

**BHARAT HEAVY ELECTRICALS LIMITED
BOILER AUXILIARIES PLANT
RANIPET 632 406**

HUMAN RESOURCE MANAGEMENT

CENTRAL MAILING SECTION

OPEN TENDER ENQUIRY

FOR

DOMESTIC COURIER SERVICE

IN BHEL/BAP/RANIPET

ENQUIRY NO. BAP:HR:COURIER-17

DATED 17-03-2017

ISSUED TO:

Last Date for Submission of Sealed Tender 29/04/2017 by 1500 hrs

Date of opening the Tender 29/04/2017 by 1530 hrs

Venue HR Conference hall

BHEL : BAP : RANIPET-632406

.2.

SCOPE OF WORK:

Collection of letters/packages/consignments, etc., from BAP/Ranipet Central Mailing Section and other respective user Departments and dispatch through your courier service to the addressees at various destinations all over India.

CONTRACT PERIOD:

The duration of the contract is for a period of **two years** with effect from the date of issue of Letter of Intent.

2. Delivery Schedule

Nearby Cities including Chennai & Bangalore	Within 24 Hrs.
New Delhi, Mumbai, Kolkatta and Important Cities in South India	Within 24 – 48 Hrs.
Other Prominent Cities in North India	Within 48 – 72 Hrs.
Site Areas	Within 72 – 120 Hrs.

3. EARNEST MONEY DEPOSIT & SECURITY DEPOSIT

EARNEST MONEY DEPOSIT : NIL

SECURITY DEPOSIT

The successful courier agency, before award of the service contract and commencement of the work is required to deposit 5% of the Contract value towards "Security Deposit".

The security deposit may be furnished in any one of the following forms:

- i) Cash (as permissible under the extant Income Tax act)
- ii) Local cheques of Scheduled Banks (subject to realization) Pay order/Demand Draft/Electronic Fund Transfer in favour of BHEL, Ranipet
- iii) Bank Guarantee from Scheduled Banks / public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.

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- iv) Fixed Deposit Receipt issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
- v) Securities available from Indian Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed / hypothecated / pledged, as applicable, in favour of BHEL).

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)

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4.RATE SCHEDULE

Sl.No.	Weight range in grams	Expected monthly Average quantity (Nos.)	Rate per document Rs.	Value in Rs.	Monthly % of Business volume
		DOCUMENT			
01	Up to 100 grams	1500			83.14
02	101-250 grams	130			07.20
03	251-500 grams	80			04.43
04	501-1000 grams	60			03.32
05	For every additional 100 grams beyond 1.00 Kg	34			01.88
	TOTAL	1804			

Present rate of Service Tax & other Taxes if any (%) _____

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NOTE

1. All entries should be in ink only.
2. Correction & overwriting should be avoided. Correction, if any, to be duly signed by the tenderer.
3. Tenderers should affix signature and seal in each and every page of the Tender.
4. Tenderers to quote their rates taking into account the expected volume of business.
5. The expected monthly average quantity mentioned are only tentative. The actual executable quantity may vary depending upon the market and business trend.
6. Ranking will be decided on overall weighted average basis taking into account the rate quoted under each category.
7. Due to administrative reasons, contract will be finalised and awarded as a total package to single party only.
8. The method of calculation for deciding the ranking will be as follows:
 - i) Weighted Average for each category = Unit Rate x Monthly % of Business Vol.:
 - ii) Overall Weighted Average = Total (Weighted Average for each category)

05. Terms & Conditions

1. The duration of the Contract will be for a period of two years with effect from the date of issue of Letter of Intent.
2. The rates quoted shall be firm through out the currency of the contract.
3. The documents / Non-documents collected from BHEL should be securely packed so as to reach the destination in good condition without any damage.
4. The delivery of documents / packages / materials picked up from BHEL will be effected within the agreed time schedule, as above.
5. On demand, case to case basis, courier agency has to provide proof of delivery.
6. Courier Service charges will not be paid to the contractor for delay in delivery beyond the agreed schedule of delivery.
7. Compensation for loss or damage or pilferage of document / Non-documents, if any, will be settled by the courier agency to BHEL as may be fixed by BHEL.
8. The courier agency's representative should be available in BHEL on all working days as required by our Central Mailing Section.

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9. The personnel provided by the courier agency and his personnel should be the employee of their own and not of BHEL. Any dispute between the courier agency and their personnel shall have no bearing on BHEL. No privities of contract of employment shall exists between and the personnel provided by the courier agency.
10. The work should be organized duly observing all security regulations prevalent in BHEL organization.
11. Necessary entry passes for courier representative(s) should be obtained by the agency from our Chief Security Officer as per Rules duly submitting an application with details and stamp size photographs of the individual(s) (3Nos) to the undersigned.
12. The monthly bills based on "Proof of delivery" should be submitted to our Central Mailing Section in duplicate before 7th of succeeding month and payment will be made through EFT within 45 days from the date of receipt of bills.
13. BHEL reserves the right to withdraw/cancel the tender/contract at their discretion without assigning any reason whatsoever.
14. Courier agency is required to submit necessary documentary proof for having remitted the service tax to the authority. After submission of receipt of Service Tax by the contractor, the reimbursement of service tax will be done.
15. L1 bidders will be decided based on the overall rate quoted for documents only.

6.Discrepancy in "word & Figures"

- a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point and the unit price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the sub totals shall prevail and the total shall be corrected: and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
- d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignore

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6. ARBITRATION

All disputes between the parties to the contract, arising out-of or relating to the contract, other than those for which decision of the BHEL or any of its employee is by the contract expressed to be final and conclusive shall after written notice by either party to the contract to the other party be referred to the sole Arbitration of AGM/HR&IC or other Officers of BHEL appointed as Arbitrator, by the AGM/HR&IC of BHEL in his sole discretion.

The venue of Arbitration shall be such a place or places as may be fixed by the Arbitrator in his sole discretion. The award of Arbitrator shall be final, conclusive and binding on both parties to the contract. Language of the arbitration proceedings shall be in English. Subject to the above, Court at Ranipet alone shall have the exclusive jurisdiction.

7. RISK PURCHASE CLAUSE:

If the contractor fails to carry out the specified work as per the contract scope of work within the time, as directed by AGM/HR&IC or his authorized Officials and continues in that stake after a reasonable notice from AGM/HR&IC or his authorized Officials , BHEL reserve the right to have the work done by any means at the Contractor's risk and expenses provided always that in the event of the cost of the work so done (as certified by AGM/HR&IC which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by AGM/HR&IC or the same shall be recovered from the Contractor by other means

Kindly furnish the following particulars:-

1. **Address of your Branch Office/
Franchisee at Ranipet** } _____

2. **Name of the contract person,
Phone Number.** } : _____
3. **State-wise list of "Serviceable Destinations".**

Signature of Tenderer with Stamp

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The duly filled in tender documents should be sent to

MANAGER / HR
ADMINISTRATION SECTION
HRM DEPARTMENT
BHEL : BAP : RANIPET - 632406