



BHARAT HEAVY ELECTRICALS LIMITED
ELECTRICAL MACHINES REPAIR PLANT,
Plot No.D-1, Cross Road 'C', Road No.16, MIDC, Andheri (East),
MUMBAI – 400 093

NOTICE INVITING TENDER

NIT No. BHEL/EMRP/HR/ 2016-17/ T-09

BHEL, EMRP, Mumbai invites sealed tender in Two Part viz Part A "Techno-Commercial Bid" and Part B "Price Bid" from experienced and competent bidders who fulfill the qualifying criteria contained in the tender documents :

Name of work	Providing stationary items in our office premises.
Last date & time for selling of tender	16.02.2017 up to 1200 hours
Due date & time of bid submission	On or before 18.02.2017, up to 1400 Hrs
Due date & time of bid opening	18.02.2017, 1430 Hrs onward

NOTE:

1. Tender can be down loaded from our website www.bhel.com
2. All subsequent corrigendum/amendment shall be hosted only on website and not in press. Hence, bidders are advised to always be in touch with our said website until the tender is finally opened.
3. For detail, refer tender documents.
4. In case of unsatisfactory services penalty shall be imposed as per clause mentioned under commercial terms and conditions of the Document.

Sr Executive (HR)
Phone no.: 022- 2835 8701

BHARAT HEAVY ELECTRICALS LIMITED, ELECTRICAL MACHINES REPAIR PLANT (BHEL, EMRP) having its Factory and Administrative Block in Plot D-1, MIDC, Andheri (E) Mumbai invites sealed tender in Two Part viz Part A "Techno-Commercial Bid" and Part B "Price Bid" from experienced and competent bidders for supplying stationary items to our factory premises for period of Two years.

1. Scope of Work:

To provide stationary items enclosed in the annexure IV.

2. Pre- Qualification Criteria –

2.1 The bidder should have an average annual financial turnover not less than Rs.1.40 Lacs during last three financial years ending on 31/03/2016.

2.2 The bidder should have experience of successfully completed orders for supplying stationary items to organizations/ institutes/ govt agencies of services during last the 7 years ending on 31/12/2016 of values either of the following –

2.2.1 Three orders each valuing not less than Rs. 1.90 Lacs

Or

2.2.2 Two orders each valuing not less than Rs. 2.30 lacs

Or

2.2.3 One order valuing not less than Rs. 3.70 Lacs.

Note:

- 1. Abovementioned criteria should be met by the bidder himself OR his principals and not by any associate bidder.**
- 2. Necessary documents like purchase Orders, BOQ and order completion certificates and Balance Sheet with P/L Account etc. duly certified by chartered accountant as may be applicable are required to be submitted in fulfilment of above criteria.**
- 3. All the documents submitted in respect of qualifying criteria should be Self Certified.**

COMMERCIAL TERMS AND CONDITIONS

<p>1. Price: Price should be quoted strictly as per proforma for price bid and same should be inclusive of loading/ unloading and transportation (to our stores) charges. VAT tax, as may be applicable, to be indicated separately against each item in proforma</p>
<p>2. BID Evaluation Criteria: For bid evaluation, price will be calculated on the basis of landed cost to BHEL as per the price proforma.</p>
<p>3. Tenure of Contract: The contract shall be for a period of two years.</p>
<p>4. Price variation clause: Price offered shall remain fixed during the tenure of contract.</p>

<p>5. Delivery Place: Free delivery at our store at the following address:</p> <p>Bharat Heavy Electricals Limited, Electrical Machines Repair Plant, Plot no. D-1, Cross Road "C" , Road No. 16, MIDC – Andheri (E), Mumbai – 400 093.</p> <p>Transportation: Shall be arranged by Vendor.</p>
<p>6. Delivery Required: Within 02 days from the date of placement of order. For custom printed material, delivery shall be made within 1 month of issue of order.</p>
<p>7. Late delivery penalty clause: Any deviation in scheduled delivery period will attract penalty at the rate of 0.5 % of the order value for every week of delay or part thereof subject to a maximum of 10% of the said order value.</p>
<p>8. Payment Terms: Monthly billing & Payment within 30 days of submission of bills with all required documents. Payment shall be made by electronic mode for which the successful vendor shall submit the bank details.</p>
<p>9. Taxes & Duties: Only VAT shall be extra, as may be applicable at the time of billing. However, prevailing rate of VAT to be indicated against each item in price bid proforma. Variation in tax structure beyond the date of opening to techno commercial bid will be considered appropriately.</p>
<p>10. Interpretation of Contract: In case of two or more than two interpretations or differences in any of the technical specifications or terms and conditions of the contract then the interpretation which is in favour of BHEL shall be final & binding.</p>
<p>11. Applicable Tax: Applicable tax like VAT will be paid @ statutory rates as applicable at the time of billing on claim by the contractor in their monthly bills. Bidders are required to submit copy of VAT registration certificate.</p>
<p>12.TDS: TDS as per prescribed rates will be deducted at the sources while making the payment and certificate will be issue at the end of the financial year.</p>
<p>13. FORCE MAJEURE: Following shall amount to force majeure conditions: Acts of God, act of any Government, War, sabotage, riots, civil commotion, police action, revolution, flood, fire, cyclone, earthquake and epidemic and other similar causes over which the Contractor has no control. If the Contractor suffers delay in the execution of the Contract, due to delay caused by force majeure conditions, as defined above, the agreed time for completion of the work covered by this contract shall be extended by a period of time equal to the period of the delay, provided the Contractor immediately reports to BHEL in writing the causes for the delay. The Contractor shall not be eligible for any compensation on account of any extension in time of completion given to Contractor due to force majeure conditions.</p>

PROCEDURE FOR SUBMISSION OF TENDER

1. The bidding documents are and shall remain the exclusive property of BHEL without any right to the Bidder to use them for any purpose except bidding and for use by successful Bidder with reference to the work. The bidding document shall not be transferred to any other agency. Each Bidder shall submit only one bid and a Bidder who submits more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

2. Bidder shall submit the offer in two bid system in two different sealed covers.

- Part 'A': **Techno-Commercial Bid**
- Part 'B': **Price Bid**
- Respective Bid names i.e. 'Techno commercial' or 'Price Bid' should be clearly indicated on the envelope cover.

These two covers shall then be placed in a large cover and sealed. This should be dropped in the tender box placed at the security cabin before due date and time. Offers through e-mail / fax shall not be accepted.

3. **Tender No., date of submission and due date of opening should be written on all the covers.**

4. **Part 'A' - Techno Commercial Bid**

- Techno Commercial Bid shall contain technical and commercial offer as per NIT Proforma, indicating acceptance of all technical and commercial terms and conditions of NIT, as per Annexure-I i.e. No Deviation certificate, duly filled in, signed and sealed, as required.
- Blank Price Bid Proforma indicating only the rates of taxes and duties applicable, **without rate / price for material**, should be enclosed with the techno-commercial bid Part A. Bidders should clearly indicate against each item that they have quoted the rates for each item by writing "quoted" in the rate column.
- Duly certified documents like purchase Orders, completion certificates, B/S, P/L etc. for meeting Pre Qualifying Criteria
- Copy of establishment registration certificate issued by appropriate authority also to be submitted.
- Copy of VAT registration certificate.
- **Copy of PAN Card**

5. **Important Dates:**

Tender Enquiry No :	BHEL/ EMRP/ HR/ 16-17/ T- 09
Tender Submission date/time:	18.02.2017 up to 2.00 pm.
Tender Opening date :	18.02.2017 at 2.30 pm. in conference Hall.

Bidders or Bidders' representatives may attend the technical bid opening on the above mentioned date, time & place. No separate intimation will be given to Bidders for technical bid opening.

6. **Part 'B': Price Bid**

Part B should contain duly filled in **Price Bid Proforma Annexure IV**. Any terms and conditions from the bidders side, if mentioned in the price bid, shall be ignored and not considered. Only tenders with successful techno commercial bids shall be eligible for opening of price bids.

7. In case any of the items are quoted by bidder in price bid format, highest rate received shall be considered for evaluation and lowest rate received shall be selected for ordering.

8. **Important Note:** Any deviation in the above mentioned terms and conditions or conditional offer may render the offer invalid and shall be liable to be rejected, and price bid of such bidders shall not be opened. Price bid of only those bidders shall be opened whose Techno-Commercial offer is found suitable and acceptable. Date of opening of price bid shall be communicated to only those bidders whose Techno-Commercial bid will be accepted. Bids received after the prescribed time of submission shall not be considered.

GENERAL TERMS AND CONDITIONS

1. BHEL reserves the right to reject the offer and or award the work in full or part without assigning any reason

2. Tender should be free from over writing and erasers, additions if any must be attested

3. Any dispute arising out of this shall be referred to the sole arbitration of Unit Head, BHEL, EMRP, Mumbai OR any other officer nominated by him and this award of arbitration shall be final and binding on the parties. The venue of the arbitration in all cases shall be Mumbai. The arbitration proceedings shall be conducted in accordance with the Arbitration and Reconciliation Act 1996

4. All suits in respect of this NIT shall be in the courts of Mumbai

**For and on behalf of
Bharat Heavy Electricals Limited**

Sr. Executive (HR)

Annexure I

Tender Enquiry No. BHEL/ EMRP/ HR/ 16-17/ T- 09

Date: 28.01.2017

NO DEVIATION CERTIFICATE

We here by accept and agree to all Techno-Commercial & general terms & conditions given in the above referred tender enquiry without any deviation.

**Authorized Signatory,
with seal of company**

Certificate for over writing / Erasure / Corrections

(Please do not sign this certificate if there is no Overwriting / Erasure / Corrections)

Correction / Overwriting / Erasures in the tender enquiry No. NIT No. **BHEL/EMRP/HR/ 2016-17/T-09** has been noted and the same is endorsed and signed by me.

Signature and seal of the bidder

DECLARATION BY THE BIDDER

I , ----- , aged-----Yrs., S/o -----
-----,
residing at -----

Hereby declare as follows:

- (i) That my nationality is _____.
- (ii) That I am a major and eligible to enter into contract / my firm / my company is
Competent to enter into an agreement.
- (iii) I shall employ only such personnel who have not been found unfit for employment in Organizations such as Central / state / Public undertaking by the Police Authorities.
- (iv) I shall not employ persons against whom Criminal cases are pending or under investigation.
- (v) I shall also not employ persons found guilty of offences involving moral turpitude for executing work in BHEL contracts.
- (vi) That there are no Criminal cases pending or under investigation against me or my firm or company.
- (vii) I have not been found guilty of offences involving moral turpitude nor any of the company directors / partners of my firm have been found guilty of offences involving moral turpitude.
- (viii) Neither myself nor my firm nor my company has been declared insolvent in the past.
- (ix) I have taken due care and efforts to furnish only information which are true in the tender document.
- (x) I shall employ labours who are more than 18 years of age and having sound physical and mental health.
- (xi) I shall keep Photograph / identity proof / residential proof of the labourers to be employed against this tender and arrange for police verification(if demanded by BHEL).
- (xii) I will comply with all applicable Labour Laws and Statutory Regulations as mentioned in the tender.
- (xiii) I have taken cost of compliance of applicable Labour Laws and Statutory Regulations mentioned in the NIT and price bid before quoting my price bid.

Signature and seal of the bidder

Price Bid*(To be placed in separate sealed cover)*

Date:

Tender Enquiry No: BHEL/ EMRP/ HR/16-17/ T- 09

Bidder's Ref No: _____

Proforma for Price Bid Part "B"

Stationary Tender 2016-17 BHEL EMRP, Andheri East, Mumbai Price Bid Format						
Sl. No.	ITEMS	BRAND NAME	Annual Requirement	Rate/Unit	VAT%	Net cost (in Rs.)
1	A4 ZEROX PAPER (75 GSM) reams	J.K.Copier	290			
2	A4 BOND PAPER (75 GSM) reams	Executive Bond	13			
3	A4 YELLOW PAPER (for work-order) reams	SBP	5			
4	REYNOLD BALL PENS ALL COLOER 0.45 (per pc)	Reynold	534			
5	Lexi ball pen 0.5 (all colors) (per pc)	Lexi	500			
6	ADDGEL BALL PENS (Achiever-Blue & Black) (per pc)	Addgel	22			
7	PENCIL – APSARA (per Packets)	Apsara	26			
8	SHARPNER (per pc)	Nataraj	31			
9	ERASER (per pc)	Nataraj	39			
10	CORRECTION TAPE (per pc)	Korex	58			
11	HI LIGHTER (per pc)	Pik	30			
12	SKETCH PEN SET (12 pens in a packet)	Luxuor	5			
13	PERMANENT MARKER (per pc)	Pik	200			
14	STAPLER MACHINE (Small) (per pc)	Kangaroo	52			
15	STAPLER PINS No.10(per pckt)	Kangaroo	211			
16	PAPER PINS PACKET/ AL PINS(per pckt)	Rolex	11			
17	U- CLIPS SMALL PACKET (per pckt)	Rolex	61			
18	PLASTIC SCALE - 12" (per pc)	Omega	12			
19	STEEL SCALE - 12"(per pc)	Omega	8			
20	PUNCH MACHINE(big) –DP500 (per pc)	Kangaroo	1			
21	PUNCH MACHINE(small) -280 (per pc)	Kangaroo	5			
22	WRITING PADS - A4 (No-2) (per pc)	Ajanta	80			

23	CONFERENCE PADS - A5 (No-2) (per pc)	Ajanta	34			
24	POCKET DIARY (No-2) (per pc)	Maurti	10			
25	REGISTER - 2 QUIRE(per pc)	Sunny	8			
26	REGISTER - 4 QUIRE(per pc)	Sunny	35			
27	REGISTER - 6 QUIRE(per pc)	Sunny	12			
28	REGISTER -10 QUIRE(per pc)	Sunny	10			
29	BOX FILE Big (With BHEL Name and Logo printed) (per pc)	Kangaroo	357			
30	CLOTH FLAT FILE (With BHEL Name and Logo printed & cloth stitch on sides and corners) (per pc)		48			
31	SPRINGFILE (With BHEL Name and Logo printed) (per pc)	COBRA	488			
32	PLASTIC FOLDERS (With BHEL Name and Logo printed) – A4 SIZE(per pc)	SPS	100			
33	Double Rigid PLASTIC FILE (With BHEL Name and Logo printed) A4 size (per pc)	SPS	100			
34	LETTER HEADS Reams EACH CONTAINING 500 SHEETS (on 100 GSM paper) (per ream)		10			
35	CELLO TAPE 1" (40 yards) (per pc)	SC Wonder	71			
36	BROWN/ CELLO PACKING TAPE - 2" (40 yards) (per pc)	SC Wonder	113			
37	WHITE COTTON DUSTER (good quality) (per pc)		77			
38	YELLOW COTTON DUSTER (good quality)		36			
39	DUPLICATE NOTE BOOKS 200 Pages (No 2) (per pc)		6			
40	SCISSOR (Small) (per pc)	Cartini	6			
41	SCISSOR (Big) (per pc)	Cartini	3			
42	POST IT STICKER/PASTE-IT (Size 3x3) (75 mmX75mm) (per pc)	3A	33			
43	NOTE STICKER/PASTE-IT (Size 3 x 5)	3A	20			
44	STAMP PAD Small (per pc)	Camlin	2			
45	FILE SEPARATOR FLAG (Size 1/8) (per pc)		211			
46	CARBON PAPER (Blue) (per pc)	Kores	12			
47	FEVI STICK 8 GSM(per pc)	Fevi Stick	207			
48	RUBBER BAND (packet of 50 gm) (per pc)	Vagda	61			
49	GUM BOTTLE BIG (700 ml) (per pc)	Camlin	13			
50	STAPLER MACHINE (Big) 24/6 (per pc)	Kangaroo	5			
51	WHITE BORAD MARKER (per pc)	Pik	49			
52	PAPER CUTTER BIG (per pc)		11			
53	PUNCH MACHINE 800 (per pc)	Kangaroo	2			
54	REGISTER - 3 QUIRE(per pc)	Sunny	16			
55	REGISTER - 5 QUIRE (per pc)	Sunny	4			

56	REGISTER - 6 QUIRE (per pc)	Sunny	8			
57	REGISTER - 8 QUIRE (per pc)	Sunny	16			
58	REGISTER - 12 QUIRE(per pc)	Sunny	3			
59	MUSTER ROLL REGISTER 3 Qrs	Sunny	15			
60	NOTE STICKER/PASTE-IT (Size 1.5 x 2)(18mmX75mmX200 sheets) (per pc)	3A	10			
61	White & green COLOR ENVELOPE OF 11 X 5 SIZE (with plastic lamination) & PRINTING - For MM - as per sample (per pc)	As sample per	10			
62	BROWN COLOR ENVELOPE OF 9.5 X 4.5 SIZE & PRINTING (per pc)	As sample per	1000			
63	BIUE COLOR ENVELOPE WINDOW OF 9.5 X 4.5 SIZE & PRINTING(per pc)	As sample per	2500			
64	A 4 SIZE ENVELOPE WITH CLOTH LAMINATING, STICKER GUMMING & PRINTING (per pc)	As sample per	500			
65	A 3 SIZE ENVELOPE WITH CLOTH LAMINATING, STICKER GUMMING & PRINTING (per pc)	As sample per	500			
66	A3 Xerox Paper (PKT)	JK Copier or equivalent	4			
67	A4 BOND COLOUR PAPER (PKT)	JK Copier or equivalent	3			
68	Post Pad 4 colour (per pc)	3A	28			
69	Ruled Pad (1X4) (per pc)	3A	24			
70	Leave Application booklet (as per sample) (per book)	As sample per	60			
71	Medical Reimb. (per book)	As sample per	24			
72	Miscellaneous Expenditure(per book)	As sample per	12			
73	Dr. Prescription (per book)	As sample per	12			
74	Employees Gate Passbook(per book)	As sample per	60			
75	Visitor Gate Passbook(per book)	As sample per	120			
76	Sticker Paper (A4 Size) (per pc)		4			
77	Calculator(per pc)	Casio	10			
78	Binder Clip (32/51 mm) (per pckt)		20			
79	CD Marker Pen(per pc)		100			
Total Expenditure for 1 Year (in Rs.) - A						
Total Expenditure for 2 Years (in Rs.) - 2xA						

Note:

1. Brands should be as indicated or equivalent in quality.
2. Vendors should clearly indicate the rates of taxes and duties applicable as per above Proforma.
3. Vendor to confirm relevant documents will be provided to BHEL for availing VAT credit.

4. Final evaluation shall be carried out after considering CENVAT / VAT credit available to BHEL.

Authorized Signatory, with seal of company