

**BHARAT HEAVY ELECTRICALS LIMITED
(A GOVERNMENT OF INDIA UNDER TAKING)
POWER SECTOR - PROJECT ENGINEERING MANAGEMENT
PPEI, HRDI & ESI COMPLEX, FILM CITY, PLOT NO.25, SECTOR 16A NOIDA
(U.P.) – 201301**

Ref: PW/CPA/511-02

Dated: 01.07.2013

To

Sub: - Local courier service for delivery of local mail / documents of BHEL, PS-PEM, Noida.

Dear Sir,

We are a leading public sector undertaking in the country and inviting offers from you for local courier service for delivery of local mail / documents of BHEL, PS-PEM, Noida as per attached tender documents.

You are requested to submit your bids in the prescribed format in a sealed cover with enquiry No., date and quotation due date legibly super-scribed on it.

The bid must be accompanied with the complete documents as required under bid document and must be delivered to Tender Room, BHEL, PS-PEM, PPEI Building, HRDI & ESI Complex, Film City, Sector – 16A, Noida (U.P.)-201301 on or before 10.07.2013 at 14:00Hrs.

Thanking you
Yours sincerely,

For & on behalf of BHEL
(Devendra Upadhyay)
Engineer (HR-GAX)

Enclosures:

1. Tender document with price schedule.

(Signature With name, Designation & seal of the firm)

SUBMISSION OF OFFER

Dated: -

From:

M/S -----

To

**Sr. Dy. General Manager (HR)
Bharat Heavy Electricals Limited
Power Sector- Project Engineering Management
PPEI Building, HRDI & ESI Complex
Plot No. 25. Sector-16A
NOIDA - 201301**

Subject: - Tender in response to your invitation for Local Courier service.

Dear Sir,

We hereby submit our techno commercial offer (two bid system) in full compliance with the terms and conditions of the tender enquiry. Therefore, we offer you the most competitive rate for these services. Earnest Money Deposit in the form of DD/Pay order payable to Bharat Heavy Electricals Ltd. for an amount of Rs. 10,000/- (Rupees ten Thousand Only) is enclosed. Our offer shall remain valid for acceptance for a period of three months from date of opening of tender Part 1(Technical).

Very truly yours,

(Signature of Tenderer with Rubber Stamp)

Full Name : -----

Title & Capacity : -----

(Signature With name, Designation & seal of the firm)

**BHARAT HEAVY ELECTRICALS LIMITED
(A GOVERNMENT OF INDIA UNDER TAKING)
POWER SECTOR - PROJECT ENGINEERING
MANAGEMENT
PPEI, HRDI & ESI COMPLEX, PLOT NO. - 25, FILM CITY,
SECTOR – 16A NOIDA (U.P.) – 201301**



TENDER DOCUMENTS

FOR

“Local courier service for delivery of local mail / documents of BHEL, PS-PEM,
Noida”

Tender Ref. No. Ref: PW/CPA/511-02

Dated: 01.07.2013

CONTENTS

1. Total papers in tender document are 09 nos.
2. Technical bid (Scope and general terms & conditions).
3. Price Bid

Last date of Submission: 10.07.2013

(Signature and seal of the bidder)

(Signature With name, Designation & seal of the firm)

Sealed tenders are invited for “**Local courier service for delivery of local mail / documents of BHEL, PS-PEM, Noida**”. Date of submission & opening of the tender, scope of work, and General Terms & Conditions are as under : -

1. DATE OF SUBMISSION AND OPENING OF TENDER

Last date for submission of sealed tender at : 10.07.2013 at 14:00 Hrs.
BHEL, PS-PEM, PPEI, HRDI & ESI COMPLEX,
FILM CITY, PLOT NO.25, SECTOR 16A,
NOIDA (U.P.) – 201301

Date of opening the tender : 10.07.2013 at 15:00 Hrs.

2. SCOPE OF WORK

Details of area for “**Local courier service for delivery of local mail / documents of BHEL, PS-PEM, Noida**”.

S. N.	Description
1.	Collection / delivery of local mails/documents daily from BHEL / customer of BHEL / clients of BHEL / others Delhi & NCR based divisions of the company as per the schedule given in Part-(A) of annexure – I. Collection / Depositing documents to the banks/ MTNL offices as per the schedule given & indicated in the Part (B) of annexure-I. Generally local mails / documents not exceeding 05 Kg in weight.” in BHEL, PS-PEM, PPEI, HRDI & ESI COMPLEX, FILM CITY, PLOT NO.25, SECTOR 16A, NOIDA (U.P.) – 201301

INSTRUCTIONS FOR THE BIDDER

3. General terms & conditions:

1. Dak/mail has to be collected and delivered on all working days from various BHEL offices as per schedule given in Annexure-I.
2. The number of local couriers sent in a month by BHEL is between two to three thousand in a month. The proof of delivery of such mails / documents must be obtained and submitted to dispatch section on the next working day.
3. During the currency of the contract BHEL may add or delete one or more destinations in and around existing locations based on the current requirements and no additional compensation shall be payable at this account.
4. Courier shall take all precautions to ensure that there is no loss of documents / dak during transit. In case of any reason what so ever, any mail / document is misplaced and / or there is any delay on the part of the courier in promptly delivering any mail / document a sum not exceeding Rs. 200/- per mail/document shall be recoverable from the monthly payment due and payable to the courier.
5. Courier shall be ensured the collection of documents / dak as per the schedule given in annexure – I on all working days. However, in case of delay in collection of documents / dak a penalty of Rs.100/- on each delay.

(Signature With name, Designation & seal of the firm)

6. Collection / delivery of local mail / document daily from BHEL to NTPC / Pragati power of IP state of Delhi will go daily at this hour's 15:00 hrs, for each location two person are required.
7. Rate quoted by the bidder should be inclusive of all taxes, no any tax will be payable.
8. The tender shall be strictly in accordance with the tender specifications and no deviations are acceptable. Offer with deviation shall be rejected.
9. **JURISDICTION** : 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 (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Noida (where this Contract has been signed on behalf of the CONTRACTOR) 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.

The opinion / decision of BHEL regarding the bids shall be final and conclusive. BHEL reserves the rights to reject any or all the bids at any time without assigning any reason what so ever.

4. Earnest Money Deposit:

The earnest money deposit Rs. 10000/- (Rupees ten thousand only) is to be paid by each tenderer in the form of Pay order or Demand draft only payable at New Delhi. EMD shall not carry any interest.

5. Security deposit:

Security deposit in the form of Pay Order, Demand Draft in favor of BHEL payable at New Delhi will be submitted by the successful bidders before starting the work. The security deposit will be @ 10% of the contract value. Contractor can start the work after submission of 50% security deposit. Balance security deposit will be recovered from his running bill / bills. The security deposit amount will be refunded to the party after six month from the date of completion of the work.

6. Procedure for submission of sealed tenders:

1. The tender is to be submitted as required in two parts in separate sealed covers prominently superscribed as Part-1 "Techno-commercial Bid" & Part-2 "Price Bid" and also indicating on each of the covers the tender number and due date and time as mentioned in the tender enquiry. Envelope of Part-1 "Techno-commercial Bid" shall contain documents required. "Price Bid" shall contain price bid duly quoted in the Price format. A third sealed cover shall contain required amount of EMD and shall be super scribed as EMD. These three separate covers 1, 2 and 3 shall together be enclosed in fourth envelope and this sealed cover shall be superscribed with tender number / numbers and due date. Tenders submitted without EMD are liable to be rejected.

(Signature With name, Designation & seal of the firm)

2. Envelope No. 3 containing EMD will be opened first and after due verification of EMD as per clause of the tender will be opened next and evaluated afterwards. Tenderers who qualify in Technical Bid (Part – 1) will only be considered while opening of Price Bid (Part – 2). The unsuccessful tenderers will be intimated through email for rejection in the technical bid. BHEL may finalize successful tenderer by opening of sealed price bid. Date of opening of sealed Price Bid / conducting of online Reverse Auction will be intimated separately to the Tenderers who qualify in the Techno-Commercial bid.
3. Tenders should strictly be in accordance with the tender specifications & General Instructions to the Tenderer enclosed herewith.
4. The Tenderer should accept all terms & conditions of the tender unconditionally. No any deviation will be accepted in the tender.
5. Clarifications, if any, of Technical / Commercial nature, can be obtained from the officer to whom the tender is to be submitted before the tender due date.
6. Late offers will not be considered. All entries in the tender document should be in one ink. Correction over writing, cuttings, will not be permitted.

7. Validity and termination of the contract:

1. The contract shall initially be valid for a period of the two years with effect from the date of award of contract. BHEL reserves the right to terminate the contract at any stage during the currency of the contract by giving 30 days' notice, in writing, without assigning any reason, whatsoever there. Subject to satisfactory performance the contract may be renewed for further period of one year on mutually agreed terms.
2. The price bid should be valid for 90 days from the date of opening of the techno-commercial bid. After awarding the work the rates should be firm till the completion of tender period.

8. Payment terms:

1. Payment against monthly bill supported with proof of delivery (POD) for each consignment will be made within one month from the date of receipt of bill. A copy of service tax *challan* for deposit of service tax (if applicable) along with a certificate from the party, in support of the fact that the service tax claimed from BHEL has been deposited with the tax authorities, is to submitted compulsorily If applicable. All applicable statutory recoveries, dues etc. will be affected at source.

9. Eligibility criteria:

1. Bidder should have similar experience in executing the contract for at least two years. For this the bidder should submit Performance Certificate of a contract executed in Delhi/NCR.
2. Bidder should have PAN number.
3. Bidder should have Service Tax number / Sales Tax number.
4. The bidder should have a local office (in Delhi/NCR) with proper set up.
5. Bidder must be ready to start the service from the work awarding date.
6. Documents to be enclosed with bid:

(Signature With name, Designation & seal of the firm)

- I. Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.
- II. Performance certificate mentioning successful completion of similar contract in past two years in Delhi/NCR.
- III. Bidder has to submit copy of PAN card.
- IV. Bidder has to submit copy of ITR for the year 2011-12.
- V. Bidder has to submit Service Tax registration number / Sales Tax registration number (if applicable).
- VI. Bidder's details as per Annexure-II

10. Submission of tender:

Duly filled and complete in all respects, the sealed tender may be sent either by registered post or may be submitted personally (By hand) in the office of Tender Room, BHEL, PS-PEM, PPEI, HRDI & ESI Complex, Film City, Plot No.25, Sector - 16A, Noida (U.P.) – 201301, between 09:00 AM to 05:30 PM on any working day till the due date.

11. Validity of Rates:

After awarding the work the rates should be firm up to contract period.

(Devendra Upadhyay)
Engineer / HR-GAX

(Signature With name, Designation & seal of the firm)

Annexure – I

(A) Mail/Documents : -

S. N.	Place of collection & delivery	Time of collection	Frequency
1	BHEL House Siri Fort Asiad New Delhi-49.	11:00 Hrs.	Daily
2	BHEL Integrated office complex New Delhi-3.	13:00 Hrs.	Daily
3	BHEL, PS-PEM, PPEI Building, Plot No. 25, Film City, Sector-16A, Noida.	14:00 Hrs.	Daily
4	BHEL, HRDI & PSNR Plot No. 25, Film City, Sector-16A, Noida.	14:20 Hrs.	Daily
5	BHEL, Kribhco Bhawan, Sector-1, Noida.	14:30 Hrs.	Daily
6	BHEL Township, Sector-17, Noida.	14:40 Hrs.	Daily
7	NTPC Sector-24, Noida.	15:00 Hrs.	Daily

(B) Finance related services & miscellaneous services : -

S.N.	Place of collection	Place of Delivery	Time of collection	Frequency
	BHEL, PS-PEM, PPEI Building, Plot No. 25, Film City, Sector-16A, Noida.	Canara Bank, Janpath, New Delhi.	11:00 Hrs.	Daily
	BHEL, PS-PEM, PPEI Building, Plot No. 25, Film City, Sector-16A, Noida.	SBI, Janpath, New Delhi.	11:00 Hrs.	Daily
	BHEL, PS-PEM, PPEI Building, Plot No. 25, Film City, Sector-16A, Noida.	MTNL Telephone bill offices.	11:00 Hrs.	2-3 Times in a month
	Power Pragati IP State Delhi.		15:00 Hrs.	Daily

(Signature With name, Designation & seal of the firm)

Bidder's Details

S. N.	Description	Details
1	Name of the Party	
2	Address of the party	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Party	

(Signature With name, Designation & seal of the firm)

ANNEXURE – III

**BHARAT HEAVY ELECTRICALS LIMITED
PS-PEM, PPEI, HRDI & ESI COMPLEX,
PLOT NO. - 25, FILM CITY, SECTOR – 16A NOIDA (U.P.) – 201301**

TENDER No. PW/CPA/511-02

Dated: 01/07/2013

Price Bid

S. N. (A)	Description of service(B)	(C) Unit	(D) Qty.	(E) Rate	(F) Amount without tax (F=D X E)	(G) Taxes (.....%) Type (.....) (if applicable) Amount = F x Rate (%)	(H) Total Amount including Taxes = F+G
1.	Consolidated monthly charges for delivery of local mails/documents from BHEL's Customer's/Client's offices/others Delhi – based divisions of the company and vice versa as well as to the banks as indicated in Annexure-I.	Lot (Total Letters of one month approx. Three thousand)	24				
2.	Charges of delivery of packets / box weighing more than 5 Kgs each from BHEL, PS-PEM, Noida to BHEL's customer's / clients offices / others Delhi based divisions of the company and vice versa.	Each Pkt/box	624				
						Total amount including taxes	

Note-1: Please mention the type of tax and rate as applicable in column G (if applicable). Please mention 'NA' if not applicable.

Note-2: Evaluation will be done on the lump sum basis i.e. total of column (H)

(Signature With name, Designation & seal of the firm)

DECLARATION

I / We hereby declare that I/We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court. I / We have no any case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. I / We have enclosed the following documents with the tender document in technical bid. :-

- a. Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.
- b. Performance Certificate.
- c. Bidder has to submit copy of PAN card.
- d. Bidder has to submit copy of ITR for 2011-12.
- e. Bidder has to submit Service Tax registration number / Sales Tax registration number (if applicable).

(Signature With name, Designation & seal of the firm)