

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited
उद्योग क्षेत्र, नई दिल्ली/ Industry Sector, New Delhi
मानव संसाधन प्रबंध / Human Resources Management
Ref. No. ID/HRM/Tea/Coffee/2015
Date- 23.09.2015

Open Tender

To

Dear Madam/Sir

Sub: TENDER for Tea/Coffee service through vending machine

Dear Sirs,
BHEL invites bids from reputed parties for tea/coffee service through vending machine at BHEL Lodhi office New Delhi 110003 for annual rate contract for two years.

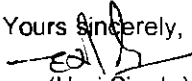
Quotations are invited in two part bids in sealed cover with Enquiry No. & Date and Quotation, Due Date, legibly super-scribed on it, subject to acceptance of the enclosed Terms and Conditions.

The quotation should reach in the office of the undersigned by 15:00 Hrs on or before 14.10.2015
This tender enquiry has been loaded /Posted) at BHEL site also i.e. bhel.com.

SN	Description / Instructions
1.	1. Terms & Conditions (Annexure-"I"). 2. Technical Terms & Conditions (Annexure-"II"). 3. Commercial Terms & Conditions (Annexure-"III"). 4. General Terms & Conditions (Annexure-"IV"). 5. Details of Business (Annexure-V). 6. Acceptance Letter /No Deviation Certificate (Annexure-"VI"). 7. Declaration (Annexure-"VII"). 8. Technical Details (Annexure-"VIII") 9. Price Bid Format (Annexure-"IX")
2.	IMPORTANT INSTRUCTIONS: 10. Vendors must go through all these Annexure carefully before submitting the bid. 11. Offers should be submitted in Two Parts as described in Annexure-"II". 12. The prices must be quoted in the enclosed Price Format only . 13. Price Bids of the technically & commercially acceptable parties ONLY shall be opened. 14. The quoted prices shall be inclusive of all taxes as applicable. 15. The rates offered shall remain firm, during the contract period of two year and for further rotation for a period of one year with mutual agreement, in writing, on the same Rates, Terms and Conditions. 16. EMD- Rs 20,000.00 (Rs. twenty thousand only)

The Part-I offer of the parties, shall be opened on due date of opening, i.e. **14.10.2015** at **15.30 Hrs** in the presence of authorized representatives of the parties who may like to be present.

Thanking you,

Yours Sincerely,

(Hari Singh)
Manager (HR-Gax/Pur.)
BHEL, Industry Sector New Delhi

Terms & Conditions

A. PRE QUALIFYING REQUIREMENTS (PQR) :

- 1) EMD of Rs.20000/- (Rupees twenty thousand Only) to be submitted by way of either banker's cheque or demand draft drawn in favour of "BHEL" , payable at New Delhi. Tender not accompanied with EMD will not be accepted and shall not be considered for further evaluation.
- 2) The bidder's average annual financial turnover during the last any three financial years ending 31st March'15 should be at least 10 lakhs. Copy of acknowledgements of IT return of last any three financial years i.e. FY 2011-2012, 2012-13, 2013-14,2014-15 (AY 2012-2013, 2013-14 & 2014-15,2015-16).
- 3) The bidder should have work experience for the successfully completing similar kind (Tea & Coffee) made from fresh milk through vending machine) of Work. One similar completed work of amount not less than 12.00/- lakhs with minimum of 300 cups per day or two similar completed work of amount not less than 6.00/- lakhs with minimum of 200 cups per day, in last 3 years. The work completion certificate shall be specific to the work order submitted i.e. the specific contract, value of the job and duration of contract / job shall be indicated in the work completion certificate form the client. The certificates shall be issued by competent authority with his/ her contact details mentioned, for verification purpose. BHEL reserves the right to verify the correctness of the certificates of the clients.
- 4) Experience minimum three years in same work.
- 5) Copy of PAN Card copy duly signed and stamped by the bidder.

B. DOCUMENTS REQUIRED IN SUPPORT OF PRE-QUALIFYING REQUIREMENT:

- a) EMD of Rs.20,000/- (Rupees twenty thousand 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.

No interest shall be payable by BHEL on EMD amount. The EMD shall be forfeited in case of:

- i) Withdrawal of bid or increase in rates or change in bid conditions after opening of the tender.
- ii) Refusal to enter into a contract after the award of contract.
- iii) If operations of the contract are not commenced from the date indicated in the award of contract.

(Signature & seal of the contractor)



Technical Terms & Conditions / Specifications

SCOPE OF WORK No-1 :- 1.1 Tea/Coffee service through vending machine and machine shall be installed basement at BHEL Iodhi Road New Delhi-110003.t.

If needed, interested bidder may visit the sites before submission of bid.

Approx. 300 to 400 cups per day are required and quantity may be increase/ decrease in future depending upon actual requirement.

Items

- a) Normal Tea
- b) Without Sugar Tea
- c) Coffee
- d) Lemon hot tea

Brand-

Tea/Coffee:- Bru, /Nestle/Coco Cola/ Coffee Day/ Tata/ Barista Lavazza/Tajmahal/Lipton/Break bond/ Nascafe

Milk:- (Amul/ Mother Dairy or reputed brand (Double toned)

Quantity – Upto 400 cups per day required, and it may vary, Payment shall be made on actual basis.

Price:- Price should be quoted Inclusive all taxes figure and numeric both .

1. Tea/Coffee shall be supplied in paper cup 1st quality of size 150 ml ,Tea/coffee quantity 100 ml in cup
2. All input /consumables required like equipment materials etc. along with required manpower for preparing and serving the items, will be arranged by contractor at his own cost. BHEL will provide space and electricity.
3. Maintenance, repair and replacement of machine for any reason will be the responsibility of the contractor.
4. The material like that fresh milk Shall be of reputed brand as Amul/Mother dairy .
5. The manpower deployed by the contractor should be courteous, well behaved and possess positive attitude. He/they should be neat and properly dressed. Rude and discourteous behavior of the operator will invite penalties and may also lead to cancellation of his entry pass. The operator should strictly follow the time schedule.
6. The machine shall always be kept in neat, clean and hygienic condition.
7. Contractor has to take all the responsibility of his employees working inside the company office premises. The contractor have to follow the rules pertaining to labour law of govt. of India. BHEL will not be liable to pay any type of compensation if any accident of fatal injury etc. happens to contractor's employees. The contractor shall only be liable for the same.
8. Materials accepted only mentioned brand



9. The tender documents may be submitted through speed post/ordinary post or delivered by hand to reach within the stipulated date and time.
10. Bids complete in all respects should reach our office on or before date 14.10.2015 by 15.00 Hrs
11. Technical bids will be opened on same date. The technical bids will be opened in the presence of authorized representative of the bidders who wish to be present. BHEL reserves the right to make any changes in the terms and conditions of tender and reject any or all bids. Bids received late or found incomplete shall be rejected.
12. Annual Rate contract (ARC) will be for two year and may be extended by another one year on the same prices and terms conditions. If the contractor fails to fulfill contractual obligations or maintain quality, ARC will be cancelled by BHEL during the contract period & security deposit shall be forfeited.
13. In case of any complaint at any time regarding quality/quantity the contract shall be terminated during the contract period at the risk and cost of the vendor and the Security Deposit shall be forfeited.
14. Any discrepancy in the bid, if found the same shall be to advantage to BHEL and will be considered for evaluation/ accordingly.
15. Vendors are required to deposit EMD of Rs. 20,000/- (Rs. twenty thousand only) by way of DD/ banker's cheque in favor of BHEL payable at New Delhi or by cash in BHEL Lodhi office Finance Dept without which quotation will not be considered. Successful bidder's EMD will be retained as Security Deposit and unsuccessful bidder's EMD will be returned after finalization of the contract without any interest.

PENALTY CLAUSE

- a) If the party fails to perform and provide satisfactory services during the contract period, the purchaser shall, without prejudice to its other remedies under the contract, shall buy services form
- b. Other agency and the same shall be deducted form the contractor running bill plus a penalty of Rs. 500/- per day shall also be levied on contractor.
- c) A penalty of Rs. 100/- per complaint of misbehave / misconduct of manpower of contractor shall be deducted form the running bill.
- cd A penalty of Rs. 50/- shall be levied per incidence of bad quality of product.

(Signature & seal of the contractor)



Commercial Terms & Conditions**1. RATE**

In case of award of contract, the rates shall remain firm for a period of two year i.e. the ENTIRE PERIOD OF CONTRACT.

2. Quantity

Tea/Coffee 300 to 400 cups per day required & it may vary.i

3. VALIDITY OF CONTRACT

The contract will be valid for a period of two year. The same may however be extended further for a period of one year/part thereof with mutual agreement, in writing, on the same Rates, Terms and Conditions.

4. TERMINATION OF CONTRACT

If at any time the contractor defaults in performance of the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.

5. SECURITY DEPOSIT

The successful bidder shall be required to furnish a Security Deposit ie 10% of total value of contract 50% of Security Deposit amount, including EMD, will have to be furnished through demand draft / banker's cheque in favor of BHEL payable at New Delhi and balance 50% will be recovered from the running bills @ 10% of the bill value till the time the full Security Deposit is recovered. The Security Deposit shall not carry any interest and will be refunded to the contractor on successful completion of the contract and settlement of recovery of dues, if any.

6. TERMS OF PAYMENTS

In case of award of the work, the payment will generally be made on a monthly basis within 15 days after receipt of bill and verification by BHEL representative for satisfactory completion of the work and actual quantity. No advance money will be paid under any circumstances. Also no interest shall be paid due to delay in making the payment.

7. BHEL reserves the right to reject any or all quotations without assigning any reason whatsoever. Quotation of the parties which have been black-listed / debarred / banned by PSUs / kept on hold by any office of Delhi-based Divisions of BHEL during the last three years will be rejected.

(Signature & seal of the contractor)



8. **TAX DEDUCTION AT SOURCE**: Tax shall be deducted at source from the running bills as per applicable Income Tax Rules and other statutory requirements.
9. **DEVIATION**: The Contractor must comply with the tender specification and all terms and conditions of contract. No deviation shall normally be entertained. Deviation if any, should be given as per the format attached at Annexure-VI
10. **EVALUATION CRITERIA**
- a) Bidders shall be selected (rate per unit) on L-1 basis .
- b) In the event of more than one bidder having quoted identical lowest rates and there is a tie amongst the bidders, the respective bidders would be asked to submit their revised rates. This process would continue till the distinct L1 rate is arrived.

Annexure- IV

General Terms & Conditions

1. **ARBITRATION**

In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

Subject to as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

2. **LAWS GOVERNING THE CONTRACT** :-The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.
3. **JURISDICTION OF COURT** :- Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

(Signature & seal of the contractor)



DETAILS OF BUSINESS

The vendor shall furnish the following information along with Part-1 bid for Rate Contract for flower arrangements

1.0	Name of the firm	
2.0	Address for communication	
3.0	Registered Office, if any :	
	Telephone No. (Office) (Res) (Mobile) (Fax)	
4.0	Name of proprietor / partner	
5.0	Name of Bankers	
6.0	Experience Certificates with Govt./Public Sector Undertaking / Private of repute.- Minimum three years (Pl. enclosed)	
7.0	Copy of PAN Card to be furnished	
8.0	Annual turnover Minimum 10 lacks per year for any three years	
9.0	Any other information	

(Signature & seal of the contractor)



Annexure-VI

Acceptance Letter / No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

Signature
With name, Designation & seal of the firm

Annexure-VII

DECLARATION

I/ We hereby declare that I / we have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / court against our firm/ partner or the company.

Signature
With name, Designation & seal of the firm



TECHNICAL DETAILS

For Technical bid

TURNOVER (F.Y.)	2014-15	2013-14	2012-13	2011-12
Rs. (Lacs)				

Work Experience fulfilling ,submitted in Part-I Bid)

EXPERIENCE	No. of Work	Value	Customer's Name
1.			
2.			
3.			

PAN Card No. / Name on PAN Card	
Service Tax No. / Taxable Services	

Income Tax Return (F.Y.)	2015-16	2014-15	2013-14	2012-2013
EMD Details	Bank	DD/ PO No.	Date	Amount (in Rs.)

(Signature & seal of the contractor)



Price bid.

S.No.	Description	Rate per Unit Rs. (Inclusive all taxes.)
1	Normal Tea –Nestle/Coco cola/Bru/ Tajmahal / liipton/Tata /break bond/ coffee day any	
2.	Coffee –Nestle/Cococola/ Bru/Nescafe/ coffeee day/Barista lavazza	
3	Without Sugar tea - Nestle/Coco cola/Bru/ Tajmahal / liipton/Tata /break bond/ coffeee day any	
4	Hot Leman Tea - Nestle/Coco cola/Bru/ Tajmahal / liipton/Tata /break bond/ coffeee day any	

Milk :- Fresh double toned - Amul/Mother dairy or any reputed company

Rates should be mentioned including all taxes and paper cup 1st quality

(Signature & seal of the contractor)

