

BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI - 620014
HRM – CANTEENS

NOTICE INVITING TENDER

1	Tender Ref No	BHEL:HRM:CANT:COCONUT SHELL:TENDER:2021-23 dt 28/04/2021	
2	Item / Work description	Collection of Coconut shells from BHEL canteens	
3	Tender Type	Two Part bid	
4	Approximate quantity	600 Kgs per month	
4	Collection Location	BHEL - Trichy	
5	Period of contract	Two Years from the date of award of contract	
6	Contents of Tender Document	A] Terms and conditions	Pages
		ANNEX-1A (Instruction to Bidder)	02
		ANNEX -1B (Administrative instructions)	02
		ANNEX -1C (Technical Terms & Conditions)	01
		ANNEX - 1D (General Terms & Conditions)	02
		B] Technical Bid & Price Bid	Pages
		ANNEX - 2 (Technical bid)	01
	ANNEX -3 (Price bid)	01	
7	Address for submission of offer	The Tender Opening Cell / MM, Room No: 26, Ground Floor, Bharat Heavy Electricals Limited, Trichy – 620 014	
8	Contact details for queries related to tender	N S Brahadesh, Sr.Manager (HR – Welfare & Canteen) 0431-2577372; e-mail: brahadesh@bhel.in	
9	Due date for submission of offer	20/05/2021 at 14:00 Hrs	
10	Due date for opening of Technical bid	20/05/2021 at 14:30 Hrs	
11	Date of Price Bid Opening	Will be intimated later	

Thanking you,

Yours faithfully,
For BHARAT HEAVY ELECTRICALS LIMITED,


(N S Brahadesh)
Sr.Manager (HR – Welfare & Canteen)

INSTRUCTIONS TO THE TENDERER

1. **The First cover** shall contain Technical bid along with EMD and shall be sealed and super scribed as Technical Bid for Collection of Coconut Shell.
2. **The second cover** shall contain only Price bid for the above works and to be quoted as per the format given in price bid. Any other information in price bid will not be considered. The envelope shall be sealed and super scribed as Price Bid for Collection of Coconut Shell.

All the above Two covers shall be kept into one cover, sealed and super scribed as Tender Document for collection of Coconut Shell.

The Tender (cover containing technical bid & price bid) should reach The Tender Opening Cell / MM on or before the due date and time. These documents should be sent either by Registered post / Speed Post / courier / in person. Tenders received after due date and time will not be considered for evaluation. **Bidders are requested to avoid submission of offers through e mail / fax. In case of any unavoidable situation, offers shall be sent through email to the following mail ID only. tender_cell@bhel.in with Tender Reference Number as Subject in Mail.**

3. Any deviation to this tender terms & conditions and schedules of this tender will lead to total rejection of the offer submitted.
4. **Contract will be awarded for a period of Two years from the date of award of contract and the rate shall remain firm for the entire period of the contract.**
5. Price bid shall be valid for Three months from the date of Tender opening.
6. Rates should be quoted as per Price Bid Format only and the Rate quoted is exclusive of all Taxes. Tax if any shall be borne by contractor. No additional claim will be allowed by the contractor. Rates quoted in any other form will not be accepted, and will be rejected.
7. **BHEL does not guarantee any minimum quantity of coconut shells.**
8. No other pre conditions along with your offer will be entertained by BHEL.
9. Any deviation to this tender terms & conditions and schedules of this tender will lead to total rejection of the offer submitted.
10. Tenderer who have been suspended or black listed or issued with "Show Cause Notice" by BHEL, Tiruchirappalli - 620014 or any other unit of BHEL or Government organizations will not be allowed to participate in the tender and bidder should declare the same in the tender. Even during the course of evaluation/ finalization of tender if it is found that some of the parties are black listed/ barred from business transaction/ under business hold, BHEL will not consider them for further participation in the tender.
11. Should a tenderer find discrepancies or omissions in the tender documents, or should there be any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. No extension of time shall be given for submission of the tender on any account.
12. **Tender shall be submitted on or before the scheduled dates and time of each month in the letter head of the firm/company as per the model format given by us and Technical bid & Price bid not signed and stamped by the authorized signatory of the bidder shall not be accepted and considered for evaluation of bid. Every page of bid shall be signed and stamped by the authorized signatory of the bidder.**
13. If a tenderer deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, the BHEL will reject such tender at any stage.

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14. Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
15. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
16. The tender schedule and the tender shall be deemed to form an integral part of the contract to be entered into for this work.
17. Tender can be cancelled at any stage due to unavoidable circumstances.
18. Bidder are advised not to wait till the last minutes or last few seconds w.r.t tender closing time to submit their offer to avoid complications related with Road Traffic or due to any other conditions.
19. **All future communication / Corrigendum related to this tender if any will be posted in BHEL website and Central Public Procurement Portal only. Tenderers are advised to visit the websites regularly.**
20. All entries in the Tender documents should be in one ink. Bid should be free from correction, overwriting, using corrective fluid, etc. Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection. All overwriting/cutting, etc will be numbered by bid opening officials and announced during bid opening.
21. **In case of any difference in the amount written in figures and the amount written in words, then the amount written in words will be treated as the amount quoted.**
22. Bidder has to quote as per the price bid format. Price bid quoting in any other format will not be accepted and will be rejected.
23. **The contractor has to enclose the Demand Draft along with technical bid for the value of Rs.1600 drawn in favour of The Secretary, BHEL Factory Canteen payable at The State Bank of India, HE, Kailasapuram Branch (Code No.1363), Trichy -14 towards EMD. Also successful tenderer has to provide 5% of the contract amount (Calculated as 600 Kgs per month) as Security Deposit before award of the contract.**
24. **EMD will be returned to the unsuccessful tenderers and EMD will be converted as Security Deposit for the successful bidder. Balance security deposit shall be paid through Demand Draft drawn in favour of The Secretary, BHEL Factory Canteen payable at The State Bank of India, HE. Kailasapuram Branch (Code No.1363), Trichy -14 before award of contract.**
25. Tender bid will be opened at Tender Opening Cell/MM in the presence of available tenderers. In case the tenderer would like to depute a representative, suitable authorization letter should be sent along with representative at the time of tender opening. More than one representative will not be permitted at any case.

Note

BHEL may reject the bid or in case the contract has been awarded, then terminate the contract apart from taking any other suitable action under the contract or applicable legal provisions or BHEL guidelines including Guidelines for suspension of Business Dealings, without any liability for any compensation to the bidder if, BHEL discovers at any time that any statement made by the bidder is false, fraudulent

Or

Any document submitted by the bidder was fake and forged

Or

If BHEL determines in the sole discretion that any statement was aimed at deliberately misleading BHEL with a view to ensure award of the subject contract to the bidder.

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Annexure – 1B

Administrative instructions:

1. **Kindly offer your most competitive and highest rate per kg. BHEL will place the order on H1 party.**
2. BHEL does not guarantee any minimum quantity of coconut shells.
3. After opening the technical bid, technical bid evaluated and technical bid found acceptable alone will be considered for Price bid opening.
4. **Contract will be awarded for a period of Two years from the date of award of contract and the rate shall remain firm for the entire period of the contract.**
5. Price bid shall be valid for Three months from date of Tender opening.
6. **The contractor has to enclose the Demand Draft along with technical bid for the value of Rs.1600 drawn in favour of The Secretary, BHEL Factory Canteen payable at The State Bank of India, HE, Kailasapuram Branch (Code No.1363), Trichy -14 towards EMD. Also successful tenderer has to provide 5% of the contract amount (Calculated as 600 Kgs per month) as Security Deposit before award of the contract.**
7. **EMD will be returned to the unsuccessful tenderers and EMD will be converted as Security Deposit for the successful bidder. Balance security deposit shall be paid through Demand Draft drawn in favour of The Secretary, BHEL Factory Canteen payable at The State Bank of India, HE, Kailasapuram Branch (Code No.1363), Trichy - 14 before award of contract.**
8. Contractor have to remit the cost for the collected coconut shells before moving out of BHEL Gate. Amount should be remitted through NEFT and the acknowledgement copy to be given to us for accounting purpose. Bank account details for remitting the amount is given below

NAME OF THE BANK: SBI, Heavy Electricals, Kailasapuram
ACCOUNT NO: 10891414036
BENEFICIARY NAME: BHEL FACTORY CANTEEN
IFS CODE: SBIN0001363
9. The Contract awarded should be operated solely by the Contractor and should not be sub-licensed to others or otherwise the Contract shall be terminated forthwith.
10. BHEL undertakes no responsibility towards the contract workmen employed by the contractor. The contractor shall comply with all statutory requirements regarding employments, minimum wages and other benefits etc.
11. If the person, carrying the coconut shell is caught at the gate by the Security Staff either for carrying the Canteen utensils along with coconut shells or for any theft, the contract will be terminated forthwith and the person involved and the contractor will be liable for criminal proceedings including forfeiting of Security Deposit.

12. Any breach or violation of the conditions stipulated by the Secretary/Canteen Managing Committee shall result in the termination of the contract forthwith.
13. The supplier may quote his / her most competitive and firm rate per kg for the period of two year for the collection of Coconut shell. The rate should include loading, unloading, packing, handling, transport for the collection of coconut shells from various BHEL Canteens and Dining Halls. Rate quoted is exclusive of all Taxes. Tax if any shall be borne by Tenderer.
14. Contractor have to give communication for collection of coconut shells at least 2 days in advance.
15. Any breach or violation of the conditions stipulated by the Secretary/Canteen Managing Committee shall result in the termination of the contract forthwith.
16. **Kindly note that Technical bid and Price bid should be followed by the below mentioned quote and duly signed by the vendor.**

"We are accepting all the terms and conditions of this BHEL tender without any deviation"

In the absence of the above statement, BHEL will presume that all terms and conditions of this tender are accepted by the vendor.



TECHNICAL TERMS & CONDITIONS

1. Contractor must collect the coconut shells at least once in 3 months at the contractor's cost and should be removed from 19 & 58 Canteen premises engaging his own men and conveyance. No collection is permitted on holidays unless otherwise specifically permitted. If contractor fails to collect the coconut shell, Security deposit will be forfeited and the contract will be terminated. **Segregation and/or coir removal are not allowed.**
2. No collection is permitted on Holidays & Sundays unless otherwise specifically permitted.
3. Contractor have to give communication for collection of coconut shells at least 2 days in advance.
4. The Contractor's workmen shall come for collection on or before 09:00 Hrs during the specified timings only and shall immediately leave the premises as soon as they complete the collection. The contractor shall employ healthy and trustworthy persons for collection of coconut shells. No manpower shall be given by BHEL for collection of Coconut shell.
5. The Contractor shall assume full responsibility for the good conduct of his workmen and shall compensate BHEL Canteen for the damage/loss caused by his workmen during the course of collection of the coconut shells. The contractor shall personally instruct his workmen not to stay in the canteen beyond the specified time nor tamper with electrical or other installations or other properties of BHEL Canteen.
6. Every time of collecting the coconut shells, the loading should be done in the presence of the Canteen Staff as well as Security Staff and after checking only the same will be taken back in the Container for carrying the coconut shells.
7. After collection of coconut shells the place must be cleaned for further filling.
8. The Contractor shall assume full responsibility for the good conduct of his workmen and shall compensate BHEL Canteen for the damage/loss caused by his workmen during the course of collection of the Coconut shells. The contractor shall personally instruct his workmen not to stay within factory premises beyond the specified time nor tamper with electrical or other installations or other properties of BHEL.

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Annexure – 1D

General Terms and Conditions

1. **Tenderer may quote most competitive and highest rate per kg. BHEL will place the order on H1 party.** The rate should include loading, unloading, packing, handling, transport for the collection of coconut shells from various BHEL Canteens. Rate quoted is exclusive of all Taxes. Tax if any shall be borne by Tenderer
2. Contract will be awarded for a period of Two years and rate shall remain firm for the entire period of the contract.
3. Price bid shall be for three months from date of Tender opening.
4. BHEL does not guarantee any minimum quantity.
5. Contractor have to remit the cost for the collected coconut shells before moving out of BHEL Gate. Amount should be remitted through NEFT and the acknowledgement copy to be given to us for accounting purpose. Bank account details for remitting the amount is given below

NAME OF THE BANK : SBI, Heavy Electricals, Kailasapuram
ACCOUNT NO : 10891414036
BENEFICIARY NAME : BHEL FACTORY CANTEEN
IFS CODE : SBIN0001363.

6. The Contractor's workmen shall come for collection on or before 09:00 Hrs during the specified timings only and shall immediately leave the premises as soon as they complete the collection. The contractor shall employ healthy and trustworthy persons for collection of coconut shells. No manpower shall be given by BHEL for collection of Coconut shell.
7. The successful tenderer shall also arrange his own transport and manpower for collection of coconut shells.
8. Offer submitted late beyond the due date & time will be summarily rejected.
9. All the entries in the tender documents should be in one ink. Erasing and overwriting are not permitted. Cancellations and insertions, if any shall be authenticated by the tenderer by signing affixing his seal.
10. After submitting the tender, the tenderer is not entitled to recall his offer or modify the terms and conditions thereof.
11. These general terms and conditions shall be applicable for the bids, however BHEL reserve rights to add, cancel or modify the same at any time without assigning reasons.
12. **BHEL reserves the right to**
 - I. Cancel the tender enquiry at any stage or cancel the contract at any time during the execution of contract without assigning any reason.
 - II. Negotiate or re-float the tender opened if H1 price is not the highest acceptable price to them inter-alia other reasons. The decision of BHEL in awarding the contract is final and BHEL reserves the right to reject any or all tenders without assigning any reasons.

- III. In case more than one bidder happens to occupy H-1 status, effective H1 will be decided by soliciting increase in the price from the respective H1 bidders. In case more than one bidder happens to occupy the H-1 status even after soliciting discounts, the H-1 bidder shall be decided by a toss / draw of lots, in the presence of H-1 bidders or their representatives. Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.

13. Disputes or differences arising from this tender or in any manner connected therewith, Head of HR's of BHEL, Trichy decision is final and binding.

- I. Any dispute shall initially be discussed amongst parties and settled amicably.
- II. If no amicable settlement or if there is no scope for amicable settlement, then any party may refer the dispute to sole arbitrator to be nominated by the Head of HR, BHEL, Trichy. The place of arbitration shall be at Trichy. All arbitration proceedings shall be conducted in English in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- III. The arbitration award shall be final and binding upon the parties and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal.

14. All disputes shall be subject to the exclusive jurisdiction of courts at Trichy.

15. Termination of Contract on Death of Contractor:

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated, BHEL shall have the option of terminating the contract without compensation to the Contractor.

16. Arbitration: -

Disputes or differences arising from this tender or in any manner connected there with shall be subject to the following dispute resolution mechanism:

- Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their senior management within 10 days of a dispute arising.
- If no amicable settlement is arrived at within 30 days, then any party may refer the dispute to sole arbitrator to be nominated by the Head of HR, BHEL, Trichy. The place of arbitration shall be at Trichy. All arbitration proceedings shall be conducted in English in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- The arbitration award shall be final and binding upon the parties and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal. All the disputes shall be subjected to the exclusive jurisdiction of courts at Trichy.

17. Fraud prevention policy:

- The bidder along with its associate / collaborators / sub-contractors / sub-vendors / consultants / service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.
- Fraud Prevention Policy and List of Nodal officers shall be hosted on BHEL Website, Vendor Portals of Units/Regions intranet.

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Annexure – 2

FORMAT FOR TECHNICAL BID

(Following points to be typed in your letter head)

Date- _____

In response to your tender Ref: BHEL:HRM:CANT:COCONUT SHELL:TENDER:2021-23 dt 28/04/2021, we hereby submit the following details for collection of coconut shells.

Name and Address of the firm with Pincode No	
EMD Details	<p>Amount of Rs. 1600/- as "Demand Draft" drawn in favour of The Secretary, BHEL Factory Canteen payable at The State Bank of India, HE, Kailasapuram Branch (Code No.1363), Trichy –14 towards EMD is enclosed as below:</p> <p>DD NO _____ / DATED _____</p> <p>Bankers Name: _____</p>

We are accepting all the terms and conditions of the contract without any deviation.

Signature of the Tenderer with seal

Email ID

:

Phone No

:

Mobile No

:



Annexure – 3

FORMAT FOR PRICE BID

(Following points to be typed in your letter head)

Date- _____

In response to your tender Ref - BHEL:HRM:CANT:COCONUT SHELL:TENDER:2021-23 dt 28/04/2021, we are pleased to offer the following firm rate for collection of coconut shells for the period of Two years.

Name of the canteens from which the coconut shells are to be collected	Highest and competitive Rate per Kg	
	In Figures	In words
19 & 58 Canteens	_____ Per Kg	_____ Per Kg

We are accepting all the terms and conditions of the contract without any deviation.

Signature of the Tenderer with seal

Email ID

:

Phone No

:

Mobile No

: