

BHARAT HEAVY ELECTRICALS LTD
TRANSMISSION BUSINESS GROUP,
SECTOR-142, NOIDA

TENDER SPEC. NO.: TBSM/RATE CONTRACT/PLOTTING/TENDER

DTD: 28.04.14

SUB: RATE CONTRACT FOR PLOTTING, XEROXING AND SCANNING OF ENGINEERING DRAWINGS.

Sealed Tenders (Under two part Bid system) are invited from competent vendors for plotting, xeroxing and scanning of Engineering Drawings on rate contract basis. Only those who are technically and financially capable to execute the Job and who fulfil the Qualifying requirements [QR] given under are eligible to quote against the above NIT. Tenderers should submit their offer in a sealed envelope as per the procedure specified in tender documents. The minimum QR of vendor for tender submission shall be as under:

- a) Vendor should have a minimum average annual turnover of Rs. 5 lacs for last three fin. years (2010-11, 2011-12 & 2012-13) and should submit audited balance sheet and Profit & Loss Account Sheet of these years. In case audited balance sheet is not available due to turnover being less than statutory requirement of audit, bidder should furnish self certified copies of Balance Sheet, Profit & Loss account/ Income tax returns of these years.
- b) Vendor should have following facilities available with him on ownership/ hired basis and should give undertaking in this regards.
 - 1) The bidder should have colour and Black & White (B&W) plotters of capacity A0 to A2.
 - 2) The bidder should have colour and Black & White (B&W) Photocopying machines of capacity A0 to A2.
 - 3) Bidders should have facility to photocopy on Tracing Paper/ Polyster film.
 - 4) Bidder should have photocopying machines with features of reduction/ enlargement of drawings.
 - 5) Bidders should have scanner to scan colour/ B&W drawings of sizes A2 to A0.

Notes:

1. BHEL reserve the rights to visit the facilities of the vendor to ascertain the requirements as per clause (b) above.
2. Quotations received from bidders who do not fulfil the PQR are liable to be rejected.
3. BHEL reserves the right to:
 - (a) Accept or reject any bid received at its discretion without assigning any reasons whatsoever.
 - (b) Postpone the above mentioned date, split and distribute the work among more than one bidder without assigning any reason whatsoever.
 - (c) May ask for further qualification during techno commercial scrutiny of bids received.
4. BHEL shall not be responsible for any delay, loss, damage for bids sent by post.
5. BHEL shall not be liable for any expenses incurred by bidder in preparation of bid irrespective of whether it is accepted or not.

6. Canvassing i.e. soliciting favour, seeking advantage etc. in any form is strictly prohibited and any bidder found to have engaged in canvassing shall be liable to have his bid rejected summarily.
7. If the bidder deliberately gives any wrong information in his tender to create in circumstances for the acceptance to his bid, BHEL reserves the right to reject such application.
8. All corrigendum, addendum, amendments and clarifications to this Tender will be hosted in web page, www.bhel.com and not in the newspaper. Bidders shall keep themselves updated with all such amendments.