

Sub: Annual Rate Contract for supply of Mementoes

Dear Sirs,

BHEL would require about 2400 mementoes during the contract period as per specifications enclosed at **Annexure-C** which shall be supplied in quarterly lots. We are pleased to invite offers in 2 part bid in sealed cover for the supply of the mementoes on rate contract basis for a period of one year as per the terms and conditions mentioned below.

Please submit your quotation for the above requirement in **2 part bid** in the **Techno-Commercial Bid : Annexure-D** and **Price Bid format Annexure-E** which should reach us on or before the due date i.e. **25th August, 2011 by 2.00 PM** at the address given below. The Techno-Commercial bid shall be opened on the same day at 3.00 PM in presence of bidders or their authorized representatives who may like to be present. **The vendors must inspect the sample available with the undersigned before submitting their offers.**

P.K. Teckchandani, Manager (HR-GAX)
BHEL, Corporate Admn. Deptt.,
BHEL House, Siri Fort, New Delhi - 110049

TERMS & CONDITIONS:

1. The material shall be supplied strictly in accordance with the **technical specifications** enclosed at **Annexure-C**. The orders shall be placed by our units located all over India. A list of BHEL locations along with tentative quantities required are as per statement enclosed.
2. The bidders are required to submit two envelopes. First envelope shall contain **Techno-Commercial** bid as per **Annexure-D**, **No Deviation Certificate** as per **Annexure-F**, and **Declaration** as per **Annexure G**. The second envelope shall contain Price Bid. Each envelope shall be superscribed as Part-1 Bid and Part-II Bid respectively. The above two envelopes shall be put in 3rd envelope by superscribing the tender No. and due date.
3. Tenders shall be received upto 2.00 PM and will be opened at 3.00 PM on the same day, i.e., due date **25th August, 2011** in the presence of bidders or their authorized representatives whom so ever may like to be present.
4. Delayed tenders are liable to be rejected.
5. **No Deviation Certificate** shall be furnished as per **Annexure F**.
6. Rates shall remain valid for the contract period of one year or till the extended period of contract which may be extended with the mutual consent. The courier charges shall be included in the quoted price irrespective of the destination. No cartage / transportation charges shall be paid by us.
7. The quantity mentioned in the tender is tentative which may increase or decrease as per our requirement.

8. The successful bidders shall supply the mementoes as per technical specification. The supplier shall be required to furnish a certificate of authenticity of the Gold Plating from the certified Government valuer. Item supplied if found of inferior quality, will be rejected by us and the same will be replaced free of cost. No payment shall be made against rejected / defective supply.
9. The rates after agreement shall remain firm for the entire contract period and no request will be entertained for any increase of rates what so ever may be the reason.
10. 100% payment will be made within 30 days time against satisfactory supply of items and submission of bill by respective unit placing the order.
11. The required items shall be supplied within 30 days time on placement of order. In case of supply is delayed beyond the agreed period; BHEL reserves the right to levy LD @ ½% per day of delay subject to maximum of 10% of ordered value.
12. BHEL reserves the right to cancel the tender / reject the offer.

Thanking you,

Yours faithfully,
For & on behalf of BHEL

(P.K. Teckchandani)
Manager (HR - GAX)

Technical Specifications

1. The brass plate shall be of oval size (with larger dimension ~7" and smaller dimension ~5") with floral design on the rim weighing 150 gm \pm 5% (as per sample).
2. A multi-color chemical etching has to be carried out on the brass plate with a specific design approved by BHEL.
3. The finished brass plate is to be gold plated with 24 carat gold.
4. The vendor has to submit a certificate from a Govt. approved Valuer certifying the gold plating.
5. Gold colored Laser Light Sheet (Micro-surfaced pre-adhesive plastic of 2 ply, 0.004" i.e. 0.10 mm thickness with Gloss metal finish) with printing matter in black color using Laser engraved technique has to be pasted on each memento. The size of the strip will be 120 x 30 mm.
6. The brass plate is to be supported on Wooden Base made from steam beach with black spray painted/high gloss rosewood finish.
7. The entire memento has to be housed in a 3 mm thick Imported Transparent Acrylic sheet of size 195 x 60 x 190 mm (l x w x h). The corners of the box are to be pasted with Golden border tape of approx. 1 mm thickness.
8. The finished memento has to be packed in a corrugated cardboard box (3 ply) with proper packing material (thermo coal corners made in 20 density) to prevent any breakage etc. during dispatch and transportation.

Note: The sample memento is available with BHEL Corporate Office (Administration Department, 2nd Floor), BHEL House, Asian games Village, Siri Fort for inspection. The vendors may inspect / see the sample memento before submitting their offer.

TECHNO-COMMERCIAL BID

SN	Technical Term	Please Tick Yes or No	Remarks (if any)
1	Acceptance of all the Terms and Conditions of Tender enquiry letter	Yes / No	
2.	Similar order has been executed to PSUs and Govt. including Defence Services / Sports Authority of India (Proof to be attached)	Yes / No	
3	Annual Turn-over for the last 3 years (Minimum ₹ 24 Lac per annum) (Proof to be attached)	Yes / No	

Signature
With name, Designation & seal of the firm

Annexure-E

Price Bid

S.N	Item Description	Quantity	Rate per unit (₹)	Applicable Taxes (if any)
1	Oval shaped brass Plate, Brass Strip, 24 Carat Gold Plating of Brass Plate, Acrylic base with acrylic cover, packed in a corrugated cardboard box Note : Broad Specifications shall be as per Annexure-C	Approx. 2400 Nos per year		

1. **Evaluation Criteria:** The award of rate contract shall be made on the basis of lowest rate per unit quoted by the bidder + applicable taxes.
2. The orders for mementoes shall be placed by BHEL units located all over India, and the same shall be delivered direct to the respective unit placing the order.
3. The courier charges shall be included in the quoted price irrespective of the destination. No cartage / transportation charges shall be paid separately by BHEL.

Signature
with seal of the firm

Annexure-F

Tender No. AA:GAX:PR:11:101

Annual Rate Contract for supply of mementoes

No Deviation Certificate

(To submit in Part-1 Bid)

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender. We confirm that mementoes offered by us shall conform to the specifications mentioned in Annexure-C.

Signature

With name, Designation & seal of the firm

Annexure-G

Tender No. AA:GAX:PR:11:101

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 Bidder with official seal)

Place:

Date:

BHEL Locations & approx. quantities of Mementoes to be supplied

SN	Destination	Approx. Quantity
1	Bangalore	117
2	Bhopal	441
3	Chennai	64
4	Haridwar	461
5	Hyderabad	374
6	Jagdishpur	7
7	Jhansi	53
8	Mumbai	12
9	New Delhi	85
10	Noida	61
11	Ranipet	61
12	Tiruchirapalli	615
13	Varanasi	4
14	Kolkata	31
15	Nagpur	13
	Total	2399