



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

पारेषण व्यापार समूह, नोएडा/ TBG, Noida
मानव संसाधन प्रबंध / Human Resources Management

TENDER FOR PACKAGING AND TRANSPORTING OF PERSONAL COMPUTERS

Our Ref: BHEL/TBG/CSR/Pkg&Trns/Tender//2016/01

Date: 01.09.2016

Subject: Inviting of tender bids for Packaging and Transporting of Personal Computers

Background:

Transmission Business Group of BHEL (Bharat Heavy Electrical Limited) is planning to donate used Personal Computers (PCs) to various NGO/schools/educational institution enclosed in Annx-4. Hence, it invites sealed tenders under two-bid system from reputed and experienced transport agencies for purpose of Packaging and Transporting of Personal Computers.

Important Dates:

Last date of submission of bids: 27.09.2016

Date of opening of technical bids: 27.09.2016

Date of opening price/financial bids: will be intimated to techno-commercially qualified bidder

The Competent Authority reserves the right to cancel any or all the tenders without assigning any reason thereof.

TENDER REQUIREMENTS

A. Eligibility Criteria for Tendering.

1. The bidder must be registered and legally constituted a proprietary firm/partnership firm/Limited Company, Corporate Organization who possess the required licenses, registrations etc as per law.
2. The Bidder shall have experience of at least 3 year in business of Packaging and Transporting.
3. Avg. Annual Turn Over of the bidder for last 3 years should be Rs. 19500/- (excl. taxes) (minimum). Bidder should not be loss in last 3 financial year. P/L account statement to be provided duly attested by the Agency.
4. The bidder should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this tender. An undertaking in this regard may please be submitted.
5. There should be no case (pending and/or convicted) with the Court of Law against the proprietor /Firm/Partner or the Company.
6. The bidders shall have the following Registrations and details of the same be provided in the Technical Bid.
 - a. Registration with the various statutory bodies as necessary for carrying out the business.
 - b. Service Tax Registration
 - c. PAN No.

B. Information relating to submission of Bids.

1. The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" and Sealed Cover- II containing "Financial Bid" should be placed in a third sealed cover superscripted "**Tender for Packaging and Transporting of Personal Computers**".
2. The bids must reach following address latest by 1400 hrs date:27.09.2016.

Address:

Tender Box (CSR), 5th Floor
BHEL, TBG,
Tower A, Advant Navis Business IT Park (k/as Advant Building)
Noida- Greater Noida Express Way
Sector 142, Noida,
Dist: Goutam Budh Nagar, State: Uttar Pradesh PIN: 201305

3. **Contact Person:** Mr. Sarin Sondawale, Sr. Executive HR
Phone: 01206748491, mob: 9999743756, email: sarin@bhel.in

4. The authorized representative of the firm shall sign all the pages of the tender. In case the Authorized signatory signs the tenders, a copy of the power of attorney/authorization should be enclosed along with tender.
5. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
6. The rate quoted should be with applicable tax, if any which should be shown separately there should not be any upward revision of rate other than the statutory tax during the period of contract for which bidder shall produce documentary evidence.
7. Financial bids of only those agencies will be opened who qualify in the Technical bids. The information of the same will be given to firms through phone/email on later date.

C. Bid evaluation:

1. **Price bid of techno-commercially qualified bidder will be opened on particular date/time with information to them.**
2. Price bid is to be submitted in prescribed format as in Annx-2 with signature of authorized representative of bidder.
3. Rate are to be quoted in places provided in Annx-2.
4. Bidder who quotes lowest bid will be successful bidder and will be called for awarding the contract.
5. Bidder who quotes lowest bid (Quote A) will be successful bidder for packaging and will be called for awarding the contract accordingly.
6. Bidder who quotes lowest bid (Quote B) will be successful bidder for transportation and will be called for awarding the contract accordingly.
7. BHEL has right to split the contract.
8. In case two or more agencies are found to have quoted the same rates. The Competent Authority of BHEL shall decide about the Bidder to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority of BHEL shall be final.

D. Performance Security Amount:

As a guarantee towards due performance and compliance of the contract work, the successful bidder (Bidder) shall deposit an amount Rs 10000/- towards Security Deposit by way of demand draft in favor of "BHEL" drawn on any Nationalized Bank/ Scheduled Bank payable at New Delhi. Security deposit will be refunded only after the completion of the delivery of PCs and recovery of dues if any.

E. Bid Validity:

The bid shall be valid and open for the acceptance of the Competent Authority of BHEL for a period of 180 days from the date of opening of the tenders and no request for any variation in quoted rates and/ withdrawal of tender on any ground by successful bidder shall be entertained.

F. Scope of work

The agency shall provide Packaging and Transporting of Personal Computers to various destinations in India. BHEL as of now is planning to donate 150 used PCs to NGO/Institution whose details are mentioned in Annx-5.

About 150 PCs are located at BHEL, Ispat Bhavan, Lodhi Road, New Delhi 110003. About 30 PCs are located at Advant Noida, Sector 142, Noida Express Way.

Bidder should arrange for suitable good quality material and manpower for packaging and transporting of PCs at their own cost.

Quantity Variation :

No. of PCs are subject to change based on decision of Competent Authority. Quantity Variation is upto 25%. Number of PC is Integer and cannot be sent in fraction. In case of variation upto 25%, next full integer would be considered. Subject to availability, BHEL may cancel the delivery of PCs to particular location like Hardwar.

G. General Terms & Conditions:

1. BHEL reserves the right to accept or reject any or all bids without assigning any reasons. BHEL also reserves the right to reject any bid which in its opinion is non- responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
2. All cost incurred in connection with submission of bids like preparation, submissions, any personal visits for seeing the location, submitting the bids personally, subsequent processing etc shall be borne by the bidder. BHEL will not be responsible/ liable for the same regardless of the outcome of the tendering process.
3. Insurance of PCs to be packed and transported is not under periw of BHEL. Succesfull bidder is advised to arrange for the same. In case of any loss/damage to PCs, equivalent amount will recovered from security/amount payable to bidder.
4. The period of offer of under the scope of work shall be valid for six month from date of

opening of bid.

5. It shall be the responsibility of the bidder to promptly respond to BHEL calls, ensure safe delivery of the PCs to the destination without any damage.
6. Challans of consignment should specify with minimum details as follows :
 - a. Consignment No. & date
 - b. Nature of packing & Weight.
 - c. Consignor and Consignee with stamp & Signature.
 - d. Mode of Dispatch
 - e. Any other details.
7. Proof of Delivery (POD) of the PCs should be given to BHEL. POD should invariably contain the consignee stamp & signature. Please mention whether any other proof of delivery other than POD is available (with supporting document). Copies of POD/Booking to be enclosed with the bill. The bill should be in name of BHEL.
8. It is desirable that Facilities to track the courier through website is available.
9. The Agency shall maintain a register/ document for the PCs collected and packed in our office premises.
10. Staff deployed must be trained in packing and lifting digital devices and they are of good conduct and physically fit for the work. Bidder should obtained required labor license. BHEL will not provide any personnel for the same activities.
11. Obtain necessary license, permit, consent, sanction, etc., as may be required or called for from/ by local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time of State or local Govt. as applicable to him or to this contract without any liability and responsibility to BHEL whatsoever it may be.
12. Bidder shall bear all taxes, rates charges, levies or claims, whatsoever, as may be imposed by the State/Central Government/ any local body or authority. To furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by the BHEL, from time to time.
13. Bidder shall be Responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by the Agency.
14. For any accident happened during handling and transporting the PCs, the BHEL shall not be liable to bear any expense in this regard.
15. The personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the BHEL / Govt. of India/ any State/ or any Union Territory.
16. Good standard of services shall be maintained as indicated.
17. No request for making advance payment on any ground shall be entertained.
18. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.



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19. During the course of the contract period, the Agency shall deposit service tax at prevailing rates as per GOI norms.
20. The decision of BHEL in regard to interpretation of the Terms & Conditions shall be final and binding on the Agency.
21. **Termination:** The contract may be terminated by BHEL, giving 15 days notice, in case the agency:
- Assigns or sub-contract of this service.
 - Violation/ contravention of any of the terms and conditions mentioned herein.
 - Does not improve the performance of the services in spite of instructions.
 - Any violation of instructions/agreement of suppression of facts.
22. **Jurisdiction:** In case of any dispute/arbitration, it shall be subject to the jurisdiction of court at New Delhi.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature:

Date:

Name:

Seal:

Annexure 1

Tender for Packaging and Transporting Personal Computers (TECHNICAL BID)

(In separate cover super scribed as- Technical Bid for Packaging and Transporting Personal Computers)

1. Name & Address of the bidder Organization/Agency with phone number, e-mail and name & telephone /mobile number of contract person.
2. Experience in the work of Packaging and Transporting Personal Computers Particulars of experience (Attach registration certificates, testimonials)

Name of Organization with complete address & Telephone number with complete address to whom service has been provided.	From	To	Contract Value (Rs)	Reason for Termination if any

3. Set-up of the Organization, details of manpower for performing this service. a) Is the establishment registered with the Government; please give details with document/evidence. b) Undertaking of the bidder conforming the availability of the adequate manpower with the requisite experience for deployment.	
4) Please attach Copy of last return of Income tax and P/L Statement for last 3 years.	
5) PAN No. (Please attach Copy)	
6) Service Tax Registration (Please attach copy)	
7) Acceptance of terms & Conditions attached. (Yes/No) Please sign each page of terms & Conditions as token of acceptance and submit as part of tender document	
8) Please submit an undertaking that no case is pending with the police/Court against the proprietor/Firm/Partner or the company.	
9) any other information brochure/document that bidder wants to share	

Annexure 2

Tender for Packaging and Transporting Personal Computers (FINANCIAL BID)

A. Packaging Cost* in Rs. Per PC: _____ (Quote A)

B. Transporting Cost* to be quoted in col6 as under:

Col1	Col2	Col3	Col4	Col5	Col6
	School/Unit	District/State	Region	No. of PCs	Transportation cost in Rs for no. of PCs in Col5
1	Buddha Education Foundation, New Delhi	Delhi	Delhi /NCR		
	Government Sarvodaya Vidyalaya; Jaunti, Delhi 81	Delhi		2	a
	Nigam Prathamik Sah. Shiksha Vidyalaya; Jheemarpura, Delhi 81	Delhi		1	b
	Uttari Delhi Nigam Prathamik Sah. Shiksha Vidyalaya; Jaunti, Delhi 81	Delhi		2	c
	Government Sarvodaya Bal Vidyalaya; Pooth Kalan, Delhi 86	Delhi		10	d
	Sarvodaya Bal Vidyalaya; Rohini Extn.Sector 20, Delhi 86	Delhi		10	e
2	Sri Guru Granth Sahib Vidya Kender So. New Delhi	Delhi		10	f
3	Air Force Wives Welfare Association (AFWWA)	Delhi			
	Umeed Vidya Kiran/ AF Stn Rajori	Delhi		1	g
	Umeed Vidya Kiran/ AF Stn Arjangarh	Delhi		1	b
	Umeed Vidya Kiran/ AF Stn Tuglakabad	Delhi		1	i
	Umeed Vidya Kiran/ AF Stn Chandigarh	Chandigarh (UT)	Northern Region	2	j
	Umeed Vidya Kiran/ AF Stn Chakeri	Kanpur (UP)		2	k
	Umeed Vidya Kiran/ AF Stn Agra	Agra (UP)		3	l
4	School/community Centre near Fatehabad & Agra sites	Fatehabad & Agra (UP)		10	m
5	Kalyanam Karoti, Mathura	Mathura (UP)		20	n
6	Schools/Community Centre near BHEL Hardwar	Hardwar (Uttarakhand)	30	o	
7	Jeevodaya Society, Itarsi	Itarsi (MP)	20	p	
8	Yashwantrao Chawhan College, Lakhandur Dist: Bhandara (Maharashtra)	Bhandara (Maharashtra)	Western Region	30	q
9	Triratna Vihar, Bramhapuri, Dist: Chandrapur (Maharashtra)	Chandrapur (Maharashtra)		02	r
10	Community Centre in Chandrapur District Maharashtra	Chandrapur (Maharashtra)		15	s
11	Schools in Chandrapur District Maharashtra	Chandrapur (Maharashtra)	10	s	
Quote B (a+b+c+d+e+f+g+h+i+j+k+l+m+n+o+p+q+r+s)					B

*Rates are inclusive of addl charges if any like Service Tax /duties/Insurance/manpower/material/vehicle cost etc.

Signature:
Name:

Date:
Seal:

Annexure 3

Check list

Documents to be placed in Cover 1 (Technical Bid)

1	Registration of Various Authorities and their No. and Self-attested copies of the following enclosed	
	(a) Certificate of incorporation/registration/partnership deed	Yes/ No
	(b) PAN from income Tax Authority	Yes/ No
	(c) Service Tax Registration certificate.	Yes/ No
2	Experience	
	(a)Self-attested Copies of One work order of at least Rs. 52000/- (excl. taxes) of similar works OR Two work order of at least Rs. 32500/- (excl. taxes) of similar works OR Three work order of at least Rs. 26000/- (excl. taxes) of similar works	Yes/ No
3	Expertise and facilities	
	The intending bidder should be dealing with Domestic Packaging and Transporting Personal Computers at least for the last 03 years & should have the requisite expertise, resources and skilled personnel for the Packaging and Transporting Personal Computers.	Yes/No
	(a) Able to provide facility (good quality material and manpower) for packaging and transporting PCs to various location	Yes/No
	(b) Able to provide Proof of Delivery (POD) for all the packages along with their bills as per the requirements of BHEL,	Yes/No
4	Financial Credentials	
	(a) Copy of last return of Income tax and P/L Statement for last 3 years.	Yes/No
5	Signed copy of Tender (to ascertain that bidder has read and understood the tender term and condition)	
	(a) Have read and understood the tender document. Same has been signed and enclosed.	Yes/No
	(a) No litigation pending/convicted. Declaration of same is enclosed.	Yes/No

Documents to be placed in Cover 2 (Price Bid)

Price bid should contain only one document i.e. Quoted Price Bid as prescribed format Annexure 2 with signature/date/seal at the bottom.

Bidder should not write anything else except price. It should be unconditional quote. If bidder writes any condition in price bid, it would be rejected.

Annexure 4

List of PCs

	School/Unit	Location	Region	No. of PCs
1	Buddha Education Foundation, New Delhi	Delhi	Delhi/NC R	
	Government Sarvodaya Vidyalaya; Jaunti, Delhi 110 081	Delhi		2
	Nigam Prathamik Sah Shiksha Vidyalaya; Jheemarpura, Delhi 110 081	Delhi		1
	Uttari Delhi Nigam Prathamik Sah Shiksha Vidyalaya; Jaunti, Delhi 110 081	Delhi		2
	Government Sarvodaya Bal Vidyalaya; Pooth Kalan, Delhi 110 086	Delhi		10
	Sarvodaya Bal Vidyalaya; Rohini Extn.Sector 20, Delhi 110 086	Delhi		10
2	Sri Guru Granth Sahib Vidya Kender Society New Delhi	Delhi		10
3	Air Force Wives Welfare Association (AFWWA)	Delhi		
	Umeed Vidya Kiran/ AF Stn Rajori	Delhi		1
	Umeed Vidya Kiran/ AF Stn Arjangarh	Delhi		1
	Umeed Vidya Kiran/ AF Stn Tuglakabad	Delhi		1
	Umeed Vidya Kiran/ AF Stn Chandigarh	Chandigarh UT)	Northern Region	2
	Umeed Vidya Kiran/ AF Stn Chakeri	Kanpur (UP)		2
	Umeed Vidya Kiran/ AF Stn Agra	Agra (UP)		3
4	School/community Centre near Fatehabad & Agra sites	Fatehabad & Agra (UP)		
5	Kalyanam Karoti, Mathura	Mathura (UP)		20
6	Schools/Community Centre near BHEL Hardwar	Hardwar (Uttarakhand)		30*
7	Jeevodaya Society, Itarsi	Itarsi (MP)		20
8	Yashwantrao Chawhan College, Lakhandur Dist: Bhandara (Maharashtra)	Bhandara (Maharashtra)	Western Region	30
9	Triratna Vihar, Bramhapuri, Dist: Chandrapur (Maharashtra)	Chandrapur (Maharashtra)		02
10	Community Centre in Chadrapur District Maharashtra	Chandrapur (Maharashtra)		15
11	Schools in Chandrapur District Maharashtra	Chandrapur (Maharashtra)		10

No. of PCs may vary based on decision of competent authority.

*PCs are located in Advant Noida. Rest are located in BHEL Lodhi Road.