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BHARAT HEAVY ELECTRICAL LIMITED

BHEL, Jhansi
(Material Management)

Phone : 2412431
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PRESS TENDER NOTICE NO. : PUR/WC/T/111

Sealed Tenders are invited in two part bid system for installation of 8 Nos Medium Duty Plain Paper Copier (Xerox) Machines on Rental Basis for 2 years for use at various departments of BHEL JHANSI. Detailed Specification and other terms and condition are available on our web site <http://www.bhelbpl.com> & <http://www.bhel.com>. Tender documents can also be obtained from the office of SR DGM (MM) by depositing Rs.1000/- (Rs.One thousand) only in the form of demand drafts payable to BHEL.

Last Date for submission of Bids on or before ~~13:15~~ 13:15 on 9.10.07

Tender opening Date : At 1400 hrs on 9.10.2007 (AT 2 O'CLOCK ON 9.10.07)

Tender Fee : Rs ~~500/-~~ 500/-

EMD : Rs 100000/-

Tender Room Location : Tender Room, 1st Floor, Administrative Bldg. BHEL, JHANSI.

SR DGM (MM)

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TENDER NOTIFICATION

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~~Technical Services Department~~

~~BHEL, BHOPAL~~

Phone No. : 2412576

email : blal@bhelbpl.co.in

Tender Notice for Installation of 8 Nos Medium Duty Plain Paper Copier (Xerox) Machines on Rental Basis

Scaled tenders are invited in two bid system for Installation of 8 Nos. Medium Duty Plain Paper Copier (Xerox) Machines on Rental Bases for use in various departments of BHEL, Bhopal.

Estimated Cost : Rs 20 Lakh

EMD : Rs. 1 Lakh

Tender Cost : Rs. 500/- (To be submitted separately alongwith the bids)

Last Date of Submission of bids :

On or before 13-15 hrs of 09/10/2007

Tender Opening : At 1400 hrs on 09/10/2007

Tender Room Location : Tender Room
Administrative Bldg.
1st Floor
BHEL, BHOPAL

Note :-

Tenders will not be considered if :-

- a) Draft of Tender Fee (Rs. 500/-) not enclosed
- b) Tender not submitted in two bid ie Techno Commercial and Price Bid.
- c) EMD (Rs. 100000/-) not received.

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Bharat Heavy Electricals Limited Bhopal

Technical Services Department
(MM Deptt)

Subject : Tender for Installation of 8 Nos Medium Duty Plain Paper Copier (Xerox) Machines on Rental Bases.

This office invites sealed tenders from reputed agencies for installation of 08 Nos medium duty plain paper copier (Xerox) machines on rental basis for use in various departments at BHEL Bhopal. Specification of machines, Scope of work, General terms and condition etc are as per following Annexures.

Annexure - I	:-	Specification
Annexure - II	:-	Scope of work
Annexure - III	:-	Important Commercial Terms & Conditions
Annexure - IV	:-	Payment Terms
Annexure - V	:-	General Terms & Conditions
Annexure - VI	:-	Statutory compliances

Down load from BHEL G4

Other particulars are given below :

1. Last date for receipt of Tender : On or before 13:15 hrs of 9.10.2007 (9.10.07)
2. Tender Opening : At 14:30 hrs on 9.10.2007 (AT 2 o'clock on 9.10.07)
3. Rental Period : 5 Years from the date of installation.
4. Tenderer should submit their offer in double cover containing two separate sealed envelopes ie Part A - "Technical Cum Commercial Offer" and part B - "Price Bid". Both the envelopes to be superscribed with "08 Nos Medium Duty Paper Copier (Xerox) Machines" and contents of envelope with date of opening. Initially Part A "Technical cum commercial offer" shall be opened. Part B- "Price Bid" offer of only those tenderers shall be opened whose offers are technically and commercially acceptable.

Techno commercial bid must be accompanied with earnest money deposit (EMD) of Rs. ~~One~~ Two Lacs/only (Rs 100000/-) and Tender cost of Rs. One Thousand (Rs 1000/-) Separately, in the form of pay order or demand draft payable to BHEL. Offers without EMD and Tender Cost shall be summarily rejected.

5. The earnest money of the unsuccessful bidder will be refunded after the award of tender. EMD of the successful tenderer shall be converted and adjusted against the security deposit.

6. The Contractor must meet the following qualifying criterion. :-

- a) Reputed manufacturer or importer of Photocopier machines are their authorized dealer.
- b) Experience of at least 2 years in executing similar contracts

Vendors to submit documentary evidence in support of the qualifying criterion.

7. The successful contractor shall be required to execute an agreement on U P Non-Judicial Stamp Paper of Rs. 50/- in the form prescribed by BHEL. The expenses of completing the agreement shall be borne and paid by the contractor.
8. Bills shall be raised on Quarterly basis from the date of installation and payment shall be made as per BHEL norms after certification by user departments.
9. Validity of the offer should not be less than 120 days from the date of opening of tender.
10. Tenderer shall sign each page of quotation and any addition or deletion shall be counter signed. Incomplete or unsigned quotations are liable to be rejected.
11. BHEL Bhopal, reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.
12. The tenderer shall have documents regarding statutory obligations such as Registration with concerned authorities, ESI Authorities, PF Authorities, PAN No. Labour Department etc.
13. Registration number of the firm should be clearly mentioned while quoting the tender.
14. Services Tax registration No. of the firm must be stated in the quotation. Service tax if any has to be stated separately in the bills.
15. The contractor will be responsible for enforcing all safety regulation applicable to BHEL and is advised to take adequate insurance cover of its representatives, workers, equipments etc.
16. All the complaints must be attended immediately and resolved within 4 hours of reporting.
17. Services personal must be provided Mobile Phone facility and must be available in the vicinity of BHEL throughout the day.

BHARAT HEAVY ELECTRICALS LIMITED, BHOPALTechnical Services DepartmentSPECIFICATION FOR INSTALLATION OFMEDIUM DUTY PLAIN PAPER COPIER MACHINES ON RENTAL BASIS

1. Type : Desk Top
2. Copying System : Dry
3. Original size : Any size upto A3 (297 X 420 mm)
4. Type of Original : Sheets/Book
5. Copy Paper Weight : 60-120 GSM
6. Magnification : Zoom 64% to 156% (Min) in 1% increments
7. Copying Speed : A4 Size : 15 Copies per Minute, Min.
A3 Size : 10 Copies per Minute, Min.
(Machines having higher speed shall be preferred).
8. Monthly Copy Volume: Average Load : 10000 copies
9. Duty Cycle : Continuous running for at least one hour
10. Multiple Copies : 1-99
11. Copy Select : Ten Key System
12. Paper Feeding : Automatic Paper Feed with Single Paper Tray Location.
Separate interchangeable trays for A3 & A4 to be supplied.
In addition machines to have one By-Pass (Manual).
Capacity of each Tray shall be 250 sheets of 75-80 g.s.m. (Min).
13. Toner Density Control: Automatic
14. Process control : Micro computer based with selenium / OPC Photoreceptor
Machines with OPC Photoreceptor Drum will be preferred.

Machines to have self diagnostic system facility for indication of paper misfeed, want of toner, empty paper cassette and requirement of servicing etc.
15. Power Source : AC 200 / 240 volts, 50 Hz
16. Supply of Consumables : Copying paper, Electricity and Operator will be arranged by BHEL, while supplier will be responsible to ensure continuous availability of Toner, Drum etc. to avoid hold-up of work.

17. Air-Conditioner : In case supplier recommends the use of air-conditioner for proper functioning of the machine, the same should be included in the offer for supply alongwith the machine.
18. Installation : Supplier shall install a new machine and train at least two persons from each location of installation of machine. Supplier shall furnish documentary evidence viz Excise Duty Gate Pass, Custom Clearance etc showing that new machine has been installed.
19. Rental Period : The contract shall be valid for a period of 4 years from the date of installation.
20. Identification marking: Identification mark viz. S.No., Deptt. & BHEL logo shall be suitably marked on top glass of machine by Screen Printing or any other conventional method.

Technical Services DepartmentReprographic CentreScope of Work for Medium Duty Plain Paper copier (Xerox) Machines

- (1) Function : Plain Paper Copier Machines shall be used for printing of drawings & documents of size upto A-3 in various departments.
- (2) Supply of Machine: New Machines shall be installed and documentary evidence viz. Excise Duty Gate Pass, Custom Clearance etc to this effect shall be furnished.
- (3) Up-keep of Machine :
- (a) The supplier has to maintain the machines to ensure that the machines are in working order giving quality prints for minimum 97% of the available time (to be calculated on the basis of 8 hours a shift per day)
- (b) Deduction towards down time of the machine shall be made as follows :
- Downtime upto 3% : No. Deduction
 - Downtime above 3% and upto 5% :- 2% of basic machine rent will be deducted.
 - Downtime above 5% and upto 10% : 5% of basic machine rent will be deducted.
 - Downtime above 10% :- Basic machine rent for that ~~month~~ ^{Quarter} will not be payable.
- (c) Regular Preventive maintenance of the machines shall be undertaken.
- (d) The machines shall be provided with extended preventive maintenance after crossing 2 lakh copies and complete refurbishing shall be done after crossing 4 lakh copies.
- (e) In case breakdown of any machine is more than 10% continuously for 3 months, the supplier should replace the machine with a new one.
- (f) After 6 lakh copies have been made on a particular machine, the machine shall be replaced by a new one by the supplier.
- (g) If required, the machines shall be resited inside the plant without any charge by the supplier.

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- (4) Response to Complaints : All the complaint must be attended within 2 hours of registration. For this supplier has to ensure that sufficient no. of Service Personnel are available at Bhopal.
- (5) Consumables : Supplier shall maintain at Bhopal adequate stock of consumables eg. Toner, Developer etc and spare parts needed for perfect functioning of machines.

**IMPORTANT COMMERCIAL TERMS & CONDITIONS FOR INSTALLATION OF ⁰⁸ 40 Nos
MEDIUM DUTY PLAIN PAPER COPIER (XEROX) MACHINES ON RENTAL BASIS**

1. The quotation should be in two parts i.e. Part A "Technical Cum Commercial offer" and "Price bid." in Part B in separate envelopes duly marked. The price bids will be opened only for the technically cum commercially accepted offers after technical scrutiny.
The rental charges should be quoted in two parts i.e. (i) Quarterly basic machine rent without any copy and (ii) Copy charge starting from 1st copy.
The rental charges will be payable after the end of the Quarter for which supplier has to furnish separate bills for (i) Basic machine rent and (ii) Copy charges, duly certified by the user department
2. Successful vendor will ensure to stock all the spares, and other consumables at Bhopal local office and also post, suitable numbers of well trained service engineers for giving regular service for preventative maintenance as per schedule and to attend any service call within 2 hours of the complaint made.
3. Deduction towards the excessive down time will be made from the Quarterly basic machine rent of the supplier as follows :
 - Down time up to 3% : No deduction
 - Down time above 3% but up to 5% : 2% of basic machine rent will be Deducted
 - Down time above 5% & up to 10% : 5% of basic machine rent will be Deducted
 - Down time above 10% : Rental Charges for that quarter will not be payable.
4. Supplier will furnish documentary evidence that new machines have been installed.
5. The contract will be for 2 years and remain FIRM till the completion of contract period with respect to all the terms & conditions and prices. Rental Period will start from date of installation.
6. The successful vendor will have to furnish a Security Deposit for the amount as per Cl. 4.0 of Annexure V for satisfactory performance of the contract.
7. Printing Machines shall be insured by the vendor at his cost.
8. Rates should be quoted both in figures & words.
9. Bharat Heavy Electricals reserves the right to accept or reject any quotation at its discretion.
10. In the event of any tenderer withdrawing the quotation after it is opened, but before the order is placed the earnest money will be forfeited.
11. In case the tenderer does not install the machines within the period as per LOI / Contract, Earnest money will be forfeited.

BHARAT HEAVY ELECTRICALS LIMITED, JHANSI
ANNEXURE OF PRICE BID (Annexure-1)

**PRICE BID FOR PHOTOCOPIER MACHINE AGAINST TENDER
NOTICE NO.: PUR/WC/T/111**

The offered rates must be on per copy basis as per the following tables.

S.No.	Description of work	Rate quoted by contractor. (in figure and words)
A.	Upto 15,000 copies per month.	_____paise per copy.
B.	15,001 to 25,000 copies per month.	_____paise per copy.
C.	25,001 to 35,000 copies per month.	_____paise per copy.
D.	More than 35,000 copies per month.	_____paise per copy.
PER MONTH PER MACHINE RENT		Rs. _____

NOTE:

- 1. Total Weighted average rate equal to $0.20A + 0.70B + 0.05C + 0.05D$**
- 2. L1 will be decided based on lease rent and weighted average rate/copy given in formula.**

ACCEPTED

**Signature of tenderer
with seal and date.**

PAYMENT TERMS

Payment shall be released on Quarterly basis upon receipt of bill from the Contractor

Bill shall contain of following details.

- (i) Basic Machine Rent
Lease rent tax if any
 - (ii) Comprehensive Service & maintenance Contract for prints taken out in the quarter
(Based on Machine Reading)
Service Tax, if any
 - (iii) Deduction towards following :
 - Down time of Machine *
 - Non-availability of Consumables.
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- Downtime will start from the moment complaint is lodged and will end when the user department certifies that machine is working satisfactorily.