



**BHARAT HEAVY ELECTRICALS LIMITED**  
(A Govt. of India Undertaking)

**ELECTRICAL MACHINE REPAIR PLANT**

Plot No.D-1, Cross Road 'C', Road No.16, MIDC,  
Andheri (East),MUMBAI – 400 093  
[t 2835 8712/8706/8701, Fax No. 022-28231161/28364587]  
E mail : rkmundra@bhel-emrp.com

**NOTICE INVITING TENDER**

**Tender Enquiry No: BHEL/EMRP/HR/ 16-17/ T-12**

**Subject: Rate contract for facilitating Photocopying and scanning services by providing photocopy machines and operator at BHEL EMRP, Andheri premises**

Sealed offers are invited from reputed and experienced bidders for the subject job by BHARAT HEAVY ELECTRICALS LIMITED (BHEL) as per the tender document requirements detailed below. Following points relevant to the tender may please be noted and complied with.

**Scope of Work :**

Party will have to provide one photocopying machine at BHEL EMRP Office along with an operator. The machine shall be Digital Copier, automatic, with minimum speed of 40 copies per minute.

**Machine Specification:**

The operation, maintenance of machines, administration and supervision charges, material requirement including photocopying papers is within the scope of the successful party.

**Pre- Qualification Criteria –**

The bidder should have an average annual financial turnover not less than Rs.1.5 Lacs during last three financial years ending on 31/03/2016.

The bidder should have experience of successfully completed similar works in organizations/ institutes/ govt agencies during last the 7 years ending on 31/01/2017 of values either of the following –

Three works each valuing not less than Rs. 2 Lacs

**Or**

Two works each valuing not less than Rs. 2.5 lacs

**Or**

One work valuing not less than Rs. 4 Lacs.

(Similar kind of work include photocopy/ scanning/ printing etc works).

**Note:**

- 1. Abovementioned criteria should be met by the bidder himself OR his principals and not by any associate bidder.**

2. **Necessary documents like Work 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.**
4. **Pre-bid Meeting:** Pre-bid meeting shall be held in the office of the undersigned at 11AM on 22.02.2017 for techno-commercial clarifications if any.

The tender is invited in two parts

1. Techno-commercial Bid
2. Price Bid

The offer should be submitted in two envelopes as below:

**Envelope – 1 :                      Technical Bid (Part ‘A’) -    Annexure A**

**Envelope – 2 :                      Price Bid (Part ‘B’) -                      Annexure B**

Technical bid and price bid are to be submitted in two separate envelopes. The above two envelopes shall be placed in another envelope and sealed and super scribed with **‘Rate contract for Photocopying & Scanning Services’ along with date of submission and due date of opening.**

BHEL reserves the right to reject any or all the quotations without giving any reasons thereof.

**Tender submission:**

Last date & time of tender submission:            08.03.2017 (1400 hrs.)

Technical bid Opening date & time :            08.03.2017 (1430 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. Hence, all bidders shall be required to keep a close watch on our website for such updates, if any.

The offers are to be addressed to Sr Executive (HR), BHEL EMRP, Plot No D1, road no 16, Cross Rd C, MIDC, Andheri (E), Mumbai – 400093

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,

(Sonia Dalal)

Sr. Executive (HR)/ Email: [sonia@bhel-emrp.com](mailto:sonia@bhel-emrp.com)

**Annexure A**

**TECHNICAL BID – PART ‘A’ – ENVELOPE 1**

| <b>S.No.</b> | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | <p>Payment of Rs.10000 /- towards Earnest Money Deposit (EMD) through Cash/ Pay Order/ Demand Draft to be submitted along with the offer. Demand Draft to be made in favor of BHEL.</p> <p>Demand draft no.<br/>Date</p> <p>EMD by the tenderer will be forfeited if :</p> <ol style="list-style-type: none"> <li>After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.</li> <li>The tenderer does not commence the work within the period as per LOI / Contract.</li> </ol> <p>EMD given by all unsuccessful tenderers shall be refunded.</p> <p>EMD shall not carry any interest.</p> <p>No security deposit will be taken by BHEL from the successful party.</p> |
| 2            | The contract for photocopying & Scanning services shall be for a period of two years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3            | Successful bidder shall be given 07 days notice for commencing operations at BHEL premises.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4            | <p>The party should provide one operator for the machine. One photocopying machine in proper working condition to be provided at EMRP Office.</p> <p>The machine specification shall be Digital Copier, automatic, with minimum speed of 40 copies per minute. The machine should preferably be new and should not suffer breakdowns.</p> <p>Time: 0830 Hrs to 1630 Hrs. Monday to Saturday. Service should be provided, if required, on BHEL holidays.</p>                                                                                                                                                                                                                                                                               |
| 5            | <p><b>Quantum of work</b> – photocopying approx. 28000 copies A/4 size per month and 150 copies A/3 size per month. Scanning of A0-A4 sizes and making Xerox copies on A0, A1 and A2 sizes as mentioned in Price bid proforma may be carried out at vendor's premises.</p> <p>BHEL shall provide working space and electricity free of cost. All other expenses and facilitation for operator is in vendor's scope. BHEL work only shall be permitted to be carried out at BHEL office.</p> <p>Also the operator shall be issued ICard for entering BHEL's premises that will carry a one time issuance fee of Rs.125/-. Any loss of this card shall carry a fine of Rs.125/-. Also, canteen facility will be extended to the</p>         |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | operator for breakfast, lunch and tea on a chargeable basis @ Rs. 125/- per month.<br>Party to incorporate the above in their rates.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6  | <b>Bid Acceptance Criteria:</b><br>a) The bidder shall be required to necessarily accept all the conditions sl.no. 1 to 21 without deviations for qualifying for opening of the Price Bid.<br>b) The evaluation of the price bid will be made on the basis of total landed cost to BHEL.                                                                                                                                                                                                                                              |
| 7  | The party shall indemnify BHEL for all the losses / damages occurred during the contract for contractor's fault.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8  | 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. Addl. General Manager, BHEL EMRP, Mumbai or nominee appointed by him & the arbitration proceeding shall be conducted in accordance with Arbitration and Reconciliation Act, 1996. The award of the arbitrator shall be final and binding on both the parties and arbitration proceedings shall be held only at Mumbai. |
| 9  | <b>Payment Terms:</b><br>The bill has to be submitted with the following documents on or before 7 <sup>th</sup> of every month:<br>(a) Bill in original<br>(b) Register provided by BHEL giving details of copies taken (no. of copies to be written in number and words) and duly signed by the BHEL employees.<br>TDS shall be deducted as applicable.                                                                                                                                                                              |
| 10 | <b>Validity of the offer:</b><br>90 Days from the opening of technical bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 11 | No rent, installation or operation charges for the machine and the staff shall be separately payable. All charges to be included in the quoted rate.                                                                                                                                                                                                                                                                                                                                                                                  |
| 12 | 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. The paper for photocopying shall be provided by the party as per contracted quality (75 gsm).                                                                                                                                                                                                                                                     |
| 13 | Quantum of work shall be registered by way of requisition slip / register provided by BHEL. Work given should be completed promptly and to be duly signed by the Executive / representative of BHEL. Maintenance of this record updated on daily basis is the responsibility of the operator and will form the basis of work certification on periodical basis.                                                                                                                                                                       |
| 14 | Safety and secrecy of documents given for photocopying is to be ensured by successful party.                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 15 | Good and legible copies to be obtained without any defect. For the illegible copies no charges will be paid.                                                                                                                                                                                                                                                                                                                                                                                                                          |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16 | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 17 | Risk Purchase Clause: In case the photocopying machine is under break down or the contractor's employees are absent for a period of half a day, then the photocopying of the documents shall be got done through an outside party located near our office and the total cost incurred towards the same shall be deducted from your running bills. This shall be at contractor's risk and cost.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 18 | BHEL reserves the right to terminate the contract by giving 15 days notice in writing in case the services are not found satisfactory / mal-practices are observed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 19 | <b>Taxes &amp; Duties:</b> The quoted price shall be inclusive of all taxes & duties and Octroi charges complete as on date of submission of offer but exclusive of Service tax and WCT. However if any new taxes & duties are introduced or any variation occurred in existing rate of taxes and duties subsequent to bid submission and during the currency of the contract including its extension if any, the same shall be reimbursed at actual against documentary evidence of remittance by the contractor. In case the completion schedule is extended for the reasons attributable to the contractor, no such variation shall be admissible.                                                                                                                                                                                                                                                                                                                                 |
| 20 | <b>INSURANCE</b><br>It shall be the sole responsibility of the contractor to obtain transit insurance for envisaged scope of supply and get insured the property, materials, machineries etc. belonging to him.<br>It shall be the sole responsibility of the contractor to insure his workmen against risks of accidents and injury while at work as required by the relevant rules and to pay compensation, if any, to them as per Workmen's Compensation Act.<br><br>If due to contractor's carelessness, negligence and / or non-observance of safety and other precautions, any accident / injury occurs to other persons / public, damage to BHEL's / its customer's property and/or personnel occurs, and if BHEL is unable to recover in full its claim from the Insurance Company, the deficit will be recovered from the contractor. The contractor shall be responsible for necessary compensation and other expenses in full, if so decided by the appropriate authority. |
| 21 | <b>FORCE MAJEURE:</b><br>The 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.<br>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.                                                                                                                                 |

In addition to the above points, the evaluation of the technical bids will be done on the following documents to be submitted by the party and placed in envelope 1:

1. Earnest Money Deposit of Rs.10,000/- (Demand Draft/ Pay order favoring BHEL or Cash).
2. No Deviation certificate in your letter head as per the format enclosed (Annexure B).
3. Certificate for over writing / Erasures / Corrections as per Annexure "C".
4. Declaration by the bidder as per Annexure "D".
5. Necessary documents like Work 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 pre qualifying criteria.
6. Unquoted price bid (rates should not be mentioned in the price bid while submitting it in Part A bid) indicating that you have quoted for all items.
7. Each page of the Technical Bid – Part 'A' shall be duly filled up, signed and stamped by the party as a token of acceptance.
8. Sample paper to be submitted (75 gsm).
9. Copy of PAN card.
10. Copy of Service tax registration
11. Proof of Income Tax Return filed for the last three years.

**Authorized Signatory,  
With seal of the company**

## **Annexure B**

**Tender Enquiry No. BHEL/EMRP/HR/ 16-17/ T-12**

Date:

**Bidder's Ref No:** \_\_\_\_\_

### **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 the 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. BHEL/EMRP/HR/16-17/T-10 has been noted and the same is endorsed and signed by me.

Signature and seal of the  
bidder

**DECLARATION BY THE BIDDER ON LETTER HEAD**

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 for  
execution of the work.
- (xiii) I have taken cost of compliance of applicable Labour Laws and Statutory  
Regulations in my offered price.

Signature and seal of the bidder

**ANNEXURE E****PRICE BID – PART ‘B’ – ENVELOPE 2**

| Approximate quantum of Monthly Work |            |                        |                             |                                   |                                    | Unit<br>Rate<br>in Rs. | Total<br>price |
|-------------------------------------|------------|------------------------|-----------------------------|-----------------------------------|------------------------------------|------------------------|----------------|
| SL<br>NO                            | ITEM<br>NO | DESCRIPTION OF<br>WORK | MEDIA                       | SIZE OF<br>DRAWING OR<br>DOCUMENT | Approximate Print<br>/ scan needed |                        |                |
| A                                   | 1          | LEAD /Inkjet XEROX     | Plain<br>paper of<br>75 Gms | A0                                | 20                                 |                        |                |
|                                     |            |                        |                             | A1                                | 30                                 |                        |                |
|                                     |            |                        |                             | A2                                | 25                                 |                        |                |
|                                     |            |                        |                             | A3                                | 150                                |                        |                |
|                                     |            |                        |                             | A4                                | 28000                              |                        |                |
| B                                   | 1          | Scanning               |                             | A0                                | 15                                 |                        |                |
|                                     | 2          |                        |                             | A1                                | 25                                 |                        |                |
|                                     | 3          |                        |                             | A2                                | 40                                 |                        |                |

- Prices quoted shall include all taxes, duties etc., as applicable, except service tax.
- 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.

**Authorized Signatory,  
With seal of the company**