

**Open Tender Enquiry for Rate Contract for Supply M fold Napkin,
and Toilet Roll at BHEL House Siri Fort, New Delhi**



Last date of submission of tender – 01/01/2014 by 14:30 hrs
Due date for opening of tender – 01/01/2014 by 15:00 hrs

A handwritten signature in black ink, appearing to be 'Bharat', is located to the right of the tender submission and opening dates.

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



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

No.AA:GAX:RC:13-14:01 Date: 12th Dec. 2013

Submission of tender enquiry on - 01/01/2014 by 1430 hrs
Due date for opening of bid on - 01/01/2014 at 1500 hrs

Sub: Rate Contract for Supply of M Fold Napkin and Toilet Roll
in BHEL House, Siri Fort, New Delhi

Dear Sir,

BHEL has floated open tender enquiry for entering into rate contract for **two years** for supply of **M fold napkins and toilet roll of Daffodil brand only** at BHEL House, Siri Fort, New Delhi. You are requested to submit your competitive bid in two parts in two separate sealed envelope for the subject items before due date and time.

1.0 PRE-QUALIFYING REQUIREMENTS FOR THE BIDDERS:

- 1.1 The bidder should be either manufacturer or a registered dealer of Daffodil company (documentary evidence should be attached).
- 1.2 The bidder should have valid TIN number and a self attested copy of TIN must be enclosed with the bid.
- 1.3 The bidder should have valid PAN card and a self attested copy of same must be enclosed with the bid.
- 1.4 The bidder should have experience of supplying the subject items to any Govt. Office/PSUs/Corporate office (A copy of PO should be attached along the bid).
- 1.5 The bidder should submit one sample M fold napkin packet signed and stamped by the bidder & packed in poly bag (to be preserved with BHEL for future reference) and few loose napkins for evaluation purpose during tendering process.

2.0 TERMS & CONDITIONS

- 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.
- 2.3 Tenders shall be strictly in accordance with the tender specifications. Any deviation may lead to rejection of tender.

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- 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 any reasons whatsoever will be paid to the successful tenderer for supply of subject items.**
- 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 (Annexure-A). **The party with lowest price (L1) will be issued the Purchase Order for supply of M fold napkins and toilet roll.** 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 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.
- 2.12 All documents submitted by the tenderer shall be accompanied with a covering letter with index interlinking all the documents.
3. **Payment terms:**
- 3.1 **Payment will be made through NEFT after deduction of TDS etc if any as per income tax act after submission of bill, for which party will have to submit its bank details as per requirement after issue of Purchase Order.** As per company policy, no advance payment will be made to the supplier.
- 3.2 **Tenderers are requested to go through the complete scope of work as per tender enquiry and get all their doubts, if any, clarified by contact person mentioned in tender enquiry before submitting the offer.**
- 3.3 Purchase Order will be placed on the lowest bidder for complete scope of supply.

- 3.4 In case of arithmetical error, lower rates will be considered for issue of the Purchase Order and higher rates for evaluation of bid.
- 3.5 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.
- 3.6 Penalty will be levied @ 15% of billed amount for poor quality of napkins, not confirming to samples submitted by the bidder and passed by BHEL. BHEL reserves the full right in this regard.

4.0 **SCOPE OF WORK:**

The successful bidder will supply M fold napkins and toilet roll at BHEL house, Siri Fort, New Delhi as and when demanded by BHEL within two days of placing an order through telephone/e-mail. The napkins must confirm to the sample napkin supplied by bidder and passed by BHEL during evaluation process, failing which penalty will be levied as per clause No. 3.6 of this tender document .

5.0 **CONTRACT PERIOD:**

The contract will be awarded for a period of two year initially. It may be extended further for another one year on mutual agreed terms and conditions basis. However, BHEL reserves the right to terminate the contract any time in between by giving one month notice to the supplier in advance.

6.0 **Procedure for submission of sealed tenders:**

The offer is to be submitted in two separate sealed envelopes along with the documents mentioned below from SI.No. a to j and should be super-scribed as "Bid for Supply of M fold napkin and toilet roll", due on ____ ". 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 Si. No. b to j must be kept in separate envelope.

- 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) P O copy
- h) TIN copy
- i) Sample packet of M fold napkin, toilet roll and JRT roll
- j) Check list Annexure-E

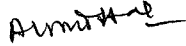
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7.0 Tenders incomplete in any respect are liable to be rejected. The tender(s) should reach the under signed on or before the due date and time mentioned above. BHEL will not be responsible for delay in receipt of tender(s). The tenders shall be opened 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)
DGM (HR-GAX)

Enclosures: As above

Price Bid Format

Sl. No.	Items details	Rate (Rs.)
1	Supply of M fold napkins per packet	
2	Supply of toilet roll (each roll)	
3	Any other charges incl. taxes 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) Bidder should quote rate of M fold napkins and toilet roll of Daffodil brand only, no other brand will be accepted by BHEL. Each packet of napkin should contain 145 pulls and each toilet roll should contain 260 pulls of double ply.
- (iii) The rates quoted must be inclusive of all taxes and charges, if any.
- (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.
- (vi) Rates quoted should be for each packet/roll.

Signature
Name and address of bidder
Contact Number



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)

Amrinder L

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)

Amrinder

Personal Details

Annexure-D

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

Amrit Kaur

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	TIN copy	
8	PO copy	
9	Napkin sample	
10	Manufacturer/dealer certificate	

(Signature & Seal of the Bidder)

Arun Kumar