



**BHARAT HEAVY ELECTRICALS LIMITED**  
**Centralized Stamping Unit & Fabrication Plant**  
**Amethi, UP - 227817**

**NOTICE INVITING TENDER**

**TE NO: BHEL/CSU/HR/PC/2017**

**07.03.2017**

**SUB:** Tender for Leased Rental of Photocopy Machines at BHEL CSU & FP, Jagdishpur premises.

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Bharat Heavy Electricals Limited CSU & FP, a Government of India Undertaking with its Office located at Jagdishpur I A, Amethi, UP-227817, Invites tender for Leased Rental of Photocopy Machines for photocopying of official documents at its premises.

**Scope of Work:**

Bidder will have to provide Two NO's photocopying machine in New Condition at CSU & FP, Jagdishpur premises. All consumables and Toner (Excluding Paper) and maintenance are in bidder's scope.

**Machine Specification:**

A Digital Photocopier (Print, Scan, Copy with Networking) in New Condition, with minimum speed of 15 copies per minute. The maintenance of machines, consumables & toners are within the scope of bidder.

The tender is single part. Bids are to be submitted with duly filled Annexure-A, B & C, in sealed envelope and super scribed with 'Leased Rental of Photocopy Machines'. BHEL reserves the right to reject any or all the quotations without giving any reasons thereof.

**Period of Sale of tender documents:**

Sale start date & time : 08.03.2017,1200 hrs.

Sale end date & time : 29.03.2017,1200 hrs.

**Tender submission:**

Last date & time of tender submission: 29.03.2017,1200 hrs.

Opening date & time : 29.03.2017,1500 hrs.

The tender will also be available on BHEL website – [www.bhel.com](http://www.bhel.com).

**Any changes/modifications and corrigendum to the tender will be updated on the above website only.**

**The offers are to be addressed to:**

Sr. Engineer (IT),  
BHEL CSU & FP  
Jagdishpur I A  
Amethi, UP-227817

Offers through telegram / fax shall not be acceptable. The offers will be opened in presence of the parties who wish to attend the tender opening.

Thanking you,

Yours faithfully,  
For Bharat Heavy Electricals Limited,

(S K Verma)  
Sr. Engineer

Ph- 05361-224123  
Email: [skverma@bhelcsufp.in](mailto:skverma@bhelcsufp.in)

**GENERAL TERMS & CONDITIONS:**

SN	General Terms & Conditions	Acceptance (YES/NO)
1	The contract for photocopying services shall be for a period of Three years with provision for extension by one more year on the same terms and conditions, at the discretion of BHEL	
2	Successful bidder shall be given 7 days notice for providing the machines at BHEL premises.	
3	The party shall provide the photocopy machines in New & proper working condition at BHEL CSU & FP, Jagdishpur premises.	
4	The machine specification shall be automatic, with minimum speed of 15 copies per minute.	
5	Time 8.00 a.m. to 5 p.m. Maintenance Services should be provided within 24 hours of complaint. Even on BHEL holidays if required.	
6	Quantum of work – approx. 6,000 copies per month per machine which may change as per usage. Any additional usage be payable as per quoted rates per page.	
7	BHEL shall provide working space and electricity free of cost. All other expenses and facilitation for operator is in vendor's scope excluding paper.	
8	Bid Acceptance Criteria: The bidder shall accept all the conditions from sl.no.1 to 20 without deviation. The evaluation of the price bid will be on L1 basis.	
9	The party shall be responsible for all the losses /damages occurred during the contract for contractor's fault, if any.	
10	If any time, any questions, disputes or differences what so ever arising out of or in any way concerning the contract between BHEL and the Contractors, the same shall be referred to the sole arbitrator i.e. General Manager, BHEL, CSU & FP, Jagdishpur or nominee appointed by him. The award of the arbitrator shall be final and binding on both the parties.	
11	<p><b>Payment Terms:</b> The bills have to be submitted with the following documents every Month/ Quarter as required at below mentioned Address:</p> <p>(a) Bill in original</p> <p>(b) No. of copies to be written in number and words and duly signed by BHEL.</p> <p>(c) Address: HEAD (HR), BHEL CSU &amp; FP Jagdishpur, Amethi UP-227817</p> <p>TDS shall be deducted as applicable.</p> <p><b>EMD : NIL</b></p> <p><b>Security Deposit:</b> NIL</p>	

12	Validity of the offer: Two months from the due date of submission.	
13	No installation or operation charges for the machines and the staff shall be separately payable. All charges to be included in the quoted rate.	
14	Party to maintain machine properly by providing consumables like toner, ink etc., at their own cost. Maintenance and safety of the machine is the sole responsibility of the party.	
15	Good and legible copies to be obtained without any defect. A spare toner per machine shall be provided and made available with BHEL all the time.	
16	Safety and secrecy of documents/ NDA is to be ensured by successful party.	
17	Quantum of work be duly signed by Executive / representative of BHEL on periodical basis.	
18	Loss or damage to any of the property due to negligence of the service provider / their employee shall be recoverable or made good by the party at his own cost.	
19	Risk Purchase Clause: In case the photocopying machine is under breakdown , photocopying of documents shall be done through an outside party and the total cost incurred towards the same shall be deducted from contractor's running bills.	
20	BHEL reserves the right to terminate the contract by giving 7 days notice in writing in case the services are not found satisfactory / mal-practices are observed.	

In addition to the above points, the evaluation of bids will be done on the following documents to be submitted by the party placed in envelope.

1. Compliance letter in your letter head as per the format enclosed (Annexure C).
2. Each page of tender document shall be duly filled up, signed and stamped by the party as a token of acceptance.
3. Copy of PAN card and Newness Certificate (Original Purchase Bill of Machine).
4. On award of contract, A contract agreement shall be signed between BHEL and successful bidder on a Non-Judicial Stamp Paper of value 100 Rs. Stamp Paper to be provided by bidder.

**PRICE BID FORMAT:**

Annexure- B

SN	Description	Fixed Monthly Rental Per Machine (6000 Free Pages)	Rate (Per Copy Over and Above 6000 Pages Per Machine)	
			In Figure	In words
1	PHOTOCOPIER			
2	TAXES			
3	TOTAL			
4				

1. Prices quoted shall include all taxes, duties etc., as applicable.
2. Service tax, if payable by the party shall be reimbursed as per applicable rules. The party should give copy of the Service tax registration certificate to claim the same.

Signature of the Party

**Compliance Letter – Format**  
(To be typed on the letter head of the party)

Date:

To:

M/s. BHEL  
CSU & FP, Jagdishpur I A  
Amethi, UP-227817

Dear Sir,

Sub: Your Tender Enquiry No. BHEL/CSU/HR/PC/2017, dated 07.03.2017

With reference to your above tender, we hereby confirm that all the terms and conditions of your above tender are acceptable to us and our offer is based on the same.

We have submitted the price bid in your price bid format only without any deviations / conditions.

We also confirm that if any deviations / conditions in the Price Bid are mentioned, the same will not be entertained by BHEL.

Thanking you,

Yours faithfully,