

Open Tender Enquiry for Two Year Rate Contract for Supply of M Fold Paper Napkins and Toilet Rolls in BHEL office at Siri Fort, Khelgaon, New Delhi-49



Last date of submission of tender – 12/02/2016by 14:30 hrs
Due date for opening of tender – 12/02/2016by 15:00 hrs

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

A handwritten signature in black ink, located to the right of the BHEL contact information.



Bharat Heavy Electricals Ltd.
BHEL House, Siri Fort, New Delhi-49

Corporate Office

Ref: No.AA:GAX:RC:16-17:01

Date: 23/01/2016

<p>Last date of submission of tender – 12/02/2016 by 14:30 hrs. Due date for opening of tender – 12/02/2016 at 15:00 hrs.</p>
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Sub: Open Tender Enquiry for Two Year Rate Contract for Supply of M Fold Paper Napkins and Toilet Rolls in BHEL office at Siri Fort, Khelgaon, New Delhi-49

Your most competitive bid in two part in sealed cover is invited for the subject work. The tender enquiry containing the terms & conditions of the tender is enclosed.

The tender(s) should reach the under mentioned on or before the last date for submission of tenders mentioned above. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. Any corrigendum to this tender, if issued by BHEL in future, shall be hosted on the website www.bhel.com. And CPP portal. Therefore, the bidders are advised to keep visiting the website regularly. Any clarification, if required, should be sought from the contact person, Mr. R B Rai, Mob. No.9560947575 before submitting the bid.

For & on behalf of BHEL

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

Phone no.: 011 – 66337440

Mob No.: 9717978462

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E-mail: amitwadekar@bhel.in

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BHEL House, Siri Fort, Asiad, New Delhi
Tele No. 011- 66337426 (Phone), 011-66337428 (Fax)

Tender No.AA:GAX:RC:16-17:01 Date: 23rd Jan 2016

Last date of submission of tender enquiry on - 12/02/2016 by 1430 hrs
Due date for opening of bid on - 12/02/2016 at 1500 hrs

Sub: Open Tender Enquiry for Two Year Rate Contract for Supply of M Fold Paper Napkins and Toilet Rolls in BHEL office at Siri Fort, Khelgaon, New Delhi-49

BHEL has floated open tender enquiry in two parts for entering into rate contract for **two years** for supply of **M fold paper napkins and toilet rolls of below mentioned quality** at BHEL House, Siri Fort, New Delhi 110049. You are requested to submit your competitive bid in two parts for the subject items in sealed envelope as explained further in this document before due date and time.

1.0 PRE-QUALIFYING REQUIREMENTS FOR THE BIDDERS:

- 1.1 The bidder must submit a certificate duly stamped and signed by the bidder on their letter head, specifying the GSM of paper and name of company e.g. M/s Century or M/s Oriental etc. whose paper is used to convert into napkins and toilet rolls, to be supplied post tender in our office. This certificate will enable us to verify the quality independently from the company, if required at any point of time.
- 1.2 The bidder should have valid TIN number and a self-attested copy of TIN must be enclosed with the bid.
- 1.3 The bidder must have minimum turnover of Rs.86000/- per annum for the last three years. Balance sheet or CA certified Profit & Loss account for last three years must be submitted along the bid.
- 1.4 The bidder should have experience of supplying sanitary items incl. paper napkins, toilet rolls etc. to any Govt. office/PSUs/Corporate office in last seven years. Documentary evidence are to be attached as per following details:
 - (i) Single PO for subject items worth not less than Rs.227880/-,
OR
 - (ii) Two PO for subject items worth not less than Rs.142425/- each,
OR
 - (iii) Three PO for subject items worth not less than Rs.113940/- each.
- 1.5 The bidder should submit one packet of M fold paper napkin and toilet roll as sample along with the bid. These sample packets must be signed and stamped by the bidder for checking the quality of products and same will be preserved with BHEL for future reference. The sample quality will be checked and if found satisfactory as per specification mentioned in this document, then only the party will be qualified for next round.

2.0 GENERAL TERMS & CONDITIONS:

- 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) and CPP portal for download. The bidders are requested to quote in the tender documents only, not on their letter head or any other paper/format.** 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 two years and no escalation on account of any reasons whatsoever will be paid to the successful tenderer for supply of subject items.**
- 2.9 Price quoted by the tenderers should be inclusive of all taxes and charges etc. as per Govt. rules and regulations because payment will be made exactly as per price bid submitted by your firm.
- 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 (Annexure-A). **The party with lowest price (L1) will be issued the Purchase Order for supply of M fold napkins and toilet roll.** 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 higher value (either rate or amount) will be considered for evaluation of bid and lower value will be considered for computing the total amount of work order.
- 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 M fold napkin and toilet roll to be supplied must confirm to following specifications:*

Napkin quality:

(i)	Paper quality	-	Virgin
(ii)	GSM requirement	-	38-40 GSM
(iii)	No. of pulls	-	150 per packets
(iv)	Sheet size	-	21'x23'

Toilet roll quality:

(i)	Paper quality	-	Virgin
(ii)	GSM requirement	-	18-20 GSM
(iii)	Weight of each roll	-	100 g

3. **Payment terms:**

- 3.1 **Payment will be made through NEFT after deduction of TDS etc if any as per income tax act after submission of bill, for which party will have to submit its bank details as per requirement after issue of Purchase Order. As per company policy, no advance payment will be made to the supplier.**
- 3.2 Tenderers are requested to go through the complete scope of work as per tender enquiry and get all their doubts, if any, clarified by contact person mentioned in tender enquiry below before submitting the offer.
- 3.3 Purchase Order will be placed on the lowest bidder for complete scope of supply.
- 3.4 In case of arithmetical error, lower rates will be considered for issue of the Purchase Order and higher rates for evaluation of bid.
- 3.5 **Penalty will be levied @ 15% of billed amount for poor quality of napkins, not confirming to samples, submitted by the bidder and approved by BHEL. BHEL reserves the full right in this regard. If poor quality of subject items are supplied repeatedly, BHEL holds the right to terminate the PO and take necessary disciplinary action against the supplier as per company rules.**

4.0 **SCOPE OF WORK:**

The successful bidder will supply M fold paper napkins and toilet roll at BHEL house, Siri Fort, New Delhi as and when demanded by BHEL within three days of placing an order through telephone / e-mail. The napkins must confirm to the sample supplied by bidder and approved by BHEL during evaluation process, failing which penalty will be levied as per clause No. 3.5 of this tender document .

5.0 **CONTRACT PERIOD:**

The contract will be awarded for a period of two year initially. It may be extended further for another one year on mutual agreed terms and conditions basis. However, BHEL reserves the right to terminate the contract any time in between by giving one month notice to the supplier in advance.

Handwritten signature

6.0 Procedure for submission of sealed tenders:

The offer is to be submitted in two parts. The documents mentioned below from Sl.No. (b) to (j) must be kept in one envelope and only Price bid at Sl. No.(a) must be kept in separate envelope and now both these envelopes must be kept in 3rd sealed envelope and should be super-scribed as "Bid for Supply of M fold napkin and toilet roll", due on _____. 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) The complete tender enquiry signed and stamped on each page by tenderer.
- f) P O copy as per clause No.1.4
- g) TIN copy
- h) Balance sheet/CA certified profit & loss account as per clause No.1.3
- i) Sample packet of M fold napkin and toilet roll
- j) Check list Annexure-E

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

Price Bid Format

Sl. No.	Description	Tentative Quantity in two years	Rate (Rs.)	Amount (Rs.)
1	M fold paper napkins (Rs. per packet)	12000		
2	Toilet roll (Rs. per roll)	7200		
3	Any other charges incl. taxes if any			
4	Total			

Note:

- (i) The evaluation of tender will be done on the basis of overall cost to company (incl. of all taxes and charges) i.e. Sl.No. 04 in Price Bid Format above.
- (ii) Bidder should quote rate of M fold napkins and toilet roll of mentioned quality only, no other quality will be accepted by BHEL. Each packet of napkin should contain 150 pulls and each toilet roll should be of 100 g weight.
- (iii) The rates quoted must be inclusive of all taxes and charges, if any.
- (iv) The terms and conditions specified by BHEL in the tender enquiry are acceptable to us.
- (v) There should not be any over-writing in rates.
- (vi) Rates quoted should be for each packet/roll.
- (vii) Kindly quote the rate for the napkin/toilet roll's quality, mentioned at page No. 5, clause No 2.13.

Signature
Name and address of bidder
Contact Number

[Handwritten signature]

Annexure-B

No Deviation Certificate

This is to certify that our bid no. _____ dated _____ against your
NIT no. _____ dated _____ for supply of paper napkins & toilet rolls
in BHEL House, Siri Fort, New Delhi has no deviation.

Date:

Authorized signatory
(With sign. & stamp)



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 and agree in letter and spirit of tender enquiry.

Date:

Authorized signatory
(With seal)

A handwritten signature in black ink, appearing to be 'J. S.', is written over a horizontal line.

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	
2	No Deviation certificate	
3	Declaration	
4	TIN copy	
5	Signed tender enquiry	
6	Personal details	
7	Balance sheet/Profit & Loss account	
8	PO copy	
9	Napkin/Rolls sample	
10	Paper certificate certificate	
11	Check list	

(Signature & Seal of the Bidder)

