

**Open Tender for Rate Contract for Disposal of
Garbage from BHEL House, Siri Fort, New Delhi**



Bharat Heavy Electricals Limited
BHEL House, Siri Fort, New Delhi-110049
Tel: 011-66337426, Fax: 011-66337428

Amrinder



Corporate Office, BHEL House, Siri Fort, Asiad, New Delhi
Tele No. 011- 66337426 (Phone), 011-66337428 (Fax)

No.AA:GAX:13-14:001 Date: 04/12/2013

Submission of tender enquiry on - 24/12/2013 by 1430 hrs
Due date for opening of bid on - 24/12/2013 by 1530 hrs

SUB: Rate Contract for Disposal of Wet and Dry Garbage from
BHEL House, Siri Fort, New Delhi

Dear Sir,

BHEL has floated open tender enquiry for entering into rate contract for **two years** for disposal of both, wet and dry garbage from its office premises at Siri Fort, New Delhi. You are requested to submit your competitive bid **in two parts in sealed envelope** for the subject work before due date and time.

1.0 PRE-QUALIFICATION CRITERIA FOR THE BIDDERS:

- 1.1 The bidder should not have been black listed by any Govt. organization or PSU. A self declaration by bidder in this effect as per Annexure-C must be enclosed with the bid.
- 1.2 The bidder should have experience of garbage disposal at any Govt. office/PSU/ Corporate office/ Pvt Institution for minimum one year (a copy of documentary evidence such as PO copy should be attached along the bid in support of experience).
- 1.3 The bidder should have a valid PAN card (copy must be attached along the bid).
- 1.4 The bidder should have sufficient infrastructure such as vehicle/tractor etc; to lift the garbage. Vehicle registration certificate should be attached with the bid as documentary evidence.

2. TERMS & CONDITIONS OF TENDER:

- 2.1 The Tender Enquiry No. & due date must be legibly super scribed on the envelope.
- 2.2 **Tenders shall be received and opened at BHEL House, Siri Fort, New Delhi on the due date and time as mentioned above** in the presence of finance representative and bidders or their authorized representatives who may like to be present.

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- 2.3 Tenders shall be strictly in accordance with the tender specifications. Any deviation may lead to rejection of tender.
- 2.4 The Offers shall remain valid for 60 days period from the due date of submission of tenders.
- 2.5 BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
- 2.6 **The complete tender document is available on BHEL web site (www.bhel.com) for download. The bidders are requested to quote in the tender documents only, not on their letter head or any other paper.** Tenders received after due date & time are liable to be rejected.
- 2.7 Tender should be submitted along with covering letter of the tenderer and **each page of the tender document must be stamped and duly signed by tenderer.**
- 2.8 **Price quoted by the tenderers will be firm for two years and no escalation on account of labour or fuel or any other reason whatsoever will be paid to the successful tenderer for execution of the above work.**
- 2.9 Price quoted by the tenderers should be inclusive of all taxes and charges etc. as per Govt. rules and regulations.
- 2.10 Evaluation of the tenders will be done on the basis of overall cost to company i.e. Sl. No. 04 in Price Bid Format. **The party with lowest price (L1) will be awarded the Work Order for disposal of garbage.** If at any point of time, it is found that the rate quoted against any item is mismatching with amount of the same item or vice versa then the lower value of the two (either rate or amount) will be accepted, and total amount of work order will be calculated on the basis of lower value.
- 2.11 **The complete garbage (wet and dry) must be lifted daily (except Sunday and National holidays) latest by 0830 AM in the morning failing which, no payment at prorate basis for that particular day will be made and amount will be deducted from the monthly bill. The garbage must be disposed off at a place specially designated by concerned authorities of Delhi Government. Any dispute arising in this regard will be the sole responsibility of the contractor.**
- 2.12 BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
- 2.13 All documents submitted by the tenderer shall be accompanied with a covering letter with index interlinking all the documents.

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2.14 The successful tenderer will have to deposit a security deposit @ 10% of tender value in the form of DD in favour of BHEL after the award of work order but before the start of work. This amount will be returned to the party without any interest at the expiry of rate contract only after successful completion of tender. However if the party fails to execute the work as per tender terms and conditions, his security deposit will be forfeited.

2.15 The successful bidder will have to make arrangement for gate pass coupons in triplicate and get it signed by the security guard daily while taking out the garbage from Asiad office and the same signed coupons will be attached with the bill.

3. **Payment terms:**

3.1 Payment will be made through NEFT after deduction of TDS etc if any as per income tax act on monthly basis only after successfully execution of work throughout the month within 20 days approximately after submission of bill, for which party will have to submit its bank details as per requirement after award of work. As per company policy, no advance will be given to bidders

3.2 Tenderers are requested to go through the scope of work as per tender enquiry, visit the site location etc. and get fully acquainted with the scope of work to get all their doubts, if any, clarified by contact person mentioned in tender enquiry before submitting the offer.

3.3 Work Order will be placed on the lowest bidder for complete scope of work.

3.4 Penalty will be levied by BHEL as per clause No. 2.11 of this tender enquiry on account of delay or no service.

3.5 In case of arithmetical error, lower rates will be considered for award of Work order and higher rates for evaluation of bid.

3.6 PAN card should be in the name of bidder. In case of variation in proprietorship and bidder, an undertaking on stamp paper of appropriate value has to be submitted along with the bid.

4.0 **SCOPE OF WORK:**

4.1 As per Price Bid Format enclosed at **Annexure-A**

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5.0 Procedure for submission of sealed tenders:

The offer is to be submitted in two separate sealed envelope along with the documents mentioned below from sl.no. a to j and should be super-scribed as "Bid for Disposal of Garbage", due on _____. ^{Part 1} Price should be quoted exactly as per Price Bid Format (Annexure A) and should be kept alone in separate sealed envelope. Rest all documents mentioned below at Sl. No. b to j must be kept in separate envelope. *and marked as Part 2.*

- a) Price bid format given in Annexure-A
- b) No deviation certificate as per Annexure - B
- c) Declaration as per Annexure-C
- d) Personal Details as per Annexure-D
- e) Copy of PAN Card
- f) The complete tender enquiry signed and stamped on each page by tenderer.
- g) If service tax is to be charged, a copy of service tax registration certificate is to be submitted.
- h) P O copy of any Govt. office/PSU/ Corporate office/ Pvt Institution
- i) R C copy
- j) Check list Annexure-E

6.0 Tenders incomplete in any respect are liable to be rejected. The tender(s) should reach the under signed on or before the due date and time mentioned above. BHEL will not be responsible for delay in receipt of tender(s). The tenders shall be opened on scheduled date and time at BHEL House, Siri Fort, New Delhi. Tenderers may provide their e-mail ID for faster communication in respect of the above.

Contact person

R B Rai
Assistant Engineer (HR-GAX)
Bharat Heavy Electricals Limited
BHEL House, Siri Fort, New Delhi – 110049.
Phone No.: 011 – 66337426, Mob: 9560947575
Fax: 011 – 66337428 , E-mail: rbrai@bhel.in

For & on behalf of
Bharat Heavy Electricals Ltd.

A. K. Mittal
(A. K. Mittal)
DGM (HR-GAX) *2/12/13*

Enclosures: As above

Price Bid Format

Sl. No.	Items details	Rate per month (Rs.)
1	Daily disposal of dry garbage such as dry leaves, horticulture waste, broken wooden/glass/civil work materials but excluding waste paper from Asiad office	
2	Daily disposal of wet garbage from Asiad office	
3	Any other charges, if any	
4	Total	

Note:

- (i) The evaluation of tender will be done on the basis of overall cost to company (incl. of all taxes and charges) i.e. Sl.No. 04 in Price Bid Format above.
- (ii) The rates quoted must be inclusive of all taxes and charges, if any.
- (iii) Dry garbage does not include waste paper.
- (iv) The terms and conditions specified by BHEL in the tender enquiry are acceptable to us.
- (v) There should not be any over-writing in rates.

Signature
Name and address of bidder
Contact Number

Amit Kumar

No Deviation Certificate

(strike off whichever is not applicable)

We do not have any Deviation in respect of your Tender Enquiry No.

Dated _____

OR

We have following deviations in respect of your Tender Enquiry No.

Dated

- 1.
- 2.
- 3.

Date:

Authorized signatory

(With sign. & stamp)

Amith

Annexure-C

DECLARATION

We hereby declare that we have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court . Also We have read and understood all the terms and conditions of this tender enquiry and agree in letter and spirit of tender enquiry.

Date:

Authorized signatory
(With seal)

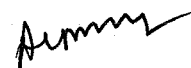
A handwritten signature in black ink, appearing to be 'A. Kumar', written in a cursive style.

Annexure-D

Personal Details

Sl. No.	Description	Details
1	Name of the Bidder	
2	Address of the bidder	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Bidder	
8	Website address if any	

Signature & Seal of the Bidder



Annexure-E

CHECK LIST

Sl.No.	Documents attached	Yes/No
1	Price Bid Format	
2	No Deviation certificate	
3	Declaration	
4	Pan card copy	
5	Signed tender enquiry	
6	Personal details	
7	R C copy	
8	PO copy	

(Signature & Seal of the Bidder)

