



**BHARAT HEAVY ELECTRICALS LIMITED**  
**Regional Operations Division**  
**MUMBAI- 400 005**

**NOTICE INVITING TENDER**

RE:MUM:HRD:CS 0228:

Date: 23.02.2012

Dear Sir,

**Sub: Requirement of courier service on annual rate contract basis for a period of two years from 01.04.2012 to 31.03.2014**

Bharat Heavy Electricals Limited, a Govt. of India Undertaking has its Regional office at 14th/15th floor, World Trade Centre - I, Cuffe Parade, Mumbai. BHEL intends to enter into a rate contract for courier services for sending letters/documents to various places across India.

Tender submission due date: 14.03.2012 at 14:30 hrs

Tender opening date : 14.03.2012 at 15:00 hrs

**Address for submission & opening of Tender**

Bharat Heavy Electricals Limited,  
15th floor,  
World Trade Centre - I,  
Cuffe Parade,  
Mumbai- 400005

Tel : 022-22171220, 22171227

Email: arpit@bhelrmb.co.in

**1. TECHNICAL TERMS AND CONDITIONS:**

**1.1 Scope of supply:**

- a) You shall collect the consignment containing letters/documents from our office by 4.30 P.M. on all working days regularly.
- b) The receipt of the documents/letters collected (DOCKET NO.) will be handed over to our dispatch/receipt section for our record.
- c) You shall submit the POD (Proof of Dispatch) duly completed in all respect after delivery of consignment

**1.2 Quantity:**

14th / 15th Floor, World Trade Centre-1, Cuffe Parade, Colaba, Mumbai- 400 005.  
Phone: 2217 1200; Fax: 2215 1460.

Regd. Office: BHEL House, Siri Fort, New Delhi- 110 049

Approximate quantities of documents to be delivered all over India are 650 per month. The details are given in price proforma.

### 1.3 Quality of service:

a) It shall be absolute responsibility of the courier company to ensure safe delivery of consignments. The courier company shall also ensure that the consignments are not tampered with, in any manner, whatsoever and the packets are not misplaced/ lost/or mis-delivered. Suitable action including recovery of loss will be imposed for such defaults.

## **2. COMMERCIAL TERMS AND CONDITIONS:**

2.1 Price: Price should be quoted inclusive of all charges and should be quoted separately for each unit as mentioned in the price proforma.

2.2 Price variation clause: Price quoted should be firm and effective till the period of rate contract. Statutory charges introduced during the period of contract will be considered for payments.

### 2.3

**a.) Earnest Money Deposit:** Bidders have to submit **EMD of Rs. 10,000** /- in the form of Demand Draft favoring BHEL payable at Mumbai along with their offer. EMD of unsuccessful bidders shall be returned after 15 days of award of contract. Bank details like Account Number, Type of account, Bank Name, Branch Name, MICR, should be provided with the offer for refund of EMD.

**b.) Security Deposit:** Successful bidder is required to furnish an interest free security deposit @ 10% of the contract value. The EMD amount submitted along with the bid shall be adjusted with the security deposit. Remaining amount shall be paid by the bidder. Security deposit shall be returned after one month of successful completion of contract. SD shall be payable by cash / pay order / banker's cheque / demand draft / local cheques subject to realization/ Bank guarantee from scheduled banks in BHEL approved format/ Securities available from post office such as NSC, Kisan Vikas Patra/ Fixed deposit receipts. SD shall be paid before the commencement of work.

2.4 You should mention the PAN Number and service Tax Registration Number

### 2.5 Payment terms:

- a) You will submit the bills in duplicate for the services rendered once in the month.
- b) No payment shall be made for non- production of proof of delivery.
- c) Payment shall be released within 15 days of the receipt of bills supported by proof of deliveries.
- d) Payment will be made by ECS. The successful bidder has to provide the details like Bank Account Number, Account Type, MICR Number, Bank Name and Address.

2.6 TDS: TDS will be deducted at source while making the payment and certificate will be issued at the end of each quarter.

2.7 Service tax: Service tax will be paid extra as applicable at the time of billing. You should mention the present rate of service tax in your techno- commercial bid.

2.9 Validity: Offer should be valid for the period of three months from the date of opening of technical bid.

2.10 Duration of the contract: the period of this rate contract is two years tentatively from 01/04/2012 to 31/03/2014. The rate contract can be extended further by 1 year, after the expiry, at the same rates, terms & conditions at the discretion of BHEL.

**2.11 Bid Evaluation Criteria:** Bidder will be evaluated based on the total cash flow (i.e. Grand Total) calculated as per the price Performa. Contract will be awarded to the lowest bidder as per landed cost to BHEL. The bidders are compulsorily required to quote for all the areas. Offers without quoting for all areas shall be summarily rejected.

2.12 Qualification criteria: Bidders should have an experience of minimum 3 years in courier service with a national network.

Note: Clarification if any can be sought from the office of undersigned during any working day between 10 am to 4 pm.

## **PROCEDURE FOR SUBMISSION OF BIDS.**

Vender shall submit their offer in two different sealed covers.

Part “A” : Techno – Commercial Bid &  
Part “B” : Price bid

Tender enquiry no. & date & due date should be mentioned on each cover. These two covers should be placed in another large cover/envelope & sealed properly. This cover should also have tender Enquiry no. date & due date & subject. TENDER FOR COURIER SERVICE written clearly on the top.

Part “A” : Techno – Commercial Bid

The following documents are to be submitted in the Techno – Commercial bid. Sealed in a separate envelop.

1. No deviation certificate. Vendor should compulsorily submit no deviation certificate as at annexure I.
2. A copy of all tender documents duly signed and stamped as an acceptance to the tender terms and conditions.
3. Copy of PAN number and service Tax Registration Certificate.
4. Certificate of overwriting / erasures / corrections as per the format given below, **if applicable**.
5. At least 3 experience certificates/ work order from PSU / other Corporates, should be attached not later than past 3 years.
6. IT returns for last 3 years.
7. Details of the addresses of the various locations across India.

You will ensure delivery of the documents/letters /parcels to the desired destinations within the time schedule as mentioned below:

- i) All metro cities - within 24 hours
- ii) Other than metro cities - within 48 to 72 hours
- iii) Mumbai / suburban -within 24 hours

Part “B”: Price Bid

Vendor shall submit price bid as per enclosed PRICE PROFORMA duly filled and signed. Sealed in a separate envelope.

### **3. GENERAL TERMS AND CONDITIONS**

3.1 Offer should be submitted strictly as per above procedure. Any deviation in above mentioned terms & conditions may render the offer invalid and can be rejected summarily and price bid of such bidder shall not be opened.

3.2 Price Bid of only those vendors shall be opened who qualify in the techno – commercial bid.

3.3 Date of opening of price bid shall be informed to qualified vendors only.

3.4 To arrive at the lowest price, the price Bid evaluation criterion given in NIT clause 2.11 will be followed.

3.5 Corrections / Erasures / Overwriting, should be avoided if any, the same should be certified by the authorized signatory in the enclosed format.

3.6 Any dispute arising out of this enquiry shall be referred to the sole arbitration of General Manager / Additional General Manager I/C BHEL / ROD /Mumbai-05, or any officer nominated by him, and his award shall be binding on the parties.

3.7 The venue of the arbitration in all the cases shall be Mumbai only.

Yours faithfully.

For Bharat Heavy Electricals Ltd.

Arpit Agrawal  
Executive (HR)  
022 – 22171227  
arpit@bhelrmb.co.in

## **NO DEVIATION CERTIFICATE**

We hereby accept and agree to all Techno- commercial & general terms & conditions given in the enquiry no. RE:MUM:HRD:CS 0228: without any deviation.

Authorized signatory,

Bidder

### **Certificate for over Writing / Erasures / Corrections**

(Please do not sign this certificate if there is no Overwriting / Erasures / Corrections)

Correction / Overwriting / Erasures in the tender enquiry No. Ref No.: RE:MUM:HRD:CS 0228: has been noted and the same is endorsed and signed by me.

**Authorized signatory**

PRICE PROFORMA				
DOMESTIC DOCUMENTS / PARCEL				
Sr. No	Area	Weight	Approximate Quantity Per month	Rate (INR) (per unit)
1	North-East Region	1-500 Gms	18	
		Additional 500 Gms or its part thereof	2	
2	Rest of India	1-500 Gms	327	
		Additional 500Gms or its part thereof	37	
3	Within BMC	1-500 Gms	192	
		Additional 500Gms or its part thereof	22	
4	Outside BMC	1-500 Gms	48	
		Additional 500Gms or its part thereof	6	