



BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)
POWER SECTOR- EASTERN REGION
WBPDC, Sagardighi Thermal Power Project
STAGE III (1×660 MW, Unit. 5)
P.O.: Monigram, Dist. Murshidabad, W.B.PIN: 742237

NOTICE INVITING TENDER

Ref. No.: BHEL: PSER: SDG: PHOTOCOPY: ENQ: 2025: 11/11

Date: 11.11.2025

TO

Sub: Rate Contract for Photocopy, Lamination & Binding Works At Bhel-Sagardighi Site, 1 X 660 Mw, Sagardighi, P.O. Manigram, Dist.- Murshidabad, West Bengal

TENDER SPECIFICATION NO: BHEL: PSER: SDG: PHOTOCOPY: ENQ: 2025: 11/11

Sealed tender in two parts (Technical & Price Bids) are invited by BHEL, Sagardighi Site from reputed and experienced bidders for entering in to rate contract with BHEL, Sagardighi site for photocopy, lamination & spiral binding works. Detail tender Specifications and term & conditions are enclosed herewith.

You are requested to quote your most competitive rates as per rate schedule of the tender specification and submit your bid in the office of the undersigned on or before 18/11/2025 at 1500 hrs.

Thanking You,

Yours faithfully,

On behalf of BHARAT HEAVY ELECTRICALS LIMITED,



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SECTION-I

GENERAL INSTRUCTIONS TO TENDERERS

1.0 Tender specification as a whole, duly furnishing the following details, shall be duly signed and sent in a sealed cover super scribing "TENDER FOR RATE CONTRACT FOR PHOTOCOPY/ LAMINATION/ SPIRAL BINDING WORKS" at BHEL, SgTPP site.

- a) TENDER SPECIFICATION NO. : BHEL: PSER: SDG: PHOTOCOPY: ENQ: 2025: 11/11
- b) LAST DATE OF SUBMISSION : 18/11/2025 at 1500 hrs.
- c) DATE OF OPENING OF TENDER : 18/11/2025 at 1700 hrs.

2.0 Tenderer should submit their offer for rate contract for photocopy, lamination & binding works as per followings:

Part-I details in the sealed envelope – As stated in 2.1

Part-II details in the sealed envelope- Price bid as per Annexure- I

At the top of each envelope it must be mentioned as Part-I details (No deviation certificate, PAN Card copy,) & PART- II (Price Bid.)

All these two sealed envelopes to be put again in one sealed envelope.

3.0 Writing on top "TENDER FOR RATE CONTRACT FOR PHOTOCOPY/ LAMINATION/ SPIRAL BINDING WORKS".

PART-I

3.1 The Tenderer should submit the following documents.

- a) Covering letter of offer (in bidder's letterhead)
- b) Techno-Commercial Bid (signed copy of enquiry)
- c) Price schedule / Rate schedule – **Unpriced** but mentioning only **quoted / unquoted** against each item of price bid format .
- d) No deviation certificate in bidder's letterhead as per format given at **annexure - III**.
- e) PAN No. A photocopy of PAN card is to be submitted.
- f) GST registration number. A photocopy of GST certificate is to be submitted.

PART-II

- a) Copy of covering letter given in Cover-I : 1 Copy
- b) Complete price offer in line with prescribed price schedule .

3.2 The Tender should be addressed to:

Bharat Heavy Electricals Limited,
Sagardighi TPP, 1x660 MW, Unit-5,
WBPDC, P.O. - Manigram,
Dist.: Murshidabad, West Bengal-742237



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4.0 Tender to be submitted by post & shall be sent by “REGISTERED POST WITH ACKNOWLEDGEMENT DUE”. Tenders received after due date is liable to be rejected. Tender papers may also be submitted by hand delivery or by COURIER SERVICE or deposited directly in the BHEL OFFICE at BHEL: Sagardighi site.

3.1 Price bids of techno commercial qualified bidders’ shall be opened by the authorized officials of BHEL at their office at the time and date intimated by BHEL, in the presence of bidders or their authorized representative(s) who wishes to be present. Such representatives must bring with them their authorization letter during opening of the price bids. For any clarification, the bidders should contact BHEL, Sagardighi site.

3.2 The Tenderer should thoroughly go through all the clauses/ specifications, terms and conditions stipulated in the tender documents. In case the tenderers have any doubt about the meaning of any portion of the tender specifications or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, scope of work etc. they should at once contact the authority inviting the tender for clarification before submission of the tender.

3.3 The tenderers must furnish all the required information as per the instructions given in various sections of the tender specifications. Each and every page of the tender specification must be signed and submitted along with the offers by the tenderers as a token of complete acceptance thereof. The information furnished shall be completed by itself.

3.4 The tenderers should quote the rates in English language and international numerals. The rates shall be in whole rupees. The rates shall be entered in figures as well as in words.

3.5 All entries in the tender shall either be typed or be in written form. Erasures and overwriting are not permitted and may render such tenders liable to be summarily rejected. All cancellations, insertions, overwriting etc. shall be duly attested by the bidders.

5.0 “LETTER OF INTENT” shall mean the intimation by a letter to the Bidder that his tender has been accepted in accordance with provisions contained in that letter. The responsibility of the contractor commences from the date of issue of this letter and all the terms and conditions of the contract are applicable from the date.

6.0 In the event of any dispute of any nature, the decision of BHEL shall be final and binding on the contractor.

9.0 **VALIDITY OF OFFER:**

The offer shall remain valid for a period of 6 months from the date of submission of offer.

10.0 **EXECUTION OF CONTRACT:**

The responsibility of successful Bidder under this contract commences from the date as specified in the letter of Intent by BHEL.



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SECTION-II

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

DEFINITION:

The following terms and expressions shall have the meaning hereby assigned to them except where the context otherwise requires.

BHEL (or B.H.E.L.) shall mean Bharat Heavy Electricals Limited, a Company registered under Indian Company's Act, 1956 having its registered office at BHEL HOUSE, Siri Fort, New Delhi-110049 and its Regional Head Quarter at Power Sector Eastern Region, Plot No. 9/1, DJ Block, BHEL BHAVAN, Sector-II, Salt Lake, Kolkata-700091.

MANAGER shall mean the Officer in administrative charge of BHEL, Power Sector Eastern Region at Sagardighi Stage-II (2 X 500 MW) & Extn. project site.

"CONTRACTOR" shall mean the individual firm or Company who enters into this contract with BHEL and shall include their executors, administrators, successors and assigns.

"LETTER OF INTENT" shall mean the intimate letter to the Bidder that his offer has been accepted in accordance with the provisions contained in the said letter. The responsibility of the contractor commences from the date of issue of this letter and the terms and conditions of the contract are applicable from that date.

"MONTH" shall mean English Calendar month

ISSUE OF NOTICE:

The contractor shall furnish to BHEL, the name, designation and address of his authorized agent and all complaints notices, communications and reference shall be deemed to have been duly given to the contractor if delivered to the contractor or his authorized agent or left at or posted to the address either of the contractor or his representative/authorized agent and shall be deemed to have been so given, in the case of posting on the day on which they would have reached such address in the ordinary course of post or on which they were so delivered or left.

COMMENCEMENT OF SERVICE:

The contractor shall commence the work within the time indicated in the Letter of Intent from BHEL and shall proceed with the same with due expedition without any delay.

If the successful Bidder fails to start the work within the stipulated time, BHEL at its sole discretion will have the right to cancel the contract. His earnest money and/or security deposit if applicable, with BHEL will stand forfeited without any further reference to him, without prejudice to any and all of BHEL's other rights and remedies in this regard.



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MODE OF PAYMENT & TAXES & DUTIES:

All payment due to the contractor after deduction of Income Tax at source as applicable and as prescribed under Income Tax Act/Rules from time to time shall be paid by Account Payee Cheques/RTGS only after submission of bills duly verified by BHEL's authorized representative/office/department (within fortnight from the date of receipt of such bills).

RIGHTS OF BHEL:

BHEL reserves the following rights in respect of this contract without entitling the contractor for any compensation:

To terminate the contract any time by giving one month's notice without assigning any reasons thereof.

To recover any amount due from the contractor on any account due to the contractor, under this contract or any other contract or from Security Deposit.

To effect recovery of any amount due from the contractor under this or any other contract etc. or in any other form, the sum of money BHEL is forced to pay anybody due to contractor's failure to fulfil any of his obligations.

In the event of any dispute of any nature, the decision of BHEL shall be final and binding on the contractor.

RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF LOCAL LAWS

The contractor shall comply with all state and central laws/ statutory rules, regulations etc. as applicable.

The contractor shall pay all taxes, fees, license charges, duties, royalty commissions or any other charges which may be levied on account of his operation and in executing the contract to the concerned authorities. In case BHEL is forced to pay any of such taxes/charges, BHEL shall have the right to recover the same from the contractor either from his bill or otherwise as deemed fit.

The behavior of contractor at the place of work shall be polite, should have good temperament. The contractor should be responsible for observance of all regulations by the staff employed by him.

The contractor shall ensure that no damage is caused by Paramedical staff provided by him to any person, property of other parties (working hours at the place of work). If any such damage is caused, it is the responsibility of the contractor to make good the losses or to compensate for the same.

In case the contractor is required to undertake any work outside the scope of this contract, the rates payable shall be those mutually agreed upon.



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All safety rules and codes applied by BHEL at the place of work shall be observed by the contractor without exception. The contractor shall be responsible for the safety of the equipment deployed and shall maintain all protection necessary for the purpose. The contractor shall also take precautions as may be indicated from time to time by BHEL with a view to prevent pilferage, accidents, fire hazards and due precaution shall be taken against fore seen or unseen hazards and atmospheric conditions.

In case of any class of work that are not covered in this specification as laid down in the contract, such work shall have to be carried out in accordance with the instructions and requirement of the authorized representative of BHEL.

INSURANCE

If due to negligence and/or non-observance of the safety and other precaution any accident/injury takes place to any other person(s)/public, the contractor shall have to pay necessary compensation and other expenses, if so decided by the BHEL authorities.

If due to contractor's carelessness, negligence of non-observance of safety precautions damage to BHEL's property and personnel should occur and if BHEL is unable to recover in full cost from the Insurance Company, the balance will, be recovered from the contractor's bill. In the event of loss/theft of BHEL's property while in the custody of the contractor it will be the responsibilities of the contractor to lodge a F.I.R. with the local police authorities' and furnish the details of F.I.R. about loss/theft within 48 hours of the occurrence. This is for the purpose of lodging insurance claim. If BHEL is unable to recover in full cost from the Insurance Company, the balance including deductible franchise wherever applicable will be recovered from the contractor.

LAW GOVERNING THE CONTRACT AND COURT JURISDICTION

The contract shall be governed by the law for the time being in force in the Republic of India. The Civil Court, having ordinary original civil jurisdiction in Berhampur, WB shall alone have exclusive jurisdiction in regard to all claims in respect of this contract.



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SECTION-III

SCOPE, SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. Agency to deploy and install photo copier machine at 'BHEL Sagardighi Site Office' for carrying out photo copying job.
2. The Photo copier machine installed should have following minimum features:
 - a) It should be fully multifunctional, digital, Copy, Print, Scan and Fax functionality.
 - b) It should have capacity of giving 33ppm A4/ 16ppm A3 output.
 - c) It should have Laser dry electrostatic transfer imaging system.
 - d) It should have Wide range zoom from 25% - 800% in 1% increments from platen glass.
3. The Bidder shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities. Bidder must ensure that his operational cost towards operator statutory wage and other miscellaneous expenditure (if any) for executing this works must be within the quoted rate.
4. Photocopy service to be made available from 9.00 Hrs to 18:30 Hrs on all working days. In case of exigencies of work, photocopy services may have to be provided even after office hours/on holidays for which no extra charges will be payable to the Bidder by BHEL. Accommodation, transportation, meal expenditure for the Paramedical staff to be paid by the agency.
5. BHEL has the privity of the contract with the Bidder only and will give instructions to the Bidder or his authorized representative. BHEL will have nothing to do or be concerned with the employment of employees working for the Bidder. The relationship between BHEL and the Bidder will be that of independent entities and nothing herein contained will amount to joint venture, partnership or employer –employee relationship.
6. All materials/consumables including paper, tonner etc. required for Photocopying works & Binding will be supplied and arranged by Bidder within their quoted rate. No extra claim for supply of materials etc. will be entertained.
7. Toner of Branded company / manufacturer to be provided as and when required for machines so installed and under service of BHEL.
8. The Bidder shall be solely responsible for day to day maintenance / repair at his own cost to provide interrupted service and to provide quality photocopying where no scratch or unwanted ink impression appears on the photocopy paper. BHEL will not pay any extra charges for repair/maintenance of the machine.



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9. Bidder shall ensure that Photo Copier machine are operational on all working days. In case of breakdown of photocopier machine for more than three days, Bidder shall have to arrange for replacement of machine immediately so that work of BHEL does not suffer due to non-availability of machine.
10. Spiral Binding
- SPIRAL BINDING means book binding by arranging, cutting punching, perforation and stitching & binding of A4 size documents & papers.
 - A book may contain upto 50 sheets or more.
 - The book may require to be added additional set of sheets
 - Additional set of sheets means additional sheets upto 25 counts.
 - The Plastic Coated Cover to be supplied by the bidder.
 - The Plastic Coated Cover should be arranged as front and back cover of the book.
 - The Plastic Coated Cover used as front cover should transparent and used as back Cover should generally be non-transparent.
 - The Plastic Cover should not be less than 100 Micron
 - Printing of title (as directed by indenter) on front cover to be to be done by the bidder.
 - The book may be required to be made in one or more copies. For making copies, the bidder may have to carry out Photocopying work.
 - The input /Documents /Papers for spiral binding may be also be given in soft copy. In that case, the bidder is required to make copy by printing on A4 Size papers (minimum 75 GSM).
 - The item may be **executed on site** i.e BHEL BHAVAN or **off site as specified in requisition.**
11. The quoted rates shall remain firm throughout the contract period. No compensation/escalation shall be payable by BHEL during the period.
12. It is the responsibility of the agency to insure its employees against injury, disability and death while at work and to pay compensation to them if required.
13. If due to any negligence of the agency or its employees any accident/incident occurs to any person or property at site the agency has to pay the compensation and other expenses as intimated by BHEL.
14. In the event of loss or theft of BHEL's property while in the custody of the agency, it will be the responsibility of the agency to lodge FIR with the local police authorities and furnish the details of FIR within 48 hrs of occurrence. This is for the purpose of lodging insurance claim. If BHEL is unable to recover the cost from insurance company, the amount will be recovered from the agency's RA bills.
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15. BHEL reserves the right to terminate the services of the agency anytime with a notice period of Ten days in writing during the contract period, if the services are found un-satisfactory.

PENALTY

- a) All legal, statutory and financial requirements and liabilities whatsoever in connection with the staff deployed at BHEL Sagardighi site during the currency of the contract are to be complied with by the contractor. All payments relating to PF, Employee Compensation Insurance etc. and other related expenditure are to be borne by the contractor himself and BHEL in any way shall not be responsible for same.

DURATION OF CONTRACT:

- a) The duration of this contract will be for a period of 12 (Twelve) months with effect from the date of its commencement. In case of exigency, BHEL Reserves the right to further extend the contract beyond contractual and provisional extension (as indicated above) at a rate mutually agreed between BHEL and the contractor.
- b) Extension of contract cannot be claimed as a matter of right by the contractor and the decision of BHEL shall be final and binding on the contractor in this regard.

TERMINATION OF CONTRACT :

- a) The contract may be terminated by BHEL after giving one month's notice to the contractor.
- b) The contractor will be required to give to BHEL an advance notice of one month in writing for termination of this contract.
- c) The bidder shall quote their as per format in PRICE BID.

The contractor shall maintain proper records of the photocopy, lamination & Spiral binding done and such records should be made available to BHEL for scrutiny as and when required. The contractor shall be responsible for all sorts of statutory payments to the staff employed by him.