

BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
P.O. BHEL Jhansi 284120

DIGITAL TRANSFORMATION GROUP

Notice Inviting Tender (NIT)
For

Rate Contract for 'Refilling of cartridges of printers for one year'

Tender Enquiry No.

BHE/JS/DTG/REFILL/2022/01

Tender due date: 03/01/2023 13:15 hrs.

Tender Opening date: 03/01/2023 14:00 hrs.

We hereby accepted above (signature & seal of bidder)

Seal & Signature of BHEL contracting authority



BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India undertaking)

DIGITAL TRANSFORMATION GROUP(DTG), JHANSI - 284120

TENDER ENQUIRY NO: BHE/JS/DTG/REFILL/2022/01

DATE: 28.12.22

DETAILS OF TENDER DOCUMENT

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Refilling of cartridges of printers

1. BHEL Jhansi is in the process of finalizing Rate Contract for “Refilling of cartridges of printers for one year”.

2. The tender document has been detailed as follows:

- a) Notice Inviting Tender (Annexure A)
- b) Work Specifications (Annexure B)
- c) Qualifying Requirements (Annexure C)
- d) Performa of Submitting technical bid (Annexure D)
- e) Price Bid format (Annexure F)
- f) Blank Price bid Format (Annexure E)
- g) General Terms & conditions
- h) Annexures V to IX

The duly filled in Technical and Price / Rate bids (Annexure A, B, C, D, E and price bid (F) separately) along with General Terms and Conditions and all other attachments with the signature of the tenderer on all the pages and complete in all respects super scribed as “Quotation for Tender No BHE/JS/DTG/REFILL/2022/01 dated **28.12.2022**” should reach us in a sealed cover on or before **03.01.2023** (13.15 hours) through Registered / Speed post or the same may be dropped in the tender box available at the following address:

Tender Box
Security Control Room/Office
Administrative Building
Bharat Heavy Electricals Limited
Jhansi-284 120

Note: (i) Incomplete offers are liable for rejection.

(ii) Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids are found in one single envelope then the “bids” are liable to be rejected.

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TENDER DOCUMENT FOR

Works Contract For “Refilling of cartridges of printers for one year”

The tender document has been detailed as follows:

SN	Description	Annexure No.	Page No.	No.of Pages
01.	Notice Inviting Tender	A	1-5	11
02.	Work Specification, Measurement of work and Payment	B	6-7	
03.	Qualifying Requirements	C	8-9	
04.	Performa for submitting Technical Bid	D	10-11	
05.	General Terms & conditions of enquiry	Copy Enclosed	12-25	14
06.	Price Bid Format	F	26	1
07.	Clubbed Annexures (V to IX) Forms	V to IX	27-35	9
08.	Certificate by CA for MSME	XI	36	1
	TOTAL			36

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**BHARAT HEAVY ELECTRICALS LIMITED****(A Govt. of India undertaking)****DIGITAL TRANSFORMATION GROUP(DTG), JHANSI - 284120****TENDER ENQUIRY NO: BHE/JS/DTG/REFILL/2022/01****DATE: 28.12.22****Annexure – ‘A’****NOTICE INVITING TENDER**

1	Scope of Work	Rate Contract for “Refilling of cartridges of printers for one year”
2	Tender evaluation criteria	As per qualifying requirements (see annexure C attached)
3	Validity of Contract	12 Months from the date of award of work order
4	Date and Time of Receipt of Tenders	Up to 13:15 hrs. on 03.01.2023
5	Date and Time of Opening of Technical bids	14:00 hrs. on 03.01.2023
6	Address for submitting the Tender	Tender Box, CISF Control Room/Office, Administrative Building, Bharat Heavy Electricals Limited, Jhansi-284120
7	Earnest Money Deposit (EMD)	Rs. 8,050/- (Rupees Eight Thousand Fifty Only)
7(a)	The EMD may be accepted only in the following forms: (i) Electronic Fund Transfer credited in BHEL account (before tender opening) <i>BHEL account details: Bank Name: - SBI; A/c No. :- 10670828866 ; IFSC code:- SBIN0003807, A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED</i> (ii) Card swapping through POS machine at Cash section of BHEL Jhansi.)	
8(a)	In case of successful bidder, EMD will be converted and adjusted against the security deposit.	
8(b)	EMD will be forfeited in following cases	
(i)	After opening the tender, the bidder revokes his tender within the validity period or increases his quoted rate.	
(ii)	The bidder does not commence the work within the stipulated period as per LOI/ Contract. In case the LOI/contract is silent in this regard, then within 15 days after award of contract.	
(iii)	For MSME bidders submission of EMD and tender cost will be applicable as per MSME act.	

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8(c)	EMD given by all unsuccessful tenderers shall be refunded normally within 15 days of acceptance of award of work by successful tenderer.	
8(d)	EMD shall not carry any interest.	
9	Validity of Offer	120 days from the date of opening of Technical Bid (Part-I)
10	Security Deposit (SD)	As per General terms & conditions
11	GST	18 % of quoted rate.
12	Address for issue of Tender	Sr.DGM(DTG), Bharat Heavy Electricals Limited Jhansi, PIN-284120

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Annexure- 'B'

WORK SPECIFICATION

1. SCOPE OF WORK OF THE CONTRACTOR SHALL BE AS FOLLOWING:

- a. The contractor shall be responsible for "Refilling of cartridges of printers".
- b. A separate Work Order will be issued each time whenever refilling will be done in the whole year (12months) of contract period.
- c. The quantities of ink to be filled in each cartridge is provided in price bid format. In case, less quantity is filled, then no payment will be done for that cartridge.
- d. The cartridge quantities of different model/part no. (of Make: HP) is also provided in price bid format for refilling for the whole year of contract period.
Note: The quantity indicated in Price Bid Format, is a projection based on the consumption in previous financial year. The quantity may increase / decrease based on BHEL's future requirements. Letter order will be given accordingly.
- e. Refilling of empty cartridges must be done inside the factory premise of BHEL, Jhansi at the provided space. All refilling tool kit has to be brought by Bidder. Entry and exit of tool kit, refilling kit (like drum, ink, roller, etc) & service engineer person will be made on permission through BHEL gate pass.
- f. The work shall confirm to good printing quality, no damage to cartridge parts, no leaking of ink or not get emptied drastically from refilled cartridges while in use. Otherwise, re-do the work at their own cost, failing which recoveries, as determined by BHEL, shall be deducted from contractor's bills.
- g. If defects/faults found in more than 50% of the lot given for refilling, then BHEL may terminate the contract by informing the vendor for the show cause of termination.
- h. Only the better quality ink (make: ITDL / FORMUJET/ ProDot) must be used for refilling.
- i. Drum unit, Magnetic Roller, PCR Roller or any other parts has to be replaced by vendor at its own cost without charging to BHEL. BHEL will not pay any extra cost apart from refilling price quoted in Price Bid.
- j. The empty cartridge (provided by BHEL) will be either fresh or refilled one as available. However, refilling will be allowed to maximum 8 times in any individual cartridge. Refilling count will be identified by date marked on body after refilling.

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2. MEASUREMENT OF WORK:

a. An inspection of refilled cartridge will be done by authorized person.

b. The following parameters will be checked during inspection:

i) Good quality ink powder used for refilling.

ii) No part of cartridge is damaged.

iii) No leaking of ink powder.

The inspection will be done by taking the test print from the refilled cartridge.

c. After inspection, an acceptance certificate will be given for work completion on the basis of which payment will be processed.

d. A ledger for refilled quantities of cartridges will be maintained for the whole contract period.

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Annexure – 'C'

Qualifying Requirement

Sl No	Description of Qualifying Requirement
1.	Turnover criteria: Average annual financial turnover during the last three years, ending 31st March , 2022 {i.e. FY-2019-20 and FY-2020-2021, FY-2021-22) applicable as per norm shall be at least Rs 1.21 Lakh. Duly audited financial statement/balance sheet/certified by CA to be submitted as supporting documents. If all balance sheet/financial statement are not available for three years then the average shall be calculated by dividing the sum of turnover of submitted balance sheet/certificate from CA/Financial statement by three.
2.	Work Experience: (Bidder should fulfill any one of the following): The bidder should have the experience of having successfully completed similar work against completed work order in past seven years ending last day of the month previous to the one in which applications are invited for amounting to values mentioned as under:- a. Three similar completed works each valuing not less than the amount equal to Rs 1.60 Lakh. OR b. Two similar completed works each valuing not less than the amount equal to Rs 2.01 Lakh. OR c. One similar completed works each valuing not less than the amount equal to Rs 3.30 Lakh. Note: Similar works here means 'Service /works / labor contract of repair & maintenance /refilling of printer consumables'. Documentary proof required: 1. Completion Certificate/ proof of completion, 2. Work Order /Purchase Order, 3. In addition to above TDS Certificate in case of experience is of Private Sector.
3.	Contractor Should have PAN number.
4.	Contractor Should have GST (PAN based)

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SI No	Description of Qualifying Requirement
5.	Bidders are required to submit a self-declaration on their letter head as per the Format enclosed in Annexure V .
6.	The documents required for legal entities under whose name and style Contractor has participated in the tender are as follows: 6.1) Partnership Firm: Partnership Deed registered at the office of Registrar of Firms. 6.2) Company: Certified copy Memorandum of Association, Article of Association and Incorporation Certificate. 6.3) Society: Registration certificate issued by Registrar of societies. 6.4) Sole Proprietor-ship Firm: Undertaking on oath (On Company's letter head) that Proprietor is solely responsible for all rights and liabilities while working under the name and style of Sole Proprietorship firm namely (_).

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1	Name of the firm (Essential)	
2	Address and Contact Numbers (Essential)	
3	Name of the Proprietor (Essential)	
4	Registration Number of the Firm (Essential)	
	Copy of the Certificate	Enclosed / Not Enclosed
5	PAN/TAN Number (Essential)	
6	GST Number(PAN Based) (Essential)	
7	Experience Certificate (Along with balance sheet & profit and loss account/ turnover certificate issued by CA) (Essential)	Enclosed / Not Enclosed
8	Earnest Money Deposit (Essential)	Rs. 8,050/-
	Receipt No. & Date	
	Electronic fund Transfer no. (Bank)	
9	Validity of offer	120 days from the date opening of technical bid
10	Blank Price bid 'JS-472' (Essential)	Enclosed / Not Enclosed

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11	Valid E-Mail Id (Essential)	
12	Participation in RA	RA Clause is not applicable
13	Proprietorship/ partnership deed	
14	Acceptance of General Terms & Conditions	YES / NO
15	Submission of Security Deposit after issue of LOI and before award of Work Order to contractor.	YES / NO

We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.

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