



BHARAT HEAVY ELECTRICALS LIMITED

COMPONENT FABRICATION PLANT-RUDRAPUR

No. BHE: RU: HR: GH: 2016-18

Dated: 23.06.2016

To,
M/s _____

OPEN TENDER NO. BHE: RU: HR: GUEST HOUSE: 2016-18

Sub: NIT for hiring of Guest House in Rudrapur Town for exclusive use of BHEL, CFP, Rudrapur for two years period.

Dear Sir/Ma'am,

Sealed tenders are invited from eligible parties for following work:

"Hiring of 05 Nos. A/c rooms with common dining cum meeting hall having arrangement of dining table and Sofa to sit 6-7 persons, each room comprising two beds, as per technical specifications given in tender documents & in Annexure-A, in hotel/ guest house in Rudrapur Town for 02 years period. The rooms shall be for exclusive use of BHEL."

The bids are invited in two parts. The price bid of only those parties will be opened whose technical cum commercial bid is found suitable by the Committee of BHEL, who will visit the facilities to be offered and inspect the rooms/ facility. The date of opening of price bid will be separately informed to parties qualifying in technical cum commercial bid based on the recommendation of BHEL Committee. The formats for the technical cum commercial bid as well price bid are given with the tender document. **The bid not submitted in two parts will be summarily rejected.**

BHEL reserves the right to accept or reject any bid without assigning any reason.

The sealed tender in two separate sealed envelopes one super scribing "Technical cum commercial bid "and second super scribing "Price Bid"; both contained in a common sealed envelope sup scribing "Tender for hiring guest house at Rudrapur Town" should be submitted by 19.07.2016, 2.00 PM, at Tender Box, BHEL-CFP-Rudrapur, Kichha Bypass Road (Near FCI Godown), Rudrapur, U. S. Nagar, UK-23153, which will be opened on 19.07.2016, 3.00 PM.

For any clarification feel free to contact us, contact no. 05944-257265, 272 & e-mail himanshum@bhel.in, bcmishra@bhel.in. Tenders received after 19.07.2016, 02.00 PM shall not be entertained. The tenders not submitted in two part bid system will be summarily rejected.

Regards,

(Himanshu Martolia)
Sr. Executive (HR)

CC:-

- Concerned File.



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Major Terms & Conditions:

1.0 RECEIPT & OPENING OF TENDERS: -

- 1.1 The envelope containing the quotation should be super scribed as Quotation For "**Tender for hiring guest house at Rudrapur Town** "
- 1.2 Tenders will be opened on **19.07.2016, 3.00 PM** in presence of parties who wish to be present on the occasion.

2.0 MISCELLANEOUS:

- 2.1 All entries in the tender document should be in one ink. Erasing and over writing is not permitted. All cancellations and insertions should be duly signed by the tenderer concerned.
- 2.2 Tenderer shall fill in all required particulars in the blank space provided for this purpose in the tender documents and also sign each and every page of the tender documents before submitting the tenders.
- 2.3 In quoting the rates the tenderers are advised to take into account relevant factors, including fluctuations in the market rates etc. No claim will be entertained on this account at a later date.
- 2.4 In the event of tender being submitted by a partnership firm, the tender must be signed separately and legibly by each partner or member of firm, or in their absence by the person holding the power of attorney on behalf of the other partners of the firm concerned. Copies of the partnership deed and the power of attorney must accompany the tender.
- 2.5 BHEL reserves the right to reject any or all of the tenders, partially or in full, without assigning any reasons thereof.
- 2.6 Tenders not submitted in the prescribed form shall be summarily rejected.
- 2.7 Rate should be quoted in figures as well as in words in the price bid and should be submitted in a separate envelop super subscribed as "Price Bid".
- 2.8 The contract shall be awarded to single party on total L1 basis.

3.0 VALIDITY OF CONTRACT:

- 3.1 The contract will be valid initially for a period of two years from the date of its commencement.

4.0 EARNEST MONEY & SECURITY DEPOSIT:

- 4.1 **Security Deposit for the tender shall be Rs one lakh plus 7.5% of the amount exceeding Rs 10 lakhs of the awarded valued of contract which shall be submitted by successful tenderer before submission of first month bill.**

5.0 PAYMENT

The bill for the work completed will be presented to the HR Department, BHEL, Rudrapur every month. **Payment will be made through E-Payment mode only, within 45 days of submission of bills by the contractor.**



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6.0 TERMINATION OF THE CONTRACT:

If the contractor(s) fails or neglects or refuses to observe/performs any of the terms and conditions/obligations of/or under the contract, BHEL may without prejudice to other right terminate the contract without assigning any reason thereof and without any notice and recover from the contractor(s) any damages suffered by it on account of the failure, neglect, refusal, violation or any part thereof including the amount by which the cost of completing the work left by any other agency shall exceed the amount in the contractor in the contractor under this contract.

7.0 GENERAL TERMS AND CONDITIONS WHICH WILL PART OF CONTRACT AGREEMENT:

7.1 The contract shall be initially valid for a period of **02 (two) years**, which may be extended on same terms and conditions at the sole discretion of BHEL depending upon requirement of the company and the performance of the party.

7.2 BHEL shall pay monthly rent as agreed as per price bid and negotiation thereon. The charges so paid shall be inclusive of all taxes, duties and levies as charged by Govt. from time to time.

7.3 **The guest house/hotel should be registered with state tourism/Industry Department and have to attach the registration copy/copies with the technical bid of the tender.**

7.4 The workers working in the pantry/kitchen, housekeeping/upkeep services should be well mannered and be free from any infectious disease. They would be in a proper uniform, to be supplied by the contractor at his own cost, at all times of duty.

7.5 The guest house/hotel shall be open for 24 (Twenty four) hours daily on all days of the week (Seven days).

7.6 **The rooms taken on hire shall be used exclusively by BHEL.**

7.7 This agreement can be terminated after one month's notice from BHEL to the contractor without assigning any reason.

7.8 The guest house provided by the contractor should always be in good condition and free from any deficiency in delivery of goods and services.

8) MISCELLANEOUS:

- i) The contractor should be registered with the appropriate authorities, necessary proof(s) of which should be produced with the technical document of the tender.
- ii) Any deviation with ulterior motive / manipulation of any sort during the tenancy of the contract shall be /will be considered as a breach of contract and the same will be liable for cancellation immediately without any advance notice.
- iii) Contract may also be terminated by BHEL on serving of an advance notice of one month without assigning any reasons thereof.

9.0 ARBITRATION:

9.1 All disputes between the contractor and BHEL arising out of or relating to the awarding of contract and its operation shall be referred to the arbitration of person to be nominated by General Manager, Bharat Heavy



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Electricals Limited, Component Fabrication Plant (CFP), Rudrapur and the decision of the arbitrator shall be final and binding on the parties.

10.0 RECORDS TO BE MAINTAINED BY THE CONTRACTOR:

- 10.1 Contractor to maintain separate register date wise for the Guests staying in the rooms. The Performa of register will be provided to the successful bidder.
- 10.2 Contractor needs to give proper receipt for food value charged to the BHEL's Guests. In case of the Company Guests (shall be informed by designated person of BHEL) food bill will be paid as per the tender rates by BHEL along with monthly bills.
- 10.3 Contractor needs to collect the staying charges from the Guest staying during their personal visit from the Guests as per the rates given by BHEL periodically. In case of Guests on Official visit Credit Slip of stay charges as per the receipt Performa of BHEL to be given by the Contractor.

11.0 JURISDICTION:

- 11.1 All disputes claims or actions arising out of under or in connection with the contract shall be subject to the exclusive jurisdiction of the courts having jurisdiction over BHEL, Rudrapur

The above terms & conditions are acceptable.

Signature: _____

Name: _____

Address: _____

Contact Phone No(s): _____

E- Mail Address: _____



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TECHNICAL BID			Annexure-A	
Major requirements for the Rooms in Guest House (part of technical bid, party has to sign confirming fulfilling the requirements & acceptance of terms & conditions)				
Sl. No.	Item name	Quantity in each room	Remarks	Offered by the party
A.	Each room (approximate size 10ft x 12 ft) to consist of:		Approximate size of the room 10'x12'	Yes
1	Attached toilet/bathroom with all rooms	1	Attached toilet/bathroom with all rooms	Yes
2	Single bed Godrej or equivalent good quality	2	In rooms	Yes
3	Ward robe Godrej or equivalent	1	In rooms	Yes
4	Coffee table/ centre table	1	In rooms	Yes
5	Sofa one seat	1	In rooms	Yes
6	Study Chair	1	In rooms	Yes
7	Store cabinet	1	In rooms	Yes
8	Dressing table with stool	1	In rooms	Yes
9	Study Table	1	In rooms	Yes
10	Table lamp	1	In rooms	Yes
11	Geyser	1	In bathroom	Yes
12	Modi guard mirror or equivalent	1	In bathroom	Yes
13	Mug	2	In bathroom	Yes
14	Soap container	1	In bathroom	Yes
15	Patara	1	In bathroom	Yes
16	Towel stand	1	Common space	Yes
17	Hanger	10	In rooms	Yes
18	Hand shower	1	In bathroom	Yes
19	Cloth washing brush	1	In bathroom	Yes
20	Shower	1	In bathroom	Yes
21	Toilet soap liquid bottle	Availability	In bathroom	Yes
22	Buckets	2	In bathroom	Yes
23	Colour TV 21"	1	In rooms	Yes
24	DTH/ Cable Network	1	In rooms	Yes
25	Window AC / Centralized AC	1	AC Rooms	Yes
26	Intercom connection	1	In rooms	Yes
27	Night lamp	1	In rooms	Yes
28	Tubelights	2	In rooms	Yes
29	Room Heater/ convector	1	In rooms	Yes
30	Pillows	4	In rooms	Yes
31	Bedsheets (Cover)	2	In rooms, change alternate day	Yes
32	Bedsheet	2	In rooms, change alternate day	Yes
33	Blankets Good Quality	2	In rooms	Yes
34	Mosquito repellent	1	In rooms	Yes
35	Dust bins	1	In rooms	Yes
36	Towels	2	In rooms, change alternate day	Yes
37	Bathing Soap	2	In rooms, change alternate day	Yes
B	Common facilities:			
1	RECEPTION	1	For registration of guests	Yes
2	Common dining place/ restaurant	1	For dining purposes having good chairs/ tables	Yes
3	Service boys	Availability	As per requirement	Yes
4	Laundry facilities	Availability	As per requirement	Yes
5	Tea/breakfast/lunch/dinner based on the rates as below.	Availability	Cost of the breakfast/lunch/dinner to be Please refer menu given.	Yes



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6	Own Parking space for parking of 02 SUVs vehicles	Availability	Own parking space for 02 SUVs vehicles	Yes
7	Electrical Power back up	Availability	Power back up (DG set/ Inverter)	Yes
8	Arrangement for billing etc. as per BHEL system	Availability	Providing bills to guests as per notified BHEL rates for guest houses.	Yes
9	Pantry/ kitchen	Availability	24 hours availability	Yes
10	Medical emergency	Availability	On call availability of Doctor.	Yes
11	Water purifier	Availability	For drinking water	Yes
12	Housekeeping / up keep services	Availability	Neat & clean rooms	Yes

c **Note:**

- Occupancy on twin sharing basis.
- Cost of meals (lunch/dinner/breakfast etc.) to be charged from the guests as per details given below.

D **Menu for breakfast/lunch/dinner for Guests**
(Without any additional Cost to BHEL, Cost of the breakfast/meal to be charged from guests by Party/contractor.) inclusive of all taxes.

1	Breakfast: Tea / Coffee with following on alternate basis continuity of same meal consecutively to be avoided.	Rs 33 per breakfast
	Omelette (2 eggs), Toast (2 Nos.), Butter, Jam	
	or Vegetable cutlett (2 Nos.) Toast (2 Nos.), Butter, Jam	
or	Aloo Paratha (02 No.), Curd, Sauce	
2	Meal: Chapati, plain/fry Dal, plain rice/fried rice/ pulao, Seasonal Vegetable sabzi, curd, Salad, Achar, One fruit/ sweet.	Rs 55 per meal

Other meals based on the request of Guest may be served to the Guest on chargeable basis as per Menu rate minus 10% discount. For the official Guest such food charges will be borne by BHEL for which Party needs to take permission of designated official of BHEL, Rudrapur.

E

1	Name & Address of the Party	
2	Pan Card No. (Enclose a Copy)	
3	Service Tax Registration No. (Enclose a Copy)	
4	Registration with Tourism/ Industry Department of the State for hotel/guest house (Enclose a Copy)	
5	Bank Account Details:	
a	Account No.	
B	IFSC Code No.	
c	Bank Name	
d	Branch Name	
6	Acceptance for E-Payment	Yes
7	Acceptance to provide trained/qualified staff	Yes
8	Acceptance of all terms & Conditions of Contract by Signing & Stamping of all technical documents of Tender.	
9	Note: The party should submit all the documents mentioned in Sl. No. E, (2, 3, 4, 5, 6) & Acceptance/details for all concerned point. These are mandatory qualifying criteria & non fulfilment of any one or more criteria shall make the party technically rejected.	

I undertake that the information given in this technical Bid is correct and in case found otherwise by bid may be rejected by BHEL.

Authorized Signature

Name of Owner -	Name of Firm/ Hotel -
Contact/Mobile Number -	Address -
E-Mail Address -	Mobile No. -



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Annexure-B

PRICE BID FORMAT

Sl. No.	Particular	Rate/ Tariff/charge per room (twin sharing basis) per day inclusive of all taxes after considering the tender terms.
1	A/c Room 24 x 7 Basis with common dining cum meeting hall having arrangement of dining and Sofa to sit 6-7 persons, each room comprising two beds, as per technical specification given in tender documents, in hotel/guest house in Rudrapur Town.	

I declare that I have read the tender document and all the terms & conditions mentioned therein are acceptable to me. Further I declare that the rates quoted by me is inclusive of all taxes & will remain unchanged for the complete contract period of two years.

Authorized Signature:

Name of party:

Name of Firm/ Hotel:

Contact/Mob No:

Address: