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BHE: U: HR: Copier rental  
Dt. 11.10.2012

**Open Tender Notice No. BHE:RU:HR: Photocopier/2012/14/01**

Sub: Two years rate contract for hiring of rental photocopiers for installation at BHEL CFP Rudrapur with operators services

Sealed tender are invited from the photo copy manufacturers or from their authorized dealers engaged in Annual Comprehensive Service & Maintenance Contract for hiring of 02 nos. rental Photo Copy machine in **two part bids (i) Techno-commercial Bid and (ii) Price bid** through registered post/courier/ by hand; by 2.00 PM on date 19.10.2012 for the under-mentioned work in the tender box provided in the Administrative Block of BHEL CFP Rudrapur.

Date of opening of tender : 19.10.2012 3.00 PM

Place of sale & opening of tender : Conference Hall BHEL CFP Rudrapur

Total tender document set **except price bid** shall be submitted in Techno-commercial Bid envelope. Only Techno-commercial bid will be opened on 19.10.2012 at 3.00 PM in the presence of interested parties available at the time of the opening of the tender and **Price Bid of the technically accepted parties will be opened on alter date with intimation to successful parties. Non submission of PF/ESI/ Service Tax/ IT PAN regn and contract labour license along with the technical-cum commercial bid will summarily disqualify the bid of the firm.**

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BHEL reserves the right to reject any or all tenders without assigning any reason thereof.

<b>Tender Enquiry No.</b>	<b>Name of work</b>	<b>Estimated Cost of Work (Rs.)</b>	<b>Earnest Money (Rs.)</b>	<b>Period of Contract</b>	<b>Tender Cost (Rs.)</b>
BHE:RU :HR: Copier rental	Supply on rental basis of 02 nos. Brand New plain paper copier machines for Black & White Copying their installation and comprehensive Service & Maintenance Contract for two years with operators services	6.00 lacs	NIL	2 Years	NIL

EMD: NIL Security Deposit: NIL.

The bidders are required to provide the acceptance of the technical specifications in the format at Annexure-II and put the same in Techno-commercial Offer.

Sr. Engineer (HR)

BHARAT HEAVY ELECTRICALS LIMITED: RUDRAPUR

**Name of work:** Supply on rental basis of 02 nos. Brand New plain paper copier machine for Black & White copying, their installation and Comprehensive Service & Maintenance Contract for two years with operator services.

**Tender No. BHE: RU: HR: Copier rental**

**dated 11.10.2012**

**Instructions:**

1. Bidders have to submit documentary evidence (ie. Copy of the orders executed) for their financial & technical soundness for carrying out work of similar nature in the Govt./ Private Sector in the Techno-Commercial Bid envelope.
2. Tender must be submitted in two parts ie. ( I) Techo-commercial Bid and (ii) Price Bid, these bids must be sealed in separate envelopes , one super scribing the Techno-commercial Bids with tender no. and date of opening and name of bidder and the other super scribing with Price bid with tender no. and name of bidder. Both these envelopes must be sealed in another envelope super scribed with tender no. date of opening and name of bidder.
3. Earnest money cost of Rs. NIL is to be submitted separately in the form of Draft of any nationalized bank in favour of BHEL Rudrapur and should be kept in the Techno-commercial Bid envelope or in the form of cash receipt after depositing Rs. NIL at BHEL cash counter in Administrative Block, BHEL Rudrapur., which is to be kept in the Techno-commercial bid envelope.
4. The tenderer/contractor must sign each page of the tender document set.
5. The rates quoted must be in figures as well in words.
6. Tenders which are not received in above manner will be rejected.
7. Only Techno-Commercial Bid shall be opened on 19.10.2012 at 3.00 PM in the presence of interested parties available at the time of opening of tender. Price Bid will be opened on a later date with intimation to successful parties.

Sr. Engineer (HR)

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**BHARAT HEAVY ELECTRICALS LIMITED: RUDRAPUR**

**BILL OF QUANTITY**

**Name of work: Supply on rental basis of 02 nos. Brand New plain paper copier machines for Black & White copying, their installation and Comprehensive Service & Maintenance Contract for two years with operator services.**

BHE: RU: HR: Copier rental

Dt.11.10.2012

Estimated Cost: Rs. NIL Lacs

Period of contract: 02 years

Earnest Money: Rs. NIL

Cost of tender : NIL

S.NO.	Description	Unit	Offered Rates (Rs.)	Remarks
a.	Rental charges per month per digital photocopier ( voltage stabilizer, training, operation manual, insurance etc. also to be provided) ( R )	Rent per machine per month		
b.	Guaranteed copies per month (G)	Nos.		
c.	No. of free copies (F) per month	Nos.		
d.	Charges for copies beyond free copies to guaranteed copies (G-F) nos. per month (R)	Rs. Per copy		
e	Charge payable beyond guaranteed copies per month with tax/duties as "NIL" (P)	Rs. Per copy		
f	Variable charges after guaranteed copies (r)	Rs. per copy		
g	Wastage per month (W)	"W" %age of N		

Monthly rental charges shall be paid as per following formula:

$$\text{Monthly rental charges} = R + r * (N - W - F) + P * 1000$$

Where

R= Basic monthly rent payable per month per machine inclusive of free copies

N= Total number of copies taken out during the month from the machine/  
guaranteed copies.

W= Wastages (number of copies) allowed during the month per photocopier @  
x% of N.

F= No. of free copies permissible for the machine with in the basic monthly rent

r= per copy Charges for copies beyond free copies to guaranteed copies

P= per copy for copies beyond guaranteed copies per month.

**For arriving L-1 bidder excess copies beyond guaranteed copies shall be taken as 1000 Nos. per machine for calculation purpose.**

Sr. Engineer (HR)

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BHARAT HEAVY ELECTRICALS LIMITED: RUDRAPUR

BHE: RU: HR: Copier rental

Dt. 11.10.2012

**Name of work:** Supply on rental basis of 02 nos. Brand New plain paper copier machines for Black & White copying, their installation and Comprehensive Service & Maintenance Contract for two years, with operator services.

**Date of opening:**

Techno-commercial bid will be opened on 19.10.2012 (Friday) at 3.00 PM in the presence of interested authorized representatives of the parties and price bid will be opened on a later date with intimation to successful parties.

**Scope of work:**

Supply on rental basis 02 No. Brand New plain paper copier machines for Black & White copying, their installation and Comprehensive service & Maintenance Contract for two years along with service and consumables other than paper, operator and power supply as per special terms and conditions of work attached.

**Payment terms:**

Payment shall be made monthly on meter reading basis after completion of each month and submission of invoices in triplicate. Billing cycle will be from the 1<sup>st</sup> of the month to the last day of the month. Meter reading will be taken on last working day of the month OR 1<sup>st</sup> working day of the next month and shall be verified by respective coordinator of the machine.

Monthly rental charges shall be paid as per following formula:

$$\text{Monthly rental charges} = R + r * (N - W - F) + P * 1000$$

Where

R= Basic monthly rent payable per month per machine inclusive of free copies

N= Total number of copies taken out during the month from the machine/ guaranteed copies.

W= Wastages (number of copies) allowed during the month per photocopier @ x% of N.

F= No. of free copies permissible for the machine with in the basic monthly rent

r= per copy Charges for copies beyond free copies to guaranteed copies

P= per copy for copies beyond guaranteed copies per month.

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**For arriving L-1 bidder excess copies beyond guaranteed copies shall be taken as 1000 Nos. for calculation purpose. (1000 nos. shall be variable as per actual uses every month.)**

**Tenure of contract:**

The tenure of the contract shall be for two years from the date of installation of the machine (as evidenced by the installation report duly signed by representative of BHEL) subject to consistent maintenance of copy quality, up time and tender conditions. If any requirement for additional machines arise other than 02 Nos. machine during the entire tenure of the contract, the party is bound to the additional machines on the same rates, terms and conditions.

**Location of proposed new machines:**

The machine shall be installed at Administrative Block BHEL Rudrapur. However the location may change as per requirement of BHEL, during the tenure of the contract by party. Party should make arrangement of standby machines to attend the emergency breakdown for immediate replacement of machine.

**Basic Technical / functions of machine:**

As per specifications and technical details given in Annexure-I for 02 Nos. Brand New plain paper copier machines, with operator.

**No deviation clause:**

The minimum specification as given in the technical specifications have to be accepted by the bidder and a confirmation in this regard to be provided in the Techo-commercial offer. Bids not meeting the minimum specifications requirement shall be summarily rejected.

Parties may offer higher end machines, however, no price preference shall be provided on this account.

**Annexure-I**

BHE: RU: HR: Copier rental

Dt.11.10.2012

**TECHNICAL SPECIFICATIONS FOR BRAND NEW PLAIN PAPER COPIER MACHINES FOR BLACK & WHITE COPYING FOR TWO YEARS, WITH OPERATOR.**

<b>Sl. No.</b>	<b>Technical Details</b>	<b>Technical Features</b>
1.	ADF ( Automatic document feeder)	Yes
2.	Copying speed ( minimum)	20 CPM for A4
3.	Zoom Facilities range	50-200%
4.	Copying area ( A3 to A3)	A3
5.	Text and Photo Mode	Yes
6.	Minimum resolution	600 dpi x 600 dpi
7.	Rating ( machine duty)	Continuous
8	Access mode of operation/ password protection	Yes
9.	Machine suitable for copying on 60 GSM paper also	Yes
10.	Double page copying	Yes
11.	Response time for attending break-down	Within 24 hours.
12.	Minimum up time of Machine	98%
13.	Minimum guaranteed payment for copies per month*	X copies per month

**Note: Mention no. of minimum copies per month.**

(Signature of Contractor)

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## Annexure-II

### ACCEPTANCE OF TECHNICAL SPECIFICATIONS FOR BRAND NEW PLAIN PAPER COPIER MACHINES FOR BLACK & WHITE COPYING FOR TWO YEARS, OPERATOR.

S.No.	Technical Details	Technical Features	Confirmation by party Yes/ No
1.	ADF (Automatic document feeder)	Yes	
2.	Copying speed ( minimum)	20 CPM for A4	
3.	Zoom Facilities range	50-200%	
4.	Copying area ( A3 to A3)	A3	
5.	Text and Photo Mode	Yes	
6.	Minimum resolution	600 dpi x 600 dpi	
7.	Rating ( machine duty)	Continuous	
8.	Access mode of operation/ password protection	Yes	
9.	Machine suitable for copying on 60 GSM paper also	Yes	
10.	Double page copying	Yes	
11.	Response time for attending break-down	Within 24 hours.	
12.	Minimum up time of Machine	98%	
13.	Minimum guaranteed payment for copies per month*	X copies per month	

**Note: \* Mention no. of minimum copies per month only and not the rate quoted.**

(Signature of Contractor)

Details of jobs executed for the last 3 years:

Sl. No.	Name of address of client	Specification of Work ( Mention no. of machines)	Amount of work	Remarks

(Attach details in the format above)

Details of jobs in hand:

Sl. No.	Name of address of client	Specification of work Specification of Work ( Mention no. of machines)	Amount of work	Remarks

(Attach details in the format above)

Details about resources:

1. No. of permanent employees on rolls of the agency:
2. No. of supervisors on the rolls of the agency:
3. Details of the machinery/ equipment/tools tackles in the possession of the agency: (Provide list, if any)

m. Details of taxes & duties etc.: \_\_\_\_\_

n. Acceptance of "Scope of work & terms and conditions of the contract" to be attached. Yes/ No

o. Acceptance of e- payment: Yes / No.

**(Payment will be made through e-payment mode only and non-acceptance will disqualify the party)**

p. **Conformation for adherence to tender submission procedure: Yes/ No.**

**(Non- adherence to tender submission procedure will disqualify the party)**

(Signature of the party)  
Seal

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BHARAT HEAVY ELECTRICALS LIMITED: RUDRAPUR

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**Special terms and conditions of work:**

1. Party has to supply on rental basis 02 nos. Brand New plain paper copier machines for Black and White copying, their installation and comprehensive service & maintenance contract for two years as per specifications enclosed at Annexure-I in BHEL CFP Rudrapur. Rental charge shall remain firm during the entire duration of contract.
2. Payment shall be made monthly on meter reading basis after completion of each month and submission of invoices in triplicate. Billing cycle will be from the 1<sup>st</sup> of the month to the last day of the month. Meter reading will be taken on last working day of the month OR 1<sup>st</sup> working day of the next month and shall be verified by respective coordinator of the machine.

Monthly rental charges shall be paid as per following formula:

Monthly rental charges: =  $R + r * (N - W - F) + P * 1000$

Where

R= Basic monthly rent payable per month per machine inclusive of free copies

N= Total number of copies taken out during the month from the machine/ guaranteed copies.

W= Wastages (number of copies) allowed during the month per photocopier @ x% of N.

F= No. of free copies permissible for the machine with in the basic monthly rent

r= per copy Charges for copies beyond free copies to guaranteed copies

P= per copy for copies beyond guaranteed copies per month.

For arriving L-1 bidder excess copies beyond guaranteed copies shall be taken as 1000 Nos. for calculation purpose. (1000 nos. shall be variable as per actual uses every month.)

For calculating the rental charges for part of the month ( for the first bill only as the date of installation may not be 1<sup>st</sup> of the month), the basic monthly rent ( R) and number of free copies (F) will be reduced proportionately.

The monthly rental charges calculated as above shall be subject to deduction due to machine down time, if any.

Rental paid for each machine will be effective from the date of its installation.

3. Party should make arrangement of standby machine to attend the emergency breakdown for immediate replacement of machines. No security or advance shall be paid by BHEL.
4. If any requirement for additional machines arise other than 01 No. machine, during the entire tenure of the contract, the party is bound to provide the additional machines on the same rates, terms and conditions.
5. Machines should be new brand. Party has to submit the proof for new machines (purchased/ manufactured) at the time of installation.
6. Paper and power connection will be provided free of cost by BHEL Rudrapur at the site of machine installed.
7. All consumables like toner spare parts etc. and services to be provided free of charge by party, however old replaced parts will be property of the party.
8. Maintenance: Party shall be responsible for all preventive and corrective maintenance of all the photocopiers, inclusive of supply of spares and consumables except power and paper during the entire contract period.

Complaint lodged during shall be attended within 24 hours of call made. In case, performance of a machine is found to be unsatisfactory ie. It is giving frequent troubles; party will be required to provide suitable replacement of the photocopies immediately.

9. Deductions due to machine downtime:
10. Party shall submit monthly separate consolidated bills for 01 No. of machine and uptime of machine duly verified by the user deptt, indicating the number of copies printed on each machine during the month as per payment terms.
11. Party shall attend to all complaints related to these machine(s) promptly through their trained/ qualified service engineer and ensure 98% up time as well as copy quality to the satisfaction of user deptt.
12. Deductions due to machine downtime : Any complaint reported by BHEL shall be either set right within 24 hours of reporting the complaint, failing which deduction will be made from the monthly rental charges payable for the photocopiers as per following formula:  
Deduction:  $(R \cdot D / 30) + (200 \cdot D \cdot r)$

Where D = Number of days for which the photocopier was down exclusive of the day of reporting the complaint and the day the copier was set right but inclusive of intervening holidays.

R and r have the same meaning as given in Payment Terms above.

13. Party shall provide one set of original and minimum acceptable copy quality on each machine to ascertain performance of the machine at any time. In case the performance is not in conformity with the conditions stated; the machine shall be treated as down for the purpose of assessing the uptime.
14. Training: Party will provide necessary training to users as per coordination by BHEL so as to train them in the day today operations of the photocopiers so that they are able to use the photocopiers properly, resulting in less down time.
15. Manuals: Operation and Maintenance manuals shall be supplied with each photocopier without any extra charges.
16. Insurance: BHEL will not arrange any insurance for any part(s) of the installed photocopiers, operators. It is therefore desirable that proper insurance is arranged by the party timely for the entire contract period. However BHEL will not insist on it. At the same time BHEL will not in any way be responsible for any loss/ damage/ theft etc. to any of the photocopier/ or parts thereof, due to any reason, whatsoever. Claim etc. if any will be dealt with the underwriters directly by the party.
17. Force majeure: Party shall not be responsible for delay in delivery / installation of the photocopier resulting from acts/ events beyond his control provided notice of the happening of any such act/ event is given by the party to BHEL within 15 days from the date of its occurrence. Such acts/event shall include but not be limited to acts of God, war, floods, earthquakes, epidemics, strike, lockouts, riots, fire governmental regulations affecting the delivery/ installation, superimposed after the date of contract etc.
18. Patents & trademarks: Party shall at all times indemnify BHEL against all claims which may be made in respect of the Photocopiers, supplied / installed by the vendor, for infringement of any right protected by patent, registration of designs or trademarks etc. In the event of any such claims being against BHEL, BHEL will inform the party who shall at his own cost either settle any such dispute or conduct litigation that may arise there from.
19. Contract termination: BHEL reserves the right to terminate this rate contract any time without assigning any reasons or for any number of

- photocopiers, out of the photocopies taken against this Rate Contract, on one month prior written notice.
20. Arbitration: Any question, dispute or difference arising under or out of or in connection with this Rate Contract shall be settled by Arbitration under the Indian Arbitration & Conciliation Act 1996. The Arbitrator shall be appointed by the competent authority of BHEL.
  21. Jurisdiction: The court of the place from where this Rate Contract is issued shall alone have the jurisdiction to decide any dispute arising out of or in connection with this Rate Contract.
  22. Delivery & installation of machines immediately after receipt of letter of intent within 15 days time positively.
  23. Party shall depute & post their service engineer at BHEL Rudrapur on call basis immediately. The party shall provide mobile phone facility to its service engineer on his cost. The mobile number shall be shared with BHEL authorities.
  24. Any point not covered, if comes up at a later date, shall be mutually resolved in the best interest of work without any financial implication to BHEL.
  25. All other General Terms and Conditions of BHEL will also be applicable to this contract.
  26. Party shall provide BHEL Rudrapur logo on each machine such that the BHEL logo comes on every copy taken out of the machine. The logo so provided shall be maintained regularly on each machine, during the entire tenure of the contract without failure.
  27. The party shall provide the confirmation of the acceptance of specifications in the format provided at Annexure-II and put the same in the Techno-Commercial Offer.
  28. Party will have to sign a Contract Agreement and Indemnity Bond on Non Judicial Stamp Paper of Rs.100.00 respectively after getting letter of intent from BHEL Rudrapur.
  29. BHEL have rights to reject any bid without assigning any reason thereof.

Sr. Engineer (HR)

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