



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Human Resource Development Institute



Tender Enquiry Ref.No: MG/HK/PUR/009

Dt. May 27th, 2010

M/s

Tender Submission Date: 15/06/2010 (3.00 PM)

Tender Opening Date : 16/06/2010 (3.00 PM)

Sub: Providing mechanically hand operated Towel Dispensers for HRDI, Noida on rental basis.

Dear Sirs,

Most competitive rates are invited from reputed agencies, meeting the pre-qualifying criteria prescribed hereinafter, for **providing and maintaining mechanically hand operated Towel Dispensers with cotton roll towels** for Human Resource Development Institute at HRD & ESI Building at Noida. You are requested to submit your sealed quotation so as to reach this office on or before 15.06 2010 (3.00 PM) in the manner explained below. Quotations received late are likely to be ignored. Part – I of the Tender will be opened in this office on 16.06.2010 (3.00 PM) in the presence of the representatives of the bidders who may choose to be present.

Sl. No.	Scope of Work/ Services	No. of Dispensers	Commencement of services
1	Providing and maintaining mechanically hand operated Towel Dispensers with cotton roll towels (35 mtr. Length x 23 cm Width) on rental basis for two years as per terms and conditions given hereunder.	6 Nos.	Within two weeks from the date of Award of contract.

Procedure for submission of sealed tenders:

The bidder must submit their tender as required in separate sealed covers prominently superscripted as:

Part-I: Cover – I: Technical Commercial Bid and

Part-II: Cover –II: Price Bid.

Each cover should also indicate the **Tender no., Due date and Time** as mentioned above.

Part – I/ (Cover – I) – Techno Commercial Bid : Please submit all information on Qualifying Requirements as per Annexure – I, No deviation certificate as per

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एच.आर.डी. एवं ई.एस.आई. परिसर, प्लॉट नं. 25, सेक्टर-16 ए, नोएडा -201 301, गोतम बुद्धनगर, यू.पी.

HRD & ESI Complex, Plot no. 25, Sector-16A, NOIDA-201301, Gautam Budh Nagar (U.P)

पंजीकृत कार्यालय: बी.एच.ई.एल. हाउस, सीरी फोर्ट, नई दिल्ली -110 049 Regd.Office:BHEL House, Sirifort, New Delhi-110049



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Annexure – III, duly completed, and the original copy of tender enquiry document duly signed and stamped on each page as token of your acceptance to the tender conditions.

Part – II/ (Cover-II) - Price Bid: Only Price Bid in the prescribed Price Format (Annexure – IV) should be enclosed in Cover-II (duly sealed).

These two separate covers i.e. Cover I & II shall together be enclosed in a third envelope and this sealed cover shall be superscribed with Tender no. Due date and Time and submitted to this office. The Quotation should reach this office at the following address, latest by 1500 hrs on 15.06.2010.

Manager (RB & Purchase)
Bharat Heavy Electricals Limited
Human Resource Development Institute
HRD & ESI Building, Plot No.25, Sector – 16A,
NOIDA – 201301 (U.P.)

Part – I/ Cover – I: Techno Commercial Bid will be opened at 1500 hrs on 16.06.2010 in presence of the representatives of the bidders who choose to be present.
Part – II/ Cover – II: Price Bid of only those bidders who qualify in the techno-commercial bid will be opened later, for which a separate intimation will be sent in due course of time.

(Hemant Kumar)

Manager (RB & Purchase)

- Encl: 1. General Terms and Conditions: Annexure - I
2. Special Conditions of Contract: Annexure – II
3. No Deviation Certificate: Annexure – III
4. Price Format: Annexure – IV.

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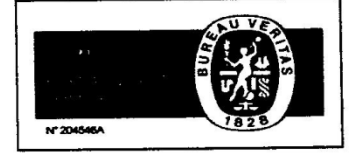
Annexure –I to Tender Enquiry Ref: MG/HK/PUR/009 dated 27/05/2010.

GENERAL TERMS AND CONDITIONS

1. **QUALIFYING CRITERIA:** – Documents to be furnished under Techno Commercial Bid Part-I/ (cover-II):
 1. Copy of Service Tax registration.
 2. Copy of PAN card indicating PAN No.
 3. No deviation certificate as per Annexure – III, duly completed.
 4. Original tender enquiry document duly signed and stamped in token of acceptance of tender conditions.
2. Price to be quoted as in a **separate sealed envelope** superscribing on the envelope **"PRICE BID, Tender no., Due date and Time"** as per **Price Format (Annexure- IV)** in **Part-II/ Cover - IV (Price Bid)**.
3. The quoted rate shall be firm for a period of two years.
4. Price: It is mandatory to comply with all taxes applicable for the required services. Your price should be inclusive of all taxes, duties and levies except service tax. However, the amount towards Service Tax should be indicated separately in the specified place in the Price Performa enclosed as Annexure – IV.
5. Bidders may inspect the premises to assess the quantum of materials required for the entire scope of work/services and quote accordingly. In case of submission of the quotation, it will be presumed that the bidder has understood the entire scope and quoted accordingly. Nothing extra will be payable on any account whatsoever later on.
6. **Evaluation Criteria:** Quotation will be evaluated on the basis of Qualifying Criteria, Suitability of the sample Dispenser and total cost to BHEL (excluding optional items) over two years period. Contract will be awarded to lowest bidder. However, the lowest bidder will be asked to match the lowest rates received for individual optional item against the tender Enquiry.
7. Bidder will be required to furnish **10% of the contract value as security deposit in the form of Demand Draft/ Local Cheque of scheduled banks in favour of BHEL before start of the contract.** The security deposit will be refunded, without interest and after adjustment of any dues from the contractor on successful completion of the contract.
8. BHEL reserves the right to reject any offer at any stage of the tendering process without assigning any reason to the bidder.



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9. If the services of the service provider is not satisfactory BHEL reserves the right to terminate the contract and forfeit the Security Deposit with one week notice period.
10. **Payment Terms:** On receipt of invoice on monthly basis, cheque/NEFT payment will be made within 30 days of receipt of invoice, duly certified by BHEL representative in respect of satisfactory services rendered by the party.
11. Tender/offer should be kept **valid for a period of 90 days** from the date of opening of the tender for placement of order.
12. **Delivery:** The Towel Dispensers to be supplied and installed within the specified delivery period of two weeks (X) from the date of award of contract. However, the maximum acceptable delivery period shall be four weeks (Y). Any offer beyond the 'max. acceptable delivery period' will be rejected. All offers which do not conform to the specified delivery period (X) but are within the max. acceptable delivery period (Y) shall be loaded for the delayed delivery period beyond 'X' @ 0.5% per week or part thereof subject to max. of 10% of the offered value.
13. **Liquidated Damages/ Penalty:** Liquidated damages shall be 0.5% of the order value per week of delay or part thereof, subject to a maximum of 10% of the full order value.

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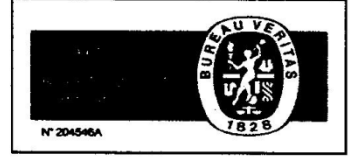
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Annexure –II to Tender Enquiry Ref: MG/HK/PUR/009 dated 27/05/2010.

Special Conditions of the Contract

- (1) Bidder to provide on Rental basis, six numbers mechanically hand operated Towel Dispensers with roller mechanism for two years, including its maintenance ensuring trouble free uninterrupted operation along with cotton towel roll (35 mtr. Length X 23 cm. Width). Scope of supply to include supply of additional seven such refill rolls per Dispenser/month.
- (2) Bidders to provide the following in the Technical Bid (Part-1):
 - (i) Copy of PAN Number in the name of the Company
 - (ii) Copy of Service Tax Registration number
 - (iii) **One number fully operational Towel Dispenser Sample as per Sl. No. 1**
- (3) Sample of the unsuccessful bidders will be returned to the respective bidder after selection and award of the contract to the successful bidder.
- (4) Successful tenderer to furnish Security Deposit @ of 10% of the contract value in the following form before start of work:
 - (i) Pay Order, Demand Order in favour of BHEL.
 - (ii) Local cheques of scheduled banks, subject to realization.
- (5) The used/soiled cotton towel rolls will be taken back by the contractor for replacement with fresh towel rolls for use in the following months. The collection of used towel rolls and supply of fresh towel rolls will be responsibility of the contractor and nothing extra will be payable on this account.
- (6) Successful bidder will have to furnish NEFT details as under, for receiving NEFT credits from BHEL:
 - i. Beneficiary's Name
 - ii. Beneficiary's Bank Name
 - iii. Beneficiary's Bank Address
 - iv. Beneficiary's Bank IFSC Code
 - v. Beneficiary's Bank Account Number
 - vi. 9 (Nine) Digit MCIR Code appearing on the Cheque Book alongwith the copy of a cancelled cheque for verification.

NO DEVIATION CERTIFICATE

(Please Strike off the clause which is not applicable)

1. THIS IS TO CERTIFY THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATION OF YOUR TENDER AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.

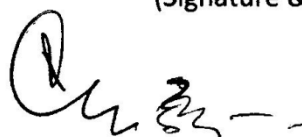
OR

2. WE HAVE NOTICED THE FOLLOWING CONTRADICTIONS/DISCREPANCIES IN/BETWEEN THE TENDER STIPULATIONS

SLNO	SECTION	CLAUSE PARA NO.	DEVIATION	REASON/JUSTIFICATION

Date:

(Signature & Seal of the Company)



PRICE FORMAT

SCOPE OF WORK/ SERVICES

Sl. No.	Item Description	Qty (Nos)	Rate (Rs/ Dispenser/ month)	Monthly Amount (Rs)	Annual Amount (Rs)
01	(a) Rental charges for providing and fixing mechanically hand operated Towel Dispenser with roller mechanism on rental basis for two years including its maintenance ensuring trouble free uninterrupted operation along with cotton towel roll (35 mtr. Length X 23 cm. Width) along with (b) Supply of seven such refill rolls per Dispenser/month	06	In figures (Rs) In words(Rs)	In figures (Rs) In words(Rs)	In figures (Rs) In words(Rs)
	Taxes (%) if any		In figures (Rs) In words(Rs)		In figures (Rs) In words(Rs)
	Total				In figures (Rs) In words(Rs)

Optional Item

SINo	Item Description	Qty (Nos)	Rate (Rs/ Cotton Towel Roll)
02	Supply of additional Cotton Towel Roll (35 Mtr. Length X 23 cm Width)	each	In figures (Rs) In words(Rs)
	Taxes (%) if any		In figures (Rs) In words(Rs)

Date:

Signature & Seal of the Company

