

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

Ref: PW/CPA/511-02

Dated: 10.05.2013

To

Sub: - Local courier service for delivery of local mail / documents of BHEL, PS-PEM, Noida.

Dear Sir,

We are a leading public sector undertaking in the country and inviting offers from you for local courier service for delivery of local mail / documents of BHEL, PS-PEM, Noida as per attached tender documents.

You are requested to submit your bids in the prescribed format in a sealed cover with enquiry No., date and quotation due date legibly super-scribed on it.

The bid must be accompanied with the complete documents as required under bid document and must be delivered to BHEL, PS-PEM, PPEI Building, HRDI & ESI Complex, Film City, Sector – 16A, Noida (U.P.)-201301 on or before 01.06.2013 at 14:00Hrs.

Thanking you  
Yours sincerely,

For & on behalf of BHEL  
(Devendra Upadhyay)  
Engineer (HR-GAX)

Enclosures:

1. Tender document with price schedule.

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POWER SECTOR - PROJECT ENGINEERING MANAGEMENT  
PPEI, HRDI & ESI COMPLEX, PLOT NO. - 25, FILM CITY,  
SECTOR – 16A NOIDA (U.P.) – 201301**



**TENDER DOCUMENTS**

FOR

“Local courier service for delivery of local mail / documents of BHEL, PS-PEM, Noida”

Tender Ref. No. Ref: PW/CPA/511-02

Dated: 10.05.2013

**CONTENTS**

1. Total papers in tender document are 05 nos.
2. Technical bid (Scope and general terms & conditions).
3. Price Bid

**Last date of Submission: 01.06.2013**

Sealed tenders are invited for “**Local courier service for delivery of local mail / documents of BHEL, PS-PEM, Noida**”. Date of submission & opening of the tender, scope of work, and General Terms & Conditions are as under :-

**DATE OF SUBMISSION AND OPENING OF TENDER**

Last date for submission of sealed tender at : 01.06.2013 at 14:00 Hrs.  
 BHEL, PS-PEM, PPEI, HRDI & ESI COMPLEX,  
 FILM CITY, PLOT NO.25, SECTOR 16A,  
 NOIDA (U.P.) – 201301

Date of opening the tender : 01.06.2013 at 15:00 Hrs.

**SCOPE OF WORK**

Details of area for “**Local courier service for delivery of local mail / documents of BHEL, PS-PEM, Noida**”.

S. N.	Description
1.	“ <b>Collection / delivery of local mails/documents daily from BHEL / customer of BHEL / clients of BHEL / others Delhi &amp; NCR based divisions of the company as per the schedule given in Part-(A) of annexure – I. Collection / Depositing documents to the banks/ MTNL offices as per the schedule given &amp; indicated in the Part (B) of annexure-I. Generally local mails / documents not exceeding 05 Kg in weight.” in BHEL, PS-PEM, PPEI, HRDI &amp; ESI COMPLEX, FILM CITY, PLOT NO.25, SECTOR 16A, NOIDA (U.P.) – 201301</b>

**INSTRUCTIONS FOR THE BIDDER**

**1. General terms & conditions:**

- a. Dak/mail has to be collected and delivered on all working days from various BHEL offices as per schedule given in Annexure-I.
- b. The number of communications / documents sent daily by BHEL is around 50 (Fifty). The proof of delivery of such mails / documents must be obtained and submitted to dispatch section on the next working day.
- c. During the currency of the contract BHEL may add or delete one or more destinations in and around existing locations based on the current requirements and no additional compensation shall be payable at this account.
- d. Courier shall take all precautions to ensure that there is no loss of documents / dak during transit. In case of any reason what so ever, any mail / document is misplaced and / or there is any delay on the part of the courier in promptly delivering any mail / document a sum not exceeding Rs. 200/- per mail/document shall be recoverable from the monthly payment due and payable to the courier.
- e. Courier shall be ensured the collection of documents / dak as per the schedule given in annexure – I on all working days. However, in case of delay in collection of documents / dak a penalty of Rs.100/- on each delay.
- f. Collection / delivery of local mail / document daily from BHEL to NTPC / Pragati power of IP state of Delhi will go daily at this hour’s 15:00 hrs, for each location two person are required.
- g. Rate quoted by the bidder should be inclusive of all taxes, no any tax will be payable.
- h. The tender shall be strictly in accordance with the tender specifications and no deviations are acceptable. Offer with deviation shall be rejected.

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.

## **2. Earnest Money Deposit :**

The earnest money deposit Rs. 10000/- (Rupees ten thousand only) is to be paid by each tenderer in the form of Pay order or Demand draft only payable at New Delhi. EMD shall not carry any interest.

## **3. Security deposit:**

Security deposit in the form of Pay Order, Demand Draft in favour of BHEL payable at New Delhi will be submitted by the successful bidders before starting the work. The security deposit will be @ 10% of the contract value. Contractor can start the work after submission of 50% security deposit. Balance security deposit will be recovered from his running bill / bills. The security deposit amount will be refunded to the party after six month from the date of completion of the work.

## **4. 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.
- b. 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. Date of opening of sealed Price Bid / conducting of online Reverse Auction will be intimated separately to the Tenderers who qualify in the Techno-Commercial bid.
- c. Tenders should strictly be in accordance with the tender specifications & General Instructions to the Tenderer enclosed herewith.
- d. The Tenderer should accept all terms & conditions of the tender unconditionally. No any deviation will be accepted in the tender.
- e. Clarifications, if any, of Technical / Commercial nature, can be obtained from the officer to whom the tender is to be submitted before the tender due date.
- f. Late offers will not be considered. All entries in the tender document should be in one ink. Correction over writing, cuttings, will not be permitted.

## **5. Completion Period:**

The contract shall be valid for a period of two year from the date of commencing with a provision to extend the contract for another period of one year on mutual agreement. BHEL reserve its rights to terminate the above said contract without assigning any reason thereof by giving 30 days' notice in writing.

## **6. Payment terms:**

The payment will be made monthly after verification and acceptance of work. After submission of bill, cross check will be done and bill will be passed for payment within a month.

## **7. Eligibility criteria & documents to be enclosed with bid:**

01. 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.
02. The contractor should be a specialized reputed agency (having core competency) for providing courier service.

03. Bidder must have Average Annual financial turnover during the last 3 years, ending on 31st March 2013 should be at least Rs. 5 lakh.
04. Bidders having experience of successfully executed job contract of similar jobs / services during last 5 years ending on 31.03.2013.
05. Bidder should have PAN number.
06. Bidder should have Service Tax number / Sales Tax number.
07. The bidder should have a local office (in Delhi/NCR) with proper set up.
08. The bidder should not have any case with the Police/Court/Regulatory authorities against the proprietor/firm/partner.
09. The bidder is to provide a copy of the following documents viz.
  - Income-Tax Return for - 2010-11, 2011-12, 2012-13.
  - PAN Card.
  - Service tax registration.
  - Experience certificates.

**8. Submission of tender:**

Duly filled and complete in all respects, the sealed tender may be sent either by registered post or may be submitted personally (By hand) in the office of BHEL, PS-PEM, PPEI, HRDI & ESI Complex, Film City, Plot No.25, Sector - 16A,Noida (U.P.) – 201301, between 09:00 AM to 05:30 PM on any working day till the due date.

**9. Validity of Rates;**

After awarding the work the rates should be firm up to contract period.

**(Devendra Upadhyay)**  
**Engineer / HR-GAX**

**(A) Mail/Documents : -**

S. N.	Place of collection & delivery	Time of collection	Frequency
1	BHEL House Siri Fort Asiad New Delhi-49.	11:00 Hrs.	Daily
2	BHEL Integrated office complex New Delhi-3.	13:00 Hrs.	Daily
3	BHEL, PS-PEM, PPEI Building, Plot No. 25, Film City, Sector-16A, Noida.	14:00 Hrs.	Daily
4	BHEL, HRDI & PSNR Plot No. 25, Film City, Sector-16A, Noida.	14:20 Hrs.	Daily
5	BHEL, Kribhco Bhawan, Sector-1, Noida.	14:30 Hrs.	Daily
6	BHEL Township, Sector-17, Noida.	14:40 Hrs.	Daily
7	NTPC Sector-24, Noida.	15:00 Hrs.	Daily

**(B) Finance related services & miscellaneous service : -**

S.N.	Place of collection	Place of Delivery	Time of collection	Frequency
	BHEL, PS-PEM, PPEI Building, Plot No. 25, Film City, Sector-16A, Noida.	Canara Bank, Janpath, New Delhi.	11:00 Hrs.	Daily
	BHEL, PS-PEM, PPEI Building, Plot No. 25, Film City, Sector-16A, Noida.	SBI, Janpath, New Delhi.	11:00 Hrs.	Daily
	BHEL, PS-PEM, PPEI Building, Plot No. 25, Film City, Sector-16A, Noida.	MTNL Telephone bill offices.	11:00 Hrs.	2-3 Times in a month
	Power Pragati IP State Delhi.		15:00 Hrs.	Daily

**Bidder's Details**

S. N.	Description	Details
1	<b>Name of the Party</b>	
2	<b>Address of the party</b>	
3	<b>Contact Person's Name</b>	
4	<b>Cell No. of Contact Person</b>	
5	<b>Land Line No.</b>	
6	<b>FAX No.</b>	
7	<b>E-mail ID of the Party</b>	

**BHARAT HEAVY ELECTRICALS LIMITED  
PS-PEM, PPEI, HRDI & ESI COMPLEX,  
PLOT NO. - 25, FILM CITY, SECTOR – 16A NOIDA (U.P.) – 201301**

**TENDER No. PW/CPA/511-02**

**Dated: 10/05/2013**

**Price Bid**

S. N.	Description of service	Unit	Quantity	Rate	Amount
1.	Consolidated monthly charges for delivery of local mails/documents from BHEL's Customer's/Client's offices/others Delhi – based divisions of the company and vice versa as well as to the banks as indicated in Annexure-I.	Lot (Total Letters of one month approx. Three thousand)	24.00		
2.	Charges of delivery of packets / box weighing more than 5 Kgs each from BHEL, PS-PEM, Noida to BHEL's customer's / clients offices / others Delhi based divisions of the company and vice versa.	Each Pkt/box	624.00		
Total quoted amount including all taxes Rs.					

**(Signature and seal of the bidder)**

## **DECLARATION**

I / We hereby declare that I/We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court. I / We have enclosed the following documents with the tender document in technical bid. :-

1. Copy of service tax registration.
2. Income-Tax Return for - 2010-11, 2011-12, 2012-13.
3. Copy of (PAN card).
4. Experience certificates.

Signature

(Name and address of the Bidder with official seal)