goods shall be specifically included to avoid disagreement on classification at a later stage.
 7. BEML shall identify the Place of supply to enable to avail the GST credit at right location.
 8. Advance payment if any made before supply of goods/services or raising of invoices, would attract GST. In case of receipt of advance, the supplier undertakes to raise the necessary statutory document. Further the supplier declares to raise the prescribed documentation governing the movement of goods.
 9. Any known discount shall form part of terms of the agreement to enable Supplier / BEML to claim tax adjustment.
 10. THREE copies of the invoices are mandatory and need to be provided by the suppliers and wherever the law requires, an Electronic Reference Number for each invoice should be provided. Further, the invoices for supplies shall clearly bear the GSTIN No. / UID No. along with purchase order number and date accompanied by despatch advice and date of packing list.
 11. Wherever applicable, BEML has the right to deduct "Tax deducted at source" at the rate prescribed under the GST law and remit the same to the Government of India.
 12. Any local levies and or other charges levied by any Central / State / Local authorities wherever applicable shall be extra and supplier shall be liable to discharge the same.
 13. The supplier shall be responsible to issue documents required for movement of goods and the logistic partner shall not be liable for any loss arising due to confiscation of goods by government agencies on account of lack of proper documents, deficiencies in documentation or any wrong declaration.
 14. Any Liability arising out of dispute on the tax structure, computation and payment to the Government will be to the Supplier's account.
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15. Where the supply of goods / services are liable to GST under reverse charge mechanism, then the supplier should clearly mention the category under which it has been registered and also that "the liability of payment of GST is on the Recipient of Service".
16. The invoice should be clearly specified with any abatement, if any claimed or otherwise from the Taxable Value, while calculating the GST.
17. The Bid evaluation criteria will include but not limited to 'GST Compliance rating' when introduced and operational by GSTN. The Purchase Order shall be void, if at any point of time the supplier is found to be a blacklisted dealer as per GSTN rating system and further no payment shall be entertained.

Place:

Date:

Company seal with signature

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Annexure –'D'

COMMERCIAL BID DETAILS

The Bidder has to quote the price considering the following aspects.

Sl. No.	Description	Price in INR
1	Hiring Charges of Multifunctional Printer for a period of Four years.	
2	Charges for A4 Black & White Print for 480000 copies (assuming 120000 copies per year) for a period of Four Years. (i.e. considering 10000 copies per month (excluding free copies of min. 2000 prints))	
3	Charges for A3 Black & White Print for 24000 copies (assuming 6000 copies per year) for a period of Four Years. (i.e. considering 500 copies per month)	
4	Charges for A4 Colour Print for 24000 copies (assuming 6000 copies per year) for a period of Four Years. (i.e. considering 500 copies per month (excluding free copies of min. 150 prints))	
5	Charges for A3 Colour Print for 4800 copies (assuming 1200 copies per year) for a period of Four Years. (i.e. considering 100 copies per month)	

Note:

1. The Quoted price by the bidder is inclusive of all activities indicated above.
2. After opening of the commercial Bid, Successful bidder has to provide the price breakup for their quoted price based on BEML request within stipulated time.
3. Competitiveness (L-1 status) of the quote/bid will be arrived based on the total value quoted by the bidder.