



NOTICE INVITING TENDER

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Ref: OS/SC/2024-25/102/80

Date: 06.11.2024

Sub: Annual Maintenance Contracts of HP plotter of BHEL-HPVP, Visakhapatnam - Reg.

Tenders are invited under **two bid system**, Techno-Commercial Bid (Part-I) and Price Bid (Part-II) from the reputed and experienced contractors with sound technical and financial capability for the subject work thru GEM Portal

SL. NO.	NAME OF THE WORK	EMD in ₹	CONTRACT PERIOD
01	Annual Maintenance Contracts of HP plotters of BHEL-HPVP, Visakhapatnam as per scope of work.	Nil	1 Year

1. ELIGIBILITY CRITERIA:

- I) Tenderer should enclose EPF, ESI, PAN, GSTIN registration no. and Udyam registration copy.
- II) The Contractor shall submit Make and Model of minimum two plotters, on which maintenance was carried out by the contractor in last 5 years..
- III) **AVAILABILITY OF OFFICE OF SERVICE PROVIDER:** An office of the Service Provider must be located in Andhra Pradesh state. **Documentary evidence to be submitted.**

2. SCOPE OF THE WORK:

Comprehensive AMC for HP DesignJet T650 36-in (91.4 cm) Large Format A0 Plotter:

- a) AMC covers repair/replacement of all parts of the plotter by contractor except already defective spare parts before start of AMC, rat bite, short circuit burning, Print Head, Power cables, cartridges, outside plastic body parts, damage due to natural disasters.
- b) Firmware update is to be done by contractor whenever required.
- c) Print head replacement is to be done by contractor. Print Head Supply is in BHEL Scope.
- d) Attending any breakdown/ preventive maintenance of Plotter.
- e) Apart from preventive maintenance, if required Corrective maintenance shall be carried out.
- f) This contract is comprehensive type where the contractor has to borne all the spare and parts as required and also to execute preventive maintenance on monthly basis.
- g) Monthly inspection of machine, adjusting of fittings and replacing the damaged parts.
- h) Replacement / repairing of defective parts, is to be done free of cost.
- i) Replacement of defective parts with new one of OEM make as prescribed in tender is to be supplied and installed by contractor.
- j) Monthly checking and servicing of plotter should be executed. Submit report after service to Engineer In-Charge DTG.
- k) BHEL will not provide any Transport, boarding and lodging to plotter technician. These shall be on the part of the contractor.
- l) Hardware rectification/ software installation/ reinstallation of software is covered under this maintenance contract and will be the whole sole responsibility of the contractor.
- m) The Service Provider should use suitable instruments/ tools to examine and repair the plotter.
- n) The Service Provider is required to maintain the log sheet which will include number of services provided during the contract period with dates and necessary details.
- o) The annual maintenance shall be carried out primarily at the premises as specified in the work order, during office hours. However, in case of urgency, the service engineer may be called beyond the working hours also to restore the fault.

p) Any other works related to plotter maintenance as instructed by Engineer-in-Charge.

3. LOCATION OF WORK

3.1 The subject job is to be carried out within the premises of BHEL, Heavy Plates & Vessels Plant (HPVP), Visakhapatnam, Andhra Pradesh.

3.2 The intending tenderers are advised to visit the above place, note down the entry procedures, safety requirements, work permit system etc. and satisfy themselves of all conditions prevailing there before submission of their tenders.

4. EARNEST MONEY DEPOSIT:

Not applicable

5. CONTRACT PERIOD:

Contract **shall** be valid for a period of one year from the date of issue of work order or intimation from DTG dept., whichever is later.

6. INCOME TAX:

Income tax will be deducted from the payment made to the contractor as per applicable GOI guidelines and **TDS** certificate will be issued to this effect.

7. TDS ON GST:

TDS on GST amount as per statutory requirement as applicable will be deducted on each payment made to the contractor. Present TDS on GST is 2%.

8. SECURITY DEPOSIT:

Not Applicable

9. PAYMENT TERMS:

Bills shall be submitted quarterly once. Billing cycle will be from 1st day to the last day of the quarter. However, no interest shall be payable for delay in payment.

Bill payments will be arranged within **45 days for MSE (Micro/Small), 60 days for Medium Enterprise, 90 days for non-MSEs** from the date of submission of correct/ complete bill with all relevant documents to DTG Department.

Bills (RA/Final Bill) to be submitted to engineer-in-charge along with following documents:

- a) Invoice
- b) Work Completion Certificate issued by DTG Dept.
- c) Bank A/c details as per proforma
- d) Proof of GST payment

Note:

- 1) No advance in any form is payable by BHEL.
- 2) All payments will be released only through Electronic Funds Transfer (EFT).

10. PENALTY:

Contractor shall arrange plotter technician visit to BHEL-HPVP Vizag within 24 hours (1 Day is considered as 24 Hours) after raising the plotter complaint through e-mail/phone. Any repair/ replacement of parts to be done within 48 Hours (i.e. 2 working Days) of raising the plotter complaint through e-mail/phone. Beyond which a penalty of Rs. 200 per day will be deducted from quarterly bill.

11. FACTORY RULES & REGULATIONS:

Party shall abide by all the rules and regulations in force from time to time as per factory act. It shall be party's responsibility for ensuring the safety of the workmen and fulfilling employee state insurance and other statutory obligations.

12. VALIDITY OF THE OFFER:

The offer shall be valid for a period of **3 months** from the last date for tender submission.

13. PRICE SCHEDULE, TAXES & DUTIES:

- a. Prices shall be quoted as per price schedule attached to the tender for the complete scope of work.
- b. **The quoted prices shall be inclusive of GST as applicable as on due date of tender submission.** However, GST as applicable shall be payable by contractor & the same will be reimbursed as per annexure - GST.
- c. In addition to existing taxes, any new taxes imposed by Central/ State Govt. shall be payable by the contractor and same shall be reimbursed on submission of relevant documents/proof of payment.
- d. In case, any new tax is imposed instead of existing tax, difference of the amount shall be reimbursed/ recovered on submission of documentary evidence.
- e. Any new tax is imposed by Central/ State Govt. or there is any variation in taxes after expiry of delivery / contract period, the same shall be borne by contractor only.
- f. All terms & conditions of the contract in respect of taxes & duties are subject to new taxation laws introduced time to time by Govt. and terms & conditions will deemed to be modified in accordance with the provisions of New Laws (i.e., GST).
- g. **The quoted prices shall be fixed & firm without any escalation during the entire period of contract and till completion of the work.**

14. RISK PURCHASE:

In case the contractor fails to execute the work due to any reason, BHEL reserves the right to get the same completed through some other party at the risk & cost of the contractor and any additional expenditure incurred due to the same shall be charged to the contractor.

15. GENERAL:

- a) **Bidders shall confirm their acceptance to all the terms & conditions of the tender enquiry.**
Deviations to the tender conditions are not acceptable and BHEL-HPVP reserves the right to reject such offers which do not meet Technical / Commercial requirements without any / further correspondence.
Bids not accompanied with requisite documents, incomplete / conditional offers, bids not conforming to the terms & conditions specified in the tender documents are liable for rejection.
- b) **BHEL reserves the right to modify or cancel or short close the tender at any stage at its discretion without assigning any reason thereof.**
- c) The bidders shall study the Tender documents and all other relevant documents in detail for understanding the scope of work involved in various items before submission of offers.
For any clarifications required on this tender document, scope of work etc., the bidders shall depute their authorized representatives to HPVP, Visakhapatnam with prior intimation to get clarifications from concerned authorities.
- d) **Sr. Manager (DTG)** shall be the Engineer-in-charge for herein after referred to as such in the tender.

- e) Lowest offer need not be the rate acceptable to BHEL-HPVP and BHEL-HPVP reserves the right for negotiation with the L1 bidder/s.
- f) The following documents (enclosed) shall form part of the contract including this Notice Inviting Tender.

PART - I: TECHNO COMMERCIAL BID

- a) Acceptance to the tender terms & conditions : Annexure – I
- b) Contractor Information : Annexure – II
- c) Check List : Annexure – III
- d) Service Level agreement & GTC of GeM: to be downloaded from GEM Portal.

PART - II: PRICE BID

- e) Price Bid (Schedule of Quantities and Rates) : Annexure – IV

16. TENDER SUBMISSION:

- a) **The Bid shall be submitted in two parts through GEM portal before submission date & time along with the following documents:**
 - (i) Work Order and Experience Certificates in line with eligibility criteria
 - (ii) Copy of GSTIN Registration Certificate.
 - (iii) Copy of PAN card.
 - (iv) Udyam Registration Certificate (if any)
 - (v) Copy of EPF & ESI registration
 - (vi) All other applicable documents as detailed in the tender
 - (vii) **Documentary evidence of local office located in Andhra Pradesh state.**

Note: All pages of tender documents and the various supporting documents enclosed by the bidder should be signed on all pages with company seal.

Offers received in any other form will not be accepted.

- b) Submission of offer by a tenderer implies that all the tender documents were read by the tenderer and the tenderer is aware of the scope and specifications of the work, site condition, local conditions and rates at which stores, tools and plant, free / chargeable materials etc., will be issued to him by BHEL - HPVP and other factors having bearing on the execution of the work.

17. OPENING OF TENDERS:

Techno-commercial Bids will be opened on **16.11.2024 at prescribed time** in GeM Portal.

- 18. For this procurement, Public Procurement (Preference to Make in India), Order 2017 dated 15.06.2017 & 28.05.2018 and subsequent orders issued by the respective Nodal Ministry shall be applicable even if issued after issue of this NIT but before finalization of contract / PO/WO against this NIT

In the event of any Nodal Ministry prescribing higher or lower percentage of purchase preference and / or local content in respect of this procurement, same shall be applicable.

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ACCEPTANCE TO TENDER TERMS & CONDITIONS

I / We hereby confirm that the Tender documents, all annexures etc. have been studied in detail and we have fully understood the scope of work.

I / We accept to all the **Terms and Conditions** of the Tender Enquiry and the prices quoted are in accordance with the same.

I / We accept to offer valid for a period of **3 months** from the last date for tender submission.

Tender documents duly signed on all the pages by the Owner / authorized representative of the bidder are attached herewith.

SIGNATURE OF THE TENDERER WITH SEAL

CONTRACTOR INFORMATION

Sl. No.	Particulars	To be Filled by Bidder
01.	Name of the Contractor	
02.	Nature of Firm / Concern (Proprietor/Partnership/Pvt. Limited/Public Ltd.) Note: In case of partnership concern, please enclose photo copies of the partnership deed	
03.	Full address	
04.	Name of the Proprietor/Partner	
05.	Name of the Person(s) and designation authorized for signing the contract/dealing with BHEL	
06.	Telephone No. of the firm	
07.	Fax No.	
08.	Mobile No.	
09.	E-mail ID	
10.	HSN Code./ SAC Code	
11.	Organizational structure with name and designation	

CHECK LIST

Sl. No.	Particulars	Document Enclosed (Yes / No)	Document No
01.	Name of the Contractor		
02.	Tender Document Signed & Stamped		
03.	PAN Number		
04.	GSTIN Registration Certificate		
05.	EPF Registration		
06.	ESI Registration		
07.	Make and Model of minimum two plotters, on which maintenance was carried out by the contractor in last 5 years		
08.	Documentary evidence of local office located in Andhra Pradesh state		
09.	Valid Udyam Registration Certificate (if Any)		

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS / NEFT TRANSFER

01	NAME & ADDRESS OF THE SUPPLIER / SUBCONTRACTOR	
02	VENDOR CODE ASSIGNED BY BHEL-HPVP LTD	

DETAILS OF BANK ACCOUNT

03	NAME & ADDRESS OF THE BANK	
04	NAME OF THE BRANCH	
05	BRANCH CODE	
06	MICR CODE	
07	ACCOUNT NUMBER	
08	TYPE OF ACCOUNT	
09	BENEFICIARY'S NAME	
10	IFSC CODE OF THE BRANCH	
11	EMAIL ID	
12	TELEPHONE / MOBILE NUMBER	

CERTIFICATE

I / We here by agree to receive the payments due from M/s Bharat Heavy Electricals Ltd., by the National Electronic Fund Transfer / or RTGS Transfer mode by credit to my / our above-mentioned Bank account. I / We also agree that payments made to the above-mentioned account are a valid discharge of the liability of M/s Bharat Heavy Electricals Ltd. I / We also agree to bear the applicable Bank charges for the above mode of transfer. A copy of the Cheque leaf/ cancelled Cheque leaf of the above account is sent herewith.

(Authorized Signatories with Name & Seal)

BANKER'S CERTIFICATION

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (name of account holder), the signature of authorized signatory and the MICR and IFSC codes of our branch mentioned above are correct.

Place:

Bank Manager / Officer

Date:

Signature with Bank stamp and Name seal

FORWARDED TO ACCOUNTS DEPARTMENT / CASH SECTION

We confirm the above details are verified with the records available with us

Signature of BHEL Official with Name & Seal

Operating the contract / Services

GST COMPLIANCE FOR INDIGENOUS SUPPLIERS / CONTRACTORS

1. In Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GSTIN which should be clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.
2. Supplier shall mention their GSTIN in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.
3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
4. A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal & all tax liability as per GST rules and regulations have been and will be discharged, shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of BHEL.
5. All documents like Test Certificate, LR copy, Guarantee/Warranty certificate, work completion certificate, any other document mentioned in PO, shall be sent along with the vehicle/consignment where ever applicable. For all consignments received within the calendar month, input credit will be availed within that month in line with monthly returns filing cycle. In case of any discrepancy in the document or non-submission of documents mentioned in the PO, then BHEL will not be able to accept or account the material, in such case availing of tax credit will be deferred to next month or so.
6. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) for the shortages or rejections in the suppliers, within the calendar month notified by BHEL.
7. For any such delay in availing of tax credit for reasons attributable to supplier (as mentioned above), interest (calculated @ SBI Base Rate + 6%) along with penalty if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.
8. Under GST regime, BHEL has to discharge GST liability on LD recovered from suppliers/ contractors. Hence applicable GST shall also be recoverable from suppliers/contractors on LD amount. For this Debit note will be issued by BHEL indicating the respective supply invoice number.
9. This is to inform that GST portion of invoice, shall be released only upon Vendor declaring such invoice in his GSTR-1 and receipt of goods and Tax invoice by BHEL and Confirmation of payment of GST thereon by vendor on GSTN portal. Alternatively, BG of appropriate value may be obtained from vendor which shall be valid At least one month after the confirmation of date of payment of GST by vendor on GSTN portal and receipt of Tax invoice and receipt of goods, whichever is later. Above is subject to receipt of goods/service and tax invoice thereof along with vendor declaring invoice in his return and paying GST within timeline prescribed for availing ITC by BHEL.
10. That in case vendor delays Declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from vendor/contractor along with interest levied/ leviable on BHEL.

Note: The above will be followed strictly for Processing vendor payments to ensure GST Compliance.

**BHARAT HEAVY ELECTRICALS LIMITED
HEAVY PLATES & VESSELS PLANT
VISAKHAPATNAM – 530 012**

**PRICE BID
PART-II**

NAME OF WORK:

Annual Maintenance Contracts of HP plotter of BHEL-HPVP, Visakhapatnam

Tender Enquiry No: OS/SC/2024-25/102/80, Date: 06.11.2024

SCHEDULE OF QUANTITIES & RATES (SOQR)

ITEM NO.	DESCRIPTION	UNIT	QTY	Unit Rate in ₹	Amount in ₹
1	AMC for HP Design Jet T650 36 (91.4 cm) Large Format A0 Plotter Printer	No.	1		
2	GST @ 18%				₹ _____
3	Total amount including GST (This value is to be entered in GEM portal)				₹ _____

Total Amount including GST in Words:

NOTE:

- 1) Tenderers are requested to visit the site before submitting their tenders and go through the site conditions, nature and quantum of the job to be done and in general shall themselves obtain all necessary information as to risks, safety precautions, contingencies and other circumstances. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not, no claim shall be allowed.
- 2) The quoted prices shall be fixed & firm without any escalation during the entire period of contract and till completion of the work.
- 3) The quoted prices shall be inclusive GST as applicable as on date of tender submission. However, GST as applicable shall be payable by the contractor and same will be reimbursed by BHEL as per Annexure - GST.

SIGNATURE OF THE TENDERER WITH SEAL