



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

ID/ HRM/ A041/ Photocopy Rental-ENQ
26th October 2017

Sub: Rate Contract for providing new digital photocopy machines at BHEL, Lodhi Road

Dear Sir,

BHEL invites offers through tender process from parties who may be interested in accepting rate contract for providing two new digital photocopy machines (20/ 21 CPM) at BHEL, Lodhi Road on rental basis for a period of two years.

You are requested to submit your most competitive offer for rate contract as per the requirement and terms & conditions of the tender, cited later in this tender enquiry.

Last date of submission	:	17.11.2017 at 1430 Hours
Opening of Tender	:	17.11.2017 at 1430 Hours
Tender Cost	:	Nil
Earnest Money Deposit	:	₹ 2,400.00

The sealed bid 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
Integrated Office Complex
Lodhi Road, New Delhi – 110003

In case of any clarification, the bidder can contact the undersigned over telephone no. 011-41793305 or at email shlok@bhel.in

For and on behalf of
Bharat Heavy Electricals Limited


26/10/17
(Shlok Nagar)

श्लोक नागर / SHLOK NAGAR
वरिष्ठ अभियंता / Sr. Engineer
मानव संसाधन प्रबंध विभाग / HRM Deptt.
BHARAT HEAVY ELECTRICALS LIMITED
Industry Sector, Integrated Office Complex
Lodhi Road, New Delhi-110003

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Scope of Work:

1. Vendor shall be required to install two new digital photocopy machines of any of the following makes: Canon, Ricoh, Konica Minolta, Toshiba, Xerox, Sharp, Panasonic, Muratec, Kyocera.
2. Machines should be 20 / 21 CPM digital photocopy machines with reversible automatic document feeder and electronic sorter, capacity upto A3 to A3 copy, reduction and enlargement facility and with duplexing.
3. Nos. of machines may be increased by BHEL depending on load of work with BHEL.
4. Nos. of free copies per machine within the fixed cost of monthly rent shall be 4000 (Four Thousands only). The average monthly usage over last 6 months was around 4000 copies.
5. On award of contract, the bidder shall be required to install the new machines and other equipment at our premises within one week along-with the documentary proof of newness of the machine/equipments, failing which the contract will be liable for termination along with.
6. The space and power (220-240V, 50 Hz AC) supply will be provided free of charge by BHEL.
7. Maintenance of the machines shall be the complete responsibility of the vendor. All the spares, repairs, consumables and services are to be borne by the vendor and nothing extra shall be payable for any reason whatsoever. In case of a breakdown, the machine should be repaired within 4 hours or a standby machine shall be provided by vendor at no extra cost.
8. Insurance and other miscellaneous charges shall be borne by the Vendor. Vendor shall indemnify BHEL against any third party claims on any account whatsoever in connection with the photocopy services order, if awarded.
9. Regular and preventive maintenance shall be the responsibility of the vendor to keep the machine in working conditions at all times. In case of non-functioning of the main machines, standby machine will be provided immediately at no extra cost.

Instructions to bidders:

1. Bidders must go through all annexures carefully before submitting the bid.
2. The offer shall be submitted as per the instructions of tender document. One set of tender document duly filled, signed and stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all the 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. In case of any clarification, bidder may contact this office.
3. The tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
4. 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 and shall be binding on the tenderer.
5. No overwriting / correction in tender documents by tenderer shall be allowed. However, if correction is unavoidable, the same must be signed.


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6. Only rate shall be quoted in price bid format and nothing else. Rates must be quoted in figures as well as in words. In case the rates in figures differ from the rates written in words, the lesser of the two will be treated as valid rate. Any other terms and conditions mentioned in the Price Bid shall make the offer liable for rejection.
7. The price must be quoted in the enclosed Price Format Only.
8. The prices quoted should be firm and no revision of prices will be entertained after the quotation is opened.
9. Tender must be submitted in a sealed envelope which has to be super-subscribed with NIT no. and due date written on the envelope and the bidder contact details.
10. Quotation shall be received up to 1430 hours on 17.11.2017, tenders received late/ in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
11. Validity of offer will be 60 days from the date of opening of tender.
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.
13. A bidder may visit BHEL office on any working day from 27.10.2017 to 16.11.2017 between 0900 Hrs to 1700 Hrs. Any queries regarding this tender may be clarified from Sr. Engineer (HR-Admin) over telephone no. 011-41793305 or at email shlok@bhel.in.

Pre-Qualification Requirement (PQR):

1. EMD amount of ₹ 2,400.00 needs to be deposited through NEFT. The bank account details of BHEL for NEFT are enclosed as Annexure VI. The bidder is required to enclose a copy of the acknowledgement of NEFT payment along with their bids. Bids without EMD will not be accepted and shall not be considered for further evaluation.

The EMD of unsuccessful bidders shall be returned within 7 days of award of work to the successful bidder. No interest shall be payable on EMD amount.

The EMD shall be forfeited in case of:

- i) After opening the tender, the bidder revokes his bid within the validity period or increases his earlier quoted rates.
 - ii) The successful bidder does not commence the work within the period as per LOI / contract. In case the LOI / contract is silent in this regard then within 15 days after the award of contract.
2. The bidder has to submit copies of their PAN card and GST Registration certificate.
 3. Copy of acknowledgements of IT return of last three financial years i.e. FY 2014-15, 2015-16, 2016-17. In case of unavailability of documents for financial year 2016-17, documents pertaining to FY 2013-14 shall be furnished.
 4. The experience of having successfully completed similar Job / services during last 7 years ending on 31.10.2017 should be either of the following:
 - i) Three similar completed jobs / services with value not less than ₹ 48000 each.

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Or

ii) Two similar completed jobs / services with value not less than ₹ 60000 each.

Or

iii) One similar completed job / service with value not less than ₹ 96000.

“Similar Job / service” refer to “Rate Contract for providing digital photocopier”.

Only work orders and related work completion certificates from the clients shall be submitted as proof against Sl. No. 4 of PQR. For example: If you are qualifying as per Sl. No. 4 (ii), only work orders and related work completion certificates of 2 clients each costing not less than ₹ 96000 shall be furnished. The work completion certificate shall be specific to the work order submitted i.e. the specific contract, value of the job, duration of contract / job and declaration of satisfactory performance shall be indicated in the work completion certificate from 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.

Procedure for submission of bids

The bidders must submit their duly completed offers in a sealed envelope prominently super-scribed as “Rate contract for providing photocopy machines at BHEL office” followed by tender reference and last date for submission of tender.

The bid shall comprise of:

1. The bidder should enclose a covering letter on its letter head mentioning the required details over it.
2. Details of machines like make, model, speed, year of make etc. on bidder's letterhead.
3. Copy of Tender Enquiry Document duly signed in blue ink and stamped on each page as token of acceptance of tender conditions.
4. Price bid duly filled, signed and stamped by the bidder.
5. Acknowledgement of deposit of EMD of ₹ 2,400/- (Rupees Thirty Three Thousand Four Hundred only) by way of NEFT in favour of BHEL, New Delhi, must be enclosed in Part-I envelope.
6. Copy of PAN and GST Registration Certificate duly signed and stamped by the bidder.
7. Copy of acknowledgements of IT return of last three financial years i.e. FY 2014-15, 2015-16, 2016-17. In case of unavailability of documents for financial year 2016-17, documents pertaining to FY 2013-14 shall be furnished.
8. Copies of Work Orders indicating the duration of contract, Quantum of business done along with certificates of successful completion in support of proof of experience for the jobs/ services executed by the bidders during last 7 years ending on 31.10.2017 as against Sl. No. 3 of Pre-Qualification Criteria. BHEL reserves the right to verify the correctness of the documents submitted against fulfilling the PQR criteria.

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All the documents in this envelope should be self-attested by the bidder with required stamp. This envelope should be super-scribed as "Ref. ID/ HRM/ A041/ Photocopy Rental-ENQ" followed by **bidder contact details** like address, mobile no., email etc.

The offer, completed in all respects, has to positively reach the undersigned before 1430 hours of 17.11.2017 at:

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

The offers received **on or before 1430 hours of 17.11.2017** shall be considered for **opening scheduled at 1430 hours on 17.11.2017** in presence of the bidders who may like to be present. **Offers received after specified time of submission shall be liable for rejection.**

Quotations not received in line with above format are liable to be rejected.

Evaluation criteria:

1. On the date of opening of tender, whole tender bid shall be opened in presence of the bidders who would like to be present.
2. In the price bid, the bidders are required to quote item wise rate for each item mentioned in Price Bid Format (Annexure V) in the space provided.
3. The evaluation of price bid shall be done as per the evaluation rate calculated by following formula: **Evaluation Rate = Rate for A x 0.98 + Rate for B x 0.02**
4. The bidders will be ranked on the basis of the evaluation rate calculated as per rates quoted in the price bid. In the event of more than one bidder having quoted identical lowest evaluation 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 (lowest) rate is arrived.
5. Work will be awarded to the L1 bidder but only after ensuring that the concerned bidder has submitted required documents. If the L1 bidder fails to submit required documents, then L2 bidder shall be awarded the work. In such a case, if L2 bidder fails to submit required documents, the work shall be awarded to L3 bidder and so on.
6. Final decision of BHEL on evaluation of bidders shall be **binding** on all the bidders.

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Terms & conditions of the contract

1. **Validity:** The validity of contract will be for 2 years from the date of start of work.
2. **Subletting:** The contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization.
3. **Quantity:** The quantities provided in tender enquiry document are tentative in nature which may vary as per requirement, however, the payment shall be made on actual basis.
4. **Rates:** Rate in case of award of contract shall remain same for the entire period of contract. Rates finalised shall be inclusive of all types of charges payable by BHEL to contractor. Applicable taxes shall be payable extra.
5. **Payment Terms:**
 - a) Payment shall be made after successful completion of services during every quarter.
 - b) Quoted prices shall remain firm during the contract period and nothing extra shall be payable for any reason whatsoever.
 - c) No advance payment or the payment for mobilization of work will be made to the vendor.
 - d) Tax invoice raised by the vendor shall be certified by the official in-charge of BHEL and the 100% payment will be made within 10 days by NEFT/RTGS from the date of receipt of invoice discrepant bill.
 - e) All payment will be subject to deduction of taxes at source as per rules.
6. The vendor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
7. **Security deposit (SD)** amount equal to 5% of the contract value shall be deposited by the successful bidder through NEFT 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 in writing to adjust EMD amount towards SD then balance amount towards SD shall have to be deposited as given above. SD, without interest, shall be refunded after successful completion of contract period.
8. **Penalty clause:** If the contractor fails to perform and provide satisfactory services during the contract period, a penalty of ₹ 500/- per day shall be levied on contractor.
9. In case the vendor for any reason is not able to execute the job as per time schedule/required quality, BHEL reserves the right to get the same other at the risk and cost of the vendor and impose the following pre-agreed damages:

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Sl. no.	Default	Damages
1	Nonfunctioning of machine beyond 48 hours, if standby machine of similar capacity is not installed	Rs. 500.00 per day per machine

10. **Termination of contract:** If at any time during the period of contract, the contractor defaults in performance of the work due diligence and continues to do so commit any default in complying any of the tender terms and condition even after the notice (in writing) is given to him, BHEL may, without prejudice to any other, has right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminated the contract.

11. **Arbitration:** In the event of any dispute of difference arising out of the execution of the order / contractor of 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 of 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 as aforesaid, the provision of Arbitration and Conciliation Act, 1996 (India) or statutory modification or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under clause. The venue of arbitration shall be at BHEL Lodhi Road.

12. **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 arising under or in connection with the order / contract.

13. **Jurisdiction:** Court at New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or respect of the contract (s) to which these condition are applicable.

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DETAILS OF BUSINESS

1	Name of the firm	
2	Address for communication	
3	Registered Office, if any:	
4	Telephone No. (Office) (Res) (Mobile) (Fax)	
5	Name of Proprietor/partner	
6	Contact person: Mobile: Email ID:	

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ACCEPTANCE LETTER / NO DEVIATION CERTIFICATE

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

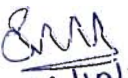
Or

We Hereby accept all terms and conditions of the above tender except the following:

(Give reference to clause Nos. of Terms & Conditions Which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.


Note: Any deviation specified elsewhere in the tender shall not be considered. Deviations may or may not be accepted by BHEL.


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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 and Seal of Authorised Signatory


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Price Format

Sl. no.	Job Description	Rate in figures (in Rs.)	Rate in words (in Rs.)
A	Monthly Rental for 20 / 21 CPM new Digital Photocopy Machine (including spares, consumables etc.) with A4 & A3 reversible Automatic Document Feeder (Per Machine) for up to 4000 copies.		
B	Per copy rate beyond 4000 copies.		
C	% of applicable taxes.		

Note:

1. Rates quoted should be exclusive of taxes.
2. The evaluation of price bid shall be done as per the evaluation rate calculated by following formula: **Evaluation Rate = Rate for A x 0.98 + Rate for B x 0.02**

(Signature & Stamp of the Bidder)

Dated:


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EFT Details of BHEL, Lodhi Road**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	110015097
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	<i>Deepak Wadhwa</i>		
Sign	_____		
Name:	दीपक वधवा / DEEPAK WADHWA वरिष्ठ लेखाधिकारी / Senior Accounts Officer		
Designation:	भारत हेवी इलेक्ट्रिकल्स लिमिटेड उद्योग क्षेत्र, एकीकृत कार्यालय कॉम्प्लेक्स लोधी रोड, Industry Sector, Integrated Office Complex, Lodhi Road, नई दिल्ली-110003 / New Delhi-110003		
	<div style="border: 1px solid black; padding: 5px;"> <p>कृते केनरा बैंक/For Canara Bank</p> <p>वरिष्ठ प्रबन्धक/Senior Manager प्राईम कॉर्पोरेट कनॉट प्लेस शाखा Prime Corporate Connaught Place Branch नई दिल्ली/New Delhi-110001</p> <p style="text-align: right;"><i>23/05/18</i></p> </div>		
	Banker's Seal and Signatures		