



BHARAT HEAVY ELECTRICALS LIMITED

BOILER AUXILIARIES PLANT

RANIPET - 632 406

Tender Notice Ref.No: BAP:HR:CT:BUN:03

22/03/2019

NAME OF WORK: SUPPLY OF INDIVIDUALLY PACKED BUN

CONTRACT PERIOD : ONE YEAR

LAST DATE & TIME FOR RECEIPT

OF FILLED DOCUMENT : UPTO 10.00 HRS. on 05/04/2019

TENDERS OPENING (BID) TIME & DATE : AT 11.00 HRS. 05/04/2019

VENUE : HRM CONFERENCE HALL

THE TENDER DOCUMENT SHALL BE SENT TO THE FOLLOWING ADDRESS:

**Dy. GENERAL MANAGER/HR
HUMAN RESOURCE MANAGEMENT
BHEL/BAP/RANIPET 632 406**

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

ISSUING OFFICER

Tender Notice Ref. No: BAP:HR: CT: BUN:03 DT. 22/03/2019

1.00 SCOPE OF WORK

1. To supply good quality individually packed bun weighing **50 grams (net)**. In each packet the name of the company, ingredients, net weight, MRP, batch no. date of expiry, FSSAI license no. should be printed and to be delivered at BHEL, BAP, RANIPET canteen stores as per quantity and delivery schedule indicated in the purchase order.
2. As per the present requirement, the bun shall be supplied thrice in a week. Viz. Monday, Wednesday, Friday. 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.
3. Scope of the work includes transportation, labour charges for delivery at our canteen as above.
4. In brief, the vendor shall bring the bun and deliver at the canteen.
5. Approximately 3240 bun 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

One sample empty bun cover with printed details ie., name of the company, ingredients, net weight, MRP, batch no. date of expiry, FSSAI license No., should be enclosed with the tender documents.

Sealed Tenders are invited from manufacturers for the supply of 'individually packed bun' weighing 50 grams each, for canteen. The quotation shall be sent either by Registered Post, Speed Post or Courier from 25/03/2019 to 04/04/2019 between 08.30 hrs. and 16.00 hr. (on all working days) and between 8.30 hrs. and 10.00 hrs. on 05//04/2019. No other mode of dispatch will be considered.

3.00 PERIOD OF CONTRACT

The contract shall be for a period of One Year from the date of Letter of Award of Work.

4.00 RISK PURCHASE CLAUSE

4.01 During the currency of the contract, 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 bun 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.

4.02 During the currency of the contract 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.

Signature of the Tenderer

Tender Notice Ref. No: BAP:HR: CT: BUN:03 DT. 22/03/2019

5.00 TERMS AND CONDITIONS

- 5.01 The bun shall be of good quality i.e. tasty and hygienic.
- 5.02 Only good quality 'essential ingredients' shall be used for the preparation of bun.
- 5.03 Any bun packet found not suitable for consumption, in the opinion of BHEL STAFF, 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 bun packets shall be delivered at BHEL canteen at the cost of the supplier.
- 5.06 The bun packets shall be brought with proper delivery challan in triplicate.
- 5.07 The original challan shall be presented to our security staff at the East gate for inward permission.
- 5.08 The bun packets will be counted / weighed by BHEL staff in our canteen. Only the quantity received and accepted will qualify for payment.
- 5.09 The rate quoted shall be inclusive of transportation and unloading labour charges. Tax if applicable should be quoted in the appropriate column of the Rate Schedule. Rates for the Tender schedule shall be quoted in rupees only.
- 5.10 One sample empty bun cover duly printed details like name of the company, ingredients, net weight, MRP, batch no. date of expiry, FSSAI license No., should be enclosed with the tender documents.

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 bun 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 i.e. number of packets.
- 7.04 Payment will be made within 45 days from the date of receipt of the bill through RTGS / NEFT at the discretion of BHEL.

Signature of the Tenderer

Tender Notice Ref. No: BAP:HR: CT: BUN:03 DT. 22/03/2019

8.00 GENERAL CONDITIONS

- 8.01 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.
- 8.02 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.
- 8.03 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.
- 8.04 BHEL will not be responsible for any loss or delay or damage of any document in transit.
- 8.05 Incomplete tenders are liable to be rejected without any obligations or commitment from BHEL.
- 8.06 The tenders will be opened by concerned Officer in Charge on 05/04/2019 at 11.00 hrs. in the presence of those tenderer who may choose to be present.
- 8.07 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.
- 8.08 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.
- 8.09 The contract agreement shall be executed by the successful tenderer in favour of BHEL after the award of the work at his cost.
- 8.10 The tenderer shall quote the rates in the "Rate Schedule Under point No. 10"
The rate shall be quoted in the given space in figures as well as in words. Any correction shall be Counter signed properly. The rates schedule should be given in a separate cover and attach with tender form.
- 8.11 The bun shall be own product of the manufacturer and shall have sufficient shelf life.

9.00 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: BAP:HR: CT: BUN:03 DT. 22/03/2019

10.00 Rate Schedule

ITEMS	Wt. in gram Per BUN	Basic Price per BUN (Rs)	Applicable % of Tax, if any	Total Price (Basic Price+Tax)	
				Rupees in figure	Rupees In Words
BUN (Individually packed)					

Quote the rate in figure and in words.

11.00 LEGAL JURISDICTION

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

Signature of the Tenderer