



Bharat Heavy Electricals Limited

Electronics Division

Mysore Road, Bangalore – 560 026

Tender Document for the Work of :

**PHOTO COPYING, COMPILATION & SPIRAL BINDING
RATE CONTRACT FOR 2009-2010 & 2010-2011.**

Enquiry No: EDN:PHOTO/OT/001/0809

Enquiry Date :29 /12 / 2008

Submission of Tender Document : On or before
21/01 /2009 at 14.00Hrs.

OPENING DUE ON : 21/01/ 2009 at 15.00 Hrs.

Note : Technical Bid will be opened on the due date where as PRICE BID of the successful technical bidders will be opened at a later date which will be intimated to the concerned bidders.



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A. NOTICE INVITING TENDER

1. Tender Reference : **EDN:PHOTO/OT/001/0809**
2. Name of the work : ***RATE CONTRACT FOR PHOTOCOPYING, COMPILATION & SPIRAL BINDING OF DOCUMENTS.***
3. Completion time : **TWO YEARS - RATE CONTRACT**
4. Estimated value : **Rs 35,00,000/= per annum**
Rupees Thirty Five Lakhs per annum
5. Earnest money deposit : **50,000/= (CASH or DD)**
Rupees Fifty Thousands only
(DD/Cash receipt to be enclosed along with Technical Bid)
6. Last date and time for the receipt of completed tender : **Before 2.00 PM. on 21/ 01/ 2009.**
7. Date and time for tender opening (TECHNICAL BID) : **At 3.00 PM. on 21 / 01 / 2009.**
8. Place of submission of completed tender: To be dropped in the **ENGG /SERVICES** TENDER BOX separately kept in the Reception Area at BHEL, Electronics Division, Mysore Road, Bangalore - 26

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

Issued to:



Bharat Heavy Electricals Limited

Electronics Division

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B. INSTRUCTIONS TO TENDERERS & BHEL GENERAL CONDITIONS OF CONTRACT

Name of work : ***RATE CONTRACT FOR PHOTO COPYING, COMPILATION &
SPIRAL BINDING OF DOCUMENTS.***

1. Sealed Tenders are hereby invited from reputed registered and experienced vendors in line with the frame work mentioned above. The vendors should have a minimum of annual turnover of Rs. 2.00 Lakhs (Rupees Two lakhs only) for the last Three (3) years.
2. Tenders should be addressed to the Manager (CE- Engg Services) Electronics Division, Bharat Heavy Electricals Limited, Mysore Road, Bangalore – 560 026. The full name and address of the tenderer, the name of the work, tender reference no.and date of opening should be indicated on the cover.
- 2.1 The address of the vendor, the name of the person to whom all the correspondence are to be addressed should be indicated with telephone number (both office and residence) and FAX. / E-mail address/ Mobile Number Etc.
3. All entries in the tender documents should be in same ink (Blue 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.
4. Tenderers shall fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign each and every page of the tender document including the specification attached there to before submitting tender.
5. Unit rates should be quoted in figures as well as in words in Indian Currency only, i.e. Rupees and Paise with reference to each item and amount of each item and also the grand total amount of the whole contract shall be filled by the tenderers.
6. In case the rate quoted in figures differ from those quoted in words, rates quoted in words will be taken as the tendered rate and shall be binding on the tenderers.
7. In quoting their rates, the tenderers are advised to take into account all factors including any fluctuations in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract.
8. (a) The validity period the tender shall be '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 contract in case his tender is accepted.



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9. Before tendering, the tenderers are advised to inspect the nature of work/ documents. They should be well versed with BHEL General Conditions of Contract, Instructions to tenderers, specifications and all other documents which form part of the agreement to be entered into subsequent to award of work. The tenderers shall specially note that it is the tenderer's responsibility to provide any item which is not specifically mentioned in the specification, but which is necessary to complete the work.
10. Details of each item of work shown in Scope of tender, Terms & Conditions, Technical Bid & Price Bid attached. The work under each item as executed shall be measured and priced at the corresponding rates to be quoted by the vendor.
11. Should a tenderer find discrepancy or should be in doubt as to their meaning he should at once address to the authority inviting the tender for clarifications. Every endeavor is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall take upon himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
12. In the event of tender being submitted by a firm the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of Attorney on behalf of the firm concerned.
13. If in any case, the date of tender opening falls on a Holiday, the tender will be opened on the next working day.
14. Every tender must be accompanied by deposit receipt / D.D for the amount mentioned as Earnest Money Deposit (EMD). This Earnest Money will be refunded to the unsuccessful tenderers normally within Fifteen (15) days after finalisation of the award of work. In the case of successful tenderer, the Earnest Money will be retained as part of the Security Deposit for satisfactory completion of the work in accordance with Clause – 16 below. Tenders without Earnest Money Deposit receipts are liable to be rejected. No interest will be paid on the Earnest Money Deposits.
15. The Earnest Money Deposit may be furnished in any of the following forms :
 - (a) Cash (as permissible under Income Tax Act),
 - (b) Demand DraftIf the tenderer has down loaded the Tender Document directly from the Web site, then the DD for Rs. 200/= only (Rupees Two Hundred) towards the cost of tender should be enclosed along with the Technical Bid.
16. Unless the vendor, whose tender is accepted, signs the contract agreement/ acknowledges the receipt of work order and sends acceptance letter within fifteen days (15 days) of the date of the order directing him to do so, the Earnest Money already deposited by him may be forfeited and acceptance of his tender withdrawn.
17. If, after opening of tenders, a tenderer revokes his tender or increases his earlier quoted rates or after acceptance of his tender does not accept the work in accordance with the instructions, the total Earnest Money Deposited by him will be forfeited and acceptance of his tender withdrawn. Even if only a part of the work included in the tender had been awarded to the tenderer, the total Earnest Money deposit will be forfeited.



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18. BHARAT HEAVY ELECTRICALS LIMITED reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason thereof.
 19. 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.
 20. The contractors not on the approved list of contractors of this organisation must submit the following testimonials simultaneously with their tenders. These testimonials shall be signed by the person (s) issuing the same indicating their name, designation and full address.
 - i) A certificate to establish that the tenderer is an independent vendor working on his own for Three (3) Years.(Registered firm certificate).
 - ii) A certificate from a Bank of financial standing
- Note:- Non – submission of the above testimonials along with the tenders may result in the tenders being rejected.
21. The tenders should be accompanied by a list of contracts already held/ executed by the vendor at the time of submitting the tender and giving the following particulars:
 - (a) Name of work, value and address.
 - (b) The balance work remaining to be done on the same.
 22. Tenders submitted by post should be sent by “Registered Post with Acknowledgement Due”. These should be posted with due consideration for any delay in postal delivery. Tenders received after the due date of opening of tenders are liable to be rejected.
 23. The vendor's responsibility under this contract shall commence from the date of receipt of the order or acceptance of his tender.
 24. If a tenderer expires after the submission of his tender or after the acceptance of his tender, BHEL may, at their discretion, cancel such tender.
If a partner of the firm expires after the submission of the tender / after the acceptance of the tender, BHEL may cancel such tender at their discretion unless the firm retains its character/s.
 25. BHARAT HEAVY ELECTRICALS LIMITED will not be bound by any power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. They may however, recognize such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
 26. If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage. Further, the tenderer will be liable for any damage caused.
 27. Words imparting the singular number shall also be deemed to include the plural number and vice-versa where the context so requires.



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28. The General and Special Conditions of Contract are complementary to each other and where they are in conflict, the special condition shall prevail.
29. The expenses for completing the stamping of the agreement shall be paid by the contractor.
30. Should a tenderer on the list of approved vendors have a relative or in the case of firm or Company of Contractors any of its share holder's relative is employed in Electronics Division of Bharat Heavy Electricals Limited, Bangalore – 26, or any other units / offices of BHEL the authority inviting tenders shall be informed of this fact at the time of submission of the tender, failing which tender may be disqualified or if such a fact subsequently come to light, the relevant provisions of the General Conditions of Contract will apply.
31. These 'INSTRUCTIONS TO TENDERERS' & 'GENERAL CONDITIONS OF CONTRACT (GCC) OF BHEL' shall be deemed to form an integral part of the contract agreement for the work to be entered into. In cases of variation between the two in any matter, the conditions in the 'THE INSTRUCTIONS TO TENDERERS' shall prevail. Extracts of some of the important clauses of BHEL G.C.C are enclosed at Annexure B. The contractor has to obtain, at his cost , a copy of the BHEL GCC, scrutinise the same, and when submitting his tender, indicate his acceptance of BHEL GCC in the proforma enclosed at Annexure A.
32. The vendor shall comply with the provision of Employees Provident Fund and Miscellaneous Provisions Act 1952 and rules, regulations and other orders issued thereunder. He as an employer shall be liable to pay employer's contribution/deductions towards PF under the PF Act in respect of all labour employed by him for the execution of the contract in accordance with the provisions of the Employees Provident Funds and Miscellaneous Provisions Act, 1952 as amended from time to time. For this purpose he shall indicate the code number obtained from the Regional Provident Fund Commissioner or he should obtain a code number if he has not and produce the Photostat copy of the challan / receipt of monthly remittance of the contribution made by him to the PF Commissioner.
- Final payments due to him will be released only on production of a "No due certificate" from the Regional Provident Fund Commissioner. He shall also furnish such returns as are due, under the Act, to be sent to the appropriate authorities through the Principal Employer".
33. The vendor should get himself registered with the E.S.I. Authorities as an independent Employer, obtain a separate code number and remit the dues in respect of the labour employed by him for the work and produce the challans / receipts of remittance of the ESI contributions due under the E.S.I. Act to the Company authorities. He shall also furnish such returns, as are due under the Act, to be sent to the appropriate authorities through the Principal Employer.
- 34.1. If any action is brought in by P.F. Commissioner/ESI authorities on BHEL for the work done by the Contractor for his labourers regarding PF/ESI amount due, short remittances, non remittances etc., the Contractor shall defend the case on behalf of BHEL and/or reimburse BHEL the expenses so incurred.



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- 34.2 If applicable, the Contractor shall apply and obtain license under Contract labour (R&A) Act 1970 and comply with the relevant provisions of this Act in respect of the labour employed by him for executing this contract. The Contractor shall furnish necessary returns to the authority through the Principal Employer.
- 34.3. If applicable, the Contractor shall insure all his labourers and materials. Any claim by his employees for the damages shall be settled by the contractor even action is against BHEL or to reimburse the legal expenses incurred by BHEL
35. Any action brought in by anybody, on BHEL regarding patent, right etc., used by vendor in the execution of work, shall be defended by the contractor and / or he should reimburse to BHEL, the cost of the same.
36. Vendor shall produce necessary records, documents, explanation whenever he is called upon to, by any Government agencies like ESI, PF, VIGILANCE etc.
37. BHEL is not responsible for any injury or death caused to employees of the vendor while he/ she is inside BHEL premises.
38. **TERMS OF PAYMENT :**
The Terms of payment will be as per the Terms & Conditions enclosed.
39. **SECURITY DEPOSIT :**
The Terms of Security Deposit will be as per the Terms & Conditions enclosed.
40. **INTERRUPTION TO WORK:**
Extension of time or penalty / liquidated damages as the case may be, will be determined as stipulated in above clauses of BHEL General Conditions of Contract.



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ANNEXURE - A

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.



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ANNEXURE 'B'

CLAUSE 58 OF GENERAL CONDITIONS OF CONTRACT

ARBITRATION:

Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of the Executive Director/General Manager of BHEL and if the Executive Director/General Manager is unable or unwilling to act to the sole arbitration, some other person appointed by the Executive Director/General Manager, willing to act as such Arbitrator. There will be no objection if the arbitrator so appointed is an employee of BHEL-EDN or an employee of any other unit of BHEL and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute or difference. The Arbitration to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, such Executive Director/General Manager as aforesaid at the time of such transfer, vacation of office or inability to act, shall appoint another person to act as Arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by such Executive Director/General Manager or an employee appointed as Arbitrator as aforesaid should act as Arbitrator and the Arbitrator shall give reasons for the award.

Subject as aforesaid the provision of the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause.

It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause, together with the amount or amounts claimed in respect of each such dispute.

The arbitrator (s) may from time to time with consent of the parties extend the time, for making and publishing the award.

The work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings.

The arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.

The arbitrator shall give a separate speaking award in respect of each dispute or difference referred to him.

The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding on all parties to this contract.



C.UNIT HEALTH, SAFETY & ENVIRONMENTAL POLICY

The Management is committed to be an environmentally sound company in its activities, products, services and to provide safe and healthy working environment covering its employees, Contractors, Contract laborers, trainees, suppliers, Customers and all Interested parties, as an integral part of business performance through:

- Compliance with applicable Legal and other requirements related to Occupational Health, Safety and Environment.
- Setting objectives and targets to eliminate / control / minimize environmental pollution, risks due to Occupational Health and Safety Hazards for preventing injury & ill health and Safety targets to have continual improvement in HSE Performance.
- Promotion of activities for conservation of resources by environmental management with focus on electrical energy and chemicals.
- Communication of HSE Policy to employees, Customers suppliers, contractors and all interested parties and enhancement of Environmental, Safety and Occupational Health management System, by pro-active measures.
- Commitment for regular evaluation and pro-active measures for prevention & control of environmental pollution / risk due to incidents & occupational diseases.
- Appropriate training of employees and interested parties on Health, Safety & Environmental (HSE) aspects .
- Formulation and maintenance of HSE Management Programs for continual Improvement.
- Periodic review & audit of HSE Management System to ensure its continuing suitability, adequacy and effectiveness.
- Co-operation with concerned agencies / regulatory bodies engaged in HSE activities.

Sd.
V. VISWANATHAN
EXECUTIVE DIRECTOR
BHEL (EDN)
BANGALORE



D.SCOPE OF TENDER, TERMS AND CONDITIONS

1. SCOPE OF TENDER :

PLAIN PAPER COPYING, COMPILATION, SPIRAL BINDING & DELIVERY.

Scope: - Tender consists of 3 categories i.e 1) Photocopying of documents, 2) Compilation & 3) Spiral binding of Engineering documents & O&M Manuals, Drawings, Schematics etc.,.

The rate contract will be valid for 2 (TWO) years

The general terms and conditions of BHEL – EDN are applicable for this tender. Any clarification required, has to be obtained well in advance (with in 15 days from the tendering date) so as not to hinder the process of tender opening, directly or indirectly, creating a situation to extend the due date / opening date of the tender. Late requests shall not be entertained.

Before submitting the Tender, if the parties intend to inspect the nature of work, the same shall be arranged on request in writing. The above inspection shall be only for a short duration / shall not exceed more than 30 minutes. At any preferable point of time not more than two representatives of your company may be permitted.

During such inspection you are bound by all our security rules and regulations. You are not permitted to take any documents outside our campus for evaluation or otherwise.

SCOPE OF THE JOB

- a) Collection of input documents as Hard Copy/ Soft copy (CD) from various Contract groups & Engineering Services department as per the index & procedures laid down by BHEL-EDN.
- b) Verification of documents for its legibility & clarity for photo copying.
- c) Taking out the input material with due approval and as per the procedures of CISF/ BHEL-EDN.
- d) Multiplication / Spiral binding of documents at vendor's premises.
- e) Inspection of the multiplied copies for legibility and clarity and type of paper used.
- f) Bringing back the originals & multiplied copies as per the procedures of CISF/ BHEL-EDN.
- g) Compilation as per the index in the folders supplied by BHEL-EDN.
- h) Preparation & Insertion of pouch cards in the folders as per the BHEL-EDN instructions.
- i) Return of original documents to concerned contract Engineering group & obtain acknowledgement
- j) Shifting of manuals to despatch area after inspection by authorised officer of BHEL.



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INFRASTRUCTURE:

The entire infrastructure required for the above are on your account, for e.g. Photo Copying Machines for different sizes and an approximate working area of 10 Sq.Mts (Ten Sq.Mts.)

A BRIEF ON PROCEDURES AND PRACTICES BEING OPERATED / PROPOSED BY ALONG WITH THE RELEVANT INFRASTRUCTURE OF YOUR COMPANY SHALL BE SEPERATELY BROUGHT OUT IN YOUR LETTERHEAD WITH SEAL AND AUTHORIZED SIGNITORY ENDORSING THE SAME. [THIS SHALL BE TREATED AS CONTRACTUAL DOCUMENT]

In event of spot evaluation, you will be required to arrange for site inspection (at your premises) for our engineer.

EXPERIENCE:

If you have executed similar job for any reputed company / Government organisation and have Minimum Three (3) years experience in handling this kind of work as Registered Company, please furnish the following :

- a) Proof of orders executed (Copy of PO to be enclosed).
- b) Customer satisfaction / evaluation certificate to be enclosed.

DISCIPLINE INSIDE THE BHEL PREMISES

All the personnel representing your organisation are liable to follow the practices / procedures of our Security. On any account no special consideration will be entertained. As an individual/organisation, all the personnel who visit our works have to obtain ENTRY/EXIT passes as per security procedures of BHEL-EDN. Such of the personnel who are permitted to visit our works have to strictly adhere to the rules and regulations of BHEL-EDN. Their movements have to be restricted mainly to their work spot. Disciplinary action will be taken against any unlawful movements which create disturbances / difficulties and are found to be unwarranted either by concerned officials or security.

The contractor shall be held responsible for any violation of Statutory regulations local, state or central and BHEL instructions, that may endanger safety of men, equipment, material and environment in his/her scope of work or that of any other contractor or agency. Cost of damages, if any, to life and property arising out of such violation of Statutory regulations and BHEL instructions shall be borne by the contractor.

SAEFTY & CONFIDETIALITY OF DOCUMENT

All the documents given for specific job are to be maintained as confidential, no documents shall be moved from one place to another without prior permission of the concerned / authorized executives. As the documents are of great importance to BHEL-EDN, utmost care has to be taken while handling the same. All the documents obtained for executing the specified job have to be returned back to the concerned after obtaining seal and signature of the same authority.

All the materials brought inside shall be with appropriate documents (Delivery Challan) duly endorsed by the security making necessary ENTRY / EXIT entries. In the absence of the above, any claim whatsoever shall not be entertained.



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2. TERMS AND CONDITIONS :

- 1) This is only a request for quotation and not an order.
- 2) Tenders without tender document fee receipt of Rs. 200/- (Non refundable) will not be considered.
- 3) Tenders should be submitted in two parts i.e One for **Techno-commercial Bid (PART-I)** and another **Price Bid (PART-II)**. Both of them should be in separate sealed covers duly super scribing “ TECHNO COMMERCIAL BID” and “PRICE BID”. The tender No. and due date should be mentioned clearly on both the bids. Both the bid to be put into another cover. Earnest money Deposit receipt/ D.D should be attached with technical Bid.
- 4) Tenders not super scribed with Tender No. and due date are liable for rejection.
- 5) Before filling up the above, you are requested to go through the terms and conditions and scope of work enclosed , and after clearly understanding the same, you may fill up this Tender.
- 6) This contract is valid for a period of TWO (2) years from the date of award of contract. No change whatsoever in rates, terms and conditions will be entertained during this period.
- 7) Vendors should invariably mention in their tenders the details of facilities owned by them for satisfactory execution of the contract.
- 8) Bharat Heavy Electricals Limited does not bind itself to accept the lowest or any tender but reserves the right to accept /reject any tender without assigning any reason thereof. And also BHEL has the right to award the contract to one vendor or more than one vendor.
- 9) BHEL-EDN reserves the right to award the contract on any party at their own discretion so also terminate the same, at any point of time without assigning any reason thereof.
- 10) L1 status will be arrived based on the overall landing cost to BHEL of all the items put together for both Maplitho and a Super shine categories, compilation and Spiral binding for the estimated quantity. Tenders to quote for all the items for both types of paper. Tender who do not quote for all the items will be liable to be rejected. BHEL reserves the right to engage to **TWO Vendors** and efforts would be made to ensure load distribution in the ratio of **60:40** between L1 and other Vendors respectively. However the rate for the other Vendor will be at finalized at L1 rate.
- 11) All rates quoted shall be for taking copies using **powder toner for photocopying**. Recycled toner should not be used.
- 12) Rates quoted shall be assumed as, **inclusive of all taxes if any**, unless specifically mentioned in the quotation.
- 13) Where there is provision for payment of sales taxes, Service Tax, KVAT extra, it will be only paid if registration number both under Karnataka Sales tax and Central Sales tax are specifically mentioned on the bill/ invoice and acceptance in writing by BHEL.



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- 14) Sample of plain paper copies as per specification should be submitted along with the tender.
- 15) Tenders should be accompanied by earnest money deposit (EMD) in the form of Demand Draft of Rs.50, 000/- (Rupees Fifty Thousands only) from any Nationalised Bank. The same will be returned to the unsuccessful tenderers after finalisation of the contract. For the successful tenders, the EMD will be converted to Security Deposit and the Security Deposit will be returned only after expiry of the rate contract.
- 16) EMD / Security Deposit shall not carry any interest.

17.0) Security Deposit :

- 17.1) Security Deposit should be collected from the successful tenderer. The rate of Security Deposit will be as below:
- Upto Rs. 10 lakhs: 10%
 - Above Rs. 10 lakhs upto Rs.50 lakhs : Rs. 1 lakh+7.5% of the amount exceeding Rs.10 lakhs.
 - Above Rs. 50 Lakhs : Rs. 4 Lakhs + 5% of the amount exceeding Rs. 50 Lakhs.
- The security Deposit will be collected before start of the work from the contractor.
- 17.2) Security Deposit may be furnished in any one of the following forms
- i) Cash (as permissible under the Income Tax Act)
 - ii) Pay Order, Demand Draft in favour of BHEL.
 - iii) Local cheques of scheduled banks, subject to realization.
 - iv) Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
 - v) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
 - vi) Fixed Deposit Receipt issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act . The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
 - vii) Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit will be collected before start of the work and the balance 50% may be recovered from the running bills.
 - viii) EMD of the successful tenderer shall be converted and adjusted against the security deposit.
 - ix) The security deposit shall not carry any interest.

NOTE: Acceptance of Security Deposit against Sl. No. (iv) and (vi) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, 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.

- 17.3) No enhancement of rate for whatever cause will be allowed once the tender is accepted and the order is placed. Withdrawal from the quotation after it is accepted or failure to make the supplies within the scheduled period will entail cancellation of the contract and forfeiture of the earnest money or recovery as deemed fit, as ascertained by BHEL, from your Deposit.



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- 17.4) Security deposit shall not be refunded to the contractor except in accordance with the terms of the contract.
- 18) The quality of the copies supplied should be of high order and should always meet our specifications. Any deviation from our specification and supplies of inferior quality will be summarily rejected and the same will have to be made good at no extra cost.
- 19) Delivery schedule, as mentioned in the work orders issued from time to time, should be adhered to. Failure to supply by the time specified on the indent will make the vendor liable to an unconditional penalty of ½% (one half percent) of price of the goods in arrears per week at the discretion of the purchaser, subject to a maximum of 10%.
- 20) All the documents given to you for copying are the property of BHEL and the vendor will be responsible to protect them and return them immediately after use. Further, the vendor should maintain the secrecy of documents and any lapse on this ground will be viewed very seriously.
- 21) The order for plain paper copying shall be executed solely by the vendor using his own machine and he shall not, in any way, subcontract it to another agency without our consent.
- 22) PAYMENT: Terms of Payment:
- 22.1) The terms of payment are 100% within 30 days from the date of service. Invoice / Delivery Challan (DC) has to be prepared in triplicate within 10 days from the date of service and submitted to BHEL-EDN, Bangalore.
- 22.2) Payments shall be made only thro' Electronic Fund Transfer (EFT). BHEL will issue a blank EFT format along with work order & filed EFT format to be submitted at the time of acceptance of order.
- 23) Income Tax as applicable will be deducted at source.
- 24) BHEL reserves the right to terminate this contract at any time without assigning any reason whereof.
- 25) In the event of any one of the condition is not met by the vendor, the contract will not be Eligible / Evaluation for awarding the Photo copying, Compilation, Spiral Binding & Delivery.

Incomplete tenders or tenders received late are liable to be rejected.

For BHARAT HEAVY ELECTRICALS LIMITED
MANAGER (CE-ENGG.SERVICES)



Bharat Heavy Electricals Limited

Electronics Division

Mysore Road, Bangalore – 560 026

E. TECHNICAL BID (PART – I)

TO

BHARAT HEAVY ELECTRICALS LTD
ELECTRONICS DIVISION
P.B.NO. 2606, MYSORE ROAD
BANGALORE-560 026.

TELEFAX : 080-26740137
TELEPHONE : 080-26998641,

KIND ATTN : MANAGER (CE-ENGG.SERVICES)

REF :

VENDORS NAME AND ADDRESS

TENDER NO :EDN:PHOTO/OT/001/0809
RECEIPT /DD NO (EMD):
DATE:
DUE DATE : 21/01/2009
TENDER OPENING AT : 15:00 Hrs.

SUB: RATE CONTRACT FOR PHOTOCOPYING, COMPILATION & SPIRAL BINDING OF DOCUMENTS.

01. Name and address of the organisation :
 - a) Factory
Telephone No. :
Fax
 - b) Works :
Telephone No.
Fax
02. Registration No. :
Copy of valid registration/license to carry out Plain paper copying work/spiral Binding etc.
03. No. of years of experience that you have in the field of plain paper copying work :
04. Details about the bulk/large volume of work of :
this nature carried out by you at short notice for any public/private sector enterprise(your capacity per day in terms of number of plain paper copy prints turned out to be enclosed).
(enclose copy of PO/Invoice)

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05. **Major Customers** :
PO Ref./ date.
(copy of the performance certificate issued by major customers, preferably from Public Enterprises)
06. **Financial Status**
a) Banker's Name & Address

b) Annual Turnover with bank statement :
c) Volume of financial turnover thro' Chartered Accountant
c) Income Tax Assessment, for the last 3 years
07. **Details of your Resources** in respect of the following:
a) Area of the premises and address
d) No. of machines, make and year of make of the machines (Details of M/Cs & ownership to be enclosed.) :
c) Capability of machines for taking both A3 and A4 size copies :
e) Spiral binding machines :
:
08. **Delivery**
In terms of No. of copies that can be discharged per day. :
09. Sources from where Paper is Purchased (Enclose Evidences)
a) Maplitho Paper :
b) Supersunshine Paper
10. No. of qualified /experienced people working in your organisation(Brief details-gradewise to be furnished)



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11. **Safety Measures**
(in case of accidents provision of fire extinguishers,
insurance, etc.) :
12. In case you have extended your services to BHEL :
or their sister units, please give detail of order no./date
13. Complete details of relatives in BHEL as per :
clause 30.0 of Instructions to tender and BHEL
General Conditions of contract.
- 13.1 If related to any BHEL employee:
NAME :
STAFF NO :
DESIGNATION:
DEPARTMENT :
RELATIONSHIP :
- 13.2 If any Ex-BHEL personnel is employed by the company :
Mention His/ Her details of last posting.

NAME :
STAFF NO :
DESIGNATION:
DEPARTMENT :
RELATIONSHIP :
14. Remarks, if any
15. List of Enclosures

Wherever not applicable, please write `Not applicable`.



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ANNEXURE – 1

Questionnaire to be answered by the tenderer by ticking the suitable boxes

SL. No.	Description	Yes	No
01	Whether the tenderer has understood the scope of work and agrees to deploy manpower as indicated in the tender. (If there is any clarification required, the same may be got cleared from the Executive in charge, before submitting the offer.)		
02	Whether the tenderer has agreed to all Terms & Conditions given in the tender. (If there is any deviation, it is liable to reject the offer.)		
03	Whether the tenderer has their own code for ESI & PF as per the relevant act. (Tenderers Paying the PF & ESI on an other agency's name / sister concern is not acceptable.)		
04	Whether the tenderer has Service Tax registration No. (If they do not have sufficient experience as stated, the offer will be liable to reject)		
05	Whether the tenderer agrees to Pay Wages as per Minimum wages Act, EL Wages, Holiday Wage as per Karnataka Factory Rules. (Necessary proof should be submitted while claiming running bill and final bill)		
06	Whether the tenderer has enclosed the list of Machinaries to execute the required work under one roof.		
07	Whether the tenderer agrees to give validity of offer for 3 months from the date of opening of technical bid.		
08	Whether the tenderer agrees for the payment terms mentioned in the tender.		
09	Whether the tenderer has agreed to submit EMD of Rs.50,000/- (Rupees Fifty Thousand Only) and has submitted the same along with technical bid. (if not enclosed with the tender it is liable to reject the offer)		
10	Whether the tenderer has agreed to submit Security Deposit immediately after receipt of the work order as mentioned in the tender		



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SL. No.	Description	Yes	No
11	Whether the tenderer has enclosed the list of clients with addresses & contact person.		
12	Whether the tenderer has enclosed the list of similar works being done with the addresses and contact person.		
13	Whether the tenderer has enclosed the certificates received from Government / Reputed organisation for the similar work done.		
14	Whether the tenderer has enclosed the list of technical personnel their qualification and experience who will be deployed for this work.		
15	Whether the tenderer has indicated the address of their local office in Bangalore along with the phone no. & fax no.		
16	Whether the tenderer has sufficient working area (Minimum 10 Sq.Mts).(Ten Sq.Mts)		
17	Whether the tenderer has enclosed the copy of Power of Attorney (if applicable).		
18	Whether the tenderer has enclosed the certificate to establish that the tenderer is an independent contractor working on his own.		
19	Whether the tenderer has enclosed the DD towards the cost of Tender Document, along with the Technical bid. (In case the tenderer has downloaded the tender document directly from the Web Site. If not enclosed the tender will not be considered) .		
20	Whether the tenderer has enclosed the certificate of company's registration (Minimum of 3 years experience)		
21	Whether the tenderer has enclosed the samples of Papers photo copying and Transparent plastic sheet for spiral binding.		
22	Whether the tenderer has enclosed the complete details of relatives in BHEL as per clause 30 of Instructions to tenderer and BHEL General Conditions of Contract.		

Note: If any of the question is not applicable, please mention as “ Not Applicable”

I certify that the information given above are true and correct to the best of my knowledge and belief. I adhere to the INSTRUCTIONS TO TENDERERS in Notice Inviting Tender., Scope of work and Terms & conditions issued by Bharat Heavy Electrical Limited, Electronics Division, Bangalore

SIGNATURE OF TENDERER
WITH SEAL

TENDERER

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F. PRICE BID (PART – II)

TO

BHARAT HEAVY ELECTRICALS LTD
ELECTRONICS DIVISION
P.B.NO. 2606, MYSORE ROAD
BANGALORE-560 026.

TELEFAX : 080-26740137
TELEPHONE:080-26998641

KIND ATTN : Manager (CE-ENGG.SERVICES)

REF :
VENDORS NAME AND ADDRESS

TENDER NO : EDN:PHOTO/OT/001/0809

DATE :29/12/2009

DUE DATE :

SUB: RATE CONTRACT FOR PHOTOCOPYING, COMPILATION & SPIRAL BINDING OF DOCUMENTS.

I) Photocopying of Documents:

Sl. No	Description/specification unit	Maplitho paper 80±5 GSM		Super sun shine Paper 90±5 GSM	
		Estimated Qty of the sheets per year	Rate per sheet in Rs.	Estimated Qty of the sheets per year	Rate per sheet in Rs.
01	Copy on single side A4 size (Per Sheet)	850000		1300000	
02	Copy on Back to Back A4 size (Per sheet)	350000		750000	
03	Copy on single side A3 size (Per sheet)	70000		150000	
04	Copy on Back to back A3 size (Per sheet)	7000		4000	
05	Reduction from A3 to A4 (single side) per sheet	60000		100000	
06	Reduction from A3 to A4 (double side) per sheet	7000		3000	

Note 1: a) The above rates shall include paper, copying, collection and delivery charges.



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- II) COMPILATION OF FOLDER :** Including punching of copied sheets using four hole punching machines, insertion of sheets into folders, insertion of cards into front & side pouches of folders and shifting of folders to despatch section or any other section within factory premises as per instructions of user department.

Labour for compilation/Folder:

Folder Size	A4 - Folder		A3 - Folder	
	Estimated Qty per year	Rate per one folder compilation	Estimated Qty per year	Rate per one folder compilation
1"	15000		Not required	Not required
2"	15000		6000	
3"	13000		Not required	Not required

- Note 2:** a) Only folders & Section separators will be provided by BHEL at our premises.
b) 1" folder on an average contains 150 sheets.
c) 2" folder on an average contains 250 sheets.
d) 3" folder on an average contains 400 sheets.

- III. SPIRAL BINDING :** Spiral binding of documents using plastic sheets (Min. 0.25 mm Thick) for both top & bottom with spiral ring (sample of Plastic Sheet to be enclosed.)

Description of Work	A 4 size book		A3 size book	
	Estimated Qty per year	Rate per book in Rs.	Estimated qty per year	Rate per book in Rs.
a)Upto 50 sheets	10000		1500	
b) For every additional 25 sheets	10000		1000	

- Note 3. :** a) The above rates should be including Plastic sheets for both (Front & Rear) with Spiral Ring.
b) Only documents will be given by BHEL for Spiral binding.

NOTE:

- 1) TENDERS SHALL QUOTE FOR ALL THE ABOVE CATEGORIES (I, II & III). FAILURE TO QUOTE EVEN FOR ONE OF THE ITEMS IN THE ABOVE CATEGORIES, THE OFFER IS LIABLE TO BE REJECTED.
- 2) L1 STATUS WILL BE ARRIVED BASED ON THE OVERALL LANDING COST OF ALL THE ITEMS (I, II & III) PUT TOGETHER FOR BOTH MAPLITHO (80 GSM) AND A SUPER SUNSHINE (90 GSM), COMPILATION AND SPIRAL BINDING FOR THE ESTIMATED QUANTITY.
- 3) RATES QUOTED SHALL BE ASSUMED AS, INCLUSIVE OF ALL TAXES IF ANY, UNLESS SPECIFICALLY MENTIONED IN THE QUOTATION.
- 4) THE RATES QUOTED ARE IN LINE WITH SCOPE OF TENDER TERMS & CONDITIONS (REFER D1&2)

**SIGNATURE OF THE TENDERER
WITH SEAL**

TENDERER

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