



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited
उद्योग क्षेत्र, नई दिल्ली/ Industry Sector, New Delhi
मानव संसाधन प्रबंध / **Human Resources Management**

ID/ HRM/ Pots-S&M-ENQ
14th December 2016

Notice for Inviting Open Tender

Sealed tenders are invited in two parts bids for the following service in BHEL, Lodhi Road, New Delhi.

Name of Services	:	Supply & maintenance of potted plants at BHEL, Lodhi Road, New Delhi.
NIT No.	:	ID/ HRM/ Pots-S&M-ENQ dated 14.12.2016
Last Date & Time for Submission of Tender	:	Up to 1430 hours of 05.01.2017
Date & Time of Opening	:	1500 hours of 05.01.2017
Tender Cost	:	Nil
Earnest Money Deposit	:	₹ 7000.00

The sealed tender may be sent either by Registered Post/ Speed Post/ Courier Services or by hand to the undersigned at:

Shlok Nagar
Sr. Engineer (HR-Admin)
BHEL Industry Sector,
Lodhi Road, New Delhi
Delhi – 110003

between 0900 hours to 1730 hours on any working day latest by 1430 hours of 05.01.2017. For any clarification, the undersigned may be contacted at 011-41793305 or shlok@bhel.in.


14/12/2016
(Shlok Nagar)

Part A: Techno – Commercial Bid

I. Scope of Work:

1. 700 nos. of green potted plants (along with earthen pots) of good quality i.e. Indoor plants- Aerocaria, Palm areca, Money Plant mounted, oxicordium, Maustiria, Sanonium etc. and Outdoor plants - Cycus Pal, Morpanki, Fucus Bengemama, Rubber Plant, Crotons and Seasonal Flowers like Guldawadi, Dehilia etc. will be supplied and maintained by contractor at different locations in our office complex.
2. In case of any deterioration in the health of any of the plant(s), the same will be replaced immediately. If not replaced within 2 days no charges will be payable for such plants until the same is replaced.
3. The gardener (Mali) will be visiting our office on daily basis for cleaning the dust from the leaves, watering the plants and for periodical manuring. Fresh water for watering will be provided by BHEL.
4. The cost of all the material, cartage, staff salary, conveyance charges, etc. involved in the above arrangements will be borne by the contractor.
5. Pots will be painted by contractor's staff on as and when required basis.
6. After expiry of contract, the tenderer shall clear the site by taking out all the potted plants supplied by them at their own risk and cost.

II. Instructions to Bidders:

1. Tender must be submitted in two parts, i.e., (i) Techno-Commercial Bid and (ii) Price Bid. The bidders must submit their tenders in two separate sealed envelopes prominently super scribed as Part- A 'Techno- commercial bid' and Part-B 'Price Bid' along with NIT No. and due date written on each of the envelope followed by bidders' address. These two separate envelopes shall together be kept in third envelop super scribed with name of Services, NIT No. and bidders' address.
2. Techno-commercial bid shall contain an EMD, all the documents in proof of Pre-qualifying criteria, signed and stamped tender document including NIT page, instructions for bidders, general conditions, unpriced bid and all the annexures duly filled and signed by the bidders.
3. An Earnest Money Deposit (EMD) amount of ₹ 7000/- (Rupees Seven Thousand only) to be submitted by way of NEFT/ RTGS in favour of "BHEL". NEFT / RTGS details for BHEL are enclosed at Annexure-V. After depositing EMD through NEFT/ RTGS, bidder is required to enclose NEFT payment acknowledgement slip in the techno-commercial bid.

Bids not accompanied with EMD deposit acknowledgement will not be accepted and shall not be considered for further evaluation.

The EMD of unsuccessful bidders shall be returned within 15 days after award of work to the successful bidder. **No interest shall be payable on EMD amount.**

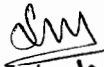
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14/12/2016

The EMD shall be forfeited in case of:

- i) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
 - ii) The contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.
4. Price Bid should contain only the "Part-B, Price Bid Format" after quoting the rates as specified in the Price bid format (Annexure – I).
 5. Rates, inclusive of all taxes, shall be quoted in figures as well as in words in price bid format only.
 6. No overwriting / correction in tender documents by bidder shall be allowed. However if correction is unavoidable, the same must be signed.
 7. Bidders are requested to go through the scope of services, 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 services before submitting the offer. Any queries regarding this tender may be clarified from Sr. Engineer (HR-Admin), on Telephone No. 011- 41793305 or through e-mail : shlok@bhel.in
 8. On the date of opening of tender, only Techno-Commercial Bid shall alone be opened. Date of opening of Price Bid will be intimated through e-mail separately to the bidders who qualify in the Techno-Commercial bid.
 9. The bidders or their representative may attend the opening of techno-commercial bid (Part-A) and the technically qualified bidders 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 scheduled date and time even if the bidders or their representative are not present.
 10. 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.
 11. The bidder should accept all terms and conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
 12. In case any document required as per PQR is not submitted in techno-commercial bid (part-A) the party shall be asked to submit the same. If the document(s) is / are not received in specified time, the offer may be rejected.
 13. In case any typing error/ other clerical errors is noticed by the bidder, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail and shall be binding on the bidders.

III. Pre-qualification Criteria:

1. Bids not accompanied with EMD deposit acknowledgement will not be accepted and shall not be considered for further evaluation.


14/12/2016

2. The bidder shall submit the complete tender document in all respects duly signed and stamped on each and every page as a token of acceptance of all the terms and conditions of tender.
3. The bidder should submit self-attested copies of PAN card, service tax registration certificate and ITRs of last three financial years i.e. 2013-14, 2014-15, and 2015-16.
4. Average annual financial turnover should be ₹ 1, 05,000.00 or above for the last three financial Years (2013-14, 2014-15, and 2015-16). Self-attested copies of balance sheet, profit and loss account certified by a CA to be submitted.
5. Self-attested copies of Work Orders/ Award letters/ Contract Agreement in support of proof of experience for the works executed by the bidders during last 7 years ending on 31/12/2016. The Work Orders/ Award Letters of similar services (similar services means supply and maintenance of potted plants at offices/organisations) shall only be acceptable. The value of work experience should be as follows:
 - i. Three similar jobs/services/works costing not less than ₹ 1, 40,000.00 each.
Or
 - ii. Two similar jobs/ services/ works costing not less than ₹ 1, 75,000.00 each.
Or
 - iii. One similar jobs/ services/ works costing not less than ₹ 2, 80,000.00.
6. The Bidder must submit a declaration (enclosed at Annexure –II), 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.
7. No deviation certificate as per Annexure –III (enclosed) must be signed and stamped.

IV. General Terms & Conditions:

1. Tenders received late /in open condition/ 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. The offer of the bidders who are on the banned list and 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 website www.bhel.com.
4. The bidders are required to quote for the complete scope of services in the Price Bid Format at Annexure – I (enclosed). Tenders for part of the services or incomplete in any respect are liable to be rejected.
5. Rates quoted by the bidder will be firm and inclusive of all taxes. No price variation and escalation due to increase in labour / material cost will be allowed.
6. The rate should be indicated both in words and figures. All entries in the Tender must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.


SM
14/12/2016

7. **Validity of Offer:** Validity of offer will be 30 days from the date of opening of the techno-commercial bid.
8. **Evaluation Criteria:** The criteria of evaluation of techno-commercial bids shall be on the basis of documents submitted by the tenderers. Evaluation of Price Bid will be done on overall L-1 rate on all inclusive basis. In case of tie between the overall rates of two or more bidders, the snap bidding system will be followed to arrive at the L-1 bidder.
9. **Quantity Variation:** The quantity of any item mentioned in the Price Format may vary $\pm 10\%$ during execution of work as per the direction of Engineer-in-charge.
10. **Subletting:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization.
11. **Validity of Contract:** Validity of contract shall be 2 years from the date of start of work.
12. **Payment Terms:**
 - (a) Payment shall be made for actual no. of potted plants provided.
 - (b) No advance payment or the payment for mobilization of work will be made to the contractor.
 - (c) Bill submitted by the contractor shall be certified by the official in-charge of BHEL and the 100% payment will be made within 15 days by NEFT/RTGS from the date of receipt of original bill.
 - (d) The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
 - (e) All payment will be subject to deduction of taxes at source as per rules.
13. Security deposit (SD) of 5% of the order value shall be deposited by the successful bidder either within seven days from the date of award of work or before start of contract whichever is earlier. SD can also be recovered at the rate of 10% from the running bills. However in such case at least 50% of the SD shall be deposited within specified time and balance 50% may be recovered from the running bills.
If the successful bidder requests BHEL to adjust EMD amount towards SD then balance amount has to be deposited within the specified period. SD, without interest, shall be refunded after successful completion of contract period.
14. L.D. for bad Quality of Services: In case the services offered are not found satisfactory a 0.5 % per week subject to maximum 10% of total value will be deducted from the bill.
15. No excuses like hindrance because of extreme weather conditions, non-availability of labour and material etc. will be entertained for not providing services on time.
16. All necessary precautions with respect to safety at site and environmental aspects and their impacts shall have to be taken by the contractor for activities performed by his workers.

SM
14/12/2016

17. In case of any dispute, the decision taken by BHEL Management will be final and binding on the contractor.
18. No party shall be permitted to tender for work in BHEL in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the BHEL. Any violation of this condition which comes to the Notice of the BHEL after the work is awarded will entitle the BHEL to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the BHEL on account thereof.
19. **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 contract or shall pay the claim on demand without any terms & conditions.
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 except ed 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 does not accept the work awarded to him or does 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.

Yours sincerely,
For Bharat Heavy Electricals Limited,


14/12/2016
(Shlok Nagar)

Engineer (HR-Admin)

श्लोक नागर / SHLOK NAGAR
वरिष्ठ अभियन्ता / Sr. Engineer
मानव संसाधन प्रबन्ध विभाग / HRM Dept.
BHARAT HEAVY ELECTRICALS LIMITED
Industry Sector, Integrated Office Complex
Dodhi Road, New Delhi-110008

PRICE BID

Sl. no.	Description of item	Quantity (in nos. per month)	Rate per month (in Figures)	Rate per month (in Words)	Amount per month (in Rs.)
1	Supply & maintenance of Green Potted Plants of good quality i.e. Indoor plants- Aerocaria, Palm areca, Money Plant mounted, oxicordium, Maustiria, Sanonium etc and Outdoor plants - Cycus Pal, Morpanki, Fucus Bengemama, Rubber Plant, Crotons and Seasonal Flowers like Guldawadi, Dehilia etc will be supplied and decorated by yours at different locations in our office complex as per the direction of Engineer-in-charge. (The rates are to be mentioned for every month basis)	700			

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14/12/2016

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 and Seal of the Bidder

Place:


Date:


14/12/2016

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 and Seal of the Bidder


14/12/2016

BIDDER'S DETAILS

Sl. No.	Description	Details
1	Name of the Bidder	
2	Address of the bidder	
3	Contact Person's Name	
4	Contact No. of Contact Person	
5	FAX No.	
6	E-mail ID of the Bidder	

Signature and Seal of the Bidder

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14/12/2016

EFT MANDATE (DULY CERTIFIED BY BANKER)

Bank Name	CANARA BANK		
Bank Branch Address	PRIME CORPORATE BRANCH -II, WORLD TRADE TOWER, BARAKHAMBA LANE, NEW DELHI		
Branch Code	1942	MICR No	110815097
Swift Code	CNRBINBBIFD		
IFSC for RTGS	CNRB0001942		
IFSC for NEFT	CNRB0001942		
Beneficiary's Name	BHARAT HEAVY ELECTRICALS LIMITED INDUSTRY SECTOR INTEGRATED OFFICE COMPLEX, LODHI ROAD NEW DELHI - 110003		
Beneficiary's Account Number	0307201003847		
Type of Account	CURRENT ACCOUNT - GENERAL		

We hereby certify that information given above (Bank Details) are true and correct

We certify that the particulars mentioned above are true and correct and we will be responsible if any of the information stated above found to be incorrect at a later date. We also confirm that, any changes in the above details occurring in future, shall be informed to you immediately.

Yours Faithfully

Deepak Wadhwa

Sign

Name: **दीपक वधवा / DEEPAK WADHWA**
 वरिष्ठ लेखाधिकारी / Senior Accounts Officer
 भारत हेवी इलेक्ट्रिकल्स लिमिटेड
 Designation: **BHARAT HEAVY ELECTRICALS LIMITED**
 इण्डस्ट्री सेक्टर, इन्टीग्रेटेड ऑफिस कॉम्प्लेक्स, लोधी रोड
 नई दिल्ली - 110003 / New Delhi - 110003

वृत्त कोनरा बैंक / For Canara Bank

व्यक्ति प्रबन्धक / Senior Manager
 प्राइम कॉर्पोरेट कन्सल्टिंग प्लेस ब्रांच
 नई दिल्ली / New Delhi - 110003

Banker's Seal and Signatures

DM
 14/12/2016
 11 | Page