



कॉर्पोरेट ज्ञानाज्जन एवम् विकास
CORPORATE LEARNING AND DEVELOPMENT
मानव संसाधन विकास संस्थान, नोएडा
HUMAN RESOURCE DEVELOPMENT INSTITUTE, NOIDA

TENDER ENQUIRY

Tender Enquiry Ref. No. AA/CLD/PUR/2019-20/SI/01

Date: 08.08.2019

Please Quote TENDER ENQUIRY No. in all correspondence

M/s

Pre-Bid Meeting: 16.08.2019 (11.00 Hrs.)
Tender Submission Last Date: 29.08.2019 (14.00 Hrs.)
Tender Opening Date (Part-I): 29.08.2019 (15.30 Hrs.)

Sub: Rate Contract for Supply of General & Printed Stationary Items for 2 Years:

Dear Sirs/Madams,

Most competitive rates are invited from reputed suppliers to enter into a Rate Contract for Supply of General & Printed Stationary Items for 2 Years to CLD-HRDI, BHEL, Noida. Quotations received late are likely to be ignored.

Part- I of the Tender will be opened in this office on 29.08.2019 (15.30 Hrs.) in the presence of the representatives of the bidders who may choose to be present.

Procedure for submission of sealed tenders:

The bidder must submit their tender as required in separate sealed covers prominently superscripted as:

Part-I: Cover – I: Techno-Commercial Bid (Annexure- I, II, III, IV, V)

Part-II: Cover –II: Price Bid (Annexure- VI)

Each cover should also indicate the Tender no., due date & Time as mentioned above and supplier's contact details with full address.

Part – I/ (Cover – I) – Techno Commercial Bid: Please submit all requirement as mentioned in Pre - Qualifying Requirements with signed & stamped supporting documents (Annexure- I, II, III, IV, V).

Part – II/ (Cover-II) - Price Bid: Only Price Bid in the prescribed Price Format (Annexure- VI) should be enclosed in Cover-II (duly sealed).

These two separate covers i.e. Cover I & II shall together be enclosed in a third envelope and this sealed cover shall be superscribed with Tender No. Due date and Time and submitted to this office. The Quotation should reach this office at the following address, latest by **1400 hrs on 29.08.2019.**

Dy. Manager/ Purchase, Bharat Heavy Electricals Limited, CLD-HRDI, HRD & ESI Building, Plot No.25, Sector – 16A, NOIDA – 201301 (U.P.)

and deposited in **Tender Box, Room No. 206, CLD-HRDI, HRD & ESI Building, Plot No.25, Sector – 16A, NOIDA – 201301 (U.P.)**

Telephone: 0120-2416368 Fax: 0120-2515431, E-mail dshekhar@bhel.in, Home Pg. www.bhel.com
HRD & ESI Complex, Plot No. 25, Sector-16A, NOIDA-201301, Gautam Budh Nagar (U.P)
Regd.Office: BHEL House, Sirifort, New Delhi-110049



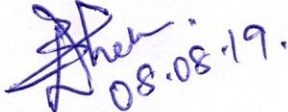
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Tenders can either be delivered in person or sent at the above mentioned address by COURIER/REGISTERED POST, to the official inviting tender. It shall be the responsibility of the bidder to ensure that the tender is delivered in time. BHEL takes no responsibility for any delay/loss of documents or correspondences sent by courier/post.

Part-I / Cover- I: Techno Commercial Bid will be opened at **1530 hrs on 29.08.2019** in presence of the representatives of the bidders who choose to be present. Part – II/ Cover – II Price Bid of only those bidders who qualify in the techno-commercial bid will be opened later, for which a separate intimation will be sent in due course of time.

Venue for Part-I (Technical Bid) Opening: Fifth Floor, Corporate Finance, BHEL House, ASIAD, Sirifort, New Delhi.

Pre-Bid Meeting: The bidder may attend the Pre-Bid Meeting on 16.08.2019 (11.00 Hrs.) to see the samples and to understand other tender requirements in Room No. 206, CLD-HRDI, HRD & ESI Building, Plot No.25, Sector – 16A, NOIDA – 201301 (U.P.).


Deepak Shekhar
Dy. Manager/ Purchase

Encls:

1. General Instructions: Annexure- I
2. Terms and Conditions for Rate Contract: Annexure-II
3. Pre-Qualification Criteria: Annexure-III
4. Technical Specifications & List of Items: Annexure-IV
5. No Deviation Certificate: Annexure-V
6. Price Format: Annexure-VI



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Annexure-I

Tender No. AA/CLD/PUR/2019-20/SI/01

Date: 08.08.2019

GENERAL INSTRUCTIONS

1. Tenderers are advised to study all the tender documents carefully. Any submission of tender by the tenderer shall be deemed to have been done only after careful study and examination of the tender documents and with the full understanding of the implications thereof. The specifications and terms and conditions shall be deemed to have been accepted unless otherwise specifically commented upon in the deviation sheets by the tenderer in his offer. Non-compliance with any of the requirements and instructions of the Tender Enquiry may result in the rejection of the tender.
2. All commercial terms and conditions except price should be submitted as part of technocommercial offer (Part-I) which will be opened first. The price part (Part-II) is to be submitted separately in a sealed cover techno-commercial offer (Part-I).
3. Price bids of only those bidders will be opened who will qualify for the subject job on the basis of evaluation of Techno-commercial bids/Pre-Qualification criteria and as considered suitable by BHEL. BHEL shall have sole discretion to adopt its own method for evaluation of Techno-commercial bids/ Pre-Qualification Criteria.
4. No revision of price will be entertained after tenders are opened, unless mentioned in our enquiry/asked so by BHEL.
5. BHEL reserves the right to split, accept or reject any or all tenders without assigning any reason what so ever.
6. BHEL reserves the right to reduce the tendered item and/or quantity, while awarding the order, without assigning any reason what so ever.
7. In case supplier fails to execute the Purchase Order (P.O) as per terms and conditions of P.O, BHEL shall have the right to arrange/procure the material from alternate sources as deemed appropriate by BHEL (including at higher rates) at the Risk and Cost of supplier.
8. Tenders received after the Specified time of their submission are treated as 'Late Tenders' and shall not be considered.
9. Please submit copy of tender document duly signed & stamped on each page as token of acceptance to the tender's Terms & Conditions.
10. Further, in case of a tie amongst the bidders, snap price bids from such bidders shall be taken till clear L1 bidder is emerged.
11. **Validity of Offer:** Offers should be valid for a period of 90 days from the date of Techno-Commercial bid (Part-I) opening.
12. **Validity of Rates:** Rates shall remain valid for the contract period of 2 years or till the extended period of contract which may be extended further with the mutual consent. No request will be entertained for any increase of rates what so ever may be the reason. However, GST shall be applicable as per GoI Notifications from time to time.

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Annexure-II

Tender No. AA/CLD/PUR/2019-20/SI/01
Date: 08.08.2019

Terms and Conditions for Rate Contract

1. The successful bidder will have to supply the items as per the specification mentioned in the Price Bid Format enclosed herewith. If supplied items are found of inferior quality, the same will be rejected by BHEL and no payment will be made for the rejected items.
2. The items of fresh lots will only be supplied. In case of supply of aged material, the item may be rejected. The items will have to be supplied in properly packed condition.
3. Any defective supply will be replaced free of cost. No payment shall be made against defective supply. The purchaser reserves the right to reject any items, which is in his opinion does not confirm the specifications or is to be found of inferior quality.
4. All items should be in conformity with manufacturer specifications and of standard quality.
5. The items have to be supplied in proper packed condition and delivered in the same packed condition to CLD-HRDI, HRD & ESI Building, BHEL, Plot No.25, Sector – 16A, NOIDA – 201301 (U.P.).
6. BHEL reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days' notice without assigning any reason and without any financial consideration/implication.
7. **Evaluation Criteria and Award of Contract:** Evaluation of the tender will be on itemwise L1 unit rate including GST and Rate Contract will be finalized with the itemwise L1 bidders for their respective L1 items at their L1 unit rates. The bidder has to clearly indicate the items for which they have quoted in the Technical Specifications & List of Items (Annexure-IV) and submit along with along with Technical Bid.
In case, the L1 unit rates are quoted by more than one bidder for any item, the order quantity shall be split equally amongst the concerned bidders.
In case of any arithmetical errors in the price bid the higher unit rate will be considered for evaluation and lower unit rate will be considered for ordering.
8. **Delivery Period-** During the Rate Contract period, delivery of items has to be done **within 15 days** from the date of instruction to supply.
9. Each printed stationary items shall be as per specified samples.
10. **LD/Penalty:** If the Supplier is unable to deliver the items as per the Technical Specifications within the delivery period (as specified in point 8 above); 0.5% per week or part thereof to a maximum of 10% of the total Bill Amount shall be deducted as Penalty.
11. The Price quoted in the Price Bid shall be all inclusive and all the other Cost like Cartage, transit insurance, loading & unloading etc. shall be borne by the Supplier.
12. **Payment Schedule:** 100% of the value of supply will be paid against final acceptance of items after delivery to CLD-HRDI, within 15 days from the date of invoice/delivery whichever is later. No interest shall be payable for delay in making the payment.
13. **Micro & Small Scale Enterprises (MSE):**
Any Bidder falling under MSE category, shall furnish the following details & submit documentary evidence/ Govt. Certificate etc. in support of the same along with their Techno-commercial offer;

Type under MSE	SC/ST owned	Others
Micro		



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Small		
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NOTE: - If the bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSE category.

14. **Fraud Prevention Policy:** 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.
15. **TAXES AND DUTIES:**
- Prices should be all inclusive, **except GST**. The amount towards GST should be indicated separately in the specified place in Price Format.
 - To enable BHEL to avail GST Input Tax Credit (ITC), agency shall submit complete Tax invoice containing all the particulars as stipulated under Invoice Rules of GST. Such invoice shall be submitted within prescribed time limit in the name of BHEL Corporate Office, BHEL House, Siri Fort, New Delhi.
 - In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL non/delay in filing of GSTR or delay in/nonpayment of tax to Govt. by agency or for other reasons not attributed to BHEL, in such case any financial implication on BHEL account of delay/loss/recovery from BHEL of such GST credit along with in levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from agency's bill.
 - Any statutory changes as and when made applicable by Government shall be applicable against documentary evidence.
 - While making the payment, statutory deductions as applicable, shall be made by BHEL. Payment to agency will be subject to TDS as per rules in force from time to time. Tax Deduction at Source(TDS) shall be done as per the provisions of Income Tax Act, GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the agency by BHEL.
16. **ARBITRATION & CONCILIATION:** Except as provided elsewhere in this Contract, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL Unit/Region/Division issuing the Contract.

The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties. Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration



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proceedings under this clause. The seat of arbitration shall be at Noida/ Gautambudha Nagar, U. P. (the place from which the contract is issued). The cost of arbitration shall be borne as per the award of the Arbitrator. Subject to the arbitration in terms of Clause above, the Courts at Noida/Gautambudha Nagar. U. P. (the name of the place where the Principal Civil Court having ordinary original civil jurisdiction to decide questions forming subject matter of the arbitration is located) shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract. Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

17. Offers of the bidders, who are on the banned list, as also the offers of the bidders who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com

Handwritten signature and date: 08-08-19



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Annexure-III

Tender No. AA/CLD/PUR/2019-20/SI/01
Date: 08.08.2019

Pre-Qualification Criteria

Sl. No.	Details of PQR	Evidence/Document to be submitted with Part-I bid
1	Average Annual Financial Turnover during last 3 years ending 31 st march 2019, should be at least Rs 2.50 lakhs	Balance Sheet and Profit & Loss Account for FY 2016-17, 2017-18, 2018-19. In case Audited Balance Sheet and Profit & Loss Accounts statements are not available then a certificate from CA mentioning the Turn over details is to be furnished for FY 2016-17, 2017-18, 2018-19.
2	IT Returns of Last three Financial Years (FY) i.e. 2015-16, 2016-17 & 2017-18.	Signed & stamped copy of IT returns of FY 2015-16, FY 2016-17 & FY 2017-18.
3	The bidder should have PAN number, GST registration number.	Self-attested copies of PAN number, GST registration number.
4	Experience of Bidder for supply & execution of Purchase Orders for supply of General Stationary & Printed Stationary items within last two years as of date of Issue of this tender	A copy of Purchase Order for supply of General Stationary & Printed Stationary items within last two years as of date of issue of this tender
5	No Deviation Certificate	Signed & stamped copy of No Deviation Certificate as enclosed at Annexure-V

Handwritten signature and date: 08-08-19

Signature
(Name & address of bidder with official seal)



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Annexure-IV
Tender No. AA/CLD/PUR/2019-20/SI/01
Date: 08.08.2019

Technical Specifications & List of Items

Sl.No.	Name Of The Items	Specification of the Items	Unit	Quantity	Quoted/Not Quoted
1	Badges Ribbon With Pouch /Director, Coordinator, Support,Participants (Printed)	As per Sample	Nos.	700	
2	Blue Plastic Folder (Printed)	As per Sample	Nos.	10800	
3	Flate File Cover (Printed)	As per Sample	Nos.	500	
4	Two Side Open Folder (Printed)	As per Sample	Nos.	1000	
5	Writing Pad 60 pages (70-75 gsm sun shine, printed and glossy cover & back)	As per Sample	Nos.	11000	
6	Box File/Index File	As per Samle	Nos.	200	
7	Brown Tape 2" wide	Classic make 50 M	Nos.	80	
8	Duster (Magnetic for Board)	Omega/Kebika	Nos.	30	
9	Eraser	Natraj	Nos.	100	
10	Fevi Stick/ Glue Stick 15gm	As per Sample	Nos.	80	
11	Flag Multicolour (paper) 15mm*76mm	50*5=250 sheets/pkt	Pkt.	100	
12	Flag Multicolour(plastic)	As per Sample	Nos.	100	
13	Flip Chart 25 sheats	25 sheets/Nos.	Nos.	140	
14	Marker White Board	Black,Blue, Green, Red Set	Nos.	320	
15	OHP pen Marker	Black,Blue, Green, Red Set	Nos.	100	
16	Paper Rim A3 Size	80 gsm, 500 sheats	Rim	10	
17	Paper Rim A4 Size 80 GSM	80 gsm, 500 sheats	Rim	500	
18	Sketch Pen (Multicolor)	Luxer 12 nos. per Pkt	Pkt.	20	



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Sl.No.	Name Of The Items	Specification of the Items	Unit	Quantity	Quoted/Not Quoted
19	All Pins/Bell Pins	Nickel Plated 26 mm	Pkt.	20	
20	Binder Clip(19 mm)	12 pc in one Pkt	Pkt.	6	
21	Binder Clip (32mm)	12 pc in one Pkt	Pkt.	6	
22	Board Pins/50 Pins per Pkt	Board pin with plastic cap	Pkt.	30	
23	Gems/Paper Clip	30 mm (80 pc in per pkt)	Pkt.	20	
24	High Lighter	Multicolor	Nos.	50	
25	Pen	Max writer cello	Nos.	11200	
26	Pencil Ordinary	Natraj HB	Nos.	80	
27	Scale	Fiber Glass 12"	Nos.	20	
28	Scissor (Medium)	Maped (Medium Size 18 cm)	Nos.	40	
29	Sharpner	Natraj	Nos.	40	
30	Steppler No.10	Kangaroo	Nos.	40	
31	Steppler Pin no-10	20*50 mm sheets/pkt	Nos.	120	
32	Sticky Note Pad 2"*3"	Post-it	Pkt.	120	
33	U Clip	80pcs in pkt/ 30 mm	Pkt.	20	
34	Register Stock 6Q (Printed)	As per Sample	Nos.	10	
35	Register Commitment (Printed)	As per Sample	Nos.	10	
36	Duster (cloth)	Cloth Size 24"x 24" (approx.) As per Sample	Nos.	150	
37	Glass Tumbler	Yera/Borosil/ Tupperware Make	Nos.	100	
38	Thermos	Milton/Borosil/Pigeon Thermus 1 ltr	Nos.	50	
39	Paper Tray	As per sample	Nos.	60	

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Sl.No.	Name Of The Items	Specification of the Items	Unit	Quantity	Quoted/Not Quoted
40	Desk Calander Stand	Kebica	Nos.	50	
41	Knife (Paper Cutter)	As per sample	Nos.	30	
42	Paper Weight (Glass)	As per sample	Nos.	60	
43	Permanent Marker	Camlin/Faber Castell/Cello	Nos.	20	
44	Punch Two Pin	Kangaroo 280	Nos.	24	
45	Register 2Q	As per sample	Nos.	60	
46	Register 4Q	As per sample	Nos.	30	
47	Register 6Q	As per sample	Nos.	20	

Note:

- *The bidder has to clearly indicate the items for which they have quoted in the Technical Specifications & List of Items (Annexure-IV) and submit along with along with Technical Bid.*
- *Each printed stationary items shall be as per specified samples.*

[Handwritten signature]
20.08.2019



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Annexure-V

Tender No. AA/CLD/PUR/2019-20/SI/01

Date: 08.08.2019

NO DEVIATION CERTIFICATE

THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATIONS OF YOUR TENDER AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.

Signature of the bidder
With Company Seal

Name:

Company's name:

Address:

Date:

Handwritten signature and date 08.08.19

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Annexure-VI
Tender No. AA/CLD/PUR/2019-20/SI/01
Date: 08.08.2019

Price Format

Sl.No.	Name Of The Items	Unit	Qty.	Unit Rate Rs.	GST Rate (in %)	Unit Rate Including GST (Rs.)	Total Amt. Including GST (Rs.)
1	Badges Ribbon With Pouch /Director, Coordinator, Support,Participants (Printed)	Nos.	700				
2	Blue Plastic Folder (Printed)	Nos.	10800				
3	Flate File Cover (Printed)	Nos.	500				
4	Two Side Open Folder (Printed)	Nos.	1000				
5	Writing Pad 60 pages (70-75 gsm sun shine, printed and glossy cover & back)	Nos.	11000				
6	Box File/Index File	Nos.	200				
7	Brown Tape 2" wide	Nos.	80				
8	Duster (Magnetic for Board)	Nos.	30				
9	Eraser	Nos.	100				
10	Fevi Stick/ Glue Stick 15gm	Nos.	80				
11	Flag Multicolour (paper) 15mm*76mm	Pkt.	100				
12	Flag Multicolour(plastic)	Nos.	100				
13	Flip Chart 25 sheats	Nos.	140				
14	Marker White Board	Nos.	320				
15	OHP pen Marker	Nos.	100				
16	Paper Rim A3 Size	Rim	10				
17	Paper Rim A4 Size 80 GSM	Rim	500				
18	Sketch Pen (Multicolor)	Pkt.	20				



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Sl.No.	Name Of The Items	Unit	Qty.	Unit Rate Rs.	GST Rate (in %)	Unit Rate Including GST (Rs.)	Total Amt. Including GST (Rs.)
19	All Pins/Bell Pins	Pkt.	20				
20	Binder Clip(19 mm)	Pkt.	6				
21	Binder Clip (32mm)	Pkt.	6				
22	Board Pins/50 Pins per Pkt	Pkt.	30				
23	Gems/Paper Clip	Pkt.	20				
24	High Lighter	Nos.	50				
25	Pen	Nos.	11200				
26	Pencil Ordinary	Nos.	80				
27	Scale	Nos.	20				
28	Scissor (Medium)	Nos.	40				
29	Sharpner	Nos.	40				
30	Steppler No.10	Nos.	40				
31	Steppler Pin no-10	Nos.	120				
32	Sticky Note Pad 2"*3"	Pkt.	120				
33	U Clip	Pkt.	20				
34	Register Stock 6Q (Printed)	Nos.	10				
35	Register Commitment (Printed)	Nos.	10				
36	Duster (cloth)	Nos.	150				
37	Glass Tumbler	Nos.	100				
38	Thermos	Nos.	50				



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Sl.No.	Name Of The Items	Unit	Qty.	Unit Rate Rs.	GST Rate (in %)	Unit Rate Including GST (Rs.)	Total Amt. Including GST (Rs.)
39	Paper Tray	Nos.	60				
40	Desk Calander Stand	Nos.	50				
41	Knife (Paper Cutter)	Nos.	30				
42	Paper Weight (Glass)	Nos.	60				
43	Permanent Marker	Nos.	20				
44	Punch Two Pin	Nos.	24				
45	Register 2Q	Nos.	60				
46	Register 4Q	Nos.	30				
47	Register 6Q	Nos.	20				

Note:

- Evaluation of the tender will be on itemwise L1 unit rate including GST and
- Rate Contract will be finalized with itemwise L1 bidders for their respective L1 items at their L1 unit rates.

[Handwritten signature]
08.12.19

Signature of the Bidder with seal