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BHARAT HEAVY ELECTRICALS LIMITED



TENDER SPECIFICATIONS

FOR

RATE CONTRACT FOR INTERNATIONAL COURIER SERVICE

FOR

BHARAT HEAVY ELECTRICALS LTD.

INTERNATIONAL OPERATIONS DIVISION
5th FLOOR, INTEGRATED OFFICE COMPLEX
LODHI ROAD, NEW DELHI
INDIA-110003

NOTIFICATION NO.: BHEL:IO:COUR:14:02

DATE & TIME OF SUBMITTING OF BIDS- LATEST BY 1430 HRS ON 10TH NOV 2014
DATE & TIME OF OPENING TECHNICAL BIDS- 1500 HRS ON 10TH NOV 2014

Handwritten signature



NOTICE INVITING TENDER

NOTIFICATION NO : BHEL:IO:COUR:14:02

IMPORTANT NOTE

- I. RECEIVER OF THIS TENDER DOCUMENT IS ADVISED TO CHECK AND ENSURE COMPLETENESS OF ALL PAGES OF TENDER DOCUMENT AND REPORT TO THE ISSUING AUTHORITY ANY DISCREPANCY WITHIN THE TIME REFERRED AT CLAUSE NO T-3.
- II. THE BIDDER IS REQUIRED TO SPECIFICALLY MENTION **(IN A DEVIATION STATEMENT ATTACHED AS ANNEXURE VI)** THE CLAUSES OF THE TENDER THAT ARE NOT ACCEPTABLE IN THEIR PRESENT FORM AND ALSO THE DEVIATION SOUGHT, IF ANY.
- III. IN CASE THERE ARE NO DEVIATIONS, THE BIDDER SHALL CLEARLY CERTIFY THE SAME IN THE **DEVIATION STATEMENT** AS WELL AS IN THE FORWARDING LETTER.
- IV. IT IS EXPECTED THAT THE DEVIATIONS (IF ANY) SHALL BE BARE MINIMUM AND OFFERS WITH UNACCEPTABLE DEVIATIONS ARE LIABLE TO BE REJECTED WITHOUT ANY FURTHER DISCUSSIONS.
- V. THIS DOCUMENT IS NON-TRANSFERABLE.
- VI. A COMPLETE SET OF TENDER DOCUMENTS MAY BE DOWNLOADED FREE OF COST FROM THE WEBSITE http://www.bhel.com/tender/tender_home.php BY INTERESTED BIDDERS AFTER PROPER REGISTRATION ON THE WEBSITE. REGISTRATION REQUEST WILL PROMPT WHEN THE BIDDER CLICKS ON THE DOWNLOAD LINK.

A handwritten signature in blue ink is located in the bottom right corner of the page.



- T-1 **Bharat Heavy Electricals Limited, International Operations Division, New Delhi** invites sealed tenders on two part bid system to finalize the rate contract for International Courier Services for dispatch/receipt of documents, packages and boxes to/from various countries on **Door to Door Delivery** basis. You are requested to submit your most competitive offer. **Part I technical bid-un priced bids shall be opened at the date and time mentioned below in presence of bidders** who may like to be present at that time. The date of opening of the Part-II Price Bid will be intimated subsequently. Bidders may be called for Techno-Commercial discussions, if so required, before price-bid opening. They are requested to keep in touch with BHEL for knowing the date and time of Price Bid opening.
- T-2 The tender specification consists of the following:
1. Pre-Qualification Requirement
 2. Evaluation Criteria
 3. General Terms & Conditions
 4. Commercial Terms & Conditions
 5. Annexures
- T-3 Offer is to be addressed to:
K. Senthil Kumar, AGM (IO)
Bharat Heavy Electricals Limited
International Operations Division
Lodhi Road, New Delhi 110 003
Phone: 41793348; Fax: 011 24367130
Email-id: ksk@bhel.in
- Clarifications, if any, shall also be addressed to the above address within 10 days from the date of issue of this tender. At any time prior to the deadline of submission of bids, BHEL may, for any reason, whether on its own requirement or in response to a clarification requested by prospective bidders, modify the bidding document by issuing addenda/corrigenda.
- T-4 Last date & time for submission of bid : **1430 Hrs IST on 10th Nov 2014**
Opening of Part I Techno Commercial-Unpriced bid : **1500 Hrs IST on 10th Nov 2014**
at BHEL, Integrated Office Complex, Lodhi Road, New Delhi - 110003.
If any of the dates mentioned above happen to be BHEL holiday, the next working day shall be implied.
- T-5 Bids should be submitted only through Registered Post / Speed Post / Courier / In-person.
- T-6 The offer is required to be submitted in two parts, Part-I as Techno Commercial-Unpriced bid and Part-II as price bid, in sealed covers. **Part II of the bid should contain only the Price Schedule (filled up Annexure II) in hard copy as well as in soft form as explained at Clause G-1. All other information/documents forming the part of the offer should be submitted along with Part-I Techno Commercial-Unpriced bid.** Technically qualified bidders as defined in Evaluation Criteria will only be considered for opening of Part-II price bid. BHEL reserves the right to accept or reject any of the bids/all the bids or cancel/withdraw the invitation of bid without assigning any reason whatsoever and in such case any bidder/intending bidder shall have no claim arising out of such action by BHEL.
- T-7 An indicative checklist of documents to be submitted with the bid is provided at Annexure V.
- T-8 Based on experience of last three years, the expected value of business is Rs 30 lakhs per year.



PRE-QUALIFICATION REQUIREMENTS

- P-1 The Bidder is required to submit an **Earnest money deposit (EMD)** of **INR 100,000/- (Rupees One Lakh only)** in the form of demand Draft payable to Bharat Heavy Electricals Limited, New Delhi along with Part-I Techno Commercial-Unpriced bid. Bids not accompanied with EMD shall be rejected and such bidder shall not be allowed to attend bid opening.
- P-2 Bidder shall offer courier service through direct/indirect operations in all of the 102 countries mentioned in the Annexure II. However, indirect operations will not be allowed in more than 10 countries. Bidder shall submit an undertaking to this effect in the attached format (Annexure I). The bidder shall also provide the list of countries in which they intend to have indirect operation and shall positively indicate the local partner in each of those countries. Failure to indicate the same will result in disqualification.
- P-3 Joint Venture/Consortium bids will not be accepted.
- P-4 Bidder shall meet the following requirements/conditions and submit the necessary documents as mentioned against each requirement/condition:
- a) The average annual turnover for last three years (2011-12 to 2013-14) should be atleast Rs **One Crore** per annum - **Copy of financial report for last three years** (Copy of only financial report to be submitted. Complete annual report is not required).
 - b) Bidder should have their own/ subsidiary/ dedicated hired CHA license – Proof of the same to be submitted.
 - c) Bidder should not be under liquidation, court receivership or similar proceedings – Self-declaration from the bidder to this effect.
- P-5 Confirmation that the rates quoted are **firm (inclusive of fuel surcharge)** till the completion of the contract. Copy of the confirmation letter in this regard without mentioning the rates to be attached.

NOTE: NON FULFILMENT OF ANY OF THE ABOVE CONDITIONS (P-1 TO P-5) WILL DISQUALIFY THE BIDDER.



EVALUATION CRITERIA

Note:

- 1. Those bidders whose offer has been scrutinized and found to be complying with the pre-qualification requirements and also the other tender specifications will be considered as technically qualified bidders.**
- 2. Price bid (part II of the bid) of only technically qualified bidders will be opened. Price bid of bidders who are not technically qualified will not be opened.**

Price bids will be evaluated according to the country-wise, category-wise and weight-wise weightage as provided in Annexure II and Annexure IV.

Annexure II states the list of countries and relative weightage assigned to each country for evaluation purpose. The bidder shall quote price for all the countries listed in Annexure II.

Annexure IV states:

- a. Percentage weightage given to each category, i.e. document, package and box.
- b. Percentage weightage given to each weight range within these categories.

For evaluation, price quoted by each and every weight range, category and country will be multiplied by the respective weightage assigned to that weight range, category and country. For example, if the price quoted for a documents weighing 0.5kg to 1kg for a country having relative weightage of 2 is Rs.100, it will be multiplied by following factors:

- a. 2 (relative weightage assigned to that country as per Annexure II).
- b. 0.5 (weightage assigned to document category as per Annexure IV).
- c. 0.1 (weightage assigned to weight range 0.5kg to 1kg in document category as per Annexure IV).

Hence, the **weighted price** for that particular case will become 10 ($=100 \times 2 \times 0.5 \times 0.1$).

(Weighted price = quoted price * country weightage * category weightage * weight-range weightage).

Similar exercise will be repeated for all the rates quoted by the bidder. All the **weighted prices** so obtained (as explained above) from all the **quoted prices** by the bidder will be added to give the **overall weighted price** quoted by the bidder.

This **overall weighted price** will be used for comparison to decide the lowest price (L1) bidder.

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GENERAL TERMS & CONDITIONS

G-1 Dispatch Instructions

The complete offer duly furnishing all details and documents, as per the instructions given in various clauses of this tender document, shall be signed and sent in an outer sealed cover containing part-I (Techno Commercial-Unpriced bid) and part- II (price bid in hard copy as well as in CD-ROM/Pen-Drive containing soft copy in excel format) in two separate sealed envelopes. The outer cover and the inner two covers shall be superscribed with the name of the work, tender no. and due date as given the tender notice. In case of any discrepancy between the information submitted in the soft form and the signed hard copy, the information submitted in the signed hard copy will prevail.

- G-2 Offers received after the due date and time of submission are liable to be rejected. Offers received by fax will not be considered.
- G-3 Bids shall be opened by BHEL at the place, date & time as specified in the tender notice in the presence of such of those Bidders or their authorized representatives who may be willing to attend the bid opening.
- G-4 The Bidder shall closely peruse all the clauses and specifications indicated in the tender documents before quoting.
- G-5 Bidder must fill up all the annexures/schedules and furnish all the required information as per instructions given in various clauses of the tender specifications. ***Each and every page of the offer must be stamped-signed by the Bidder. Bidder shall also stamp-sign and return the tender documents alongwith Part I of the bid.*** Information furnished shall be complete by itself.
- G-6 Language of the bid shall be English only. Bidder shall quote the rates in English language and international numerals. These rates shall be entered in figures. Rates should be quoted in Indian Rupees only.
- G-7 All entries in the tender shall either be typed or written in ink. Erasing and overwriting are not permitted.
- G-8 Any remark or deviation should be in the format given at Annexure VI.
- G-9 Following documents must be submitted by Bidder along with Part-I Techno Commercial-unpriced bid. Non-submission of this information may lead to rejection of the offer.
- Copy of PAN No.
 - Copy of Service Tax registration no.
 - Zone wise list or any list containing all the countries for which courier service is operated by the bidder. It shall cover all the countries mentioned in Annexure II.
 - List mentioning the delivery period and information about their own network or partner network in countries where courier service is offered as per the format provided in Annexure III.



G-10 ***The offer shall be signed by a person duly authorized/empowered to do so. Certification of such authority and relevant documents shall be submitted along with the offer.***

G-11 Submission of authentic documents is the prime responsibility of the bidder. Wherever BHEL has concern or apprehension regarding the authenticity/correctness of any document, BHEL reserves a right of getting the document cross verified from the document issuing authority.

G-12 Bidder shall ensure that the quoted rates are in accordance to the different weight categories for documents/packages/boxes mentioned in the Annexure II (price schedule). ***Bidder shall give only one consolidated rate for each weigh category mentioned in Annexure II. In case bidder wishes to break any weight category mentioned in Annexure II into sub-categories and offer different rates for each of such sub-categories, bidder shall take average/apply suitable formula and quote only one rate for each weight category without breaking it any further.***

However, bidders can quote per kg rate from 5 kg weight onwards for both Standard courier boxes (non-commercial) and packages (commercial). For calculating the weighted price for evaluation purpose in such cases, the mean rate for each weight category will be taken into consideration. For example, for a weight category of 20-30 kg, price for 26 kg weight (quoted per kg rate * 26) will be taken for calculating the weighted price. Similarly for 5-10 kg, price for 8 kg weight (quoted per kg rate * 8) will be taken.

If per kg rate is quoted and if the bidder becomes successful, actual billing during normal operations will be on the basis of per kg rate quoted by the bidder.

Also, in all the weight slabs mentioned in the price schedule, lowest weight is excluded (already covered in the preceding slab) and highest weight is included. For example, in 5-10 kg slab, 5 kg is excluded (covered in the 2.5-5 kg slab) and 10 kg is included. Similarly, in 10-20 kg slab, 10 kg is excluded (covered in the 5-10 kg slab) and 20 kg is included.

G-13 All expenses incurred in connection with the preparation and delivery of the bid, participating in the discussion and other expenses incurred during the bidding process shall be borne by the bidder only.

G-14 The Bidder may contact the authority inviting the tender before submission of the bid to clarify doubts, if any, regarding tender specifications and to enable Bidder to submit a compliant offer. Queries, if any, should be made in writing or through electronic mail within 10 days latest from the date of issue of this tender. Response to such queries will be given to all the bidders who have downloaded the tender documents from the website after proper registration.

G-15

a) The right of acceptance of bids will rest with BHEL which does not bind itself to accept the lowest bid or any bid and reserves itself full rights for the following without assigning any reasons whatsoever

- I. To reject any offer of the Bidder.
- II. To split up the work amongst two or more Bidders.
- III. Offer the work in part.



- b) Conditional tenders, tenders quoting absurd or unworkable rates and amounts or tenders which are incomplete or otherwise considered defective or tenders which are not in accordance with the tender conditions/specifications etc are liable to be rejected.
- c) If the Bidder deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract after award and forfeit the earnest money/security deposit/any other money due.
- d) Canvassing in any form for the tender is strictly prohibited and tenders submitted by the bidder who resort to canvassing are liable to be rejected.
- e) In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation/placement of order. Such bidder will be debarred from bidding in future.
- f) Should Bidder, or in the case of firm or Company, the Directors of such Company have a relation or relations employed in the capacity of any officer of BHEL, the authority inviting tender shall be informed of the fact along with offer, failing which BHEL may at its sole discretion reject the tender or cancel the contract and forfeit the earnest money/security deposit.
- g) Contractor should not sub-contract a part or complete work detailed in the tender specification/undertaken by him without written permission from BHEL. Bidder is solely responsible to BHEL for work awarded to him.

G-16 In case of:

- I. Contractor's continued poor performance brought to his notice from time to time, or
- II. Insolvency of the contractor, or
- III. Persistent disregard to the instructions of BHEL, or
- IV. Assignment, transfer, sub-letting of the contract without BHEL's written permission, or
- V. Non-fulfillment of any contractual obligations or obligations under the law,

BHEL reserves following rights without entitling the contractor for any compensation:

- a) To get work done through any other agency at the risk & cost of the contractor.
- b) To terminate the contract after giving **one month** notice and forfeit security deposit and recover the loss sustained in getting the balance work done through other agencies in addition to liquidated damages.
- c) To recover any amount from the contractor, from the payments due to the contractor under this contract or any other contract or from the security deposit.

In the event of any dispute of any nature in these cases, the decision of BHEL shall be final & binding on the contractor.

G-17 Taxes & Duties:

The contractor shall pay taxes, fees, license charges, deposits, duties, royalty, commissions or any other charges which may be leviable on account of any of his operation in executing the contract. Bidder shall quote rates inclusive of all such charges except service tax and custom duty, which shall be payable extra as applicable from time to time. In case BHEL is forced to pay any of such charges (except service tax and custom duty), BHEL shall have the

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right to recover the same from the contractor from any money due to the contractor as deemed fit.

G-18 Force Majeure:

The following shall amount to Force Majeure: Acts of God, Acts of any Government warranting changes in the existing situation, War, Sabotage, Riots, Civil Commotion, Police Action, Revolution, Flood, Fire, Cyclones, Earth Quakes and Epidemic over which Contractor has no control.

If the Contractor suffers delay in the due execution of the contractual obligations due to delays caused by Force Majeure as defined above, the agreed time of completion of the job covered by this contract or, the obligations of the contractor shall be extended by a period of time equal to the period of delay provided that on the occurrence of any such contingency, the contractor immediately (within two days) reports to BHEL in writing the cause of delay and the likely effect/damaged caused. The contractor shall not be eligible for any compensation and there shall be no price variation. Also, the contractor shall ensure automatic resumption of all the obligations of the contractor including maintaining the same delivery period as original obligation schedule upon the coming to end of the Force Majeure event.

The owner's (BHEL's) decision as to what constitutes Force Majeure and its end/restoration to normalcy shall be final and binding upon the contractor.

G-19 Demurrage / Wharfage

No demurrage/wharfage charges whatsoever will be paid on any consignment including storage. However, in case of delay for reasons attributable to BHEL, BHEL shall reimburse.

G-20 This contract shall be governed by Indian Laws. Jurisdiction shall be New Delhi.

G-21 Arbitration

Any dispute arising out of this contract & which cannot be settled amicably by both BHEL and the contractor shall be referred for arbitration to a sole arbitrator appointed by the mutual consent of both BHEL and the contractor and the same shall be governed by Indian Arbitration and Conciliation act 1996. The place of arbitration shall be New Delhi. The language of arbitration shall be English.

G-22 The contractor shall observe highest standards of ethics during the execution of the contract.

G-23 Volumetric Weight:

Volumetric weight of packages/boxes will be calculated according to the formula below. Payment will be made for actual weight or volumetric weight, whichever is higher.

$$\text{Volumetric Weight (in kgs)} = \frac{\text{Length (in cm)} * \text{Breadth (in cm)} * \text{Height (in cm)}}{5000}$$

G-24 CENVAT:

Invoice of all couriers shall be raised (sent to BHEL office) within one month of their pick up. In case of any loss of CENVAT credit claim to BHEL resulting from delay in submission of invoice by the contractor, the same shall be borne by the contractor.



COMMERCIAL TERMS & CONDITIONS

- C-1 Scope of Work:** The scope of work shall include dispatch of documents, packages and boxes as defined in Annexure IV to various countries on Door to Door Delivery basis for international destinations.

Contractor will collect documents/packages/boxes from BHEL International Operation Division office located in Integrated Office Complex, Lodhi Road, New Delhi - 110003 by close of working hours on all working days and, if required, beyond close of working hours/on holidays duly weighed, documented and registered in the prescribed proof of delivery (POD) form giving complete details such as consignment no., date, weight, consignee address etc. for timely delivery. The Contractor shall have their representatives accessible either by person or by phone during office hours or after office hours, if called for.

The Contractor shall provide:

- Door to Door timely collection / delivery
- Pro-active monitoring
- Dynamic web site tracking of the consignment.
- BHEL should be able to generate POD reports from the vendor's web site.
- Arrangements for late pick up of consignments. Pickup should also be available on weekends, holidays and after office hours, whenever/wherever required.
- Provide packing material and arrange packing at BHEL premises.

- C-2 Validity:** The bid shall remain valid for acceptance for period of 90 days from the date of bid opening as specified in the NIT.

- C-3 Prices:** The rates quoted shall be ***firm (inclusive of fuel surcharge)*** till the completion of the contract. No deviation in this regard will be accepted.

- C-4 Taxes:** Service tax and Custom duty, as applicable from time to time, shall be paid extra. No other taxes/levies/charges etc. shall be payable. The bidders are required to quote their consolidated rates accordingly taking all elements (except service tax and Custom duty) into consideration.

The custom clearance and handling of the cargo and document at both end of the country shall always be the responsibility of the Contractor and hence no extra payment shall be made by BHEL on this account. However if Contractor pays any custom duty for clearance of the job at any end, it shall be reimbursed by BHEL against documented proof of the payment.

- C-5 Earnest Money/Security Deposit:** The bidder is required to submit an Earnest Money Deposit (EMD) as specified in the NIT. Bids not conforming to this condition will be summarily rejected.

- a) The Earnest Money Deposit (EMD) will be refunded to the unsuccessful bidder(s) within a reasonable time from the date of award of the contract.
- b) The EMD deposit of the bidder selected for award of contract will be retained towards Security Deposit for the due fulfillment of the contract and will be refunded only after completion/expiry of the contract.

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- c) No interest shall be payable on the EMD/Security Deposit.
- d) The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity or does any breach of tendering terms & conditions, or
 - If a bidder modifies his bid on his own, or
 - If the information/documents forming basis of evaluation submitted by bidder in his bid are found to be false/forged.

Bidder selected for award of contract shall have to deposit a **Security deposit of INR 250,000 (Rs. Two Lakh Fifty Thousand only)** within 7 days of the signing of contract or before start of the work awarded, whichever is earlier. The EMD deposit of such bidder shall be adjusted towards Security Deposit and the balance of **INR 150,000** shall be deposited by such bidder either in the form of Demand draft in favor of **"Bharat Heavy Electricals Limited, New Delhi"** or Bank Guarantee drawn from any scheduled bank. The Security deposit shall be retained for the due fulfillment of the contract and will be refunded only after completion/expiry of contract. Bidder selected for award of contract shall have to take BHEL's approval on the format of Bank Guarantee before submission to BHEL. The Bank Guarantee shall be valid for additional 30 days beyond the expiry of the contract.

- C-6 **Contract Period:** The contract period shall be for **one year from the date of signing the contract** which may be extended for **one more year at the same rates, terms & conditions**, if mutually agreed.
- C-7 **Delivery period:** All documents/packages/boxes collected, will have to be delivered within 3 working days from the date of collection from BHEL. In case of any delay in delivery of any consignment for whatever reasons, BHEL shall be immediately informed.
- C-8 **Penalty:** In case delivery is delayed beyond **five (5) working days** from the date of collection from BHEL, penalty at the rate of **Rs.1000/- (Rupees one thousand only) or 10% of the billed amount of that courier, whichever is lower**, shall be levied for each working day of delay, subject to a limit of **Rs.5000/- (Rupees five thousand only) or 50% of the billed amount of that courier, whichever is lower**, per courier. This penalty shall be recovered from any payments due to the contractor under this contract or any other contract. **In case delivery is delayed due to delay in custom clearance, the invoice for the same shall be backed by appropriate documented proof.**
- C-9 **Terms of payment:** The payment shall be made on monthly basis based on the invoices submitted for all the completed work **duly supported by proof of delivery (POD).**
- C-10 **Safe Delivery:** The Contractor shall ensure absolute security, safety, secrecy and confidentiality of the documents while giving its services and shall ensure that the consignments are delivered in the same condition, closed and sealed, as given. The Contractor shall obtain acknowledgement from the addressee and deliver the proof of delivery to sender's office.
- C-11 The Contractor would undertake to indemnify BHEL against any loss/damage, charge or expenses as BHEL may be put to or incurred by BHEL due to delay, non-performance, mal-performance, non-performance, non-delivery or damage to any of the packages or documents whatsoever. Such liability of the Contractor shall be limited to Rs.5000/- per consignment which is lost or the actual amount of any loss or damage suffered or the actual

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- value of the shipment, whichever is lower. Contractor shall however, not be responsible for loss or damage or delay caused due to Force Majeure.
- C-12 The Contractor will ensure that all couriers are delivered to the recipient to whom it is meant for and in no case is delivered to anybody other than the recipient.
- C-13 The Contractor will furnish proof of delivery (POD) of couriers along with the invoice. The POD(s) submitted should have the signature of the recipient, his/her name and telephone number. Alternatively, website POD is also acceptable provided that the name and details of the recipient are available on the website POD.
- C-14 The Contractor will return the undelivered couriers within two weeks to the consigner at the concerned office/unit of BHEL.
- C-15 **Comparison of tenders:** Bids shall be evaluated based on the Country-wise, Category-wise and Weight-wise rates offered by the bidders as described in the Evaluation Criteria.
- C-16 **Price Schedule:** The Price Schedule is enclosed at **Annexure II**. It shall be filled and submitted by the bidder in a separate envelope as Part II price bid in signed hard copy as well as in soft form as explained at clause G-1. **Part II of the bid should contain only the Price Schedule (filled up Annexure II) in hard copy as well as in soft form as explained at Clause G-1. All other information/documents forming the part of the offer should be submitted along with Part-I Techno Commercial-Unpriced bid.**
- C-17 BHEL shall have the full right of termination of the contract due to non performance against the contract at any time without assigning any reason whatsoever after giving one month notice.
- C-18 Contractor shall be liable to pay for any loss or damage to the cargo as per the IATA norm and Warsaw convention.
- C-19 Contractor shall have to operate under this contract with other offices/manufacturing units of BHEL located in India (as per details provided at Annexure VII) on the agreed rate under this rate contract by opening separate child accounts for the concerned office/manufacturing unit. **Payment for services provided against such child accounts shall be made directly by the concerned office /manufacturing unit.**
- C-20 In case, BHEL want any document/package/box to be collected from any overseas destination to New Delhi or any other location within India, contractor shall arrange pick up from overseas destination and deliver the cargo in India. The rates for such services may be agreed at the time of arranging shipment. In this case contractor shall extend the credit facility for the payment from the existing account (outbound) with BHEL.

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ANNEXURE -I

**[TO BE PRINTED ON BIDDER'S LETTER HEAD, MENTIONING TENDER NAME & TENDER
NUMBER ALSO]**

UNDERTAKING

We, (name of the bidder) , hereby confirm that our offered courier service covers all of the 102 countries mentioned in the Annexure II through our direct/indirect operations. The number of countries out of the 102 mentioned in Annexure II which are not covered through our direct operation is not more than 10. List of such countries along with the local partner/alternate arrangement proposed for each of them is as follows:

S. No.	Country	Local Partner / Alternate Arrangement	Reasons / Remarks

We confirm that except for the above mentioned countries, all other countries mentioned in Annexure II will be covered by our direct operations throughout the period of the contract.

We also confirm that we have given our quote in the price schedule (part II of our bid) for all the countries, categories, and weight ranges mentioned in Annexure II. We have also noted that failure to completely fill up the price schedule will lead to rejection of our bid.

Authorized representative's signature with name and address

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ANNEXURE -II

Price Schedule

Sheet - 1

Category-1: Documents (Non-commercial)							
Sr.No.	Country	Relative Weightage	Quoted Price				
			0.0 - 0.5 Kg	0.5 - 1.0 Kg	1.0 - 1.5 Kg	1.5 - 2.0 Kg	2.0 - 2.5 Kg
1	Afghanistan	7					
2	Algeria	1					
3	Angola	1					
4	Armenia	1					
5	Australia	1					
6	Azerbaijan	2					
7	Bangladesh	10					
8	Belarus	5					
9	Benin	1					
10	Bhutan	10					
11	Botswana	1					
12	Bulgaria	1					
13	Burkina Faso	1					
14	Cameroon	1					
15	Canada	1					
16	Central African Rep.	1					
17	Chad	1					
18	China	1					
19	Cyprus	1					
20	D R Congo	10					
21	Egypt	5					
22	Ethiopia	10					
23	Finland	1					
24	France	1					
25	Gabon	1					
26	Gambia	1					
27	Georgia	2					
28	Germany	3					
29	Ghana	2					
30	Greece	3					
31	Guinea	1					
32	Indonesia	10					

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33	Iran	6					
34	Iraq	3					
35	Ireland	1					
36	Italy	2					
37	Ivory Coast	1					
38	Japan	1					
39	Jordan	2					
40	Kazakhstan	10					
41	Kenya	4					
42	Kuwait	2					
43	Kyrgyzstan	1					
44	Laos	1					
45	Lebnon	1					
46	Liberia	1					
47	Libya	8					
48	Malawi	1					
49	Malaysia	3					
50	Mali	1					
51	Malta	2					
52	Mauritania	1					
53	Mauritius	6					
54	Moldova	1					
55	Morocco	2					
56	Myanmar	5					
57	Namibia	1					
58	Nepal	7					
59	New Caledonia	8					
60	New Zealand	2					
61	Niger	1					
62	Nigeria	1					
63	Oman	10					
64	Philippines	2					
65	Poland	1					
66	Republic of Congo	1					
67	Romania	1					
68	Russia	1					
69	Rwanda	10					
70	Samoa	1					
71	Saudi Arabia	1					
72	Senegal	8					
73	Sierra Leone	1					
74	Singapore	2					
75	South Africa	1					
76	South Sudan	5					

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77	Sri Lanka	2					
78	Sudan	10					
79	Suriname	1					
80	Swaziland	1					
81	Sweden	1					
82	Switzerland	1					
83	Syria	10					
84	Taiwan	3					
85	Tajikistan	3					
86	Tanzania	3					
87	Thailand	2					
88	Togo	1					
89	Trinidad & Tobago	1					
90	Tunisia	1					
91	Turkey	5					
92	Turkmenistan	1					
93	U. A. E.	7					
94	U. S. A.	1					
95	Uganda	1					
96	Ukraine	5					
97	United Kingdom	1					
98	Uzbekistan	1					
99	Vietnam	10					
100	Yemen	10					
101	Zambia	2					
102	Zimbabwe	2					

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ANNEXURE –II

Price Schedule

Sheet – 2

Category-2: Packages (Commercial)														
S.No.	Country	Relative Weightage	Quoted Price											
			0.0	0.5	1.0	1.5	2.0	2.5	5.0 -	10.0	20.0	30.0	50.0	75.0
			-	-	-	-	-	-	10.0kg	-	-	-	-	-
			0.5 kg	1.0 kg	1.5 kg	2.0 kg	2.5 kg	5.0 kg		20.0 kg	30.0 kg	50.0 kg	75.0 kg	100.0 kg
1	Afghanistan	7												
2	Algeria	1												
3	Angola	1												
4	Armenia	1												
5	Australia	1												
6	Azerbaijan	2												
7	Bangladesh	10												
8	Belarus	5												
9	Benin	1												
10	Bhutan	10												
11	Botswana	1												
12	Bulgaria	1												
13	Burkina Faso	1												
14	Cameroon	1												
15	Canada	1												
16	Central African Rep.	1												
17	Chad	1												
18	China	1												
19	Cyprus	1												
20	D R Congo	10												
21	Egypt	5												
22	Ethiopia	10												
23	Finland	1												
24	France	1												
25	Gabon	1												
26	Gambia	1												
27	Georgia	2												
28	Germany	3												
29	Ghana	2												
30	Greece	3												

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31	Guinea	1																	
32	Indonesia	10																	
33	Iran	6																	
34	Iraq	3																	
35	Ireland	1																	
36	Italy	2																	
37	Ivory Coast	1																	
38	Japan	1																	
39	Jordan	2																	
40	Kazakhstan	10																	
41	Kenya	4																	
42	Kuwait	2																	
43	Kyrgyzstan	1																	
44	Laos	1																	
45	Lebnon	1																	
46	Liberia	1																	
47	Libya	8																	
48	Malawi	1																	
49	Malaysia	3																	
50	Mali	1																	
51	Malta	2																	
52	Mauritania	1																	
53	Mauritius	6																	
54	Moldova	1																	
55	Morocco	2																	
56	Myanmar	5																	
57	Namibia	1																	
58	Nepal	7																	
59	New Caledonia	8																	
60	New Zealand	2																	
61	Niger	1																	
62	Nigeria	1																	
63	Oman	10																	
64	Philippines	2																	
65	Poland	1																	
66	Republic of Congo	1																	
67	Romania	1																	
68	Russia	1																	
69	Rwanda	10																	
70	Samoa	1																	
71	Saudi Arabia	1																	
72	Senegal	8																	
73	Sierra Leone	1																	

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74	Singapore	2												
75	South Africa	1												
76	South Sudan	5												
77	Sri Lanka	2												
78	Sudan	10												
79	Suriname	1												
80	Swaziland	1												
81	Sweden	1												
82	Switzerland	1												
83	Syria	10												
84	Taiwan	3												
85	Tajikistan	3												
86	Tanzania	3												
87	Thailand	2												
88	Togo	1												
89	Trinidad & Tobago	1												
90	Tunisia	1												
91	Turkey	5												
92	Turkmenistan	1												
93	U. A. E.	7												
94	U. S. A.	1												
95	Uganda	1												
96	Ukraine	5												
97	United Kingdom	1												
98	Uzbekistan	1												
99	Vietnam	10												
100	Yemen	10												
101	Zambia	2												
102	Zimbabwe	2												

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ANNEXURE -II

Price Schedule

Sheet – 3

Category-3: Standard Courier Boxes (Non-commercial)								
Sr.No.	Country	Relative Weightage	Quoted Price					
			2.5 - 5.0 kg	5.0 - 10.0 kg	10.0 - 15.0 kg	15.0 - 20.0 kg	20.0 - 25.0 kg	25 - 50.0 kg
1	Afghanistan	7						
2	Algeria	1						
3	Angola	1						
4	Armenia	1						
5	Australia	1						
6	Azerbaijan	2						
7	Bangladesh	10						
8	Belarus	5						
9	Benin	1						
10	Bhutan	10						
11	Botswana	1						
12	Bulgaria	1						
13	Burkina Faso	1						
14	Cameroon	1						
15	Canada	1						
16	Central African Rep.	1						
17	Chad	1						
18	China	1						
19	Cyprus	1						
20	D R Congo	10						
21	Egypt	5						
22	Ethiopia	10						
23	Finland	1						
24	France	1						
25	Gabon	1						
26	Gambia	1						
27	Georgia	2						
28	Germany	3						
29	Ghana	2						
30	Greece	3						
31	Guinea	1						
32	Indonesia	10						

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33	Iran	6						
34	Iraq	3						
35	Ireland	1						
36	Italy	2						
37	Ivory Coast	1						
38	Japan	1						
39	Jordan	2						
40	Kazakhstan	10						
41	Kenya	4						
42	Kuwait	2						
43	Kyrgyzstan	1						
44	Laos	1						
45	Lebnon	1						
46	Liberia	1						
47	Libya	8						
48	Malawi	1						
49	Malaysia	3						
50	Mali	1						
51	Malta	2						
52	Mauritania	1						
53	Mauritius	6						
54	Moldova	1						
55	Morocco	2						
56	Myanmar	5						
57	Namibia	1						
58	Nepal	7						
59	New Caledonia	8						
60	New Zealand	2						
61	Niger	1						
62	Nigeria	1						
63	Oman	10						
64	Philippines	2						
65	Poland	1						
66	Republic of Congo	1						
67	Romania	1						
68	Russia	1						
69	Rwanda	10						
70	Samoa	1						
71	Saudi Arabia	1						
72	Senegal	8						
73	Sierra Leone	1						
74	Singapore	2						

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75	South Africa	1						
76	South Sudan	5						
77	Sri Lanka	2						
78	Sudan	10						
79	Suriname	1						
80	Swaziland	1						
81	Sweden	1						
82	Switzerland	1						
83	Syria	10						
84	Taiwan	3						
85	Tajikistan	3						
86	Tanzania	3						
87	Thailand	2						
88	Togo	1						
89	Trinidad & Tobago	1						
90	Tunisia	1						
91	Turkey	5						
92	Turkmenistan	1						
93	U. A. E.	7						
94	U. S. A.	1						
95	Uganda	1						
96	Ukraine	5						
97	United Kingdom	1						
98	Uzbekistan	1						
99	Vietnam	10						
100	Yemen	10						
101	Zambia	2						
102	Zimbabwe	2						

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Offered Delivery Period

[illegible]



ANNEXURE -IV

Category-wise and Weight-wise weightage

Weightage for Documents, Packages & Boxes			
Sr.No.	Item weighing	Weightage within category	Weightage for overall evaluation
1	Documents (Non-commercial)		50%
	0.0 - 0.5 Kg	70%	
	0.5 - 1.0 Kg	10%	
	1.0 - 1.5 Kg	10%	
	1.5 - 2.0 Kg	5%	
	2.0 - 2.5 Kg	5%	
2	Standard Courier Boxes (Non-commercial)		25%
	2.5 - 5 Kg	15%	
	5 - 10 Kg	20%	
	10 - 15 kg	25%	
	15 - 20 Kg	20%	
	20 - 25 Kg	10%	
	25 - 50 kg	10%	
3	Packages (Commercial)		25%
	0.0 - 0.5 Kg	10%	
	0.5 - 1.0 Kg	10%	
	1.0 - 1.5 Kg	5%	
	1.5 - 2.0 Kg	5%	
	2.0 - 2.5 Kg	5%	
	2.5 - 5.0 Kg	20%	
	5 - 10 Kg	20%	
	10 - 20 Kg	10%	
	20 - 30 Kg	5%	
	30 - 50 Kg	5%	
	50-75 kg	2.50%	
	75-100 kg	2.50%	

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ANNEXURE -V

Indicative Checklist of Documents to be submitted alongwith the bid

DOCUMENT	✓
EMD	<input type="checkbox"/>
Undertaking by the bidder on bidder's letter head (Annexure I) as mentioned in clause no P-1	<input type="checkbox"/>
Copy of financial report for last three years	<input type="checkbox"/>
Copy of authorized CHA license in bidder's own name	<input type="checkbox"/>
Self-declaration from the bidder for not being under liquidation, court receivership or similar proceedings as mentioned in Clause no P-3 (c)	<input type="checkbox"/>
Confirmation letter for firm rates (Clause no P-4)	<input type="checkbox"/>
CD-ROM/Pen-Drive containing price schedule (part-II of the bid) in excel format	<input type="checkbox"/>
Copy of PAN No.	<input type="checkbox"/>
Copy of Service Tax registration no.	<input type="checkbox"/>
Zone wise list or any list containing all the countries for which courier service is operated by the bidder	<input type="checkbox"/>
Filled up price schedule	<input type="checkbox"/>
Filled up Deviation Statement (Annexure VI)	<input type="checkbox"/>
Certification of authority to sign the bid and relevant document (Clause G-10)	<input type="checkbox"/>
Complete tender documents stamp-signed by the bidder (Clause G-5)	<input type="checkbox"/>



ANNEXURE -VI

DEVIATION STATEMENT

(Pl. strike off the clause which is not applicable and ticks the other)

1. THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATIONS OF YOUR TENDER AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.

OR

2. THE FOLLOWING DEVIATIONS ARE BEING TAKEN:

S No	Tender Reference / Clause No	Tender Specification	Deviation Taken

I, _____ hereby certify that except the deviations mentioned above, we do not have any other deviations. Deviations, if any, mentioned elsewhere in our bid (whether Techno-commercial bid or Price bid) may be treated as null and void by BHEL.

Authorized representative's signature with name and address

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ANNEXURE – VII

List of Offices & Manufacturing Units of BHEL other than International Operations Division (IOD) Located in India

S. No.	Office/Manufacturing Unit	Location	PIN Code	
1.	Registered & Corporate Office	New Delhi	110049	*
2.	Corporate Contract Closing	New Delhi	110070	*
3.	Corporate Communication	New Delhi	110001	*
4.	Various Offices	Noida	201301	*
5.	TBG	Noida	201305	*
6.	Industry Sector & ROD-HQ	New Delhi (in same building with IOD)	110003	*
7.	ASSCP	Gurgaon	122003	
8.	CFP	Rudrapur	263153	
9.	CSU & IP	Jagdishpur	227817	
10.	PSER	Kolkata	700091	
11.	PSWR	Nagpur	440001	
12.	PSSR, ROD	Chennai	600035	
13.	PC	Chennai	600017	
14.	Corporate R&D	Hyderabad	500093	
15.	PESD & HPEP	Hyderabad	502032	*
16.	CTI, ISG, CBU & EPD	Bangalore	560012	
17.	EDN	Bangalore	560026	*
18.	ESD	Bangalore	560100	
19.	EMRP	Mumbai	400093	*
20.	ROD	Mumbai	400005	*
21.	TP	Jhansi	284120	*
22.	HEEP, CFFP & PCRI	Haridwar	249403	*
23.	HEP & RMSG	Bhopal	462022	*
24.	HPVP	Visakhapatnam	530012	
25.	HERP	Varanasi	221003	
26.	HPBP & SSTP	Tiruchirappalli	620014	*
27.	IVP	Goindwal	143422	
28.	PPPU	Thirumayam	622507	
29.	BAP	Ranipet	632406	
30.	BHEL Electrical Machines Ltd.	Kasaragod	671124	

* BHEL offices / manufacturing units presently utilising the international courier services.

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