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TENDER NO: DDSR/Q/002574/10-11- TOILET DOORS & PARTITIONS DT: 8/07/2010

SUB: INVITATION OF TENDER / OFFER FOR SUPPLY OF “**TOILET DOORS & PARTITIONS**” COVERED UNDER CON-31 REQUIRED IN THE REPAIR WORKS OF JUR “SAGAR RATNA” FOR ONGC – REG.

WE REQUIRE THE SUBJECT EQUIPMENT / MATERIAL AS PER THE ENCLOSURES LISTED HERE UNDER. IN THIS CONNECTION IT IS REQUESTED TO SUBMIT YOUR FIRM LOWEST OFFER FOR THE SUPPLY OF SUBJECT MATERIAL AS PER DETAILS ENCLOSED HERewith.

1.	MODE OF SUBMISSION OF OFFER.	AS PER ANNEXURE – I ENCLOSED.
2.	TECHNICAL SPECIFICATIONS.	AS PER ANNEXURE – II & DRAWINGS
3.	COMMERCIAL TERMS & CONDITIONS (COMMERCIAL QUESTIONNAIRE)	AS PER ANNEXURE – III ENCLOSED.
4.	BANK GUARANTEE FORMATS FOR PBG.	AS PER ANNEXURE – IV ENCLOSED.
5.	PRICE FORMAT	AS PER ANNEXURE – V ENCLOSED.
6.	EMD FORMAT	AS PER ANNEXURE – VI ENCLOSED.
7.	FOR GENERAL TERMS AND CONDITIONS OF TENDER	AS PER ANNEXURE- VII ENCLOSED.
8.	TENDER TERMS & CONDITIONS	AS PER ANNEXURE TENDER T&C.
9.	EQUIPMENT / MATERIAL GUARANTEE	PLEASE CONFIRM THAT YOU SHALL GUARANTEE THE MATERIAL / EQUIPMENT SUPPLIED FOR WORKMANSHIP AND PERFORMANCE OF MATERIAL / EQUIPMENT FOR A PERIOD OF 12 MONTHS FROM THE DATE OF FITTMENT OR 24 MONTHS AFTER RECEIPT OF MATERIAL/ EQUIPMENT WHICHEVER IS EARLIER. IN CASE OF DEVIATION THE LOADING FACTOR WILL BE APPLIED AS PER THE RELEVANT CLAUSE IN HSL STANDARD BUSINESS TERMS & CONDITIONS.
10.	SHIPMENT / DELIVERY PERIOD.	MINIMUM DELIVERY PERIOD SHALL BE INDICATED. WE REQUIRE THE SUBJECT EQUIPMENT TO BE IN OUR YARD BY AUG 19, 2010.
11.	TENDER FEE	Rs 500/- (US\$ 10 OR ITS EQUIVALENT FOREIGN CURRENCY)
12.	EMD	Rs 20,000/- (US\$ 400 OR ITS EQUIVALENT FOREIGN CURRENCY)
13.	PORT OF DISCHARGE.	VISAKHAPATNAM PORT/AIR PORT, A.P. INDIA FOR FOREIGN BIDDERS/ FOR HSL, STORES FOR INDIGENOUS BIDDERS.
14.	LAST DATE / TIME FOR RECEIPT OF OFFERS.	1100 HRS ON DT. JUL 28, 2010
15.	DATE AND TIME OF OPENING OF TENDER (PART – I TECHNICAL PART ONLY).	1500 HRS ON DT. JUL 28, 2010. IN THE PRESENCE OF TENDERERS / THEIR AUTHORISED REPRESENTATIVES.

2. TENDERERS ARE REQUESTED TO GO THROUGH THE ENCLOSED ANNEXURES CAREFULLY AND SUBMIT THEIR OFFERS CLEARLY IN COMPLIANCE WITH TECHNICAL SPECIFICATION AND COMMERCIAL CONDITIONS IN THEIR TECHNICAL PART OF OFFER AND PRICE EXCLUSIVELY IN THEIR PRICE PART OF OFFER.

3. **TENDERERS, OTHER THAN MANUFACTURERS, ARE REQUESTED TO FURNISH INVARIABLY AUTHORISED DEALERSHIP / DISTRIBUTOR CERTIFICATE OR LICENSEE AGREEMENT FOR THE MAKE QUOTED BY THEM ALONGWITH THEIR TECHNICAL OFFER FAILING WHICH THEIR OFFER IS LIABLE TO BE REJECTED.**

4. THE COMMERCIAL QUESTIONNAIRE AT ANNEXURE – III, SHALL BE DULY FILLED IN AND AGREED TO BY THE BIDDERS IN TOTO BY SIGNING ON EACH PAGE AS A PROOF THAT THE BIDDER HAS ACCEPTED ALL THE PARAS OF ABOVE ANNEXURE WITHOUT ANY DEVIATION.
5. IF THE BIDDERS NEED ANY CLARIFICATIONS ON TECHNO-COMMERCIAL POINTS, THEY MAY APPROACH HSL IMMEDIATELY BUT BEFORE SUBMISSION OF THEIR BID WITHIN THE DUE DATE AND ENSURE SUBMISSION OF BIDS AS PER THE TERMS AND CONDITIONS OF THE TENDER.
6. FURTHER, THE TENDERERS / TRADE ASSOCIATIONS / TRADING HOUSES SUBMITTING THEIR OFFERS ARE REQUIRED TO DEPUTE THEIR COMPETENT REPRESENTATIVES ALONG WITH THE OFFERS, ONE DAY BEFORE THE DUE DATE FOR SUBMISSION FOR AN APPRISAL MEETING ON MODE OF SUBMISSION OF OFFERS AND ALSO TO ATTEND THE OPENING OF TECHNICAL BIDS (PART – I: UN – PRICED BIDS) TO FURNISH CLARIFICATIONS, IF ANY, REQUIRED BOTH ON TECHNICAL AND COMMERCIAL ASPECTS. THE REPRESENTATIVES MUST COME PREPARED FOR A TOTAL STAY OF 2/3 DAYS INCLUDING OF TURNSHIP OF CLARIFICATIONS AFTER TECHNICAL BID OPENING. FURTHER THE TENDERERS MAY PLEASE NOTE THAT THERE IS EVERY POSSIBILITY OF PRICE BID BEING OPENED IMMEDIATELY AFTER THE SCRUTINY OF THE TECHNICAL PART.
7. TENDERERS ARE REQUESTED TO NOTE THAT PRICE BID SUBMITTED ALONG WITH TECHNICAL BID AGAINST ABOVE TENDER WILL BE TREATED AS FINAL OFFER AND SUPPLEMENTARY BIDS / DISCOUNTS BEFORE OPENING THE ORIGINAL PRICE BIDS SHALL NOT BE ACCEPTED. IN OTHER WORDS, PRICE BIDS SUBMITTED ALONG WITH TECHNICAL BIDS AS ON DUE DATE SHALL ONLY BE CONSIDERED FOR OPENING ON THE SCHEDULED DATE.
8. THE TENDERERS ARE REQUIRED TO NOTE THAT HSL RESERVES THE RIGHT TO IGNORE THE INCOMPLETE OFFERS AND OFFERS SUBMITTED NOT IN COMPLIANCE WITH THE TENDER REQUIREMENT.
9. PLEASE ACKNOWLEDGE RECEIPT OF THIS TENDER ENQUIRY. IF YOU ARE UNABLE TO PARTICIPATE IN THE TENDER FOR ANY REASON, PLEASE SEND A REGRET LETTER PER RETURN BY E-MAIL (hsl_ddsr2004@yahoo.co.in) / FAX (FAX.NO.0891-2577691) TO THE ATTENTION OF CHIEF MANAGER (SR-PURCHASE), DDSR DIVISION, FOR OUR RECORDS.
10. IN THE EVENT OF MANUFACTURER SUPPLYING THE MATERIAL FROM THEIR WORKS DIRECTLY AGAINST THE SUBJECT TENDER, **EXCISE DUTY EXEMPTION CERTIFICATE** WILL BE FORWARDED FROM CENTRAL EXCISE DEPARTMENT AFTER PLACEMENT OF ORDER. AS SUCH YOU HAVE TO INDICATE APPLICABLE EXCISE DUTY RATE AND AMOUNT SEPARATELY IN THE PRICE BID. FURTHER YOU MUST NOTE THAT EXCISE DUTY SHALL NOT BE INCLUDED IN THE PRICE QUOTED. **(THIS CLAUSE IS APPLICABLE FOR INDIGENOUS SUPPLIERS ONLY)**
11. THE BIDDER SHALL GIVE AN UNDERTAKING THAT THEY HAVE NOT MADE BY ANY PAYMENT OR ILLEGAL GRATIFICATION TO ANY PERSON/AUTHORITY CONNECTED WITH THE BID PROCESS SO AS TO INFLUENCE THE BID PROCESS AND HAVE NOT COMMITTED ANY OFFENCE UNDER THE PC ACT IN CONNECTION WITH THE BID.
12. THE BIDDERS SHALL DISCLOSE ANY PAYMENTS MADE OR PROPOSED TO BE MADE TO ANY INTERMEDIARIES (AGENTS ETC.) IN CONNECTION WITH THE BID.

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