

BHARAT HEAVY ELECTRICALS LIMITED CENTRALIZED ADMINISTRATION

2nd Floor, SSBG , PLOT A/8 -10
Sector : 1 , KRIBHCO Bhawan , Noida



Maharatna Company

TENDER DOCUMENTS

FOR

**Job of upkeeping & maintence of telephone / Internet
services in BHEL Kribhco Bhawan , Noida Office.**

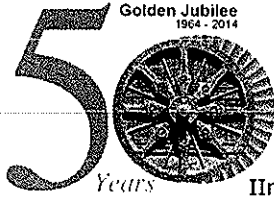
NIT No- 01: SSBG: NOI: ADMN: 0216: 2015-16

Dated: 02.02.2016

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LAST DATE FOR SUBMISSION: 23.02.2016 AT 15:00 Hrs.



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**BHARAT HEAVY ELECTRICALS LTD.
(CENTRALISED ADMINISTRATION)**

IInd Floor, KRIBHCO BHAWAN, A8-10, SECTOR 1, NOIDA (U.P.) - 201301

Ph: 0120-2441554, 2445097; Fax: 0120- 2532158; E-mail: ssbgpankaj@bhel.in

NOTICE FOR INVITING OPEN TENDER

Sealed tenders are invited in two parts bids for the following Work in BHEL premises KRIBHCO Bhawan, Sector-1 NOIDA.

Name of Work : Job of upkeeping & maintence of telephone / Internet services in BHEL
Kribhco Bhawan , Noida Office

NIT No. : 01: SSBG: NOI: ADMN: 0216: 2015-16

Dated : 02.02.2016

Period of Contract : 02 Years from date of Issue of Work Order.

Earnest Money Deposit : Rs. 10,000/- (Rupees Ten Thousand only)

Tender Cost : Nil

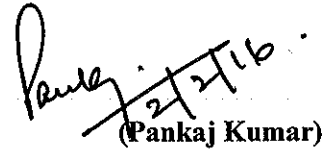
DATE OF SUBMISSION & OPENING OF TENDER

Last date for submission of sealed tender at : 23.02.2016 at 1500 Hrs.
BHEL , Centralized Admin ,IInd Floor,
KRIBHCO BHAWAN, A8-10, SECTOR 1,
NOIDA (U.P.) - 201301

Date of opening the tender : 23.02.2016 at 1530 Hrs.

Venue for opening of Tender : Conference Room , 2nd Floor , BHEL
SSBG , KRIBHCO Bhawan ,
Noida

The Tender Document may be obtained from the office of AGM (HR-GAX), IInd Floor, KRIBHCO BHAWAN, A8-10, SECTOR 1, NOIDA (U.P.) - 201301 free of cost or may be downloaded from BHEL web site (www.bhel.com) or from CPP portal (<http://eprocure.gov.in>). The sealed tender may be sent either by registered post/ Speed Post/ Courier Services or by hand in the office of AGM (HR-GAX), between 9.00 AM to 5.30 PM on any working day latest by 23.02.2016 at 3:00 PM. In case of any clarification the bidder can contact undersigned on Tel. No.-0120-2441554, mobile No.-8447077668 or at e-mail: ssbgpankaj@bhel.in.


(Pankaj Kumar)

Sr. Engineer (Admin)
On behalf of "BHEL"

PART 'A' – TECHNO- COMMERCIAL BID

A. INSTRUCTIONS FOR THE BIDDERS:

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. **Price shall not be mentioned by them anywhere in the techno-commercial portion of offer, except in the relevant price bid and submitted in separate sealed envelope.** In case of any clarification, bidder may contact this office.
2. Tender documents are also available on BHEL web site (www.bhel.com) & on CPP Portal (<http://eprocure.gov.in/cppp/>) which can be downloaded and used as tender document for submitting the bid.
3. All documents submitted by the Tenderer in his tender may be accompanied with a covering letter giving index interlinking all the documents.
4. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed.
5. Tender must be submitted in two parts, i.e., (i) Techno-Commercial Bid along with un-price bid (Annexure-E-1) and (ii) Price Bid. The tenderer must submit their tenders in three separate sealed envelopes prominently super scribed as 'EMD Deposit', Part – A 'Techno- commercial bid' and Part-B 'Price Bid' along with NIT No. & due date written on each of the envelope. These three separate envelopes shall together be kept in fourth envelop super scribed with name of Work, NIT No. & due date of opening.
6. Techno-commercial bid should contain all the documents in proof of Pre- qualifying criteria, signed tender document having NIT page, Instructions for tenderer, general conditions, Special Conditions, Contractor's Obligations, un-price bid, all the annexure duly filled & signed by the tenderer and the envelope containing EMD.
7. Bid without requisite Earnest Money (EMD) will not be considered.
8. The tenderer shall submit the Bank details along with a cancelled cheque for payment through NEFT/RTGS.
9. Price Bid should contain only the "Part-B, Price Bid Format" after quoting the rates as specified in the Price bid format.
10. Rate shall be quoted for each item inclusive of all taxes but exclusive of service tax which shall be quoted separately in same price bid format. Rates must be quoted in figures as well as in words.
11. On the date of opening of tender, only Techno-Commercial Bid shall alone be opened.
12. BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter (except for the refund of EMD).
13. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail & shall be binding on the tenderer.
14. The Tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions are likely to be rejected.
15. **Tenderers are requested to go through the scope of work, visit the site/location etc. and get fully acquainted with the work place and prevailing working conditions to get all their doubts clarified regarding the above work before submitting the offer.** Any queries regarding this tender may be clarified from Sr. Engineer (Admin), on Tel. No.-0120-2441554, mobile No.-8447077668 or at e-mail: ssbgpankaj@bhel.in.

16. The tenderers or their representative may attend the opening of techno-commercial bid (Part-A) and the technically qualified tenderers or their representative may attend the opening of Price bid (Part B), if they so desire. The tenders (both the parts) shall be opened on schedule date & time even if the bidders or their representative are not present.

B. PRE QUALIFYING CRITERIA:

- 1) **EMD of Rs. 10,000/- (Rupees Ten thousand only)** only in the form of Pay Order or Demand Draft in favour of BHEL, payable at New Delhi, must be submitted in a separate envelope. **Tender not accompanied with EMD/ EMD submitted in any forms other than PO & DD will not be accepted.**
- 2) The bidder should have **PAN No. & Service Tax Registration No.**
- 3) The bidder's average annual financial turnover during the last three financial years ending 31st March'15 should be at least **Rs Rs.1.20 Lacs** .
- 4) The experience of having successfully completed or executed similar Works (**Similar work shall mean deployment of skilled labor for the job of upkeep & maintenance of Telephone & internet lines in any PSU / Central Government Office / State Government office/Public Sector Banks/Local bodies/Municipalities**)during last 7 years ending on **31.12.2015** should be either of the following:-
 - a) Three similar completed jobs/ services costing not less than **Rs.1.60 Lacs** each.
 - Or
 - b) Two similar completed jobs/ services costing not less than **Rs. Rs.1.96 Lacs** each.
 - Or
 - c) One similar completed jobs/ services costing not less than **Rs. Rs.3.2 Lacs** .

5) DOCUMENTS REQUIRED IN SUPPORT OF PRE-QUALIFYING REQUIREMENT:

- a) **Complete tender document in all respects duly signed & stamped on each and every page as a token of acceptance of all the terms and conditions of tender.**
- b) Self-attested copies of Balance Sheet and Profits & Loss Account statements of last three financial years i.e. FY 2012-13 ,2013-14 & 2014-15 (AY 2013-14, 2014-15 & 2015-16) duly verified by CA .
- c) Self-attested copies of acknowledgements of IT return of last three financial years i.e. . FY 2012-13 ,2013-14 & 2014-15 (AY 2013-14, 2014-15 & 2015-16).
- d) Self-attested copies of Work Orders/ Award letters along with certificates of completion in support of proof of experience for the works executed by the bidders during last 7 years ending on 31.12.2015. BHEL reserves the right to cross check the documents from the issuing department/ company.
- e) Self-attested copies of the **PAN card and Service Tax Registration No.**
- f) The Bidder must Submit a declaration (enclosed at Annexure –E2), that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- g) No deviation certificate as per Annexure –E3 (enclosed) must be signed and stamped.
- h) Bidder must submit the technical details in the enclosed format (Annexure-E4).
- i) Bidder must submit the bidder's details in the enclosed format (Annexure-E5)
- j) Bidder must submit the check list enclosed at annexure-E6 after duly filled and signed.

C. GENERAL TERMS & CONDITIONS:-

- 1) Tenders received late /in open condition/without EMD/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
- 2) BHEL will not be responsible for the postal delay under any circumstances for non-receipt of Tenders by due date & time.

- 3) BHEL has the right to reject all or any of the tenders and accept any tender(s) irrespective of its / their being the lowest / highest.
- 4) If any information/ documents submitted by the tenderer are found false/fake at any stage, the tender will be cancelled and Earnest Money deposited (EMD) shall be forfeited.
- 5) The offer of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of the banned firms is available on BHEL web site www.bhel.in
- 6) The Tenderers are required to quote for the complete scope of work. Tenders for part of the work or incomplete in any respect are liable to be rejected.
- 7) Rates quoted by the bidder will be firm for the contract period or extended period of contract. No price variation and escalation due to increase in labour / material cost will be allowed.
- 8) The rates quoted by the bidder are deemed to be inclusive of all, cost of site clearance and any other incidental works required to complete the work and inclusive of all the taxes but excluding Service Tax. Service Tax shall be quoted extra in the same price bid format.
- 9) The rate should be indicated both in words and figures. All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
- 10) **VALIDITY OF RATES:** Validity of rates will be 90 days from the date of opening of the techno- commercial bid.
- 11) **EVALUTION CRITERIA:** The criteria of evaluation of techno-commercial bids shall be on the basis of documents submitted by the tenderers. BHEL may finalize successful tenderer by either **opening of sealed price bid** . Date of opening of sealed Price Bid will be intimated by post or e-mail separately to the Tenderers who qualify in the Techno-Commercial bid. The decision of BHEL will be final in this regard. In case of opening of Price Bid, evaluation of bid will be on total cost to 'BHEL'. Evaluation of Price Bid will be done on overall L-1 rate inclusive all including Service tax. In case of tie between the rates of two or more bidders, the Snap bidding system will be followed to arrive the L-1 bidder.
- 12) **CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:
 - a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BHEL there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
 - b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
 - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
 - d) If any bidder does not accept the correction of errors, their bids are liable to be disqualified.
- 13) **CONTRACT PERIOD:** The contract shall be valid for a period of 02 years from date of issue of Work Order with a provision to extend the Contract for a further period of 01 year on mutual consent basis.
- 14) **SUBLETING:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization. In case it is found that the work has been subletted, the contract shall be terminated immediately & Security Deposit shall be forfeited.

- 15) The contractor should have **PF code number & ESI code number** before the start of work. However in case of not having any or both the documents, the contractor shall arrange & submit the documents before claiming first running bill.

16) EARNEST MONEY DEPOSIT (EMD):

- 1) **EMD of Rs. 10,000/- (Rupees Ten thousand only)** in the form of Pay order or Demand Draft in favour of "Bharat Heavy Electricals Ltd.", payable at any scheduled Bank at Delhi will only be acceptable. Earnest Money is to be paid by each tenderer to ensure the tenderer does not refuse to execute the Work after it is awarded to him.
- 2) EMD of the tenderer will be forfeited if:
 - a) After opening of the tender the tenderer revokes his tender within the validity period or increase his earlier quoted rates.
 - b) The tenderer does not commence the Work within the period as per LOI/ Contract.
- 3) EMD given by all unsuccessful tenderers shall be refunded normally within 15 days of acceptance of award of work by the successful tenderer.
- 4) EMD shall not carry any interest.

17) SECURITY DEPOSIT:

- a) The security deposit shall be collected from the successful tenderer. The rate of Security Deposit will be as below :

Upto Rs. 10 lakhs : 10% of work order value

Above Rs. 10 lakhs & upto Rs. 50 lakhs: Rs. 1 Lakh + 7.5 % of the amount exceeding 10 lakhs

Above Rs. 50 lakhs: Rs 4 lakhs + 5% of amount exceeding Rs 50 lakhs

The security deposit should be collected before start of work by the contractor.

- b) Security deposit may be furnished in any one of the following forms:
- i) Cash (as permissible under the Income Tax Act)
 - ii) Pay order / demand draft in favour of BHEL.
 - iii) Local cheques of schedule banks, subject to realization.
 - iv) Securities available from Post Offices such as National Saving Certificates, Kisan Vikas Patras etc. (Certificate should be held in the name of the contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
 - v) Bank Guarantee from Schedule Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
 - vi) Fixed deposit Receipt issued by Schedule Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
 - vii) Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be deposited before start of the work and balance 50% may be recovered from the running bills.
 - viii) EMD of the successful bidder shall be converted & adjusted against the security deposit, if so desired by the successful tenderer .
 - ix) The Security Deposit shall not carry any interest.
(Acceptance of Security Deposit against Sl.No. (iv) & (vi) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).
- c) The security deposit will be released only after successful completion of entire contract.

- d) Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract and the contractor shall be liable to compensate BHEL for any losses incurred by BHEL. BHEL reserves the right to appropriate any part / whole of the amount of the security deposit without prejudice to other claims against the contractor for losses suffered by BHEL due to failures on the part of the contractor, due to termination of contract or contractor becoming disqualified because of liquidation / insolvency. The decision of BHEL in respect of such losses, damages, charges, expenses or costs, shall be final and binding to the contractor.
- 18) **TERMINATION OF CONTRACT ON DEATH:** Without prejudice to any of the rights or remedies under this contract, if the contractor dies, the accepting officer shall have the option of terminating the contract without compensation to the contractor's survivors.
- 19) **SCOPE OF WORK:** The scope of work under the contract shall be:
- a) Repair and maintenance of about 96 BSNL Telephone line at KRIBHCO BHAWAN, Noida.
 - b) Co-ordination with the service providers for rectification of faults .
 - c) Repair and maintenance of telephone cables at BHEL, KRIBHCO Bhawan, Noida.
 - d) Cleaning of all telecommunication equipment installed at BHEL KRIBHCO Bhawan, Noida twice a month. No consumables for cleaning will be provided by BHEL.
 - e) Shifting of telephones and installation of new telephones.
 - f) Maintenance of complaint register and timely disposal of complaints.
 - g) Carrying faulty telephone instruments to repair center's and return.
 - h) Any other job required to keep the telecom cabling in excellent working condition.
 - i) Follow up with M/s BSNL for restoration of lines.
 - j) Maintenance of IPTVs installed in EDs office and conference halls.
 - k) Depositing of Office BSNL Telephone Bills and Airtel Corporate connection monthly Bills .
 - l) Keeping records of official BSNL telephone bills .
 - m) Maintenance of Corporate Airtel connection of BHEL Sr. Executives .
 - n) Coordination with M/s Airtel to sort out any specific issue .
 - o) Maintenance & up keeping of office Broadband connection.
 - p) Proper dressing / redressing of existing telephones lines .

20.OTHER TERMS

- a) One technician will be deputed to our office on BHEL working days to carry out the routine jobs in addition to deployment of technician on call basis.
- b.) All complaints should be attended on the same day.
- c.) All the material required to carry out repair work under this contract shall be provided by BHEL.
- d.) All tools and tackles required to carry out the work under this contract shall be provided by contractor.
- e.) Any damage caused to any BHEL equipment or loss of any kind caused to BHEL property by the work force to be deployed by contractor to carry out under this contract has to be made good by contractor at his own cost.
- f.) If there is any deficiency in service rendered by contractor under this contract then BHEL reserves the right to get the work executed through alternate agency at contractor's risk and cost.
- g.) BHEL shall have to direct financial liability of any kind towards the work force to be deployed by contractor to carry out work under this contract.
- h.) Contractor shall be responsible for taking all safety precautions. Contractor shall keep his work force insured against any injury or death that may occur while executive the work under this contract and BHEL shall remain fully indemnified against any claim or compensation in this regard by Contractor or any third agency.
- i.) In case service provided by contractor are found to be unsatisfactory a penalty of Rs.100/- (Rupees one hundred only) per day shall be imposed. In case the services continue to remain unsatisfactory, this contract may be terminated by giving one month's notice. No payment shall be made after the end of notice period.

21.) Terms of Payment:

The quoted rates shall remain firm for the entire contract period .

The payment shall be released after the execution of work each month & submission of invoice for the work completed in the previous month on monthly basis after deduction of TDS and penalty if any .

22.) Termination :

BHEL reserves the right to terminate the annual rate contract after giving one month prior notice without assigning any reason.

23. INDIVISIBLE WORK : Considering the nature of this job , the contract shall be awarded in entirety to the successful Bidder i.e. L1 of the Tender Enquiry .

24. CONTRACTOR'S OBLIGATION:

- 1) Contractor shall supervise the Work allotted to him to be carried out by his workforce.
- 2) Contractor to ensure that the workforce deployed in the premises of BHEL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification, experience etc.

- 3) The workforce deployed by the contractor shall be hail and healthy and should not be suffering from any communicable diseases.
- 4) Contractor to accept full and exclusive liability for the wages, Allowances, PF, ESI, for the workforce deployed by the contractor and other obligation referred under the law at present and any future taxes imposed by the Government / Local Bodies.
- 5) BHEL will have no liability whatsoever concerning the persons deployed by the contractor for the purpose. The contractor shall keep the Company indemnified against all losses or damages or liability arising out of or imposed in the course of employment of persons by the contractor.
- 6) Statutory requirement of the local authority / State Govt. / Central Govt. shall be responsibility of the contractor.
- 7) The contractor will be solely responsible for any unlawful act of their workforce while on duty. In case of theft or loss of Company's property take place due to the negligence or carelessness of workforce, the contractor will be responsible and shall make good of the same.
- 8) The Contractor shall duly comply with all acts, laws, or other statutory rules, regulations, bye-laws applicable or which might be applicable to with regard to the performance of the contract included herein or concerning this Agreement but not limited to Minimum Wages Act- 1948, Contract Labour (Regulation & Abolition) Act, 1970, Industrial Dispute Act, 1947, Workmen's Compensation Act 1923, Employees' State Insurance Act 1948 (to the extent as may be applicable, if any), Employees' Provident Fund and Misc. Provisions Act, 1952 and the amendments made thereafter to these Acts / Laws and from time to time take such steps as may be deemed necessary in this regard. The Contractor shall keep the Company Indemnified against all penalties, claims and liabilities of every kind under or for any violation of such acts, laws or regulations etc. by him or his workers.
- 9) In case, while on duty and during the course of engagement in work premises of the Company under this Agreement, if any of the Contractor's workforce suffers with any injury / indisposition due to accident or other natural calamities, the Contractor shall ensure that immediate and adequate medical aid viz., first -aid and subsequent treatment facilities are provided to the person(s) concerned free of cost without fail. In addition, the Contractor shall also be liable for meeting with statutory liabilities like ESI etc. in respect to his workers.
- 10) The Contractor shall be fully responsible for the timely payment of wages, Allowances, Bonus or any other benefits payable under the aforesaid Acts, Laws and regulations to the workforce engaged by him at the work premises of the Company. Contractor shall also be fully responsible for timely deposit of PF and ESI with the appropriate authority including submission of return of PF & ESI and issue of PF slip issued by the PF Authority. The Company shall not be responsible for these payments or any other liability on this account. The Contractor shall also indemnify and compensate the Company for any liability incurred by the Company, if any, including costs incurred thereon. In that event the nominated officer of the Company shall be entitled to recover the amount so paid, from the contractor, including forfeiture of the Security Deposit; and, if the sum so payable and / the Security Deposit is less than the Company's claim, it shall be lawful for the Company to recover the balance amount as a debt from the Contractor.
- 11) The Contractor shall indemnify and compensate the Company, if the Company as Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970 becomes liable to assume any liability towards the workforce engaged by the contractor. In that event, the provisions relating to recover as provided in relevant clauses of the said Act shall be applicable in Toto.
- 12) The Contractor shall be held responsible for any damage / loss to the work premises /or the properties of the Company (i.e. missing or broken fittings, equipment, furniture etc. and loss of such

things) caused due to the negligence of his work force and shall have to replace the same at his own cost. The decision of the Engineer-in-charge shall be final and binding on the Contractor.

- 13) The contractor shall hand over a copy of all legal and statutory documents and records to BHEL for fulfilling any future requirement with the statutory authority.
- 14) The contractor shall abide by all the rules / regulations / status imposed by the Govt. or other concerned authorities. The contractor will be responsible for workmen's compensation & other requirements of local Municipalities / Govt. or any other law regulating bodies
- 15) Contractor to maintain appropriate records of his employees deployed to carry out the job (s).
- 16) Contractor to get all his employees insured against all type of risks at his own cost.
- 17) Contractor to ensure that all precautions are taken for safety of his employees and equipments.
- 18) In the event of termination of contract for any reason whatsoever, the contractor shall withdraw all his employees from the site of BHEL. In case contractor decides to terminate services of his employees, he should settle all terminal dues including retrenchment compensation.
- 19) The successful tenderer must comply to all statutory labour law regulations applicable to this contract like minimum wages act, timely payment of wages etc. including taking of insurance cover etc. for workers employed for this contract. Any obligation on account of the above will be the liability of the successful tenderer.
- 20) In case of any objection from any statutory / local authority, the contractor has to liaison with them for smooth progress of work.
- 21) The Contractor shall ensure proper conduct and behavior of the workforce engaged by him on the site and shall remove with immediate effect, the engagement of such person(s) who does/do not conduct himself / themselves properly or misbehave(s) with the residents of township or the staff of Estate office.

25.) Arbitration :

Any question , dispute or difference arising under or out of or in connection with Contract shall be settled by arbitrator under the Indian Arbitration and Conciliation act 1996 . The Arbitrator shall be appointed by the competent authority of BHEL .

26.) Jurisdiction :

The Courts at NOIDA (UP) shall alone have along with specified document shall alone have the jurisdiction to decide any dispute arising out of or in connection with the Contract .



(PANKAJ KUMAR)
Sr. Engineer (Admin)
On behalf of "BHEL"

UN- PRICE BID

Name of Work : Job of upkeeping & maintence of telephone / Internet services in BHEL
Kribhco Bhawan , Noida Office

NIT No. : 01: SSBG: NOI: ADMN: 0216: 2015-16

Dated : 02.02.2016

Period of Contract : 02 Years from date of Issue of Work Order.

Sl No.	Description	Charges per month in figure (in Rs.)	Charges per month in words (in Rs.)
1.	Job of upkeeping & maintence of telephone / Internet services in BHEL Kribhco Bhawan , Noida Office as per scope of work attached with the tender documents .	*****	*****
2.	Service Tax extra as applicable.	*****	*****
	Total Cost per month	*****	*****

(Signature & seal of the contractor)

DECLARATION

I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication

(Signature & seal of the contractor)

Place:

Date:

CENTRALIZED ADMINISTRATION : SSBG : BHEL

NIT No. 01: SSBG: NOI: ADMN: 0216: 2015-16

Dated : 02.02.2016

No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender and there is no deviation in the terms & conditions of tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

(Signature & seal of the contractor)

ANNEXURE: E-4**TECHNICAL DETAILS**

TURNOVER (F.Y.)	Rs. Lacs		
	2012-13	2013-14	2014-15

EXPERIENCE	No. of Work	Value	Customer's Name

SIMILAR WORKS	Nature of Works	No. of works	Value	Customer's Name

EPF Registration number	
ESI Registration number	
PAN Card No.	
Service Tax No.	

Income Tax Return (F.Y.)	2012-13	2013-14	2014-15
EMD Details	DD/ PO No.	Date	Amount

(Signature & seal of the contractor)

BIDDER'S DETAILS

Name of the Contractor /Party/ Firm	
Name of Representative	
Postal Address	
Phone/ Landline Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	
Bank details for payment through NEFT/RTGS and for release of EMD*	Name of Bank: Branch: Account No.: IFSC No.: MICR No.:

Note: Submit a cancelled cheque for verification of above bank details.

(Signature & seal of the contractor)

CHECK-LIST (TECHNICAL BID)**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

Sl. No.	Description of requirement	Yes/ No/NA	Page No.
1	EMD of Rs. 10,000/- in the form of Pay order or Demand Draft in favour of "Bharat Heavy Electricals Ltd" in a separate envelope.		
2	Details of work experience, satisfactory work performance certificates.		
3	Copies of the Balance sheet and Profit & Loss account statement of last three financial years i.e. 2012-13 , 2013-14 & 2014-15 duly certified by CA.		
4	Acknowledgement of I-T return of last three financial years i.e. 2012-13 , 2013-14 & 2014-15		
5	Copy of the PAN card.		
6	Copy of Service Tax registration certificate		
7	Copy of EPF Registration and details		
8	Copy of ESI Registration and details		
9	Declaration enclosed at Annexure – E2		
10	No deviation certificate enclosed at Annexure – E3		
11	Technical details as per Annexure-E4		
12	Bidder's detail as per Annexure- E5		
13	All the pages of tender document have been signed		
14	Sealed envelope of price bid submitted.		

(Signature & seal of the contractor)

PART 'B' – PRICE BID

ANNEXURE: E-7

Name of Work : Job of upkeeping & maintence of telephone / Internet services in BHEL
Kribhco Bhawan , Noida Office

NIT No. : 01: SSBG: NOI: ADMN: 0216: 2015-16

Dated : 02.02.2016

Period of Contract : 02 Years from date of Issue of Work Order.

Sl No.	Description	Charges per month in figure (in Rs.)	Charges per month in words (in Rs.)
1.	Job of upkeeping & maintence of telephone / Internet services in BHEL Kribhco Bhawan , Noida Office as per scope of work attached with the tender documents .		
2.	Service Tax extra as applicable.		
	Total Cost per month		

(Signature & seal of the contractor)