



VOLUME-1A	Form No:	<div> PE&SD</div>	BHARAT HEAVY ELECTRICALS LIMITED PROJECT ENGINEERING & SYSTEMS DIVISION		Annexure-A EC/25-26/01	
			TECHNICAL CONDITIONS OF CONTRACT		Rev. No. 00	
			for engaging courier agency for domestic courier services of drawings/documents for a period of 02 years		Page 1 of 5	
<div>COPYRIGHT AND CONFIDENTIAL</div> <div>The information on this document is the property of BHARAT HEAVY ELECTRICALS LIMITED, It must not be used directly or indirectly in any way detrimental to the interest of the company.</div>			<div>TABLE OF CONTENTS</div> <div><div>1. Introduction</div><div>2. Scope of Work</div><div>3. Tentative List of project/customer locations</div><div>4. Price Bid Format</div><div>5. Distance Categories</div><div>6. Packing</div><div>7. Delivery Period</div><div>8. Proof of Delivery</div><div>9. Bid Evaluation Criteria</div><div>10. Price Variation Clause</div><div>11. Penalties</div></div>			
Refer Doc	PROPOSALS		PREPARED	CHECKED	APPROVED	DATE
	PROJECT ENGINEERING & SYSTEMS DIVISION		Sankara Rao Majji	Hari Krishna B	Manoj Kumar J	24.04.25

Form No:	 PE&SD	BHARAT HEAVY ELECTRICALS LIMITED PROJECT ENGINEERING & SYSTEMS DIVISION	Annexure-A EC/25-26/01
		TECHNICAL CONDITIONS OF CONTRACT	Rev. No. 00
		for engaging courier agency for domestic courier services of drawings/documents for a period of 02 years	Page 2 of 5

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1.0 Introduction

PE&SD is one of the units of M/s Bharat Heavy Electricals Limited & is located at Ramachandrapuram of Hyderabad. PE&SD is involved in design and engineering of various diversified projects. As a part of execution of projects, PE&SD need to send hard copies of drawings/documents to various project sites, customer locations which are spread across India.

2.0 Scope of Work


The scope of the work is as follows: -

The bidder shall

- Collect the drawings/documents from PE&SD office (PE&SD Building, BHEL-RC Puram, Hyderabad-502032) based on purchaser's instruction (Document Dispatch Order). "Document Dispatch Order" contains destination location address with contact details of concerned, no. of drawings/documents. "Document Dispatch Order" can be issued by PE&SD office in the form of hard copy/via email/any other communicable mode.
- Pack the drawings for shipping and delivery in intact condition to BHEL project sites, customer locations (tentative List of project sites, customer locations is indicated in Clause 3.0 of this document).
- Deliver the drawings/documents in intact condition to BHEL project sites, customer locations as per the delivery schedule indicated in clause no. 7.0 of this document.
- Submit the proof of delivery.

3.0 Tentative List of project/customer locations


Project Name	State
GAIL Gandhar	Gujarat
ONGC Uran	Maharashtra
ONGC LGC	Maharashtra
Nalco Damanjodi	Odisha
YTPS FGD	Telangana
NTPL FGD	Tamilnadu
Bhusawal FGD	Maharashtra
Kayamkulam	Tamilnadu
Yamuna Nagar	Haryana
Singrauli	Madhya Pradesh
Koderma	Jharkhand
North Karanpura	Jharkhand
Ennore	Tamilnadu
Yadadri	Telangana
Udangudi	Tamilnadu

Form No:	 PE&SD	BHARAT HEAVY ELECTRICALS LIMITED PROJECT ENGINEERING & SYSTEMS DIVISION	Annexure-A EC/25-26/01
		TECHNICAL CONDITIONS OF CONTRACT	Rev. No. 00
		for engaging courier agency for domestic courier services of drawings/documents for a period of 02 years	Page 3 of 5

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Bhadradi	Telangana
Bhusawal	Maharashtra
Sagardighi	West Bengal
Rammam	West Bengal
Panchet	Jharkhand
Korba	Chattishgarh
SAIL TB#5 BOKARO	Chattishgarh
CPP HPCL VAZAG	Andhra Pradesh
KPCL YELAHANKA	Karnataka
FGD-NPGCL- NABINAGAR	Bihar
FGD-BRBL- NABINAGAR	Bihar
SRU -IOCL PARADIP	Odisha
FGD- NORTH CHENNAI	Tamilnadu
JSW 1*250MW	Maharashtra
IOCL Bongaigaon - NG Fuel Conversion for 1no. Fr. 5 GTG	Assam
IEL Jamshedpur 120 MW BTG (Tata-Kalinganagar earlier)	Jharkhand
HPCL-Vizag, 4xFr5 GT Fuel Conversion	Andhra Pradesh
IOCL- Paradip, NG Fuel Conversion in 3 Nos of GTs	Odisha
Adani CNF - Mahan	Madhya Pradesh
Adani CNF-Raigarh	Chattishgarh
Adani CNF - Mirzapur	Uttar Pradesh
Adani CNF - Raipur	Chattishgarh
Adani Kawai Ph-II STPP, 2X800 MW Rajasthan	Rajasthan
Adani Kawai Ph-III STPP, 2X800 MW Rajasthan	Rajasthan
Adani Mahan Ph-III STPP, 2X800 MW Madhya Pradesh	Madhya Pradesh
SAIL Bokaro ESP	Jharkhand
BPCL - Mumbai	Maharashtra
TSGENCO Manuguru FGD (BAP Ranipet Scope transfer)	Telangana
TSGENCO Manuguru FGD FPS	Telangana
NTPC Ramagundam FGD FPS	Telangana
NTPC Kahalgaon FGD FPS	Bihar
Hindalco Lapanga Gas Detectors	Odisha
3X800MW NLCIL Talabira TPP FPS, CNSF, GIP, TIP, BIP	Odisha
Sipat	Chattishgarh
Khurja	Uttar Pradesh
Panki	Uttar Pradesh
Patratu	Jharkhand
Talcher	Odisha

Form No:	 PE&SD	BHARAT HEAVY ELECTRICALS LIMITED PROJECT ENGINEERING & SYSTEMS DIVISION	Annexure-A EC/25-26/01
		TECHNICAL CONDITIONS OF CONTRACT	Rev. No. 00
		for engaging courier agency for domestic courier services of drawings/documents for a period of 02 years	Page 4 of 5

LARA	Chattishgarh
Darlipali	Odisha
Shahpurkandi Ph-1	Punjab
Shahpurkandi Ph-2	Punjab
Chilla	Uttarakhand
Kodayar	Tamilnadu
Kutiyadi	Kerala
Dibang	Arunachal Pradesh

The above list is based on the current business scenario of BHEL. Locations may vary in future.

4.0 Price Bid Format

Attached as Annexure-C

5.0 Distance Categories

Different states/UTs across India are categorized in to following categories:

Distance Category	States/UTs Covered under category
Category-1	Andhra Pradesh, Karnataka, Maharashtra, Telangana
Category-2	Tamil Nadu, Odisha, Chhattisgarh, Madhya Pradesh, Goa, Kerala , Puducherry
Category-3	Delhi, Haryana, Punjab, Rajasthan, Gujarat, UP, Bihar, WB, Jharkhand, Uttarakhand, Chandigarh, Dadra & Nagar Haveli and Daman & Diu
Category-4	Northeast (Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Sikkim), J&K, Ladakh, Himachal Pradesh

6.0 Packing

Bidder shall ensure proper packing of the drawings/documents for transit and delivery in intact condition to BHEL project sites, customer locations. Generally drawings/documents are folded to A4 size.

7.0 Delivery Period

Delivery (From collection of documents/drawings from PE&SD office of BHEL Hyderabad to receipt at destination locations):


Category-1: within 02 days

Category-2: within 03 days

Category-3: within 05 days

Category-4: within 07 days

Note: Bidders shall collect the documents within next working day of PE&SD office (from 09:00Hrs to 16:30Hrs) from the issue of "Document Dispatch Order". Multiple "Document Dispatch Orders" are expected based on the need at any day/week/month across 02 years of validity period. Each request order to be executed separately (bidder shall not wait to combine/club multiple Document Dispatch Orders).

Form No:	 PE&SD	BHARAT HEAVY ELECTRICALS LIMITED PROJECT ENGINEERING & SYSTEMS DIVISION	Annexure-A EC/25-26/01
		TECHNICAL CONDITIONS OF CONTRACT	Rev. No. 00
		for engaging courier agency for domestic courier services of drawings/documents for a period of 02 years	Page 5 of 5

No excuses for hindrance viz. extreme weather condition, non-availability of labor, non-availability of funds etc. will be entertained for not completing the work/services.

8.0 Proof of Delivery

Bidder shall submit the proof of delivery for each dispatch against "Document Dispatch Order".

9.0 Bid Evaluation Criteria

The bid evaluation shall be on Lumpsum L1 basis. Refer price bid format (Annexure-C) for details. Bidder shall quote the Price as per Price Bid Format.

The formula for Price evaluation for decision of L1 will be done as below:

Total Price for Evaluation (P)= (P1+P2+ P3+P4+ P5+P6+ P7+P8+ P9+P10+ P11+P12)

10.0 Price Variation Clause: Not applicable

11.0 Penalties:

For Late Collection of documents:

The documents shall be collected as per Clause 7.0 of this document. In case of any late collection of documents a penalty shall be levied equivalent to 1% per day subject to maximum of 10% of the quantum of that particular consignment.

For Late Delivery of Documents:

a) All documents collected must be delivered as per Clause 7.0 of this document. In case of late delivery, a penalty shall be levied equivalent to 10% of the quantum of billing of the respective late delivered consignment.

For Loss or Damage or Non-Delivery:

a) In respect of any loss or damage or non-delivery of any document, a penalty shall be levied @Rs. 2/- per gram for the Lost/Damaged/Non-Delivered consignment.

12.0 Contract duration: Contract period for the work/services as mentioned in the tender specification shall be two years from the date of letter of award of the work (LOA/WO).

RECORD OF REVISIONS

Rev	Date	Revision Details	Revised By	Checked By	Approved By
00	24.04.25	First issue	Sankara Rao Majji	Hari Krishna B	Manoj Kumar J