



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

Ref: No.AA: GAX: FLOWERS:15-16:01
Dated: 21/12/2015

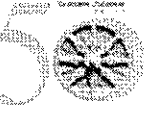
Last date of submission of tender – 28/12/2015 by 2:30 PM
Due date for opening of tender – 28/12/2015 at 3:00 PM

Sub: Single tender enquiry for Rate Contract for 04 months for arrangement of fresh flowers at BHEL House, Siri Fort; AGVC Flats and at 5, Parliament Street, New Delhi

Bharat Heavy Electricals Ltd.(BHEL) is inviting single tender from M/s A K Florist for entering into rate contract for four months for fresh flower arrangement in BHEL offices at Delhi/NCR as per details mentioned in this NIT. The complete tender enquiry (NIT) with terms and conditions is available on BHEL web site (<http://www.bhel.com>) and CPP portal. The last date for submission of sealed tender is 28 Dec 2015 by 02.30 PM. Tender will be opened on the same day at 03 PM at BHEL House, Siri Fort, New Delhi-110049.

"All corrigenda, addenda, amendments, time extension, clarifications etc. to the tender will be hosted on BHEL website <http://www.bhel.com> only Hence bidders are advised to visit the website(s) regularly to keep themselves updated". For any clarification, please contact Mr. R B Rai, Asst. Engineer, BHEL, Corporate Office, New Delhi. (Ph.-011-66337426 , Mob. 9560947575 & FAX : 011-66337428, E-mail: rbrai@bhel.in)

(Amit Wadekar)
Sr. Engineer (HR-GAX)



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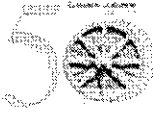
**Single tender enquiry for Rate Contract for 04 months for arrangement of fresh flowers
at BHEL House, Siri Fort; AGVC Flats and at 5, Parliament Street, New Delhi**



Last date of submission of tender – 28/12/2015 by 2:30 PM
Due date for opening of tender – 28/12/2015 at 3:00 PM

Bharat Heavy Electricals Limited
BHEL House, Siri Fort, New Delhi-110049
Tel:011-66337426, Fax:011-66337428

BHEL HOUSE, Siri Fort, New Delhi – 110 049



Ref: No.AA: GAX: FLOWERS:15-16:01
Dated: 21/12/2015

Single tender enquiry for Rate Contract for 04 months for arrangement of fresh flowers at BHEL House, Siri Fort; AGVC Flats and at 5, Parliament Street, New Delhi

BHEL invite your most competitive bid in sealed envelope for entering into rate contract for 04 months for fresh flower arrangement in our offices at Delhi/NCR. You are requested to go through the terms and conditions of the tender and submit your bid before last date.

TERMS & CONDITIONS:

1.0 SCOPE OF WORK:

Bringing fresh flower sticks and arranging them in flower vases at each locations in BHEL House Siri Fort, AGVC flats, and 5, Parliament street office. The location of work may be added/deleted at any time during the contract as per BHEL requirement. The complete work must be completed by 0845 hrs @ 0845 hrs in the morning daily.

2. TERMS & CONDITIONS OF TENDER:

- 2.1 The Tender Enquiry No. & due date must be legibly super scribed on the envelope.
- 2.2 **Tenders shall be received and opened at BHEL House, Siri Fort, New Delhi on the due date and time as mentioned above** in the presence of finance representative and bidders or their authorized representatives who may like to be present.
- 2.3 Tenders shall be strictly in accordance with the tender specifications. Any deviation may lead to rejection of tender.
- 2.4 The Offers shall remain valid for 60 days period from the due date of submission of tenders.
- 2.5 BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
- 2.6 **The complete tender document is available on BHEL web site (www.bhel.com) for download. The bidders are requested to quote in the tender documents only, not on their letter head or any other paper.** Tenders received after due date & time are liable to be rejected.
- 2.7 Tender should be submitted along with covering letter of the tenderer and **each page of the tender document must be stamped and duly signed by tenderer.**
- 2.8 **Price quoted by the tenderers will be firm for six months and no escalation on account of labour or fuel or any other reason whatsoever will be paid to the successful tenderer for execution of the above work.**
- 2.9 Price quoted by the tenderers should be inclusive of all taxes and charges etc. as per Govt. rules and regulations.

- 2.10 Evaluation of the tenders will be done on the basis of overall cost to company i.e. Sl. No. 04 in Price Bid Format. **The party with lowest price (L1) will be awarded the Work Order for complete scope of work.** If at any point of time, it is found that the rate quoted against any item is mismatching with amount of the same item or vice versa then the lower value of the two (either rate or amount) will be accepted, and total amount of work order will be calculated on the basis of lower value.
- 2.11 BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
- 2.12 All documents submitted by the tenderer shall be accompanied with a covering letter with index interlinking all the documents.
- 2.13 **The successful tenderer will have to deposit a security deposit @ 10% of tender value in the form of DD/PO in favour of BHEL after the award of work order. This amount will be returned to the party without any interest at the expiry of rate contract only after successful completion of tender. However if the party fails to execute the work as per tender terms and conditions, his security deposit will be forfeited.**
- 2.14 The supplier will arrange fresh and healthy seasonal flowers such as Gladiolus, Rose, Gerbera, Carnation, Lilly and Tube Rose.
- 2.15 No flowers other than mentioned at Sl. No.2.14 will be acceptable to BHEL.
- 2.16 There will be no supply of flowers in the BHEL offices on holidays including 2nd and last Saturday of every month and all Sundays of the month. However at Asian Games Village Flats, flowers will be supplied daily including on holidays.
- 2.17 Flowers must be absolutely fresh.
- 2.18 Number of flower sticks required daily may vary as per our requirement.
- 3.0 **Penalty Clause:** Penalty will be levied as per note mentioned below under this head if any of the following requirement is not fulfilled:
- (i) Flower arrangement must be completed before 0845 hrs daily in each BHEL office.
 - (ii) Flowers must be fresh.
 - (iii) On the matter of quality of flowers, decision of BHEL will be final.

Note: In case, any of the requirements mentioned at Sl. No. (i), (ii) and (iii) above are not fulfilled, **50% of payment** for that particular day will be deducted as penalty.

4.0. **Payment terms:**

- 4.1 **Payment will be made through NEFT after deduction of TDS etc if any as per income tax act on monthly basis only after successfully execution of work throughout the month within 20 days approximately after submission of bill, for which party will have to submit its bank details as per requirement after award of work. As per company policy, no advance will be given to bidders.**
- 4.2 **Tenderers are requested to go through the scope of work as per tender enquiry, visit the site location etc. and get fully acquainted with the scope of work to get all their doubts, if any, clarified by contact person mentioned in tender enquiry before submitting the offer.**



- 4.3 Work Order will be placed on the lowest bidder for complete scope of work.
- 4.4 Penalty will be levied by BHEL as per clause No. 3.0 of this tender enquiry on account of delay, poor quality or no service.
- 4.5 In case of arithmetical error, lower rates will be considered for award of Work order and higher rates for evaluation of bid.

5.0 Procedure for submission of sealed tenders:

The offer is to be submitted in sealed envelope along with the documents mentioned below from sl.no. a to g and should be super-scribed as "Bid for flower arrangement". Price should be quoted exactly as per Price Bid Format (Annexure A).

- a) Price bid format given in Annexure-A
- b) No deviation certificate as per Annexure – B
- c) Declaration as per Annexure-C
- d) Personal Details as per Annexure-D
- e) Copy of PAN Card
- f) The complete tender enquiry signed and stamped on each page by tenderer.
- g) Check list Annexure-E

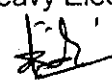
6.0 CONTRACT PERIOD: The contract shall be awarded for a period of four month w.e.f. 01st Jan 2016 however BHEL reserve the right to terminate the contract any time in between by giving one month notice in advance.

7.0 Tenders incomplete in any respect are liable to be rejected. The tender(s) should reach the under signed on or before the due date and time mentioned above. BHEL will not be responsible for delay in receipt of tender(s). The tenders shall be opened on scheduled date and time at BHEL House, Siri Fort, New Delhi. Tenderers may provide their e-mail ID for faster communication in respect of the above.

Contact person

R B Rai
Assistant Engineer (HR-GAX)
Bharat Heavy Electricals Limited
BHEL House, Siri Fort, New Delhi – 110049.
Phone No.: 011 – 66337426, Mob: 9560947575
Fax: 011 – 66337428 , E-mail: rbrai@bhel.in

For & on behalf of
Bharat Heavy Electricals Ltd.


(Amit Wadekar)
Sr. Engineer (HR-GAX)

Enclosures: As above

अमित वाडेकर / AMIT WADEKAR
चरित अभियंता (सीवील) / Sr. Engineer (Civil)
मा.सं. / प्रशासन / HR / Administration
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
बी.एच.ई.एल. हाउस, सीरी फोर्ट / BHEL House, Siri Fort
नई दिल्ली-110 049 / New Delhi - 110 049

PRICE BID FORMAT

Sl.No.	Requirement of flower sticks per month (Approx.)	Rate (Rs.) per Stick (Incl. of all charges)	Amount (Rs.)
1	17174		
2	Taxes, if any		
3	Total Cost per month		

Note:

- (i) There should not be any over-writing in rates.
- (ii) **The evaluation of tender will be done on the basis of total cost to company i.e. sl. No. 03 in price bid format above.**
- (iii) The terms and conditions specified by BHEL should be acceptable to bidder.

Signature

Name and address of bidder

Contact Number



Annexure-B

No Deviation Certificate

This is to certify that our bid for flower arrangement in BHEL offices has no deviation.

Date:

Authorized signatory
(With sign. & stamp)



Annexure-C

DECLARATION

We hereby declare that we have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court . Also We have read and understood all the terms and conditions of this tender enquiry.

Date:

Authorized signatory
(With seal)

A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes, located at the bottom center of the page.

Personal Details

Sl. No.	Description	Details
1	Name of the Bidder	
2	Address of the bidder	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Bidder	
8	Website address if any	

Signature & Seal of the Bidder

Annexure-E

CHECK LIST

Sl.No.	Documents attached	Yes/No
1	Price bid format given in Annexure-A	
2	No deviation certificate as per Annexure – B	
3	Declaration as per Annexure-C	
4	Personal Details as per Annexure-D	
5	Copy of PAN Card	
6	The complete tender enquiry signed and stamped on each page by tenderer.	
7	Check list Annexure-E	

Signature & Seal of the Bidder

