



BHARAT HEAVY ELECTRICALS LIMITED
Regional Operations Division
MUMBAI- 400 005

NOTICE INVITING TENDER

RE:MUM:HRD:PC 0210:

09.06.2012

Sub: Rate contract for Photocopying Services by providing machines and operator in BHEL premises

Bharat Heavy Electricals Limited, a Government of India Undertaking with its Regional Office located at 14th/15th floor, World Trade Centre – I, Cuffe Parade, Mumbai – 400 005 intends to enter into a rate contract for photocopying of official documents at its premises.

Scope of Work :

Party will have to provide two photocopying machines one each at 14th floor and 15th floor of our World Trade Centre Office.

Machine Specification:

The machine shall be Digital Copier, automatic, with minimum speed of 40 copies per minute.

The operation, maintenance of machines, administration and supervision charges, material requirement including photocopying papers is within the scope of the successful party.

The tender is in two parts

1. Technical Bid
2. Price Bid

The offer should be submitted in two envelopes as below:

Envelope – 1 : Technical Bid (Part ‘A’) - Annexure A

Envelope – 2 : Price Bid (Part ‘B’) - Annexure B

Technical bid and price bid are to be submitted in separate envelopes. The above two envelopes shall be enclosed in another envelope and sealed and super scribed with ‘**Rate contract for Photocopying Services**’.

BHEL reserves the right to reject any or all the quotations without giving any reasons thereof.

Period of Sale of tender documents:

Sale start date & time : 09.06.2012 (0930 hrs. to 1700 hrs.)

Sale end date & time : 29.06.2012 (0930 hrs. to 1400 hrs.)

Tender submission:

Last date & time of tender submission: 29.06.2012 (1430 hrs.)

Technical bid Opening date & time : 29.06.2012 (1500 hrs.)

The tender will also be available on BHEL website – www.bhel.com
Any changes/modifications and corrigendum to the tender will be updated on the above website only.

The offers are to be addressed to Sr. Dy. General Manager (HR), Regional Operations Division, Bharat Heavy Electricals Limited, 15th floor, Centre I, World Trade Centre, Cuffe Parade, Mumbai – 400 005.

Offers through telegram / fax shall not be acceptable. The offers will be opened in presence of the parties who wish to attend the tender opening.

Thanking you,

Yours faithfully,
For Bharat Heavy Electricals Limited,

(Arpit Agrawal)
Executive (HR)
Ph- 022 - 2217 1227 / 2218 5199
Email : arpit@bhelrmb.co.in

Encl: Annexure 'A', 'B' and 'C'

Annexure A
TECHNICAL BID – PART ‘A’ – ENVELOPE 1

S.No.	Description	Acceptable / Not Acceptable
1	<p>Payment of Rs.10,000/- towards Earnest Money Deposit (EMD) through Demand Draft to be submitted along with the offer. Demand Draft to be made in favor of BHEL. Demand draft no. Date</p> <p>EMD by the tenderer will be forfeited if :</p> <p style="margin-left: 40px;">a) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.</p> <p style="margin-left: 40px;">b) The tenderer does not commence the work within the period as per LOI / Contract.</p> <p>EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.</p> <p>EMD shall not carry any interest.</p> <p>No security deposit will be taken by BHEL from the successful party.</p>	
2	The contract for photocopying services shall be for a period of two years with provision for extension by one more year on the same terms and conditions, at the discretion of BHEL.	
3	Successful bidder shall be given 7 days notice for providing the machines at BHEL premises.	
4	<p>The party should provide one operator per machine. Two nos. photocopying machines in proper working conditions to be provided one each at 14th and 15th floors of BHEL office, World Trade Centre, Cuffe Parade, Colaba, Mumbai – 400 005.</p> <p>The machine specification shall be Digital Copier, automatic, with minimum speed of 40 copies per minute.</p> <p>Time 9.00 a.m. to 6 p.m. Services should be provided, if required, on BHEL holidays. Normally second and last Saturdays of every month are holidays.</p>	
5	Quantum of work – approx. 61,420 copies A/4 size per month and 100 copies A/3 size per year.	

	BHEL shall provide working space and electricity free of cost. All other expenses and facilitation for operator is in vendor's scope. BHEL work only shall be permitted to be carried out at BHEL office. Party to incorporate the above in their rates.	
6	Bid Acceptance Criteria: a) The bidder shall accept all the conditions sl.no. 1 to 18 without deviations for qualifying for opening of the Price Bid. b) The evaluation of the price bid will be on L1 basis.	
7	The party shall indemnify BHEL for all the losses / damages occurred during the contract for contractor's fault.	
8	If any time, any questions, disputes or differences what so ever arising out of or in any way concerning the contract between BHEL and the Contractors, the same shall be referred to the sole arbitrator i.e. General Manager, BHEL, ROD, Mumbai or nominee appointed by him. The award of the arbitrator shall be final and binding on both the parties.	
9	Payment Terms: The bill has to be submitted with the following documents on or before 7 th of every month: (a) Bill in original (b) Register provided by BHEL giving details of copies taken (no. of copies to be written in number and words) and duly signed by the BHEL employees. TDS shall be deducted as applicable.	
10	Validity of the offer : Two months from the due date of submission.	
11	No rent, installation or operation charges for the machines and the staff shall be separately payable. All charges to be included in the quoted rate.	
12	Party to maintain machine properly by providing consumables like toner, ink etc., at their own cost. Maintenance and safety of the machine is the sole responsibility of the party. The paper for photocopying shall be provided by the party as per contracted quality (75 gsm).	
13	Quantum of work shall be registered by way of requisition slip / register provided by BHEL. Work given should be completed promptly and to be duly signed by the Executive / representative of BHEL. Maintenance of this record updated on daily basis is	

	the responsibility of the operator and will form the basis of work certification on periodical basis.	
14	Safety and secrecy of documents given for photocopying is to be ensured by successful party.	
15	Good and legible copies to be obtained without any defect. For the illegible copies no charges will be paid.	
16	Loss or damage to any of the property due to negligence of the service provider / their employee shall be recoverable or made good by the party at his own cost.	
17	Risk Purchase Clause: In case the photocopying machine is under break down or the contractor's employees are absent for a period of half a day in any of the two floors, then the photocopying of the documents shall be got done through an outside party located near our office and the total cost incurred towards the same shall be deducted from your running bills. This shall be at your own risk and cost.	
18	BHEL reserves the right to terminate the contract by giving 15 days notice in writing in case the services are not found satisfactory / mal-practices are observed.	

In addition to the above points, the evaluation of the technical bids will be done on the following documents to be submitted by the party and placed in envelope 1:

1. Earnest Money Deposit of Rs.10,000/- (Demand Draft favoring BHEL).
2. Compliance letter in your letter head as per the format enclosed (Annexure C).
3. Each page of the Technical Bid – Part ‘A’ shall be duly filled up, signed and stamped by the party as a token of acceptance.
4. Sample paper to be submitted (75 gsm).
5. At least 2 experience certificates/ work order from PSUs / other Corporates, should be attached not later than past 5 years.
6. Copy of PAN card.
7. Proof of Income Tax Return filed for the last two years (Assessment Year : 2011-12 and Assessment Year : 2010-11)

Annexure B
PRICE BID – PART ‘B’ – ENVELOPE 2

Sl.No.	Description	Rate per copy (Rs.)	
		In figures	In words
1	A/4 size 75 GSM paper		
2	A/3 size 75 GSM paper		

- Prices quoted shall include all taxes, duties etc., as applicable, except service tax.
- Service tax, if payable by the party shall be reimbursed as per applicable rules. The party should give copy of the Service tax registration certificate to claim the same.

Signature of the Party

Annexure C
Compliance Letter – Format
(To be typed on the letter head of the party)

Date :

To :

M/s. Bharat Heavy Electricals Limited,
14th/15th floor, World Trade Centre – I,
Cuffe Parade,
Mumbai – 400 005

Dear Sirs,

Sub: Your tender no. RE:MUM:HRD:PC 0210 dated 09.06.2012

With reference to your above tender, we hereby confirm that all the terms and conditions of your above tender are acceptable to us and our offer is based on the same.

We have submitted the price bid in your price bid format only without any deviations / conditions.

We also confirm that if any deviations / conditions in the Price Bid are mentioned, the same will not be entertained by BHEL.

Thanking you,

Yours faithfully,