



BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI 620014
HRM – CANTEENS

<u>TITLE</u>		Phone : + 91 431 2577005 Fax : +91 431 2520076 E-mail : emil@bhel.in	
Sale of Coconut Shells from BHEL Canteens from 13/08/2018 to 12/08/2020			
Enquiry Ref: BHEL:HRM:CANT:COCONUT SHELLS:TENDER:2018-20:001 dt 20/07/2018		Enquiry Date: 20/07/2018	Due date for submission of Bids : 11/08/2018
You are requested to quote the Enquiry number and due date in all your correspondences.			

**BHEL/TRICHY is looking for vendors for collection of Shells removed from
Coconut at canteens of BHEL from 13/08/2018 to 12/08/2020**

BHEL commercial terms & conditions with Price Bid formats and all annexure can be downloaded from BHEL website <http://bhel.com> or from the Government tender website <http://tenders.gov.in> (public sector units) Bharat Heavy Electricals Limited) under enquiry reference "Ref No: BHE:HRM:CANT:COCONUT SHELLS: TENDER:2018-20:001 Dated 20/07/2018"

Tenders should reach us before 14:00 Hrs on the due date. Price Bid will be opened at 14:30 Hrs on the due date. Tenders would be opened in presence of the tenderers who have submitted their offers and who may like to be present.	Yours Faithfully, For Bharat Heavy Electricals Limited
	 Dy. Manager / HR- Sys & Canteens (P&S) 24 Building, BHEL, Tiruchirappalli – 620014 Phone: 0431 – 2577005 / 7067 Fax: 0431 – 2520076 E-mail: emil@bhel.in

BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI 620014
HRM - CANTEENS
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Ref:BHEL:HRM:CANT:COCONUT SHELLS:TENDER:2018-20:001

Date – 20/07/2018

To

Sir,

**Sub: TENDER FOR COLLECTION OF COCONUT SHELLS FROM BHEL CANTEENS.**

Tender is invited for the collection of Coconut Shell (Approximately 1400 Kgs per month) once in 2 or 3 months from 18,19,24 & 58 Canteens of BHEL from 13/08/2018 to 12/08/2020. Kindly offer your most competitive and **highest rate per Kg** in your letter head neatly typed as per the enclosed model quotation format.

Tender will be in single part bid. The offer should be sent in sealed with wax, super scribed with the **TENDER FOR COCONUT SHELL COLLECTION 2018-20** on the top of the cover and addressed to **The Tender Opening Cell, Room No: 26, Building – 24, Ground Floor, Bharat Heavy Electricals Limited, Trichy-14** thro Registered post/courier/Speed post and also in person.

While sending the quotation, you have to enclose the Demand Draft for the value of Rs. 1850/- drawn in favour of The Secretary, BHEL Factory Canteen payable at The State Bank of India, HE, Kailasapuram Branch (Code No.1363), Trichy –14 towards EMD. Offer without EMD shall not be considered. Also successful tenderer has to provide 5% of the contract amount (Calculated as 1400 Kgs per month) as Security Deposit before award of the contract.

The offer with EMD Rs.1850/- should reach us on or before **11/08/2018 by 14.00 Hrs** and the same will be opened on **11/08/2018 by 14.30 Hrs in the presence of all tenderers who have responded to the tender and opt for witness.**

The terms and conditions for the collection coconut shells are furnished in the attachment. Before quoting you are requested to go through carefully the terms & conditions. BHEL will place the order on H1 offer who have quoted the highest rate per Kg. The rate quoted shall be valid for a period of 2 years from 13/08/2018 to 12/08/2020.

Thanking you,

Yours faithfully,  
For BHARAT HEAVY ELECTRICALS LIMITED,



(B.Emil Richard Singh)  
Dy. Manager/HR-Canteen(P&S) & System

**GENERAL TERMS AND CONDITIONS**

1. Tenderer shall provide Demand Draft for the value of Rs. 1850/- drawn in favour of The Secretary, BHEL Factory Canteen payable at The State Bank of India, HE, Kailasapuram Branch (Code No.1363), Trichy –14 towards EMD along with the Price Bid. Offer without EMD will not be considered.
2. EMD will be returned to the unsuccessful tenderers and EMD will be converted as Security Deposit for the successful bidder. Balance security deposit shall be paid through Demand Draft drawn in favour of The Secretary, BHEL Factory Canteen payable at The State Bank of India, HE, Kailasapuram Branch (Code No.1363), Trichy –14 before award of contract.
3. Contractor have to remit the cost for the collected coconut shells before moving out of BHEL Gate. Amount should be remitted through NEFT and the acknowledgement copy to be given to us for accounting purpose. Bank account details for remitting the amount is given below

NAME OF THE BANK: SBI, Heavy Electricals, Kailasapuram  
ACCOUNT NO: 10891414036  
BENEFICIARY NAME: BHEL FACTORY CANTEEN  
IFS CODE: SBIN0001363

4. Contractor must collect the coconut shells at least once in 2 months at the contractor's cost and should be removed from 18,19, 24 & 58 Canteen premises engaging his own men and conveyance. No collection is permitted on holidays unless otherwise specifically permitted. If contractor fails to collect the coconut shell, Security deposit will be forfeited and the contract will be terminated. **Segregation and/or coir removal are not allowed.**
5. Contractor have to give communication for collection of coconut shells at least 2 days in advance.
6. Rate quoted is exclusive of all Taxes. Tax if any shall be borne by contractor.
7. The coconut shells should be taken out of factory premises only through the Non-Returnable Gate Pass prescribed by BHEL.
8. The Contractor's workmen shall come for collection on or before 09:00 Hrs during the specified timings only and shall immediately leave the premises as soon as they complete the collection. The contractor shall employ healthy and trustworthy persons for collection of coconut shells. No manpower shall be given by BHEL for collection of Coconut shell.
9. The Contractor shall assume full responsibility for the good conduct of his workmen and shall compensate BHEL Canteen for the damage/loss caused by his workmen during the course of collection of the coconut shells. The contractor shall personally instruct his workmen not to stay in the canteen beyond the specified time nor tamper with electrical or other installations or other properties of BHEL Canteen.
10. The Contract awarded should be operated solely by the Contractor and should not be sub-licensed to others or otherwise the Contract shall be terminated forthwith.
11. Any breach or violation of the conditions stipulated by the Secretary/Canteen Managing Committee shall result in the termination of the contract forthwith.

*Signature*

12. BHEL undertakes no responsibility towards the contract workmen employed by the contractor. The contractor shall comply with all statutory requirements regarding employments, minimum wages and other benefits etc.
13. Every time of collecting the coconut shells, the loading should be done in the presence of the Canteen Staff as well as Security Staff and after checking only the same will be taken back in the Container for carrying the coconut shells.
14. After collection of coconut shells the place must be cleaned for further filling.
15. If the person, carrying the coconut shells is caught at the gate by the Security Staff either for carrying the Canteen utensils along with coconut shells or for any theft, the contract will be terminated forthwith and the person involved and the contractor will be liable for criminal proceedings.
16. Any breach or violation of the conditions mentioned above will result in the termination of the contract forthwith.
17. Late tenders will be rejected summarily.
18. All the entries in the tender documents should be in one ink. Erasing and overwriting are not permitted. Cancellations and insertions, if any shall be authenticated by the tenderer by signing affixing his seal. After submitting the tender, the tenderer is not entitled to recall his/its offer of modify the terms and conditions thereof.
19. Bid should be free from correction, overwriting, using corrective fluid, etc. Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection. All overwriting/cutting, etc will be numbered by bid opening officials and announced during bid opening.
20. In case of discrepancy /difference in the rates quoted the rate written in words shall be taken as price quoted.
21. Clarification, if any, before quoting may please be had from The Secretary, Canteen Managing Committee, Canteens, BHEL, Trichy-620014. (Phone No. 0431- / 2577005 / 2577067 & Mobile No. 9486704587 & 9789280824)
22. BHEL reserve the right to negotiate or re-float the tender opened if H1 price is not the acceptable price.
23. If more than one vendor quotes the same rate and becomes H1, BHEL reserve the right to Negotiate / to get the revised price.
24. These general terms and conditions shall be applicable for the bids, however BHEL reserve rights to add, cancel or modify the same at any time without assigning reasons.
25. ARBITRATION: -

Disputes or differences arising from this Tender or in any manner connected therewith shall be subject to the following disputes resolution mechanism:

- a. Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their senior management within 10 days of a dispute arising.
- b. b) If no amicable settlement is arrived at within 30 days, then any party may refer the dispute to sole arbitrator to be nominated by the Head of HR, BHEL, Trichy. The place of arbitration shall be at Trichy. All arbitration proceedings shall be conducted in English in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- c. The arbitration award shall be final and binding upon the parties and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal. All disputes shall be subject to the exclusive jurisdiction of courts at Trichy.

8/12/13

26. All disputes shall be subject to the exclusive jurisdiction of courts at Trichy.

**27. Fraud prevention policy:**

The bidder along with its associate / collaborators / sub-contractors / sub-vendors / consultants / service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.

Fraud Prevention Policy and List of Nodal officers shall be hosted on BHEL Website, Vendor Portals of Units/Regions intranet.

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8.12.13

**FORMATE FOR PRICE BID**  
(Following points to be typed in your letter head)

**THE QUOTED RATE IS APPLICABLE FOR TWO YEARS (13/08/2018 TO 12/08/2020)**

| Sl.No. | Name of the canteens from which the COCONUT SHELLS are to be collected | Highest and competitive <b>Rate per Kg</b> |               |
|--------|------------------------------------------------------------------------|--------------------------------------------|---------------|
|        |                                                                        | RATE IN FIGURES                            | RATE IN WORDS |
| 1.     | 18,19,24 & 58 CANTEENS for TWO YEARS                                   |                                            |               |
|        |                                                                        | Per Kg                                     | Per Kg        |

I agree to abide by the enclosed General Terms and conditions attached to the tender document.

Also the amount of Rs. 1850/- as "Demand Draft" for EMD is enclosed as below:

**DD NO:**

**DATED:**

**Bankers Name:**

Signature of the tenderer with seal

Address of the tenderer :

Phone No

Mobile No:

*8/2/18*