

SUBMISSION OF OFFER

Dated: -2012

From:

M/S -----

To

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

Subject: -Tender in response to your invitation for “RATE CONTRACT FOR SUPPLY OF PACKAGED RO WATER BOTTLE TO MPL AND CANTEEN” in BHEL, PS-PEM, PPEI, HRDI & ESI COMPLEX, FILM CITY, PLOT NO.25, SECTOR 16A, NOIDA (U.P.) – 201301.

Dear Sir,

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

Very truly yours,

(Signature of Tenderer with Rubber Stamp)

Full Name: -----

Title & Capacity: -----

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



**BHARAT HEAVY ELECTRICALS LIMITED
(A GOVERNMENT OF INDIA UNDER TAKING)
POWER SECTOR-PROJECT ENGINEERING MANAGEMENT
PPEI, HRDI & ESI COMPLEX, PLOT NO. - 25, FILM CITY,
SECTOR – 16A NOIDA (U.P.) – 201301
Tele No. 0120- 4368924 (Phone), 0120- 4329025 (Fax)**

TENDER DOCUMENT

FOR

**“RATE CONTRACT FOR SUPPLY OF PACKAGED RO WATER BOTTLE TO MPL
AND CANTEEN” in BHEL, PS-PEM, PPEI, HRDI & ESI COMPLEX, FILM CITY,
PLOT NO.25, SECTOR 16A, NOIDA (U.P.) – 201301.**

Tender Ref. No. PW/HR/CPA/RO/2/2012-13

Dated: 09.08.2012

Last date of Submission: 22.08.2012

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



**BHARAT HEAVY ELECTRICALS LIMITED
(A GOVERNMENT OF INDIA UNDER TAKING)
POWER SECTOR - PROJECT ENGINEERING
MANAGEMENT**

**PPEI, HRDI & ESI COMPLEX, PLOT NO. - 25,
FILM CITY, SECTOR – 16A NOIDA (U.P.) – 201301
Tele No. 0120- 4368924 (Phone), 0120- 4329025**

(Fax)

Tender Ref. No. : - PW/HR/CPA/RO/2/2012-13

Dated : - 09.08.2012

Last Submission date of tender enquiry: - 14:00 hrs on 22.08.2012

Due date for opening of bid on : - 15:00 hrs on 22.08.2012

SUB: “RATE CONTRACT FOR SUPPLY OF PACKAGED RO WATER BOTTLE TO MPL AND CANTEEN” in BHEL, PS-PEM, PPEI, HRDI & ESI COMPLEX, FILM CITY, PLOT NO.25, SECTOR 16A, NOIDA (U.P.) – 201301.

Dear Sirs,

We are pleased to invite your tenders, in sealed covers for the subjected service. The terms & conditions of the tender are mentioned below:-

1. General Terms & Condition:-

- a. The bidder must have successful operational experience for similar nature of works executed in the last two years. Please give name of PSU/Govt. Offices/ Companies where such works executed.
- b. Bidder must be ready to start the work from the date of awarding of the work order.
- c. Bidder must be agreeable to all terms and conditions of tender document & work order.
- d. Successful bidder shall take all precautions to ensure that no damage happens to any structure of the building.
- e. Bidder may visit the site before submitting his offer. Any query regarding this tender may be clarified from HR (Admn.) department.
- f. Rate quoted by the bidder should be inclusive of all taxes, only service tax will be payable if applicable.
- g. The tender shall be strictly in accordance with the tender specifications and no deviations are acceptable. Offer with deviation shall be rejected.
- h. Party must have sufficient numbers of skilled workers, supply transport.
- i. The opinion / decision of BHEL regarding the bids shall be final and conclusive. BHEL reserve the rights to reject any or all the bids at any time without assigning any reason what so ever.
- j. **JURISDICTION** : Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and

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

proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Noida (where this Contract has been signed on behalf of the CONTRACTOR) and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

2. Eligibility Criteria/ Prequalifying requirements (PQR):-

- a. Bidder should have similar experience in executing the contract for last two years. Certificates to be enclosed.
- b. Bidder has to submit PAN details.
- c. Bidder has to submit other statutory documents necessary to carry out the job contract.
- d. Bidder should have minimum turnover of Rs. Two lakh during the past two years.
- e. Bidder should have office located in NCR including Noida within 10 Km from PEM, BHEL.
- f. Bidder must be ready to start the service from the work awarding date.

3. EARNEST MONEY: -

- a. The offer shall accompany the earnest money deposit of Rs.10,000 (Rupees ten thousand only) in the form of DD/Pay order payable in favour of BHEL payable at New Delhi.

4. Special Conditions

- a. All risks of loss or damage to physical property and of personal injury and death, which arise during/in consequence of the performance of the contract, other than expected risks, are the responsibility of the contractor.
- b. The employee of the contractor in any case will not be treated as the employees of the BHEL at any point of time.
- c. The contractor/ supplier shall abide at all times by all labour laws, regulations, rules, Acts etc.
- d. To maintain the quality of water as per WHO standard (IS:10500 Specifications), if the contractor installs or advises to install additional equipment, expenditure will be borne by the contractor.

5. SCOPE OF WORK :-

- a. The party will supply packaged RO water in PPEI building of PEM, BHEL. RO water consumption will be maximum of 1000 ltrs approximately per office working day.
- b. The quality of produced water should be of WHO standards (IS:10500 Specifications). Water quality will be got checked thrice in a year from reputed organizations.
- c. The TDS measured value of supply packaged RO water must not be more than 200 mg/l (i.e.200 ppm). On receive of complain the party will replace the supplied water within an hour.

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- d. BHEL will provide storage tank & water cooler.
- e. Party must be ready to provide the services within two hours after the receipt of complain / order. For this they must have valid e-mail ID and existing phone no./ mobile no.
- f. Party representative/skilled worker (s) must inspect the storage tank fortnightly and suggest for cleanliness and hygienic conditions.
- g. Supply timing will be before 07:00 am in the morning in MPL deptt. And Canteen on Every working days.
- h. Ten bottles in Canteen and five bottles in MPL will kept reserve and no security money will be given by BHEL.

6. Validity and termination of the contract: -

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

7. Security deposit: -

- a. The successful tenderer shall deposit an amount of Rupees as security deposit as per details below with BHEL in the form of Pay order / Demand Draft payable at New Delhi before start of work:
 - Up to Rs. 10 lakhs: 10% of contract value

Alternatively, the amount of security deposit can be adjusted partly from EMD and balance amount from subsequent bills. 50% of the security deposit amount will be in the form of bank guarantee from a nationalised bank and balance 50% will be recovered @ 10% from the running bills. This security deposit shall be liable to be returned to the contractor after termination of the contract or at the end of it, subject to deduction on account of company dues, non-deposit of statutory dues, etc. No interest shall be payable on the security deposit. Security deposit may be submitted in the form of Pay Order, Demand Draft in favour of BHEL Local cheque of scheduled bank, subject to realization Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL. After completion of contract security deposit will be returned to the contractor within three month.

8. Time of Supply: -

The supply will be done on office working days. Any change in timing and days other than office working day, will be informed to the contractor.

9. Payment terms: -

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

- a. Payment against monthly bill will be made with in thirty days from the date of receipt of bill. All applicable statutory recoveries, dues etc. will be affected at source

10. Procedure for submission of sealed tenders: -

- a. The tender is to be submitted as required in two parts in separate sealed covers prominently super scribed as Part-1 “Techno-commercial Bid” & Part-2 “Price Bid” and also indicating on each of the covers the tender number and due date and time as mentioned in the tender enquiry. Envelope of Part-1 “Techno-commercial Bid” shall contain documents required. “Price Bid” shall contain price bid duly quoted in the Price format. A third sealed cover shall contain required amount of EMD and shall be super scribed as EMD. These three separate covers 1, 2 and 3 shall together be enclosed in fourth envelope and this sealed cover shall be super scribed with tender number / numbers and due date. Tenders submitted without EMD are liable to be rejected. Check list (enclosed) shall be placed inside the fourth envelope.
- b. In the Price Format, bidders may give their quote in each box of scope of services. No any box of price bid shall be left blank by the bidders while submitting the price format along with technical bid.
- c. Envelope No. 3 containing EMD will be opened first and after due verification of EMD as per clause of the tender will be opened next and evaluated afterwards. Tenderers who qualify in Technical Bid (Part – 1) will only be considered while opening of Price Bid (Part – 2). The unsuccessful tenderers will be intimated through email for rejection in the technical bid. BHEL may finalize successful tenderer by opening of sealed price bid or by conducting online Reverse Auction. Date of opening of sealed Price Bid will be intimated separately to the Tenderers who qualify in the Techno-Commercial bid.
- d. Clarifications, if any, can be obtained from the officer to whom the tender is to be submitted or from Noida office at the following address up to one week before the tender due date.
- e. If, on tender opening date, our office is closed, then the tender will be opened on the next working day.

11. Penalty Clause: -

On delay, penalty will be recovered as per company policy. On complain/ abnormality lodging, if the party does not respond, and if the same will have been done by BHEL, the expenditure plus Rs. 200/- for each purchase bill will be recovered from the contractor.

BHEL, PS-PEM,
PPEI, HRDI & ESI
Complex,

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

Plot No.25, Sector-16A,
Noida
(G.B.Nagar)U.P.-201301

ANNEXURE-A

Check List

S. N.	Required Document	If Submitted then Tick (√)
1	Experience certificate of last two year.	
2	Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.	
3	Copy of PAN card.	
4	EMD Money.	
5	Details of vehicle to be used for supply.	
6	Details of Last quality check of RO water	

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

ANNEXURE - 'B'

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

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

ANNEXURE - 'C'

No Deviation Certificate

(To be submitted along with Part-1 Bid)

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

Or

We hereby accept all terms and conditions of the above tender except the following:

- 1.
- 2.
- 3.
- 4.

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

ANNEXURE - 'D'

DECLARATION CERTIFICATE

I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication. I / We have enclosed the following documents with the tender document in technical bid. :-

1. Experience certificate of last two year.
2. Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.
3. Copy of PAN card.
4. EMD Money.
5. Details of vehicle to be used for supply.
6. Details of Last quality check of RO water

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

ANNEXURE-‘E’

**BHARAT HEAVY ELECTRICALS LIMITED
(A GOVERNMENT OF INDIA UNDER TAKING)
POWER SECTOR - PROJECT ENGINEERING MANAGEMENT
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FILM CITY, SECTOR – 16A NOIDA (U.P.) – 201301
Tele No. 0120- 4368924 (Phone), 0120- 4329025 (Fax)**

**TENDER REF. No.:- PW/HR/CPA/RO/2/2012-13
Dated: - 09.08.2012**

PRICE FORMAT

Name of work: - “RATE CONTRACT FOR SUPPLY OF PACKAGED RO WATER BOTTLE TO MPL AND CANTEEN” in BHEL, PS-PEM, PPEI, HRDI & ESI COMPLEX, FILM CITY, PLOT NO.25, SECTOR 16A, NOIDA (U.P.) – 201301.

S. N.	Description of work	Each Bottle capacity	Rate per bottle	VAT %	Amount per bottle including all taxes
1	Supply of packaged RO water bottle to MPL and Canteen.				
Service Tax					
Total Amount (Inclusive of service tax)Rs.					

Amount in words: Rs.Only.

*OVER ALL PRICE SHALL BE CONSIDERD FOR L1 RATE.

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