



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Ltd.

सम्पदा कार्यालय, सेक्टर- 17, नोएडा, उत्तर प्रदेश, भारत

BHEL Township: Estate Office, Sector-17, Noida-201 301 (UP) INDIA

फोन (कार्यालय): / Tel (Office): 0120-3070956

Tender Document

NIT NO. 33:AA: NOI: ADMN.:CS:112:2017-18 Dated:13.11.2016

Last date of submission of sealed bid at our office: 15.11.2016 at 15:00 hrs.

Time of opening of sealed bid: 15.11.2016 at 15:30 hrs.

To,
M/s. S. S. Enterprises,
25/106, G. T. Road,
Dadri, Gautam Budh Nagar.

Sub.: Point to Point Courier Services from Estate Office, BHEL Township, Sector-17, Noida to different BHEL Offices, LIC Offices, Post Offices, Insurance Offices & different banks etc.

Dear Sir,

We are pleased to invite the most competitive offer for Point to Point Courier Services from Estate Office, BHEL Township, Sector-17, Noida to different BHEL Offices, LIC Offices, Post Offices, Insurance Offices & different banks etc. as detailed below:

Price Format

Sl. No.	DESCRIPTION	Charges per month inclusive of all but excluding taxes. (in Rs)	Taxes, if any (Rs with %)	Amount payable per month inclusive of all including taxes etc.
1	Point to Point Courier Services from Estate Office, BHEL Township, Sector-17, Noida to different BHEL Offices at Delhi (i.e. Corporate Office at Sirifort, Office at Lodhi Road and 5 Sansad Marg), Noida (PSNR- Sec 16A, Kribhco Bhawan – Sec 1), Noida Extension (i.e. ADVANT Navis Business Tower at Sec-142), LIC Offices, Post Offices, Insurance Offices, different banks, Noida Authority and Distt. Administrative Offices on daily basis on all working days.			
Total amount for Ten Months (i.e. amount at Sl. No. 1 X 10) (₹)				

Amount Payable per month (in words) _____

Omender
ओमेन्डर सिंह
वरि. अभियंता (म. स. -टीएएस)
Omender Singh
Sr. Engineer (HR-TAX)
भारत भारी इलेक्ट्रिकल्स लि., सम्पदा कार्यालय, सेक्टर-17, नोएडा
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida

Terms & Conditions:

1. The quoted rates shall be inclusive of all taxes, cartage etc. complete.
2. The validity of above quoted rates shall be of 30 days.
3. Tender document should be submitted in sealed envelope super-scribing NIT No., date & due date.
4. The staff deployed for providing point to point courier services will obey all reasonable orders given by the officer authorized by the company. Bidder will be liable to change the staff, if desired by BHEL representative.
5. The contract period shall be for **Ten Months** only.
6. The bidder shall be responsible for the conduct & behavior of the staff providing courier services. In case of any untoward incident, the bidder shall be intimated in writing of the same and corrective action shall be taken by him at the earliest.
7. The contract can be terminated by giving one month's notice from either side.
8. Mobile phone is essential for staff providing point to point courier service to Estate office.
9. Contractor shall have full and exclusive liability for the wages, VDA, allowances, PF, ESI and Bonus etc. for the staff deployed.

10. Taxes and Duties:

- a) To enable BHEL to avail GST Input tax credit, contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit in the name of BHEL.
- b) The contractor has to submit their GST registration certificate to BHEL within 30 days from the acceptance of work order. GSTIN of BHEL will be provided to the contractor by respective office of BHEL within 30 days from the placement of work order.
- c) Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.
- d) Payment to the contractor 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 and GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.
- e) Contractor shall issue GST compliant invoice in the name of BHEL.
- f) Payment shall be made to contractor only after submission of GST complaint Tax invoice as mentioned above and other relevant documents. However, to protect BHEL's interest for GST input tax credit, GST portion amount along with notional interest on GST credit for 2 months' period (presently rate of interest is @ 24%) shall be withheld and the same shall be released only after confirmation from GST website/portal that such invoice has been declared in GSTR-1 return filed by contractor within the stipulated time for the relevant period and tax amount thereon has been paid by contractor to Govt. within the stipulated time period as per GST Law.
- g) In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL due to delay in filing of GSTR-1 Return or delay in/nonpayment of tax to Govt. by contractor or for any other reasons not attributable to BHEL, in such case any financial implication on BHEL on account of delay/loss/recovery from BHEL of such GST Credit along with interest levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from the contractor's bill and/or adjusted against GST amount not paid as indicated under (f) above.

- h) Irrespective of refund of GST Credit and interest thereon to BHEL by GST portal upon subsequent declaration of such invoice by contractor in his GSTR-1 for any period after due date of such return and/or payment of GST thereon by contractor on GST portal, the notional interest for delayed period of GST credit (i.e. delay for the period when GST credit is actually allowed and the period when GST credit should have been allowed had contractor declared such invoice in his GSTR-1 and paid tax thereon in the relevant month as per GST law) shall be recovered from contractor.

11. Payments Terms:

- No advance payment would be made by BHEL. Payment shall be made on monthly basis through NEFT to contractor within 15 days from the date of submission of GST complaint Tax invoice as mentioned above and other relevant documents. However, GST portion amount shall be withheld and the same shall be released only after confirmation from GST website/portal that such invoice has been declared in GSTR-1 return filed by contractor within the stipulated time for the relevant period and tax amount thereon has been paid by contractor to Govt. within the stipulated time period as per GST Law. You shall provide the Bank details along with cancelled cheque for the same.
12. In case of not applicability of GST, bidder must submit the certificate of Non-applicability of GST by Chartered Accountant (CA).
13. You are requested to submit this duly filled tender document in Estate Office, BHEL Township, Sector-17, Noida within the stipulated time.

Thanking you,

For & on behalf of BHEL

(Omender Singh)
Sr. Engineer (HR-TAX)