

Bharat Heavy Electricals Limited
भारत हैवी इलेक्ट्रिकल्स लिमिटेड



Corporate Administration
कॉर्पोरेट प्रशासन

BHEL HOUSE, ASIAN GAMES VILLAGE COMPLEX
SIRI FORT, NEW DELHI - 110 049

NOTICE INVITING TENDER

FOR

DOMESTIC COURIER SERVICES FOR DELHI AND NCR BASED BHEL OFFICES

Tender No.: AA:GAX:18:DS:104	Dated: 19.07.2018
Time / Date for submission of tender	By 02:00 PM on 30.07.2018
Time / Date for opening of tender	At 03:00 PM on 30.07.2018
Venue for opening of Tender	2 nd Floor, BHEL House, Asian Games Village, Siri Fort, New Delhi - 110 049

FOR & ON BEHALF OF BHEL,


(VIJAY KUMAR)
SR. ENGINEER (HR-GAX)

BHEL HOUSE, SIRI FORT, ASIAN GAMES VILLAGE,
NEW DELHI 110 049, PHONE: 011 66337431

Bharat Heavy Electricals Ltd. (a PSU Company) invites tender for DOMESTIC COURIER SERVICES FOR DELHI AND NCR BASED BHEL OFFICES. Offers are invited in 2 parts for the same as per the Scope of Work mentioned below, subject to acceptance of the enclosed Terms and Conditions. The tender documents may be downloaded from our website www.bhel.com or www.eprocure.gov.in. The offers should reach in the office of the undersigned by 02:00PM on or before the Due Date i.e. 30.07.2018

S No.	Description/ Instructions
1	<p>1. DESCRIPTIONS:</p> <p>1.1 Scope of Work as per Clause No. 1.</p> <p>1.2 Pre – Qualifying Criteria as per Clause No. 2.</p> <p>1.3 General Terms and Conditions of Contract as per Clause No. 3.</p> <p>1.4 Special Terms & Conditions as per Clause No. 4.</p> <p>1.5 Contract Law, Notice and Arbitration as per clause No. 5.</p> <p>1.6 Procedure for Submission of Sealed Tenders as per Clause No. 6.</p> <p>1.11 Un - Price Bid Format as per Annexure-A.</p> <p>1.12 Declaration as per Annexure-B.</p> <p>1.13 Acceptance Letter/ Deviation Certificate as per Annexure-C.</p> <p>1.14 Bidder's Details as per Annexure-D.</p> <p>1.15 List of Remote Locations as per Annexure-E.</p> <p>1.16 Security Deposit Bank Guarantee as per Annexure-F.</p> <p>1.17 Price Bid as per Annexure-G</p>
2	<p>2. IMPROTANT INSTRUCTIONS:</p> <p>2.1 Bidder must go through all the above mentioned Annexures before submitting the bid.</p> <p>2.2 Tender Enquiry No. and due date & time must be legibly super scribed on all the envelopes.</p> <p>2.3 Tenders shall be strictly in accordance with the tender specifications. Any deviations shall be listed out separately.</p> <p>2.4 Prices quoted by the bidders will be firm and no escalation for whatsoever reason will be paid to the bidder for execution of the above job.</p> <p>2.5 Price Bids opening/ Participation in Reverse Auction shall be for technically and commercially acceptable parties only.</p> <p>2.6 Tender should be submitted along with covering letter of the bidder and duly signed on each & every page of the tender document, technical specifications and price bid by authorized signatory.</p> <p>2.7 The bidder will be responsible for the quality of the work/services during the entire period of rate contract.</p> <p>2.8 If it is found that bidder has provided any false information/ documents at any stage, the same will lead to disqualification of the bidder/ termination of contract and the bidder/ contractor will be blacklisted by BHEL as per BHEL rules</p>

1. SCOPE OF WORK

- 1.1 The documents/parcels/articles/items will be collected from following offices of BHEL-
- a) BHEL House, Asiad, Siri Fort, New Delhi
 - b) Industry Sector, IO at Lodhi Road, New Delhi
 - c) HRDI & PPEI, Sector-16, Noida
 - d) PS - TS, SSBG, PS-HQ at Kribhco Bhawan, Sector-1, Noida
 - e) CQA, CCG, CSR, TBG, HR-SAP etc. at Advant Navis Building, Sector-142, Noida Expressway, Noida
 - f) Any Other office in Delhi/ Noida.
- 1.2 The documents/parcels/articles/items will be collected between 14:00 hrs and 17:00 hrs on all working days, duly weighed, documented and registered in the prescribed POD forms giving complete details such as consignment numbers, date, weight, destination, address etc.
- 1.3 An approximate business of Rs.39 lakhs (Approx.) has been estimated for next two years (i.e. a business of more than Rs. 7,000.00 per working day). However, it is only indicative and may vary to any extent. Parties are requested to quote their rates accordingly.

2. PRE QUALIFYING CRITERIA (PQR)

2.1 EARNEST MONEY DEPOSIT (EMD)

- a) Each bidder has to deposit EMD of **₹ 78,251.00** (Rupees Seventy-Eight Thousand Two Hundred Fifty-one) as a part of subject tender and the same should be in any form of (i) Electronic Fund Transfer credited in BHEL account (before tender opening) (iii) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer).

- b) Tender not accompanied with requisite EMD will not be accepted and shall not be considered for further evaluation.

c) Forfeiture of EMD

EMD by the Bidder will be forfeited as per this NIT conditions, if:

- i) After opening the tender and within the offer validity period, the Bidder revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- ii) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.

EMD by the Bidder shall be withheld in case any action on the Bidder is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.

- d) EMD given by all unsuccessful Bidders shall be refunded normally within fifteen days of award of work.
- e) EMD shall not carry any interest.
- f) EMD of successful Bidder will be retained as part of Security Deposit if they submit security deposit within the period as per LOI/ Contract.

- 2.2 Average Annual financial turnover during the last 3 years, ending 31st March 2017 of the previous financial year, should be at least **₹ 5,86,885.00** (Rupees Five Lakh Eighty-Six Thousand Eight Hundred Eighty-Five only)

- 2.3 The bidder should have PAN (Permanent Account number) and GSTIN (Submit copy of each).

2.4 The experience of having successfully completed similar Job/ services ((Similar Works means “**the work of Courier Services in India**”) during last 7 years ending on 30.06.2018 should be either of the following-

a) Three similar completed jobs/ services with annual contract value per year not less than **₹7,82,513.00** each.

Or

b) Two similar completed jobs/ services with annual contract value per year not less than **₹9,78,142.00** each.

Or

c) One similar completed jobs/ services with annual contract value per year not less than **₹15,65,027.00** each.

2.5 The Bidders should have their own computerized/ Web based Consignment tracking system.

2.6 Bidders should have sufficient infrastructure to cater courier service to remote locations as per ANNEXURE-E. (List of Location should be Compiled, signed and stamped)

2.7 DOCUMENTS REQUIRED IN SUPPORT OF PRE-QUALIFYING REQUIREMENT (PQR)

- a) EMD of **₹ 78,251.00** (Rupees Seventy-Eight Thousand Two Hundred Fifty-one).
- b) Complete tender document in all respects duly signed & stamped on every page by the authorized signatory of the bidder as a token of acceptance of the terms and conditions of tender.
- c) Audited copy of Balance Sheet and profits & loss of last three year, stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.
- d) Copy of acknowledgements of IT return of last three financial years FY, 2014-15, 2015-16 and 2016-17 (AY 2015-16, 2016-17 & 2017-18).
- e) Copies of Work Orders/ award letters along with certificates of successful completion of the similar job executed by the bidder during last 7 years ending on 30.06.2018 as a supporting document against Clause No. 2.4 of PQR. BHEL reserves the right to cross check the documents from the issuing department. The certificate of successful completion should also contain the details of work order, duration of the contract, quantum of business done and its satisfactory completion.
- f) Bidder shall provide experience certificate for executing similar job/ services in remote locations during last 7 year ending on 30.06.2018 as a token of proof that they are able to provide courier services to all various remote locations attached as per Annexure-E.
- g) The bidder should submit the network details available across the country as support of having computerized/ Web based Tracking system.
- h) Copy of the PAN card and GST Registration No.
- i) The Bidder must submit a declaration as per Annexure-B that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- j) No deviation certificate as per Annexure-C must be signed and stamped.
- k) Bidder must submit the bidder's details as per Annexure-D.

- i) The parties should give an undertaking to ensure for delivery of documents/parcels/articles/items within 24hrs in Delhi and NCR, within 48hrs in Metro / Capital cities/ Major cities and within 96hrs to other locations of the country after collection from respective offices.

3. GENERAL TERMS AND CONDITIONS

- 3.1 The rates should be quoted in the Price bid format enclosed at Annexure-G.
- 3.2 **Validity of offer:** The offer shall remain valid for 90 days from the date of opening of Part-I Bid & 60 days from the date of Price Bid opening / Date of Reverse Auction, whichever is later. In case Bharat Heavy Electricals Limited calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the bidders.
- 3.3 **Validity of contract:** The rate contract shall be applicable for a period of 2 years **(Two years) w.e.f. date of award of contract/LOI**. This rate contract may be further extended for next three months on the same rates and terms & conditions on mutual consent in writing. The rates shall remain firm during the entire contract period of 2 years.
- 3.4 **Micro and Small Enterprises (MSE)**

Any Bidder falling under MSE category, shall furnish the following details & submit documentary evidence/ Govt. Certificate etc. in support of the same along with their techno-commercial offer.

Type under MSE	SC/ST owned	Others
Micro		
Small		

Note: - If the bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSE category.

- i. MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either Udyog Aadhaar or EM-II certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM-II certificate along with attested copy of a CA certificate, where deemed validity of EM-II certificate of five years has expired applicable for the last audited financial year. Date to be reckoned for determining the deemed validity will be the last date of Bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for this enquiry if the above required documents are not submitted along with offer. If the tender is to be submitted through e-procurement/tendering portal, then the above required documents are to be uploaded on the portal.
- ii. MSEs shall be exempted from payment of earnest money at the time of tender submission. However, there is no exemption of security deposit submission.
- iii. Participating MSEs quoting price within price band of L1+15 % shall be considered for award of complete scope of work by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE. In case of more than one such MSE, MSE with lowest price shall be given the first option to match the L1 price. However, MSEs owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs shall be given the preference for matching the L1 price irrespective of their standing in comparative statement of MSE bidders within price band of L1+15 %.

- 3.5 The bidder should have an instrument of the company's legal existence i.e. Certificate of Incorporation, Partnership Deed, Instrument of Partnership, Proprietor Firm Registration or any other equivalent instrument.
- 3.6 There shall be no objection from you, if sister units of our Company decide to operate on the rate contract finalized against this tender, payments for which will be released by the concerned unit. In this regard, separate orders will be issued by the concerned unit.
- 3.7 Volumetric charges shall be applicable, in case the weight of the box is less and size is bigger and box occupies more space. The formula for calculation of volumetric charges shall be as follows-
- Rates if sent by Air (Per Kg.) = (Length X Width X Height) divided 5000**
- Rates if sent by Surface (Per Kg.) = (Length X Width X Height) divided 6000**
- 3.8 BHEL reserves the right to terminate the contract if the performance or service of the party shall be found to be unsatisfactory by giving one month's notice. In such a case, security deposit may also be forfeited.
- 3.9 No revision of prices shall be entertained after submission of tender. Bids should be free from correction, if any, must be counter-signed. If there is a difference between price quoted in words and figure or there is any other discrepancy in the Price Schedule, higher value(s) will be considered for evaluation and lower values will be considered for ordering.
- 3.10 There should be no case or charge under investigation/ enquiry/ trial against the bidder neither agency, nor conviction in a Court of law or suspended/ blacklisted by any organization on any ground.
- 3.11 If any information given in the tender is found to be incorrect at later stage. BHEL reserves the right to reject any or all the bids at any time without assigning any reason whatsoever.
- 3.12 BHEL reserves the right to accept / reject any offer without disclosing any reason.
- 3.13 The offers of the bidders who are on the banned list as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com. Any corrigendum to this tender, if issued by BHEL in future, will be uploaded on the BHEL website (www.bhel.com) and e-procurement portal of government of India (<http://eprocure.gov.in/cppp>).
- 3.14 **EVALUATION CRITERIA:** The criteria of evaluation of techno-commercial bids will be on the basis of documents submitted by the bidders. BHEL may finalize successful tenderer by either opening of sealed price bid or conducting online Reverse Auction. Date of opening of sealed Price Bid / conduction of online Reverse Auction will be intimated, by post or e-mail separately to the Tenderers who qualify in the Techno-Commercial bid. The decision of BHEL will be final in this regard. In case of opening of Price Bid, the order will be placed on over all L-1 bidder. Evaluation of bid will be on total cost to 'BHEL' (i.e. amount mentioned at Note-1 of Price Bid of Annexure-G).
- 3.15 **REVERSE AUCTION:** BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non- acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have



given their acceptance to participate in Reverse Auction will have to necessarily submit online sealed bid in the Reverse Auction. Non-submission of online sealed bid by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue. The Reverse Auction shall be conducted by a Service Provider (empaneled with BHEL) as per the Business Rules and Terms & Conditions.

4. SPECIAL TERMS AND CONDITIONS

4.1 Security deposit cum performance bank guarantee

The bidder must deposit the required amount of security within 15 days from the date of issue of order in any of the following form. The security deposit shall be 10% of the contract value and shall not carry any interest.

- a) Pay order, Demand draft in favor of BHEL
- b) Local cheque of scheduled banks, subject to realization.
- c) Bank Guarantee from scheduled banks/ public financial institutions as prescribed Performa as per **Annexure - I**
- d) 50% Security Deposit should be submitted by the Contractor before the start of the work/ services and the balance 50% security deposit can be recovered from the running bills. No interest will be paid to the Contractor for the amount deposited during the period of agreement.
- e) Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract and the bidder shall be liable to compensate BHEL for any losses incurred by BHEL. BHEL reserves the right to appropriate any part / whole of the amount of the security deposit without prejudice to other claims against this contractor for losses suffered by BHEL due to failures on the part of the contractor due to termination of contract or contractor becoming disqualified because of liquidation / insolvency. The decision of BHEL in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the contractor and the decision shall not be questionable.

Note: The security deposit shall be refunded after 3 months from the date of expiry of the contract.

4.2 TAXES AND DUTIES:

- a) To enable BHEL to avail GST Input tax credit, Contractor(s) shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Payment shall be made to the Contractor(s) only after submission of GST complaint Tax invoice. The successful bidder shall raise GST compliant invoice affixing GSTIN of BHEL's unit availing the services.
- b) BHEL reserves the right to protect its interest against any loss on account of availability of GST credit.
- c) GSTIN of BHEL will be provided to the Contractor(s) along with the work order.
- d) Any new/change in statutory levy as and when made applicable by the Government shall become applicable against documentary evidence.
- e) Payment to the Contractor(s) will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act & GST, as amended from time to time and a certificate to this effect shall be provided to the Contractor(s) by BHEL.

- f) Applicable GST shall also be recoverable from the Contractor(s) in case of LD recovery/penalty on account of breach of terms of contract.

4.3 Payment Terms

- a) Bills shall be submitted on monthly basis to the respective offices (from where the documents are collected) and payment will be made by the same office.
- b) Payment against monthly bill duly supported with 'Proof of Delivery' (POD/ e POD) for each consignment will be made within 30 days from the date of receipt of the bill (Complete in all respect). All applicable statutory recoveries, dues etc. will be affected at source.

4.4 Penalty Clauses-

- a) **For Collection:** The documents/parcels/articles/items will be collected between 14:00 hrs. and 17:00 hrs. on all working days from the respective offices mentioned in clause 1.1. However, in case of any late collection of documents/parcels/articles/items, the same would be considered to be a breach of the obligations and accordingly a penalty being in the nature of liquidated damages equivalent to 10% of the quantum of billing for respective office of that particular day would be levied.
- b) **For Delivery:** All documents/parcels/articles/items collected must be delivered positively within 24 hr. in Delhi and NCR, within 48 hrs in Metro/Capital cities/Major cities and within 96 hrs. to other locations of the country after collection from the respective offices. The maximum duration for delivery indicated above would exclude only Sunday, national holidays/local holidays, any natural calamity, any war like situation, any community strike.

In case of late delivery, the same would be considered to be a breach of the obligations and accordingly, a penalty being in the nature of liquidated damages equivalent to 10% of the quantum of billing of the respective late delivered courier would be levied.

c) **For Loss or Damage or Non Delivery**

- I. In respect of any loss or damage or non-delivery of any document/letter/packet (where no Maximum Retail Price (MRP)) is provided), the same would be considered to be a breach of the obligations and accordingly a penalty being in the nature of liquidated damages of Rs. 1000/- per consignment will be levied.
- II. In respect of any loss or damage or non-delivery of any parcel/packets containing articles/items which have a Maximum Retail Price (MRP)) printed on the article/item, the same would be considered to be a breach of the obligations and accordingly a penalty being in the nature of liquidated damages of Rs. 1000/- per consignment or MRP of that article/item, whichever is higher will be levied

5. CONTRACT LAW, NOTICE AND ARBITRATION

5.1 Arbitration

- a) In the event of any dispute or difference arising out of the execution of the Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL (Purchaser).

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory

modifications or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Department, the following clause shall be applicable-

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

5.2 Laws governing the contract

The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

5.3 Jurisdiction of Court

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

5.4 Default / Breach of Contract, Insolvency and Risk Purchase

- a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider)

and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores / services not so delivered or others of a similar description where stores / services exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

- b) Cost of the purchases made by the Purchaser at the risk and cost of the seller/ contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

6. PROCEDURE FOR SUBMISSION OF SEALED TENDERS

6.1 Bid Submission

Bids shall be submitted latest by 14:00 Hrs on or before the due date (30.07.2018), in two parts as described below, to Sh. Vijay Kumar, Sr. Engineer (HR-GAX), Corporate Administration, BHEL House, Siri Fort, New Delhi-110049.

Tenders shall be accompanied with a covering letter giving index interlinking all the documents enclosed. Incomplete tender in any respect, are liable to be rejected.

The offer is to be submitted in two part bid in sealed covers prominently super scribed the tender number and due date and time as mentioned in the tender enquiry.

a) Part-I: Techno-Commercial Bid

This part shall contain the following documents duly signed and stamped:

- a) Scope of Work, PQR, General Terms & Conditions of the Contract, Special Terms & Conditions of the Contract, EMD, Contract Law, Notice and Arbitration.
- b) Un-priced Bid Format (**Annexure-A**)
- c) Declaration (**Annexure-B**)
- d) Acceptance letter/Deviation certificate - The bidder generally should accept all terms and conditions of the tender unconditionally. Tenders with deviations from terms and conditions are likely to be rejected. (**Annexure-C**)
- e) Bidder's Details (**Annexure-D**)
- f) List of Remote Locations (**Annexure-E**)
- g) Security Deposit/ Bank Guarantee (**Annexure-F**)

Note: All documents as required against the defined PQR at Clause No. 2 above duly **signed and stamped by the Bidder.**

b) PART-II: PRICE BID

Part-II shall contain **Prices only** as per Price Format (**Annexure-G**) and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details and / or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in Part-I only as indicated above.

This part shall be submitted in a **sealed cover / envelope** with bidder's Seal super-scribed with correct Enquiry No., due date of opening and 'Part-II: PRICE BID'. Rates shall be quoted both in words and figures.

Both Part-I & Part-II sealed covers / envelopes should be then put in another master sealed cover / envelope with bidder's seal super-scribed with correct Enquiry No., title of tender and due date of opening.

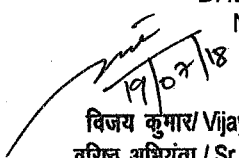
The offer may be sent through post or be deposited in the tender box at 2nd floor in BHEL House, Siri Fort, New Delhi – 110049. For details, you may contact Vijay Kumar, Sr. Engineer (HR-GAX).

IMPORTANT NOTE: No additional documents shall be submitted with Part-I and Part-II bid other than the documents enlisted above for both bids. Ordered / indexed / numbered bids are expected from all the bidders. Additional documents if found any, shall not be considered for evaluation purpose.

6.2 Bid Opening

Part-I (Techno-Commercial Bids) will be opened at 03.00 PM on the due date in the presence of bidders who may like to be present. In case Part-II (Price Bids) opening, the same shall be opened of those bidders only who will be technically & commercially qualified vendors/ parties in Part-I bid. **Date and time of opening of Part-II (Price Bids) shall be communicated separately.**

Bharat Heavy Electricals Ltd
Administration Department
BHEL House, Siri Fort
New Delhi-110 049


विजय कुमार/ Vijay Kumar
वरिष्ठ अभियंता / Sr. Engineer
मा.स-जी.ए.एक्स /HR-GAX

भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
बी.एच.ई.एल हाऊस, सीरी फोर्ट / BHEL House, Siri Fort
नई दिल्ली-110049 / New Delhi-110049

ANNEXURE-A

Subject: Tender for Domestic Courier Services for Delhi and NCR based BHEL offices.

UN-PRICE BID

S No.	Area Category	Description of category	Approx. Weight age (%)	Packets (P) (Nos.)	Unit Rate (R) (Rs.)	Total Rate (PXR) (Rs.)
A	Pan India (Excluding Delhi & NCR)	Documents ≤ 250 gms	13.82%	32123	Q	Q
B	Pan India (Excluding Delhi & NCR)	Documents > 250 gms & ≤ 500 gms	1.03%	2396	Q	Q
C	Pan India (Excluding Delhi & NCR)	Documents > 500gms & ≤2000 gms / For every addl. 500gms	31.71%	73720	Q	Q
D	Delhi & NCR	Documents ≤ 500 gms	4.91%	11427	Q	Q
E	Delhi & NCR	Documents > 500 gms & ≤2000 gms / For every addl. 500gms	2.51%	5828	Q	Q
F	Pan India (Excluding Delhi & NCR)	Non-Documents/ Parcels ≤ 500 gms	0.71%	1654	Q	Q
G	Pan India (Excluding Delhi & NCR)	Non-Documents/ Parcels > 500 gms For every addl 500gms	44.14%	102637	Q	Q
H	Delhi & NCR	Non-Documents/ Parcels ≤ 500gms	0.05%	106	Q	Q
I	Delhi & NCR	Non-Documents/ Parcels > 500 gms For every addl 500gms	1.13%	2618	Q	Q

Note:

1. Evaluation criteria Formula is: **GRAND TOTAL = $\sum[(P) \times (R)]$**
2. Rates should be quoted Exclusive of applicable GST, which shall be **reimbursed on actual against documentary evidence.**
3. The prices should be quoted in the price bid format only. If the prices will be quoted at any other place, then that may be treated as 'NULL & VOID'.
4. All non-document like pen drive, material goods, clothes, samples or anything except documents/papers shall be calculated as non-documents even if weighs 100gms.
5. All documents weighing above 2000 gms shall be treated as non-documents/ parcels.
6. Rates for Documents/ Parcels weighing > 500 gms (0.5 Kg) shall be worked out as under:
Documents/ Parcels weighing n Kg (Here n > 0.5 Kg) = Rate for Documents weighing > 250 gms but ≤ 500 gms (B) / Rate for Documents/ Parcels weighing ≤ 500 gms (D/F/H) + (rounded off n kg to next multiple of 500 grams) (n-0.5)*2 (rate for every additional 500 gms weight of Documents/ Parcels (C/E/G/I)).

Signature
With name, Designation & seal of the firm

Tender Ref. No. AA:GAX:18:DS:104

Date: 19.07.2018

ANNEXURE-B

Subject: Tender for Domestic Courier Services for Delhi and NCR based BHEL offices.

DECLARATION

I/ We hereby declare that I/ we have not been banned or de-listed by any PSU/ Government Department/ Financial Institute/ Court and no case is pending with the police/ court against our firm/ partner or the company.

Signature

With name, Designation & seal of the firm

Tender Ref. No. AA:GAX:18:DS:104

Date: 19.07.2018

ANNEXURE-C

Subject: Tender for Domestic Courier Services for Delhi and NCR based BHEL offices.

ACCEPTANCE LETTER / DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

Or

We hereby accept all terms and conditions of the above tender except the followings:

(Give reference to Clause Nos. of Terms & Conditions which are not acceptable)

1.

2.

3.

Note:

Deviations may or may not be accepted by BHEL.

"I _____ hereby certify that except the deviations mentioned above, we do not have any other deviations to the tender no. _____ dated _____. Deviations if any, mentioned elsewhere in our bid (whether Techno-commercial bid or Price bid) may be treated as null and void by BHEL.

Signature

With name, Designation & seal of the firm

Tender Ref. No. AA:GAX:18:DS:104

Date: 19.07.2018

ANNEXURE-D

Subject: Tender for Domestic Courier Services for Delhi and NCR based BHEL offices.

BIDDER'S DETAILS

Sl. No.	Description	Details
1	Name of the Bidder	
2	Address	
3	Authorized Person's Name	
4	Mobile No. of authorized person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the authorized person	

Signature

With name, Designation & seal of the firm

ANNEXURE-E**Subject:** Tender for Domestic Courier Services for Delhi and NCR based BHEL offices.**LIST OF REMOTE LOCATIONS**

S No.	Site/ City	State
1	ADILABAD	AP
2	KAKATIYA	AP
3	KOTHAGUDEM	AP
4	NAGARAJUNA	AP
5	RAMAGUNADAM	AP
6	RAYALSEEMA	AP
7	SIMHADRI	AP
8	VALLUR	AP
9	VIJAYAWADA	AP
10	VAJESHWARAM	AP
11	VIZAG	AP
12	VISAKHAPATNAM	AP
13	BONGAIGAON	Assam
14	DUBURI	Assam
15	KATHALGURI	Assam
16	KOTHALGURI	Assam
17	BARH	Bihar
18	BEGUSARAI	Bihar
19	BHAGALPUR	Bihar
20	KAHALGAON	Bihar
21	MUZAFFARPUR	Bihar
22	NABINAGAR	Bihar
23	BHILAI	Chhattisgarh
24	JANGIR	Chhattisgarh
25	KORBA (WEST)	Chhattisgarh
26	MARWA	Chhattisgarh
27	RAIGARH	Chhattisgarh
28	RAJNAD GAON	Chhattisgarh
29	SIPAT	Chhattisgarh
30	AMRELI	Gujarat
31	BARODA	Gujarat
32	BHAVNAGAR	Gujarat
33	GANDHINAGAR	Gujarat
34	HAZIRA	Gujarat
35	KUTCH	Gujarat
36	PIPAVAV	Gujarat
37	RAJULA	Gujarat
38	SIKKA	Gujarat
39	SURAT	Gujarat
40	UKAI	Gujarat
41	WANKBORI	Gujarat
42	FARIDABAD	Haryana
43	HISSAR	Haryana
44	JALKHERI	Haryana

45	PANIPAT	Haryana
46	BARAUNI	Jharkhand
47	BOKARO TPP	Jharkhand
48	CHANDRAOURA	Jharkhand
49	JHUMARI TALAIYYA	Jharkhand
50	JOJOBERA	Jharkhand
51	KODERMA	Jharkhand
52	LATEHAR	Jharkhand
53	MAITHON	Jharkhand
54	RAMGAHR	Jharkhand
55	TENUGHAT	Jharkhand
56	BELLARY	Karnataka
57	HUBLI	Karnataka
58	RAICHUR	Karnataka
59	TORANAGULU	Karnataka
60	YERAMARUS	Kerala
61	KAYAMKULAM	Maharashtra
62	AMRAVATI	Maharashtra
63	AMRAVATI TPP	Maharashtra
64	BELA BAGPUR	Maharashtra
65	BHUSAWAL	Maharashtra
66	BULDANA	Maharashtra
67	CHANDRAPUR	Maharashtra
68	DHANU	Maharashtra
69	JALGAON	Maharashtra
70	KHAPERKHEDA	Maharashtra
71	KOLHAPUR	Maharashtra
72	MOUDA	Maharashtra
73	NAGOTHANE	Maharashtra
74	NASIK	Maharashtra
75	PARAS	Maharashtra
76	WARLI	Maharashtra
77	TROMBAY	Maharashtra
78	AMARKANTAK	MP
79	BETUL	MP
80	BINA	MP
81	BIRSINGHPUR	MP
82	JHABUA	MP
83	RIHAND	MP
84	SATPURA	MP
85	SINGRAULI	MP
86	DERANG ANGUL	Orissa
87	JAGAT SINGHPUR	Orissa
88	MALIBRAHAMANI	Orissa
89	PARADIP	Orissa
90	TALCHAR	Orissa
91	BHATINDA	Punjab
92	GOINDWAL	Punjab
93	LEHRA MOHABBAT	Punjab
94	ROPRAR	Punjab
95	TARAN TARAN	Punjab
96	ARAVALI	RAJ
97	BARAN	RAJ
98	BARSINGSAR	RAJ
99	CHHABRA	RAJ
100	DARIBA TPP	RAJ
101	DHOLPUR	RAJ

102	GIRAL	RAJ
103	KOTA	RAJ
104	RAJSMAND	RAJ
105	SURATGARH	RAJ
106	ZAWAR	RAJ
107	KHAMMAM	TELANGANA
108	ENNOR	TN
109	KALPAKKAM	TN
110	NEYVELI	TN
111	NORTH CHENNAI	TN
112	THIRUVALLUR	TN
113	TRICHY	TN
114	TUTICORIN	TN
115	ANPARA-D	UP
116	DADRI	UP
117	HARDUAGANJ	UP
118	LALITPUR	UP
119	PARICHA	UP
120	PRAYAGRAJ	UP
121	UNCHAHAHAR	UP
122	VINDHYACHAL	UP
123	SONEBHADRA	UP
124	JAGDISHPUR	UP
125	BAKRESHWAR	WB
126	BUDGE BUDGE	WB
127	DURGAPUR	WB
128	FARAKKA	WB
129	HALDIA	WB
130	MEJIA	WB
131	RAGHUNATHPUR	WB
132	SAGARDIGHI	WB
133	SANTALDIH	WB

Signature

With name, Designation & seal of the firm

SECURITY DEPOSIT BANK GUARANTEE

This deed of Guarantee made thisday of two thousand and by(Bank) herein after called the " The Guarantor" (which expression shall unless repugnant to the context or meaning thereof be deemed to include it's successors and assigns) in favour of M/s Bharat Heavy Electricals Limited (A Govt. of India Undertaking) a company incorporated under the Companies Act, 1956, having it's registered office at BHEL House , Siri Fort, Asiad, New Delhi- 110049 through it's office complex at Noida, distt, Gautam Budha Nagar (UP) -201301 herein after called " The Company" (which expression shall unless repugnant to the context or meaning thereof by deemed to include it's successors and assigns)

WHEREAS(herein after referred to as the Contractor) have entered into contract arising out of Letter of Intent no. dt.....(herein after referred to as "the contract") for the construction of with the company.

AND WHEREAS the contract inter-alia provides that the contractor shall furnish to the company a sum of Rs.....(Rupees) towards security deposit for due and faithful performance of the contract in the form and manner specified therein .

AND WHEREAS the contractor has approached the Guarantor and in consideration of the arrangement arrived at between the Contractor and the Guarantor, the Guarantor has agreed to give the Guarantee as hereinafter mentioned in favour of the company.

The Guarantor do hereby guarantee to the company the due and faithful performance, observance or discharge of the Contract by the contractor and further unconditionally and irrevocably undertake to pay to the Company without demur and merely on a demand, to the extent of Rs.....(Rupees.....) against any claim by the company on them for any loss , damage, costs, charges and expenses caused to or suffered by the company by reasons of the contractor making any default in the performance, observance or discharge of the terms, conditions, stipulations or undertakings or any of them as contained in the contract.

The decision of the company whether any default has occurred or has been committed by the contractor in the performance, observance or discharge of any of the terms, conditions, stipulations or undertakings or any one of them as contained in the contract and/ or as to the extent of loss, damage, costs, charges and expenses caused to or suffered by the company by reason of the contractor making any default in the performance, observance or discharge of any of the terms, conditions, stipulations or undertakings or any one of them shall be conclusive and binding on the Guarantor irrespective of the fact whether the contractor admits or denies the default or questions the correctness of any demand made by the company in any Court, Tribunal or Arbitration proceedings or before any other Authority.

The company shall have the fullest liberty without affecting in any way the liability of the Guarantor under this Guarantee, from time to time to vary any of the terms and conditions of the contract or extend time of performance by the contractor or to postpone for any time and from time to time any of the powers exercisable by it against the contractor and either enforce or forebear from enforcing any of the terms and conditions governing the contract or securities available to the company and the Guarantor shall not be released from it's liability under these presents by any exercise by the company of the liberty with reference to the matters aforesaid or by reasons of time being given to the contractor or any other forbearance act or commission on the part of the company or any indulgence by the company to the contractor or any other matter or thing whatsoever which under the law relating to sureties would, but for this provision have the effect of so releasing the Guarantor from it's liability under this guarantee.

The Guarantor further agrees that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the contract and it's claim satisfied or discharged and till the company certifies that the terms and conditions of the contract have been fully and properly carried out by the contractor accordingly discharges this Guarantee, subject however, that the company shall have no claim under this Guarantee after..... i.e, (the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time, as the case may be) unless a notice of the claim under this Guarantee has been served on the Guarantor before the expiry of the said period in which case the same shall be enforceable against the Guarantor not withstanding the fact that the same is enforced after the expiry of the said period.

The Guarantor undertakes not to revoke this Guarantee during the period it is in force except with the previous consent of the Company in writing and agrees that any liquidation or winding up or insolvency or dissolution or any change in the constitution of the contractor or the Guarantor shall not discharge the Guarantor's liability hereunder.

It shall not be necessary for the company to proceed against the contractor before proceeding against the Guarantor and the Guarantee herein contained shall be enforceable against them not withstanding any security which the company may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the Guarantor hereunder be outstanding or unrealized.

Notwithstanding anything contained herein before, our liability under the Guarantee is restricted to Rs (Rupees.....). Our guarantee shall remain in force un till....., i.e, (the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time) unless a claim or demand under this guarantee is made against us on or before.....we shall be discharged from our liabilities under this Guarantee thereafter.

Any claim or dispute arising under the terms of this document shall only be enforced or settled in the courts having jurisdictions at New Delhi only.

The Guarantor hereby declares that it has power to execute this guarantee and the executants have full powers to do so on behalf of the Guarantor.

IN WITNESS whereof the(Bank) has hereunto set and subscribed it's hand the day, month and year first, above written,

Signed for and on behalf of the Bank

(Signatory No,.....)

WITNESSES

1. Name and Address

2. Name and Address

Notes:

1. The above BG shall be executed on the non-judicial stamp papers of adequate value procured in the name of the bank in the state where the bank is located.
2. The above BG is required to be sent by the executing bank directly to BHEL at the address where tender is submitted/ accepted under seal cover.

Subject: Tender for Domestic Courier Services for Delhi and NCR based BHEL offices.PRICE BID

S No.	Area Category	Description of category	Approx. Weightage (%)	Packets (P) (Nos.)	Unit Rate (R) (Rs.)	Total Rate (PXR) (Rs.)
A	Pan India (Excluding Delhi & NCR)	Documents ≤ 250 gms	13.82%	32123		
B	Pan India (Excluding Delhi & NCR)	Documents > 250 gms & ≤ 500 gms	1.03%	2396		
C	Pan India (Excluding Delhi & NCR)	Documents > 500gms & ≤2000 gms / For every addl. 500gms	31.71%	73720		
D	Delhi & NCR	Documents ≤ 500 gms	4.91%	11427		
E	Delhi & NCR	Documents > 500 gms & ≤2000 gms / For every addl. 500gms	2.51%	5828		
F	Pan India (Excluding Delhi & NCR)	Non-Documents/ Parcels ≤ 500 gms	0.71%	1654		
G	Pan India (Excluding Delhi & NCR)	Non-Documents/ Parcels > 500 gms For every addl 500gms	44.14%	102637		
H	Delhi & NCR	Non-Documents/ Parcels ≤ 500gms	0.05%	106		
I	Delhi & NCR	Non-Documents/ Parcels > 500 gms For every addl 500gms	1.13%	2618		

Total Rate in Figure Exclusive of applicable GST:Note:

1. Evaluation criteria Formula is: **GRAND TOTAL = Σ[(P)×(R)]**
2. Rates should be quoted Exclusive of applicable GST, which shall be **reimbursed on actual against documentary evidence.**
3. The prices should be quoted in the price bid format only. If the prices will be quoted at any other place, then that may be treated as 'NULL & VOID'.
4. All non-document like pen drive, material goods, clothes, samples or anything except documents/papers shall be calculated as non-documents even if weighs 100gms.
5. All documents weighing above 2000 gms shall be treated as non-documents/ parcels.
6. Rates for Documents/ Parcels weighing > 500 gms (0.5 Kg) shall be worked out as under:
Documents/ Parcels weighing n Kg (Here n > 0.5 Kg) = Rate for Documents weighing > 250 gms but ≤ 500 gms (B) / Rate for Documents/ Parcels weighing ≤ 500 gms (D/F/H) + (rounded off 'n' kg to next multiple of 500 grams) (n-0.5)*2 (rate for every additional 500 gms weight of Documents/ Parcels (C/E/G/I)).

Signature
With name, Designation & seal of the firm