



भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
Bharat Heavy Electricals Limited

Tender for floor polish in  
BHEL House, Siri Fort, New Delhi



Bharat Heavy Electricals Limited  
BHEL House, Siri Fort, New Delhi-110049  
Tel: 011-66337401, Fax: 011-66337428



भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
Bharat Heavy Electricals Limited

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

Ref: No.AA: GAX: MA:17:001  
Dated: 17/02/2017

**Last date of submission of tender – 20/02/2017 by 2:30 PM**  
**Due date for opening of tender – 20/02/2017 at 3:00 PM**

**SUB: Tender for floor polish in**  
**BHEL House, Siri Fort, New Delhi**

Bharat Heavy Electricals Ltd.(BHEL) is inviting sealed tender from intended party for floor polish in BHEL House, Siri Fort, Khelgaon, New Delhi. The complete tender enquiry (NIT) with terms and conditions is available on BHEL web site (<http://www.bhel.com>) and CP portal for downloading. The last date for submission of sealed tender is 20<sup>th</sup> Feb. 2017 by 02.30 PM. Tender will be opened on the same day at 03 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 CP portal only hence, bidders are advised to visit the website(s) regularly to keep themselves updated”. For any clarification, please contact Ms. Meena Thakran, Sr. Engineer, BHEL, Corporate Office, New Delhi. (Ph.-011-66337401, Fax: 011-66337428 & E-mail: meenat@bhel.in).

*Meena Thakran*  
17/2/17

(Meena Thakran)  
Sr. Engineer (HR-GAX)

**Corporate Office, BHEL House, Siri Fort, New Delhi**  
**Tele No. 011- 66337401 (Phone), 011-66337428 (Fax)**

Tender No.AA:GAX:MA:17:001 Date: 17<sup>th</sup> Feb. 2017  
**Submission of tender enquiry on - 20/02/2017 by 1430 hrs**  
**Due date for opening of bid on - 20/02/2017 at 1500 hrs**

**SUB: Tender for floor polish in**  
**BHEL House, Siri Fort, New Delhi**

BHEL is inviting sealed tender from intended party for floor polish in BHEL office at Siri Fort, New Delhi. You are requested to submit your competitive bid in sealed envelope for the subject work before due date and time.

1. **Terms & conditions of tender:**

- 1.1 The tender enquiry No. & due date must be legibly super scribed on the envelope.
- 1.2 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.
- 1.3 Tenders shall be strictly in accordance with the tender specifications. Any deviation may lead to rejection of tender.
- 1.4 The offer shall remain valid for 90 days' period from the due date of submission of tenders.
- 1.5 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.
- 1.6 The complete tender document is available on BHEL web site ([www.bhel.com](http://www.bhel.com)) and CP 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.
- 1.7 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.
- 1.8 Price quoted by the tenderers will be firm till completion of work 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.
- 1.9 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.

*Mishra*

- 1.10 Evaluation of the tenders will be done on the basis of total cost to company i.e. at Sl. No.3 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.
- 1.11 The cleaning work is to be completed on BHEL holidays.
- 1.12 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.
- 1.13 All documents submitted by the tenderer shall be accompanied with a covering letter with index interlinking all the documents.
- 1.14 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.

## 2. **Payment terms:**

- 2.1 Payment will be made through NEFT after deduction of TDS etc if any, as per income tax act after successfully execution of work within 20 days approximately after submission of bill. As per company policy, no advance will be given to bidders.
- 2.2 Tenderer is requested to go through the scope of work as per tender enquiry, visit the site location etc. 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.

## 3.0 **SCOPE OF WORK:**

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

## 4.0 **Procedure for submission of sealed tenders:**

The offer is to be submitted in single sealed envelope. Documents mentioned at Sl. No. (a) to (f) must be kept in a sealed envelope and should be super-scribed as "Bid for floor polish".

- 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) Check list as per Annexure - E
- f) The complete tender enquiry signed and stamped on each page by tenderer.

*M. S. K. S. K.*

**5.0** 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.

**Contact person**

Meena Thakran,  
Sr. Engineer (HR-GAX)  
Bharat Heavy Electricals Limited  
BHEL House, Siri Fort, New Delhi – 110049.  
Phone No.: 011 – 66337401,  
Fax: 011 – 66337428 , E-mail: meenat@bhel.in

For & on behalf of  
Bharat Heavy Electricals Ltd.

*Mthakran*  
*17/02/12*  
(Meena Thakran)  
Sr. Engineer (HR-GAX)

Enclosures: As above

Price Bid Format

Sl. No.	Description	Rate (Rs.)	Amount (Rs.)
1	Floor polish in 03 washrooms		
2	Any other charges incl. taxes if any		
3	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. SI.No. 03 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) I have read terms & conditions of tender enquiry and have no doubt about scope of work.

Signature  
Name and address of bidder  
Contact Number

*M. H. Kishan*

**Annexure-B**

**No Deviation Certificate**

This is to certify that our bid for floor polish in BHEL office, New Delhi has no deviation.

Date:

Authorized signatory

(With sign. & stamp)

*Nthskgn*

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)

*M. H. K. S. K.*

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**

*Mthsk88b*

CHECK LIST

Sl.No.	Documents attached	Yes/No
1	Price Bid Format	
2	No Deviation certificate	
3	Declaration	
4	Signed tender enquiry	
5	Personal details	
6	Check list	

(Signature & Seal of the Bidder)

*Mthskesh*