

**Name of work:** "Establishing rate contract of domestic courier service in view of exercising risk purchase clause on M/s Overnite Express Ltd (UPTO 31.10.2020)"

**NIT No:** BHEL/HEEP/WEX-WCS/19-20/6029/20190129 DT 27.11.2019



**Bharat Heavy Electricals Limited**  
**Heavy Electrical Equipment Plant, Haridwar-249403**  
**Works Engineering & Services**  
**Works Contract Section**

**Tender Document**

**Name of Work:** Establishing rate contract of domestic courier service in view of exercising risk purchase clause on M/s Overnite Express Ltd (UPTO 31.10.2020)

**Tender Enquiry No.:** BHEL/HEEP/WEX-WCS/19-20/6029/20190129 DT 27.11.2019

**Due date of Tender Opening:** 20.12.2019

**Type of Bid:** Two Part

**Place of Submission of Tender / Bid:**

***"Tender Room, Purchase Deptt., 4<sup>th</sup> floor,  
Main Administrative Building, HEEP  
BHEL Haridwar-249403 (Uttarakhand)"***

**Contact Person:** Manish Kumar, Dy.Manager

**Contact Address:** WCS, ADM-4, BHEL (HEEP), Haridwar-249403

**Email:** [tenzin\\_n@bhel.in](mailto:tenzin_n@bhel.in) : [omanish@bhel.in](mailto:omanish@bhel.in), [ppaul@bhel.in](mailto:ppaul@bhel.in), [aparashar@bhel.in](mailto:aparashar@bhel.in)

**Phone:** 01334-28-1932/1176; **Fax:** 01334-226460

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**Document downloaded from [www.bhel.com](http://www.bhel.com)/[www.bhelhwr.co.in](http://www.bhelhwr.co.in)**

**Note:** All corrigenda / addenda / amendments / time extensions / clarifications, etc. to the tender will be hosted on our website i.e. [www.bhel.com](http://www.bhel.com)/[www.bhelhwr.co.in](http://www.bhelhwr.co.in) only and will not be published in any other media. Bidders should regularly visit above website to keep themselves updated.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

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## **Details of Tender Document**

The Tender document has been detailed as follows:

### **Part-I (TECHNO-COMMERCIAL BID)**

1. Notice Inviting Tender (NIT)
2. Details of Bid & Bidder (To be filled by bidder)
3. General Instructions to Tenderer
4. General Terms & Conditions of Tender
5. PRE-QUALIFICATION REQUIREMENT (PQR)
6. SPECIAL TERMS & CONDITIONS OF TENDER
7. Un-price Price Bid
8. Annexure-X
9. Check List
10. No Deviation Certificate

### **Part-II (PRICE BID)**

1. Price Bid

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### NOTICE FOR TENDER (NIT)

BHARAT HEAVY ELECTRICAL LIMITED  
HEEP, Haridwar-249403 (UTTARAKHAND)

Name of Dept	Works Engineering & Services (Works Contract Section)		
Phone	01334-281932	Fax	01334-226460
Email Address	<a href="mailto:omanish@bhel.in">omanish@bhel.in</a> ; <a href="mailto:ppaul@bhel.in">ppaul@bhel.in</a> ; <a href="mailto:tenzin_n@bhel.in">tenzin_n@bhel.in</a> , <a href="mailto:aparashar@bhel.in">aparashar@bhel.in</a>		
Contact Person	Manish Kumar		
NIT Key.	20190129	Dated	27.11.2019
NIT No.	BHEL/HEEP/WEX-WCS/19-20/6029/20190129 DT 27.11.2019		
<a href="#">NIT No. on www.bhel.com</a>			
NIT No. on <a href="#">www.bhelhwr.co.in</a>			
Type Of Tender	Open		
#Tender Cost (in INR)	500 (Inclusive of Taxes) & NIL for tender downloaded from website		
EMD ( in INR )	Rs. 10242/-		
Period of completion of work	Upto 31.10.2020 from the date of award of work.		
Two Part Bid /single bid	Two Part Bid		
NIT Value (in Rs.)	Rs. 5,12,108/- (GST extra as applicable)		
Last Date of Sale of Tender	19.12.2019		Time : 03:30PM
Last Date of submission of Tender	20.12.2019		Time : 01:45PM
* Date and Time for opening of Technical Bid	20.12.2019		Time : 02:00PM
Place Of submission of Tender	Tender Room, Purchase Deptt., 4th floor, Main Administrative Building, BHEL , HEEP, Haridwar-249403 (Uttarakhand)		

\* In case of two part bid, date of opening of Tender means the date of opening of Techno-commercial bid.  
However date of opening of price bid shall be intimated to technically qualified parties. If the due date of tender opening happens to be a holiday, the tenders will be opened on the next working Tuesday/Friday.

# Tender cost & EMD shall be submitted either in form of cash receipt issued by cash section, BHEL, HEEP, Haridwar (subject to provision of Income tax act) or Demand draft issued by any nationalized bank in favor of Sr. Accounts Officer (Cash), BHEL, HEEP, Haridwar separately in two different envelopes superscribed as Tender cost and EMD respectively. However Tender cost is non-refundable. **Tender fee & EMD shall be exempted subject to submission of valid MSME/EM-II/NSIC Certificate (self-attested with stamped) and Tender Fee shall be exempted for tender documents downloaded from website.**

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Contracting Executive Name: Manish Kumar

Date:

1. BHEL reserves the right to accept or reject any/ all application(s) without assigning any reason thereof.
2. If any document submitted by tenderer found false at any stage, the tender/ work order will be cancelled immediately and the financial loss to BHEL if any in making alternative arrangement will be recovered from the contractor.
3. BHEL will not be responsible for the loss or delay of tenders in transit in any case.
4. All further corrigenda, addenda, amendments, time extensions, clarifications & etc. to the tender, if any shall only be notified on BHEL websites ([www.bhel.com](http://www.bhel.com) / [www.bhelhwr.co.in](http://www.bhelhwr.co.in)) as applicable.
5. For detailed instructions/information refer the tender document on BHEL website.

I/We agree with the above

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**Details of Bid & Bidder (To be filled by bidder)**

(a) Bidder Offer No.: \_\_\_\_\_ Date: \_\_\_\_\_

(b) Legal Name of the bidder as in GST registration: \_\_\_\_\_

(c) GST registration No. \_\_\_\_\_

(d) State \_\_\_\_\_

(e) Place of business \_\_\_\_\_

(f) Category of registration under GST (i.e. Registered dealer / Unregistered dealer/ dealer opted for Composition Scheme):  
\_\_\_\_\_

(g) Address of the Bidder: \_\_\_\_\_  
\_\_\_\_\_

**PIN code:** \_\_\_\_\_

(h) Contact No. of the Bidder: \_\_\_\_\_

(i) Email ID of Bidder: \_\_\_\_\_

I/We agree with the above

Signature of Bidder/Contractor with Stamp

## **General Instructions to Tenderer**

The Contractors who wish to participate should **go through the Tender documents thoroughly** and plan well before quoting, to ensure that the Tender process is not aborted / vitiated, due to their reasons.

### **1.0 Quoting & Signing the Tender**

- a. Before Quoting, the tenderers are advised to inspect the site of work and its environment and be well acquainted with the actual working and other relevant conditions, position of materials and labor. Tenderers are also requested to go through General -Terms & conditions, Special -Terms & conditions of tender, Scope of work, Technical Terms & Conditions, drawings and specifications and all other documents which are part of tender will form part of the agreement to be entered into.
- b. While quoting the rate, the tenderer is advised to take into account the likely expenditure, taxes etc. during the operation of the Contract period from the date of commencement of work as directed by BHEL.
- c. While quoting the rates the tenderer is advised to take into account all factors including any fluctuations in market rates. No claim will be entertained on this account after acceptance of the tender or during the execution of the contract.
- d. All entries in Tender documents shall be clearly written in one ink or typed. All the corrections / cancellations / insertions, if any, shall be duly attested by the Bidders concerned.
- e. Rates should be quoted as per the Price Bid. Rates quoted in any other form will not be accepted and is liable to be rejected.
  - a) If, in the price structure quoted for the required goods / services / works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
  - b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of e(a) and e(b) above.
  - d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- f. The Bidder shall fill in all the required particulars of the Tender documents and also sign & Stamp on each and every page of the Tender documents (Techno- Commercial Bid, Price Bids, Terms & Conditions etc.) including corrigendum & the drawing attached therein while submitting their tender.
- g. Should a Bidder find discrepancies or omissions in the Tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the Tender, for clarification well before the due date, so as to submit his Tender in time.
- h. Every endeavor is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall take upon himself to provide for the risk or any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
- i. Tenders not in accordance with the Tender conditions herein contained and the Tenders not in original ARE LIABLE TO BE REJECTED.
- j. If a Bidder deliberately gives wrong information in his Tender or creates conditions favorable for the acceptance of his Tender, BHEL WILL REJECT SUCH TENDER AT ANY STAGE.
- k. Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- l. Canvassing in any form, in connection with the Tender is strictly prohibited and such Tenders are bound to be rejected. All information furnished is taken to be authentic by the bidder for evaluation

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of the Tender. Should any information be found incorrect subsequently, at any later stage, the Tender / Contract shall be rejected / terminated and action as per BHEL Policy, rules & prevailing Guidelines shall be taken.

- m. Should a Bidder's or a Contractor's or in the case of a firm or company of Contractors / any of its shareholder's or shareholder's relative be employed in BHEL Haridwar, the authority inviting the Tenders shall be informed in writing of this fact at the time of submission of the Tender, failing which the Tender may be disqualified, or if such fact subsequently comes to light, the Contract may be cancelled.
- n. The Tender schedule and the Tender shall be deemed to form an integral part of the Contract to be entered into for this work.
- o. Tenders are to be submitted in **Tender Room, Purchase Deptt., 4th floor , Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand)** upto 01:45 PM on the date of tender opening. BHEL will not be responsible for any consequences that may arise leading to delay in submission of tender/bid.
- p. Late and Delayed Tenders shall be rejected.
- q. In case of Limited Tender Enquiry if you are not interested to submit the offer, please send a letter specifying the same.
- r. Price bid should not be enclosed along with the techno commercial bid and other documents in the same cover/envelope. The price bids have to be given category wise in a sealed cover and the entire lot of price bid sealed covers will have to be kept in a separate large cover, duly sealed.

**ALL THE REQUIRED DOCUMENTS SHALL BE FILLED IN THE SAME SERIAL ORDER AS PER THE FORMAT / COLUMN OF THE "TECHNO-COMMERCIAL BID". ALL THE PAGES SHALL BE SERIALLY NUMBERED ON THE RIGHT HAND SIDE TOP CORNER. PAGE NUMBERS AND DETAILS OF THE CONCERNED DOCUMENTS ALSO SHALL BE FILLED IN "TECHNO- COMMERCIAL BID" IN THE BOXES PROVIDED. ALL THE PAGES OF TENDER DOCUMENTS ARE TO BE DULY SIGNED AND STAMPED BY THE BIDDER.**

- s. All the envelopes shall be super-scribed with Name of work, NIT No. & Date of Tender Opening with the Name & Complete address of the bidder.
- t. The envelope Containing Price Bid shall additionally be super-scribed as "PRICE BID" and the envelope containing Techno-commercial bid shall be additionally super-scribed with "TECHNO-COMMERCIAL BID".
- u. Tender Fees & EMD or Proof related to exemption as required as per Terms & Conditions of Tender shall be kept in Techno-commercial bid envelope.
- v. ***The contractor must ink sign and stamp on each page of tender document including supporting documents submitted with tender.***
- w. The annual maintenance and service contract shall be governed as per the BHEL Works policy, Rules & General conditions of the contract.
- x. Bidders shall enclose the certificate of satisfactory performance, from previous customer in the Techno-Commercial Bid envelope, along-with the tender documents in support of their claim of having minimum experience of similar works and /or provide all documents as per PQR criteria.
- y. Vendor shall ensure meeting all statutory obligations as applicable during the contract period.
- z. Deviation from any of the specified requirements should be clearly brought out on a separate sheet titled as deviation. In case of no deviation a "**NO DEVIATION STATEMENT**" shall be submitted with the tender (Techno-commercial offer).

## 2.0 Signing the Tender

- a. The Tender shall be signed by the Authorized Signatory Only.
- b. Authorized signatory shall be the Proprietor.
- c. In case the Bidder is a Partnership Firm under Partnership Act, the Tender shall be signed by all the Partners of the firm or by Partner having authority to sign on behalf of all other partners. Copy of the authority should be enclosed.
- d. In case the Bidder is a company, authorized signatory of the company. Copy of the authority will have to be enclosed.

I/We agree with the above

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- e. In case of Power of Attorney (POA). A copy of the Power of Attorney, duly attested by the issuer shall accompany the tender.
- f. If the POA is revoked during the existence of the contract, it shall be the responsibility of the of the issuer to inform the same to BHEL. The issuer shall remain bound by the acts committed under the POA till the date of such information to BHEL.

### **3.0 Date / Time for opening of Tender**

- a. Sealed covers so received will be opened at **Tender Room, Purchase Deptt., 4th floor , Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand)** at 02:00 PM on the same day of due date of tender submission as per NIT (Notice inviting Tender) in the presence of the Bidders or their Authorised Representatives who may choose to witness the same.
- b. The Techno Commercial bids only will be opened in case of two-part bid.
- c. In case of two-part bid, the Price Bids of bidders, who are technically qualified will be opened later. The date & time of price bid opening will be informed to the technically qualified Bidders.

### **4.0 Witnessing the Tender opening**

- a. The representative of the Bidder may choose to witness the Tender opening and have to produce the Authorization Letter in the tender room, before opening of the Tender. The representatives without Authorization Letter will not be allowed to participate in the Tender opening.
- b. Only one representative from one bidder will be allowed to participate in the Tender opening.

### **5.0 Quoting**

- a. Quoting best rate and the sanctity of the L1 status.
- b. Quoting the lowest best rate is a must against this Tender. However, bidders are required to understand that the lowest rate offered by them or accepted by them, as the case may be should be honoured throughout the period of the Contract.

### **6.0 Participation**

The Parties who have been suspended or black listed or banned by BHEL HEEP, Haridwar or any other BHEL Unit will not be allowed to participate in the Tender and the bidder should declare the same in the Tender. Even during the course of evaluation / finalization of Tender if it is found that some of the parties are black listed / barred from business transactions / under business hold, BHEL will reject their offer.

### **7.0 Validity of Offers:**

The rates quoted shall be valid for acceptance for a minimum period of 120 days from the date of tender opening. Withdrawal of Tender or increasing the rates during this validity period is not allowed. Date of tender opening shall be date of opening of first/Techno-commercial bid.

### **8.0 Address for sending the offer:**

The offer should be sent to address as below well in advance so that it reaches before or on due date and time through registered post or in person.

***In charge, Tender Room, Purchase Deptt., 4th floor, Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand).***

### **Note: -**

1. In case of any ambiguity/discrepancy between any clause of "General Terms & Conditions" and "Special Terms & Conditions, Scope of Work, Technical Terms & Conditions and Bill of Quantity" the clause of "Special Terms & Conditions, Scope of Work, Technical Terms & Conditions and Bill of Quantity" shall prevail.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

## **General Terms & Conditions of Tender**

### **1. Definitions**

In these general conditions of contract the following terms shall have the meaning hereby assigned to them except where the context otherwise requires: -

- (a) "**THE CONTRACT**" shall mean the notice inviting the tender and acceptance thereof and the formal agreement if any, executed between the Bharat Heavy Electricals Ltd., Heavy Electrical Equipment Plant, Haridwar and the contractor together with the documents referred to there in including these conditions, and any special conditions, specifications, designs, drawings etc. All these documents taken shall be deemed to form one contract and shall be complementary to one another.
- (b) The "**TENDER DOCUMENT**" means the form of tender as applicable with General and Special Conditions of contract, and the specifications and/or drawings as given to contractors for the purpose of preparing their tender including "Notice Inviting Tender".
- (c) The "**WORK**" means the work described in the tender documents in individual work order and/ or accompanying drawings and specifications as may be issued from time to time to the contractor by the Engineer-In-Charge in writing the power conferred upon them, including all modifications or additional works and obligations to be carried out either at the site or in factory, workshop or any other place as may be essentially required for the performance of the work.
- (d) The "**SITE**" means the land and/ or other place on into or through which the work is to be executed under the contract or any adjacent land, part or structure which may be allotted to or used for the purpose of carrying out the contract.
- (e) The "**CONTRACTOR**" shall mean the individual or firm or company whether incorporated or not, undertaking the work and shall include legal representatives of such individual or persons composing such firm or incorporated company or successors of such person, firms or company as the case may be and permitted assignee of such individual or firm or company.
- (f) The abbreviations" Engr/Sr. Engineer / Dy.Mgr/ Mgr./ Sr.Mgr/ DGM/ Sr.DGM" means Engineer/ Senior Engineer/ Deputy Manager/ Manager/ Senior Manager/ Deputy General Manager/ Sr.Dy.General Manager respectively who will direct the contract.
- (g) The "**ENGINEER-IN-CHARGE**" means the Engineer/ Sr.Engineer or any other executive deputed by BHEL to supervise the work or part of the work on behalf of the First Party.
- (h) Accepting authority: As per BHEL Delegation of Power
- (i) "**APPROVED**" means the approval of directions of the Engineer/ Sr.Engineer or any other executive or person deputed by them for the particular purpose.

BHEL means the Bharat Heavy Electricals Limited/ HEEP plant of the said Company at Ranipur, Hardwar.

- (j) The "**CONTRACT SUM**" means the sum accepted or the sum calculated in accordance with the prices accepted in tender and/ or the Contract rate as applicable to the contractor for the entire execution and full completion of the work.
- (k) The "**FINAL SUM**" means the actual amount payable under the contract by BHEL to the contractor for the entire execution and full completion of the work.

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- (l) The "**TIME OF COMPLETION**" is the date or dates for completion of the work or any part of the work as set out in or ascertained in accordance with the individual work or the tender documents or any subsequent amendments thereto.
- (m) A "**WEEK**" means seven days without regard to the number of hours worked in any day in that week.
- (n) A "**DAY**" shall mean a day of 24 hours from midnight to midnight irrespective of the number of hours worked in that day.
- (o) A "**WORK DAY**" means day other than that prescribed by the Negotiable Instruments Act, as being a holiday and consists of the number of hours of labour as commonly recognized by good employers in the trade, in the district where the work is carried out or as laid in the BHEL Rules and Regulations.
- (p) "**DEVIATION ORDER**" means any order given by the Engineer-In-Charge to effect an alteration, addition or deduction, which does not radically affect the scope and nature of the contract.
- (q) "**EMERGENCY WORK**" means any urgent measures which in the opinion of the Engineer-In-Charge become necessary during the progress of the work to obviate any risk of accident or failure or which become necessary for security.
- (r) "**PROVISIONAL SUM**" or "**PROVISIONAL LUMPSUM**" means a lump sum included by the BHEL in the work for which details are not available at the time of inviting tender.
- (s) "**PROVISIONAL ITEMS**" means items for which approximate quantities have been included in the tender documents.

## 2. **Earnest Money Deposit**

- (a) Vendor is required to deposit the EMD as specified in NIT.

- (b) EMD shall not carry any interest.

- (c) Modes of deposit:

The EMD may be accepted only in the following forms:

- (i) Cash deposit as permissible under the extant Income Tax Act (before tender opening)
- (ii) Electronic Fund Transfer credited in BHEL account (before tender opening)
- (iii) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)
- iv) Fixed Deposit Receipt (FDR) issued by Scheduled banks/Public Financial Institutions as defined in the companies Act. (**FDR should be in the name of the contractor, a/c BHEL**)

In addition to above, the EMD amount in excess of Rs. Two Lakh may also be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at least six months.

- (d) Forfeiture of EMD

EMD by the Tenderer will be forfeited as per NIT conditions, if:

- i) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- ii) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.
- (e) EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.

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- (f) EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of award of work.
- (g) EMD of successful tenderer will be retained as part of Security Deposit.
- (h) EMD deposited in any modes other than specified at (c) above shall lead to cancellation of the offer.

### **3. Security Deposit**

- (a) Successful vendor shall require to deposit security. The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.
- (b) Modes of deposit:  
The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:
  - i) Cash (as permissible under the extant Income Tax Act)
  - ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
  - iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
  - iv) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
  - v) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)
- (c) BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)
- (d) The Security Deposit shall not carry any interest.
- (e) The additional condition of Security Deposit (If any) shall be specified in Special Terms & Conditions of tender.
- (f) **Refund of Security Deposit**  
After completion of work awarded, provided always that the contractor shall first have been paid final bill and have rendered a "No Demand" certificate, the security deposit mentioned in condition above shall be refunded to the contractor as follows: *100% shall be released within 3 months of satisfactory completion of the work duly verified by Site/Engineer-In-charge.*

### **4. Commercial Terms**

- Prices shall be quoted on "Firm Price" basis only.
- Validity of offer shall be for a minimum period of 120 days from the date of Tender Opening.

### **5. Special Conditions for MSME:**

"MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure 'X' where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to

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consideration of their, bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer."

UAM need not required to be notarized or attested.

## **6. Arbitration**

All disputes between the parties to the contract arising out of or relating to the contractor other than those for which the decision of the Engineer-In-charge / Accepting Officer or any other person is by the contract expressed to be final and conclusive, shall after written notice by either party to the contract, the other party be referred to the sole arbitration of DGM/Sr. Manager or any other officer of BHEL in his sole discretion unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work or the determination of the contract. The venue of arbitration proceedings will be at Hardwar. The arbitrator shall have the power to extend, from time to time, the time for making his award with the consent of the parties. The award of the Arbitrator shall be final, conclusive and binding on both the parties to the contract. Any matter arising out of or in connection with the agreement shall be under jurisdiction of Hardwar court. The Administrative Head of HEEP Unit of BHEL, Hardwar, shall appoint the Arbitrator. No person other than a person so appointed shall act as Arbitrator.

## **7. Risk Purchase Clause**

In case of delays in supplies / defective supplies or non-fulfilment of any other terms & conditions given in the work order the purchaser/contracting executive may cancel the work order in full or part thereof and may also make the purchase of the material / service from elsewhere / alternative source at the risk and cost of supplier. Vendor/Contractor does not agree to above clause, their offer is liable to be rejected. In case any vendor/contractor accepts risk purchase clause initially and subsequently declines to honour the term in the eventuality of RISK PURCHASE, they may be banned for business with BHEL."

## **8. Fraud Prevention Policy**

The Bidder along with its associate / collaborators / sub – vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about fraud or suspected fraud as soon as it comes to their notice".

Fraud Prevention policy and List of Nodal Officers shall be hosted on BHEL website, vendor portals of Units / Regions intranet.

## **9. Suspension of Business Dealings with Suppliers/Contractors**

Penal action can be initiated on the suppliers / Contractors in line with extant "Guidelines for Suspension of Business Dealings with Suppliers / Contractors". The abridged version of extant 'Guidelines for suspension of business dealings with suppliers / contractors' has been uploaded on <http://www.bhel.com> on "supplier registration page".

## **10. Adoption of Integrity Pact**

I/We agree with the above

Signature of Bidder/Contractor with Stamp

**Name of work:** "Establishing rate contract of domestic courier service in view of exercising risk purchase clause on M/s Overnite Express Ltd (UPTO 31.10.2020)"

**NIT No:** BHEL/HEEP/WEX-WCS/19-20/6029/20190129 DT 27.11.2019

BHEL is committed to fostering the most ethical and corruption free environment and values its relationship with all Bidders, Contractors and Carriers. Conducting business in a transparent, fair and corruption free manner will go in a long way in making the Bidders and Contractors our partners in progress and to reinforce this belief. BHEL has already signed a memorandum of understanding with Transparency India International on adoption of Integrity Pact for all Major Tenders / Contracts. Integrity Pact first promoted by Transparency India International, an NGO, is a tool to ensure that activities and transactions between a company or government department and its Bidders / Contractors are handled in a fair, transparent and corruption free manner.

## **11. Damage & Loss to Private Property & Injury to Contract Employee**

The Contractor shall at his own expense reinstate and make good to the satisfaction of BHEL and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the Contract and further the Contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

- 12.** Rates shall be quoted in figures as well as in words and contractor must put his signature & Seal on each page of the tender documents / undertakings, while submitting his offer, failing of which tender may be liable for rejection.
- 13.** BHEL reserves the right to cancel the tender at any stage of tendering till signing of agreement without assigning any reason(s) thereof. The tender cost in that event shall not be refunded.
- 14.** The contractor shall not employ any worker less than 18 years of age during execution of his work.
- 15.** In case more than one contractor quotes L1 rates, the work may be awarded through draw of lottery.
- 16.** The work shall be governed by the specifications, general terms & conditions of BHEL contract, special conditions, tender terms, environment related conditions, safety clause and any other relevant conditions applicable time to time.
- 17.** The contractors are advised to see the site before quoting the rates.
- 18.** BHEL reserves the right to award only a fraction or part of the work given in the bill of quantity.
- 19.** Contractor found or reported for non-compliance of the legal obligations during the execution of the contract, shall be debarred from the issue of NITs for at least 01 year or till the proof of compliance is produced.
- 20.** L1 may also be decided based on Reverse Auctioning based on the discretion of BHEL.
- 21.** BHEL does not bind themselves to accept the lowest tender or any tender or to give any reason for their decision.
- 22.** Contractor shall ensure all the safety provisions for the execution of the work awarded. It shall provide all the necessary PPE's (until & unless specified clearly about the issue of any PPE by BHEL in Special or any other Conditions of tender) to his workmen or any individual deployed by him for execution of the work and ensure usage of the same.
- 23.** In order to protect the commercial interests of BHEL, it becomes necessary to take action against suppliers / contractors by way of suspension of business dealings, who either fail to

I/We agree with the above

Signature of Bidder/Contractor with Stamp

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perform or are in default without any reasonable cause, cause loss of business / money / reputation, indulged in malpractices, cheating, bribery, fraud or any other misconducts or formation of cartel so as to influence the bidding process or influence the price etc. Guide-lines for Suspension of Business Dealings with Suppliers / Contractors shall prevail over which is available at BHEL website <http://www.bhel.com>.

## **24. GST related Terms & Conditions:**

Bidder has to specify the following in their techno-commercial bid (part I bid in case of two part bid):

I.

- a) Legal Name of the bidder as in GST registration, GST registration No., State, Place of business, category of registration under GST i.e. Registered dealer / Unregistered dealer/ dealer opted for Composition Scheme,
- b) HSN (*Harmonised System Nomenclature*) / SAC (*Service Accounting Code*), description of Goods/Services and applicable IGST / CGST / SGST rate and any other statutory levy, if any, for each item of Goods or Services.

II. a) Unregistered Dealer

Since in case of unregistered dealer, GST will have to be paid by BHEL under reverse charge mechanism, the same shall be added to the quoted price for evaluation bid.

b) Dealer opting for Composition Scheme

In case of registered dealer, who opt for composition scheme at the time of submission of bid, no GST will be payable to the bidder and also same will not be considered for evaluation of bid. Dealer has to declare in technical bid that no GST is shown separately in price bid. However, in case at the time of actual supply, the bidder charges GST at normal rate, the same shall be reimbursed subject to the availability of GST credit to BHEL. In case GST credit is not available to BHEL, no GST will be payable to the bidder.

III. Reimbursement of GST shall be made by BHEL-Haridwar on matching of Contractor inputs as mentioned below at GST portal and after ensuring of availability of input credit to BHEL, Haridwar. Hence, Contractor has to ensure compliance as follows-

- a) Timely raising & submission of GST compliant Invoices
- b) Timely receipt of Goods & Services
- c) Timely and correct payment of applicable GST by supplier/contractor
- d) Timely filing of return
- e) Compliance of other applicable provisions on supplier/contractor

Contractor has to also give consent to accept payment of tax after such matching in all cases where bills are submitted directly to BHEL-Haridwar or through bank or under LC or through any other mode.

IV. In the event of any disallowance of input credit (including reversal of credit) or applicability of interest or arising of any other financial liability on BHEL-Haridwar due to any default of supplier/contractor under GST such as non/delayed receipt of Good/Services, delayed raising & submission of invoices, delayed payment of tax, non/wrong declaration of sale by Contractor in return etc. or any other reason not attributable to BHEL, such implication shall be to supplier's/contractor's account and will be deducted from bills.

V. In the event of any change in the status of the bidder after submission of the bid but before the supply/service, GST applicable at the time of supply/service or GST quoted in the bid, based on the registration status of the bidder, whichever is lower shall be payable.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

**Name of work:** "Establishing rate contract of domestic courier service in view of exercising risk purchase clause on M/s Overnite Express Ltd (UPTO 31.10.2020)"

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VI. Statutory Variation in Taxes & duties as applicable at the time of supply shall be payable. However, in the event of no change in law but bidder quoting certain tax structure in bid document which is lower than the applicable one, such amount shall be the maximum amount of tax that can be claimed by bidder.

VII. In case of Liquidated damage (LD) recovery, the applicable GST shall also be recoverable from the suppliers.

VIII. As per the extant GST rules, as of now it is not mandatory to file returns immediately and ITC has been allowed on self-declaration. In view of the changed scenario, the payment of GST shall be made to the contractors simultaneously with their work/services invoices. The Contractors / vendors shall need to submit the undertaking as per the following format before such GST payments. However in case the availability of ITC on self-declaration is discontinued at the time of submission of invoice then the clause II above shall be applicable.

**Certificate of Goods and Service to be furnished by Contractor with each bill / invoice**

We hereby undertake that:

1. Goods and Service Tax charged in the following Invoices / Bill Numbers are in compliance with the provision of GST Act & Rules prevailing thereon:

Sl.No	PO No / Work Order	Invoice No	Invoice date	GST Amount

2. Goods and Service Tax charged in the Bill / Invoice shall be paid by us within due time.
3. Any liability due to any delay / default in payment of GST, return filling or any other NON-compliance under GST Law / Rules, shall be to our account.
4. In the event of any non-compliance on our part, We indemnify BHEL for any financial burden / loss on account of GST / interest / penalty.
5. We give our consent to BHEL to recover any such financial burden if arises on BHEL due to any non-compliance from any outstanding bills. In the event of Nil outstanding, same shall be paid by us to BHEL.
6. In the event of any such default, we agree BHEL to pay all future GST reimbursement after verification of GST compliance under the law.
7. We understand that this arrangement shall be valid till the credit of Input Tax Credit (ITC) is available without online validation or further amendment if any affecting admissibility of ITC to BHEL.

Signature of Authorized Signatory (with seal)

GST No:

IX. The provisional GST registration number of Bharat Heavy Electrical Ltd, Heavy Electricals Equipment Plant, Ranipur, Haridwar is "05AAACB4146P1ZL" with state Code as "05" and State Name as "Uttarakhand".

**25. Special Powers of Termination:**

If at any time after the acceptance of the tender, BHEL shall for any reason whatsoever not require the whole or any part of the work, to be carried out, the Engineer In charge

I/We agree with the above

Signature of Bidder/Contractor with Stamp

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shall give notice in writing of the fact to the contractor, who shall have no claim to any payment of compensation or otherwise, howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the foreclosing of the work.

The contractor shall be paid at contract rates for the full amount of the work executed including such additional work i.e., cleaning of site etc. as may be rendered necessary by the said foreclosing. He shall also be allowed a reasonable payment (as decided by the Accepting Officer) for any expenses sustained on account of labour and material collected but which could not be utilized on the work as verified by the Engineer In charge but the contractor shall not have any claim for compensation on account of any alterations having been made in the original specifications, drawings, designs and instructions involving and curtailment of the work as originally contemplated.

**26.** The bidders will submit Integrity Pact, duly signed by its authorized signatory, along with their bids wherever estimated tender value is Rs. 5 Crore or more.

**27. Public Procurement Preference to Make in India, Order 2017: -**

"For this procurement, Public Procurement (Preference to Make in India), Order 2017 dated 15.06.2017, 28.05.2018 & 29.05.2019 and subsequent Orders issued by the respective Nodal Ministry shall be applicable even if issued after issue of this NIT but before finalization of contract/ PO/WO against this NIT.

In the event of any Nodal Ministry prescribing higher or lower percentage of purchase preference and/ or local content in respect of this procurement, same shall be applicable."

I/We agree with the above

Signature of Bidder/Contractor with Stamp

**Name of work:** "Establishing rate contract of domestic courier service in view of exercising risk purchase clause on M/s Overnite Express Ltd (UPTO 31.10.2020)"

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## **PRE-QUALIFICATION REQUIREMENT (PQR):**

PQR for acceptance of tender (s) are as under:

1. The courier must be operative on All India basis with ATLEAST 300 Nos. branch offices of its own in major cities for at least past 5 years. The list of the operative offices should be furnished in the following format:-

<u>S.No.</u>	<u>PLACE</u>	<u>ADDRESS OF BRANCH</u>	<u>TEL. NOS.</u>	<u>EMAIL</u>

The above list must include all the major cities of India and BHEL sites. The courier will also accept Dak for delivery at new BHEL sites which may come up during the validity of the Rate Contract, intimation for which will be given to them 15 days in advance including the following stations/sites:-

1. Panipat 2. Suratgargh 3. Simhadri 4. Bakreshwar 5. Talchar 6. Ramaguandam 7. Rihand 8. Kalpakkam 9. Aravali (Jhajjaar) 10. Kodarama 11. Innore 12. Durgapur 13. Ukai 14. Mathon 15. Sikka 16. Nagothane 17. Rayalseema 18. Anpara 19. Nibinagar 20. Hazira 21. Bongaigaon 22. Satpura 23. Adhunik 24. Amravati 25. Avantha 26. Barh 27. Bara 28. Bela 29. Bellary 30. Bhavnagar 31. Bhusawal 32. Bina 33. Bokaro 34. Budge-Budge 35. Chandrapur 36. Chandwa 37. Chhabra 38. Derang 39. Durgapur Projects 40. Farakka 41. Goindwal 42. Harduaganj 43. Jhabua 44. Kakatiya-Ext 45. Kothagudam 46. Khaparkheda 47. Korba 48. Korta 49. Maithon 50. Malibrahmani 51. Malwa 52. Mauda 53. Mejia 54. Muzzaferpur 55. North Chennai 56. Parichha 57. Parli 58. Pipavave 59. Pipavave -GTG 60. Raigarh/Jindal 61. Satpura 62. Surana 63. Tripura-CCP 64. Tuticorin 65. Vindhyachal 66. Vizag 67. Yeramarus 68. Wanakbori 69. IB Valley 70. Vijaywada 71. Krishnapatnam 72. Bhadadri 73. Uppur 74. North Karanpura 75. Gadarwara 76. Neyveli etc including **New Sites**.

The courier agency will accept dak for all BHEL's sites/offices in India.

2. The bidder must enclose the copy of profit & loss Account and the Balance Sheet of their organization for the last 3 financial years (FY2018-19, FY2017-18 & FY2016-17). The principal organization of the bidder should be a profit-earning organization. Income tax return for the last 3 years should also be enclosed (For FY 2017-18, FY2016-17 & FY2015-16).
3. The parties/agents/ Liaisoners, who have been dealing with our Purchase Deptt. in procurement/sub-contracting shall not be allowed to participate in this tender and their offer, if received, shall be rejected. Bidders should submit a declaration that they are not suppliers/agents/liaisoners to **purchase/WEX/CSX/CDX** departments of BHEL-HEEP, Hardwar.
4. Hardwar Branch office of the bidder must be located within 10 Kms. from BHEL, HARDWAR having independent phone. The distance of Hardwar office from BHEL (HEEP) Main Admn. Bldg. is to be mentioned in the tender. Whether Hardwar office is manned by courier organization or I/We agree with the above

Signature of Bidder/Contractor with Stamp

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it is on license basis or franchised should be clearly indicated. Organization charts indicating No. of employees of your Hardwar office should be submitted.

5. A) Whether any of your employees/directors has liaison/interest in BHEL activities /its Vendor's activities. Please reply YES/NO.  
B) If, yes, details thereof .....
6. Whether you are registered with **Sales Tax (GST) Deptt**, if yes, copy of the certificate to be enclosed.
7. Address of office raising bills must be submitted.
8. The Bidder must have minimum 2 years experience of working for a large Public/Private organization. Complete details about the above experience, i.e. copies of contracts with the Private/Public organizations and facilities, viz., Telephone-ISD/STD, own vehicle, Fax etc. available must be furnished with the offer.
9. Whether or not, you are exclusively in "COURIER SERVICES" (YES/NO). If not, enlist details of other business/professions perused by you.
10. Please mention number of letters dispatched per day, per week, per month by your Hardwar office.
11. Hardwar office working hours should be mentioned.
12. The bidder will depute their staff in PPX-Admn./HEEP, BHEL Haridwar for working from 2 p.m. to 5 p.m.
13. The service provider will have to arrange the motor vehicle to pick larger consignment(s) from Engineering or any other section/deptt. of HEEP, BHEL-Haridwar as and when required.
14. The complete list of name and address of your business partners and Board of Directors and the address of the registered Headquarter of the bidder must be mentioned.
15. Existing contractor/ supplier M/s Overnite Express Ltd. whose 'balance work' is being withdrawn/terminated, is not eligible to quote in this tender.

I/We agree with the above

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### **SPECIAL TERMS & CONDITIONS OF TENDER:**

1. The letters /packages are to be collected from BHEL-HEEP Offices on every working day between 2 p.m. to 5 p.m. and shall be delivered within 48 hours in Delhi and its surrounding cities, in all metropolitan cities and in 96 hours to other places in India. In case of existing / new BHEL sites the letters / packets will be delivered within 120 working hours (exclusive of Sundays and holidays). The ink signed acknowledgement (P.O.D.)/Delivery Report with seal of the company for delivery at the correct address shall be submitted to concerned HEEP's office as early as possible but positively within 15 days of dispatch of consignment. The courier service personnel will ensure regular updation of the data pertaining to letters delivered on the PC available in Administration office of Purchase department.
2. The duration of the contract shall be up to 31.10.2020 from the date of award. The courier agency which will be awarded the contract has to furnish the bank guarantee of the amount equivalent to **5%** of the contract value from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act on BHEL prescribed format valid up to the period of four months beyond contract duration. **The contract can be further extended up to three months depending on the satisfactory performance of the courier agency.** On the other hand, if the performance is not found satisfactory at any stage BHEL reserves the right to terminate the contract at any time without assigning any reason thereof.
3. In case of delayed delivery by the courier service provider but delivery within fifteen days from the date of dispatch to the destination only Rs. 5 / - will be paid to the courier service provider and beyond 15 days no payment will be made and a penalty of Rs. 100/- will be charged from the courier service provider and the responsibility of the documents will be of the service provider and the same documents shall be handed over to the destination site. In case of non-delivery, penalty shall be levied at the sole discretion of BHEL, which shall be minimum Rs 1000 / - per case. The application of this clause shall not be applicable in cases pertaining to Force Majeure situation.
4. It shall be the absolute responsibility of courier service agency to ensure that the contents of packets duly sealed/closed are not tampered with, in any manner and are not stolen / misplaced / lost /**misdelivered**. Suitable action including recovery for loss will be imposed for such defaults.
5. The bills shall be submitted on monthly basis duly supported by proof of delivery (POD) and then certified by BHEL authorized officer.
6. All disputes arising of or any way concerning this contract shall be referred to the sole arbitrator to be nominated by BHEL Hardwar. The venue of the arbitration shall be Hardwar.
7. Necessary transit insurance as needed should be arranged by courier service to cover the loss of any consignment in transit.
8. Tracking system online if available should be indicated.
9. Courier Service agency will maintain all courier related record in P.C kept for such purpose in PPX-Admn.
10. This rate contract may be operated by our sister units including CFFP without calling fresh tender and the successful (L-1) courier services provider should be ready to give quantity discount.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

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11. All the information, documents and confirmations desired above must be furnished in the pre-qualification bid within due date as stated in the tender enquiry.
12. Bidders to submit copy of PAN and GST registration.
13. Sealed tenders with the Tender No. and opening date clearly super-scribed on the cover are invited from the reputed courier service agencies for providing of domestic courier services.
14. Last date for sale of tender documents and opening of tenders is indicated against serial no. of the table given below. Tenders will be received up to 1:45 P.M. on opening date and will be opened on the same day at 2.00 P.M. in the Tender Room, situated at Main Admn Building, 4th Floor BHEL HEEP, Haridwar.
15. Intending vendors must submit the EMD of Rs. 10242/- in a separate Bank Draft, payable to Sr. AO(Cash), BHEL, Hardwar at SBI, Ranipur, Hardwar (0586), along with their offer against this tender. This Bank Draft, if not found while opening technical bid, the bid shall not be considered and will be rejected.
16. BHEL will not be responsible for any type of postal delay/incomplete information from vendor. Tenders received after tender opening Date & Time shall be out rightly rejected.

Other terms and conditions will be as per tender documents available along with this as subsequent pages.

**17. TAXES AND DUTIES :**

1. GST shall be paid extra as applicable.

**18. PAYMENT TERM :**

1. The bills shall be submitted on monthly basis duly supported by proof of delivery (POD) and then certified by BHEL authorized officer.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

**Name of work:** "Establishing rate contract of domestic courier service in view of exercising risk purchase clause on M/s Overnite Express Ltd (UPTO 31.10.2020)"

**NIT No:** BHEL/HEEP/WEX-WCS/19-20/6029/20190129 DT 27.11.2019

**UPRICED PRICE BID**

**Not to be filled except rate of GST**

**Period of Completion:** Upto 31.10.2020 from the date of award of work.

**Date of Opening of Techno-commercial Bid (PART-1):** 20.12.2019      **Earnest Money:** Rs 10242/-

**Estimated Cost:** Rs. 512108/- (GST Extra as applicable)

<b>Sl. NO.</b>	<b>ITEM / CATEGORY OF THE PACKETS (Weight in grams wise)</b>	<b>Anywhere in India</b>		
		<b>Approx. Quantity of consignments/ letters for two years</b>	<b>Rate / packet (Rs.)</b>	<b>Amount (Rs.)</b>
		<b>A</b>	<b>B</b>	<b>C=AxB</b>
1	Upto 250 gms.	21362	X X X	X X X
2	251-500 gms.	5934	X X X	X X X
3	More than 500 gms and subsequent 500gms or part there of	2730	X X X	X X X
4		Total Amount (Rs.)		X X X
5	Amount in figures ( Rs.)	XXXXXXXX X X		
6	<b>Rate of GST (%)</b>			

**NOTE:**

1. Prices quoted should be firm and exclusive of all taxes.
2. GST shall be paid extra as applicable.
3. The contract will be awarded on overall lowest basis.
4. The rates shall be firm throughout the Contract Period.
5. Rate should be quoted in figures as well as in words. No cutting / Over Writing is allowed in rates. In case of contradiction between rate/percent quoted in figure and Words, the same mentioned in Words will prevail. For details refer General Instructions to Tenderer of Techno-Commercial Bid.

I/We have the read the Terms and Conditions and Contractual Obligation of contract as per the Techno-commercial Bid under this Tender Enquiry and undertake to fulfill its entire requirement under the quoted rates.

Signature-----  
Name -----

**\*\*Every page of the bid document must be the signed and sealed by appropriate authority.**

I/We agree with the above

Signature of Bidder/Contractor with Stamp

**Name of work:** "Establishing rate contract of domestic courier service in view of exercising risk purchase clause on M/s Overnite Express Ltd (UPTO 31.10.2020)"

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**ANNEXURE-'X'**

**Certificate by Chartered Accountant on Letter Head**

This is to certify that M/s ..... (hereinafter referred to as 'company') having its registered office at ..... is registered under MSMED Act 2006, Entrepreneur Memorandum No. Part -II ..... Dtd: ..... Category: ..... (Micro/ small). (Copy enclosed).

Further verified from Books of account that the investment of the company as per the latest audited financial year..... as per MSMED Act 2006 is as follows:

- 1. For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by Ministry of small scale Industries vide its notification No. S.O. 1722(E) Dtd. October 5 , 2006):

**Rs. .... Lacs**

- 2. For Service Enterprises:** Investment in equipments (i.e. original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under MSMED Act, 2006):

**Rs. .... Lacs**

**(Strike off whichever is not applicable)**

The above investment of Rs..... Lacs is within permissible limit of Rs..... Lacs for..... (Micro/ small) (Strike off whichever is not applicable) category under MSMED Act 2006.

**Or**

The company has graduated from its original capacity (Micro/ small) (Strike off whichever is not applicable) and date of graduation of such enterprise from its original capacity is..... (dd/mm/yy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S. O. No. 3322 (E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by ministry if MSME.

Date:

(Signature)

Name-

Membership No.-

Seal of Chartered accountant

I/We agree with the above

Signature of Bidder/Contractor with Stamp

**Name of work:** "Establishing rate contract of domestic courier service in view of exercising risk purchase clause on M/s Overnite Express Ltd (UPTO 31.10.2020)"

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## Check List for Tenderer

S. No.	Details of Criteria	Yes/No	Please fill the Detail / Remarks / Reference of documents attached in support of each point
1	Tender Fees		
2	EMD		
3	Ink Signed & stamped on each page of Techno-commercial bid		
4	Ink Signed & Stamped on each page of supporting Document		
5	Ink Signed & Stamped on both sides of Techno-commercial Bid and Supporting documents if print / photocopy has been taken on both sides of the paper		
6	Price Bid (Part-II) kept in a separate envelope		
7	MSME Documents (if applicable)		
8	Copy of GST registration Certificate		
9	Copy of PAN card		
10	Document as per PQR		

I/We agree with the above

Signature of Bidder/Contractor with Stamp

**Name of work:** "Establishing rate contract of domestic courier service in view of exercising risk purchase clause on M/s Overnite Express Ltd (UPTO 31.10.2020)"

**NIT No:** BHEL/HEEP/WEX-WCS/19-20/6029/20190129 DT 27.11.2019

### **Acceptance/ No Deviation Certificate**

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender. Or we hereby accept all terms and conditions of the above tender except the following: (Give reference to Clause Nos. of Terms & Conditions which is not acceptable)

- 1.
- 2.

Note: Any deviation specified elsewhere in the tender shall not be considered. Deviations may or may not be accepted by BHEL.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

**Name of work:** "Establishing rate contract of domestic courier service in view of exercising risk purchase clause on M/s Overnite Express Ltd (UPTO 31.10.2020)"

**NIT No:** BHEL/HEEP/WEX-WCS/19-20/6029/20190129 DT 27.11.2019

## Part-II

### PRICE-BID

**Period of Completion:** Upto 31.10.2020 from the date of award of work.

**Date of Opening of Techno-commercial Bid (PART-1):** 20.12.2019      **Earnest Money:** Rs 10242/-

**Estimated Cost:** Rs. 512108/- (GST Extra as applicable)

Sl. No.	ITEM / CATEGORY OF THE PACKETS (Weight in grams wise)	Anywhere in India		
		Approx. Quantity of consignments/ letters for two years	Rate / packet (Rs.)	Amount (Rs.)
		A	B	C=AxB
1	Upto 250 gms.	21362		
2	251-500 gms.	5934		
3	More than 500 gms and subsequent 500gms or part there of	2730		
4		Total Amount (Rs.)		
5	Amount in figures ( Rs.)			
6	<b>Rate of GST (%)</b>			

**NOTE:**

1. Prices quoted should be firm and exclusive of all taxes.
2. GST shall be paid extra as applicable.
3. The contract will be awarded on overall lowest basis.
4. The rates shall be firm throughout the Contract Period.
5. Rate should be quoted in figures as well as in words. No cutting / Over Writing is allowed in rates. In case of contradiction between rate/percent quoted in figure and Words, the same mentioned in Words will prevail. For details refer General Instructions to Tenderer of Techno-Commercial Bid.

I/We have the read the Terms and Conditions and Contractual Obligation of contract as per the Techno-commercial Bid under this Tender Enquiry and undertake to fulfill its entire requirement under the quoted rates.

Signature-----  
Name -----

**\*\*Every page of the bid document must be the signed and sealed by appropriate authority.**

I/We agree with the above

Signature of Bidder/Contractor with Stamp