

**BHARAT HEAVY ELECTRICALS LIMITED,
BOILER AUXILLIARIES PLANT
RANIPET-632 406
ESTATE ADMINISTRATION**

TENDER NOTICE- TWO PART BID

Tender Reference : BHEL/BAP/HR/ESTATE/SHOP-3 Dated 14.09.2013

Tenders are invited for licensing Shop Number : 3 in Novelty & Gift shop located at BHEL Township, Ranipet - 632 406.

Last date for submission of filled in application : 25.10.2013 up to 03.00 PM
Date Opening Tender Technical Bid- Part 'A' : 25.10.2013 at 03.30 PM
Venue of Opening Tender Technical Bid- Part 'A' : HRM Conference Hall,
Administrative Building,
BHEL, Ranipet- 632 406

For further details please contact

**ESTATE OFFICER,
HRM Department, Administrative Building,
BHEL, Ranipet- 632 406**

PHONE NO. 04172- 284022

**ESTATE OFFICER
BHEL/BAP/RANIPET**

BHARAT HEAVY ELECTRICALS LIMITED
BOILER AUXILLIARIES PLANT
RANIPET-632 406
ESTATE ADMINISTRATION
TENDER NOTICE
PRE-QUALIFICATION BID- PART 'A'
BHEL/BAP/HR/ESTATE/SHOP-3 Dated 14.09.2013

Sealed Tenders are invited by the Estate Officer for Licensing of shop premise for Novelty & Gift shop situated at Shopping Complex of the company's township as detailed below subject to the terms and conditions of Allotment Rules of Bharat Heavy Electricals Limited, Ranipet- 632 406.

1.DETAILS AS FOLLOWS

- Place : Shop Number- 3, BHEL Shopping Complex, BHEL Township, Ranipet- 632 406, Tamil Nadu
- Type of Space : Built up area covered with roof Measuring 18.24 Square Meter (4.8 meter length x 3.8 meter breadth)
- License Fee : License Fee shall be fixed by Tender. Minimum Reserve License Fee is Rs.50/- per square meter per month (Rs. 50 x 18.24 Sq.mt.= Rs. 912/- per month) and final License Fee shall be fixed based on valid bids. License Fee together with allied charges (Service Tax, Cess, Electricity Charges & Water Charge, wherever applicable) shall be payable on or before 5th of every month.
- Service Tax : Service tax @ 12 % or at the applicable rates payable on the License fees to be borne by the occupant.
- Cess : Cess @ 3% payable on the Service Tax amount at present. Any increase will have to be borne by the occupant.
- EB charges : EB charges have to be borne by the successful tenderer and should remit of their own as per meter reading. EB deposit also to be borne by the successful tenderer. Any increase rate proposed by TNEB, will have to be borne by the occupant.
- Period of allotment : 5 years from the date of allotment. Renewal after 5 years may be considered at revised terms and conditions agreeable to both the parties.

2.ELIGIBILITY CREITERIA

- a. Experience in professionally running Novelty and Gift shop for minimum period of Two years.
- b. Average Annual Turnover during the last two years shall be atleast Rs.1.5 Lakhs.
- c. Shop License.
- d. TNGST/VAT/TIN Numbers
- e. PAN Number

Documentary evidences should be submitted for all the above.

Signature with official seal of the tenderer with date

PRE-QUALIFICATION BID- PART 'A'
Tender Reference : BHEL/BAP/HR/ESTATE/SHOP-3 Dated 14.09.2013

3.TERMS & CONDITIONS

3.1. Earnest Money Deposit:

Each Tender must be submitted together with a Demand Draft for Rs.11,000/- (Rupees Eleven thousand only) drawn on any Nationalised Bank in favour of "Bharat Heavy Electricals Limited, Ranipet - 632406" payable at SBI, Mukundapuram (Branch Code 7013) towards Earnest Money Deposit (EMD). Tenders received without Earnest Money Deposit shall be summarily rejected. Cheques will not be accepted.

- 3.19. Earnest money deposit of unsuccessful tenderers shall be refunded after expiry of validity period of the tender. In the case of successful tenderer, earnest money deposit will be adjusted towards the Security Deposit or it may be forfeited in case the successful tenderer refuses to accept the award of License or fails to complete the required formalities and occupy the premises within the specified and permitted time and delay in starting the actual operation beyond the permitted time under the License. No interest shall be payable by BHEL on Earnest Money Deposit or any money due to the Contractor by BHEL.

3.2. Security Deposit:

Successful bidder shall have to deposit an amount which is equal to the six months License fee as Interest free Security deposit and the same will be returned without interest after the License period is over and after surrender of the building by the occupant subject to full settlement of dues payable to company.

- 3.3. Selection of successful Bidder shall be made by BHEL, Ranipet. The successful bidder will be selected, based on the highest rate of License Fee offered and on the basis of his experience in the business, performance, reputation etc. in the relevant field. The decision of the Tender Committee shall be final in this regard.
- 3.4. Tenderer, in his own interest, should inspect the proposed premises / place before submitting tender.
- 3.5. The successful tenderer shall have necessary license as required by Govt. authorities / statutory authorities for running the shop.
- 3.6. The tender application, complete in all respects to be submitted in a sealed cover with inscription on the top left side "Tender for Shop No. 3 for Novelty & Gift shop and drop it in the sealed tender box placed in the office of Estate Officer by the stipulated date and time. The management shall not be responsible for any loss or delay in receipt of the tender by post.
- 3.7. Successful Tenderer shall complete all formalities within 15 days time including deposit of security deposit and execution of License Deed prescribed by BHEL and shall start his business within 60 days from the date of allotment of building.

Signature with official seal of the tenderer with date

PRE-QUALIFICATION BID- PART 'A'**Tender Reference : BHEL/BAP/HR/ESTATE/SHOP-3 Dated 14.09.2013**

- 3.8. Tenderer should declare about the employment of any terminated/dismissed employee of BHEL/Government/Govt. Organizations.
- 3.9. The shop premises allotted shall be utilized for running the specified business / trade only and shall not be used for any other purpose/business.
- 3.10. Shops shall be run effectively and shall not be closed except on weekly holidays / public holidays.
- 3.11. The period of License will be for five years and renewable at the option of BHEL based on the performance.
- 3.12. Compliance with the various statutory requirements, norms and rules and regulations prescribed will be the responsibility of the licensees including the financial implications thereof. The successful tenderer, before the commencement of business, shall obtain all licenses such as Trade License and all ancillary licenses/permissions/clearances that may be required to be obtained by the Licensee from any authority/authorities at their own cost for the operation of the outlet. The successful tenderer shall solely be responsible to ensure and keep such Licenses valid throughout the license period.
- 3.13. The successful tenderer or his employees shall maintain harmony in the township and shall not indulge in any illegal activities in the Township premises. In case of any such event/ activities detrimental to Company's interest / decency / morality etc, the company shall have the right to terminate the agreement on one week's notice.
- 3.14. All taxes and Government levies as applicable from time to time like, entertainment tax, sales tax, cess etc. if any, will be payable over and above the amount of license fee.
- 3.15. The tenderer will take comprehensive insurance to cover all type of damages to the property and casual / walk-in guests, his staff, stocks, stores, spares, equipments etc.
- 3.16. Model License Deed will be provided by BHEL for execution to the successful tenderer on allotment. License Deed to be furnished in Non Judicial Stamp Paper of Rs.100/- by the licensee.
- 3.17. Tender documents consisting of Pre-Qualification Bid (Part 'A') & Commercial Bid (Part-'B') are to be duly sealed in two separate inner covers. The two inner covers should be sealed outer cover super scribing as "Tender for Allotment of Shop-3. Ref.: BHEL/BAP/HR/ESTATE/SHOP-3 Dated 14.09.2013" and sent to ESTATE OFFICER, HRM Department, BHEL/BAP, Ranipet-632 406 so as to reach him **on or before 03.00 PM 25.10.2013**. The EMD should be submitted along with Pre-Qualification Bid (Part 'A') .

Signature with official seal of the tenderer with date

PRE-QUALIFICATION BID- PART 'A'
Tender Reference: BHEL/BAP/HR/ESTATE/SHOP-3 Dated 14 .09.2013

- 3.18. The Prequalification Bid (Part-A) will be opened on **25.10.2013** at 03.30 **PM** in the presence of the tenderers present. Those who are qualified in "Pre-qualification Bid" alone will be considered for Commercial Bid (Part-B) and opening of Commercial Bid will be intimated later.
- 3.20. Allottee shall regularly remit all PF, ESI and other statutory dues in their own code, for the employees if any, working under them.
- 3.21. The Public Premises (Eviction of unauthorized occupants) Act, 1971 will be applicable to all allotments in our Township.
- 3.22. The successful tenderer shall pay the License fee on or before 5th of every month.
- 3.23. Estate Officer reserves the right to accept or reject any or all tenders without assigning any reasons there for.
- 3.24. This is only an invitation for receipt of tenders and there is no commitment on the part of BHEL for allotment.
- 3.25. The tenderer should submit the tender documents intact without detaching any page or pages. Name of the tenderer should be written on the sealed envelope.
- 3.26. Estate Officer shall have the right to terminate the license for convenience.

Signature with official seal of the tenderer with date

PRE-QUALIFICATION BID- PART 'A'**Tender Reference : BHEL/BAP/HR/ESTATE/SHOP-3 Dated 14.09.2013****ANNEXURE – A::ELIGIBILITY CRITERIA FORM**

Sl no	Details	Remarks (to be filled by the tenderer for all enquiries). Any partly filling may lead to rejection at the discretion of BHEL
1	Name & Address of the Tenderer	
2	Whether Individual or Company or Partnership Firm or proprietorship?.	
3	Name & address of Directors and / or Partners (in case of Company or Partnership firm) or name & address of the Proprietor (s) in the case of sole firm. (documentary evidence to be enclosed).	
4	Contact Address	
5	Experience. Documentary Evidence Should be enclosed	
6	Average Annual Turnover during 2011-12 and 2012-13. Copy of Audited Accounts (P&L account) for the referred period should be enclosed	
7	Shop License – Copy should be enclosed	
8	TNGST/VAT/TIN – Copies should be enclosed.	
9	PAN Number. Copy should be enclosed.	
10	VAT Registration copy enclosed or not	
11	DD No., Date, Name of the Bank and amount towards Earnest Money Deposit	
12	There should be no case or charge under investigation / enquiry / trial against the tenderer, nor conviction in a Court of law or suspended / blacklisted by any organization on any ground. If so, provide information.	

Signature with official seal of the tenderer with date

PRE-QUALIFICATION BID- PART 'A'
Tender Reference : BHEL/BAP/HR/ESTATE/SHOP-3 Dated 14.09.2013
ANNEXURE – A::OTHER INFORMATION FORM

1	Items dealt by Vendor	
2	Sourcing of Items	
3	Quality of Products	
4	Price of Products to be sold VS MRP	
5	Replacement Guarantee of Products to be sold	
6	Customer Satisfaction	
7	Any 2 References	

DECLARATION

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

Further declare that the information provided above is true and if found incorrect the tender will likely to be rejected at the discretion of BHEL.

Signature with official seal of the tenderer

Place:

Date:

COMMERCIAL BID- PART 'B'

Tender Reference : BHEL/BAP/HR/ESTATE/SHOP-3 Dated 14.09.2013

ANNEXURE –B

Quoted License Fee per month for the referred shop : Rs. _____/-

_____ **(in words)**

Note:

- Quote the License Fee per month both in figures and words.
- Any alteration, erasure or over-writing will render the tender invalid.

Signature with official seal of the tenderer

Place:

Date: