



**BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE (HR-GAX)
BHEL House, SIRI FORT
NEW DELHI - 110049**

TENDER DOCUMENTS

FOR

SUPPLY OF NEW YEAR GIFT FOR BHEL EMPLOYEES

(Items category:- Kitchen Appliances: Hand Blender, Induction Plate / Cooker, Sandwich Maker with Grill, Cordless Steam Iron, Electric Kettle and Shoulder Bag')

Tender Ref. No. AA:GAX:NYG:11:101

Dated : 18th November, 2011

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DATES OF SUBMISSION & OPENING OF TENDER

Due date of submission of sealed tenders : 29/11/2011 by 14.00 Hrs.

Date of opening the tender (Techno-commercial) : 29/11/2011 at 15.00 Hrs.

Venue for opening of Tender : 2nd Floor, BHEL House, Asian Games Village, Siri Fort, New Delhi 110 049



(A) Scope of Supply

Bharat Heavy Electricals Ltd. (A Govt. of India Undertaking) requires around 6762 Nos. **New Year Gift** in the category of **'Kitchen Appliances: Hand Blender, Induction Plate / Cooker, Sandwich Maker with Grill, Cordless Steam Iron, Electric Kettle and Shoulder Bag'** for their employees at New Delhi and Noida based offices. **Utensils / Crockery / Glassware items shall not be considered.** Sealed Offers are invited for the under mentioned Scope of supply of above category of items, subject to acceptance of the enclosed Terms and Conditions. The offers should reach in the office of the undersigned by 2.00 PM on or before the Due Date.

Description / Instructions
<p>a) 6762 Nos. New Year Gift item(s) of the category of <u>Kitchen Appliances: Hand Blender, Induction Plate / Cooker, Sandwich Maker with Grill, Cordless Steam Iron, Electric Kettle and Shoulder Bag'</u> costing maximum ₹ 1000/= each (inclusive of all taxes & freight / delivery charges etc.).</p> <p>b) General Terms & Conditions (SI.-"B")</p> <p>c) Pre Qualifying Requirements (SI.-C)</p> <p>e) Bid Opening (SI.-E)</p> <p>d) Price Format (Annexure.-"A")</p> <p>IMPORTANT INSTRUCTIONS:</p> <ol style="list-style-type: none"> Bidders can offer any item in the above category. They can also bundle more than one item in this category. One bidder can offer maximum three alternatives and quote his prices for each of the alternatives in separate sealed covers by using relevant price format enclosed with the tender enquiry. The Bidders have to submit the "tender sample" for each of the alternatives of his offering for display and acceptance by the committee. The MRP (price tag) should not be put on the box of "tender sample(s)" The cost of each offered alternative shall be maximum ₹ 1000/= inclusive of all taxes & freight / packing & forwarding charges etc. Bidders must go through all the Annexures before submitting their bid and submit the details in enclosed Annexures-B, C & D. <i>Deviations, if any, may be indicated in Annexure-C (Acceptance / Deviation Certificate) only. Deviations specified elsewhere shall not be considered. BHEL reserves the right to consider the deviations and accept or reject the same.</i> The prices must be Quoted in the enclosed Price Format only. Quoted Rates shall remain FIRM till the supply is completed. Offers should be submitted in Two Parts bid manner as described in SI.-"E". Price Bids of those Bidders will only be opened who qualify technically & commercially and their 'tender samples' are accepted by the committee. The bidders will be allowed to complete the supply of ordered quantity of gift item within 10 days of placement of purchase order.



(B) General Terms and Conditions

1. All bidders to note that the process for procurement of gift is primarily a 'sample' based procurement. Since, such procurement also involves selection based on various indeterminable parameters by a committee; the same will be done without disclosing the names of bidders.
2. All the 'tender samples' of the technically qualified parties shall be displayed for selection / short-listing by the committee. The committee will **shortlist maximum five 'tender samples'** of technically qualified bidders and **price bids shall be opened for the selected 'tender samples' only**. Order shall be placed on lowest bidder.

The **'tender sample' submitted by the successful bidder will be preserved by BHEL (Administration Department) for comparison of final supplies by inspection / random checking**. The 'tender samples' of the unsuccessful bidders will be returned to them after placement of purchase order.

3. The upper price limit of the offered item shall be ₹ 1000/= inclusive of all taxes and FOR delivery at Delhi and Noida offices.
4. In the event of more than one party having quoted **identical lowest rates and there is a tie amongst the bidders**, the respective bidders would be asked to submit their **revised rates**. This process would continue till the distinct L1 rate is arrived.
 - 4.1 In case same prices are quoted for more than one alternative by the lowest bidder, BHEL reserves the right to select any of the alternatives and the same shall be binding on the bidder.
5. The offer shall remain valid for **90 days** from the due date of opening of Price Bid. No request will be entertained for any increase of rates till the supply is over.
6. Offers received after due time and date shall be rejected.
7. Rates shall be quoted in the enclosed Price Format only.
8. Bid should be free from correction and erasers. Corrections, if any, must be counter-signed. Arithmetic errors (if any) shall be corrected by BHEL and for difference between all inclusive rate in words and figures, higher value(s) will be considered for evaluation and lower values will be considered for ordering.
9. BHEL reserves the right to **increase or decrease the Order quantity by plus or minus 10% as per our actual requirement**.
10. The sample of the offered item(s) (tender sample) shall be required to be submitted along-with sealed tenders.
11. The gift Items shall be supplied within ten (10) days of placement of purchase order.



12. The gift Items will be supplied strictly as per the 'tender sample'. If the supplied items are found of inferior quality or not as per the approved tender sample, will be rejected by this office. A certificate duly endorsed by BHEL accepting authority shall be required along-with bill to the effect that the items supplied are as per 'tender sample' and manufacturer's specifications.
13. The Gift items (Bundle) will be supplied in good quality packing, presentable as gift pack.
14. Delivery of the Items shall be made on FOR basis to BHEL offices at New Delhi and Noida. The consignee details will be given prior to supply to the successful bidder.
15. Rates should be quoted **inclusive of all applicable Taxes / VAT and transportation / packing / forwarding charges etc.**
16. If any information given by the bidder is found to be incorrect at later stage, BHEL reserves the right to reject the bid submitted by bidder / cancel the award of order.
17. ***The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site www.bhel.com***
18. Tender / offer (Part-I & Part-II) to be submitted in separate sealed envelopes put together in one sealed envelope, but the Part-I offers of the parties, shall be opened on the Due Date of Opening i.e. **29/11/2011 at 3.00 PM** in the presence of authorized representatives of the parties who may like to be present.
19. The Bidders may clarify any doubts related to this tender enquiry from the undersigned within 10 days of publication of NIT in the newspaper(s).
20. The bidders are requested to submit their tender, duly filled and complete in all respects, to the undersigned on or before the due date and time of submission of tender which is **29/11/2011 by 2.00 p.m.**

(P.K. Teckchandani)
Manager (HR-GAX)
BHEL House, Siri Fort, Asian games Village,
New Delhi 110 049, Phone: 66337404 / (M) 9818648624



(C) Pre-qualifying Criteria (PQ)

The pre-qualification criteria (PQ) for the Bidders for supply of New Year Gift items of the category of "Kitchen Appliances: Hand Blender, Induction Plate / Cooker, Sandwich Maker with Grill, Cordless Steam Iron, Electric Kettle and Shoulder Bag' will be as follows:

Sl. No.	Qualifying Requirement	Documents to be submitted in Support of Proof
1.	The average annual turnover of the Bidders during the last 3 years ending on 31 st March 2011 should at least be ₹ 25 Lacs.	Certified copies of audited Balance sheets / Profit & loss account for the last three years.
2.	The Bidders should be resourceful and capable, having experience of Manufacturing / supply & execution of similar contracts for supply of gift / utility items of the category of " <u>Kitchen appliances</u> " for the last 2 Years ending on 31 st March, 2011 and they should have executed the orders for supply of Similar Gift Items for reputed PSUs & Government departments or other reputed Companies / Institutions. They should submit the List of clients to whom they have supplied the items during the last 2 years.	<ol style="list-style-type: none"> 1. Copy of certificate of incorporation. 2. Copy of the PAN card. 3. Copies of income tax returns for last three years. 4. Copies of purchase orders executed. 5. List of clients to whom items have been supplied during the last 2 years.
3.	The vendors should either have their own manufacturing facility or they should be authorized re-seller of the renowned manufacturers.	Documentary evidence must be furnished to this effect.

Definition of Similar (Item) Supply : "Supply of similar type of Gift / Utility Items of the category of "Kitchen appliances: Hand Blender, Induction Plate / Cooker, Sandwich Maker with Grill, Cordless Steam Iron, Electric Kettle and Shoulder Bag".

The documents as required above shall be submitted along-with Part-I Bid.



(D) Procedure for submission of sealed Tenders

Bids shall be submitted latest by 2 P.M. on or before the due date and time, in two separate envelopes as follows:

PART-I : Techno – Commercial Bid - This part shall contain the following:

- a. Techno commercial offer/details
- b. Acceptance of terms and conditions
- c. **'Tender Sample' of the Items (separately for each of the three alternatives, as applicable) which Bidders have quoted.**
- d. The following Documents are to be annexed with Techno-Commercial Bid:
 1. Certified copies of **audited Balance** sheets / Profit & loss account for the last three years.
 2. Copy of certificate of incorporation.
 3. Valid authorization letter of dealership from the manufacturer (for resellers, dealers, etc.)
 4. Copy of the PAN card.
 5. Copies of income tax returns for the last three years.
 6. Copies of purchase orders executed by the Bidders.
 7. A copy of registration certificate of VAT / Sales Tax, if applicable.
 8. List of clients to whom the items have been supplied during the last two years.
 9. List of Authorised Service Centres in Delhi / NCR for the items.

PART- 2: Price Bid

This part shall contain **Rates only** (duly filled in price bid format) and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details / or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in Part-I only as indicated above.

This part shall be submitted in a Sealed Cover with bidder's Seal super-scribed with Tender Enquiry No., due date of opening and **'Part-2: Price Bid'**. The all inclusive Rates shall be quoted both in **words and figures**.

(E) Bid Opening

Part-I (Techno-Commercial Bids) will be opened at 3.00 PM on the due date in the presence of bidders who may like to be present. On the day of opening of the tender your Techno-commercial bids only will be opened. The price bids of only technically qualified bidders (whose technical bids are found satisfactory) and whose 'tender samples' are accepted by the committee will be opened. The date & time of opening of Part-II (Price Bids) will be communicated to the eligible bidders.

The 'tender sample' submitted by the successful bidder will be preserved by BHEL (Administration Department) for inspection / random checking of the final incoming supply. The 'tender samples' of the unsuccessful bidders will be returned to them after placement of purchase order.



(F) Warranty Period / Service Centre:

The offered items by the bidders shall be warranted for a period of one year or more or as per the normal terms of warranty offered by the manufacturer. The bidders shall submit a list of authorized service centres in Delhi / Noida.

(G) Risk Purchase Clause:

BHEL reserves the right to cancel the Order due to any failure on the part of the selected Vendor in discharging his obligations as per terms & conditions of Order or for poor quality of supplies or in the event of his becoming insolvent or going into liquidation. The decision of BHEL about the failure on the part of the Vendor shall be final and binding on the vendor. In the eventuality of action under this clause BHEL shall be free to procure the gift items from any alternative source of its choice and recover additional cost, if any, from the Vendor.

(H) Terms of Payment

The payment will be made within 30 days after satisfactory completion of supply to all the consignees / offices and submission of bill to this office. No advance payment shall be made and no additional charges on any account will be paid by BHEL.

(I) Penalty for delayed supplies:

The ordered items shall be supplied by the vendor **within 10 days of placement of purchase order**. In case supply is delayed beyond the said period, BHEL reserves the right to deduct penalty for delayed supplies @ ½% per week of delay or part thereof subject to maximum of 10% of order value.

(J) Bid Evaluation

The order will be placed on the L-1 bidder from amongst the selected 'tender samples' of technically qualified bidders. The rates quoted in column "**F**" of the **Price Bid Format will be taken into account for arriving at L1 rates**.

(K) Validity of Rates

Bid should be valid at least for 90 days or till the completion of supply.

(P.K. Teckchandani)
Manager (HR-GAX)
Phone: 66337404 / (M) 9818648624



ANNEXURE-A (I)

PRICE FORMAT (ALTERNATIVE – I)

Sl.No	Description of offered Item (s)	Basic Rate per unit (Rs.)	Taxes/ VAT etc. (if any)	All inclusive Rate per unit (inclusive of all taxes/ VAT, transportation, packing & forwarding charges etc.,) (Rs.)
A	B	D	E	F = (D+E)
1. Altern ative – I.	Gift items of the category of <u>"Kitchen appliances"</u> <u>Brief Description of the Item:</u>			

All inclusive Rate per unit in words :

Note:

- Above rates shall be valid for total quantity of **6762 Nos.**
- Please use **separate Price formats** for different alternatives (i.e. Alternative I, II & III)
- Evaluation Criteria:** The order will be placed on the L-1 bidder from amongst the selected 'tender samples' of technically qualified bidders. The rates quoted in column **"F"** of the Price Bid Format will be taken into account for arriving at L1 rates.

Signature
Name & Company Seal



ANNEXURE-A (II)

PRICE FORMAT (ALTERNATIVE –I I)

Sl.No	Description of offered Item (s)	Basic Rate per unit (Rs.)	Taxes/ VAT etc. (if any)	All inclusive Rate per unit (inclusive of all taxes/ VAT, transportation, packing & forwarding charges etc.) (Rs.)
A	B	D	E	F = (D+E)
1. Altern ative–I I.	Gift items of the category of " <u>Kitchen appliances</u> " <u>Brief Description of the Item:</u>			

All inclusive Rate per unit in words:

Note:

1. Above rates shall be valid for total quantity of **6762 Nos.**
2. Please use **separate Price formats** for different alternatives (i.e. Alternative I, II & III)
3. **Evaluation Criteria:** The order will be placed on the L-1 bidder from amongst the selected 'tender samples' of technically qualified bidders. The rates quoted in column "**F**" of the Price Bid Format will be taken into account for arriving at L1 rates.

Signature
Name & Company Seal



ANNEXURE-A (III)

PRICE FORMAT (ALTERNATIVE –III)

Sl.No	Description of offered Item (s)	Basic Rate per unit (Rs.)	Taxes/ VAT etc. (if any)	All inclusive Rate per unit (inclusive of all taxes/ VAT, transportation, packing & forwarding charges etc.,) (Rs.)
A	B	D	E	F = (D+E)
1. Altern ative–I II.	Gift items of the category of " <u>Kitchen appliances</u> " <u>Brief Description of the Item:</u>			

All inclusive Rate per unit in words:

Note:

- Above rates shall be valid for total quantity of **6762 Nos.**
- Please use **separate Price formats** for different alternatives (i.e. Alternative I, II & III)
- Evaluation Criteria:** The order will be placed on the L-1 bidder from amongst the selected 'tender samples' of technically qualified bidders. The rates quoted in column "**F**" of the Price Bid Format will be taken into account for arriving at L1 rates.

Signature
Name & Company Seal



ANNEXURE 'B'

DECLARATION

I / We hereby declare that I / We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court.

Signature
(Name & Address of the Bid with official seal)

Place:

Date:



ANNEXURE 'C'

Acceptance / Deviation Certificate

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

- 1.
- 2.
- 3.

Signature
With name, Designation & seal of the firm



ANNEXURE 'D'

TECHNICAL DETAILS

₹ in Lakhs

TURNOVER OF THE BIDDER	2010-11	2009-10	2008-09
Copies of Income tax returns			

EXPERIENCE	Details of orders executed successfully	Value	Customer's Name

SUPPLY OF SIMILAR GIFT ITEMS	Similar orders	No. of orders	Value	Customer's Name

Pan Card No.	
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VAT / Sales Tax Registration No.	
Certificate of date of Incorporation.	
Dealership authorization letter.	
List of authorized service centres in Delhi Noida	

Signature with seal of the firm