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## भारत हेवी इलेक्ट्रिकल्स लिमिटेड

(भारत सरकार का उपक्रम)

Bharat Heavy Electricals Limited  
(A Government of India Undertaking)

Integrated Office Complex, Lodhi Road,  
New Delhi-110003 (India)



REF No.ID: CP: MAINT: PC:

Dated – 15.10.2008

M/s

### **Subject- Annual Rate Contract for Photocopying work at BHEL, Lodhi Road, New Delhi.**

You are requested to submit your most competitive offer for the above work as stipulated in Annexure I to III. Please submit your sealed quotation to reach this office latest by **05.11.2008 up to 2.30 pm** as per following procedure:

### **Procedure for submission of Sealed Tenders**

The tenderers must submit their tenders as required in two parts in separate sealed envelopes prominently super scribed as “Part-I Technical Bid and Earnest Money Deposit” and “Part-II Price Bid” also indicating on each of the envelope, tender no. and due date and time as mentioned above.

### **Part-1**

### **Earnest Money Deposit (Cover-1)**

EMD for Rs.25, 000.00 (Rupees Twenty Five Thousands only) in the form of Demand Draft/Bankers' Pay order in favour of BHEL payable at New Delhi should be enclosed in a sealed cover. The sealed cover should be marked Part-I. Tender No.ID: CP: MAINT: PC: 001 EMD dated \_\_\_\_\_: Bidder \_\_\_\_\_ EMD will be forfeited in case the tenderer withdraws his offer before expiry of Bid validity or does not accept award of order and submit Security Deposit, if selected. The EMD of successful bidder will be adjusted towards security deposit on award of the order.

The Price Bid should not be mentioned in this envelope.

### **Technical Bid (Cover-II)**

The technical bid shall comprise

- 1- The details asked for regarding the qualifying criteria given in the annexure shall be enclosed in Technical Bid.
- 2- Copy of "terms and conditions" duly signed in blue ink and stamped on each page as token of acceptance of tender conditions.
- 3- A copy of price bid with the prices crossed out should also be enclosed

This envelope should be marked

"Part-I: Tender No. ID: CP: MAINT: PC: 001 Technical Bid dated \_\_\_\_\_:  
Bidder \_\_\_\_\_"

The Prices should not be mentioned in this envelope

### **Part-II**

### **Price Bid (Cover-III)**

1-The price bid in the enclosed PRICE format may be given separately in this cover in line with our specifications, in a sealed cover super-scribed 'PART-II :  
Tender No. ID: CP: MAINT: PC: 001: Price Bid dated \_\_\_\_\_:  
Bidder \_\_\_\_\_

These three separate covers i.e. Cover I, II & III shall together be enclosed in a fourth envelope (Cover-IV) and this sealed cover shall be super scribed with

"Tender no: ID: CP: MAINT: PC: 001, due date of tender \_\_\_\_\_  
Bidder \_\_\_\_\_

### **2- Evaluation of Bids**

Bids shall be evaluated as per the following procedure

- a) The Cover- I with EMD shall be opened and the offer with valid EMD shall only be further evaluated.

- b) The technical Bid will be opened and only those bidders who qualify, their Price Bid will be opened.
- c) The evaluated price will be calculated as below

Total evaluated Bid Price:

2, 00,000 copies x A4 single side price (A) +  
68,000 copies x A4 double sides price (B) +  
6,000 copies x A3 single side price (C) +  
11 copies x A3 double sides price (D) +  
950 books x spiko binding price (E)

= Total Evaluated price

If the total evaluated price of two Bidders are equal,

Then the Bidder with lower evaluated price (A) will be awarded the order

If the total evaluated price (A) is also then the total evaluated price (A)+ (B) will be considered.

If the total evaluated price (A) + (B) is also equal then the total evaluated price (A) + (B) + (E) will be considered.

3-Quotations not received in line with above Format are liable to be rejected. Offers without EMD will not be considered for opening. Technical Bid (Part-I) along with EMD shall be opened on **5.11.2008 at 15:30 pm** in presence of tenderers who may be present at that time.

Note:

1. BHEL reserves the right to split up the tender and place orders with more than one tenderers.
2. BHEL reserves the right to increase or decrease the number of photocopy machines to be installed under the contract.
3. BHEL reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
4. Tender/Offer should be valid for a period of 60 days from the date of submission of tender or extended due date.
5. Any clarifications can be sought from the following before 04.11.2008 10:00 hours with prior appointment

A K Singh

Sr. Engineer/HR

BHEL, Industry Sector Lodhi Road, New Delhi-110003

Ph. No. -011-41793284

Please refer terms and conditions in the Annexure I, II and Price Format at Annexure III

Thanking you,

Yours faithfully,

  
(A K Singh)

21/6  
Sr. Engineer/HR  
(For Bharat Heavy Electricals Limited)

## ANNEXURE-I

### TERMS AND CONDITIONS

1. Vendor shall be required to install three brand new Digital Photocopy machines of either of makes (Make CANON, RICOH, KONICA MINOLTA, TOSHIBA, XEROX, SHARP, and PANASONIC at different floors of our office.

Details of machines are given below:

**55 cpm Digital Photocopy Machine with Reversible automatic document feeder & Electronic Sorter, capacity upto A3 to A3 copy, reduction and enlargement facility and duplexing.**

Machine of year of Make 2008 shall only be accepted.

The machines should have a running AMC with OEM/Authorized agency.

Nos. of machine shall be increased/decreased by BHEL depending on total load of work with BHEL.

2. On award of contract, the bidder shall be required to install the Brand New Machines and other equipments at our premises within 14 days along-with the documentary proof of newness of the machine/equipments and certified copy of AMC, failing which the contract will be liable for termination and the EMD/Security Deposit shall be forfeited. The AMC should be revalidated for at least one year from the date of installation at BHEL office.
3. The space and power (220/24V 50 Hz AC) supply will be provided free of charge by BHEL.
4. Maintenance of the machines shall be the complete responsibility of the vendor. All the spares, repairs, consumables and services are to be borne by the vendor and nothing extra shall be payable for any reason whatsoever.

5. Insurance and other miscellaneous charges shall be borne by the Vendor.
6. The rates quoted for each copy and spiral binding will be firm for two years inclusive of all Taxes.
7. The rates quoted shall be inclusive for free collection, set making, compilation spico binding etc. and delivery of materials at the indenter's seat at BHEL office.
8. The rates quoted shall be on all inclusive basis with mill packed photocopy paper 75 gsm, JK Copier/Century/Modi payable for actual quantities accepted. Rates shall be firm for the entire period of contract and no upwards revision will be allowed. Wastage, if any, shall be to vendor account.
9. Only one brand of photocopy paper will be used in any particular job. Use of mixed variety/brand of paper will render the job liable for rejection at vendor's risk and cost.
10. On award of the contract, the successful vendor(s) shall be required to furnish a security deposit within 7 days of award of order.

Security Deposit shall be for Rs. One Lakh only and can be deposited by a Demand Draft/ A/C Payee Cheque within one week of placement of order, towards satisfactory execution of order. The security deposit will be refunded back, without interest, on successful completion of order. Security Deposit can also be furnished through recovery @ 10% from running bills. However, in such case at least 50% of SD should be submitted before start of photocopy services and the balance 50% through recovery from running bills.

11. The machine has to be operated by vendor's personnel individually for ensuring output on the machines as per BHEL's requirements.
12. Vendor shall not be allowed to carry out any photocopy job for other customers on machine installed by them in BHEL premises. Further the vendor shall ensure total secrecy of the documents to be photocopied and information shall not be shared with any person/agency under any circumstances.

13. The machine along with the operator shall be in use daily from 0845 hours to 1800 hours on normal days. In case the indenter desires the operator may have to continue to work in late night hours and on holidays observed by BHEL without any extra cost or financial burden to BHEL.
14. Vendor will not have any right or claim on the premises provided for installation of the machines.
15. Vendor shall indemnify BHEL against any loss, damage, injury etc. to their machines, equipments installed and stationery, consumables, etc. or the manpower deployed in BHEL for the entire period of the contract.
16. Vendor shall indemnify BHEL against any third party claims on any account whatsoever in connection with the photocopy services order, if awarded.
17. The vendor should maintain a minimum inventory of 5 boxes of photocopy paper of 10 reams at any point of time so that there is no interruption of work due to lack of photocopy paper.
18. The order will be valid for an initial period of two years extendable further at the discretion of BHEL. However, in case of non-compliance of any of the terms and conditions or unsatisfactory performance, the contract will be liable for termination by BHEL at one week's notice with no financial repercussions upon BHEL.
19. In case the vendor for any reason is not able to execute the job as per time schedule/required quality, BHEL reserves the right to get the same other at the risk and cost of the vendor and impose the following pre-agreed damages:

Sl. no.	Default	Damages
1-	Non adhering to time schedule Regular work: return same day Bulk job : return within 48 hours ( Bulk job shall mean a job comprising more than 1000 pages to be multiplied in more than 8 sets)	15.0% deduction from monthly bill
2-	Non functioning of machine beyond 48 hours, if standby machine of similar capacity is not installed	Rs. 1000.00 per day per machine

These damages shall be over and above the additional cost to be incurred by BHEL for getting the work done from outside.

However, Vendor shall be allowed to get the bulk job done outside BHEL with permission from the indenter.

20. Regular and preventive maintenance shall be the responsibility of the vendor to keep the machine in working conditions at all times. In case of non-functioning of the main machines, standby machine will be provided immediately at no extra cost.

21. The tentative nos. of copies is 2.50 Lacs per month. However the payments shall be restricted as per the actual per machine.



## ANNEXURE-II

### QUALIFYING CRITERIA

The following details shall be furnished in the Technical Bid

1. The bidders should have experience in relevant area of executing similar type of work, copies of contract/certificate from clients and contact number of the Clients to be furnished.
2. The bidder should be financially sound and having a minimum annual turn over of not less than Rs.5 lakhs in any of the last three financial years. Documentary evidence to be furnished.
3. Valid Works/Service Tax and PAN no are to be furnished.
4. The following details to be furnished for the machines that are going to be installed :  
Model No.  
Speed:  
Make:
5. The branded photocopy paper (MODI/CENTURY/JK- 75 gsm) only is to be used in machines.
6. Please specify the standby arrangements, in case of break down of Photocopy Machines

The above details are MANDATORY and therefore, you are requested to give complete information.

Any deviation from the above qualifying criteria after placement of order shall make the offer invalid and EMD shall be forfeited.

## ANNEXURE-III

### PRICE FORMAT

<u>S.No.</u>	<u>Job Description</u>	<u>Rate to be quoted</u>
<b><u>A. PER PHOTOCOPY SERVICES BASIS</u></b>		
<b><u>(including spares, consumables, paper, operator services etc.)</u></b>		

1. Single side photocopy on branded 75 gsm

White paper make Century/JK/Modi(paper to be provided by you)

(i) A4 Size = \_\_\_\_\_paise per copy

(ii) A3 Size = \_\_\_\_\_paise per copy

2. Back to back photocopy on branded 75 gsm

White paper make Century/JK/Modi(paper to be provided by you)

(i) A4 size = \_\_\_\_\_paise per copy

(ii) A3 Size = \_\_\_\_\_paise per copy

Spiko Binding of the Photocopy Sets Rs. \_\_\_\_\_per copy

Complete with 100 Micron Garware/Century/3M transparency cover on top and bottom. (Spico binding machine, consumables and binding services to be provided in BHEL premises)

**(Rates will be on all inclusive basis and nothing extra will be payable on any account whatsoever.). The payment shall be made on actual copies basis.**

Signature of Bidder \_\_\_\_\_

Name of Bidder

Rubber stamp of the Bidder

Dated