



REF :	PE-LPE/34
REF. DATE	01/02/2012
DUE DATE	04/02/2012

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Dear Madam/Sir,

**Subject: Rate contract for courier services**

Quotation are Invited in sealed cover with Enquiry No., Enquiry Date, Quotation Due Date & Time, Name/ Address of the Organisation submitting the offer legibly super- scribed on it, for the above- mentioned item so as to reach the undersigned before 2:00 P.M. on or before the above mentioned Due Date.

**SCOPE:**

Rate contract for courier services of sites of BHEL as per tender document details enclosed in 11 pages. Tender enquiry is in two parts. separte sealed envelopes should be submitted one containing unprice bid alongwith technical bid whereas other containing price bid

**PAYMENT TERMS**

Refer tender document enclosed

Please quote the total F.O.R. destination BHEL /PEM, NOIDA inclusive of all taxes, freight, handling packaging, charges, transit insurance etc and shali remain firm without any variation till completion of the contract.

**BID SUBMISSION:**

In two parts by 24-02-12, 14.00 hrs

Tender to be submitted is in two parts - separte sealed envelopes should be submitted one containing unprice bid alongwith technical bid whereas other containing price bid

Thanking You,

Yours faithfully,  
For and on behalf of BHEL

Engineer/cmm  
BHEL PEM, Noida

**SUBMISSION OF OFFER**

Dated: -

**From:**

M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To**

**Dy. General Manager (HR)  
Bharat Heavy Electricals Limited  
Power Sector- Project Engineering Management  
PPEI Building, HRDI & ESI Complex  
Plot No. 25. Sector-16A  
NOIDA - 201301**

**Subject: - Tender in response to your invitation for Courier service.**

Dear Sir,

We hereby submit our techno commercial offer(two bid system) in full compliance with the terms and conditions of the tender enquiry. Therefore, we offer you the most competitive rate for these services. Earnest Money Deposit in the form of DD/Pay order payable to Bharat Heavy Electricals Ltd. for an amount of Rs. 40,000/- (Rupees forty Thousand Only ) is enclosed. Our offer shall remain valid for acceptance for a period of three months from date of opening of tender Part 1(Technical).

Very truly yours,

(Signature of Tenderer with Rubber Stamp)

Full Name : \_\_\_\_\_

Title & Capacity : \_\_\_\_\_



(Signature With name, Designation & seal of the firm)





**BHARAT HEAVY ELECTRICALS LIMITED**  
**(A GOVERNMENT OF INDIA UNDER TAKING)**  
**POWER SECTOR-PROJECT ENGINEERING MANAGEMENT**  
**PPEI, HRDI & ESI COMPLEX, PLOT NO. - 25, FILM CITY, SECTOR**  
**- 16A NOIDA (U.P.) - 201301**  
**Tele No. 0120-4213522(Phone), 0120- 4329026 (Fax)**  
**4368658**

## **TENDER DOCUMENT**

### **FOR**

**Rate contract for courier service for BHEL, PS-PEM's sites in India.**

Tender Ref. No. PE-LPE/34

Dated: 01/02/2012

**Last date of Submission: ~~01.2012~~ 24/02/2012**

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**BHARAT HEAVY ELECTRICALS LIMITED**  
(A GOVERNMENT OF INDIA UNDER TAKING)  
**POWER SECTOR - PROJECT ENGINEERING MANAGEMENT**  
**PPEI, HRDI & ESI COMPLEX, PLOT NO. - 25,**  
**FILM CITY, SECTOR – 16A NOIDA (U.P.) – 201301**  
**Tele No. 0120-4213522 (Phone), 0120-4329026 (Fax)**

Tender Ref. No. : - PE-LPE/34  
Dated : - 01/02/2012  
Submission date of tender enquiry: - Part-I due on 24/02/12  
Due date for opening of bid on : - 24/02/12 14:00 hrs

**SUB: Courier service for projects sites of BHEL, PS-PEM, Noida in the states of M.P., JHARKHAND, CHHATHISGARH, ORRISA, A.P., BIHAR, RAJASTHAN, PUNJAB, MAHARASHTRA, WEST BENGAL, GUJRAT & U.P., etc.**

Dear Sirs,

We are pleased to invite your tenders, <sup>(Two Part Bid)</sup> in sealed covers for the subjected service. The terms & conditions of the tender are mentioned below:-

### **1. General Terms & Condition:-**

- a. Bidder must be agreeable to all terms and conditions of tender document & work order unconditionally.
- b. Tenders should strictly be in accordance with the tender specifications & General Instructions to the Tenderer enclosed herewith and no deviations are acceptable. Offer with deviation shall be rejected.
- c. Bidder will have full responsibility of proper up keep of the documents/mails/parcels, & handed over to the concerned person.
- d. Rate quoted by the Bidder should be inclusive of all taxes, only service tax will be payable if applicable.
- e. The opinion / decision of BHEL regarding the bids shall be final and conclusive. BHEL reserve the rights to reject any or all the bids at any time without assigning any reason what so ever.
- f. Tender Enquiry No. & due date must be legibly superscribed on all the envelopes.
- g. Tenders received after due date & time are liable to be rejected.
- h. Tender should be submitted along with covering letter of the tenderer and duly signed on each & every page of the tender document, technical specifications and price bid etc.
- i. In case of any dispute, the decision taken by BHEL Management will be final and binding on the successful contractor.
- j. **JURISDICTION** : Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the court of

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competent civil jurisdiction in this behalf at Noida (where this Contract has been signed on behalf of the CONTRACTOR) and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

## **2. Eligibility Criteria/ Prequalifying requirements (PQR): -**

- a. Bidder should have similar experience in executing the contract for at least two years. Certificates to be enclosed.
- b. Bidder has to submit PAN details.
- c. Bidder has to submit copy of ITR for the last three years.
- d. Bidder has to submit other statutory documents necessary to carry out the job contract.
- e. Bidder should have minimum turnover of Rs. 15 lakh during the past two years.
- f. Bidder should have office located within 15 KMs from our premises.
- g. Bidder must be ready to start the service from the work awarding date.
- h. Bidder has to furnish certificate of Incorporation/Partnership Deed.

## **3. EARNEST MONEY: -**

- a. The offer shall accompany the earnest money deposit of Rs.40,000 (Rupees forty thousand only) in the form of DD/Pay order payable in favour of BHEL.

## **4. SCOPE OF WORK : -**

- a. Documents/mail/parcels will be collected from our office on all working days between 11.30 Hrs to 14.30 Hrs duly weighed, documented and registered in the prescribed POD form giving complete details, such as consignment no. date, weight, destination, address etc. in case of failing to pick up, a penalty of Rs. 500/- per day shall be imposed.
- b. All documents collected must be delivered positively within 48 Hrs in Metro cities and within 48 to 72 Hrs in other cities/Towns of the country after collection from this office. The duration indicated above excludes Sunday, national holiday/local holiday.
- c. The courier shall take all precautions to ensure that there is no loss of documents/dak during transit. In case for any reason, Whatsoever, any mail/document is misplaced and/or there is any delay on the part of the courier in delivery of the dak, a sum of Rs.500/- per document shall be recovered from the monthly payments.
- d. Contractor shall take all precautions to ensure that the documents/mail/parcels will be collected from our office on all working days between 11.30 Hrs to 14.30 and all document collected must be delivered positively within 48 Hrs in Metro cities and within 48 to 72 Hrs. in other cities/Towns of the country after collection.

## **5. Validity and termination of the contract : -**

- a. The contract shall initially be valid for a period of the two years with effect from the date of award of contract. BHEL reserves the right to terminate the contract at any stage during the currency of the contract by giving 30 days' notice, in writing, without assigning any reason, whatsoever there. Subject to satisfactory performance the contact may be renewed for further period of one year on mutually agreed terms.



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- b. The price bid should be valid for 90 days from the date of opening of the techno commercial bid. After awarding the work the rates should be firm till the completion of tender period.

**6. Security deposit: -**

- a. The successful tenderer shall deposit an amount of Rupees as security deposit as per details below with BHEL in the form of Pay order / Demand Draft before start of work:
- Up to Rs. 10 lakhs: 10%
  - Above Rs. 10 lakhs up to Rs. 50 lakhs: Rs. 1 lakh + 7.5% amount exceeding Rs. 10 lakhs.

Alternatively, the amount of security deposit can be adjusted partly from EMD and balance amount from subsequent bills. 50% of the security deposit amount will be in the form of bank guarantee from a nationalised bank and balance 50% will be recovered @ 10% from the running bills. This security deposit shall be liable to be returned to the contractor after termination of the contract or at the end of it, subject to deduction on account of company dues, non-deposit of statutory dues, etc. No interest shall be payable on the security deposit. Security deposit may be submitted in the form of Pay Order, Demand Draft in favour of BHEL Local cheque of scheduled bank, subject to realization Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL. After completion of contract security deposit will return to the contractor with in three month.

**7. Payment terms: -**

- a. Payment against monthly bill supported with proof of delivery (POD) for each consignment will be made with in fifteen days from the date of receipt of bill. All applicable statutory recoveries, dues etc. will be affected at source.

**8. Procedure for submission of sealed tenders: -**

- a. The tender is to be submitted as required in two parts in separate sealed covers prominently superscribed as Part-1 "Techno-commercial Bid" & Part-2 "Price Bid" and also indicating on each of the covers the tender number and due date and time as mentioned in the tender enquiry. Envelope of Part-1 "Techno-commercial Bid" shall contain documents required. "Price Bid" shall contain price bid duly quoted in the Price format. A third sealed cover shall contain required amount of EMD and shall be super scribed as EMD. These three separate covers 1, 2 and 3 shall together be enclosed in fourth envelope and this sealed cover shall be superscribed with tender number / numbers and due date. Tenders submitted without EMD are liable to be rejected. Check list (enclosed) shall be placed inside the fourth envelope.
- b. In the Price Format, bidders may give their quote in each box of scope of services. No any box of price bid shall be left blank by the bidders while submitting the price format along with technical bid.
- c. Envelope No. 3 containing EMD will be opened first and after due verification of EMD as per clause of the tender will be opened next and evaluated afterwards. Tenderers who qualify in Technical Bid (Part – 1) will only be considered while opening of Price Bid (Part – 2). The unsuccessful tenderers will be intimated through email for rejection in the technical bid. BHEL may finalize successful tenderer by opening of sealed price bid or

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- by conducting online Reverse Auction. Date of opening of sealed Price Bid will be intimated separately to the Tenderers who qualify in the Techno-Commercial bid.
- d. Clarifications, if any, can be obtained from the officer to whom the tender is to be submitted or from Noida office at the following address up to one week before the tender due date.

BHEL, PS-PEM,  
PPEI, HRDI & ESI Complex,  
Plot No.25, Sector-16A, Noida  
(G. B. Nagar) U.P. - 201301

Handwritten signature or initials.

(Signature With name, Designation & seal of the firm)

**ANNEXURE-A****Check List**

S. N.	Required Document	If Submitted then Tick (√)
1	Experience certificate of last two year.	
2	Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.	
3	Copy of sale tax registration / service tax registration.	
4	Copy of PAN card.	
5	Copy of ITR for the last two years.	
6	Copy of sale tax / service tax.	
7	EMD Money.	

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**ANNEXURE - 'B'**

S. N.	Description	Details
1	Name of the Party	
2	Address of the party	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Party	
8	PAN No.	
9	ESI Registration No.	
10	Service TAX No.	



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**ANNEXURE - 'C'**

**No Deviation Certificate**  
(To be submitted along with Part-1 Bid)

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

**Or**

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

- 1.
- 2.
- 3.
- 4.

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**ANNEXURE - 'D'**

**DECLARATION CERTIFICATE**

I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication. I / We have enclosed the following documents with the tender document in technical bid. :-

1. Experience certificate of last two year.
2. Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.
3. Copy of sale tax registration / service tax registration.
4. Copy of PAN card.
5. Copy of ITR for the last two years.
6. Copy of sale tax / service tax.
7. EMD Money.

  
S

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**ANNEXURE-'E'**

**BHARAT HEAVY ELECTRICALS LIMITED  
(A GOVERNMENT OF INDIA UNDER TAKING)  
POWER SECTOR - PROJECT ENGINEERING MANAGEMENT  
PPEI, HRDI & ESI COMPLEX, PLOT NO. - 25,  
FILM CITY, SECTOR - 16A NOIDA (U.P.) - 201301  
Tele No. 0120- (Phone), 0120- (Fax)**

TENDER REF. No.:- PE-LPE/34  
Dated: - 01/02/2012

**PRICE FORMAT**

Name of work: - Rate contract for courier service of sites of BHEL, PS-PEM, Noida.

S. N.	Description of area	Category of Letter / Document	Unit	Qty. per Month (Approx.)	Rates	Amount
1	National cities/towns (Other than Delhi & NCR)	Document / letters less than 250gms	Nos	700		
2	National cities/towns (Other than Delhi & NCR)	Document/letters > 250gms & <500	Nos	800		
3	National cities/towns (Other than Delhi & NCR)	Document/letters more than 500gms (For every addl. 500gms)	Nos	400		
4	Delhi & National capitals region (NCR)	Document more than 500gms	Nos	700		
5	Delhi & National capitals region (NCR)	Document more than 500gms (For every addl. 500gms)	Nos	800		
6	National cities/towns (Other than Delhi & NCR)	Non-Document/parcels less than 500gms	Nos	700		
7	National cities/towns (Other than Delhi & NCR)	Non-Document/parcels more than 500gms (Every 500gms)	Nos	300		
8	Delhi & National capitals region (NCR)	Non-Document/ parcels less than 500gms	Nos	800		
9	Delhi & National capitals region (NCR)	Non-Document/ parcels more than 500gms (Every 500gms)	Nos	700		
					Total Amount of one month Rs.	
					Service Tax	
					Total Amount of two year (Inclusive of service tax) Rs.	

Amount in words, Rupees.....only.

\*OVER ALL PRICE SHALL BE CONSIDERD FOR L1 RATE.

\*\* THE ABOVE MENTIONED QUANTITY SHALL NOT BE TAKEN AS MINIMUM GUARENTY AND PAYMENT SHALL BE MADE ON THE BASIS OF ACTUAL NO OF LETTERS/PARCELS DESPETCHED BY BHEL, PEM, NOIDA.

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