



भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
Bharat Heavy Electricals Limited

BHEL House, Siri Fort, New Delhi-110049

Corporate Administration/Asiad

Ref: No.AA: GAX:MA:14-15:01  
Dated: 19.12.2014

Last date of submission of tender – 26/12/2014 by 2:30 PM  
Due date for opening of tender – 26/12/2014 at 3:00 PM

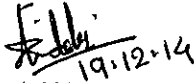
**Sub: Limited tender for Shifting of almirahs/filing cabinets containing office documents from Asiad office to AGVC, Khelgaon, New Delhi**

Your most competitive bid is invited in sealed cover for the subject tender. The tender enquiry containing the terms & conditions of the tender is enclosed.

The tender(s) should reach the undersigned on or before the last date for submission of tenders mentioned above. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. Any corrigendum to this tender, if issued by BHEL in future, will be uploaded on the BHEL website (www.bhel.com). Therefore, the bidders are advised to keep visiting the website regularly. Any clarification, if required, should be sought from the undersigned. Only following five parties are permitted to participate in this limited tender:

- (i) M/s Deluxe Packers & Movers, B-47, Sec-2, Noida,
- (ii) M/s I Packers Relocation, Mahipalpur, New Delhi
- (iii) M/s Aggarwal Packers & Movers Ltd., Pitampura, New Delhi-110034
- (iv) M/s Alfa Packers & Movers, L-197, Street-7, Mahipalpur Extn.,  
New Delhi-110037
- (v) M/s Swift Line Packers & Movers, L-194, Street-7D, Mahipalpur Extn.,  
New Delhi-110037

For & on behalf of BHEL

  
19.12.14  
(Amit Wadekar)

Sr. Engineer (HR-GAX)

Phone no.: 011 – 66337440

Fax: 011 - 66337428

E-mail: amitwadekar@bhel.in

**Corporate Administration/Asiad**

Ref: AA:GAX:MA:14-15:01  
Date: 19.12.2014

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Due date for opening on 26/12/2014 at 3:00 PM

**Subject: Limited tender for Shifting of almirahs/filing cabinets containing office documents from Asiad office to AGVC, Khelgaon, New Delhi**

Your most competitive offers in single part are invited in sealed covers for shifting of almirahs/filing cabinets containing office documents from Asiad office to AGVC, Khelgaon, New Delhi. These almirahs/filing cabinets are presently kept at 3<sup>rd</sup> floor & basement in our office and to be shifted to ground floor in AGVC Khelgaon, New Delhi. The terms & conditions of the tender are mentioned below:

**1.0 Scope of Work:**

- 1.1 Before shifting of almirahs/filing cabinets, documents are to be removed and packed in cartons of suitable sizes, marked properly to prevent mixing of documents of different almirahs/filing cabinets.
- 1.2 Proper marking and labelling of cartons and almirahs/filing cabinets, shifting them to out of office building, transporting to the destination, offloading and keeping them to ground floor at destination, arranging back the documents in respective almirahs/filing cabinets.

**2.0 Other terms & Conditions:**

- 2.1 All efforts are to be taken to ensure that documents are not mixed from one almirah to other almirah.
- 2.2 The required packing materials are to be arranged by the party himself.
- 2.3 All efforts are to be taken to ensure that almirahs/filing cabinets are not damaged during transportation.
- 2.4 The material should be covered with water proof sheet to avoid any damage due to rain while transportation.
- 2.5 Bids with overwriting are liable to be rejected.
- 2.6 The tenderer should accept all terms & conditions of the tender unconditionally. Offers with deviations from terms and conditions of this tender are liable to be rejected.
- 2.7 Tenders shall be received and opened on the due date and time as mentioned above and tenders will be opened in the presence of tenderers or their authorized representatives who may like to be present there.
- 2.8 Tenders received after due date & time are liable to be rejected.
- 2.9 Date of packing and shifting of material shall be intimated separately to the successful party.
- 2.10 Full and final payment shall be released after successful completion of work in all respect.



- 2.11 Rates should be quoted in the price bid format enclosed at Annexure-III. If the prices are quoted in any other form then the bid is liable to be rejected. Rates quoted should be inclusive of all taxes and duties including service tax etc.
- 2.12 The offer should remain valid for at least one month. The quoted rates should remain firm during the validity of the offer and should not subject to any price escalation.
- 2.13 The decision of BHEL in evaluation of bids and/or award of contract shall be final.
- 2.14 BHEL reserves the right to terminate the contract any time, if the services are found to be unsatisfactory.
- 2.15 Cartons after unpacking shall be returned back to the successful tenderer.
- 2.16 The work is to be completed within 10 days' time from award of work order.

### 3.0 Evaluation Criteria:

The bidder, quoting the lowest total cost in the Price Bid Format (Annexure III) shall be considered the L1 bidder and awarded the work.

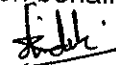
### 4.0 Procedure for submission of sealed tenders:

The offer is to be submitted in single sealed envelope and should be super-scribed as "Bid for shifting of almirahs/filing cabinets". Envelop should contain following documents:

- a) No deviation certificate as per Annexure – I
  - b) Declaration as per Annexure-II
  - c) Price bid as format given in Annexure-III.
  - d) Signed tender enquiry
  - e) Check list Annexure V
  - f) Personal details Annexure IV
- 4.1 Tenders incomplete in any respect, are liable to be rejected. Clarifications, if any, of technical / commercial nature, can be obtained from the contact person mentioned below. Please submit your lowest quotation / offers for the above work in time so as to reach the tender in our office on or before the due date mentioned above.

R. B. Rai,  
Asst. Engineer (HR-GAX)  
Corporate Office, BHEL House,  
Siri Fort, New Delhi – 110049.  
Phone No: 011-66337426  
E-mail: rbrai@bhel.in

For & on behalf of BHEL



(Amit Wadekar)  
Sr. Engineer (HR-GAX)

Enclosures: As mentioned above

**No Deviation Certificate**

This is to certify that our bid dated \_\_\_\_\_ against your NIT for shifting of almirahs/filing cabinets along with office files/documents has no deviations.

Authorized signatory  
(With sign. & stamp)

\_\_\_\_\_

**DECLARATION**

We hereby declare that we have not been banned and de-listed by any PSU /Government Department / Financial Institution / Court.

Authorized signatory  
(With seal)

F. H.

## Price Bid Format

S. No.	Description	Rate (Rs. per almirah/filing cabinet)	Qty Unit	Amount (Rs.)	Remarks,
1	Packing, loading, offloading and unpacking charges		175		Final quantity may vary by 20%
2	Taxes				
3	Any other charge				
4	Grand total (Rs.)				

## Note:

- 1) Overwriting in price bid format may lead to rejection of bid.
- 2) Before quoting price, all bidders are requested to go through complete tender enquiry and if any, you may contact the contact person mentioned at page No. 3.
- 3) Evaluation of bids will be done on the basis of total cost to company i.e. sl. No. 4 in price bid format.

Authorized signatory  
(With seal)

*[Handwritten signature]*

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



CHECK LIST

Sl.No.	Documents attached	Yes/No
1	Price bid format	
2	No Deviation certificate	
3	Declaration	
4	Signed tender enquiry	
5	Personal details	

(Signature & Seal of the Bidder)

*[Handwritten Signature]*