



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/ Laundry_ENQ
23rd November 2017

NOTICE FOR INVITING TENDER

Sealed tenders are invited for the following service in BHEL, Industry Sector, Lodhi Road, New Delhi.

Name of Services	:	Rate contract for washing / dry cleaning of office laundry for BHEL, Lodhi Road, New Delhi.
NIT No.	:	ID/ HRM/ A041/ Laundry_ENQ dated 23.11.2017
Last Date & Time for Submission of Tender	:	Up to 1030 hours of 01.12.2017
Date & Time of Opening	:	1030 hours of 01.12.2017
Tender Cost	:	Nil
Earnest Money Deposit	:	₹ 5400.00

The sealed tender may be sent either by Registered Post/ Speed Post/ Courier Services or by hand in the BHEL office, Industry Sector, Lodhi Road, New Delhi from 0900 hours to 1730 hours on any working day latest by 1030 hours of 01.12.2017. 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


23/11/17
(Shlok Nagar)

Sr. Engineer (HR-Admin)
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

SCOPE OF WORK:

The scope of work shall include collection of laundry items from individual seats/ different locations on the last working day of every week and place the same on respective seats/ locations after proper washing/ dry-cleaning on first working day of the following week.

The laundry items being used at BHEL, Lodhi Road are:

1. Large towel**
2. Small towel
3. Bed sheet
4. Pillow cover
5. Chair cover
6. Car towel
7. Apron
8. Curtain (Roller blinds)

**Large towels are used on individual seats and in washrooms. The towels being used in the washrooms are to be washed and put up on daily basis. To facilitate the same, two sets of towels are being used in each washroom, so that when a towel is taken away for washing the other clean towel is put up in the washroom.

In the event of delay in delivering the washed items on first working day of the week, BHEL reserves the right to impose a penalty of ₹ 100.00 (One Hundred) per day of delay. However, in case the delay has been caused due to reasons that are beyond the control of contractor like incessant rains or wet weather conditions etc., BHEL may consider waiver of the said penalty charges.

The washing should be of good quality and to the entire satisfaction of the user. The material shall be collected and returned at BHEL, Lodhi Road office and no cartage or conveyance shall be paid by BHEL on this account. No payment shall be made by BHEL for items which are found to be of inferior washing quality. If any item is misplaced by the party, new item shall have to be provided by the contractor or purchase price for the same item shall be deducted from the contractor's bill.

INSTRUCTIONS TO BIDDER:

1. This is a two part bid tender, therefore, bidders are requested to read the complete tender enquiry document very carefully before submitting their bids.
2. EMD amount of ₹ 5400.00 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.


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- 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.
3. Bidder is required to enclose copies of their GST registration and PAN card.
 4. The offer shall be submitted as per the instructions of tender document. Tenderer should note specifically that all the pages of tender document, including the NIT page for this particular tender and unpriced bid, 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.
 5. The tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
 6. 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.
 7. No overwriting / correction in tender documents by tenderer shall be allowed. However, if correction is unavoidable, the same must be signed.
 8. 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.
 9. The prices quoted should be inclusive of labour charges or conveyance and nothing shall be paid extra by BHEL on this account.
 10. The prices quoted should be firm during the period of contract and no revision of prices will be entertained.
 11. 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 details.
 12. Quotation shall be received up to 1030 hours on 01.12.2017 and the same shall be opened same day at 1030 hours in presence of bidders who would like to be present. On the date of opening of tender, whole tender shall be opened.
 13. Validity of offer will be 30 days from the date of opening of tender.
 14. Tenders received late /in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
 15. 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.
- For any clarification, the undersigned may be contacted at phone no. 011-41793305, 011-41793301.

Thanking you,

Yours faithfully,
For Bharat Heavy Electricals Ltd,



(Shlok Nagar)

Sr. Engineer (HR-Admin)
श्लोक नागर / SHLOK NAGAR
वरिष्ठ अभियन्ता / Sr. Engineer
मानव संसाधन प्रबंधन विभाग / HRM Deptt.
BHARAT HEAVY ELECTRICALS LIMITED
Industry Sector, Integrated Office Complex
Lodhi Road, New Delhi-110003

PRE-QUALIFYING REQUIREMENTS (PQR):

1. EMD amount of ₹ 5400.00 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. Duly signed and stamped copies of GST registration and PAN card of bidder are to be submitted.
 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 jobs / services for MNCs/ Central or State Govt. offices/ PSUs during last 7 years ending on 30.11.2017 should be either of the following:
 - i) Three similar completed jobs / services with value not less than ₹ 1.08 Lakhs each.
Or
 - ii) Two similar completed jobs / services with value not less than ₹ 1.35 Lakhs each.
Or
 - iii) One similar completed job / service with value not less than ₹ 2.16 Lakhs.

“Similar Job / service” refers to “Rate Contract for washing / dry cleaning of office laundry for BHEL, Lodhi Road, New Delhi.”

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 ₹ 1.35 Lakhs 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.


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EVALUATION CRITERIA:

1. The techno-commercial bids i.e. Part-I submitted by all the bidders will be evaluated first. After techno-commercial evaluation, only the price bids of the bidders who qualify the techno-commercial evaluation will be opened on a subsequent date. The date of opening of price bids shall be intimated to the concerned bidders through email.
2. In the price bid, the bidders are required to quote item wise rate for each item mentioned in Price Format (Annexure V) in the space provided and accordingly evaluate the total expenditure on each item in two years.
3. The ranking of the bidders shall be made on the basis of total amount calculated for two years from the item wise rates quoted by the bidders in the price bid.
4. In the event of a miscalculation, the lower of the two values i.e. the correct value or the miscalculated value, shall be considered for evaluation and awarding the contract.
5. 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 (lowest) rate is arrived.
6. Work will be awarded to the L1 bidder and final decision of BHEL on evaluation of bidders shall be binding on all the bidders.
7. Tender may be rejected on account of unsatisfactory past performance in the execution of an earlier contract if noticed during technical evaluation.

PROCEDURE FOR SUBMISSION OF BIDS:

The bidders must submit their duly completed offers in a sealed envelope (Envelope #1) prominently super-scribed as "Offer for rate contract for supply of flower arrangements BHEL, Lodhi Road" followed by tender reference and last date for submission of tender.

Inside sealed Envelope #1, two separate sealed envelopes viz. Envelope #2 and Envelope #3 are to contain two parts of the tender "Part-I: Techno-commercial Bid and Earnest Money Deposit" and "Part-II: Price Bid" respectively. Both the sealed envelopes are to be super-scribed with "Part-I" or "Part-II" whichever is applicable, tender reference and details of the bidder.

PART-1: TECHNO-COMMERCIAL BID AND EMD (ENVELOPE #2)

The techno-commercial bid shall comprise of

1. Copy of Tender Enquiry Document duly signed in blue ink and stamped on each page as token of acceptance of tender conditions.
2. A copy of price bid duly signed and stamped but without the prices.
3. Acknowledgement of NEFT payment of EMD of ₹ 5400/- (Rupees Five Thousand Four Hundred Only) to BHEL must be enclosed in Part-I envelope.
4. Copy of PAN Card and GST Registration Certificate duly signed and stamped by the bidder.
5. 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.
6. Documents pertaining to Work experience as per PQR.


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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 "Part-I: Ref. ID/ HRM/ A041/ Laundry_ENQ" followed by bidder details.

The Prices should not be mentioned in the price format in this envelope.

PART-II: PRICE BID (ENVELOPE #3)

The price bid in the enclosed "Price format" (Annexure-V) needs to be in sealed envelope #3. This envelope should be super-scribed as "Part-II: Ref. ID/ HRM/ A041/ Laundry_ENQ" followed by bidder details.

The offer, completed in all respects, has to positively reach the undersigned before 1030 Hours of 01.12.2017 at:

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

The offers received on or before 1030 Hours of 01.12.2017 shall be considered for opening of Techno-commercial bid scheduled at 1030 Hours on 01.12.2017 in presence of the bidders who may like to be present. Offers received after specified time of submission shall be liable for rejection.

After techno-commercial evaluation of the offers, price bid of the bidders who qualify techno-commercial evaluation shall be opened on a later date in presence of the bidders who may like to be present. The date of opening of price bid shall be intimated to the qualified bidders through email.

For any clarifications regarding the tender, kindly contact the undersigned at 011-41793305 / 011-41793301.

Thanking you.

Yours Faithfully,
For Bharat Heavy Electricals Limited,



(Shlok Nagar)

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

CONTRACT TERMS & CONDITIONS:

1. **Subletting:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization.
2. **Validity of Contract:** Validity of contract shall be 2 years from the date of start of work.
3. **Quantity:** The quantities provided in Price Bid format are tentative in nature which may vary as per requirement, however, the payment shall be made on actual basis.
4. **Payment Terms:**
 - a) Payment shall be made after successful completion of services during every month.
 - b) Neither any advance payment nor any payment for mobilization of work will be made to the contractor.
 - c) Tax invoice raised 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 in discrepant bill.
 - d) All payment will be subject to deduction of taxes at source as per rules.
5. The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
6. **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. The SD is acceptable only through NEFT in favour of BHEL, bank account shall be shared with the successful bidder.

On request of successful bidder, the amount deposited as EMD shall be adjusted against SD and remaining amount of SD shall have to be deposited by bidder as above. SD, without interest, shall be refunded after successful completion of contract period.
7. **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 condition 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, terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have served as and when sent to the address given in the tender. In such a case, the Security Deposit shall be forfeited.
8. **Penalty:** In the event of delay in delivering the washed items on first working day of the week, BHEL reserves the right to impose a penalty of ₹ 100.00 (One Hundred) per day of delay. However, in case the delay has been caused due to reasons that are beyond the control of contractor like incessant rains or wet weather conditions etc., BHEL may consider waiver of the said penalty charges.

The washing should be of good quality and to the entire satisfaction of the user. The material shall be collected and returned at BHEL, Lodhi Road office and no cartage or conveyance shall be paid by BHEL on this account. No payment shall be made by BHEL for items which are found to be of inferior quality. If any item is misplaced by the party, new item shall have to be provided by the contractor or purchase price for the same item shall be deducted from the contractor's bill.


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9. 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.
10. 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.
11. **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.

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 matter arising under or in connection with the Order/Contract.
13. **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.
14. **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.


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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


23/11/17

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


23/11/17

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



Handwritten signature and date: 23/11/17

PRICE BID FORMAT

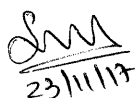
Sl. No.	Item Description	Proposed Quantity in one year	Rate per unit (in figures)	Total Amount for one year (in figures)
1.	Big Towels	9500		
2.	Small Towels	200		
3.	Bedsheet	120		
4.	Pillow Cover	100		
5.	Apron	500		
6.	Chair Cover	1000		
7.	Car Towels	500		
8.	Curtain	200		
Applicable GST			_____ %	
Total contract value for one year (in figures) = A				
Total contract value for one year (in words)				

NOTE:

1. The prices quoted should be inclusive of labour charges or conveyance and nothing shall be paid extra by BHEL on this account.
2. Applicable taxes shall be payable extra.
3. Total value of contract for two years shall be calculated as (2 x A).

Date:

(Signature and Stamp of Authorised Signatory)



23/11/17

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

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

कृते केनरा बैंक/For Canara Bank

वरिष्ठ प्रबन्धक/Senior Manager
प्राइम कॉर्पोरेट कनॉट प्लेस शाखा
Prime Corporate Connaught Place Branch
नई दिल्ली/New Delhi-110001

Banker's Seal and Signatures