

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

BHARAT HEAVY ELECTRICALS LIMITED

सम्पदा कार्यालय, सेक्टर-17, नोएडा -201301 (यु.पी.) भारत

Estate Office, Sector-17, Noida-201 301 (UP) INDIA



TENDER DOCUMENT FOR

**Hiring of Tata 407 (17Ft) Vehicle & 15 KVA 3-phase Silent DG Set for
support in Disinfection Services using "BHEL Mister"**

**NIT No. 06:AA:NOI:ADMN.:MISTER:112:2020-21
Dated: 16.06.2020**

CONTENTS

- Notice Inviting Single Tender
- Last date for Submission : 17.06.2020 at 1500 hrs.
- Date for Opening of Tender : 17.06.2020 at 1530 hrs.
- Venue of Opening of Tender: Estate office, BHEL, Township Sec-17, Noida

Contractor's Sign & Seal


वरुण कुमार गर्ग
उप प्रबंधक (भा. सं.-टीएएक्स)
Varun Kumar Garg
Dy. Manager (HR-TAX)
भारत हेवी इलेक्ट्रिकल्स लि., सम्पदा कार्यालय, सेक्टर-17, नोएडा
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Ltd.

सम्पदा कार्यालय, सेक्टर -१७, नोएडा – २०१ ३०१ (उ.प्र.), भारत

BHEL Township: Estate Office, Sector-17, Noida-201301 (UP) INDIA

फोन (का.) / Tel: 3070961, 3070963

TENDER DOCUMENT

To

M/s. Menage Marketing Company

B-283B, Sector-19,

Noida-201301.

Subject: Hiring of Tata 407 (17ft) and 15KVA 3-phase Silent DG Set for support in Disinfection Services by Mister Spray in BHEL Noida office, nearby areas and other Delhi based offices/areas under CSR initiative.

Dear Sir,

We are pleased to invite your most competitive offer for subject Work in BHEL Township, Sector-17, Noida as per following T & C's:

PRICE BID

S. N.	Description of Material	Unit	Per month Rate without GST (Rs.)	GST %age	Per month Rate with GST (Rs)	Amount for 6 months (Rs)
1.	Hiring of Tata 407 (17 Ft.) for support in Disinfection services with running of approx. 80 hours per month	Per month				
2.	Hiring of 15KVA 3-phase silent DG Set with running of approx. 80 hours per month	Per month				
3.	Total Amount (inclusive of all) (Rs.)					
Total in Words:						

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 वरुण कुमार गर्ग
 उपाध्यक्ष (भा. सं.-टीएएक्स)
 Varun Kumar Garg
 Dy. Manager (HR-TAX)
 भारत हेवी इलेक्ट्रिकल्स लि., सम्पदा कार्यालय, सेक्टर-१७, नोएडा
 Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida

A. INSTRUCTIONS FOR TENDERER:

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender documents duly signed by authorized representative of tender and signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/stamping on each page) as a part of their offer. In case of any clarification, bidder may contact this office.
2. No overwriting / correction in tender documents by tenderer shall be allowed. However, if correction is unavoidable, the same must be signed by authorized signatory.
3. Tender must be submitted with envelope should be super scribed with NIT no.
4. BHEL reserves the right to accept or reject the offer without assigning any reason thereof. Also, BHEL shall not entertain any correspondence from bidder in this matter.
5. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, else, BHEL's interpretation shall prevail & shall be binding on the tenderer.
6. Any queries regarding this tender may be clarified from Dy. Manager (HR-TAX) on landline no. 0120-3070961/963 email: varungarg@bhel.in.
7. The tenderer or their representative may attend the opening of bids if he/she desire to do so.
8. In case you are not submitting your offer against this enquiry, we request you to send a regret letter.
9. The NIT No. & due date must be legibly super scribed on the envelope.
10. The total amount quoted should be inclusive of all taxes, duties, freight etc.
11. Late tenders or delayed Tenders (received after Due Date & time) will be rejected.
12. Price quoted shall be valid for 60 days from the date of opening bid.
13. Price shall be quoted as per enclosed 'Price Format' only. Quotations not filled in Price Format are likely to be rejected.
14. The amount should be indicated both in words and figures. All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.

15. DOCUMENTS REQUIRED ALONG WITH TENDER ENQUIRY

- a. Complete tender document in all respects duly signed & stamped on each and every page as a token of acceptance of all the terms and conditions of tender.
- b. Self-attested copies of the **GSTIN Registration No. & PAN No.**
- c. The Bidder must submit a declaration (enclosed at Annexure –A), that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- d. No deviation certificate as per Annexure –B (enclosed) must be signed and stamped.
- e. Bidder must submit the bidder's details in the enclosed format (Annexure-C)

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B. GENERAL TERMS AND CONDITIONS:

1. **EVALUATION CRITERIA:** The order will be placed on your offer subjected to the reasonability of rates. Evaluation of bid will be on total cost to 'BHEL'. Bidder must fill the required fields in the price bid format as per instructions mentioned in each row of the price bid table.
2. If any information/documents submitted by the contractor are found false/fake at any stage, the tender will be cancelled.
3. **CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:
4. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BHEL 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 shall be corrected.
5. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
6. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
7. If any bidder does not accept the correction of errors, their bids will be disqualified.

C. PAYMENT TERMS & TAXES/DUTIES:

1. No advance payment or the payment for mobilization of work will be made to the contractor.
2. Running bills payment (If demanded by contractor) against the work/service provided shall be made to the contractor. However only one running bill will be accepted in a month.
3. The payment of final bill will be made only after obtaining certificate of satisfactory completion of the by the Engineer-in-Charge, clearance of the site & clearance of all the liabilities on contractor's part. No claim will be entertained after signing the final bill.
4. Running of vehicle shall be recorded in log book (LB) maintained by the Engineer-in- Charge. These entries will be counter-signed by the contractor.
5. Running of DG Set shall also be recorded in a Logbook.
6. Bills raised by the Contractor shall be certified by the official in-charge of BHEL and the payments will be made against running/final bill excluding GST & notional interest thereon, within 30 days by NEFT/RTGS from the date of receipt of in discrepant bill subject to conditions mentioned below.
7. The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
8. No payment shall be made for the work/service done without the permission of Engineer-in-Charge.
9. The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.

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10. All payment will be subject to deduction of taxes at source as per rules.
11. GST will be payable after submission of GST compliant tax invoices on which BHEL may claim GST credit as per GST law/ rules.
12. The bidder must quote his rates considering benefits of GST including Input Tax credit in the quoted price.
13. Contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit in the name of respective BHEL Unit/Office/Region as instructed by BHEL.
14. The contractor has to submit their GST registration certificate to respective BHEL Unit/Office/Region. GSTIN of BHEL will be provided to the contractor by respective office of BHEL.
15. Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.
16. Payment to the contractor will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act and GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.
17. Contractor shall have to ensure compliance under GST law for time being force and in case any loss occurs to BHEL due to non-compliance, it shall be to contractor's account.
18. Taxes/Duties/Toll (except GST) i.e. state tax/Municipal tax/parking etc. shall be paid by contractor.

D. TERMS & CONDITIONS RELATED TO THE SUBJECT WORK/SERVICE: -

1. The Agency shall provide a Tata 407 (17 Ft.) and one 15 kVA DG Set with experienced driver for the subject work/Service. The vehicle & DG set will be engaged for a period of six months.
2. Vehicle Tata 407 & DG Set shall operational at least 3-4 Hours daily subject to maximum 80 hours per month.
3. Record of kilometers shall be recorded in the logbook.
4. All consumable items like fuel, maintenance, repairs, etc. of the Tata 407 vehicle shall be in scope of contractor only.
5. **For DG Set, the fuel shall be in the scope of BHEL** and other repair/maintenance/etc. shall be in the scope of the contractor only.
6. Standby/replacement vehicle and/or DG Set shall be provided by the contractor in case the fault/repair/breakdown of the existing vehicle and/or DG Set is not resolved within 24 hours of reporting of the fault/damage.
7. Breakdown/maintenance/repair related loading/unloading charges shall also be in the scope of/borne by the contractor.
8. Loading/unloading charges related to any change of vehicle and/or DG shall also be borne by the contractor.
9. The vehicle will be mounted with a disinfection machine (BHEL Mister), water tank (02 nos. of 1000L each), & a DG set (15 KVA). Total weight of the all mounted equipment is less than 4 Ton.

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10. The vehicle & DG Set shall be stationed within the BHEL township premises for the duration of existence of contract as other equipment shall be mounted over the vehicle.
11. The subject work/Service shall be carried out up to the satisfaction of Engineer-in-charge.
12. All the materials, tools, machines, etc for repairing of vehicle and/or DG Set shall be arranged by the contractor.
13. The contractor will deploy well trained driver to ensure proper movement of the vehicle.
14. All necessary precautions with respect to safety at site and environmental aspects and their impacts shall have to be taken by the contractor for activities performed by his workers.
15. Valid **All India permit** and insurance are a must before start of services, as the vehicle may be required to visit Delhi/NCR regions as per requirement (not exceeding 4 times in a month).
16. **Quantity Variation:-** The quantity of any item mentioned in the BOQ may be increased by 25%, as per requirement of site/ direction of engineer-in-charge. However, BHEL reserves the right to decrease/reduce the quantity of any individual item in BOQ up to any extent as per the decision/direction of engineer-in-charge.
17. A weekly off shall be given to the driver/truck as per the decision/direction of engineer-in-charge.
18. **PERIOD OF CONTRACT:** This contract will be valid for a period of **6 (Six) Month** from the date of Letter of Award i.e. Work Order. The contractor has to provide services during the entire contract period.
19. **Termination of Contract by notice:** BHEL Reserves the right to terminate the contract at any stage by giving a **notice of 15 days** with/without any reason as per the decision of Engineer-in-charge.
20. **L.D./Penalty FOR BAD QUALITY/ABSENCE FROM SERVICE:** The said service has to be undertaken on daily basis for approx. 25 days in a month. Any fault/breakdown needs to be attended and brought in running condition within 24 hours. In the event of delay/absence/unsatisfactory work done for any day(s) or for delay in repairs of fault/breakdown beyond 24 hours, **BHEL reserves the right to impose and deduct a penalty of Rs. X per day (where X is the rent per day for both DG & Vehicle) from the monthly bill.** However, in case, the delay has been caused due to reasons, which are beyond the control of the contractor like incessant rains, etc. BHEL will consider waiver of the said delayed penalty charges. Maximum LD shall be subject to 10% of the Contract Value.
21. No excuses like hindrance because of extreme weather conditions, non-availability of driver will be entertained for not completing the work in time.
22. All necessary precautions with respect to safety during driving of hired vehicle and DG Set and environmental aspects and their impacts shall have to be taken by the contractor for activities performed by his workers.

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23. In case of any dispute, the decision taken by BHEL Management will be final and binding on the contractor.
24. **TERMINATION OF CONTRACT ON DEATH:** Without prejudice to any of the rights or remedies under this contract, if the contractor dies, the accepting officer shall have the option of terminating the contract without compensation to the contractor's authorized survivors.
25. **SUBLETING:** The Contractor shall not sublet, transfer or assign the work to any other person/company/organization
26. **POST TECHNICAL AUDIT OF SUPPLY AND BILLS:** BHEL reserves the right to carry out a post payment audit and technical examination of the services and the bills including all supporting vouchers, abstracts etc. and to enforce recovery of any sums becoming due as a result thereof in the manner provided into the proceeding sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the final bill.
27. **ARBITRATION / CONCILIATION:** In the event of any dispute arising between the parties hereafter referred as BHEL and contractor in respect of or connected with this contract, General terms & conditions of tender, then the same shall be referred to Arbitration and arbitrator will be nominated by the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same. 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 website <http://www.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.

You are requested to return this offer letter duly signed and stamped on each page as a token of acceptance of above-mentioned rates and T & Cs.

For & on behalf of "BHEL"

(Varun Kr. Garg)
Dy. Manager (HR-TAX)

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ANNEXURE-A

ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

DECLARATION

I / We hereby declare that no case is pending with the police/ court against the bidder/ firm/ company (Agency). Also, I /We have not been suspended / blacklisted by any PSU / Government Department / Financial Institution / Court etc.

(Signature of Party with seal)

Place:

Date:

Contractor's Sign & Seal



ANNEXURE - B

ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender. We hereby undertake and confirm that we have understood the specifications properly and shall be providing the services mentioned in this tender enquiry.

(Signature of Party with seal)

Place:

Date:

Contractor's Sign & Seal



ANNEXURE: C**BIDDER'S DETAILS**

Name of the Contractor /Party/ Firm Name of Representative Postal Address Phone/ Landline Nos. Mobile Nos. Fax No.	
E-Mail Address	
Web Site Address (If Any) Bank details for payment through NEFT/RTGS	Name of Bank: Branch: Account No.: IFSC No.: MICR No.:

Note: Submit a canceled cheque for verification of above bank details.

(Signature & seal of the contractor)

Contractor's Sign & Seal



 वरुण कुमार गर्ग
 उपाध्यक्ष (भा. सं.-टीएएक्स)
 Varun Kumar Garg
 Dy. Manager (HR-TAX)
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