



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

**Open tender for rate contract for disposal of
garbage from BHEL House, Siri Fort, New Delhi**



**Bharat Heavy Electricals Limited
BHEL House, Siri Fort, New Delhi-110049
Tel: 011-66337426, Fax: 011-66337428**

Ref: No.AA: GAX: RC:17:001

Dated: 09/01/2017

Last date of submission of tender – 30/01/2017 by 11:30 AM

Due date for opening of tender – 30/01/2017 at 12:00 PM (Noon)

**SUB: Open tender for two years' rate contract for daily disposal
of wet and dry garbage from BHEL House, Siri Fort, New Delhi**

Bharat Heavy Electricals Ltd.(BHEL) is inviting sealed tender in two parts for entering into two-year rate contract for daily disposal of dry & wet garbage from BHEL House, Siri Fort, Khelgaon, New Delhi as per details mentioned further in this NIT. The complete tender enquiry (NIT) with terms and conditions is available on BHEL web site (<http://www.bhel.com>) and CPP portal for downloading. The last date for submission of sealed tender is 30th Jan. 2017 by 11.30 AM. Techno-commercial bids will be opened on the same day at 12 PM at BHEL House, Siri Fort, New Delhi-110049.

"All corrigenda, addenda, amendments, time extension, clarifications etc. to the tender will be hosted on BHEL website (<http://www.bhel.com>) and CPP portal only hence bidders are advised to visit the website(s) regularly to keep themselves updated". For any clarification, please contact Mr. R B Rai, Asst. Engineer, BHEL, Corporate Office, New Delhi. (Ph.-011-66337426, Mob.9560947575 & Fax: 011-66337428, E-mail: rbrai@bhel.in).

Meena Thakran
09/01/2017
(Meena Thakran)
Sr. Engineer (HR-GAX)
Senior Engineer
भारत हेवी इलेक्ट्रिकल्स लिमिटेड
बी.एच.ई. हाउस, सीरि फोर्ट / BHEL House, Siri Fort
नई दिल्ली-110049 / New Delhi - 110049

Corporate Office, BHEL House, Siri Fort, Asiad, New Delhi
Tele No. 011- 66337426 (Phone), 011-66337428 (Fax)

Tender No.AA:GAX:RC:17:001 Date: 9th Jan. 2017
Submission of tender enquiry on - **30/01/2017** by 11:30 AM
Due date for opening of bid on - **30/01/2017** at 12 PM

**SUB: Rate contract for daily disposal of wet and dry garbage from
BHEL House, Siri Fort, New Delhi**

BHEL has issued open tender enquiry in two part for entering into two years' rate contract for daily disposal of both, wet and dry garbage from its office premises at Siri Fort, New Delhi. You are requested to submit your competitive bid in two parts in sealed envelope for the subject work before due date and time.

1.0 PRE-QUALIFYING REQUIREMENTS FOR THE BIDDERS:

- 1.1 The bidders must have their registered office in Delhi/NCR. You must submit documentary evidence in this regard (e.g. Land line bill or electricity bill or any letter issued by Govt. on office address or registration certificate issued by Tax authorities etc.), showing the office name and address which must be within Delhi/NCR only.
- 1.2 The bidder must have minimum annual turnover of Rs.92,160/- for the last three years i.e. FY 2013-14, 2014-15 & 2015-16. Audited balance sheet and Profit & Loss account for above mentioned Fin. Years must be submitted along the bid. If the balance sheet and Profit & Loss account is not audited, a certificate from CA, confirming the turn-over & profit for the financial years, mentioned above is to be produced along the bid.
- 1.3 The bidder should have experience of garbage disposal in any Govt. office/PSUs/Corporate office/Hotels/Banks/Pvt. Company/hospitals in preceding last seven years before Dec 2016. Documentary evidence for the same is to be submitted along the bid as follows:
 - (i) Single Work Order of value not less than Rs.4,91,520/-
 - Or
 - (ii) Two Work Order of value not less than Rs.3,07,200/- each,
 - Or
 - (iii) Three Work Order of value not less than Rs.2,45,760/- each.
- 1.4 The bidder must submit self-certified PAN card copy. PAN card should be in the name of firm/proprietor/company.
- 1.5 The bidder should submit self-attested copy of service tax registration certificate.

- 1.6 The bidder must submit an EMD of Rs.12,288/- along the part-I bid in any of the following forms:
- (a) Cash deposit as permissible under the extant Income Tax Act (before tender opening)
 - (b) 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).

2. TERMS & CONDITIONS OF TENDER:

- 2.1 The tender enquiry No. & due date must be legibly super scribed on the envelope.
- 2.2 Tenders shall be received and opened at BHEL House, Siri Fort, New Delhi on the due date and time as mentioned above in the presence of finance representative and bidders or their authorized representatives who may like to be present.
- 2.3 Tenders shall be strictly in accordance with the tender specifications. Any deviation may lead to rejection of tender.
- 2.4 The offers shall remain valid for 90 days' period from the due date of submission of tenders.
- 2.5 BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
- 2.6 **The complete tender document is available on BHEL web site (www.bhel.com) and CPP portal for download. The bidders are requested to quote in the tender documents only, not on their letter head or any other paper. Tenders received in any other format are liable to be rejected.**
- 2.7 Tender should be submitted along with covering letter of the tenderer and **each page of the tender document must be stamped and duly signed by tenderer.**
- 2.8 **Price quoted by the tenderers will be firm for two years and no escalation on account of labour or fuel or any other reason whatsoever will be paid to the successful tenderer for execution of the above work.**
- 2.9 Price quoted by the tenderers should be inclusive of all taxes and charges etc. as per Govt. rules and regulations however if tax rate is changed during the contract period, it will be effected in the monthly amount for the subject work.
- 2.10 **Evaluation of the tenders will be done on the basis of total cost to company i.e. at Sl. No.4 in price bid. If at any point of time, it is found that there is mismatch/discrepancies in price bid between unit price and total price (which is obtained by multiplying the unit price by quantity), the unit price shall prevail and the total price shall be corrected accordingly, unless in the opinion of the purchaser, there is an obvious misplacement of decimal point in the unit price, in which case the total price as quoted shall govern and unit price corrected accordingly.**
- 2.11 The complete garbage (wet and dry) must be lifted daily (except BHEL holidays) latest by 0830 AM in the morning failing which, no payment at prorata basis for that

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- particular day will be made. Additionally, Rs.300/- per day will be levied as penalty and amount will be deducted from the monthly bill. The garbage must be disposed of at a place specially designated by concerned authorities of Delhi Government. Any dispute arising in this regard or any matter related to subject work will be the sole responsibility of the contractor.
- 2.12 BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
- 2.13 All documents submitted by the tenderer shall be accompanied with a covering letter with index interlinking all the documents.
- 2.14 The successful tenderer will have to deposit a security amount @ 5% of tender value with BHEL after the award of work order but before the start of work. EMD of the successful bidder shall be converted and adjusted towards security amount and balance amount to make up security amount may be recovered in the following form:
- 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
 - 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
 - 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.
- vi) Security amount will be returned to the party without any interest at the expiry of rate contract, only after successful completion of tender. However, if the party fails to execute the work as per tender terms and conditions, his security deposit will be forfeited as per company policy.
- 2.15 The successful bidder will have to make arrangement for gate pass coupons in triplicate and get it signed by the security guard daily while taking out the garbage from Asiad office and the same signed coupons must be attached with the bill.
- 2.16 Wet garbage comprises of all types of waste generated in the kitchen whereas dry garbage comprises of horticulture waste, broken furniture/glass top/electrical fittings and other day to day office waste.
- 2.17 The bidder along with its associate/collaborators/sub-contractors/sub-vendors/consultants/service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL web site; <http://bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

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3. **Payment terms:**

- 3.1 Payment will be made through NEFT after deduction of TDS etc if any, as per relevant tax provisions on monthly basis, only after successfully execution of work throughout the month within 20 days approximately after submission of bill. As per company policy, no advance will be given to bidders.
- 3.2 **Tenderers are requested to go through the scope of work as per tender enquiry, visit the site location and get fully acquainted with the scope of work to get all their doubts, if any, clarified by contact person mentioned in tender enquiry before submitting the offer.**
- 3.3 Work Order will be placed on the lowest bidder for complete scope of work.
- 3.4 **Penalty will be levied by BHEL as per clause No. 2.11 of this tender enquiry on account of delay or no service.**

4.0 **SCOPE OF WORK:**

- 4.1 As per Price Bid Format enclosed at **Annexure-A**

5.0 **Procedure for submission of sealed tenders:**

The offer is to be submitted in sealed envelope. Documents mentioned at Sl. No. (b) to (l) must be kept in one envelope and quoted price bid at Sl. No. (a) in another sealed envelope and now both these documents are to be kept in third sealed envelope. The envelope should be sealed and super-scribed as "Bid for disposal of garbage". **Price should be quoted exactly as per Price Bid Format (Annexure A) and should be kept alone in separate sealed envelope.**

- a) Price bid format given in Annexure-A
- b) No deviation certificate as per Annexure – B
- c) Declaration as per Annexure-C
- d) Personal Details as per Annexure-D
- e) Copy of PAN Card as per clause No.1.4
- f) The complete tender enquiry signed and stamped on each page by tenderer.
- g) A copy of service tax registration certificate is to be submitted.
- h) Work order copies as per clause No.1.3
- i) EMD as per clause No.1.6
- j) Audited balance sheet and profit & loss account as per clause No.1.2
- k) Office address proof as per clause No.1.1
- l) Check list Annexure-E

- 6.0 **Tenders incomplete in any respect are liable to be rejected.** The tender(s) should reach the under signed on or before the due date and time mentioned above. BHEL will not be responsible for delay in receipt of tender(s). The tenders shall be opened on scheduled date and time at BHEL House, Siri Fort, New Delhi. Tenderers may provide their e-mail ID for faster communication in respect of the above.

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Contact person

R B Rai

Assistant Engineer (HR-GAX)

Bharat Heavy Electricals Limited

BHEL House, Siri Fort, New Delhi – 110049.

Phone No.: 011 – 66337426, Mob: 9560947575

Fax: 011 – 66337428 , E-mail: rbrai@bhel.in

For & on behalf of
Bharat Heavy Electricals Ltd.

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09/01/2017

(Meena Thakran)

Sr. Engineer (HR-GAX)

मीना ठाकरा / MEENA THAKRAN
वरिष्ठ अभियंता / Senior Engineer
कॉर्पोरेट प्रशासन / Corporate Administration
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

Enclosures: As above

Price Bid Format

Sl. No.	Items details	Rate per month (Rs.)
1	Daily disposal of dry and wet garbage generated on day to day basis such as dry leaves, horticulture waste, kitchen waste, broken wooden/glass/civil work materials but excluding waste paper from Asiad office	
2	Taxes if any	
3	Any other charges, if any	
4	Total	

Note:

- (i) The evaluation of tender will be done on the basis of overall cost to company (incl. of all taxes and charges) i.e. Sl. No. 04 in Price Bid Format above.
- (ii) The rates quoted must be inclusive of all taxes and charges, if any.
- (iii) The terms and conditions specified by BHEL in the tender enquiry are acceptable to us.
- (iv) There should not be any over-writing in rates.
- (v) Dry garbage does not include waste paper.
- (vi) I have read terms & conditions of tender enquiry and have no doubt about scope of work.

Signature
Name and address of bidder
Contact Number

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Annexure-B

No Deviation Certificate

This is to certify that our bid for garbage disposal from BHEL office, New Delhi has no deviation.

Date:

Authorized signatory

(With sign. & stamp)

Handwritten signature
09/10/2017

DECLARATION

We hereby declare that we have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court . Also We have read and understood all the terms and conditions of this tender enquiry and agree in letter and spirit of tender enquiry.

Date:

Authorized signatory
(With seal)

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Personal Details

Sl. No.	Description	Details
1	Name of the Bidder	
2	Address of the bidder	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Bidder	
8	Website address if any	

Signature & Seal of the Bidder

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CHECK LIST

Sl.No.	Documents attached	Yes/No
1	Sealed Price Bid	
2	No Deviation certificate	
3	Declaration	
4	Signed tender enquiry	
5	Personal details	
6	R C copy	
7	Work order copies	
8	Balance sheet and profit & loss account	
9	Pan card copy	
10	Office address proof	
11	Service tax registration certificate copy	
12	EMD	
13	Check list	

(Signature & Seal of the Bidder)

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