

BEML LIMITED

(Schedule 'A' Company under Ministry of Defence, Govt Of India)
"BEML SOUDHA", 23/1, 4th Main Road, S.R.Nagar, BANGALORE-560 027.

Phone: 080 – 22963245

Email: purchase.hq@beml.co.in

TENDER NOTICE

Ref: CM/Writing Pad & Letter Head/2023

Date: 16/08/2023

Dear Sir,

Please let us have your lowest quotation for the following item/s before **2:00 P.M.** on or before **28.08.2023 from Bangalore Based vendor only**. Please note that quotation reaching this office after the specified time will be ignored

Sl. No	Description	Quantity
1	Printing & Supply of Writing Pads, inside one side ruled Milky White Paper (60 GSM)– 25 Sheets (50 Pages), Size: 7 ½ "X 8 ½" plastic spiral binding on the left side with white thick KG Cardboard on the front sheet & back sheet, three color printing.	1000 Nos.
2	Printing & Supply of BEML Letter Head in A/4 size multicolour printing of 80gsm Executive Bond paper with 02(Two) (2000 + 100) different addresses /Phone Number/email Id at the bottom of the letter head. 100 sheets per packet.	2100 Sheets

- 1) Price to be quoted in Indian Rupees only
- 2) Payment Terms: 60 days credit
- 3) Delivery: The item is required immediately / within 15 days from the date of approval of final proof. Quote minimum lead time required to supply.
- 4) FAX / Email quotations not accepted.
- 5) Liquidated damages towards delayed supplies will be charged @ 0.5% per week (7 days) and part thereof subject to maximum 5% of the value of the delayed portion of the purchase order
- 6) Please note that the quotation reaching our office after the specified time will be ignored.
- 7) The quotation should be complete in all respects and free from ambiguity.
- 8) The price quoted should be FOR Destination & include packing, forwarding, insurance, etc.,
- 9) The price quoted should be valid at least for a period of 60 days from the date of closing.
- 10) Indicate all applicable taxes & duties separately.
- 11) BEML reserves the right to accept or reject and offer in full or part.
- 12) BEML also reserves the right to place order for each item separately on different sources.
- 13) BEML need not necessarily accept the lowest offer.
- 14) Canvassing by tenderers in any form including unsolicited letters on tenders submitted or post tender corrections shall render their tender/s liable for rejection.

15) The envelope containing your quotation should be sealed and super scribed as:

Tender No: CM/Writing Pad & Letter Head/2023 dtd. 16/08/2023 / Closing at 2.00 P.M on 28/08/2023

16) The envelope containing the quotation should be dropped in the tender box placed in the Corporate Materials Department, Room No. 1, at the above address.

17) Offers not confirming to the above terms are liable for to be ignored.

Kindly Note:

- 5) If payment terms are not accepted / stated in the quote, it will be considered as per terms and conditions of the tender notice.
- 6) If taxes are not mentioned separately in the quote, it will be considered as the price quoted is inclusive of all taxes.
- 7) If validity of the offer is not mentioned in the quote, it will be considered as per terms and conditions of the tender notice.
- 8) If minimum delivery schedule not mentioned in the quote, it will be considered as per terms and conditions of the tender notice.

Yours faithfully

For **BEML LIMITED**

Manager
Corporate Materials