



ಭಾರತ್ ಹೆವಿ ಎಲೆಕ್ಟ್ರಿಕಲ್ಸ್ ಲಿಮಿಟೆಡ್, ವಿದ್ಯುನ್ಮಾನ ವಿಭಾಗ, ಬೆಂಗಳೂರು-26

भारत हेवी इलेक्ट्रिकल्स लिमिटेड, इलेक्ट्रॉनिक्स डिवीज़न, बेंगलूरु-26

Bharat Heavy Electricals Limited, Electronics Division, Bengaluru-26

Tender Ref. :EDN:515:VC:RC:2023-25

Phone: 080-26998209/26989084

NOTICE INVITING TENDER

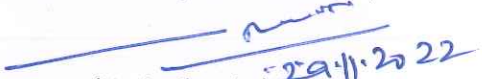
1. Tender Reference : EDN:515:VC:RC:2023-25 Dt. 29.11.2022
2. Name of the work : Printing & Supply of Visiting Cards
3. Duration of Contract : TWO years
4. Type of bid : TWO part bid
5. Approximate value of tender : Rs.1,65,000/-[Rupees One Lakh Sixty five thousand only] [EXCLUDING GST]
6. Last date and time for the Submission of completed tender : before 23.12.2022[FRIDAY] by 13.00 hours
7. Date and time for tender opening : At 13:30 hrs. on 23.12.2022 [FRIDAY]
8. Place of submission of completed tender : To be dropped in the HRM (Box No. 12).
Tender Box kept in the Reception area at BHEL,
Electronics Division, Mysore Road, BENGALURU – 560 026
9. EMD Amount : Rs.3300/-Rupees Three thousand & three hundred only)

This tender document contains 19 [nineteen] pages including Scope of work, Instructions to tenderers, Techno-Commercial Bid (Part-1), Price bid (Part -2) etc. as follows:

1. Scope of work and terms & conditions
2. Instructions to tenderer
3. EMD (Annexure I)
4. Security Deposit (Annexure II)
5. Electronic Funds Transfer (EFT) form (Annexure III)
6. Technical Specifications (Annexure – IV)
7. Format for Scope of Work (Annexure –V)
8. Techno-Commercial Bid [Part-1]- (Annexure-VI)... Page No.16-18
9. Price bid [Part-2] (Annexure-VII) ... Page No.19

Note: The tenderer shall return the duly filled in Tender Documents after affixing signature with seal on all pages.

For Bharat Heavy Electricals Ltd.,


(Navin Chandra) 29.11.2022
Sr.Dy.General Manager / HR-OL&HRD



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Scope of Work and Terms & Conditions

1.Nature of Work:

- The work is Rate Contract type in nature for a period of **Two years** from the date of award of Contract.
- The Tentative quantity will be approximately **60,000 nos.**[100 Nos. cards per box] of cards for **two years**.
- The Work order value shall be on tentative quantity (60,000) for calculation of Security Deposit and price comparison.

2.SIZE AND QUALITY OF THE CARD:

Size : 55mm x 88mm IVORY CARD (250 to 300 gsm)

3.QUALITY & NATURE OF PRINTING REQUIRED:

All the letters should be screen printed in black in three languages (Kannada, Hindi & English) on both sides of the card) as per our enquiry. Fonts and Layout as per **Annexure-IV**.

4.DELIVERY SCHEDULE :

Your representative should visit us for collection of printing requirements.

Before printing, proof of each card should be checked for any spelling correction from the office of SDGM/HR-OL&HRD. After proof reading, the cards should be delivered within a week. Individual bunch of 100 cards should be delivered in a separate box.

If any mistake is committed in printing, the printer is wholly responsible for the same and no payment will be made for such rejected cards.

5.PAYMENT TERMS :

Invoice should be submitted in two copies to SDGM/HR-OL&HRD, along with delivery challan. Payment shall be made after receipt and acceptance of the cards within **45 days** from satisfactory submission of bills & supporting documents.

6.SECURITY DEPOSIT:

Successful vendor/s shall make Security Deposit as per **Annexure – II**.

7.FORECLOSURE:

If the services provided by the contractor/s is not satisfactory, BHEL reserves the right to foreclose the contract by giving 2 months' notice to the contractor/s.

8.EVALUATION:

Evaluation will be made on cost to company.

9. CONFIDENTIALITY:

Vendor/Lessor/service provider shall, at all times, undertake to maintain complete confidentiality of all data, information, software, drawings & documents, etc. belonging to the BHEL and also of the Systems, procedures, reports, input documents, manuals, results and any other company documents discussed and/or finalized during the course of execution of the order/contract. A third party non-disclosure agreement has to be submitted in BHEL standard format.

10. ACCEPTANCE OF ORDER:

Letter of acceptance of the Work order along with Security Deposit is to be submitted within two weeks of receipt of Work Order.

11. FRAUD PREVENTION:

The bidder along with its associate/collaborators/sub- contractors/sub-vendors/consultants/service providers shall strictly adhere to BHEL Fraud Prevention Policy



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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.

12. ARBITRATION & CONCILIATION

12.1: Conciliation

12.1.1 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, effect, interpretation or breach of the Contract/Order, 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 of the Buyer from the BHEL Panel of Conciliators.

Notes:

1. No serving or a retired employee of BHEL/Administrative Ministry of BHEL shall be included in the BHEL Panel of Conciliators.
 2. Any other person(s) can be appointed as Conciliator(s) who is/are mutually agreeable to both the parties from outside the BHEL Panel of Conciliators.
- 12.1.2 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 Procedure to these Conditions (Annexure II to GCC). The Procedure together with its Formats will be treated as if the same is part and parcel hereof and shall be as effectual as if set out herein in these Conditions.
- 12.1.3 The Seller agrees that the Buyer may make any amendments or modifications to the provisions stipulated in the Procedure to these Conditions (Annexure II to GCC) from time to time and confirms that it shall be bound by such amended or modified provisions of the Procedure (Annexure II to GCC) with effect from the date as intimated to the Seller by the Buyer.

12.2: Arbitration

With a Sole Arbitrator:

- 12.2.1 Except as provided elsewhere in this Contract, in case Parties are unable to reach amicable settlement (whether by Conciliation to be conducted as provided in Clause 23.1 herein above or otherwise) in respect of any dispute or difference; arising out of the formation, breach, termination, validity or 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 (hereinafter referred to as the 'Dispute'), then, either Party may, commence arbitration in respect of such Dispute by issuance of a notice in terms of section 21 of the Arbitration & Conciliation Act, 1996 (hereinafter referred to as the 'Notice'). The Notice shall contain the particulars of all claims to be referred to arbitration in sufficient detail and shall also indicate the monetary amount of such claim. The arbitration shall be conducted



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by a sole arbitrator to be appointed by the Head of the BHEL Unit/Division/Business Group issuing the Contract within 45 days of receipt of the complete Notice in terms of this Clause.

12.2.2 The language of arbitration shall be English. The Arbitrator/Arbitral Tribunal shall pass a reasoned award.

12.2.3 The cost of arbitration shall initially be borne equally by the Parties subject to the final apportionment of the cost of the arbitration in the award of the Arbitrator(s).

12.2.4 Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder as in force from time to time shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be the place from where the contract is Issued.

12.2.5 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.

12.3: IN CASE OF CONTRACT WITH PUBLIC SECTOR ENTERPRISE (PSE) OR A GOVERNMENT DEPARTMENT, THE FOLLOWING SHALL BE APPLICABLE:

12.3.1 In the event of any dispute or difference relating to the interpretation and application of the provisions of the commercial Contract between Central Public Sector Enterprises (CPSEs)/Port Trusts inter-se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning railways, Income Tax, Customs and Excise Departments), such dispute or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in Department of Public Enterprises (DPE) Office Memorandum No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018 as amended from time to time."

13.FORCE MAJEURE:

Vendor/Lessor shall not be responsible for delay in delivery resulting from acts/events beyond his control provided notice of the happening of any such act/event is given by the Vendor/Lessor to the Purchaser/Lessee within 15 days from the date of its occurrence. Such acts/events shall include but not be limited to acts of God, war, floods, earthquakes, strikes, lockouts, epidemics, riots, fire or Governmental regulations superimposed after the date of order/contract, which render normal delivery as envisaged in the contract impossible.

14. SUB-CONTRACTING:

Order/contract or any part thereof shall not be sub-contracted, assigned or otherwise transferred without prior written consent of the Purchaser/ Lessee which will not be unreasonably withheld.



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15. RISK PURCHASE:

Purchaser/Lessee shall reserve the right to purchase from elsewhere at the risk and cost of the Vendor/Lessor, either the whole or part of the systems/goods, which the Vendor/Lessor has failed to deliver within the stipulated delivery period or if the same were not available, the best and the nearest available substitute(s) thereof. The Vendor/Lessor would be liable to compensate the Purchaser/Lessee for any loss, which the Purchaser/Lessee may sustain by reason of such purchase.

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29.11.2022



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THIRD PARTY NON-DISCLOSURE AGREEMENT

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with BHEL on contract is confidential and that the nature of the business of the BHEL is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL all documents and property of BHEL, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to BHEL's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, and are reasonable given the nature of the business carried on by the BHEL. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at (Place) _____, this ____ day of ____, 2022

Name :

Company :

Signature :



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INSTRUCTIONS TO TENDERER

1. The offer shall be submitted as follows:

Envelope 1- To be marked as 'Techno commercial bid' and it should contain the same with all the required documents & EMD paid proof . (Except Price bid)

Envelope 2 - To be marked as 'PRICE BID' and it should contain the same [PRICE BID only.]

Envelope 3- The above two sealed envelopes should be put in a third envelop & the Envelope 3 duly sealed should to be super scribed with tender reference, name of work and tender opening date.

2. The EMD amount has to be submitted along with the techno commercial bid .(for details pl. see EMD clause)
3. Tender should be addressed to the Senior Deputy General Manager (HR-OL&HRD) Electronics Division, Bharat Heavy Electricals Limited, Mysore Road, Bengaluru – 560 026. The full name and address of the tenderer, the name of the work and date of tender opening should be indicated on the Tender cover.
4. All entries in the tender documents should be in one ink. Erasures and over writing are not permitted. All cancellations and insertions should be duly signed by the tenderer concerned with proper indication of the name, designation and address of the person signing.
5. Tenderers shall fill in all the required particulars in the blank spaces provided for this purpose in the tender document and also sign each and every page of the tender document before submitting tender.
6. Price should be quoted in figures as well as in words in Indian Currency only, i.e. Rupees and Paisa.
7. In case the rate quoted in figures differ from those quoted in words, the lower of the rates will be taken as the tendered rate and shall be binding on the tenderers.
8. (a) The rates quoted in the tender shall remain valid for a period of 'THREE MONTHS' from the date of opening of tender.
(b) Tenderer shall not increase their quoted rates, once the tenderer has submitted his quotation and during execution of the entire contract period in case his tender is accepted.
9. Please note that the tender will be opened in the presence of the tenderer or his authorized representatives (maximum two per organization) who choose to be present with authorization letters. If in any case, the date of tender opening falls on Holiday, the tender will be opened on the next working day.
10. The BHARAT HEAVY ELECTRICALS LIMITED reserve the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason thereof.
11. Conditional and unsigned tenders: Tenders containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the Accepting Officer and tenders not submitted in the prescribed forms are liable to be rejected.

22/11/2022



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12. The Contractor's responsibility under this contract shall commence from the date of receipt of the order or acceptance of the tender.

13. Any covering letter and comments of the Contractor should be submitted in duplicate along with the offer.

14. Wherever, GST is applicable

1. The Tenderers shall furnish the GST Registration Number in their offer.
2. If the Tenderer is not having GST Registration Number, he shall submit an undertaking to the effect that
 - a. In case he is awarded the contract, he shall register with GST Authorities and furnish the Registration Number before commencement of work. **OR**
 - b. His turnover value is below the threshold limit prescribed by the GST Act and in case he is awarded the contract, whenever his turnover crosses the threshold limit at any time during the execution of the contract, he shall forthwith register with GST Authorities and furnish the Registration Number to BHEL. (This sub-clause is NOT applicable where the taxable turnover of the present tender is above the prescribed threshold limit).
3. Any offer not complying with the above clauses is liable to be rejected.
4. The above clauses apply even where the price quoted is "inclusive of taxes".
5. If the GST Registration Number is not furnished to BHEL before the first bill is submitted (except as provided in clause 2(b) above), the bills will not be passed (even if the price is "inclusive of taxes").
6. In case of contracts involving multiple bills, every bill (commencing with the 2nd bill) shall be accompanied with a declaration that the contractor has discharged his tax liability on the earlier bill (i) by paying the money to the Government (along with Challan details) or (ii) by utilization of input GST Credit available with him or (iii) being exempt as his turnover continues to be below the threshold limit. In the absence of such a declaration, the bill shall not be passed.
7. In case of contracts involving a single bill, the bill shall be accompanied with an undertaking that the contractor shall discharge his tax liability on that bill as per law.



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GENERAL CONDITIONS OF CONTRACT

It is hereby agreed by me / us that the BHEL General Conditions of Contract including subsequent amendments / additions / deletions to clauses if any, and conditions pertaining the settlement of disputes by Arbitration form an integral part of the tender documents and that the tender submitted by me/us is subject to the aforesaid BHEL General Conditions of Contract which has been read and accepted by me / us.

29.11.2022



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Annexure – I

Earnest Money Deposit (EMD): EMD is to be paid by tenderers for securing fulfilment of any obligations in terms of the NIT. [EMD will be 2% of the estimated cost.]

A.EMD PAYMENT VIDE SBI-E COLLECT

This explains how to make Payments to BHEL-EDN, Bengaluru through SBI-E collect. Vendors (EMD and SD Payments payable by others) can utilise this facility. Payments can be made using Internet Banking, Debit Cards/Credit Cards etc. SBI Charges a minimum amount (Service Charge) for every transaction. This may vary according to the MODE selected.

STEP BY STEP PROCEDURE TO REMIT EMD / SD AGAINST TENDER NOTIFICATION:

Login to <https://www.onlinesbi.com>

1. Select State Bank Collect available on the top (pre login page)
2. Accept the terms and conditions and click "PROCEED"
3. Select State of Corporation / Institution as "KARNATAKA "
4. Type of Corporate / Institution as "PSU-Public Sector undertaking "
4. Select PSU-Public Sector Undertaking Name as "BHARAT HEAVY ELECTRICALS LIMITED" and click "SUBMIT "
5. In the next page, Select Payment Category as "OTHERS" and Sub Category as "EMD / SECURITY DEPOSIT" (As applicable), fill details correctly & click "SUBMIT".
6. If all details entered are correctly populated, click "CONFIRM "to proceed.
7. Make payment as per your convenience. (Options available are payment of fees through SBI Net Banking, State Bank ATM cum Debit Cards / Other Bank Debit / Credit Cards and through SBI Branches).
8. SAVE & Keep the copy of receipt for future reference.

PROCEDURE TO TAKE RECEIPT FOR A PAYMENT MADE, EVEN ON A LATER DATE:

(PLEASE CHECK THE STATUS BEFORE MAKING PAYMENT SECOND TIME)

1. Login to www.onlinesbi.com

2. Select State Bank Collect available on the top (pre login page)
3. Accept the terms and conditions and click "PROCEED"
4. Select "PAYMENT HISTORY "option available on the left side of screen.
5. Using two options as mentioned below, you can get the receipt:
 - a. Type the same Date of Birth, Mobile Number which you have entered at the time of making payment through SB collect. Select the date range and submit.
 - b. If you know the payment reference number, then enter the Reference number (DU...) along with anyone information (Date of Birth / Mobile number, which you have entered at the time of making payment). Select the date range and submit.
6. In the next page, take print out of receipt.

A.1: EMD / SD amount may be remitted through NEFT/ RTGS to BHEL account as per following detail:

Name of Bank: State Bank of India
Branch: Chandra Layout Branch, Bangalore 40
IFSC code: SBIN0004051
Account Number: 31467498356
Account type: Current Account

Forfeiture of EMD

EMD by the Tenderer will be forfeited as per NIT conditions, if:

- i) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- ii) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.

EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with Suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines. EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of award of work. In case of expiry of offer validity period or any other circumstances, EMD can be released with the approval of Head of Contracting department, not below the rank of AGM.

EMD shall not carry any interest.

EMD of successful tenderer will be retained as part of Security Deposit

29/11/2022



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Annexure – II

Security Deposit

Security Deposit means the security provided by the Contractor towards fulfilment of any obligations in terms of the provisions of the contract. The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.

Modes of deposit:

The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:

- Cash (as permissible under the extant Income Tax Act)
 - Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favor of BHEL
 - Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
 - Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
 - Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)
- (Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)

Collection of Security:

At least 50% of the required Security Deposit, including the EMD, should be collected before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected.

If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.

The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work.

(Note: In case of (a) small value contracts not exceeding Rs. 20 lakhs or (b) SAS jobs, work can be started before the required Security Deposit is collected. However, payment can be released only after collection/ recovery of initial 50% Security Deposit).

Security Deposit shall be released to the Contractor upon fulfilment of contractual obligations as per terms of the contract.

The Security Deposit shall not carry any interest.

29.11.2022



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 भारत हेवी इलेक्ट्रिकल्स लिमिटेड, इलेक्ट्रॉनिक्स डिवीज़न, बेंगलूरु-26
 Bharat Heavy Electricals Limited, Electronics Division, Bengaluru-26
 Tender Ref. :EDN:515:VC:RC:2023-25

Annexure – III

Electronic Funds Transfer (EFT) OR Pay link Direct Credit Form

Please Fill up the form in **CAPITAL LETTERS** only.

TYPE OF REQUEST(Tick one): ☐ CREATE ☐ CHANGE

BHEL Vendor / Supplier Code:

Company Name :

Permanent Account Number(PAN):

Address:

City:

PINCODE

STATE

Contact Person(s)

Telephone No:

Fax No:

e-mail id:

1 Bank Name:

2 Bank Address:

3 Bank Telephone No:

4 Bank Account No:

5 Account Type: Savings/Cash Credit

6 9 Digit Code Number of Bank and branch appearing on MICR cheque issued by Bank

7 Bank swift Code(applicable for EFT only)

8 Bank IFSC code(applicable for RTGS)

9 Bank IFSC code(applicable for NEFT)

A I hereby certify that the particulars given above are true, correct and complete and that I, as a representative for the above named Company, hereby authorize BHEL, EDN, Bengaluru to electronically deposit payments to the designated bank account.

B If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.

C This authority remains in full force until BHEL, EDN, Bangalore receives written notification requesting a change or cancellation.

D I have read the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under ECS / EFT.

Date:

Authorised Signatory:

Designation:

Company Seal

Telephone NO. with STD Code

Bank Certificate

We certify that _____ has an Account No _____ with us and we confirm that the bank details given above are correct as per our records.

Date:

Place:

(.....)

Signature

Please return completed form along with a blank cancelled cheque or photocopy thereof to:

BHEL - Electronics Division BANGALORE- 5600 26

29/11/2022



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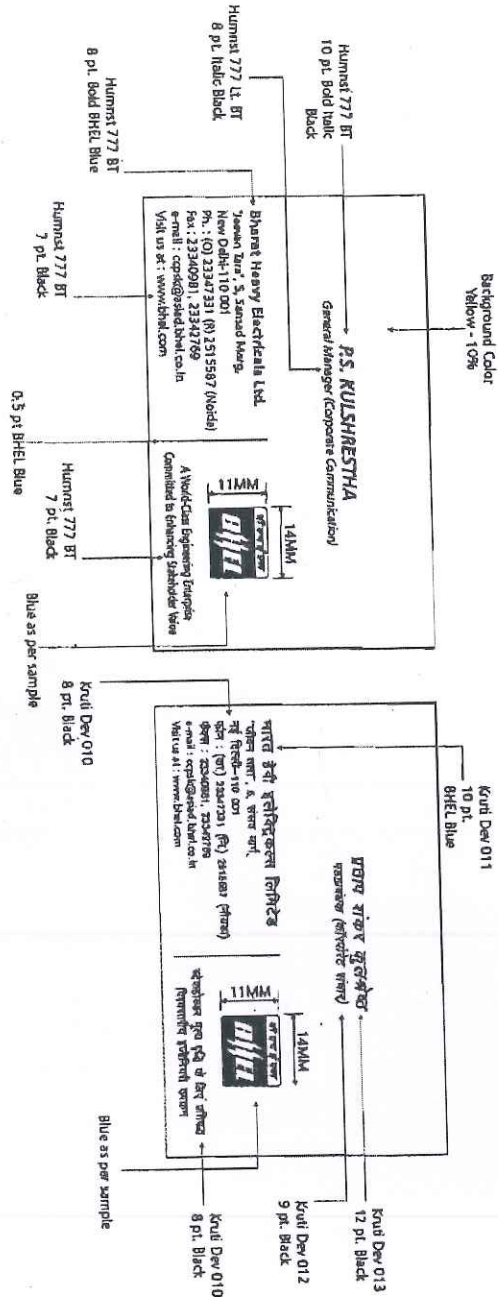
भारत हेवी इलेक्ट्रिकल्स लिमिटेड, इलेक्ट्रॉनिक्स डिवीज़न, बेंगलूरु-26

Bharat Heavy Electricals Limited, Electronics Division, Bengaluru-26

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Annexure – IV

Technical Specifications



Note : Suitable Kannada Fonts can be selected

S. K. Jain
Director (IT)

Bharat Heavy Electricals Ltd.
BHEL House, 5th Floor
New Delhi-110 001
Ph. : (01) 26001003 (N) 2515907 (Noida)
Fax : 2340981/2
e-mail : cpcc@bhel.co.in
Website : www.bhel.com

A 14MM x 11MM logo of Bharat Heavy Electricals Ltd. is provided in the sample.

ಕೆ.ಎಸ್. ಜೈನ್
ನಿರ್ದೇಶಕರು (ಇಂಫೋ)

ಭಾರತ್ ಹೆವಿ ಇಲೆಕ್ಟ್ರಿಕಲ್ಸ್ ಲಿಮಿಟೆಡ್
ಬಿಹೆಲ್ ಹೌಸ್, 5ನೇ ಫ್ಲೋರ್
ನ್ಯೂ ದೆಹಲಿ-110 001
ಫೋನ್ : (01) 26001003 (N) 2515907 (ನೋಯ್ಡಾ)
ಫ್ಯಾಕ್ಸ್ : 2340981/2
e-mail : cpcc@bhel.co.in
ವೆಬ್‌ಸೈಟ್ : www.bhel.com

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Bharat Heavy Electricals Limited, Electronics Division, Bengaluru-26

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Annexure – V

Format for Scope of Work

S.N	Description	Agreed Yes/NO
1	Size and quality of the card: Size : 55mm x 88mm IVORY CARD (250 to 300 gsm)	
2	Quality & Nature of Printing required: All the letters should be screen printed in black in three languages (English, Kannada & Hindi on both sides of the card) as per our enquiry. Fonts and Layout as per Annexure – IV.	
3	Delivery Schedule : Your representative should visit us for collection of printing requirements. Before printing, proof of each card should be checked for any spelling correction from the office of SDGM/HR-OL&HRD. After proof reading, the cards should be delivered within a week. Individual bunch of 100 cards should be delivered in a separate box. If any mistake is committed in printing of name, designation etc., the printer is wholly responsible for the same and no payment will be made for such rejected cards.	
4	Foreclosure: If the services provided by the contractor/s is not satisfactory, BHEL reserves the right to foreclose the contract by giving 2 months' notice to the contractor/s.	
5	Confidentiality: Vendor/Lessor/service provider shall, at all times, undertake to maintain complete confidentiality of all data, information, software, drawings & documents, etc. belonging to the BHEL and also of the Systems, procedures, reports, input documents, manuals, results and any other company documents discussed and/or finalized during the course of execution of the order/contract. A third party non-disclosure agreement has to be submitted in BHEL standard format.	

Declaration:- I / We _____ have gone through the terms and conditions of this tender No. _____ and undertake to accept the terms and conditions contract if the contract is awarded to us.

28/11/2022



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Bharat Heavy Electricals Limited, Electronics Division, Bengaluru-26

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Instructions for filling up Techno-Commercial Bid (Part 1)

Important Note:

1. Please read 'Instruction to tenderers' and 'Terms & Conditions of Contract' before filling up this form.
2. Please attach documentary evidences wherever asked for.
3. Please fill up the format in all respects with signature on each page.
4. If space provided in the format is not sufficient, please provide the information in a separate sheet.
5. Techno-Commercial Bid (Part-1) shall be submitted as detailed in the clause no.1 under Instruction to tenderers.(Page No.7)
6. Those tenderers who are qualified in 'Techno-Commercial Bid (Part-1)' alone will be considered for opening of 'Price Bid (Part-2)'.

[Handwritten signature]
29.11.2022



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Bharat Heavy Electricals Limited, Electronics Division, Bengaluru-26

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Annexure – VI

Part 1

Techno-Commercial Bid

a. Information Part

01.	Name of the Work	Printing & Supply of Visiting Cards
02.	Name of the Firm	
03.	Whether Proprietorship/ Partnership/ Ltd Company/ Others.	
04.	Address of the Firm with Telephone / Fax No. and email id:	
05.	Details of the Proprietor / Partners / Directors <i>Name, Position, Address & Contact No.</i>	
06.	Details of the contact person for the firm <i>Name, Address (Office & Residential), contact no. and email id:</i>	
07.	Experience Details	
	Name(s) of the Clients	

29/11/2023



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Bharat Heavy Electricals Limited, Electronics Division, Bengaluru-26

Tender Ref. :EDN:515:VC:RC:2023-25

b. Essential Criteria For Techno - Commercial Acceptance of Bid

Sl. No.	Particulars	Details
1	Scope of the contract	Understood / Not Understood
2	PAYMENT TERMS : Invoice should be submitted to SDGM/HR-OL&HRD, along with delivery challan. Payment shall be made within 45 days from the date of receipt and acceptance of the cards.	Acceptable / Not Acceptable
3	Details of Firm Registration (Copy of the valid certificate needs to be enclosed. Proper justification should be given if Not Applicable)	Enclosed / Not enclosed / NA
4	The average turnover of the Firm for last three years (The average turn over should be at least 30% of the contract value)	2021-22 : 2020-21 : 2019-20 :
5	Details of the successfully completed similar works during the last 7 years Three similar completed works (each not less than 40% of contract value), or Two similar completed works (each not less than 50% of contract value), or One similar completed work (each not less than 80% of contract value). (copy of work completion certificate shall be enclosed)	Three similar works enclosed 1. Rs..... 2. Rs..... 3. Rs..... [or] Two similar works enclosed 1. Rs..... 2. Rs..... [or] One similar work enclosed 1. Rs..... Enclosed / Not enclosed
6	Whether Earnest Money Deposit enclosed: EMD of Rs.3300/- shall be remitted in favor of Bharat Heavy Electricals Ltd. – Electronics Division, Mysore Road, Bangalore by various ways of payment as explained in Annexure 1 page No.10	Enclosed / Not enclosed Demand Draft / Pay Order
7	Whether agreeable to submit security deposit as per Annexure II	Acceptable / Not Acceptable

29/11/2022



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8	Whether the firm has GST registration? (Copy of the valid certificate needs to be enclosed. Proper justification should be given if Not Applicable)	Yes / No Regn. No. Enclosed / Not enclosed
9	Whether the firm / tenderer possesses PAN No. (A copy of PAN card shall be enclosed)	Yes / No PAN No. Enclosed / Not enclosed

Note :- If any of the above mentioned criteria (Essential Criteria for Techno-Commercial Acceptance of Bid) is not met, the tender will be rejected.

Declaration:

I / We hereby declare that I / We have not been banned / de-listed by any Government Department / Financial Institution / Court.

I / we further declare that the information provided above is true

I / we understand that if the above information found incorrect the bid will be rejected at the discretion of BHEL.

Signature
(Name of the tenderer & official seal)

Place:
Date:

29.11.2022



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Bharat Heavy Electricals Limited, Electronics Division, Bengaluru-26

Tender Ref. :EDN:515:VC:RC:2023-25

Annexure – VII

Name of the work: Printing & Supply of Visiting Cards

Part 2

PRICE BID

Price Schedule

Quantity (Tentative Approximate Number of cards for 2[TWO] Years)	Price (Per 100 nos, including box.) [EXCLUSIVE OF GST]	Tax [GST] rate
60,000		