

BEML LIMITED

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TENDER NOTICE

Ref.No.CM/Quality Books/2019

Dt.06.11.2019

Dear Sir,

Please submit your lowest quotation for the following details **before 2.00 PM on 15/11/2019**

| Sl.No. | Description | Author | Qty |
|--|--------------------------------|---------------------------|---------|
| 1) | Office Kaizen | Mr. William Lareau | 42 Nos. |
| 2) | How will you measure your life | Mr. Clayton M Christensen | 42 Nos. |
| 3) | QC Problem Solving Approach | Mr. Katsuya Hosotani | 42 Nos. |
| Note : Annexure-A for list of books details with specified author | | | |

Terms & Conditions.

- 01) Price to be quoted in Indian Ruppes only.
- 02) **Payment** : 60 days credit.
- 03) **Delivery** : The item is urgently required within 15 days from the date of placement of Purchase Order.
- 04) **Indicate all applicable taxes & duties separately.**
- 05) **Indicate copy of Bank details & cancelled cheque.**
- 06) **FAX/E-mail quotations are not accepted**
- 07) Liquidated Damages (LD) : Shall be applicable at 0.5% per week or part there of, upto a maximum of 5.0% of the total value for delayed supplies beyond the delivery dates.
- 08) Please note that the quotation reaching our office after the specified time will be ignored.
- 09) The price quoted should be FOR Destination & including packing & forwarding
- 10) The quoted price should be valid for atleast a period of 90 days from closing date of tender
- 11) BEML Ltd need not necessarily accepted the lowest offer.
- 12) Offers not confirming to the above terms are liable to be rejected.
- 13) Canvassing by tenderers in any form including un-solicited letters on tender submitted or post tender correction, shall tender their tender for rejection.
- 14) Quotation to be submitted in the envelope duly sealed and supercribed as:
Enquiry No.CM/Quality Books/2019 Dt.06.11.2019 / Closing on 15/11/2019
- 15) The envelope should be dropped in the tender box placed in the Corporate Materials Department
(Room No.1) at BEML LTD, No.23/1, 4th Main, SR. Nagar, Bangalore - 560 027.

Kindly Note :-

- a) **If payment terms are not accepted / stated in the quote, it will be considered as per terms and conditions of the tender notice.**
- b) **If taxes are not mentioned separately in the quote, it will be considered as the price quoted is inclusive of GST.**
- c) **If validity of the offer is not mentioned in the quote, it will be considered as per terms and conditions of the tender notice.**
- d) **If minimum delivery schedule is not mentioned in the quote, it will be considered as per terms and conditions of the tender notice.**

Yours faithfully,
for BEML LIMITED

Asst. Manager
(Corporate Materials)

The QC Problem-Solving Approach— Ten Commandments for Workplace Leaders

First Commandment: It is a lie to say, "We have no problems." Problems are everywhere. Actively search them out.

Second Commandment: Use accurate data, no guesswork. Observe the workplace carefully and grasp the facts accurately using data.

Third Commandment: You cannot win empty handed. Study the QC tools well and apply them thoroughly and effectively.

Fourth Commandment: Skill is important. Improve your technical ability by studying specialist skills, techniques, and tricks.

Fifth Commandment: It is no good trying to do everything at once. Advance steadily by faithfully following the QC Seven-Step Formula.

Sixth Commandment: Do not be beguiled by apparently attractive solutions. Analyze the possible causes rigorously and only act after identifying the true ones.

Seventh Commandment: Computers are useful but not creative. Exercise your ingenuity and originality.

Eighth Commandment: Without a rational approach, things will come to a dead end. Move ahead using the QC viewpoint.

Ninth Commandment: It is no good standing back and telling your subordinates to get on with it. Tackle difficulties yourself.

Tenth Commandment: Never give up. Be determined and fight to the last.

THE QC PROBLEM SOLVING APPROACH

Solving
Workplace
Problems
the
Japanese
Way

Price: Rs. 295.00

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This book doesn't offer simplistic answers. Instead, it will prompt you to consider the most important questions you'll ever face.

It won't tell you what to think. Instead, it aims to teach you how to think – about your life and your purpose – by sharing powerful research and theories about success and failure.

It won't prescribe a set path for happiness. Instead, it will equip you to lead the type of life to which you truly aspire.

Think of it as a guidebook for your future. The theories summarised here will help you understand the critical decisions that can bring you happiness and success in life – instead of sadness and disappointment.

We hope the insights we offer will compel you towards a question that only you can answer:

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We promise you the journey will be worthwhile.

—CLAY, JAMES, AND KAREN

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HOW WILL YOU MEASURE YOUR LIFE?

Finding Fulfilment Using Lessons
From Some of the World's
Greatest Businesses

CLAYTON M.
CHRISTENSEN

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Office Kaizen: Transforming Office Operations Into a Strategic Competitive Advantage

William Lareau

Many business functions have been significantly improved through the use of a variety of quality techniques, but for the most part office and administrative functions have not kept pace. Most companies find it difficult to reduce costs in the office without noticeable sacrifices in performance. Some companies are seeing improvements in their office environments through the use of Office Kaizen™, which emphasizes making continuous improvements over the long haul.

Office Kaizen: Transforming Office Operations Into a Strategic Competitive Advantage presents a unified, consistent approach that enables businesses to establish a strategic competitive advantage by significantly improving the efficiency, quality, and productivity of their office and administrative processes.

"Office Kaizen is the most complete and practical guide to continuous improvement in a service environment I have seen."

—Neil Novich, Chairman and CEO, Ryerson Tull, Inc.

"Finally a book that recognizes the need to get off the factory floor and improve the operations of the rest of the organization. *Office Kaizen* provides the foundation for continuous improvement for the entire organization."

—G. Thomas Marsh, President and General Manager, Astronautics Operations, Lockheed Martin Space Systems Company

About the Author: William Lareau is a founding partner of The Phoenix Worldwide Consulting Company, Inc., a management consulting firm with expertise in cost and performance improvement through the implementation of lean, six sigma and kaizen approaches. Lareau's experience includes partner and vice president level positions with two additional international consulting companies as well as senior and management positions with ITK General Dynamics and Ford. He received a Ph.D. and M.A. in applied psychology from The Catholic University of America, a M.A. in clinical psychology from Loyola College and a B.A. from the University of Oregon.



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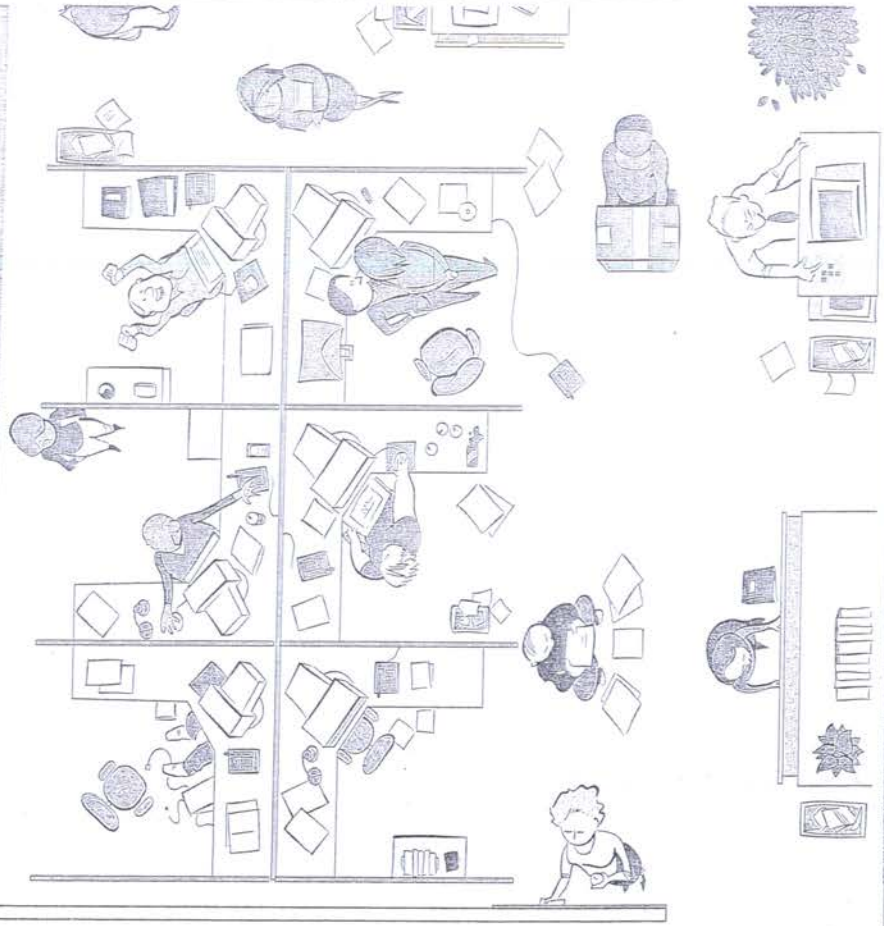
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Transforming Office Operations Into A Strategic Competitive Advantage



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