

BHARAT HEAVY ELECTRICALS LIMITED (A GOVT.OF INDIA UNDERTAKING) TIRUCHIRAPPALLI - 620 014, INDIA HUMAN RESOURCE MANAGEMENT FAX: 91 - (0431) – 2520076 Phone : 0431 -2577484 / 2577067	 AN ISO 9001 COMPANY
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RefNo - BHE:HRM:CANT:TCS:2020

Date:06/03/2020

To

Sub: Tender for Supply of **PACKET REFRESHMENT** containing Sweets & Savories for BHEL UNITS in **TRICHY, THIRUMAYAM & CHENNAI** –reg.

The Management of BHEL has decided to procure and distribute “**PACKET REFRESHMENT**” containing Sweets & Savories to the employees & others at BHEL units at Trichy, Thirumayam and Chennai as per details below:-

Description	Approximate Qty to be supplied			
	Trichy	Chennai	Thirumayam	Total
Each Packet Refreshment containing 1. MYSOREPAK (Normal / Crispy) (500 gms), 2. DRY GULAB JAMUN (Finger Type) (250 gms) 3. MADRAS MIXTURE (250 gms)	12580	285	1135	14000
Total weight of each Packet Refreshment - 1000 gms	Packets	Packets	Packets	Packets

Address details are given below:-

Trichy	High Pressure Boiler Plant Bharat Heavy Electricals Limited, Trichy – 620014
Chennai	Piping Centre, Bharat Heavy Electricals Limited, 80/93, G.N.Chetty Road, T.Nagar, Chennai – 600 017
Thirumayam	Power Plant Piping Unit, Thirumayam – 622 507 Pudukkottai (Dt)

You are requested to submit your offer as detailed below :-

- A. The duly filled Technical Bid in Annexure -I should be kept in a **Separate Cover** neatly wax sealed with suitable superscription on the top of wax sealed Covers as “**Technical Bid for PACKET REFRESHMENT 2019-20**”.



- B. The Rate Bid -Annexure-II (Price Bid) should be kept in a **Separate Cover** neatly wax sealed with suitable superscription on the top of wax sealed Covers **"Price Bid for PACKET REFRESHMENT 2019-20"**.
- C. **Both the covers should be kept in a single cover** and neatly wax sealed with suitable superscription on the top of wax sealed Covers **"Tender for PACKET REFRESHMENT 2019-20"**.
- D. Sample **PACKET REFRESHMENT (containing sweets and Savories of all the varieties given above)** should be submitted along with Technical&Price bids on the due date.
- E. Above sealed envelope should be Sent by **Register post / Speed Post / Courier/ also In person**, so as to reach **The Tender Opening Cell, Room No:26, Building-24, Ground Floor, Bharat Heavy Electricals Limited, Trichy-620014 ON OR BEFORE 13/03/2020 at 10:30 Hrs** stated below in the table along with the required enclosures and sample Sweets Gift Box.

Calendar of events for Tender :-

Sl.No.	Tender Events	Key Dates
01	Pre bid meeting	10/03/2020 at 14:30 Hrs
02	Submission of Packet Refreshment Samples along with Technical Bid & Price Bid.	13/03/2020 before 10:30 Hrs
03	Opening of Technical Bid.	13/03/2020 at 11:00 hrs.
04	Opening of Price Bid.	Will be intimated later
05	Issue of Purchase Order	On or before 20/03/2020
06	Delivery of Packet Refreshment at BHEL units at Trichy, Thirumayam and Chennai.	On or before 31/03/2020

Thanking you,

Yours sincerely,
For BHARAT HEAVY ELECTRICALS LIMITED,


06/03/2020
(A Babu)
DGM (HR – IR & Canteen)

Encl:

1. General Terms& Conditions (4 pages)
2. Technical Bid- Annexure – I (2 pages)
3. Price Bid – Annexure-II (1 page)
4. BHEL Monogram – Annexure-III (1 page)

BHARAT HEAVY ELECTRICALS LIMITED
HRM CANTEENS
TIRUCHIRAPPALLI-14

Ref No - BHE:HRM:CANT:TCS :2020

Date: 06/03/2020

GENERAL TERMS & CONDITIONS.

1. **Order will be released on L1 vendor whose Packet Refreshment is the most acceptable to BHEL considering Quality, taste, weight, flavor, presentation & price, etc. BHEL may negotiate the rates/ weight of Sweets & Savories with L1 vendor if the rates are higher.**
2. BHEL reserves the right to alter the total order quantity.
3. The shelf life of the items should be minimum of 02 weeks from manufacturing date and 10 days from the date of supplying the products to us.
4. Dealer / Distributor should obtain authorization letter from the Stockiest / manufacturers to participate in the tender.
5. A complimentary message incorporating BHEL monogram (Annexure-III) should be screen-printed on the Box at the vendor's cost. Specimen of message is enclosed. Packet Refreshment box should be made of 03 ply Carton Box in a colorful, Glossy and Presentable form with BHEL Monogram all sides.
6. Each Variety of Sweets either should be packed in a separate cover and kept in a single Food grade plastic box or placed in a Food grade plastic box with partition for each variety of sweets. Both Sweet boxes and Savories should be kept in a single Packet Refreshment box and the box shall clearly indicate the list of items available in the box, MRP Rate, date of Manufacturing and expiry date.
7. Upon ordering vendor must get approval for the specimen of Packet Refreshment box well in advance before supply.
8. The quality and taste of bulk supplies should be as per the sample supplied and approved.
9. The rate quoted should be inclusive of GST, all taxes, packaging including boxes, handling and transportation and delivery at BHEL premises in Trichy, Thirumayam and Chennai. The delivery is to be made by vendor / his representative.
10. **Delivery should be made on or before 31st MARCH 2020 before 10:00 Hrs. This is to be adhered, any deviation will lead to rejection of offer.**
11. Delivery should be made through cardboard cartons having uniform number of Boxes (20/25 Nos) for easy accounting and handling.
12. Late tenders will be rejected summarily.
13. All the entries in the tender documents should be in one ink. Erasing and overwriting are not permitted. Cancellations and insertions, if any shall be authenticated by the tenderer by signing affixing his seal. After submitting the tender, the tenderer is not entitled to recall his/its offer of modify the terms and conditions thereof.
14. Bid should be free from correction, overwriting, using corrective fluid, etc. Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection. All overwriting/cutting, etc will be numbered by bid opening officials and announced during bid opening. **In case of discrepancy /difference in the rates quoted the rate written in words shall be taken as price quoted.**
15. Delivery challan in four copies should be prepared separately for each vehicle at each place of delivery.



16. 100% Payment will be made through EFT / RTGS within 15 days from the date of submission of consolidated statement after the supplies made at various delivery points. No advance payment will be made.
17. In case the quality and taste of bulk supply do not match with the approved samples, entire quantity of supply will be rejected.
18. Your Offer shall be valid till up to 30/04/2020.
19. Clarification, if any, before quoting may please be had from Sr.Manager (HR – Canteen. Or The Secretary, Canteen Managing Committee, Canteens, BHEL, Trichy-620014. (Phone No. 0431-2577324 / 2577067 & Mobile No. 9442502737)

20. **Liquidated Damages:**

The delivery of the Packet Refreshment specified in the purchase order should be made within the time prescribed in the Tender Enquiry. LD for delay in Supply will be applicable to the delays attributed to vendor, where the successful tenderer fails to complete the supply of Packet Refreshment on or before the due date, Liquidated damages shall be applicable @ 0.5% of the total order value per week subject to a maximum of 10% of the total order value.

21. Evaluation Criteria:-

The following are the essential conditions to finalize the tender:-

- a) **Tender will be evaluated on overall package L1.**
- b) **The quality / taste / presentation of the items are duly vetted by a suitable committee formed by BHEL, Trichy and it forms part of Technical Bid.**
- c) **Such of those Packet Refreshment whose quality / taste / presentation, recommended for acceptance by the committee, then the price bid of those vendors will only be opened.**
- d) **The committee's recommendation is final and binding.**
- e) **Vendor must have GST, PAN CARD & FSSAI certificate valid up to 31/03/2020 (Proof to be attached).**
- f) The vendor must have an average annual turnover of Rs. 30 lakhs or more for any Two consecutive years out of last Three financial years ending on 31st March 2019 (2016-17, 2017-18, 2018-19) (Balance Sheet & Profit and Loss Account Statement duly certified by chartered accountant with CA membership / Proof to be attached). Non submission of documents will lead to rejection of offer.
- g) The vendor should have made at least one bulk supply (single delivery) for a minimum of Rs.10 lakhs on or after 01.04.2015 (**Proof to be attached**)
- h) The vendor must submit Income Tax return acknowledgement for any Two consecutive years out of last Three financial years ending on 31st March 2019 (2016-17, 2017-18, 2018-19). Non submission of documents will lead to rejection of offer.

22. BHEL reserves the right to

- a) Increase or decrease the tendered quantity.
- b) Negotiate or re-float the tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons. The decision of BHEL in awarding the contract is final and BHEL reserves the right to reject any or all tenders without assigning any reasons.
- c) In Case more than one bidder happens to occupy L-1 status, effective L1 will be decided by soliciting discounts from the respective L1 bidders. In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss / draw of lots, in the presence of L-1 bidders or their representatives. Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.



23.ARBITRATION:-

Disputes or differences arising from this Tender or in any manner connected therewith shall be subject to the following disputes resolution mechanism:

- a) Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their senior management within 10 days of a dispute arising.
- b) If no amicable settlement is arrived at within 30 days, then any party may refer the dispute to sole arbitrator to be nominated by the GM-HR, BHEL, Trichy. The place of arbitration shall be at Trichy. All arbitration proceedings shall be conducted in English in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- c) The arbitration award shall be final and binding upon the parties and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal. All disputes shall be subject to the exclusive jurisdiction of courts at Trichy.

24. i. 25% of the tendered quantity is earmarked for MSE suppliers (Manufacturers Only) as per the latest MSE guidelines. Since the contract cannot be split to multiple vendors, ordering will be on single source. In case after the bid opening it is seen that Non MSE has become L1, the full/ complete supply of total tendered value shall be awarded to eligible MSE vendor who matches the L1 price. The preference to the MSEs will be given in order of their ranking L1, L2, L3, etc. Incase none of the eligible MSE vendors accept the L1 rate, total tendered value shall be awarded to L1 vendor.

ii. If L1 is MSE vendor, total tendered value shall be awarded to L1 vendor.

iii. For availing MSE benefit, MSE vendor under manufacturer for tendered items should submit the following document along with Part-1 offer. Without producing of below documents, your offer will be considered as non-MSE category and not eligible for availing MSE benefits.

1.MSE (Micro and Small Enterprises only) vendor submitting UAM certificate (notarized or attested by a Gazetted officer) along with CA Certificate (As per Annexure-I) pertaining to latest completed financial year /

2.EM-II (notarized or attested by a Gazetted officer) with deemed validity of five years from the date of issue of EM-II /

3.EM-II (notarized or attested by a Gazetted officer) along with CA certificate (As per Annexure-I) pertaining to latest completed financial year /

4. NSIC Registered vendors with valid registration document.

Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for the enquiry if any deficiency in the above required documents is not submitted before the price bid opening. Documents should be notarized or attested by a Gazetted officer. This provision for MSE will apply subject to the condition that the participating MSE meets the tender requirements.

25. 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 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.



Certificate by Chartered Accountant on letter head

This is to Certify that M/s
(herein-after referred to as 'company') having its registered office at
is registered under MSMED Act 2006,
(Entrepreneur Memorandum No (Part—II) Dtd
Category:(Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

- 1. For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.8.0.1722(E) dated October 5, 2006:

Rs Lacs

- 2. For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:

Rs Lacs

(Strike off whichever is not applicable)

The above investment of RsLacs is within permissible limit of Rs.....Lacs forMicro / Small (**Strike off which is not applicable**) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/ Small) (**Strike off which is not applicable**) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number –

Seal of chartered Accountant



ANNEXURE – I
TECHNICAL BID

[Specimen format for quoting the offer (To be typed in your letter head)]
Bidder Ref No & Date

In response to your tender enquiry Ref - BHE:HRM:CANT:TCS:2020 dt 06/03/2020, we are pleased to submit the following details for supply of Packet Refreshment containing Sweets & Savories.

SL. NO	PARAMETERS	WRITE YES / NO / AGREED (As Applicable)	REMARKS (DEVIATIONS)
1	02 Sets of each Packet Refreshment submitted for sample evaluation as per tender qty requirement.		
	Self-declaration		
2	Quantity as per Enquiry: 14000 Packets. +/-15%		
3	Quoted for F.O.R Destination of Piping Centre/Chennai, Trichy & Thirumayam		
4	Delivery at BHEL units (Trichy, Chennai & Thirumayam) will be completed positively by 31/03/2020 before 10:00 Hrs		
5	We confirm that:-		
(a)	We certified that, Permissible Harmless Food Colours / preservatives as per FPO standards are used		
(b)	We certified that, the Shelf life of the items offered shall be for a minimum of Two weeks from manufacturing date and 10 days from the date of supplying the items to BHEL.		
(c)	The packet shall clearly indicate the date of Manufacturing and expiry date.		
6	We assure that, in case the quality of items supplied are found inferior/or non-consumable, entire quantity shall be replaced.		
7	The manufacturer should emboss / Print BHEL Monogram / logo on the Carton box / Plastic box to be screen printed as per our instruction given.		
8	The pack containing the sweet item shall be made of 3 ply carton box in a colourful, Glossy and presentable form / Plastic box with logo.		
9	The quoted rates shall remain firm and valid till 30/04/2020		
10	No .of years of experience in relevant business.		
11	I have quoted for all items as per BHEL requirement & further items required in Price bid. The rates are all inclusive of GST, all Taxes, freight, etc)		



12	Certifications & Documents required towards essential criteria.		
(a)	We have an average turnover of Rs. 30 lakhs or more in the Two consecutive years out of last Three financial years ending on 31st March 2019 (2016-17, 2017-18, 2018-19)	Financial year	Annual Turnover
		2016 - 17	Rs. _____ Lakh
		2017 - 18	Rs. _____ Lakh
		2018 - 19	Rs. _____ Lakh
(b)	Profit and loss account statement & Balance Sheet for any Two consecutive years out of last Three financial years ending 31 st march 2019 (2016-17, 2017-18, 2018-19) duly certified by chartered accountant with CA membership number. (Non submission of documents for any Two consecutive years will lead to rejection of offer).	Financial year	Please Tick appropriate
		2016 - 17	Enclosed / Not Enclosed
		2017 - 18	Enclosed / Not Enclosed
		2018 - 19	Enclosed / Not Enclosed
(c)	Income Tax return acknowledgement for any Two consecutive years out of last Three financial years ending 31 st march 2019 (2016-17, 2017-18, 2018-19) (Non submission of documents for any Two consecutive years will lead to rejection of offer).	Financial year	Please Tick appropriate
		2016 - 17	Enclosed / Not Enclosed
		2017 - 18	Enclosed / Not Enclosed
		2018 - 19	Enclosed / Not Enclosed
(d)	We have made at least one bulk supply (Single delivery) for a minimum value of Rs.10 lakhs on or after 01.04.2015. (Proof to be attached like PO/WO/ Completion Certificate as the case may be).		
(e)	PANCARD No		Enclosed / Not Enclosed
(f)	GST		Enclosed / Not Enclosed
(g)	FSSAI Certificate valid up to 31/03/2020		Enclosed / Not Enclosed

I agree for delivery of Packet Refreshment containing Sweets & Savories as per sample given to BHEL, Trichy and as per the Terms & Conditions enclosed with the Tender.

I also accept BHEL's evaluation **committee's recommendation is final and binding.**

Signature of the tenderer with Company Seal

Mobile No –

Email -

ANNEXURE – II

PRICE BID

[Specimen format for quoting the offer (To be typed in your letter head)]

“Packet Refreshment” containing MYSOREPAK (Normal / Crispy) (500 gms), DRY GULAB JAMUN (Finger Type) (250 gms) & MADRAS MIXTURE (250 gms) (Approximate Quantity – 14000 Packets)				
Sl No	ITEMS	WEIGHT OF ITEM	RATE (Rs.) (in figures)	RATE (Rs.) (In words)
1	MYSOREPAK (NORMAL / CRISPY)	500 gms	_____ Per 500 gms	
2	DRY GULAB JAMUN (FINGER TYPE)	250 gms	_____ Per 250 gms	
3.	MADRAS MIXTURE	250 gms	_____ Per 250 gms	
Total Weight: 1000gms (Sweets 750 gms & Savories 250 gms) (CUMULATIVE PACKET RATE)				

Note – L1 will be decided on the cumulative unit Rate.

We are accepting all the terms and conditions of this BHEL tender without any deviation.

(The above Rate should include GST, all taxes, packaging including boxes, handling and transportation and delivery)

Signature of the tenderer with Company Seal

Mobile No –

Email -



ANNEXURE - III

Monogram to be screen printed on each BOX

Creating  of tomorrow RESPONSIVE ROBUST RISING
With best compliments from R.PADMANABHAN EXECUTIVE DIRECTOR BHEL - TIRUCHIRAPPALLI COMPLEX

Handwritten signature in blue ink