

**BHARAT HEAVY ELECTRICALS LIMITED**

(A Government of India Undertaking)

BOILER AUXILIARIES PLANT

Indira Gandhi Industrial Complex

RANIPET – 632 406

PHONE: 04172 -284898

E.MAIL: bvbhaskar@bhel.in

PROCUREMENT OF INDIVIDUAL PACKED GLUCOSE BISCUITS WEIGHING 25 TO 40 GRAMSDuration of Contract: **One Year.**Last Date for Submission of Tender **19/11/2019**Contents of the Tender Document : BHEL: BAP:HR: CT: BIS:2019/003 **DT. 12/11/2019**

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This Document Contains SIX Pages as above.

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HRM: CANTEEN**Tender Notice Ref. No: BHEL: BAP:HR: CT: BIS:2019/003 DT. 12/11/2019****NOTICE INVITING TENDER****Sub: Procurement of Individual Packed Glucose Biscuits weighing 25 to 40 grams-Reg.**

BHEL invites sealed bids through Open Tender under two part bid system from reputed experienced and resourceful vendors. Tenderers can collect the document on all working days from the office of the DGM/HRM, BHEL/BAP/RANIPET-632406.

Please submit your competitive offer for the above subjected as per the conditions given in the rate schedule and tender conditions enclosed along with the tender.

- | | | |
|-----|--|---|
| 01. | Name of the work | : Providing Individual Packed Glucose Biscuit |
| 02. | Duration of contract | : One year |
| 03. | Last Date and Time for receipt of Tender | : 19.11.2019 @ 14.00Hrs |
| 04. | Date and Time of Opening the bid (Techno Commercial Bid) | : 19.11.2019 @ 14.30 hrs. |

Issued To.

**Yours faithfully,
for and on behalf of Bharat Heavy Electricals Ltd.,**

DGM / HRM

- Note:** -
- 1) Tenderer should sign and affix seal in all the pages of this document.
 - 2) The Tender form contains 06 (SIX ONLY) pages
 - 3) Page no.1 to 5 –Techno commercial bid shall be kept in separate cover
 - 4) Page no.6-Price bid shall be kept in separate cover.
 - 5) The above two covers shall be put in a strong single cover.
 - 6) Techno commercial bid will be opened at HRM Department

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1.00 SCOPE OF WORK

- a. To supply good quality individually packed Glucose biscuits, weighing 25 to 40 gms. (net), each packet and deliver the same at BHEL, BAP, RANIPET canteen stores as per quantity and delivery schedule indicated in our purchase order.
- b. As per our present requirement, the biscuit shall be supplied once in a week. between 9.00 AM & 12.00 Noon. The above schedule is only indicative and BHEL has the right to increase the delivery frequency for more than a week. No extra charges will be paid for the increase in delivery schedule.
- c. Scope of the work includes transportation, labour charges for delivery at our canteen as above.
- d. In brief, the vendor shall bring the biscuit and deliver at our canteen.
- e. Approximately 12.500 biscuit packets per week will be required. However, the exact quantity required will be intimated in advance. The quantity is only indicative and may vary.

2.00 TENDER SPECIFICATION

Tenders are invited from manufacturers for the supply of 'individually packed Glucose biscuit' weighing 25 to 40 grams for our canteen. The quotation shall be superscribed '**Tender for Biscuit BHEL:BAP:HR:CT:BIS:2019/003 DT. 12/11/2019**' and addressed to, The Deputy General Manager / HRM, either by Registered Post, Speed Post or Courier or may be deposited in the tender box in the office of HRM Department of BHEL, Ranipet-632406 from 12/11/2019 between 08.00 hrs. and 16.00 hrs (on all working days) and before 19/11/2019, 14:00hrs. No other mode of dispatch will be considered.

3.00 PERIOD OF CONTRACT

The contract shall be for a period of 12 months in the first instance from the date of actual award of the contract. On satisfactory performance, the contract may be extended at the discretion of BHEL for a further period of 12 months at the same rates, terms and conditions of the contract subject to mutual consent.

4.00 RISK PURCHASE CLAUSE

4.01 During the currency of this contract or during its extended period, if the contractor fails to comply with the terms and conditions of this contract, it will entail BHEL to make alternative arrangements for the supply of biscuit packet mentioned under scope of work, through any other agency and the extra cost incurred thereon shall be recoverable from the contractor along with departmental charges for the pending period, during which the service was not rendered. The decision of the management with regard to recoveries referred to shall be final and binding on the contractor.

Signature of the Tenderer with seal

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4.02 During the currency of the contract or its extended period if it is noticed that the contractor failed to keep up any of his obligations, it may be deemed to be breach of contract and BHEL shall have the right to terminate the contract at the risk and cost of the contractor by giving 24 hrs. Notice.

5.00 TERMS AND CONDITIONS

- 5.01 The biscuit shall be of good quality ie. tasty and hygienic.
- 5.02 Only good quality ingredients shall be used for the preparation of biscuit.
- 5.03 Any biscuit packet not found suitable for consumption, in the opinion of the canteen personnel, will be rejected outright and no payment will be made for that particular item.
- 5.04 The supplier shall bring in his own vehicle, crates and labour.
- 5.05 The biscuit packets shall be delivered at BHEL canteen at the cost of the supplier.
- 5.06 The biscuit packets shall be brought with proper delivery Challan in triplicate. The original invoice shall be presented to our security staff at the East gate for inward permission. The biscuit packets will be counted / weighed by BHEL staff in our canteen. Only the quantity received and accepted will qualify for payment.
- 5.07 The rate quoted shall be inclusive of transportation, unloading labour charges, but exclusive of taxes. Rates for the Tender schedule shall be quoted in rupees only.

6.00 RATE EVALUATION METHOD:

The quoted rate will be evaluated on per gram basis for comparison purpose. Maximum Weight per packet, for evaluation will be 40 grams.

7.00 TERMS OF PAYMENT

- 7.01 The supplier shall present the bills in quadruplicate for the supply of the biscuit packets once in a month, to the Officer-in-charge of Canteen./HR, for processing the bills for payment. The bills shall be submitted along with the Delivery Chelan duly signed by the supplier.
- 7.02 Payment will be made for the bills submitted by the contractor after due verification.
- 7.03 Payment will be made against actual quantity supplied ie., number of packets.
- 7.04 Payment will be made within 45 days from the date of receipt of the bill through Account Payee Cheque / EFT at the discretion of BHEL.

8.00 BRANDED PRODUCT

The supplier shall produce a proof of the product or company is Registered under Trade and Merchandise Act 1958 or Trade Marks Act 1999. The biscuit shall be own product of the manufacturer.

Signature of the Tenderer with seal

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9.00 GENERAL CONDITIONS

- 09.01 BHEL's Security / Safety regulations should be observed. To comply with the pollution control norms, the vehicle should carry 'POLLUTION CERTIFICATE' while transporting the goods within BHEL premises.
- 9.02 BHEL shall not be liable for any loss or damage caused to the tenderer, their men, representatives or materials, tools, etc. and BHEL shall not be liable for any compensation to the tenderer and their personnel in any manner whatsoever.
- 9.03 The tenderers are requested to bear in mind the entire operations involved, the conditions prevailing under the contract and satisfy themselves before quoting. The rates will be firm without any escalation during the currency of the contract or its extended period and any request for enhancement of rates will not be entertained in any circumstances.
- 9.04 BHEL will not be responsible for any loss or delay or damage of any document in transit.
- 9.05 Incomplete tenders are liable to be rejected without any obligations or commitment on the part of the BHEL
- 9.06 The tenders will be opened by the undersigned on the given date & time in the presence of those tenderer who may choose to be present.
- 9.07 The tenderer shall sign on all pages and submit the tender document intact without detaching any page or pages filled or unfilled along with these general terms and conditions duly signed and affixed seal on all the pages as token of having accepted the terms and conditions thereof. Any alteration, erasure or over-writing will render the tender invalid.
- 9.08 BHEL reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason what so ever. The company has no obligation to accept the lowest tender. BHEL's decision in this regard shall be final and binding.
- 9.09 The contract agreement shall be executed by the successful tenderer in favour of BHEL after the award of the work at his cost.
- 9.10 The tenderer shall quote the rates in the "Rate Schedule "Under point No. 11.
The weight per packet shall be quoted in the given space and the total rate per packet shall be quoted in figures as well as in words. Any correction shall be counter signed properly.

10.00 VALIDITY OF RATES:

The rates quoted shall be valid for 90 days initially from the date of opening of the tender. The rates of successful bidder shall be valid for one year from the date of commencement of the contract.

11.00 LEGAL JURISDICTION

The agreement shall be subject to Ranipet (Vellore District) jurisdiction.

Signature of the Tenderer with seal

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PARTICULARS TO BE FILLED BY THE TENDERER

1. If supplied through Distributor/Agency
Name of the supplier (In BLOCK Letters) :
2. Address for communication :
3. Contact Telephone Number & Place :
4. Previous experience in this line,
(Please enclose necessary proof
of experience)
5. Bank reference, if any :
6. List of your Present reputed customers:
7. Registration Certificate :
8. PAN No. :
(If Income Tax exempted, please
furnish the exemption certificate)
09. GST Regn. No. :
(Whether availing GST credit system
If exempted furnish exemption
Certificate)

Signature of the Tenderer with seal

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UN-PRICED BID

12.00 Rate Schedule

ITEMS	Wt. in grams per packet	Basic Price per packet (Rs)	Applicable Tax if any (Rs)	Total Price per packet (Basic price + Tax)	
				In Rs.	In Words
Glucose Biscuit	QUOTED	QUOTED	_____ %	QUOTED	QUOTED

Please quote applicable GST above.

Signature of the Tenderer with seal

Tender Notice Ref.No: BHEL: BAP:HR: CT: BIS:2019/003 DT. 12/11/2019

PRICED BID

12.00 Rate Schedule

ITEMS	Wt. in grams per packet	Basic Price per packet (Rs)	Applicable Tax if any (Rs)	Total Price per packet (Basic price + Tax)	
				In Rs.	In Words
Glucose Biscuit					

Signature of the Tenderer with seal