



Bharat Heavy Electricals Limited
(A Government of India Undertaking)
Power Sector – Western Region

Tender Specification No.BHE/PW/HRX/001

**Sub : Photocopying and allied services at BHEL, Sri Mohini Complex,
Nagpur**

Sealed quotes are invited in two bids-Technical and price bid for the work of Photocopying and allied works at our office located at Sri Mohini Complex, 345, Kingsway, Nagpur so as to reach this office on or before 07.10.2008 5.00 PM. The terms and conditions is as follows:

1. Vendor should set-up and establishment in BHEL office located at Sri Mohini Complex which shall include photocopying machine(s) as per the following specifications:

- a The vendor is required to install brand new photocopying machine(s).
- b. The machine should have a speed of photocopying 16 nos of A4 pages per minute.
- c. The machine should have a auto sorting facility as space is not available for manual sorting.

The party shall include technical brochures / relevant papers of the Photocopying machine which contains the above specifications in technical bid bid. Successful bidder should install the same machine.

2. As photocopying work has to be done immediately after receipt of request from respective departments, the party should install sufficient numbers of machine. The tentative number of copies per month

3. The party shall have sufficient number of operators for the same.

4. BHEL shall provide electricity free of charge to operate the machine.

5. BHEL shall provide space for setting up the said establishment.

6. Photocopying service shall be provided on all working days between 8.45 AM to 6.30 PM. However, services shall also be provided on holidays too on requirement as per instructions.

7. Bidder has to deposit EMD of Rs. 20,000.00 as EMD along with the tender.

8. Successful bidder has to deposit a amount of Rs. 20,000.00 as security deposit.

9. The average work done during last three months, as mentioned in the price bid is only indicative.

10. The vendor may seek clarification from BHEL before quoting and the vendors will be deemed to have understood the tender clauses and scope of work. Any interpretation of the terms of this tender by BHEL will be binding on the vendor.

11. The party is required to quote for photocopying charges for A4 size (one side) only. The charges for other size papers and allied works, fixed by BHEL and mentioned in the BID, will be binding on the vendor.

12. The period of contract shall be for two years from the date of work order. However, BHEL reserves the right to terminate the contract at any time, without assigning any reason.

The bid should be in two separate covers Technical Bid and price Bid.

Technical bid should contain the following documents:

1. Technical brochures / relevant papers of the Photocopying machine which contains specifications of SI 1 of this tender document.
2. All copies of this tender document which shall include unfilled/ unquoted PRICE BID duly signed and stamped as a mark of unconditional acceptance of the terms and conditions.
3. EMD of Rs.20,000.00 (Rupees twenty thousand only) through Demand draft or pay order in favour of "Bharat Heavy Electricals Limited" payable at Nagpur

Price Bid should contain the following document:

1. Only the PRICE BID duly quoted (for A4 size paper one side only) duly, signed and stamped by the party.

Both the sealed envelopes should be subscribed as "Technical Bid" or "Price Bid" and should be addressed to

**Deputy Manager(HR)
BHEL,PSWR
Sri Mohini Complex,345 Kingsway
Nagpur – 440001**

The last date of submission of is **07.10.2008**

Yours faithfully,

(Melvin Bennet)
Dy.Manager(HR)

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PRICE BID

| SI No | Details | Rate (Rs) | Average per month volume of work (Only indicative) |
|-------|--|---------------------|--|
| 1 | Rate per copy of A4 size one side | | 41379 |
| 2 | Rate per copy of A4 size both sides | Rs. Sl.No. 1 X 1.75 | 45286 |
| 3 | Rate per copy of A3 size one side | Rs. Sl no. 1 X 2 | 55 |
| 4 | Rate per copy of A0 size one side | Rs.94.00 | 34 |
| 5 | Spiral binding of A4 size upto 100 sheets | Rs.28.00 | Nominal |
| 6 | Spiral binding of A4 size upto 101 to 200 sheets | Rs.33.00 | Nominal |
| 7 | Spiral binding of A4 size 201 sheets and above | Rs.39.00 | 100 |
| 8 | Rexene wrapped hard cover binding with screen printing | Rs.83.00 | 30 books |
| 9 | Paper back binding up to 100 sheets | Rs.17.00 | 80 Books |
| 10 | Paper back binding up to 200 sheets | Rs.20.00 | Nominal |
| 11 | Paper back binding more than 200 sheets | Rs.22.00 | 146 Books |