



REF :	PE-LPE/135
REF. DATE	17/12/2013
DUE DATE	08/01/2014

To,

Dear Madam/Sir,

Subject: TWO YEAR RATE CONTRACT FOR BINDING WORKS.

Quotations are Invited in sealed cover with Enquiry No., Enquiry Date, Quotation Due Date & Time, Name/ Address of the Organisation submitting the offer legibly super- scribed on it, for the above- mentioned item so as to reach the undersigned before 2:00 P.M. on or before the above mentioned Due Date.

SCOPE:

Rate Contract for Binding works (Two Years) as per Price Format and Technical specification.

PAYMENT TERMS

100% after completion and acceptance of work.


Please quote the total F.O.R. destination BHEL /PEM, NOIDA inclusive of all taxes, freight, handling packaging, charges, transit insurance etc and shall remain firm without any variation till completion of the contract.

BID SUBMISSION:

In Two Part: PART-I Techno-Commercial Bid & Part-II Price Bid only. As per termes condition Annexure-I enclosed.

1). Termes and Condition-I, 2) Technical-Termes & Condition, 3). PRICE FORMAT
Price to be strictly filled in enclosed price format and unprice format to be enclosed with part-1 bid.

Thanking You,

Yours faithfully,
For and on behalf of BHEL

S K Aggarwal
BHEL PEM, Noida

Please reply to:
Power Project Engineering Institute
HRD & ESI Complex, Plot No 25, Sector 16 A

Phone:
Fax No:

Regd. Office:
BHEL House
Siri Fort

TERMS AND CONDITIONS

1. BID SUBMISSION

Bids shall be submitted latest by 2 p.m. on or before the due date in two parts as follows :

PART-1 : TECHNO-COMMERCIAL BID (IN DUPLICATE)

This part shall contain the following :

1. Technical offer/details
2. Commercial terms and conditions
3. **UNPRICED COPY of the PRICE BID** with all **AMOUNTS/FIGURES/ PERCENTAGES** wherever quoted in the Price Bid being replaced with the word **'QUOTED'** or **'Q'**.

This part shall be submitted in duplicate in two separate Sealed Covers with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and **'PART-1 : TECHNO-COMMERCIAL BID'**.

PART -2 : PRICE BID

This part shall contain Prices only and should not contain any technical details and/or Commercial Terms & Conditions. Any technical details and/or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in PART-I only as indicated above.

This part shall be submitted in a separate Sealed Cover with bidder's distinctive Seal super scribed with correct Enquiry No., Item of supply, due date of opening and **'PART -2 : PRICE BID'**.

2. BID OPENING

PART- I (Techno-Commercial Bids) will be opened at 3 p.m. on the due date in the presence of bidders who may like to be present. Date and time of opening of Part - II (Price Bids) shall be communicated separately.

GENERAL

3. Prices shall be net F.O.R. destination inclusive of freight, handling and packing charges, transit insurance etc. and remain valid for 3 months from the due date.
4. Taxes and duties payable should be indicated separately, otherwise it will be presumed that the goods quoted are inclusive of all taxes, duty, octroi etc., if any and BHEL in such cases shall not pay any tax, duty, octroi etc..
5. No revision of prices shall be entertained after bids have been opened.
6. **PRICES** shall remain **FIRM** without any variation till completion of contract.
7. Manufacturer's name, trade Mark or Patent No., if any, should be specified.



8. Illustrative leaflets giving technical details of items offered should be enclosed, wherever necessary.
- 9 BHEL shall be under no obligation to accept the lowest or any other bid and shall have the right to accept or reject any bid in part or in full without assigning any reason whatsoever.
10. Late tenders will be rejected.
11. Bid should be free from CORRECTIONS AND ERASURES. Corrections, if any, must be counter-signed. All prices should be indicated both in words as well as in figures. If there is a difference between price quoted in words and figures or there is any other discrepancy in the Price Schedule, higher value(s) will be considered for evaluation and lower values will be considered for ordering.
12. BHEL reserves the right to split the order for individual item(s) with different bidders and also increase/decrease the quantities.
13. **PACKING AND MARKING** : vendor shall arrange for sound packing and marking the goods to avoid any loss or damage during transit.
14. **PAYMENT** : 100% after completion and acceptance of work.
- 15.. **SUBMISSION OF INVOICE** : All Invoices along with specified documents shall be submitted in triplicate, to HR Deptt. of BHEL/PEM/CMM, BHEL, PPEI,NOIDA-201 301.

16. Earnest Money Deposit

Bidders are required to remit Earnest Money Deposit of Rs. 10,000.00 in the form of DD / Pay Order payable in favour of "M/s BHEL" on any scheduled bank, Noida. **No interest shall be payable by BHEL on EMD amount.** The EMD shall be forfeited in case of:

- a) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
- b) The tenderer does not commence the work within the period as per LOI/Contract. In case the LOI/contract is silent in this regard within 15 days after award of contract.

17. Security Deposit

1. Since it is rate contract & ordering will be done during validity of RC, therefore, the EMD of the successful bidders shall be kept as security deposit till the completion of rate contract.
2. The Security deposit shall not carry any interest and shall be refundable after successful completion of rate contract.
3. SD shall be liable to be forfeited in case of non fulfilment of contractual liabilities.



18. Price Discrepancy :

- (a) It, In the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price., in which case the total price as quoted shall govern and the unit price corrected accordingly.
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in the words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.
- (d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid id liable to be ignored.

18. RISK PURCHASE : Purchaser will have the option to terminate the contract and purchase from elsewhere at the risk and cost of the Vendor, either the whole or part of the goods which the Vendor has failed to deliver or despatch within the stipulated delivery period or if the same were not available, the best and the nearest available substitute thereof. The Vendor would be liable to compensate the Purchaser for any loss which the Purchaser may sustain by reason of such risk purchase, in addition to Liquidated Damages at the rate mentioned above.

NOTE : . It is presumed that the bidder has accepted all the instructions, Terms and conditions and Technical Specifications covered in this Tender Enquiry, unless the deviations are specifically indicated in the bid on a separate sheet.



TECHNICAL TERMS & CONDITIONS

1. Scope of Work

- 1.1 The detail of the works to be carried out by the bidder is listed in the BOQ/Price format.
- 1.2 The bidder has to provide all the accessories/machinery and all other consumables (i.e. transparent cover, spiral, hard cover etc.) required for binding works along with trained binders at our office. Maintaining/repairing/servicing of these accessories/machinery/consumables shall be in the scope of the bidder. BHEL will provide space and electricity only.
- 1.3 The bidder has to collect the job along with the requisition signed by HR representative, complete it and return to the concerned person on regular basis.
- 1.4 BHEL intends to have more than one party on panel for the above works on the basis of L1 rates.
- 1.5 All the payment related issues for the labour deployed (minimum wages fixed by govt., PF, ESI etc.) has to be taken care by the bidder itself and the bidder has to follow the rules pertaining to labour law of govt. of India.

Other Terms & Conditions

Technical PQR

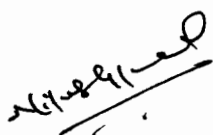
1. The bidder must have experience for similar nature of works in the past. Please give name of PSU / Govt. Offices/Companies/BHEL units where such works executed with relevant work order.
2. Party must be ready to provide services within two weeks after the receipt of the order

Contract Period

1. The rate contract will be initially valid for two years, which can be extended for further period of one year on mutual consent on existing rates, terms and conditions.

Delivery Period

1. The delivery of an assigned job will be decided by the actual volume of the work but not more than 7 working days.



Penalty for Services

1. In case of urgency, if the party fails to complete an assigned job within 7 working days and if it has to be done from outside, an amount equal to the expenditure incurred shall be deducted from the next bill of the party.
2. If a written complaint from an employee regarding bad quality of work is received, 50% of the amount charged for that work shall be deducted.

Evaluation Criteria

1. The contract will be decided on the lowest bidder (L1) item wise.
2. BHEL will counter-offer the L1 rate of each item to other qualified bidders who matches the L1 rate will qualify for empanelment
3. Regarding distribution of total business, L1 bidder will get the double weightage and the balance quantity will be distributed on equitable basis amongst the bidders who agree to match the L1 prices. However, factors like quality, performance, availability, suitability, convenience etc. will also affect the volume of business to the empanelled vendors.

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Rate Contract for two years:**BOQ/Price format:**

S.No	Description of works	Unit	Rate(Rs.)	Tax(if any)	Amount(Rs.)
1.	Ordinary binding-Compiling, Staple & Tape				
a	Up to 100 sheets	Per book			
b	Additional 101 sheets to 200 sheets	-do-			
c	Additional 201 sheets to 300 sheets	-do-			
d	Additional Onwards per 100 sheet or part	-do-			
2	Collating , trimming, punching and spiral binding with top & bottom cover transparency	-do-			
a	Up to 100 sheets	Per book			
b	Additional 101 sheets to 200 sheets	Per book			
c	Additional 201 sheets to 300 sheets	Per book			
d	Additional Onwards per 100 sheet or part	Per book			
e	Aluminum spiral binding above 300 sheets	Per book			
3	Collating , trimming and Hard book binding with top & bottom cover (Voucher Binding)				
a	A4 Size	Per book			
b	A3 Size	Per book			

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