	<b>BHARAT HEAVY ELECTRICALS LIMITED</b> CORPORATE ADMINISTRATION BHEL HOUSE, SIRI FORT, NEW DELHI – 110049.	PH: 011-66337438 e-mail: vikrantk@bhel.in
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## Bharat Heavy Electricals Limited

### भारत हेवी इलेक्ट्रिकल्स लिमिटेड



Corporate Administration  
कॉर्पोरेट प्रशासन

BHEL HOUSE, ASIAN GAMES VILLAGE COMPLEX  
SIRI FORT, NEW DELHI - 110 049  
Tel: -011-66337438

Open Tender Enquiry

for

Rate Contract for printing & supply of visiting cards at BHEL Corporate Office, New Delhi.

NIT No.- AA: GAX:23: PR:3101; Date: 26-06-2023

Prepared By:

*[Signature]*  
26.06.2023

Approved By:

*[Signature]*  
26/6/2023



Last Date for Submission: Date 06-07-2023 UPTO 15:00 Hrs.



**BHARAT HEAVY ELECTRICALS LIMITED**  
**CORPORATE ADMINISTRATION**  
**BHEL HOUSE, SIRI FORT, NEW DELHI – 110049.**

**PH: 011-66337438**  
**e-mail: vikrantk@bhel.in**

### Notice Inviting Tender

Bids on e-procurement portal <https://eprocarebhel.co.in/nicgep/app> is invited for the below mentioned work. Tender is invited in two parts bid system, submitted on or before the specified date and time (mentioned below) at the address specified in the tender document.

Sl. No.	Name of work	Contract period	Last date and time of submission of tender	Date and time of opening of Tender	Tender submission venue
1.	Rate Contract for printing & supply of visiting cards at BHEL Corporate Office, New Delhi	02 years from the date of Award of Work	06-07-2023 Up to 15:00 Hrs.	06-07-2023 at 15:30 Hrs.	BHEL GePNIC Portal

- For detail, refer tender documents.
- Tender documents can be downloaded from [www.bhel.com](http://www.bhel.com) or from CPP portal <https://eprocarebhel.co.in/nicgep/app>. All subsequent corrigendum/amendment shall be published only on website and not in press. Hence, bidders are advised to always be in touch with our said website until the tender is finally opened.
- Late Tender is liable for rejection.
- BHEL reserves the right to accept or reject the bid or cancel or withdraw the invitation of tender without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action by BHEL.
- For Penalty refer tender documents.
- In case of any clarification the bidder can contact undersigned on Telephone No.-011-66337438 or at e-mail: [vikrantk@bhel.in](mailto:vikrantk@bhel.in).

  
Bharat Heavy Electricals Limited  
New Delhi  
Vikrant Kumar  
Manager (HR-GAX)  
Ph:011-66337438  
Mobile:9759669400



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## Annexure A

### Terms & Conditions

1. The material shall be supplied strictly in accordance with the specifications / sample mentioned in the price format.
2. Online offers are invited through e-procurement <https://eprocarebhel.co.in/nicgep/app>) portal from suppliers interested in printing & supply of visiting cards at BHEL Corporate Office, New Delhi. In case of any discrepancy in the values, the higher value shall be considered for evaluation & lower value for ordering. **The offer shall remain valid for a period of 90 days from the date of opening of bids.**
3. Tenders shall be received through portal upto 15.00 Hrs and Part-I bids will be opened at 15.30 Hrs on the same day i.e. due date in the presence of bidders or their authorized representatives whomsoever may like to be present. In the event of the bid submission and opening day is declared as Holiday, the tender shall be opened on the next working day. However, the date of bid submission shall remain unchanged.
4. Delayed tenders are liable to be rejected.
5. Qty & related details: Bidders must note that the total quantity mentioned in the Price Bid format shall not be printed in one go. However, the order shall be given to successful bidder based upon the requirement of BHEL during the contract period of 2 Years. BHEL reserves the right to increase or decrease the quantity of each item up to 30 % from the contracted quantity.

#### Indicative Requirement:

S. No.	Description	Qty. (for two years)
1	Type A	570 boxes*
2	Type B	240 boxes*
3	Type C	25 boxes*

6. Pre-Qualification Requirement (PQR) for the bidder:

- a) The Bidder should have with him unique PAN.
- b) The bidder shall have Average Annual Turn Over of ₹ 0.70 Lakhs or above. The bidder shall submit P/L statements for the FY 2019-20, 2020-21 & 2021-22. Average of turnover of last 3 financial years ending on 31.03.2022 shall be considered to calculate bidder annual turnover.







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- c) The Bidders should be resourceful and capable, having experience of supplying visiting cards & should have executed a single order worth ₹ 0.58 lakhs for supply of similar items i.e. visiting cards to PSUs & Government departments or other reputed companies / institutions in last 02 years ending on 31.05.2023.
- d) Location of bidder: Bidders must have their registered establishment in Delhi within 3 KM radius from our office address located at BHEL House, Siri Fort, New Delhi-49
- e) The bidder shall be in complete acceptance of all tender terms & conditions.
- f) Sample: The bidders are required to bring sample (specification given in Annexure – C) along with them. Only those bidders will be qualified for Part-II bid opening whose sample cards will be accepted.

7. Documents required in lieu of PQR above:

- a) Copy of PAN Card.
- b) To calculate the "Average Annual Financial Turnover" of the bidder, the bidder should submit Audited copy of Profits & loss Account Statements of last 3 financial years, ending 31st March' 2022, as supporting/ required documents against PQR. CA certificate mentioning turnover details of FY 2019-20, FY 2020-21, FY 2021-22 can also be submitted to establish requisite turnover details.
- c) Copies of work orders / award letters along with performance/completion certificates as supporting documents. Value of item supplied/under supply against the respective work orders/award letters/ should be clearly mentioned in the performance certificates.
- d) Copy of address proof (Electricity bill/Tel. Bill/Certificate of incorporation/ITR/any other similar proof issued by competent authority) to establish location of bidder.
- e) Signed & stamped copy of tender document as a token of acceptance of all tender terms & conditions.
- f) Samples submitted at the time of submitting tender shall be checked with the samples available with BHEL and bidders whose samples are as per BHEL's standards shall only be qualified for price evaluation i.e. part-II bid.







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8. **Validity of Contract:** The contract will be valid for the period of 24 months (02 Years) from the date of award of work. The contract can be extended further for the period of 03 months from the date of expiry of 2 years contract on the same rates, terms & conditions, if mutually agreed in writing.

9. Material supplied if found of inferior quality, will be rejected by us and the same has to be replaced free of cost. No payment shall be made against rejected / defective supply.

10. **MSE, Start-UP & Splitting of Work.**

a) **PROVISIONS FOR MICRO AND SMALL ENTERPRISES (MSEs)**

Norms for of Micro, Small and Medium Enterprises in public procurement shall be relaxed in line with policy circular no 1(2)(1)/2016-MA dated 10-03-2016 issued by Ministry of Micro, Small and Medium Enterprises & Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order 2012 and subsequent amendments dated 09.11.2018, 26.06.2020 & 16.06.2021.

b) **PROVISIONS FOR START-UP**

Norms for Start-ups in Public Procurement shall be relaxed in line with OM No. F.20-2/2014-PPD (pt.) dated 27th July'2017 and OM No. F.20/2/2014-PPD (pt.) dated 20.09.2016 issued by Ministry of Finance, Department of Expenditure along with DIPP D.O. No. 12(11)/2017-SI dated 22.06.2017, & DHI's letter no. 10(2)/2015-PE-XII dated 29.09.2020.

c) **Splitting of Contract/Business Distribution:** It is intended to finalize only one vendor for the said rate contract.

d) Traders are excluded from the preview of Public Procurement Policy.

e) For applicability of MSE and Start-up clauses (if any), the documents valid as on the date of Part-I bid opening (including extension) shall be considered.

i. MSEs shall be exempted from payment of earnest money (if any) at the time of tender submission. However, there is no exemption of security deposit submission (if any).

ii. Participating MSEs quoting price within price band of L1+15 % shall be considered for award for complete scope of work by bringing down their price to L1 price in a situation where L1 price is from someone other than MSE. In case of more than one such MSE, MSE with lowest price shall be given the first option to match the L1 price. However, MSEs owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs shall be given the preference for matching the L1 price irrespective





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of their standing in comparative statement of MSE bidders within price band of L1+15 %. Given Conventional Price Bid mechanism has been opted as bidding process in this tender, the L-1 shall be decided after price bid opening & thereon MSEs shall be given the chance as per aforesaid process.

**11. Evaluation criteria:**

- a) Annual Rate Contract shall be placed on single party who shall quote overall L-1 rates, in total terms (BOQ mentioned in Price Bid Format is indicative only and the same shall be considered for bid evaluation purposes only). The overall L1 would be based on "Grand Total Amount i.e. value arrived at sl. no D-6" of the Price Bid. The bidder has to quote for all types of cards mentioned in the price bid format.
- b) In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders. In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss / draw of lots, in the presence of the respective L-1 bidder(s) or their representative(s). Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.

**12. PRICE DISCREPANCY / CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis.

- i. If, in the price structure quoted for the required goods / services / works, there is discrepancy between the unit price and the total price/amount (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price/amount corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (i) and (ii) above.
- iv. If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.







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13. The decision of BHEL in evaluation of bids and/or award of contract shall be final. BHEL may accept / reject any offer without assigning any reason.

**14. TAXES AND DUTIES**


- a) To enable BHEL to avail GST Input tax credit, Contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Payment shall be made to the Contractor only after submission of GST complaint Tax invoice. The Contractor shall raise GST compliant invoice affixing GSTIN of BHEL's unit availing the services.
- b) BHEL reserves the right to protect its interest against any loss on account of availability of GST credit.
- c) GSTIN of BHEL will be provided to the Contractor along with the Purchase order.
- d) Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.
- e) Payment to the contractor will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act and GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.
- f) Applicable GST shall also be recoverable from the Contractor in case of LD recovery/penalty on account of breach of terms of contract.
- g) Invoice submitted should be in the format as specified under GST Laws viz. all details as mentioned in Invoice Rules like GSTIN registration number, invoice number, quantity, rate, value, taxes with nomenclature – CGST, SGST, IGST mentioned separately, HSN (Harmonized System of Nomenclature) Code / SAC (Services Accounting Code) Code etc.
- h) The Contractor has to give an undertaking that GST as mentioned in the invoice has been/will be paid and also file returns as per respective extant rule.

**15. PAYMENT TERMS**

- i. The bills along with supporting vouchers shall be accepted on monthly basis and the payment, excluding GST & notional interest thereon, shall be made within 30 days from the date of submission of the bills, complete in all respects & conditions mentioned in related clause for Taxes & Duties above.





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- ii. Penalty will be levied for poor quality of material supplied as per the penalty clause of tender enquiry number AA: GAX: 23: PR: 3101 Dated 26-06-2023.
  - iii. GST on LD (if any) shall be applicable.
- No interest shall be payable for delay in making the payment.

#### 16. PENALTY CLAUSE

- i. No payment shall be made against rejected / defective supply. The required cards shall be supplied within 5 days time of placement of order. In case of supply is delayed beyond the agreed period; BHEL reserves the right to levy LD @ ½% per day of delay subject to maximum of 10% of ordered value.
- ii. The bidder should accept all terms & conditions of the tender unconditionally. Offers with deviations from terms and conditions of this tender are liable to be rejected.
- iii. No deviation certificate has to be submitted along with the tender. Deviations, if any, shall be mentioned only on deviation letter (Annexure- D). However, deviations may or may not be accepted by BHEL.
- iv. Deviations, if any, may be enumerated in the format enclosed (Annexure D). BHEL at its discretion may agree in full or part or totally reject deviations sought by the bidder(s). BHEL will consider the deviations if the same are specified in the deviation format, or else it will be considered that there is no deviation taken. Deviations, if any, mentioned elsewhere in bid apart from Annexure D – “Deviation/No Deviation certificate” (whether Techno-commercial bid or Price bid) shall be treated as null and void by BHEL.

17. **Fraud Prevention Clause:** The bidders along with their associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL Website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

#### 18. PROCEDURE FOR SUBMISSION OF TENDER


The bidder must submit their bids on e-procurement portal <https://eprocarebhel.co.in/nicgep/app> by 15:00 Hrs. on or before the due date i.e. 06-07-2023.

#### **PART-I: TECHNO-COMMERCIAL BID**

This part shall contain the following documents duly signed and stamped:

- a) The complete tender enquiry downloaded from BHEL site signed and stamped on each page by bidder.



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- b) Deviation/ No deviation certificate as per **Annexure – D.**
- c) Declaration as per **Annexure-E.**
- d) **Copy of PAN Card.**
- e) **Documents stated in lieu of PQR.**
- f) Details of business (**Annexure-F**).
- g) Un-price Bid (**Annexure- “H”**)

#### **PART-II: PRICE BID**

Part-II shall contain Prices only as per Annexure – G and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details and / or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in Part-I only as indicated above.


This part shall be submitted separately & not be submitted along with technical bid (Part-I bid). The bidder must ensure that Part-II bid is super-scribed with correct Tender Enquiry No., and 'Part-II: PRICE BID'. Rates shall be quoted both in words and figures.

#### **Note:**

- Bidders are requested to quote in two parts. However, for quotation submitted in single bid against our requirement of two-part bid will be considered only if the bid is technically commercially accepted without seeking any clarifications from the bidder. Otherwise, the bid is liable to be rejected.”
- The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website [www.bhel.com](http://www.bhel.com).





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## Annexure B

### General Terms & Conditions

#### 1. ARBITRATION

- a) Except as provided elsewhere in this contract, in case amicable settlement is not reached between the parties, in respect of any dispute or difference; arising out of the formation, breach termination, validity of execution of the Contract; or, the respective rights and liabilities of the parties; or, in relation to interpretation of any provision of the Contract; or in any manner touching upon the contract, then, either party may, by a notice in writing to the other party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL Unit/Region/Division issuing the Contract.
- b) The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.  
 Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be at New Delhi.
- c) The cost of arbitration shall be borne as per the award of the Arbitrator.  
 Subject to the arbitration in terms of Clause above, the Courts at New Delhi shall have exclusive jurisdiction over any matter arising out of or in connection with this contract.
- d) Notwithstanding the existence or any dispute or differences and /or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either party in terms of this Contract.
- e) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable: -
  - i. In the event of any dispute or difference relating to the interpretation and application of the provisions of the Contract, such dispute or difference shall be referred to by either party for arbitration to the sole arbitrator in the department of public enterprises to be nominated by the secretary to the Government of India in-charge of the Department of Public Enterprises. Arbitration and Conciliation Act 1996 shall not be applicable to arbitration under this clause. The award of the arbitrator shall be binding

  
 Vikrant K. Singh  
 Secretary  
 Department of Public Enterprises  
 Government of India  
 New Delhi





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upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. Of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

**2. APPLICABLE LAWS AND JURISDICTION OF COURTS:** Indian laws both substantive and procedural, for the time being in force, including modifications thereto, shall govern the Contract including Arbitration proceedings. Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract shall lie only in the court of competent civil jurisdiction in this behalf at **DELHI** and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

**3. RISK & COST:** This clause, in line with other Conditions of Contract will be invoked in any of the following cases. In any of the following cases, the Contractor shall pay the complete / excess cost to be incurred for the completion of the Contract.

- 3.1 Contractor/ supplier's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor/ supplier including unexecuted portion of work/ supply does not appear to be executable within balance available period (#) considering its performance of execution
- 3.2 Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
- 3.3 Non-completion of work/ Non-supply by the Contractor/ supplier within scheduled completion/delivery period as per Contract or as extended from time to time, for the reasons attributable to the contractor/ supplier.
- 3.4 Termination of Contract on account of any other reason (s) attributable to Contractor/ Supplier.
- 3.5 Assignment, transfer, subletting of Contract without BHEL's written permission resulting in termination of Contract or part thereof by BHEL.
- 3.6 Non-compliance to any contractual condition or any other default attributable to Contractor/ Supplier.



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***#In-case inputs from BHEL are likely to be delayed or are actually delayed, this delay may also be taken into account while considering balance period available for execution of Contract.***

**Risk and Cost against Balance Work:**

Risk and Cost Amount=[(A-B) + (A×H/100)]

Where,

**A**= Value of Balance scope of Work/Supply as per rates of new contract

**B**= Value of Balance scope of Work/Supply as per rates of old contract being paid to the contractor/supplier at the time of termination of contract i.e. inclusive of PVC & ORC, if any.

**H= Overhead Factor to be taken as 5**

In case (A-B) is less than 0 (zero), value of (A-B) shall be taken as 0 (zero).

If risk & cost clause gets invoked, then due amount shall be applicable for recoveries from contractor /supplier, after informing the Contractor/ Supplier of the total proposed recovery.


**4.**

**FORCE MAJEURE:** A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an Act of God (like a natural calamity) or events such as war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. There may be a FM situation affecting the purchase organization only. In such a situation, the purchase organization is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side.

Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.

  
Bharat Heavy Electricals Limited  
New Delhi



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**5. CONCILIATION:** If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, execution, effect, interpretation or breach of the Contract, which the Parties are unable to settle mutually, arise inter-se the Parties, the same may be referred by either Party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority from the BHEL Panel of Conciliators.

The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration & Conciliation Act, 1996 or any statutory modification thereof and as provided in the BHEL Conciliation Scheme as applicable from time to time.







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Annexure C

Specification of Visiting Cards

S. No.	Specification	Referred in Tender
1.	<p><b>Printing:</b> Screen Printing <b>Paper:</b> 300 gsm Recycled art card as per the given colour <b>Size:</b> 55 x 88 mm <b>Fonts/Point Size:</b></p> <p>i. <b>English:</b> <b>Name:</b>Humnst 777 BT 10 point Bold Italic Black <b>Designation:</b>Humnst 777 BT 8 point Bold Italic Black <b>Bharat Heavy....:</b>Humnst 777 BT 8 point Bold BHEL Blue <b>Address:</b>Humnst 777 BT 7 point Black <b>A global engineering enterprise....:</b>Humnst 777 BT 7 point Black <b>BHEL logo:</b> C-100%, M-90%, Y-30% <b>Background:</b> Y-10% (Match it with the art work) <b>Line:</b> 0.5 pt. Blue</p> <p>ii. <b>Hindi:</b> <b>Name:</b> Kruti Dev 013, 12 pt. Black <b>Designation:</b>Kruti Dev 012, 9 pt. Black <b>Bharat Heavy....:</b> Kruti Dev 011, 10 pt. Blue <b>Address:</b> Kruti Dev 010, 8 pt. Black <b>A global engineering enterprise... (in Hindi):</b> Kruti Dev 010, 8 pt. Black <b>BHEL logo:</b> C-100%, M-90%, Y-30% <b>Background:</b> Y-10% (Match it with the art work) <b>Line:</b> 0.5 pt. Blue</p>	Type A
2.	<b>Digital Printed Visiting Cards (As per Sample)</b>	Type B
3.	<b>Digital Printed Visiting Cards with Photographs (As per Sample)</b>	Type C



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**Annexure-D**

**DEVIATION/ NO DEVIATION CERTIFICATE**

- 1.
- 2.
- 3.
- 4.

I, \_\_\_\_\_ hereby certify that except the deviations mentioned above, we do not have any other deviations to the tender No.: AA: GAX: 23: PR: 3101 dated 26-06-2023. Deviations, if any, mentioned elsewhere in our bid (whether Techno-commercial bid or Price bid) may be treated as null and void by BHEL.

Date:

Authorized  
signatory

(With sign. & stamp)



	<b>BHARAT HEAVY ELECTRICALS LIMITED</b> <b>CORPORATE ADMINISTRATION</b> <b>BHEL HOUSE, SIRI FORT, NEW DELHI – 110049.</b>	<b>PH: 011-66337438</b> <b>e-mail: vikrantk@bhel.in</b>
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#### Annexure-E

#### DECLARATION CERTIFICATE

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)





	<b>BHARAT HEAVY ELECTRICALS LIMITED</b> <b>CORPORATE ADMINISTRATION</b> <b>BHEL HOUSE, SIRI FORT, NEW DELHI – 110049.</b>	<b>PH: 011-66337438</b> <b>e-mail: vikrantk@bhel.in</b>
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#### Annexure- F

#### DETAILS OF BUSINESS

The Contractor shall furnish the following information along with Part-1 bid for the said tender.

1.	Name of the firm/Authorized Representative	
2.	Address for communication	
3.	Registered Office, if any :	
4.	Location of office :	
	Telephone No.: (Office)	
	(Res)	
	(Mobile)	
	(Fax)	
	(email Address) (Website Address-if any)	
5.	Name of proprietor / partner	
6.	Name of Bankers	
7.	Date/year of commencement of Business	

Authorized signatory  
(With seal)





BHEL  
T HEAVY ELECTRICALS LIMITED  
CORPORATE ADMINISTRATION  
BHEL HOUSE, SIRI FORT, NEW DELHI – 110049.

PH: 011-6037438  
e-mail: vikrantk@bhel.in

Annexure- G

PRICE BID

S. No.	Description of Visiting Cards	Qty. (for two years)	Unit Rate in Figures (Rs.)	Unit Rate in Words (Rs.)	Total Amt. excl GST (Qty. x unit rate excl GST)	Applicable GST in Percentage in figures (%)
1	2	3	4	5	6	7
A	Type A in line with Annexure C	570 boxes*			To be calculated by BHEL	
B	Type B in line with Annexure C	240 boxes*			To be calculated by BHEL	
C	Type C in line with Annexure C	25 boxes*			To be calculated by BHEL	
D	Grand Total Amount					To be calculated by BHEL

\*Each Box having 100 cards

**Evaluation Criteria:** The successful bidder shall be decided on the basis of lowest amount arrived on D6 i.e. Grand Total Amount.

**NOTE:** The BOQ mentioned in this Price Format is indicative only & the same shall be considered for bid evaluation purposes. This may increase / decrease as per BHEL requirements. However, the payments shall be made on actual basis at the quoted Unit rates. The samples are available with Sh Vikrant Kumar, Manager, BHEL. The cards which are as per standards of BHEL shall be acceptable only

The rates are all inclusive but excluding taxes.



(Signature of bidder)  
Name, address and contact details of the bidder



BH AT HEAVY ELECTRICALS LIMITED  
CORPORATE ADMINISTRATION  
BHEL HOUSE, SIRI FORT, NEW DELHI – 110049.

PH: 011-237438  
e-mail: vikrantk@bhel.in

## Annexure- H

### UNPRICE BID

Mention “Q” for each line item where bidder has quoted price in Price Bid

S. No.	Description of Visiting Cards	Qty. (for two years)	Unit Rate in Figures (Rs.)	Unit Rate in Words (Rs.)	Total Amt. excl GST (Qty. x unit rate excl GST)	Applicable GST in Percentage in figures (%)
1	2	3	4	5	6	7
A	Type A in line with specification given in Annexure C	570 boxes*			To be calculated by BHEL	
B	Type B in line with specification given in Annexure C	240 boxes*			To be calculated by BHEL	
C	Type C in line with specification given in Annexure C	25 boxes*			To be calculated by BHEL	
D	Grand Total Amount				To be calculated by BHEL	N.A

\*\*Each Box having 100 cards

**Note:** This Annexure shall be part of Techno-commercial bid. The bidder is requested to indicate “Q” (stands for Quoted) against all line item for which the bidder has quoted price in Price Bid i.e. Annexure G.

(Signature of bidder)  
Name, address and contact details of the bidder





