

**BHARAT HEAVY ELECTRICALS LIMITED
BHEL ESTATE OFFICE**

**BHEL- TOWNSHIP, SECTOR-17
NOIDA- 201301**



TENDER DOCUMENT

FOR

**PROCUREMENT OF REVOLVING CHAIRS FOR CONFERENCE HALL
IN BHEL TOWNSHIP, SECTOR-17, NOIDA.**

**NIT No.-25:AA:NOI:ADMN.: Chairs: 112:2012-13
Dated :01 /03/2013**

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Last date for Submission: 26/03/2013 at 1500



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Ltd.

सम्पदा कार्यालय, सेक्टर -१७, नोएडा – २०१ ३०१ (यू.पी.), भारत

BHEL Township : Estate Office, Sector-17, Noida-201 301 (UP) INDIA

फोन [का.] 0120-6740987 फैक्स- 2510271Tel : 0120-6740987 (Fax) 2510271

NOTICE FOR INVITING OPEN TENDER

Sealed tenders are invited in two parts bids for the procurement of following item in BHEL Township, Sector-17, Noida.

Title : Procurement of revolving chairs for Conference Hall in Estate office, BHEL Township, Sector-17, Noida UP.

NIT NO. : 25:AA:NOI:ADMN.: Chairs: 112:2012-13 **Dated: 01/03/2013**

EMD : Nil

Tender Cost : Nil

Total Quantity : 30 Nos

Delivery Schedule : Full quantity within 30 days of placement of PO

DATE OF SUBMISSION & OPENING OF TENDER

Last date for submission of sealed tender at Estate Office, BHEL Township, Sector-17, Noida : 26/03/2013 at 1500 Hrs.

Date of opening the Tender (Techno- commercial Bid) : 26/03/2013 at 1530 Hrs.

Venue for opening of Tender : Estate Office, BHEL Township, Sector-17, Noida

The hard copy of tender document may be obtained from this office. The sealed tenders may be sent either by registered post, speed post, courier or by hand in the office of Manager (HR-TAX), Estate Office, Sector – 17, NOIDA – 201301(U.P.) between 9.00 AM to 5.30 PM on any working day till the due date and time i.e. up to 26/03/2013 at 3:00 PM .

(Farrukh Jamal)
Manager (HR-TAX)
On behalf of “BHEL”

PART 'A' – TECHNO- COMMERCIAL BID

A. INSTRUCTIONS FOR TENDERER:

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed by authorized representative of tenderer and signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer. Price shall be mentioned in the relevant price bid only and submitted in separate sealed envelope. In case of any clarification, bidder may contact this office.
2. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
3. Tender must be submitted in two parts, i.e., (i) Part-A, Techno-Commercial Bid along with un-price bid and (ii) Price Bid. The tenderer must submit their tenders in two separate sealed envelopes prominently super scribed as Part – A ‘Techno- commercial bid’ and Part-B ‘Price Bid’, and the NIT No. & due date on each of the envelope. These two separate envelopes shall together be kept in third envelope super scribed with NIT No. & due date of opening.
4. Techno-commercial bid should contain all the documents like, signed tender document having NIT page, Instructions for tenderer, Pre-qualifying requirement, General terms & conditions, un-price bid, all the annexure duly filled & signed by the tenderer.
5. Price Bid should contain only the “Part-B, Price Bid Format” after quoting the rates as specified in the price bid format.
6. Rates must be quoted in figures as well as in words.
7. On the date of opening of tender, only Techno-Commercial Bid shall be opened.
8. Opening of Price bids will be done for the offers of only those tenderers, whose bids are found technically acceptable.
9. Tender documents are also available on BHEL web site i.e. www.bhel.com and on CPP portal (<http://eprocure.gov.in/cppp/>) and the same can be downloaded and used as tender document for submission of bids.
10. BHEL reserves the right to accept or reject any or all offer without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter.
11. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL’s interpretation shall prevail & shall be binding on the tenderer.
12. Any queries regarding this tender may be clarified from Manager (HR-TAX), on Mobil No. - 8447839997 / e-mail : farrukh@bhel.in
13. Techno-commercial bids will be opened on the due date and time as mentioned above, in the presence of tenderers or their representatives who would like to be present.
14. The tenderers or their representative may attend the opening of both the Bids (Part A & B).

B. PRE- QUALIFYING REQUIREMENT:

Each tender shall be accompanied by the following information/ documents with sufficient details to enable the purchaser to make an appraisal of the quality and suitability of the material offered.

1. The offers received from reputed **manufacturers or their authorized distributors** shall only be considered. In case of authorized distributor of a manufacturer, the bidder shall submit a certificate issued from the manufacturer to certify that the bidder is an authorized distributor of the manufacturer.
2. Acceptance to supply the item as per the technical specification and at terms of tender by signing the full tender document.

3. The make/ company of chair offered by the vendor should have BIFMA certificate & Green card certificate. The copy of BIFMA certificate & green card certificate in proof of same must be submitted.
4. Bidder should have VAT & TIN No. The copy of certificates in proof of same must be submitted.
5. Bidder shall specify manufacturer's name, Model name and furnish illustrative leaflets, brochures, catalogues etc. giving technical particulars.
6. Bidder shall submit the Un-Price bid (as enclosed at Annexure-I) along with techno-commercial offer by indicating details of rate of taxes, duties etc. except the basic price of item.
7. Declaration certificate as enclosed at annexure-II
8. No deviation certificate as enclosed at annexure-III
9. Bidder's details as per Annexure-IV

C. TECHNICAL SPECIFICATIONS:

Sl. No.	FEATURES	MINIMUM REQUIREMENT	VENDOR COMPLA INCE (Y/N)	SPECIFICATION OFFERED BY VENDOR
1	SEAT/ BACK ASSEMBLY	Made up of Min. 12 mm. thick hot pressed plywood upholstered with fabric and Polyurethane Foam together with seat and back covers		
2	MID BACK SIZE	46.5 cm (W) X 58.0 cm (H)		
3	SEAT SIZE	46.5 cm (W) X 46.5 cm (D)		
4	TOTAL SIZE	90 cm to 100 cm		
5	SEAT COVER	The Seat & Back cover shall be injection moulded and upholstered with foam laminated black fabric.		
6	ARM RESTS	Fixed type in one-piece made of black polypropylene, with c/c distance of min. 52 cm.		
7	CENTRAL VERTICAL SHAFT	Made up of steel body with min 3.0 cm dia.		
8	CENTRE TILT MECHANISM	1. 360° revolving type. 2. Upright position locking. 3. Having Tilt tension adjustment.		
9	PNEUMATIC HEIGHT ADJUSTMENT	Having adjustment stroke of 8.0 cm ± 0.5 cm.		
10	PEDESTAL ASSEMBLY	Injection moulded black glass-filled Nylon with ABS cladding and fitted with 5 nos. twin wheel castors, with pitch-centre dia as 62.0 cm. (72.0 cm with castors).		
11	TWIN WHEEL CASTORS	Injection moulded glass-filled black Nylon of dia 5.0 cm		

D. GENERAL TERMS AND CONDITIONS:

1. The NIT No. & due date of opening must be legibly super scribed on the envelopes.
2. BHEL takes no responsibility for any delay/ loss of documents or correspondences sent by courier/ post.
3. The quoted rate should be inclusive of all taxes, duties and F.O.R. BHEL Township Store Sector-17, Noida, Gautam Budh Nagar, UP.
4. Late tenders or delayed tenders (received after Due Date & time) will be rejected.
5. Price quoted shall be valid for **90 days** from the date of opening of techno-commercial bid.
6. Price shall be quoted as per enclosed 'Price Format' only. Quotations not filled in Price Format' are likely to be rejected.
7. The rate should be indicated both in words and figures. All entries in the tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
8. **EVALUATION CRITERIA:** The criteria of evaluation of techno-commercial bids will be on the basis of documents submitted by the bidders. The Price Bids of techno-commercially qualified offers shall only be opened. Date of opening of sealed Price Bid will be intimated, by post or e-mail separately to the Tenderers who qualify in the Techno-Commercial bid. The decision of BHEL will be final in this regard. After opening of Price Bid, the order will be placed on over all L-1 bidder. Evaluation of bid will be done on total cost to 'BHEL'.
9. Breakup details of taxes, duties and other applicable charges for F.O.R. destination delivery should be mentioned specifically in the price bid, failing which the bidder will not be liable for payment of the same.
10. Price quoted should be inclusive of all the applicable charges, taxes and duties. However rates of Sale Tax/ VAT, Excise Duty and other statutory levies should be indicated separately. Variation in Excise Duty, Sale Tax/ VAT or any other statutory levies during contractual delivery period shall be to BHEL's account.
11. Quoted rates shall remain firm during the supply period except for variation in duties/ taxes as mentioned at Sl. No.-10 above. No price variation and escalation due to increase in labour / material cost will be allowed.
12. BHEL shall issue road permit on request of the party against the Performa Invoice submitted by the party. The party should demand Road Permit well in advance of due date of delivery. No excuse for delay in delivery due to Road Permit shall be entertained.
13. If any information/documents submitted by the contractor are found false/fake at any stage, the tender will be cancelled.
14. **CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:
 - a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BHEL there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
 - b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
 - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
 - d) In case, total price indicated in price bid does not match with the total of item wise breakup, the highest price so calculated shall be considered for evaluation but in case of order, the same shall be placed at the lowest price.
 - e) If any bidder does not accept the correction of errors, their bids will be disqualified.

15. **INSPECTION:** The inspection of chairs will be carried out at the destination/ BHEL's works by the BHEL inspecting Officer.
16. **DELIVERY SCHEDULE:** Supply of full quantity shall be made within 30 days of placement of PO.
17. **TERMS OF PAYMENT:** Payment will normally be made by NEFT/ RTGS within 15 days of receipt of item & the invoice. All payment will be subject to deduction of taxes at source as per applicable rules. No advance payment shall be made by BHEL. **The party will submit the bank details along with the cancelled cheque for NEFT/RTGS.**
18. **L.D. FOR DELAY IN SUPPLY:** In case the full or part quantity is not supplied as per the delivery schedule, a penalty of 1/2% of value per week of delay subject to maximum of 10% of the total order value will be deducted as L.D. However the extension of time for supply of item may be granted by BHEL where delay is not attributable to the vendor.
19. **RISK PURCHASE:** In the event the supplier has failed to deliver or dispatch whole of the materials or any part within the time stipulated or if the same were not available in his stock, the best and the nearest available substitute thereof may be purchased/arranged by BHEL from elsewhere at the risk and the cost of the vendor. The purchaser at his option will be entitled to terminate the contract and vendor shall be liable for any loss which the BHEL may sustain by reason of such risk purchases.
20. **GUARANTEE CERTIFICATE:** The material shall be guaranteed for design, material and workmanship and also for performance. The period of performance guarantee shall be 12 months or as offered by the manufacturer whichever is higher. The performance guarantee means free servicing and replacement of all faulty components etc. The vendor shall submit a guarantee certificate for the same.
21. **REJECTION:** On inspection, if the material or workmanship is not found as per the specification or any item is found damaged the same shall be rejected. In case of rejection of materials, no payment will be made for the full unit. It will be the responsibility of vendor to dispose of the rejected items at its own cost from BHEL's works within one month after rejection of item. After the expiry of one month no claim/ correspondence will be entertained for the rejected items.
22. **LOADING & UN-LOADING:** The loading of the chairs shall be in the scope of vendor and unloading in the scope of BHEL.
23. **INSURANCE:** The vendor will insure the items for all transit risks up to supply of the item at the final destination at its own cost.
24. **RECOVERY FROM THE VENDOR:** Whenever under the contract, any sum of money shall be recoverable from or payable by the vendor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his security deposit, or he shall pay the claim on demand without any terms & conditions.
25. **POST TECHNICAL AUDIT OF SUPPLY AND BILLS:** BHEL reserves the right to carry out a post payment audit and technical examination of the supply and the bills including all supporting vouchers, abstracts etc. and to enforce recovery of any sums becoming due as a result thereof in the manner provided into the proceeding sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the bill.
26. **ARBITRATION / CONCILIATION:** In the event of any dispute arising between the parties hereafter referred as BHEL and contractor in respect of or connected with this contract, General terms & conditions of tender, then the same shall be referred to Arbitration and arbitrator will be nominated by the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning/ interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same.

DECLARATION

I / We hereby declare that no case is pending with the police/ court against the bidder/ firm/ company (Agency). Also I /We have not been suspended / blacklisted by any PSU / Government Department / Financial Institution / Court etc.

(Signature & seal of the bidder)

Place:

Date:

ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

NIT No. 25:AA:NOI:ADMN.: Chairs: 112:2012-13

Dated: 01/03/2013

No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender. We hereby undertake and confirm that we have understood the specifications properly and shall be supplied the material mentioned in this tender enquiry.

(Signature & seal of the bidder)

BIDDER'S DETAILS

Name of the Supplier /Party/ Firm	
Name of Authorized Representative	
Mailing Address	
Phone/ Landline Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	
Bank details for payment through NEFT/RTGS	Name of Bank: Branch: Account No.: IFSC No.: MICR No.:

Note: Submit a canceled cheque for verification of above bank details.

(Signature & seal of the contractor)

PART 'A' – PRICE BID

Title : Procurement of revolving chairs for Conference Hall in Estate office, BHEL Township, Sector-17, Noida UP.

NIT NO. : 25:AA:NOI:ADMN.: Chairs: 112:2012-13 **Dated: 01/03/2013**

Total Quantity : 30 Nos

Delivery Schedule : Full quantity within 30 days of placement of PO

SL. No.	Description of Material	Qty/ Nos	Rate in Figure (Rs)	Rate in Words (Rs)	Amount (Rs)
1	Procurement of revolving chairs having center tilt mechanism, Pneumatic height adjustment and twin wheel castors, with Ergonomic Design as per technical specifications given in the tender document. The make of chairs shall be of standard manufacturers like Godrej, BP Ergo, Hawarth or equivalent.	30 Nos			
2	Total Price (Rs)				
3	E.D. (.....% on Ex Works) (Rs)				
4	CST/ VAT (.....%) (Rs)				
5	Any other tax like Statutory Duty/ Toll Tax/ State Entry Tax,/Levies/ Octroi (.....) (Rs)				
6	Freight/ Cartage (Rs)				
7	Gross Total Price (Rs)				
Total in Words: Rupees					

Note:

4. Bidders are required to quote all the applicable charges **OR** clearly mention **N.A.** against the items which are not applicable.
5. For the charges quoted in percentage, bidder must specify the price component on which it is chargeable.
6. In case, gross total price indicated in above price bid does not match with the total of item wise breakup, the highest price so calculated shall be considered for evaluation but in case of order, the same shall be placed at the lowest price.

(Engineer-in-charge)

(Signature & seal of the bidder)