



भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
Bharat Heavy Electricals Limited  
उद्योग क्षेत्र, नई दिल्ली/ Industry Sector, New Delhi  
मानव संसाधन प्रबंध / Human Resources Management

ID/ HRM/ A041/ FM\_ENQ  
04<sup>th</sup> June 2021

**NOTICE FOR INVITING TENDER**

Sealed tenders are invited for the following service in BHEL, Industry Sector, Lodhi Road, New Delhi.

Name of Services	:	Comprehensive Annual Maintenance Contract of fax machines installed at BHEL, Lodhi Road Office.
NIT No.	:	ID/ HRM/ A041/ FM_ENQ dated 04.06.2021
Last Date & Time for Submission of Tender	:	Up to 1500 hours of 28.06.2021
Date & Time of Opening	:	1500 hours of 28.06.2021
Tender Cost	:	Nil
Earnest Money Deposit	:	Rs. 430.00

The sealed tender may be sent either by Registered Post/ Speed Post/ Courier Services or by hand in the BHEL office, Industry Sector, Lodhi Road, New Delhi from 0900 hours to 1730 hours on any working day latest by 1500 hours of 28.06.2021. In case of any clarification, the bidder can contact the undersigned over telephone no. 011-41793500, 011-41793301 or at email [ashish.singh@bhel.in](mailto:ashish.singh@bhel.in).

For and on behalf of  
Bharat Heavy Electricals Limited

*Ak Singh*

(Ashish Kumar Singh)  
Manager (HR-Admin)

आशीष कुमार सिंह / ASHISH KUMAR SINGH  
प्रबंधक / Manager  
मानव संसाधन-प्रशासन / HR-Admin  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
Bharat Heavy Electricals Limited  
उद्योग क्षेत्र, एकीकृत कार्यालय कॉम्प्लेक्स, लोधी रोड,  
Industry Sector, Integrated Office Complex, Lodhi Road,  
नई दिल्ली-110003 / New Delhi-110003

### **Scope of Work:**

The scope of work shall include routine preventive maintenance once in a month and attending of complaints within 24 hours from the lodging of complaint.

The model no. of fax machines are as follows:

1. Canon L 220 - 06 Nos.
2. Canon L 140 - 01 Nos.

All 07 machines are installed on different floors in BHEL office at Lodhi Road, New Delhi. The scope of work shall be inclusive of labour charges, visiting charges and all required materials/ accessories as per requirement whereas consumables like toner, fuser unit etc. shall be provided by BHEL.

Preventive maintenance shall be carried once in a month. In addition to the preventive maintenance, emergency calls shall be attended within 24 hours on as and when required basis.

### **Instructions to Bidder:**

1. Bidders must go through all annexures carefully before submitting the bid.
  - Annexure I - Declaration.
  - Annexure II - No Deviation Certificate.
  - Annexure III – Bidder's Details.
  - Annexure IV - Price Bid Format.
  - Annexure V – Bank Account Details of BHEL, Lodhi Road.
  - Annexure VI – Certificate by Chartered Accountant on letter head
2. EMD amount of Rs. 430.00 (Rupees Four Hundred Thirty only) needs to be deposited through NEFT mode only. The bank account details of BHEL for NEFT are enclosed as Annexure - V. The bidder is required to enclose a copy of the acknowledgement of NEFT payment along with their bids. Bids without EMD will not be accepted and shall not be considered for further evaluation.

The EMD of unsuccessful bidders shall be returned after award of work to the successful bidder. No interest shall be payable on EMD amount.

The EMD shall be forfeited in case of:

- i) After opening the tender, the bidder revokes his bid within the validity period or increases his earlier quoted rates.
- ii) The successful bidder does not commence the work within the period as per LOI / contract. In case the LOI / contract is silent in this regard then within 15 days after the award of contract.

MSEs shall be exempted from payment of earnest money deposit (EMD) at the time of tender submission. However, there is no exemption of security deposit. MSE Suppliers can avail the intended benefits only if they submit attested copies of either Udyog Adhaar or EM-II certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) along with attested copy of a CA certificate (format enclosed as Annexure-VI) or valid NSIC certificate along with the offer. Date to be reckoned for determining the deemed validity will be the last date of bid submission.

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3. Bidder is required to enclose copies of their GST registration, PAN card and a cancelled cheque.
4. The offer shall be submitted as per the instructions of tender document. One set of tender document duly signed and stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all the pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. In case of any clarification, bidder may contact this office.
5. The tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
6. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail and shall be binding on the tenderer.
7. No overwriting / correction in tender documents by tenderer shall be allowed. However, if correction is unavoidable, the same must be signed.
8. Only rate shall be quoted in price bid format and nothing else. Rates must be quoted in figures as well as in words. In case the rates in figures differ from the rates written in words, the lesser of the two will be treated as valid rate. Any other terms and conditions mentioned in the Price Bid shall make the offer liable for rejection.
9. The prices quoted should be inclusive of labour charges, visiting charges and all required materials/ accessories as per requirement whereas consumables like toner, fuser unit etc. shall be provided by BHEL.
10. The prices quoted should be firm and no revision of prices will be entertained after the quotation is opened.
11. Tender must be submitted in a sealed envelope which has to be super-subscribed with NIT no. and due date written on the envelope and the bidder details.
12. offers shall be received up to 1500 hours of 28.06.2021. and the same shall be opened on same day at 1500 hours in presence of bidders who would like to be present. On the date of opening of tender, whole tender shall be opened.
13. Validity of offer will be 60 days from the date of opening of tender.
14. Tenders received late /in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
15. **Evaluation Criteria:** Evaluation of tender will be done on overall L-1 rate on all-inclusive basis. In case of a tie between the overall rates of two or more bidders, those bidders shall be asked to resubmit their revised price bid on the spot to arrive at the L-1 bidder.

If distinct L1 rate isn't arrived at after submission of revised bids and the tie prevails between more than one bidders at lowest acceptable rate (in line with tender terms &

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condition), then the L1 will be decided based on lottery which will be carried out in the presence of all the L1 bidders or their representatives who choose to be present.

16. BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter.
17. If a bidder wishes to inspect the fax machines before quoting the rates, he may visit BHEL offices on any working day from 05.06.2021 to 25.06.2021 between 0900 Hrs to 1700 Hrs. Any queries regarding this tender may be clarified from Manager (HR-Admin) over telephone no. 011-41793500 or at email [ashish.singh@bhel.in](mailto:ashish.singh@bhel.in).

### **Contract Terms & Conditions:**

1. **Subletting:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization.
2. **Validity of Contract:** Validity of contract shall be 2 years from the date of start of work.
3. **Payment Terms:**
  - a) Payment shall be made after successful completion of services during every quarter or submission of GST compliant bill, whichever is later.
  - b) No advance payment or the payment for mobilization of work will be made to the contractor.
  - c) Tax invoice raised by the contractor shall be certified by the official in-charge of BHEL and the 100% payment will be made within 15 days by NEFT/RTGS from the date of receipt of in discrepant bill.
  - d) All payment will be subject to deduction of taxes at source as per rules.
  - e) The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
4. Security deposit (SD) of 5% of the order value shall be deposited by the successful bidder either within seven days from the date of award of work or before start of contract whichever is earlier.
5. All necessary precautions with respect to safety at site and environmental aspects and their impacts shall have to be taken by the contractor for activities performed by his workers.
6. No excuses like hindrance because of extreme weather conditions, non-availability of labour and material etc. will be entertained for not providing services on time.
7. **Termination of contract:** If at any time the Service Provider defaults in proceeding with the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, terminate the contract by giving 30 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender. In such a case, the Security Deposit of the contractor shall be forfeited.
8. In case of any dispute, the decision taken by BHEL Management will be final and binding on the contractor.

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9. **Arbitration / Conciliation:** In the event of any dispute arising between the parties hereafter referred as BHEL and Contractor in respect of or connected with this contract, General & Special terms & conditions of tender, then the same shall be referred to Arbitration and Arbitrator will be nominated by the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning/ interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the except ed matter and be referred to the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same.

If any clarification is required, you may please contact the undersigned at phone no. 011-41793500, 011-417933301.

Thanking you,

Yours faithfully,  
For Bharat Heavy Electricals Ltd,

(Ashish Kumar Singh)  
Manager (HR-Admin)

आशीष कुमार सिंह / ASHISH KUMAR SINGH  
प्रबंधक / Manager  
मानव संसाधन-प्रशासन / HR-Admin  
भारत भारी इलेक्ट्रिकल्स लिमिटेड  
Bharat Heavy Electricals Limited  
उद्योग क्षेत्र, एकीकृत कार्यालय कॉम्प्लेक्स, लोधी रोड,  
Industry Sector, Integrated Office Complex, Lodhi Road,  
नई दिल्ली-110005 / New Delhi-110005

## DECLARATION

I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/ Public Sector Undertaking/ Autonomous Body/ Financial institution/ Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication

### Signature and Seal of the Bidder

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**NO DEVIATION CERTIFICATE**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender and there is no deviation in the terms & conditions of tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender Document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

Signature and Seal of the Bidder

AK Singh

**BIDDER'S DETAILS**

Sl. No.	Description	Details
1	Name of the Bidder	
2	Address of the bidder	
3	Contact Person's Name	
4	Contact No. of Contact Person	
5	FAX No.	
6	E-mail ID of the Bidder	

Signature and Seal of the Bidder

A handwritten signature in blue ink, reading "Ak Singh", with a horizontal line drawn underneath the name.



**PRICE BID FORMAT**

S No.	Job Description	Rate per Annum (in figures)	Rate per Annum (in words)
1.	Comprehensive Annual maintenance contract for Fax machines (07 nos.) installed at different floors in BHEL office at Lodhi Road, New Delhi.		
2.	Applicable GST @ _____ %		
Total contract value per year			


**NOTE:**

1. The prices quoted should be inclusive of labour charges, visiting charges and all required materials/ accessories as per requirement whereas consumables like toner, fuser unit etc. shall be provided by BHEL.
2. Applicable taxes shall be payable extra.

Date:

(Signature and Stamp of Authorised Signatory)



EFT MANDATE (DULY CERTIFIED BY BANKER)			
Bank Name	CANARA BANK		
Bank Branch Address	PRIME CORPORATE BRANCH-II, WORLD TRADE TOWER, BARAKHAMBHA LANE, NEW DELHI		
Branch Code	1942	MICR No	110015097
Swift Code	CNRBINBBIFD		
IFSC for RTGS	CNRB0001942		
IFSC for NEFT	CNRB0001942		
Beneficiary's Name	BHARAT HEAVY ELECTRICALS LIMITED INDUSTRY SECTOR INTEGRATED OFFICE COMPLEX, LODHI ROAD NEW DELHI - 110003		
Beneficiary's Account Number	0307201003847		
Type of Account	CURRENT ACCOUNT - GENERAL		
We hereby certify that information given above (Bank Details) are true and correct			
We certify that the particulars mentioned above are true and correct and we will be responsible if any of the information stated above found to be incorrect at a later date. We also confirm that, any changes in the above details occurring in future, shall be informed to you immediately.			
Yours Faithfully			
Sign			
Name:	दीपक वाधवा / DEEPAK WADHWA वरिष्ठ लेखाधिकारी / Senior Accounts Officer		
Designation:	भारत हेवी इलेक्ट्रिकल्स लिमिटेड BHARAT HEAVY ELECTRICALS LIMITED इंडस्ट्री सेक्टर, एकीकृत कार्यालय परिसर, लोधी रोड, Industry Sector, Integrated Office Complex, Lodhi Road, नई दिल्ली-110003 / New Delhi-110003		
		<div style="border: 1px solid black; padding: 5px;"> <p>कृते केनरा बैंक/For Canara Bank</p> <p>वरिष्ठ प्रबन्धक/Senior Manager</p> <p>प्राइम कॉर्पोरेट कनॉट प्लेस शाखा</p> <p>Prime Corporate Connaught Place Branch</p> <p>नई दिल्ली/New Delhi-110001</p> <p style="text-align: right;">29/05/16</p> </div>	
		Banker's Seal and Signatures	

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**Certificate by Chartered Accountant on letter head  
(Only for those who are submitting EM-II Certificates)**

This is to certify that M/S..... (hereafter referred as Company) having it's registered Office at .....is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-II) .....  
..... Dated ....., Category.....  
(Micro/Small). (copy Enclosed).

Further verified from the Books of Accounts that the investment of the Company as per the latest audited financial year.....as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722€ dated October 5,2006: Rs..... Lakhs
2. For service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006: Rs..... Lakhs. (Strike off whichever is not applicable)

The above investment of Rs..... Lakhs is within permissible limit of Rs.....Lakhs for.....Micro/Small (Strike whichever is not applicable) Category under MSMED Act 2006. Or The Company has been graduated from its original category (Mini/Micro) (Strike whichever is not applicable) and the date of graduation of such enterprise from it's original Category is ..... (DD/MM/YYYY) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No.3322 (e) dated 01.11.2013 published in the gazette notification 04.11.2013 by Ministry of MSME.

Date:

(Signature)  
Name

Membership Number

Seal of Chartered Accountant

*AK Singh*