

Notice Inviting tender

Ref: ID: CP: MAINT: PC: dated 27.12.2010

Sealed Bids are invited for carrying out the following works at BHEL, Industry Sector, New Delhi.

S No.	Description	EMD	Last date of Bid Submission	Date of Technical bid opening
1	Hiring Services of photocopy machine at BHEL Lodhi Road Building (The Invitation to Bid, Qualifying Criteria and Terms and Conditions are as per enclosed annexure)	Rs.25,000/= (Twenty five thousand only)	18.01.2011 up to 14:30	18.01.2011 up to 15:30

A.K.Singh
Dy. Manager-HR
Bharat Heavy Electricals Limited
Lodhi Road
New Delhi-110003
Ph: 011-41793284
Email: aksingh@bhelindustry.com

दूरभाष/Phones:
41793254, 380, 284
तार/Gram:
भेल उद्योग /BHELUDYOG
भेलएक्स/BHELEXP
फैक्स/Fax:
011- 24367749,

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

(भारत सरकार का उपक्रम)

Bharat Heavy Electricals Limited
(A Government of India Undertaking)

Integrated Office Complex, Lodhi Road,
New Delhi-110003 (India)



REF No.ID: CP: MAINT: PC:

Dated – 27.12.2010

M/s

Subject- Annual Rate Contract for Photocopying work at BHEL, Lodhi Road, New Delhi.

You are requested to submit your most competitive offer for the above work as stipulated in Annexure I to III. Please submit your sealed quotation to reach this office latest by 18.01.2011 up to 14.30 pm as per following procedure:

Procedure for submission of Sealed Tenders

The tenderers must submit their tenders as required in two parts in separate sealed envelopes prominently super scribed as “Part-I Technical Bid and Earnest Money Deposit” and “Part-II Price Bid” also indicating on each of the envelope, tender no. and due date and time as mentioned above.

Part-1

Earnest Money Deposit (Cover-1)

EMD for Rs.25,000.00 (Rupees Twenty Five Thousands only) in the form of Demand Draft/Bankers' Pay order in favour of BHEL payable at New Delhi should be enclosed in a sealed cover. The sealed cover should be marked Part-I. Tender No.ID: CP: MAINT: PC: 001 EMD dated _____: Bidder _____ EMD will be forfeited in case the tenderer withdraws his offer before expiry of Bid validity or does not accept award of order and submit Security Deposit, if selected.

The EMD of successful bidder will be adjusted towards security deposit on award of the order.

The Price Bid should not be mentioned in this envelope.

Technical Bid (Cover-II)

The technical bid shall comprise

- 1- The details asked for regarding the qualifying criteria given in the annexure shall be enclosed in Technical Bid.
- 2- Copy of "terms and conditions" duly signed in blue ink and stamped on each page as token of acceptance of tender conditions.
- 3- A copy of price bid with the prices crossed out should also be enclosed

This envelope should be marked

"Part-I: Tender No. ID: CP: MAINT: PC: 001 Technical Bid dated _____:
Bidder _____"

The Prices should not be mentioned in this envelope

Part-II

Price Bid (Cover-III)

1-The price bid in the enclosed PRICE format may be given separately in this cover in line with our specifications, in a sealed cover super-scribed 'PART-II :
Tender No. ID: CP: MAINT: PC: 001: Price Bid dated _____:
Bidder _____

These three separate covers i.e. Cover I, II & III shall together be enclosed in a fourth envelope (Cover-IV) and this sealed cover shall be super scribed with

"Tender no: ID: CP: MAINT: PC: 001, due date of tender 18.01.2011
Bidder _____

2- Evaluation of Bids

Bids shall be evaluated as per the following procedure

- a) The Cover- I with EMD shall be opened and the offer with valid EMD shall only be further evaluated.
- b) The technical Bid will be opened and only those bidders who qualify, their Price Bid will be opened.
- c) The evaluated price will be calculated as below

Total evaluated Bid Price:

2,00,000 copies x A4 single side price	(A)	+
2,00,000 copies x A4 double sides price	(B)	+
2,500 copies x A3 single side price	(C)	+
50 copies x A3 double sides price	(D)	+
1000 books x spiko binding price	(E)	+
200 books x spiral binding price	(F)	+

= Total Evaluated price (A+B+C+D+E+F)

If the total evaluated prices of two Bidders are equal, then the Bidder with lower evaluated price (A +B) will be awarded the order.

If the total evaluated price (A+B) is also same, then the total evaluated price (A+B+E) will be considered.

If the values are still equal then the Committee will decide.

3. Quotations not received in line with above Format are liable to be rejected. Offers without EMD will not be considered for opening. Technical Bid (Part-I) along with EMD shall be opened on **18.01.2011 at 15:30** in presence of tenderers who may be present at that time.

Note:

1. BHEL reserves the right to split up the tender and place orders with more than one tenderers.
2. BHEL reserves the right to increase or decrease the number of photocopy machines to be installed under the contract.

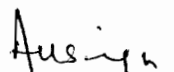
3. BHEL reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
4. Tender/Offer should be valid for a period of 60 days from the date of submission of tender or extended due date.
5. Any clarifications can be sought from the following before 17.01.2011 10:00 hours with prior appointment

A K Singh
Dy. Manager/HR
BHEL, Industry Sector Lodhi Road, New Delhi-110003
Ph. No. -011-41793284

Please refer terms and conditions in the Annexure I, II and Price Format at Annexure III

Thanking you,

Yours faithfully,


(A K Singh)

Dy. Manager/HR
(For Bharat Heavy Electricals Limited)

TERMS AND CONDITIONS

1. Vendor shall be required to install three brand new Digital Photocopy machines of either of makes (Make CANON, RICOH, KONICA MINOLTA, TOSHIBA, XEROX, SHARP, and PANASONIC, MURATEC) at different floors of our office.

Details of machines are given below:

55 cpm Digital Photocopy Machine with Reversible automatic document feeder & Electronic Sorter, capacity upto A3 to A3 copy, reduction and enlargement facility and duplexing.

New Machine year of Make 2010 or latest shall only be accepted.

Nos. of machine shall be increased/decreased by BHEL depending on total load of work with BHEL.

2. On award of contract, the bidder shall be required to install the Brand New Machines and other equipments at our premises within 14 days along-with the documentary proof of newness of the machine/equipments failing which the contract will be liable for termination and the EMD/Security Deposit shall be forfeited.
3. The space and power (220/24V 50 Hz AC) supply will be provided free of charge by BHEL.
4. Maintenance of the machines shall be the complete responsibility of the vendor. All the spares, repairs, consumables etc and services are to be borne by the vendor and nothing extra shall be payable for any reason whatsoever.
5. Insurance and other miscellaneous charges shall be borne by the Vendor and BHEL shall not be held liable for any damage to the machines/consumables of the vendor due to any reason.
6. The rates quoted for each copy and Spico/Spiral binding will be firm for two years inclusive of all taxes & no upward revision whatsoever shall be entertained under any circumstances.

7. The rates quoted shall be inclusive for free collection, set making, compilation spico binding etc. and delivery of materials at the indenter's seat at BHEL office.
8. The rates quoted shall be on all inclusive basis with mill packed photocopy paper 75 gsm, JK Copier/Century/Modi payable for actual quantities accepted. Rates shall be firm for the entire period of contract and no upwards revision will be allowed. Wastage, if any, shall be to vendor account.
9. Only one brand of photocopy paper will be used in any particular job. Use of mixed variety/brand of paper will render the job liable for rejection at vendor's risk and cost.
10. On award of the contract, the successful vendor(s) shall be required to furnish a security deposit within 7 days of award of order.

Security Deposit shall be for Rs. **One Lakh only** and can be deposited by a Demand Draft/ A/C Payee Cheque within one week of placement of order, towards satisfactory execution of order. The security deposit will be refunded back, without interest, on successful completion of order. Security Deposit can also be furnished through recovery @ 10% from running bills. However, in such case at least 50% of SD should be submitted before start of photocopy services and the balance 50% through recovery from running bills.

11. The machine has to be operated by vendor's personnel individually for ensuring output on the machines as per BHEL's requirements.
12. Vendor shall not be allowed to carry out any photocopy job for other customers on machine installed by them in BHEL premises. Further the vendor shall ensure total secrecy of the documents to be photocopied and information shall not be shared with any person/agency under any circumstances.
13. The machine along with the operator shall be in use daily from 0845 hours to 1800 hours on normal days. In case the indenter desires the operator may have to continue to work in late night hours and on

holidays observed by BHEL without any extra cost or financial burden to BHEL.

14. Vendor will not have any right or claim on the premises provided for installation of the machines.
15. Vendor shall indemnify BHEL against any loss, damage, injury etc. to their machines, equipments installed and stationery, consumables, etc. or the manpower deployed in BHEL for the entire period of the contract.
16. Vendor shall indemnify BHEL against any third party claims on any account whatsoever in connection with the photocopy services order, if awarded.
17. The vendor should maintain a minimum inventory of 5 boxes of photocopy paper of 10 reams at any point of time so that there is no interruption of work due to lack of photocopy paper.
18. The order will be valid for an initial period of two years extendable further at the discretion of BHEL. However, in case of non-compliance of any of the terms and conditions or unsatisfactory performance, the contract will be liable for termination by BHEL at one week's notice with no financial repercussions upon BHEL.
19. In case the vendor for any reason is not able to execute the job as per time schedule/required quality, BHEL reserves the right to get the same other at the risk and cost of the vendor and impose the following pre-agreed damages:

Sl. no.	Default	Damages
1-	Non adhering to time schedule Regular work: return same day Bulk job : return within 48 hours (Bulk job shall mean a job comprising more than 1000 pages to be multiplied in more than 8 sets)	15.0% deduction from monthly bill
2-	Non functioning of machine beyond 48 hours, if standby machine of similar capacity is not installed	Rs. 1000.00 per day per machine

These damages shall be over and above the additional cost to be incurred by BHEL for getting the work done from outside.

However, Vendor shall be allowed to get the bulk job done outside BHEL with permission from the indenter.

20. Regular and preventive maintenance shall be the responsibility of the vendor to keep the machine in working conditions at all times. In case of non-functioning of the main machines, standby machine will be provided immediately at no extra cost.

21. The tentative nos. of copies is 4.00 Lacs per month. **However the payments shall be restricted as per the actual quantities accepted only.**

22. Any deviation from the above qualifying criteria after placement of order shall make the offer invalid and EMD shall be forfeited.

23. Confidentiality and Nondisclosure:

BHEL has engaged Vendor and Vendor has accepted this engagement for the purpose of activities to be carried out as per the contract subject to confidentiality obligations set forth below.

As used herein, Confidential Information shall mean and include information now or hereafter owned by, or otherwise within the possession or control of BHEL including, without limitation, patented and unpatented inventions, business and trade secrets, know-how, techniques, data, specifications, blueprints, flow sheets, designs, engineering information, operation criteria and other tangible and intangible information related to the equipment / material. Vendor agrees that they will not use the Confidential Information of the BHEL for any purpose other than the contract.

Except for employees of each described below, Vendor will not at any time without the prior written consent of BHEL publish, disclose or otherwise disseminate, duplicate or use, directly or indirectly, confidential information to or for the benefit of any third party whether or not it relates to a process, product, equipment or apparatus embodied therein.

24. Indemnification by Vendor

The Vendor shall indemnify the Owner against all actions, claims, demands, costs, charges and expenses arising from or incurred by reason

of any infringement or alleged infringement of any kind including infringement of patent, registered design, copyright, or trade mark or trade name protected in any country by the use or possession of any or materials / equipment supplied by the Vendor by any one directly or indirectly employed by him or any damage to life or property of an employee of Owner or Vendor or any third party.

ANNEXURE-II

QUALIFYING CRITERIA AND DOCUMENTS REQUIRED IN TECHNICAL BID

The details mentioned under "Document required" have to be furnished in the Technical Bid

S No.	Description	Criteria	Document required
1	Experience	The bidders should have experience in relevant area of executing similar type of work in PSU, Government Department, or in any other company of repute.	Copies of contract/certificate from clients and contact number of the clients to be furnished.
2	Financial	The bidder should be financially sound and having an average annual turn-over of not less than Rs.12 lakhs in last three completed financial years.	Documentary evidence either in the form of Copy of audited Profit/Loss Account, Self certified copy of Income-Tax Return any other document certified by Chartered Accountant.
3	Tax Registration	Works/Service Tax , PAN registration	Self Certified copy of Valid Works/Service-Tax Registration and PANCARD are to be furnished
4	Technical	Machine details	Brand: Model No. Speed: Make:
5	Technical	Standby Arrangement	To be furnished

ANNEXURE-III

PRICE FORMAT

PHOTOCOPY SERVICE (INCLUDING SPARES, CONSUMABLES, PAPER, OPERATOR SERVICES ETC.)

S No.	Job Description			Rate
1	Single side photocopy on branded 75 gsm White paper make Century/JK/Modi(paper to be provided by you)			
	i)	A4 Size	=	Rs/Paise per copy
	ii)	A3 Size	=	Rs/Paise per copy
2	Back to back photocopy on branded 75 gsm White paper make Century/JK/Modi(paper to be provided by you)			
	i)	A4 Size	=	Rs/Paise per copy
	ii)	A3 Size	=	Rs/Paise per copy
3	a) Spiko Binding of the Photocopy Sets			Rs. per book
	b) Spiral Binding of the Photocopy Sets			Rs. per book
	Complete with 100 Micron Garware/Century/3M transparency cover on top and bottom. (Spico/spiral binding machine, consumables and binding services to be provided in BHEL Lodhi Road premises)			

(Rates will be on all inclusive basis and nothing extra will be payable on any account whatsoever.). The payment shall be made on actual copies basis.

Signature of Bidder _____

Name of Bidder

Rubber stamp of the Bidder

Dated: