

**BHARAT HEAVY ELECTRICALS LIMITED**  
**POWER SECTOR- BHEL House,**  
**Siri Fort, New Delhi-110049**



**Limited Tender Enquiry for "Photocopy work"**

**Tender Enquiry No: PA:HRM:GAX:037 Dated 11.10.2017**

**BHARAT HEAVY ELECTRICALS LIMITED**  
**(A GOVERNMENT OF INDIA UNDERTAKING)**



**BHARAT HEAVY ELECTRICALS LTD.**  
**CENTRALIZED HR / ADMN- DEPT**  
**POWER SECTOR- ASIAD, NEW DELHI**

Ref. No: PA:HRM:GAX:037

Dated 11.10.2017

**Limited Tender for "Photocopy work"**

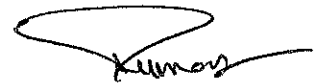
TENDER DOCUMENT ISSUED TO:

As per the list

<b>Nature of Work</b>	<b>Date of Issue of Tender document</b>	<b>Due Date and Time of Submission of offers</b>	<b>Opening of Tender Part-I date and time</b>
Photocopy work	11.10.2017	25.10.2017 Up to 14:00 Hrs	25.10.2017 From 15:00 Hrs

- Note:** - 1. The tenderers should submit their 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)  
Sr. Manager (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 'Photocopy work'. The offer to be submitted in two bid format, i.e. Bid-1 "TECHNO- COMMERCIAL BID" and Bid-2 "PRICE BID".

The complete set of tender documents may also be downloaded by the interested parties from BHEL website i.e. [www.bhel.com](http://www.bhel.com)

**Annexure-A**

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

### **1) Eligibility of Bidders:-**

- i. The Party must have Average Financial Turnover of ₹ 5.00 lakhs during the last Three financial years.
- ii. Party must have GSTIN registration.
- iii. Party must be having a valid PAN Number.
- iv. 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.
- v. Party must have experience for similar nature of works executed in the past, please give name of the PSU /Govt. Offices / Registered Companies where such work was executed.
- vi. Party must have sufficient numbers of machines, skilled workers, supervisor and staff to provide the regular timely services.
- vii. Party must be ready to provide the services of Photocopy Works, within 05 Days from the Letter of Intent date.
- viii. 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. 21 pages including Annexure A to J).
- ii. Copy of the proof having sufficient manpower for executing the Photocopy works.
- iii. Party must submit Earnest Money Deposit (E.M.D.) in the form of Demand Draft / Banker's Cheque only of the scheduled bank in the favor of BHEL, New Delhi for an amount of **₹ 2,000 / - (Rupees Two thousand only)**.

- No bidder is exempted from submitting the E.M.D.
  - EMD submitted by tenderer will be forfeited if tenderer revokes his tender within validity period or increase his rates.
  - EMD of the successful tenderer can be converted and adjusted against the security deposit. The EMD shall not carry any interest.
- iv. Copies of the satisfactory services providing for Photocopy works obtained from PSU /Govt. Offices / Registered Companies on their Letter – Head, where similar nature of works has been executed .
  - v. Copies of the Annual Report, i. e. Balance sheets and Profit & Loss A/c of last three financial years, duly certified by the Chartered Accountant and Banker's sanction letter for limits ( if any ).
  - vi. Copies of Income Tax return for the last 3 years.
  - vii. Party must be registered & have GSTIN registration and provide copy of same.
  - viii. Copy of Valid PAN Number of the company.
  - ix. Electronic clearing form **Annexure-C**.
  - x. 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.
  - xi. No Deviation Certificate duly signed as per format mentioned in **Annexure-F**.
  - xii. Declaration by the bidder as per format mentioned in **Annexure-G**.
  - xiii. Details of the bidders duly filled and signed as per format mentioned in **Annexure-H**
  - xiv. Check-List as per format mentioned in **Annexure-I**.

## 2.2) PART –II "PRICE BID"

**Envelope - 2** : 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 "**Techno-Commercial Bid for Photocopy works**" addressed to Sr. Manager / HR-GAX , D-Wing 4<sup>th</sup> 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 "**Price Bid for Photocopy works** " addressed to Sr. Manager / HR-GAX , D-Wing 4<sup>th</sup> Floor, BHEL House, Power Sector (HR) - Asiad, New Delhi - 110049.



#### 4) Opening of Tender:

- 4.1) On the day of opening the tender, Envelope- 1 containing EMD will be opened first, in the presence of Parties representatives only who choose to attend, at 1500 hours on 25.10.2017 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.



- 7) 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,  
Sr. Manager (HR-GAX),  
D-Wing, 4<sup>th</sup> Floor, Power Sector, Asiad,  
Bharat Heavy Electricals Limited,  
BHEL House, Siri Fort,  
New Delhi – 110049.  
Phone No.: 011 – 66337824,

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

8. 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.

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

**9) Notification of contract and placement of work order:**

9. 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 .

9. 2) The notification of award will constitute the formation of the contract.

**10) Placement of work order:**

10. 1) At the same time as the BHEL notifies the successful bidder/bidders that their bid/bids have been accepted, BHEL will send the Letter of Intent to the successful bidder/bidders.

10. 2) Within 3 days of issuing the Letter of Intent, the successful bidder/bidders shall sign with date a copy of the Letter of Intent and return it to BHEL .

**11) Security Deposit:**

- 11.1) 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.

**11.2) 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.

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

11.4) **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.

## 12) Penalty for Services:

12.1) If the Party fails to perform the 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/-

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

## 13) Delivery:

To carry out the photocopy work, to & fro freight charges from BHEL to vendor premises and other charges shall be borne by the vendor.

## 14) Payment:

14.1) The Supplier's request for payment shall be made monthly to Sr. Manager / 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.

14.2) 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 **07AAACB4146P4ZE** in the Invoice,
- 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.
- 14.3) 100% Payments shall be made promptly by the Purchaser through 'EFT' but in no case later than thirty (30) days after submission of an invoice / Bill or claim by the supplier, subject to the claim being in order.
- 14.4) Party has to submit the EFT details , for releasing of payment through 'EFT' System in the attached format (**Annexure-C**).

**15) 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.

**16) Resolution of disputes:**

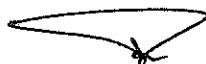
- 16.1) The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract .
- 16.2) Any dispute is subject to the jurisdiction of Delhi Courts only.

**17) Special conditions:**

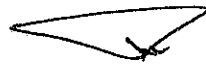
- 17.1) All risks of loss or of damage to physical property and of personal injury and death, which arise during in consequence of the performance of the contract other than accepted risks are the responsibility of the Contractor.
- 17.2) The employees of the contractor /supplier in no case will be treated as the employee of the purchaser at any point of time.
- 17.3) The contractor / supplier shall abide at all times by all labour laws regulations, Rules, Act etc.
- 17.4) No information contained in any of our documents, in full or part, shall be shared with any third party under any circumstances.

**18) Force Majeure:**

- 18.1) Notwithstanding the provisions of clause 16 & clause 17 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.



- 18.2) "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 .
- 18.3) 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 on same Terms and Conditions with mutual acceptance.
2. Basic Price quoted as on Price Format will be firm for two years. However, GST shall be paid at actual as per prevailing rate.
3. **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.
4. Late tenders are liable to be rejected.
5. 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.
6. BHEL reserves the right to split the order for individual item(s) with different bidders and also increase / decrease the quantities .
7. 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). Sr. Manager / HR-GAX or In-charge Print Room will coordinate and allot the work to the party.
8. Evaluation criteria for L-1 bidder will be based on the Total price (excluding GST) to be quoted as per Price Bid Annexure-E for all items at Sl. 1/2/3/4/5/6/7/8 for all items. 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 depending upon the quantum of work.
9. 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).
10. 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), i.e. minimum rate quoted against each items at Sl. 1/2/3/4/5/6/7/8 for all sizes (Price Bid Annexure-E of Tender enquiry).
11. 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.

12. 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)**

A handwritten signature in black ink, consisting of a large, stylized loop with a small crossbar and a tail stroke.

**Annexure -C**

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)  
(MANDATE FORM)  
CUSTOMER'S OPTION TO RECEIVE PAYMENT THROUGH

CREDIT CLEARING MECHANISM)  
(Details of the person to receive payment)

- 1 EMPLOYEE/VENDORS/SUPPLIER/CONTRACTOR  
CUSTOMER'S NAME:
- 2 PARTICULARS OF BANK ACCOUNT
  - A BANK NAME:
  - B BRANCH NAME:
  - C ADDRESS WITH TELEPHONE NO.:
  - D 13 DIGIT CODE NUMBER OF THE  
BANK & BRANCH:  
(Appearing on the MICR CHEQUE issued by the bank)  
(ENCLOSE COPY OF CANCELLED CHEQUE)
  - E ACCOUNT TYPE:  
(SB Account/Current A/c. or Cash Credit A/cwith 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 Customer/Employee/ Vendor  
Supplier/Contractor with seal of the firm)

Name & Address

Certified that the particulars above are correct as per our records.  
Signature of Authorised Officer from Bank



(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.

Sl. No.	Description of job	Unit	Unit Rate excluding GST (₹)	Tentative Quantity	Total excluding GST (₹)
			(A)	(B)	(C = A x B)
<b>1)</b>	<b>Photocopy work on 75 GSM white plain paper</b>				
a)	A0 SIZE SINGLE SIDE	PER COPY		1400	
b)	A0 SIZE BACK TO BACK	PER COPY		50	
c)	A1 SIZE SINGLE SIDE	PER COPY		500	
d)	A1 SIZE BACK TO BACK	PER COPY		200	
e)	A2 SIZE SINGLE SIDE	PER COPY		500	
f)	A2 SIZE BACK TO BACK	PER COPY		200	
g)	A3 SIZE SINGLE SIDE	PER COPY		700	
h)	A3 SIZE BACK TO BACK	PER COPY		200	
i)	A4 SIZE SINGLE SIDE	PER COPY		23000	
J)	A4 SIZE BACK TO BACK	PER COPY		10000	
k)	A5 SIZE SINGLE SIDE	PER COPY		2000	
l)	A5 SIZE BACK TO BACK	PER COPY		1000	
<b>2)</b>	<b>Photocopy work on 75 GSM Colour Paper</b>				
a)	A4 SIZE SINGLE SIDE	PER COPY		100	
b)	A4 SIZE BACK TO BACK	PER COPY		100	
<b>3)</b>	<b>Photocopy work on 120 GSM Color Paper /Separator Sheets</b>				
a)	A4 SIZE SINGLE SIDE	PER COPY		100	
b)	A4 SIZE BACK TO BACK	PER COPY		100	
<b>4)</b>	<b>Coloured copy of Drawing (Line Drawing)</b>				
a)	A0	PER COPY		50	
b)	A1	PER COPY		50	
c)	A2	PER COPY		50	
<b>5)</b>	<b>Coloured copy of Drawing (Solid background)</b>				
a)	A0	PER COPY		20	
b)	A1	PER COPY		20	
c)	A2	PER COPY		20	
<b>6)</b>	<b>Black &amp; white printout through soft copy (viz. email, CD, pen drive etc.)</b>				
a)	A0	PER COPY		50	



b)	A1	PER COPY	50
c)	A2	PER COPY	50
d)	A3	PER COPY	50
e)	A4	PER COPY	50
7)	Non Standard Size (Black & White)	Per Square Feet	50
8)	Non Standard Size (coloured)	Per Square Feet	50
<b>Grand Total Price (1+2+3+4+5+6+7+8)</b>			

Grand Total Price in Words ₹ \_\_\_\_\_

GST @ \_\_\_\_\_ % extra at actuals.

**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 depending upon the quantum of work.

### Evaluation Criteria

1. Evaluation criteria for L-1 bidder will be based on the Total price (excluding GST) to be quoted as per Price Bid Annexure-E for all items at Sl. 1/2/3/4/5/6/7/8 for all items. 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 depending upon the quantum of work.
2. 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).
3. 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), i.e. minimum rate quoted against each items at Sl. 1/2/3/4/5/6/7/8 for all sizes (Price Bid Annexure-E of Tender enquiry).
4. 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.
5. 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

(TO BE SUBMITTED WITH PART -II "PRICE BID)

Sl. No.	Description of job	Unit	Unit Rate excluding GST (₹)	Tentative Quantity	Total excluding GST (₹)
			(A)	(B)	(C = A x B)
<b>1)</b>	<b>Photocopy work on 75 GSM white plain paper</b>				
a)	A0 SIZE SINGLE SIDE	PER COPY		1400	
b)	A0 SIZE BACK TO BACK	PER COPY		50	
c)	A1 SIZE SINGLE SIDE	PER COPY		500	
d)	A1 SIZE BACK TO BACK	PER COPY		200	
e)	A2 SIZE SINGLE SIDE	PER COPY		500	
f)	A2 SIZE BACK TO BACK	PER COPY		200	
g)	A3 SIZE SINGLE SIDE	PER COPY		700	
h)	A3 SIZE BACK TO BACK	PER COPY		200	
i)	A4 SIZE SINGLE SIDE	PER COPY		23000	
J)	A4 SIZE BACK TO BACK	PER COPY		10000	
k)	A5 SIZE SINGLE SIDE	PER COPY		2000	
l)	A5 SIZE BACK TO BACK	PER COPY		1000	
<b>2)</b>	<b>Photocopy work on 75 GSM Colour Paper</b>				
a)	A4 SIZE SINGLE SIDE	PER COPY		100	
b)	A4 SIZE BACK TO BACK	PER COPY		100	
<b>3)</b>	<b>Photocopy work on 120 GSM Color Paper /Separator Sheets</b>				
a)	A4 SIZE SINGLE SIDE	PER COPY		100	
b)	A4 SIZE BACK TO BACK	PER COPY		100	
<b>4)</b>	<b>Coloured copy of Drawing (Line Drawing)</b>				
a)	A0	PER COPY		50	
b)	A1	PER COPY		50	
c)	A2	PER COPY		50	
<b>5)</b>	<b>Coloured copy of Drawing (Solid background)</b>				
a)	A0	PER COPY		20	
b)	A1	PER COPY		20	
c)	A2	PER COPY		20	
<b>6)</b>	<b>Black &amp; white printout through soft copy (viz. email, CD, pen drive etc.)</b>				
a)	A0	PER COPY		50	



b)	A1	PER COPY	50
c)	A2	PER COPY	50
d)	A3	PER COPY	50
e)	A4	PER COPY	50
7)	Non Standard Size (Black & White)	Per Square Feet	50
8)	Non Standard Size (coloured)	Per Square Feet	50
<b>Grand Total Price (1+2+3+4+5+6+7+8)</b>			

Grand Total Price in Words ₹ \_\_\_\_\_


GST @ \_\_\_\_\_% extra at actuals.

**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 depending upon the quantum of work.

#### Evaluation Criteria

1. Evaluation criteria for L-1 bidder will be based on the Total price (excluding GST) to be quoted as per Price Bid Annexure-E for all items at Sl. 1/2/3/4/5/6/7/8 for all items. 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 depending upon the quantum of work.
2. 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).
3. 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), i.e. minimum rate quoted against each items at Sl. 1/2/3/4/5/6/7/8 for all sizes (Price Bid Annexure-E of Tender enquiry).
4. 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.
5. 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. \_\_\_\_\_ dated \_\_\_\_\_ for Tender for  
Photocopy Works has no deviations from tender conditions of tender enquiry and  
scope of services mentioned in BOQ.

Authorized signatory  
(With sign. & stamp)

A handwritten signature in black ink, consisting of a stylized 'D' shape with a horizontal line extending to the right.

**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)



**DETAILS OF BIDDER**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
<b>1</b>	Name of Bidder	
<b>2</b>	Address of the Bidder	
<b>3</b>	Contact Person's Name	
<b>4</b>	Contact Details	<b>Land Line No.:</b> <b>Mobile No.:</b> <b>Fax No.:</b>
<b>5</b>	Email ID of the bidder	
<b>6</b>	GSTIN Registration number	

Authorized signatory  
(With sign. & stamp)



**CHECK LIST**

<b><u>Sl. No.</u></b>	<b><u>Descriptions</u></b>	<b><u>Checked</u></b>
1)	Copy of tender enquiry duly signed and stamped on each and every pages (i.e. 21 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 Bid-1 "Techno-Commercial Bid" and comprising following documents:	Yes / No
3.1)	Copy of all documents as per clause 2.1 of Annexure-A.	Yes / No
3.2)	Duly filled and signed Annexure - B to I.	Yes / No
3.3)	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 Bid-2 "Price Bid" and comprising Price Format - Annexure "E" only.	Yes / No

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



(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