

BHARAT HEAVY ELECTRICALS LIMITED

(A GOVERNMENT OF INDIA UNDERTAKING)

POWER SECTOR- BHEL House,

Siri Fort, New Delhi-110049



Limited Tender for Binding and Colour Photocopy works.

Tender Enquiry No: PA:HRM:GAX:056 Dated 02-12-2020

[Handwritten signature]
2/12/2020

BHARAT HEAVY ELECTRICALS LTD.

CENTRALIZED HR / ADMN- DEPT
POWER SECTOR- ASIAD, NEW DELHI

Ref. No: PA:HRM:GAX:056

Dated 02-12-2020

Limited Tender for Binding and Colour Photocopy works.

TENDER DOCUMENT ISSUED TO:

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Nature of Work	Date of Issue of Tender document	Due Date and Time of Submission of offers	Tender Opening date and time
Binding and Colour Photocopy works	02-12-2020	16-12-2020 Up to 14:00 Hrs	16-12-2020 From 15:00 Hrs

- Note:** - 1. The tenderers should submit the offer in the tender box placed outside D Wing, Fourth Floor, PS-HR at Power Sector Asiad, BHEL House, Siri Fort, New Delhi- 110049.
2. Late tender/ Tender after due date and time as mentioned above will not be accepted.

Tender Issued by:



(Pradeep Kumar),
DGM (HR-GAX),
Power Sector, Asiad,
Bharat Heavy Electricals Limited
BHEL House, Siri Fort,
New Delhi – 110049

NOTICE INVITING TENDER

We are pleased to invite your most competitive offer in sealed covers for 'Binding and Colour Photocopy works'. The offer to be submitted in two bid format, i.e. Part-I "**TECHNO-COMMERCIAL BID**" and Part-II "**PRICE BID**".

The complete set of tender documents may also be downloaded by the interested parties from BHEL website i.e. www.bhel.com

Annexure-A

The terms & conditions of the tender are mentioned below:-

1) Eligibility of Bidders:-

- i. Party must have valid GSTIN registration.
- ii. Party must be having a valid PAN Number.
- iii. Name of Bidder on the Bid document, PAN Card, GSTIN and Bank details should be same. Exception in case of Sole proprietary, GSTIN registration certificate should mention the name of proprietor in whose name PAN card / Bank account is held.
- iv. Party must have sufficient numbers of skilled workers, supervisor and staff for smooth running of Binding and Colour Photocopy works.
- v. Party must be ready to provide the services of Binding and Colour Photocopy Works, within 05 Days from the date of award of contract.
- vi. The validity of the Bids shall be for **90 days** after the date of Techno- Commercial Bid opening. **A Bid valid for a shorter period will be rejected as non – responsive.**

2) Documents comprising the Bid:

2.1) PART -I "TECHNO-COMMERCIAL BID":

Envelope – 1 of the Techno- Commercial Bid prepared by the bidder shall comprise of the following:

- i. Copy of tender enquiry duly signed and stamped on each and every pages (i.e. 22 pages including Annexure A to J).
 - ii. Copy of the proof having sufficient manpower for executing the Binding and Colour Photocopy works.
 - iii. Party must submit Earnest Money Deposit (E.M.D.) of **₹ 6,900/- (Rupees Six Thousand & Nine Hundred only)**. The EMD may be accepted only in the following forms:
 - Demand draft / Banker's cheque/ Pay order, in favour of BHEL,
 - Electronic Fund Transfer credited in BHEL account (before tender opening)
- a) **MSEs** shall be exempted from payment of EMD, provided a valid certificate of being MSE is enclosed by the party along with Part-I bid. However, there is no exemption in submission of Security Deposit.



- b) EMD submitted by tenderer will be forfeited if tenderer revokes his tender within validity period or increase his rates.
- c) EMD of the successful tenderer can be converted and adjusted against the security deposit. The EMD shall not carry any interest.
- iv. Party must be registered & have valid GSTIN registration and provide copy of same.
- v. Copy of Valid PAN Number of the company.
- vi. Electronic clearing form **Annexure-C** and **cancel cheque**.
- vii. Un-priced price bid format as per **Annexure-D** duly signed by the tenderer along with Techno - Commercial bid by mentioning "Q" in the column where quote is to be offered by the bidder.
- viii. No Deviation Certificate duly signed as per format mentioned in **Annexure-F**.
- ix. Declaration by the bidder as per format mentioned in **Annexure-G**.
- x. Details of the bidders duly filled and signed as per format mentioned in **Annexure-H**.
- xi. Check-List as per format mentioned in **Annexure-J**.

2.2) PART –II "PRICE BID"

Envelope - 2 : of the Price Bid prepared by the Bidder shall comprise of the following :

- i. Duly filled and stamped Price Bid Format – Annexure-E only.

3) Sealing and Marking of Envelopes:

3.1) Separate "Envelope-1" comprising of PART -I "TECHNO- COMMERCIAL BID"

The Bidder shall seal 'Envelope-1' duly marking the envelope as "**PART-I TECHNO-COMMERCIAL BID for Tender No. PA:HRM:GAX:056 Binding and Colour Photocopy works**" addressed to DGM / HR-GAX , D-Wing 4th Floor, BHEL House, Power Sector (HR) - Asiad, New Delhi - 110049.

3.2) Separate "Envelope – 2" comprising of PART –II "PRICE BID"

The Bidder shall seal the 'Envelope-2' duly marking the envelope as **PART–II PRICE BID for Tender No. PA:HRM:GAX:056 Binding and Colour Photocopy works**" addressed to DGM / HR-GAX , D-Wing 4th Floor, BHEL House, Power Sector (HR) - Asiad, New Delhi - 110049.

3.3) All above two Envelopes i.e. 1 & 2 shall be enclosed further in a third main Envelope-3 duly sealed and super scribed as "TENDER ENQUIRY NO: PA:HRM:GAX:056 for BINDING AND COLOUR PHOTOCOPY WORKS & DUE DATE 16-12-2020 addressed to DGM / HR-GAX , D-Wing 4th Floor, BHEL House, Power Sector (HR) - Asiad, New Delhi - 110049. Checklist (Annexure-I) shall be placed inside the fourth Envelope.

4) Opening of Tender:

4.1) On the day of opening the tender, Envelope- 3 containing EMD will be opened first, in the presence of Parties representatives only who choose to attend, at 1500 hours on 16-12-2020 in

Tender room, D-Wing 4th floor, Bharat Heavy Electricals Limited, BHEL House Power Sector (HR), Asiad, New Delhi - 110049.

4.2) The Party representative who will be present shall sign tender opening register, evidencing their attendance.

4.3) The evaluation of TECHNO--Commercial Bid (Part-I) will be done afterwards. Tenderers qualifying in Techno-Commercial Bid (Part –I) will only be considered for opening of Price Bid (Part – II). The unsuccessful tenderers will be intimated through e-mail about rejection in the Techno-Commercial bid as per BHEL policy. BHEL reserves the right to finalize successful tenderer by opening of sealed price bid or by conducting online Reverse Auction. Date of opening of sealed Price Bid / conducting of online Reverse Auction will be intimated separately to the Tenderers who qualify in the Techno-Commercial bid.

4.4) In the event of the specified date of tender opening being declared a holiday, for the owner, the Tenders shall be opened at the appointed time and location on the next working day.

4.5) The tenderer should accept all terms & conditions of the tender unconditionally. Tenderer is required to submit No Deviation Statement as per **Annexure-F**. Offers with deviations from terms and conditions of this tender are likely to be rejected.

5) Extension of validity of Bids:

In exceptional circumstances, the owner may solicit the Bidder's consent to an extension of the period of validity of 90 days. The request and the responses thereto shall be made in writing. The validity of EMD provided shall also be suitably extended. A party may refuse the request without forfeiting its Bid Security. The party granting the request will neither be required nor permitted to modify its Bid.

6) Bid Rejection:

A Bid is liable to be rejected under any one or more of the following cases:

6.1) Any document of the Tender Enquiry not signed and stamped by the authorized person.

6.2) Non – production of original documents for verification, if required.

6.3) If Envelopes are not distinctively marked as **PART -I “TECHNO-COMMERCIAL BID”** and **PART –II “PRICE BID”** or not at all marked.

6.4) If any of the Envelope i.e. **PART -I “TECHNO- COMMERCIAL BID”** or **PART –II “PRICE BID”** not found.

6.5) Bidder not found eligible as per requisite criteria mentioned in clause 1.

6.6) If any information / document not found to be duly filled /submitted, it will summarily be rejected without assigning any reason thereof.

Clarifications, if any, of Techno-Commercial nature, can be obtained from the officer to whom the tender is to be submitted or from New Delhi office at the following address up to one week before the tender due date:



Pradeep Kumar, DGM (HR-GAX),
D Wing, 4th Floor,
Power Sector, Asiad,
Bharat Heavy Electricals Limited,
BHEL House, Siri Fort,
New Delhi – 110049.
Phone No.: 011 – 66337824,
Fax: 011-26001165, 24693561

7) BHEL'S right to accept any Bid and to reject the Bid:

7.1) The owner reserves the right to accept or reject any Bid and to annul the Bid process and reject the Bid at any time prior to award of contract, without thereby incurring any liability to the affected bidder or Bidders of any obligation to inform the affected Bidder or Bidders of the grounds for the owner's action.

7.2) The decision of BHEL in evaluation of bids and/or award of contract shall be final.

8) Notification of contract and placement of work order:

8.1) Prior to the expiration of the period of Bid validity the owner will notify the successful Bidder in writing that its Bid has been accepted.

8.2) The notification of award will constitute the formation of the contract.

9) Placement of Framework Agreement order:

9.1) At the same time as the BHEL notifies the successful bidder/bidders that their bid/bids have been accepted, BHEL will send the work order/orders to the successful bidder/bidder.

9.2) Within 3 days of issuing the work order, the successful bidder/bidders shall sign with date a copy of the work order and return it to BHEL.

10) Security Deposit:

10.1) Within 5 days of notification of the award or start of work whichever is earlier, the successful Bidder shall furnish the Security Deposit. 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.

10.2) Modes of Security 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) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- ii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- iii) 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)



- iv) 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)

Note:

- i. Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the security deposit will be collected before start of the work and the balance 50% will be recovered from the running bills.
- ii. Security deposit shall not carry any interest.

10.3) Failure of the successful Bidder to furnish the Security shall constitute sufficient grounds for the annulment of the award.

10.4) **Return of Security Deposit:** After completion of contract, vendor to submit "**No Demand Certificate**" (format as per Annexure-J) along with last bill in order to release Security Deposit.

11) Penalty for Services:

11.1) If the Party fails to perform the Binding and Colour Photocopy works within Three working days, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as penalty ₹ 200 /- per day of delay, subject to maximum of ₹ 10,000/-

11.2) Once the maximum deduction of ₹ 10,000 / - is reached, the purchaser will terminate the contract and forfeit the Security Deposit.

12) Delivery:

If work is to be done outside BHEL premises (with BHEL permission), to and fro freight & other charges to be borne by the vendor.

13) Payment:

13.1) The Supplier's request for payment shall be made fortnightly to DGM / HR-GAX in writing accompanied by an invoice / Bill, providing item wise breakup of the work as specified in the contract, carried out during a particular period.

13.2) In order to comply with the GST provisions, you are requested to note that all invoices should be GST compliant Tax invoice and must contain all the particulars stipulated under Invoice Rules of GST law. Further, compliance to the following is must:

- a) Please mention your GSTIN in the invoice,
- b) Please quote our Company name as **BHEL Power Sector, Asiad** and GSTIN as **07AAACB4146P1ZH** in the Invoice(s),
- c) tax should be charged separately in the invoice,
- d) If your company is under Composition Scheme, bill of supply should be issued mentioning this fact.

13.3) GST Portion of invoice shall be released only upon:-

- a) Vendor declaring such invoice in his/her GSTR-1 under correct BHEL GSTIN, and
- b) Receipt of goods and Tax invoice by BHEL.

- c) Alternatively, Bank Guarantee of appropriate value equivalent to GST amount of contract value, may be provided by vendor which shall be valid till at least one month after expiry of contract.
- 13.4) Payment to the contractor will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act & GST (if applicable), as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.
- 13.5) In case GST credit is delayed/denied to BHEL due to non/delayed receipt of goods and /or tax invoice or expiry of timeline prescribed in GST law for availing ITC, or any other reasons not attributable to BHEL, GST amount shall be recoverable from vendor along with interest levied/leviable on BHEL.
- 13.6) In case vendor delays declaring such invoice in his return under the BHEL GSTIN specified above and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from vendor/contractor along with interest levied/leviable on BHEL.
- 13.7) Party has to submit the EFT details , for releasing of payment through 'EFT' System in the attached format (Annexure-C).

14) Termination / Short closure of Contract for Convenience of BHEL:

- a) **Termination:** The purchaser may, without prejudice to any other remedy for breach of contract, by written notice to default sent to the supplier, terminate the contract in whole or in part .
- If the party fails to execute the contract by the date specified in the order or within any extension thereof granted by the purchaser.
 - If the party fails to perform any other obligation(s) under the contract.
 - If the party in the judgment of the purchaser has engaged in corrupt or fraudulent practices in executing the contract.
- b) **Short closure:** After placement of contract, there may be some unforeseen situations due to which BHEL can Terminate / short close the contract. For this BHEL will serve a one month notice to the vendor without any financial obligation to BHEL.

15) Resolution of disputes:

- 15.1) The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract .
- 15.2) Any dispute is subject to the jurisdiction of Delhi Courts only.

16) Special conditions:

- 16.1) All risks of loss or of damage to physical property and of personal injury and death, which arise during in consequence of the performance of the contract other than accepted risks are the responsibility of the Contractor.
- 16.2) The employees of the contractor /supplier in no case will be treated as the employee of the purchaser at any point of time.
- 16.3) The contractor / supplier shall abide at all times by all labour laws regulations, Rules, Act etc.



- 16.4) No information contained in any of our documents, in full or part, shall be shared with any third party under any circumstances.

17) Force Majeure:

- 17.1) Notwithstanding the provisions of clause 15 & clause 16 the party shall not be liable to forfeiture of its performance security, liquidated damages of termination of default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure.
- 17.2) "Force Majeure" means an event beyond the control of the party and not involving the party's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolution, floods, epidemics, quarantine restrictions and freight embargoes.
- 17.3) If a force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternatives means for performance not prevented by the force Majeure event.



General Terms and Conditions

1. The contract will be valid for a period of two years initially, which can be further extended for period of 3 months on same Terms and Conditions with mutual acceptance.
2. Basic Price quoted as on Price Format will be firm throughout the contract period. However, GST shall be paid at actual as per prevailing rate.
3. Late tenders are liable to be rejected.
4. BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reasons whatsoever.
5. BHEL reserves the right to split the order for individual item(s) with different bidders and also increase / decrease the quantities .
6. The work will be collected in person by the party and after completion, the same will be delivered at our office at Print Room / required place(s). DGM / HR-GAX or In charge Print Room will coordinate and allot the work to the party .
7. It is worthwhile to mention herein that the quantity envisaged/ indicated in Price Bid is tentative, not binding on BHEL and is purely for the purpose of evaluation to arrive at L-1 bidder. However, the actual volume of work may undergo a change during the execution of Work Order depending upon the quantum of work.
8. **Two Parties will be kept on panel on overall L-1 rates and work will be divided in the ratio 60:40, as per nature of work and urgency. L1/L2 bidders shall have to accept the overall lowest rates of all the items. BHEL reserves the right to vary $\pm 10\%$ of ratio depending upon the exigency and nature of work involved.**
9. **The overall L1 rates shall be counter offered to L1 & L2 bidders, if necessary the other bidders will be offered the overall L1 rates in the order of ranking, in case L1 and/or L2 bidders refuse to accept the overall L1 rates.**

**Authorized signatory
(With sign. & stamp)**



ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)
(MANDATE FORM)
INVESTOR/CUSTOMER'S OPTION TO RECEIVE PAYMENT THROUGH
CREDIT CLEARING MECHANISM)
(Details of the person to receive payment)

- 1 EMPLOYEE/VENDORS/SUPPLIER/CONTRACTOR
INVESTOR/CUSTOMER'S NAME:
- 2 PARTICULARS OF BANK ACCOUNT
 - A BANK NAME:
 - B BRANCH NAME:
 - C ADDRESS WITH TELEPHONE NO.:
 - D ENCLOSE COPY OF CANCELLED CHEQUE
 - E ACCOUNT TYPE:
(SB Account/Current A/c. or Cash Credit A/c with code 10/11/13))
 - F LEDGER NO./LEDGER FOLIO NO.:
 - G ACCOUNT NUMBER (FULL):
(As required for electronic payment/NEFT/RTGS/SEFT)
 - H IFSC CODE:
(Indian Financial System Code for RtgS)
(To be obtained from respective Banker)
- 3 E-MAIL ADDRESS:
- 4 DATE OF EFFECT:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold the User institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as per participant under the scheme.

Date:

(Signature of the Investor/Customer/Employee/
Vendor/Supplier/Contractor with seal of the firm)



(TO BE SUBMITTED WITH TECHNO- COMMERCIAL BID)

TO BE FILLED BY THE BIDDER AND ENCLOSED WITH THE OFFER FOR PART-I, i.e. Techno- Commercial bid
(Do not include the price, only indicate "Q" in the column where quote is to be offered by the bidder.

A: Binding Works									
Sl. No.	Description of Job	Unit	Quantity			Unit rate to be quoted by bidder (₹) (Excluding GST)			Total price (₹) (Excluding GST)
			A-5 SIZE	A-4 SIZE	A-3 SIZE	A-5 SIZE	A-4 SIZE	A-3 SIZE	
			(A)	(B)	(C)	(D)	(E)	(F)	
			(G=AxD+BxE+CxF)						
1)	Collating, Trimming, Punching and spiral binding with top & bottom cover transparency sheet (transparency sheet to be provided by vendor)								
A)	Upto 100 Number of Pages	Per Book	50	500	10				
B)	101 Number of Pages to 200 Number of Pages	Per Book	50	500	10				
C)	201 Number of Pages to 300 Number of Pages	Per Book	50	500	10				
D)	Onwards per 100 Number of Pages or part	Per Book	50	500	10				
2)	Rexene Binding								
A)	Upto 100 Number of Pages	Per Book	50	800	10				
B)	101 Number of Pages to 200 Number of Pages	Per Book	50	800	10				
C)	201 Number of Pages to 300 Number of Pages	Per Book	50	500	10				
D)	Onwards per 100 Number of Pages or part	Per Book	50	500	10				

Sl. No.	Description of Job	Unit	Quantity			Unit rate to be quoted by bidder (₹) (Excluding GST)			Total price (₹) (Excluding GST)
			A-5 SIZE	A-4 SIZE	A-3 SIZE	A-5 SIZE	A-4 SIZE	A-3 SIZE	
			(A)	(B)	(C)	(D)	(E)	(F)	
(G=AxD+BxE+CxF)									
3)	Golden/Silver Embossing printing								
A)	Golden/Silver Printing Front	Per Page	50	500	10				
B)	Golden/Silver Printing Back	Per Page	50	50	10				
C)	Slide Patti (12" Size)	Per Patti	50	50	10				
4)	Hard Board Book Binding including Collating & trimming								
A)	Upto 100 Number of Pages	Per Book	10	10	10				
B)	101 Number of Pages to 200 Number of Pages	Per Book	10	10	10				
C)	201 Number of Pages to 300 Number of Pages	Per Book	10	10	10				
D)	Onwards per 100 Number of Pages or part	Per Book	10	10	10				
5)	Voucher Binding								
A)	Upto 100 Number of Pages	Per Book	10	500	10				
B)	101 Number of Pages to 200 Number of Pages	Per Book	10	50	10				
C)	201 Number of Pages to 300 Number of Pages	Per Book	10	50	10				
D)	Onwards per 100 Number of Pages or part	Per Book	10	50	10				
			Total-A (1+2+3+4+5+6+7+8)						
B: Colour Photocopy Works									
Sl. No.	Description of Job	Quantity	Estimated volume of works as per Print Room			Unit rate to be quoted by bidder (₹) (Excluding GST)		Total price (₹) (Excluding GST)	
1	A4 Size Single Side (on 100 GSM paper)	Per sheet.	1000						
2	A3 Size Single Side (on 100 GSM paper)	Per sheet.	300						
			Total-B (1+2)						
			Grand Total Price A + B (Excluding GST)						

GST applicable _____ %

Grand Total Price (Excluding GST) in Words ₹ _____

Note: It is worthwhile to mention herein that the quantity envisaged/ indicated in Price Bid is tentative, not binding on BHEL and is purely for the purpose of evaluation to arrive at L-1 bidder. However, the actual volume of work may undergo a change during the execution of Work Order depending upon the quantum of work.

Evaluation Criteria

1. Evaluation criteria for L-1 bidder will be based on the Grand Total price to be quoted as per Price Bid Annexure-E for all items and sizes.
2. The evaluation currency for this tender shall be INR.
3. In order to bring all the vendors at par the bidder who do not quote for any item will be loaded for highest of the quoted price for comparison and ordering will be made on lowest price, in case he happens to be successful bidder/(s).
4. The overall lowest L-1 rate for each work will be calculated by taking minimum rate quoted by all vendor against each items (for all sizes) Price Bid Annexure-E of Tender enquiry).
5. Two Parties will be kept on panel on overall L-1 rates and work will be divided in the ratio 60:40, as per nature of work and urgency. L1/L2 bidders shall have to accept the overall lowest rates of all the items. BHEL reserves the right to vary $\pm 10\%$ of ratio depending upon the exigency and nature of work involved.
6. The overall L1 rates shall be counter offered to L1 & L2 bidders, if necessary the other bidders will be offered the overall L1 rates in the order of ranking, in case L1 and/or L2 bidders refuse to accept the overall L1 rates.

**Authorized signatory
(With sign. & stamp)**



PART-II (PRICE BID)

Annexure-E

A: Binding Works									
Sl. No.	Description of Job	Unit	Quantity			Unit rate to be quoted by bidder (₹) (Excluding GST)			Total price (₹) (Excluding GST)
			A-5 SIZE	A-4 SIZE	A-3 SIZE	A-5 SIZE	A-4 SIZE	A-3 SIZE	
			(A)	(B)	(C)	(D)	(E)	(F)	
			(G=AxD+BxE+CxF)						
1)	Collating, Trimming, Punching and spiral binding with top & bottom cover transparency sheet (transparency sheet to be provided by vendor)								
A)	Upto 100 Number of Pages	Per Book	50	500	10				
B)	101 Number of Pages to 200 Number of Pages	Per Book	50	500	10				
C)	201 Number of Pages to 300 Number of Pages	Per Book	50	500	10				
D)	Onwards per 100 Number of Pages or part	Per Book	50	500	10				
2)	Rexene Binding								
A)	Upto 100 Number of Pages	Per Book	50	800	10				
B)	101 Number of Pages to 200 Number of Pages	Per Book	50	800	10				
C)	201 Number of Pages to 300 Number of Pages	Per Book	50	500	10				
D)	Onwards per 100 Number of Pages or part	Per Book	50	500	10				

2

Sl. No.	Description of Job	Unit	Quantity			Unit rate to be quoted by bidder (₹) (Excluding GST)			Total price (₹) (Excluding GST)
			A-5 SIZE	A-4 SIZE	A-3 SIZE	A-5 SIZE	A-4 SIZE	A-3 SIZE	
			(A)	(B)	(C)	(D)	(E)	(F)	
			(G=AxD+BxE+CxF)						
3)	Golden/Silver Embossing printing								
A)	Golden/Silver Printing Front	Per Page	50	500	10				
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C)	Slide Patti (12" Size)	Per Patti	50	50	10				
4)	Hard Board Book Binding including Collating & trimming								
A)	Upto 100 Number of Pages	Per Book	10	10	10				
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C)	201 Number of Pages to 300 Number of Pages	Per Book	10	10	10				
D)	Onwards per 100 Number of Pages or part	Per Book	10	10	10				
5)	Voucher Binding								
A)	Upto 100 Number of Pages	Per Book	10	500	10				
B)	101 Number of Pages to 200 Number of Pages	Per Book	10	50	10				
C)	201 Number of Pages to 300 Number of Pages	Per Book	10	50	10				
D)	Onwards per 100 Number of Pages or part	Per Book	10	50	10				
Total-A (1+2+3+4+5+6+7+8)									

B: Colour Photocopy Works

Sl. No.	Description of Job	Quantity	Estimated volume of works as per Print Room	Unit rate to be quoted by bidder (₹) (Excluding GST)	Total price (₹) (Excluding GST)
1	A4 Size Single Side (on 100 GSM paper)	Per sheet.	1000		
2	A3 Size Single Side (on 100 GSM paper)	Per sheet.	300		
Total-B (1+2)					
Grand Total Price A + B (Excluding GST)					

GST applicable _____ %

Grand Total Price (Excluding GST) in Words ₹ _____

Note: It is worthwhile to mention herein that the quantity envisaged/ indicated in Price Bid is tentative, not binding on BHEL and is purely for the purpose of evaluation to arrive at L-1 bidder. However, the actual volume of work may undergo a change during the execution of Work Order depending upon the quantum of work.

Evaluation Criteria

1. Evaluation criteria for L-1 bidder will be based on the Grand Total price to be quoted as per Price Bid Annexure-E for all items and sizes.
2. The evaluation currency for this tender shall be INR.
3. In order to bring all the vendors at par the bidder who do not quote for any item will be loaded for highest of the quoted price for comparison and ordering will be made on lowest price, in case he happens to be successful bidder/(s).
4. The overall lowest L-1 rate for each work will be calculated by taking minimum rate quoted by all vendor against each items (for all sizes) Price Bid Annexure-E of Tender enquiry).
5. Two Parties will be kept on panel on overall L-1 rates and work will be divided in the ratio 60:40, as per nature of work and urgency. L1/L2 bidders shall have to accept the overall lowest rates of all the items. BHEL reserves the right to vary $\pm 10\%$ of ratio depending upon the exigency and nature of work involved.
6. The overall L1 rates shall be counter offered to L1 & L2 bidders, if necessary the other bidders will be offered the overall L1 rates in the order of ranking, in case L1 and/or L2 bidders refuse to accept the overall L1 rates.

Authorized signatory
(With sign. & stamp)



No Deviation Certificate

This is to certify that our bid no. _____ dated _____
against your NIT no. PA:HRM:GAX:056 dated 02-12-2020 for "Binding and Colour
Photocopy works" tender has no deviations from tender conditions of tender enquiry
and scope of services mentioned in BOQ.

Authorized signatory
(With sign. & stamp)

2

Annexure-G

DECLARATION

We hereby declare that we have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court.

Authorized signatory
(With sign. & stamp)

2

DETAILS OF BIDDER

<u>Sl. No.</u>	<u>Description</u>	<u>Details</u>
1	Name	
2	Address	
3	Contact Person's Name	
4	Contact Details	Land Line No.: Mobile No.: Fax No.: Email ID
5	GSTIN Registration number	
6	PAN number	
7	Bank account details	Bank name: Account type: Account No.: IFSC Code: Bank Address:

Authorized signatory
(With sign. & stamp)



This NDC is to be submitted at the end of completion of all work & claiming last bill

(to be typed / printed on non judicial stamp Rs. 10/-)

(FORMAT)

NO DEMAND CERTIFICATE

This is to confirm that we, M/s _____, address

_____ have completed the scope of work given by Bharat Heavy Electricals Ltd.,

_____ (Division), _____ (City) under Work Order/

Purchase Order ref _____ dtd. _____.

We have last received an amount of Rs. _____ (In words) _____

_____ by NEFT/ Cheque no. _____ dated _____ drawn on

_____ Bank, _____ (branch) against our

Invoice no. _____ dated _____ We have only the amount of Rs.

_____ (in words) _____ outstanding from BHEL

_____ (Unit) _____ (City) against final Inv no./ Letter ref

_____ Date _____ for _____

_____ (description) which when disbursed will constitute as full and final

settlement of all our dues under the above work order/ purchase order.

We hereby confirm that we neither have any further present claim nor shall arise any further future

claim against Bharat Heavy Electricals Ltd., _____ (Division),

_____ (City) in respect of the above work / purchase order.

Dated the day of, 20...

Signed in the presence of

For and on behalf of :

Witness :

Signature of witness

Name :

Address :

M/s

Signature
(.....)

(Name of Owner/ Director/ Power of
Attorney holder)

Date :

Company Seal

CHECK LIST

<u>Sl. No.</u>	<u>Descriptions</u>	<u>Checked</u>
1)	Signed and stamped on each and every pages (i.e. 22 pages including Annexure A to J).	Yes / No
2)	Validity of offer/ rates quoted for 90 days from the date of opening of Techno- Commercial bid	Yes / No
3)	Separate Envelope-1 marked as PART-I "TECHNO-COMMERCIAL BID" for Tender No. PA:HRM:GAX:056 Binding and Colour Photocopy works and comprising following documents:	Yes / No
a)	Signed and stamped on each and every pages (i.e., 24 pages including Annexure A to J).	Yes / No
b)	Earnest Money Deposit (E.M.D.) in the form of Demand Draft / Banker's Cheque	Yes / No
c)	MSE certificate if applying for EMD exception	Yes / No
d)	Copy of GSTIN registration, duly signed with company stamp	Yes / No
e)	Copy of PAN Number of the company, duly signed with company stamp	Yes / No
f)	Duly filled and signed Annexure - B to J.	Yes / No
g)	Copy of cancelled cheque along with filled Annexure-C enclosed.	Yes / No
h)	Un-priced price bid format as per Annexure-D duly signed by the tenderer along with Techno-Commercial bid by mentioning "Q" in the column where quote is to be offered by the bidder.	Yes / No
4)	Separate Envelope-2 marked as Part-II "Price Bid" and comprising Price Format - Annexure "E" only.	Yes / No
5)	Third Envelope-3 containing above Envelope-1 & 2, duly sealed and super scribed as "TENDER ENQUIRY NO: PA:HRM:GAX:056 for BINDING AND COLOUR PHOTOCOPY WORKS & DUE DATE 16-12-2020	Yes / No



21/12/2020

Authorized signatory
(With sign. & stamp)