



BHARAT HEAVY ELECTRICALS LIMITED
Centralized Stamping Unit & Fabrication Plant
Amethi, UP - 227817

NOTICE INVITING TENDER

TE NO: BHEL/CSU/IT/PC/2013

22.03.2013

SUB: Rate contract for Photocopying Services by providing machine and operator at BHEL CSU & FP, Jagdishpur premises.

Bharat Heavy Electricals Limited CSU & FP, a Government of India Undertaking with its Office located at Jagdishpur I A, Amethi, UP-227817, intends to enter into a rate contract for photocopying of official documents at its premises.

Scope of Work:

Bidder will have to provide one photocopying machine with operator at CSU & FP, Jagdishpur premises. All consumables (Paper, Toner etc.) and maintenance are in bidder's scope.

Machine Specification:

The machine shall be automatic, with minimum speed of 30 copies per minute. The operation, maintenance of machines, administration and supervision, material requirement including photocopying papers & toners is within the scope of bidder.

The tender is single part. Bids are to be submitted with duly filled Annexure-A, B & C, in sealed envelope and super scribed with 'Rate contract for Photocopying Services'. BHEL reserves the right to reject any or all the quotations without giving any reasons thereof.

Period of Sale of tender documents:

Sale start date & time : 22.03.2013, 1200 hrs.

Sale end date & time : 02.04.2013, 1200 hrs.

Tender submission:

Last date & time of tender submission: 02.04.2013, 1200 hrs.

Opening date & time : 02.04.2013, 1500 hrs.

The tender will also be available on BHEL website – www.bhel.com.

Any changes/modifications and corrigendum to the tender will be updated on the above website only.

The offers are to be addressed to:

Engineer (IT),
BHEL CSU & FP
Jagdishpur I A
Amethi, UP-227817

Offers through telegram / fax shall not be acceptable. The offers will be opened in presence of the parties who wish to attend the tender opening.

Thanking you,

Yours faithfully,
For Bharat Heavy Electricals Limited,

(S K Verma)
Engineer (IT)
Ph- 05361-270378
Email: skverma@bhelcsufp.in

GENERAL TERMS & CONDITIONS:

SN	General Terms & Conditions	Acceptance (YES/NO)
1	The contract for photocopying services shall be for a period of two years with provision for extension by one more year on the same terms and conditions, at the discretion of BHEL	
2	Successful bidder shall be given 7 days notice for providing the machines at BHEL premises.	
3	The party should provide a operator with the machine. Photocopying machine in proper working condition to be provided at BHEL CSU & FP, Jagdishpur premises.	
4	The machine specification shall be automatic, with minimum speed of 30 copies per minute.	
5	Time 8.00 a.m. to 6 p.m. Services should be provided. Even on BHEL holidays if required.	
6	Quantum of work – approx. 90,000 copies A/4 size per month and 500 copies A/3 size per year which may change as per usage, However BHEL shall not be liable for guaranteeing the minimum number of copies per month.	
7	BHEL shall provide working space and electricity free of cost. All other expenses and facilitation for operator is in vendor's scope. Only BHEL's work shall be permitted to be carried out at BHEL office.	
8	Bid Acceptance Criteria: The bidder shall accept all the conditions from sl.no.1 to 20 without deviation. The evaluation of the price bid will be on L1 basis.	
9	The party shall be responsible for all the losses /damages occurred during the contract for contractor's fault, if any.	
10	If any time, any questions, disputes or differences what so ever arising out of or in any way concerning the contract between BHEL and the Contractors, the same shall be referred to the sole arbitrator i.e. General Manager, BHEL, CSU & FP, Jagdishpur or nominee appointed by him. The award of the arbitrator shall be final and binding on both the parties.	
11	<p><u>Payment Terms:</u> The bill has to be submitted with the following documents on or before 7th of every month:</p> <p>(a) Bill in original</p> <p>(b) Register, giving details of copies taken (No. of copies to be written in number and words) and duly signed by the BHEL employee.</p> <p>TDS shall be deducted as applicable.</p> <p><u>EMD : NIL</u></p> <p><u>Security Deposit:</u> 10 % of order value in form of DD by successful bidder after award of work.</p>	

12	Validity of the offer: Two months from the due date of submission.	
13	No rent, installation or operation charges for the machines and the staff shall be separately payable. All charges to be included in the quoted rate.	
14	Party to maintain machine properly by providing consumables like toner, ink etc., at their own cost. Maintenance and safety of the machine is the sole responsibility of the party. The paper for photocopying shall be provided by the party of quality 75 GSM.	
15	Quantum of work shall be registered by way of requisition slip / register. Work given should be completed promptly and to be duly signed by the Executive / representative of BHEL. Maintenance of this record updated on daily is the responsibility of the operator and will form the basis of work certification on periodical basis.	
16	Safety and secrecy of documents given for photocopying is to be ensured by successful party.	
17	Good and legible copies to be obtained without any defect. For illegible copies no charges will be paid	
18	Loss or damage to any of the property due to negligence of the service provider / their employee shall be recoverable or made good by the party at his own cost.	
19	Risk Purchase Clause: In case the photocopying machine is under breakdown or the contractor's employee is absent, photocopying of documents shall be done through an outside party and the total cost incurred towards the same shall be deducted from contractor's running bills.	
20	BHEL reserves the right to terminate the contract by giving 7 days notice in writing in case the services are not found satisfactory / mal-practices are observed.	

In addition to the above points, the evaluation of bids will be done on the following documents to be submitted by the party placed in envelope.

1. Compliance letter in your letter head as per the format enclosed (Annexure C).
2. Each page of tender document shall be duly filled up, signed and stamped by the party as a token of acceptance.
3. Sample paper to be submitted (75 GSM).
4. Experience certificates/ work order from PSUs / other Corporate, should be attached not later than past 5 years.
5. Copy of PAN card.
6. On award of contract, A contract agreement shall be signed between BHEL and successful bidder on a Non-Judicial Stamp Paper of value 100 Rs. Stamp Paper to be provided by bidder.

PRICE BID FORMAT:

Annexure- B

SN	Description	Estimated Copies (Annual)	Rate (Per Copy)	
			In Figure	In words
1	A4- One Sided	60000		
2	A4- Two Sided	30000		
3	A3- One Sided	400		
4	A3-Two Sided	100		

1. Prices quoted shall include all taxes, duties etc., as applicable.
2. Service tax, if payable by the party shall be reimbursed as per applicable rules. The party should give copy of the Service tax registration certificate to claim the same.

Signature of the Party

Annexure C
Compliance Letter – Format
(To be typed on the letter head of the party)

Date:

To:

M/s. BHEL
CSU & FP, Jagdishpur I A
Amethi, UP-227817

Dear Sir,

Sub: Your Tender Enquiry No. BHEL/CSU/IT/PC/2013, dated 22.03.2013

With reference to your above tender, we hereby confirm that all the terms and conditions of your above tender are acceptable to us and our offer is based on the same.

We have submitted the price bid in your price bid format only without any deviations / conditions.

We also confirm that if any deviations / conditions in the Price Bid are mentioned, the same will not be entertained by BHEL.

Thanking you,

Yours faithfully,