

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/ RS\_ENQ  
12<sup>th</sup> April 2022

**Sub: Annual Rate Contract for Rubber stamps for BHEL, Lodhi Road Office, New Delhi.**

Dear Sir,

BHEL invites offers through open tender process from parties who may be interested in executing an annual rate contract for printing and supplying of rubber stamps at BHEL, Lodhi Road office for a period of two years.

The tender will be a two part bid tender i.e. **Part-I:** Techno-commercial bid to ensure soundness of the bidder and **Part-II:** Price Bid to achieve most competitive offer from the qualified bidders after techno-commercial evaluation.

You are requested to submit your most competitive offer for rate contract as per the requirement and terms & conditions of the tender, cited later in this tender enquiry.

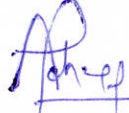
Last date of submission	:	04.05.2022 at 1500 Hours
Opening of Tender	:	04.05.2022 at 1500 Hours
Tender Cost	:	Nil
Earnest Money Deposit	:	Nil

The sealed bid may be sent either by Registered Post/ Speed Post/ Courier Services or by hand to the undersigned at:

Ankur Khurana  
Engineer (Admin)  
BHEL – Industry Sector  
Integrated Office Complex  
Lodhi Road, New Delhi – 110003

In case of any clarification, the bidder can contact the undersigned over telephone no. 011-41793301, 011-41793215 or at email [anks@bhel.in](mailto:anks@bhel.in)

For and on behalf of  
Bharat Heavy Electricals Limited

  
(Ankur Khurana)  
Engineer (Admin)

अंकुर खुराना / ANKUR KHURANA  
अभिज्ञता (प्रशासन) / Engineer (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:**

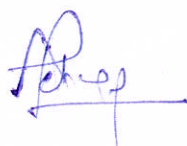
1. Bidder shall be required to supply different types of stamps with the specifications given in the following table. Estimated approximate quantity for 2 years has been furnished in the following table, however the actual quantity may vary as per the requirement.

Sl. No.	Description of Stamp	Referred in tender as	Estimated Quantity for 2 years
1	Self-Inking Stamps with Turbo Citizen Mould, Foam Rubber inkpads and computerized nylon stamp base Size 57x21 mm (10 Lines, 6.5 pt.)	Type A	10
2	Presto or Equivalent Stamps (Spring System) Size 57x17 mm	Type B	180
3	Presto or Equivalent Stamps (Spring System) Size 37x37 mm	Type C	20
4	Dater Stamp (Standard make/specifications)	Type D	20
5	Round Stamp small Size 33x11 mm (2 Lines, 7.5 pt.)	Type E	10

2. The sample of the required rubber stamps are available with the tender issuing authority in their office and the same quality of the rubber stamps are to be supplied during the contract period. Hence, it is advisable that bidders may check the sample available with the tender issuing authority before participating in the tender.
3. The rates quoted in the tender shall be final and shall remain fixed during the contract period and there will be no change in rates during the contract period on any account whatsoever.
4. Bidder shall be required to provide the proofs through email before printing of rubber stamps.
5. The required stamps shall be made and supplied within 4 days' time within the placement of every order.
6. The delivery of stamps shall be made at **BHEL Industry sector, Lodhi Road, New Delhi.**

### **Instructions to bidders:**

1. Bidders must go through all annexures carefully before submitting the bid.
  - Annexure I - Details of Business.
  - Annexure II - No Deviation Certificate.
  - Annexure III – Declaration.
  - Annexure IV - Price Bid Format.





2. The offer shall be submitted as per the instructions of tender document. One set of tender document duly filled, 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.
3. The tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
4. 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.
5. No overwriting / correction in tender documents by tenderer shall be allowed. However, if correction is unavoidable, the same must be signed.
6. 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.
7. The price must be quoted in the enclosed Price Format Only.
8. The prices quoted should be firm and no revision of prices will be entertained after the quotation is opened.
9. 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 contact details.
10. Quotation shall be received up to 1500 hours on 04.05.2022 tenders received late /in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
11. Validity of offer will be 90 days from the date of opening of tender.
12. 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.
13. A bidder may visit BHEL office on any working day from 13.04.2022 to 02.05.2022 between 0900 Hrs to 1700 Hrs. Any queries regarding this tender may be clarified from Engineer (Admin) over telephone no. 011-41793301, 01141793215 or at email [anks@bhel.in](mailto:anks@bhel.in).

#### **Pre-Qualification Requirement (PQR):**

1. The bidder has to submit copies of their PAN card and GST Registration certificate.
2. Bidder must have their registered establishment within 6 KM radius from our office address located at BHEL Industry sector, Lodhi road, New Delhi.
3. The bidder has to submit the documentary proof (copy of purchase order and completion certificate) of successfully completed similar job of supply of rubber stamps during the last 2 years ending on 31.03.2022.

**Note: Verified MSE & Start up shall be exempted from the experience criteria mentioned at Sl. No. 3 of PQR.**



## **Procedure for submission of bids**

The bidders must submit their duly completed offers in a sealed envelope (Envelope #1) prominently super-scribed as "Offer for Annual Rate Contract for Rubber stamps at BHEL, Lodhi Road" followed by tender reference and last date for submission of tender.

Inside sealed Envelope #1, two separate sealed envelopes viz. Envelope #2 and Envelope #3 are to contain two parts of the tender "Part-I: Techno-commercial Bid" and "Part-II: Price Bid" respectively. Both the sealed envelopes are to be super-scribed with "Part-I" or "Part-II" whichever is applicable, tender reference and details of the bidder.

### **A. Part-1: Techno-commercial Bid (Envelope #2)**

The techno-commercial bid shall comprise of

1. Copy of Tender Enquiry Document duly signed in blue ink and stamped on each page as token of acceptance of tender conditions.
2. A copy of price bid duly signed and stamped but without the prices.
3. Copy of PAN and GST Registration Certificate duly signed and stamped by the bidder.
4. Copy of Udyam Registration Certificate (in case of bidder is MSME).
5. Copies of Work Orders indicating the duration of contract, Quantum of business done along with certificates of successful completion in support of proof of experience for the jobs/ services executed by the bidders during last 2 years ending on 31.03.2022 as against Sl. No. 3 of Pre-Qualification Criteria. BHEL reserves the right to verify the correctness of the documents submitted against fulfilling the PQR criteria.

All the documents in this envelope should be self-attested by the bidder with required stamp. This envelope should be super-scribed as "**Part-I: Ref. ID/ HRM/ A041/ RS\_ENQ**" followed by **bidder contact details** like address, mobile no., email etc.

The prices should not be mentioned in the price format in this envelope.

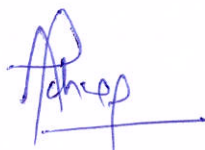
### **B. Part-II: Price Bid (Envelope #3)**

The duly filled price bid in the enclosed "**Price Bid Format**" (Annexure-IV) needs to be in sealed envelope #3. This envelope should be super-scribed as "**Part-II: Ref. ID/ HRM/ A041/ RS\_ENQ**" followed by bidder details.

The offer, completed in all respects, has to positively reach the undersigned before 1500 hours of 04.05.2022 at:

Ankur Khurana  
Engineer (Admin)  
BHEL – Industry Sector  
Integrated Office Complex  
Lodhi Road, New Delhi – 110003

The offers received on or before 1500 hours of 04.05.2022 shall be considered for opening of Techno-commercial bid scheduled at 1500 hours on 04.05.2022 in presence of the bidders who may like to be present. Offers received after specified time of submission shall be liable for rejection.





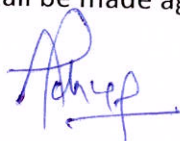
After techno-commercial evaluation of the offers, price bid of the bidders who qualify techno-commercial evaluation shall be opened on a later date in presence of the bidders who may like to be present. The date of opening of price bid shall be intimated to the qualified bidders through email.

**Evaluation criteria:**

1. On the date of opening of tender, only technical bid shall be opened in presence of the bidders who would like to be present.
2. The techno-commercial bids i.e. Part-I submitted by all the bidders will be evaluated first. After techno-commercial evaluation, only the price bids of the bidders who qualify the techno-commercial evaluation will be opened on a subsequent date. The date of opening of price bids shall be intimated to the concerned bidders through email.
3. In the price bid, the bidders are required to quote item wise rate for each type of Rubber Stamps mentioned in Price Bid Format (annexure IV) in the space provided.
4. The ranking of the bidders shall be made on the basis of total amount calculated for two years from the item wise rates quoted by the bidders.
5. In the event of more than one bidder having quoted identical lowest rates and there is a tie amongst the bidders, the respective bidders would be asked to submit their revised rates. This process would continue till the distinct L1 (lowest) rate is arrived.
6. Contract will be awarded to the L1 bidder and final decision of BHEL on evaluation of bidders shall be binding on all the bidders.

**Terms & Conditions of the contract:**

1. **Validity:** The validity of contract will be for 2 years from the date of start of work.
2. **Subletting:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization.
3. **Quantity:** The quantities provided in Price Bid format are tentative in nature which may vary as per requirement. It must be noted that the total quantity mentioned in the price bid format shall not be printed in one go. BHEL reserves the right to increase or decrease the number of stamps.
4. The material shall be supplied strictly in accordance with the specification mentioned in the price format (Annexure-IV).
5. Material supplied if found of inferior quality shall be rejected by BHEL and the same has to be replaced free of cost. No payment shall be made against rejected/defective supply on the same rates, terms & conditions.
6. The quoted value shall remain firm for the above contract period of two years.
7. **Payment Terms:**
  - a) GST enabled Tax invoice raised by the contractor shall be accepted on fortnightly basis and the payment shall be made by NEFT/RTGS within 30 days from the date of submission of the bills.
  - b) No payment shall be made against rejected / defective supply.



- c) No advance payment will be made to the contractor for supply of stamps.
- d) All payment will be subject to deduction of taxes at source as per rules.
- e) Penalty of Rs. 100/- per order will be levied for poor/inferior quality of material supplied
- f) The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.

**8. 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 15 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender. BHEL also reserves the right to terminate the contract at any point of time without assigning any reason thereof.

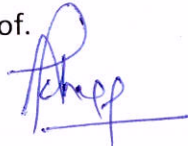
- 9. In case of any dispute, the decision taken by BHEL Management will be final and binding on the contractor.
- 10. No party shall be permitted to tender in BHEL in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the BHEL. Any violation of this condition which comes to the Notice of the BHEL after the work is awarded will entitle the BHEL to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the BHEL on account thereof.

**11. Arbitration:**

- a. In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

- b. In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable - In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be taken up by either party for resolution through AMRCD (clause) as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22.05.2018 and amended thereof.

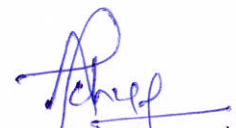




12. **Laws governing the contract:** The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.
13. **Jurisdiction of court:** Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.
14. **Default/ breach of contract, insolvency and risk purchase**
- a. If the Service Provider / Contractor fails to provide the required services as per the Contract and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to / provide services covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the BHEL may be put to incur or sustain by reason of the Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Contractor (Service Provider) and if BHEL so desires, may hire such services and in such manner as it deems appropriate, at the risk and cost of the Contractor (Service Provider) and the Contractor (Service Provider) shall be liable to the BHEL for any excess costs provided that the Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Contractor (Service Provider) shall on no account be entitled to any gain on such services.
- b. Cost of the service made by the BHEL/Service taker at the risk and cost of the contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of services so hired.

Thanking You.

Yours sincerely  
For Bharat Heavy Electricals Limited,

  
(Ankur Khurana) 12/04/2022  
Engineer (Admin)

अंकुर खुराना / ANKUR KHURANA  
अभियंता (प्रशासन) / Engineer (Admin)  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
Bharat Heavy Electricals Limited  
उद्योग क्षेत्र, एकीकृत कार्यालय कॉम्प्लेक्स, लोदी रोड,  
Industry Sector, Integrated Office Complex, Lodhi Road,  
नई दिल्ली-110003 / New Delhi-110003

DETAILS OF BUSINESS

1	Name of the firm	
2	Address for communication	
3	Registered Office, if any:	
4	Telephone No. (Office) (Res) (Mobile) (Fax)	
5	Name of Proprietor/partner	
6	Contact person: Mobile: Email ID:	

Signature and Seal of Authorised Signatory





**ACCEPTANCE LETTER / NO DEVIATION CERTIFICATE**

Notwithstanding anything mentioned in or bid, we hereby accept all terms and conditions of the above tender.

Or


We Hereby accept all terms and conditions of the above tender except the following:

(Give reference to clause Nos. of Terms & Conditions Which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.

Note: Any deviation specified elsewhere in the tender shall not be considered. Deviations may or may not be accepted by BHEL.

Signature and Seal of Authorised Signatory

A handwritten signature in blue ink, appearing to be 'A. Chop', with a horizontal line extending from the end of the signature.

**DECLARATION**

I/We hereby declare that I /we have not been banned or de-listed by any PSU/Government Department /Financial Institute /Court and no case is pending with the police /court against our firm / partner or the company.

Signature and Seal of Authorised Signatory

A handwritten signature in blue ink, appearing to be 'P. Chapp', with a horizontal line extending from the bottom of the signature.

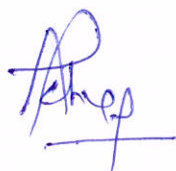


**Price Bid Format**

Sl. no	Description of Stamps	Estimated Quantity (in Nos.) for 2 years	Quoted Rates for Each Stamp (in Rs.)	Amount (in Rs.)
1	Self-Inking Stamps with Turbo Citizen Mould, Foam Rubber inkipad and computerized nylon stamp base Size 57x21 mm (10 Lines, 6.5 pt.)	10		
2	Presto or Equivalent Stamps (Spring System) Size 57x17 mm	180		
3	Presto or Equivalent Stamps (Spring System) Size 37x37 mm	20		
4	Dater Stamp (Standard make/specifications)	20		
5	Round Stamp small Size 33x11 mm (2 Lines, 7.5 pt.)	10		
Total (in Figures) (Exclusive of GST)				
Total (in Words) (Exclusive of GST)				
Applicable percentage of GST				_____ %

**Note:**

1. Please quote the rates and amounts in figures as well as in words for each type of stamp in the given space.
2. Applicable taxes shall be payable extra.



Signature and Seal of Authorised Signatory