



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE (HR-GAX)
BHEL House, SIRI FORT
NEW DELHI - 110049

TENDER DOCUMENTS

FOR

SUPPLY OF NEW YEAR GIFT FOR BHEL EMPLOYEES

(Items category:- Kitchen appliances / Crockery /Glassware / Utensils etc.)

Tender Ref. No. AA:GAX:DS:09:101

Dated : Sept. 14th , 2009

CONTENTS

- 1- Scope of Supply and General Terms & Conditions of the Tender
- 2- Pre qualifying Requirement (PQR)
- 3- Technical bid - Part " A "
- 4- Price Bid - Part " B "

DATES OF SUBMISSION & OPENING OF TENDER

Last date for submission of sealed tenders : 03.10.2009 by 14.00 Hrs.

Date of opening the tender (Techno commercial) : 03.10.2009 at 15.00 Hrs.

Venue for opening of Tender : 2nd Floor, BHEL House,



BHARAT HEAVY ELECTRICALS LIMITED

Asiad, New Delhi –110049

(A) Scope of Supply

Bharat Heavy Electricals Ltd. (A Govt. of India Undertaking) requires around 5200 Nos. **New Year Gift** in the category of 'Kitchen appliances / Crockery / Glassware Utensils etc' for their employees at New Delhi and NCR based offices. Sealed Offers are invited for the under mentioned Scope of supply of above category of items, subject to acceptance of the enclosed Terms and Conditions. The offers should reach in the office of the undersigned by 2.00 PM on or before the Due Date.

Sl.No.	Description / Instructions
1.	a) 5200 Nos. New Year Gift item(s) of the category of <u>Kitchen appliances / Crockery / Glassware Utensils etc.</u> costing maximum Rs. 500/- each (inclusive of all taxes & freight/ delivery charges etc.) b) General Terms & Conditions (Sl.-"B") c) Pre Qualifying Requirements (Sl.-C) e) Bid Opening (Sl.-E) d) Price Format (Annexure.-"A")
2.	IMPORTANT INSTRUCTIONS: 1. Bidders can offer any item in the above category. They can also bundle more than <u>one</u> item in this category. 2. One bidder can offer maximum <u>two</u> alternatives and quote his prices for each of the alternatives in separate sealed covers by using relevant price format enclosed with the tender enquiry. 3. The vendors have to submit the "tender sample" for each of the alternatives of his offering for display and acceptance by the committee. The MRP (price tag) should not be put on the box of "tender sample(s) " 4. The cost of each offered alternative should be maximum Rs. 500/- inclusive of all taxes & freight/ packing & forwarding charges etc. 5. Vendors must go through all the Annexures before submitting their bid and submit the details on enclosed annexures-B,C&D. 6. The prices must be Quoted in the enclosed Price Format only. 7. Quoted Rates shall remain FIRM till the supply is completed. 8. Offers should be submitted in <u>Two Parts bid</u> manner as described in Annexure-"E". 9. Price Bids of those vendors will only be opened who qualify technically & commercially and their 'tender samples' are accepted by the committee. 10. The vendor will be allowed 45 days time to complete the supply of ordered gift item.

(B) General Terms and Conditions

1. All bidders to note that the process for procurement of gift is primarily a 'sample' based procurement. Since, such procurement also involves selection based on various indeterminable parameters by a committee without disclosing the names of bidders.
2. All the 'tender samples' of the technically qualified parties shall be displayed for selection/ shortlisting by the committee. The committee will **shortlist maximum five 'tender samples'** of technically qualified bidders and **price bids shall be opened for the selected 'tender samples' only**. Order shall be placed on lowest bid.

The **'tender sample' submitted by the successful bidder will be preserved by BHEL (Administration-Deptt) for comparison of final supplies by inspection/ random checking**. The 'tender samples' of the unsuccessful bidders will be returned to them.

3. The upper price limit of the offered 'tender sample' is Rs. 500/- inclusive of all taxes and FOR delivery at Delhi and Noida offices.
4. In the event of more than one party having quoted **identical lowest rates**, the parties would be asked to submit the **revised L-1 rates**.
5. The offer shall remain valid for **90 days** from the due date of opening of Price Bid. No request will be entertained for any increase of rates till the supply is over.
6. Offers received after due time and date shall be rejected.
7. Rates shall be quoted in the enclosed Price Format only.
8. Bid should be free from correction and erasers. Corrections, if any, must be counter-signed. Arithmetic errors (if any) shall be corrected by BHEL and for difference between all inclusive rate in words and figures, higher value(s) will be considered for evaluation and lower values will be considered for ordering.
9. BHEL reserves the right to **increase or decrease the Order quantity by plus or minus 10% as per our actual requirement**.

10. The sample of the offered item(s) (tender sample) shall be required to be submitted along-with sealed tenders. The 'tender sample' shall be marked with permanent marker as following
 - i) Name of supplier
 - ii) Tender No. and date
 - iii) Brief Description of Item(s)
11. The gift Items shall be supplied in the month of **December, 2009**.
12. The gift Items will be supplied strictly as per the 'tender sample' and specifications mentioned in the tender. If the supplied items are found of inferior quality or not as per the approved tender sample, will be rejected by this office. A certificate duly endorsed by BHEL accepting authority shall be required along-with bill to the effect that the items supplied are as per 'tender sample' and manufacturer's specifications.
13. The Gift items (Bundle) will be supplied in good quality packing, presentable as gift pack.
14. Delivery of the Items shall be made on FOR basis to BHEL offices at New Delhi and Noida. The consignee details will be given prior to supply to the successful bidder.
15. Rates should be quoted **inclusive of all applicable Taxes/ VAT and transportation/ packing/ forwarding charges etc.**
16. If any information given in the bidder is found to be incorrect at later stage, BHEL reserves the right to reject the bid submitted by bidder / cancel the award of order.
17. Tender / offer (Part-I & Part-II) to be submitted in separate sealed envelopes put together in one sealed envelope, but the Part-I offers of the parties, shall be opened on the Due Date of Opening i.e. **03.10.2009 at 3.00 PM** in the presence of authorized representatives of the parties who may like to be present.
18. The Vendors may clarify any doubts related to this tender enquiry from Dy. Manager(HR-GAX), Shri S.C. Shivhare, Telephone No. 011- 66337406, 09910156639
19. 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 **Dy. Manager (HR-GAX), BHEL House, Siri Fort, New Delhi - 110049** between 9.00 AM to 5.30 PM on any working day till the due date.

Yours faithfully,
For and on behalf of BHEL

(**S C Shivhare**)
Dy. Manager (HR-GAX)

(C) Pre-qualifying Criteria (PQ)

The pre-qualification criteria (PQ) for the vendors for supply of New Year Gift items of the category of “ Kitchen appliances / Crockery / Glassware / Utensils etc. ” will be as following:

Sl. No.	Qualifying Requirement	Documents to be submitted in Support of Proof
a.	The average annual turnover of the vendors during the last 3 years ending on 31 st March 09, should at least be Rs.10 Lacs.	1. Certified copies of audited Balance sheets / Profit & loss account for the last three years.
b.	The vendors should be resourceful and capable, having experience of Manufacturing / supply & execution of similar contracts for supply of gift / utility items of the category of “ <u>Kitchen appliances / Crockery / Glassware / Utensils etc</u> ” for the last 2 Years ending on 31 st March,09 and they should have executed the orders for supply of Similar Gift Items for reputed PSUs & Government departments or other reputed Companies / Institutions. They should submit the List of clients to whom they have supplied the items during the last 2 years.	The vendors should submit the following documents : 1. Copy of certificate of incorporation. 2. Copy of the PAN card. 3. Copies of income tax returns for last three years. 4. Copies of purchase orders executed.
c.	The vendors should either have their own manufacturing facility or they should be authorized re-seller of the renowned manufacturers.	Documentary evidence must be furnished for this effect.

Definition of Similar (Item) Supply : “Supply of similar type of Gift /Utility Items of the category of “Kitchen appliances/Crockery/Glassware / Utensils etc.”

The documents as required above shall be submitted along-with Part-I Bid

(D) Procedure for submission of sealed Tenders

Bids shall be submitted latest by 2 P.M. on or before the due date, in two separate envelopes as follows:

PART-I : Techno - Commercial Bid - This part shall contain the following:

- a. Techno commercial offer/details
- b. Acceptance of terms and conditions
- c. **'Tender Sample' of the Items (separately for each of the two alternatives, as applicable) which vendors have quoted.**
- d. The following Documents are to be annexed with Techno-Commercial Bid :
 1. Certified copies of **audited Balance** sheets / Profit & loss account for the last three years .
 2. Copy of certificate of incorporation.
 3. Copy of the PAN card.
 4. Copies of income tax returns for the last three years.
 5. Copies of purchase orders executed by the vendors.
 6. Documentary evidence for the effect that the bidder is either having their own manufacturing facility or is an authorized re-seller of the renowned manufacturers.

PART- 2: Price Bid

This part shall contain **Rates only** (duly filled in price bid format) and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details/or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in Part-I only as indicated above.

This part shall be submitted in a Sealed Cover with bidder's Seal superscribed with Tender Enquiry No., due date of opening and '**Part-2: Price Bid**'. The all inclusive Rates shall be quoted both in **words and figures**.

(E) Bid Opening

Part-I (Techno-Commercial Bids) will be opened at 3.00 PM on the due date in the presence of bidders who may like to be present. On the day of opening of the tender your Techno commercial bids only will be opened. The price bids of only technically qualified bidders (whose technical bids are found satisfactory) and their 'tender samples' are accepted by the committee will be opened. The date & time of opening of Part-II (Price Bids) will be communicated to the eligible bidders.

The 'tender sample' submitted by the successful bidder will be preserved by BHEL (Administration deptt). for inspection/ random checking of the final incoming supply. The 'tender samples' of the unsuccessful bidders will be returned to them.

(F) Warrantee Period :

The offered items by the bidders shall be warranted for a minimum period of one year or more as per the normal terms of warrantee offered by the manufacturer.

(G) Risk Purchase Clause

BHEL reserves the right to cancel the Order due to any failure on the part of the Vendor in discharging his obligations as per terms & conditions of Order or for poor quality of supplies or in the event of his becoming insolvent or going into liquidation. The decision of BHEL about the failure on the part of the Vendor shall be final and binding on the vendor. In the eventuality of action under this clause BHEL shall be free to procure the gift items from any alternative source of its choice and recover additional cost, if any, from the Vendor.

(H) Terms of Payment

The payment will be made with in 30 days after satisfactory completion of supply to all the consignees / offices and submission of bill to this office. No advance payment shall be made and no additional charges on any account will be paid by BHEL.

(I) Penalty

The ordered items shall be supplied by the vendor with in **45 days time**. In case supply is delayed beyond the agreed period , BHEL reserves the right to levy LD @ ½% per week of delay subject to maximum of 10% of order value.

(J) Bid Evaluation

The order will be placed on the L-1 bidder from amongst the selected 'tender samples' of technically qualified bidders.

(K) Validity of Rates

Bid should be valid at least for 90 days or till the completion of supply.

Yours faithfully,
For and on behalf of BHEL

(S C Shivhare)
Dy. Manager (HR-GAX)

ANNEXURE-A (I)

PRICE FORMAT (ALTERNATIVE – I)

Sl.No	Description of offered Item (s)	Basic Rate per unit (Rs.)	Taxes/ VAT etc. (if any)	All inclusive Rate per unit (inclusive of all taxes/ VAT, transportation, packing & forwarding charges etc,) (Rs.)
A	B	D	E	F = (D+E)
1.	Gift items of the category of " <u>Kitchen appliances / Crockery / Glassware / Utensils etc.</u>			
Alternative – I.	<u>Brief Description of the Item:</u>			

All inclusive Rate per unit in words :

Note: 1. Above rates shall be valid for total quantity of **5200 Nos.**

2. Please use **separate Price formats** for different alternatives (i.e. alternative I &II)

Signature

Name & Company Seal

ANNEXURE-A (II)

PRICE FORMAT (ALTERNATIVE –I I)

Sl.No	Description of offered Item (s)	Basic Rate per unit (Rs.)	Taxes/ VAT etc. (if any)	All inclusive Rate per unit (inclusive of all taxes/ VAT, transportation, packing & forwarding charges etc,) (Rs.)
A	B	D	E	F = (D+E)
1. Alternative-I I.	Gift items of the category of " <u>Kitchen appliances / Crockery / Glassware / Utensils etc.</u> <u>Brief Description of the Item:</u>			

All inclusive Rate per unit in words :

Note: 1. Above rates shall be valid for total quantity of **5200 Nos.**

2. Please use **separate Price formats** for different alternatives (i.e. alternative I &II)

Signature

Name & Company Seal

ANNEXURE 'B'

DECLARATION

I / We hereby declare that I/We have not been banned and de-listed by any PSU
/ Government Department / Financial Institution / Court.

Signature
(Name & Address of the Bid with official seal)

Place:

Date:

ANNEXURE 'C'

Acceptance / Deviation Certificate

We hereby accept all terms and conditions of the above tender except the followings:

- 1.
- 2.
- 3.

Signature
With name, Designation & seal of the firm

TECHNICAL DETAILS

Rs. Lacs

TURNOVER OF THE BIDDER	2008-09	2007-08	2006-07
Copies of Income tax returns			

EXPERIENCE	Details of orders executed successfully	Value	Customer's Name

SUPPLY OF SIMILAR GIFT ITEMS	Similar orders	No. of orders	Value	Customer's Name

Pan Card No.	
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VAT Registration No.	
Certificate of Incorporation	

Signature with seal of the firm