



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Ltd.

सम्पदा कार्यालय, सेक्टर 17-, नोएडा -) 201301 यू.पी., भारत

BHEL Township: Estate Office, Sector-17, Noida-201 301 (UP) INDIA

फोन (का)/ Tel.- 0120-3070956, फैक्स / Fax- 0120-3070982

NOTICE INVITING SINGLE TENDER

NIT NO. 18:AA: NOI: ADMN.:CS:112:2019-20 Dated:09.07.2019

Last date of submission of sealed bid at our office: 10.07.2019 at 15:00 hrs.

Time of opening of sealed bid: 10.07.2019 at 16:30 hrs.

To,
M/s. S. S. Enterprises,
25/106, G. T. Road,
Dadri, Gautam Budh Nagar.

Sub.: Point to Point Courier Services from Estate Office, BHEL Township, Sector-17, Noida to different BHEL Offices, LIC Offices, Post Offices, Insurance Offices & different banks etc.

Dear Sir,

We are pleased to invite the most competitive offer for Point to Point Courier Services from Estate Office, BHEL Township, Sector-17, Noida to different BHEL Offices, LIC Offices, Post Offices, Insurance Offices & different banks etc. as detailed below:

Price Format

Sl. No.	DESCRIPTION	Charges per month inclusive of all but excluding taxes. (in Rs)	Taxes, if any (Rs with %)	Amount payable per month inclusive of all including taxes etc.
1	Point to Point Courier Services from Estate Office, BHEL Township, Sector-17, Noida to different BHEL Offices at Delhi (i.e. Corporate Office at Sirifort, Office at Lodhi Road and 5 Sansad Marg), Noida (PSNR- Sec 16A, Kribhco Bhawan - Sec 1), Noida Extension (i.e. ADVANT Navis Business Tower at Sec-142), LIC Offices, Post Offices, Insurance Offices, different banks, Noida Authority and Distt. Administrative Offices on daily basis on all working days.			
Total amount for Ten Months (i.e. amount at Sl. No. 1 X 10) (₹)				

Amount Payable per month (in words) _____

Terms & Conditions:

1. The quoted rates shall be inclusive of all taxes, cartage etc. complete.
2. The validity of above quoted rates shall be of 30 days.
3. Tender document should be submitted in sealed envelope super-scribing NIT No., date & due date.

आमिन्दर सिंह
वरि. अभियंता (मा. सं.-टीएक्स)
Omender Singh
Sr. Engineer (HR-TAX)
Bharat Heavy Electricals Ltd., सम्पदा कार्यालय, सेक्टर-17, नोएडा
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida



4. The staff deployed for providing point to point courier services will obey all reasonable orders given by the officer authorized by the company. Bidder will be liable to change the staff, if desired by BHEL representative.
5. The contract period shall be for **Ten Months** only.
6. The bidder shall be responsible for the conduct & behavior of the staff providing courier services. In case of any untoward incident, the bidder shall be intimated in writing of the same and corrective action shall be taken by him at the earliest.
7. The contract can be terminated by giving one month's notice from either side.
8. Mobile phone is essential for staff providing point to point courier service to Estate office.
9. Contractor shall have full and exclusive liability for the wages, VDA, allowances, PF, ESI and Bonus etc. for the staff deployed.
10. 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.
11. **EVALUTION CRITERIA:** Evaluation of bid will be on total cost to 'BHEL'. The order will be placed on your offer subjected to the reasonability of rates.
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. **In case, gross total price does not match with the total of item wise breakup, the highest price so calculated shall be considered for evaluation but in case of order, the same shall be placed at the lowest price.**
 - e. If any bidder does not accept the correction of errors, their bids are liable to be disqualified.

13. Taxes and Duties:

- a. As Goods and Services Tax (GST) has been introduced by Govt. of India in place of earlier taxes, the same shall be payable after submission of GST compliant tax invoices.
- b. The bidder must quote his rates considering benefits of GST including Input Tax credit in the quoted price.
- c. Contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit in the name of respective BHEL Unit/Office/Region as instructed by BHEL.
- d. The contractor has to submit their GST registration certificate to respective BHEL Unit/Office/Region. GSTIN of BHEL will be provided to the contractor by respective office of BHEL.
- e. Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.
- f. Payment to the contractor will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income

Handwritten signature



Tax Act and GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.

- g. Contractor shall have to ensure compliance under GST law for time being force and in case any loss occurs to BHEL due to non-compliance, it shall be to contractor's account.

14. Payments Terms:

No advance payment would be made by BHEL. Payment shall be made on monthly basis through NEFT to contractor within 15 days from the date of submission of GST complaint Tax invoice as mentioned above and other relevant documents. You shall provide the Bank details along with cancelled cheque for the same.

15. In case of not applicability of GST, bidder must submit the certificate of Non-applicability of GST by Chartered Accountant (CA).

16. **L. D. Clause:** you has to deliver the documents within four hours. If you failed to deliver the documents within 4 hours, the penalty of Rs X (where X= total monthly rental / 30) per day shall be imposed on you and deducted from monthly bills.

17. In case of any dispute, the decision taken by BHEL Management will be final and binding on the contractor.

18. **RECOVERY FROM CONTRACTOR:** Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.

19. **POST TECHNICAL AUDIT OF WORK AND BILLS:** BHEL reserves the right to carry out a post payment audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc. and to enforce recovery of any sums becoming due as a result thereof in the manner provided into the proceeding sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the final bill.

20. ARBITRATION / CONCILIATION:

In the event of any dispute arising between the parties hereafter referred as BHEL and Contractor in respect of or connected with this contract, General & Special terms & conditions of tender, then the same shall be referred to Arbitration and Arbitrator will be nominated by the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning/ interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same.

21. **RISK CLAUSE:** In case the contractor do not accept the work awarded to him or do not turn up after the award of work, BHEL shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of Contractor. The additional cost including loss, if any incurred by BHEL will be recovered from the Contractor.

Thanking you,

For & on behalf of BHEL

(Omender Singh)

Sr. Engineer (HR-TAX)