



**BHARAT HEAVY ELECTRICALS LIMITED**  
**BOILER AUXILIARIES PLANT**  
**RANIPET 632 406**  
**HUMAN RESOURCE MANAGEMENT**

**Tender Notice Ref.No: BHEL:BAP:HR:CT:BIS:00 DT.14/05/2016**  
**COMMERCIAL OFFER TENDER FOR SUPPLY OF BISCUIT**  
**(From Page 01 to Page 06)**

**NAME OF WORK: SUPPLY OF BISCUIT**  
**CONTRACT PERIOD : ONE YEAR**

**LAST DATE FOR RECEIPT**  
**OF FILLED UP DOCUMENT : UPTO 15. 00 HRS on 24/05/2016**

**VENUE, DATE & TIME FOR** : **AT 15.30 HRS on 24/05/2016**  
**OPENING OF TENDERS** : **HRM CONFERENCE HALL**

**THE TENDER DOCUMENT SHALL BE SENT TO THE FOLLOWING ADDRESS:**

**DY.MANAGER /HR-WELFARE**  
**HUMAN RESOURCE MANAGEMENT**  
**BHEL/BAP/RANIPET 632 406**

**Note: The envelope containing the Tender Document shall be superscribed with above Tender Notice Ref. & date.**

**Issued to :-**

**Tender Notice Ref.No: BHEL:BAP:HR:CT:BIS:00 DT.14/05/2016**

**1.00 SCOPE OF WORK**

- a. To supply good quality individually packed Glucose biscuit, 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 twice in a week. Viz. Monday, Thursday 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 thrice 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 11,000 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 biscuit' for our canteen. The quotation shall be subscribed '**Tender for Biscuit BHEL:BAP:HR:CT:BIS:00 DT.14/05/2016**' and sent either by Registered Post, Speed Post or Courier or may be deposited in the tender box in the office of HRM Welfare Department of BHEL, Ranipet-632406 from 14/05/2016 to 23/05/2016 between 08.00 hrs and 16.00 hrs (on all working days) and between 8.00 hrs and 15.00 hrs. on 24/05/2016. 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**

**Tender Notice Ref.No: BHEL:BAP:HR:CT:BIS:00 DT.14/05/2016**

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.

**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 Challan 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 only 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**

**Tender Notice Ref.No: BHEL:BAP:HR:CT:BIS:00 DT.14/05/2016****9.00 GENERAL CONDITIONS**

- 9.01 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 24/05/2016 at 15.30 Hours 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.

**Signature of the Tenderer**

**Tender Notice Ref.No: BHEL:BAP:HR:CT:BIS:00 DT.14/05/2016****11.00 Rate Schedule**

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

**12.00 LEGAL JURISDICTION**

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

**Signature of the Tenderer**

**Tender Notice Ref.No: BHEL:BAP:HR:CT:BIS:00 DT.14/05/2016**

**PARTICULARS TO BE FILLED BY THE TENDERER**

1. Name of the Supplier  
(in BLOCK Letters) :
2. Postal Address :
3. Telephone Number if any :  
and 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  
please furnish exemption certificate )
09. VAT / CST Regn. No. :  
(whether availing VAT credit system  
If exempted furnish exemption  
certificate)

**Signature of the Tenderer with seal**