



**BHARAT HEAVY ELECTRICALS LIMITED, JHANSI.  
(C & PR DEPARTMENT)**

Tender No.BHE/JS/CPR/Courier/13-15

Date: 30.12.2013

**Notice Inviting Tender(NIT)**

Tender No.BHE/JS/CPR/Courier/13-15

Date: 30.12.2013

**NAME OF THE WORK: PROVIDING COURIER SERVICE TO BHEL, JHANSI**

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Sealed tenders are invited in 2 bid system i.e. 'Technical Cum Commercial Bid' & 'Price Bid' for the above work. The due date for submission of the tender is 21.01.2014 upto 13.15 Hrs. and only 'Technical Cum Commercial Bid' shall be opened on the same day at 14.00 Hrs. 'Price Bid' shall be opened at a later date after acceptance of 'Technical Cum Commercial Bid'.

The Tender document after payment of Rs.200/-+13.5% VAT (Total Rs.228/-) in BHEL Cash Office OR through Demand Draft may be obtained from C&PR Department upto 16.30 Hrs. on 20.01.2014 or may be downloaded from BHEL website [www.bhel.com](http://www.bhel.com) NIT No.16031 and submitted along with tender document cost in the form of D.D.

The contractor shall be bound to start the work immediately after award of contract. Initially the contract shall be awarded for one year and on satisfactory performance, the same may be extended for further one year.

**Important:** The Price Bid of only those bidders shall be opened who qualify in the 'Technical Cum Commercial Bid'. The two bids should be enclosed in separate sealed envelopes. The two envelopes shall be enclosed in another sealed envelope. The 2 envelopes shall be super-scribed '**PRICE BID**' & '**TECHNICAL CUM COMMERCIAL BID**' for identification alongwith Tender No. & Date. This sheet should be enclosed along-with the Technical Cum Commercial Bid.

The tender consists of the following pages:

(1) Technical cum Commercial Bid	-	03 Pages
(2) Terms & Conditions	-	02 Pages
(3) Qualifying Requirement (Annexure-A)	-	01 Page
(4) Price Bid	-	01 Page

(Signature, date & seal of Issuing Authority)



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**TERMS & CONDITIONS OF CONTRACT**

**NAME OF WORK: PROVIDING COURIER SERVICE**

- (1) The work may be distributed between more than one party on L1 rate basis. Initially the contract shall be awarded for one year and on satisfactory performance, the same may be extended for further one year.
- (2) The Dak/Post/Consignment (The word consignment shall hitherto refer to papers, documents, drawings etc.) will have to be picked up from either CPR department or any other department of BHEL Jhansi.
- (3) Timely delivery is the essence of the contract. The consignment will have to be delivered in the **agreed time frame**. Failure to deliver the consignment in the agreed time frame **OR** failure to deliver the consignment **OR** delivery at the wrong place shall attract **any or all** of the following penalties:
  - a. No payment for such dak shall be made.
  - b. Rs.100/- penalty per consignment
  - c. Penalty equivalent to the actual losses suffered by the company due to delay in delivery (or non-delivery or wrong delivery) by the courier company, subject to a maximum of Rs.20,000/-. The decision with regard to the quantum of losses to the company shall be taken by BHEL, which shall be final & binding on the courier company.
  - d. Temporary Suspension/Cancellation of the contract in case the total number of delays exceed 10 (ten) in one calendar month.
- (4) The courier co. will have to raise periodic bills for the service rendered; these bills shall be scrutinized by BHEL before payment. The bills should clearly contain the following information:
  - a. No. of consignments delivered in time.
  - b. No. of consignments delivered late.
  - c. No. of consignments not delivered.

Bills without the above information shall be liable to be rejected & returned. Even if the number of consignments delivered late/ not delivered is Nil, this (nil) should be mentioned. Bills should be submitted within 3 months of receipt of the consignment; bills submitted after 3 months are liable to be rejected and will be not paid.

- (5) The courier company shall have to provide proof of delivery of the consignment(s) within 15 days of receipt of the consignment(s) from BHEL Jhansi.
- (6) The courier company shall deliver the consignment to the Consignee only or his authorized representative at the station of the consignee. Delivery to the wrong person or at the wrong address shall attract any or all the penalties mentioned in Sl.No.3 above.
- (7) BHEL shall be indemnified and be kept indemnified by the courier company against any damages, costs, claims, charges, expenses resulting from breach of any of the terms & conditions mentioned herein.
- (8) The Courier Company will have to submit Earnest Money Deposit (EMD) of Rs.20,000/- in the form of **any** of the following:
  - a. DD in favour of BHEL Jhansi;
  - b. Banker's cheque;
  - c. Deposit receipt of BHEL cash office.

(Signature, date & seal of the Courier Co./  
Owner/Authorised Representative)

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- (9) Wherever there is contradiction between the terms and conditions of BHEL & Courier Company, the terms and conditions of BHEL shall prevail.
- (10) The Courier company should have an office in Jhansi city (preferably nearby BHEL) alongwith telephone and internet facility.
- (11) Service Tax, if any, shall be paid extra as per Government Rules.
- (12) The Courier Company, if discontinues its services in between during contract period without assigning sufficient grounds and if the discontinuance is for more than 1 month, then security deposit made by the Courier Company will be liable to be forfeited at the discretion of BHEL Jhansi management.
- (13) Security deposit as per the BHEL works policy 2008 has to be deposited after award of the work.
- (14) Security deposit shall be released after submission of "NO DUES CERTIFICATE".
- (15) Any disputes(s) or difference(s) arising out of or in connection with the contract shall to the extent possible in the first instance be resolved amicably between the contractor and BHEL.

In case a dispute is not resolved, the same shall be referred for conciliation by an officer of BHEL. In case, it still remains unresolved, the dispute will be referred for arbitration by an officer of BHEL. The arbitrator, appointed by BHEL, will give his award within the shortest period. The award of the arbitrator shall be final, conclusive and binding on both parties.

The arbitration proceeds shall be conducted in accordance with "Indian Arbitration and Conciliation Act 1996 or any statutory modification thereof. Language of the Arbitration proceedings shall be in English. The venue of Arbitration shall be Jhansi, India. The Court of Jhansi shall have exclusive jurisdiction.

- (16) Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of Jhansi Court only.
- (17) The contractor has to make an agreement with BHEL in the format prescribed only on Rs.100/- Non-Judicial Stamp Paper.

**Declaration by the Courier Company**

I have read the above terms and conditions and agree to fully abide by the same. I authorize BHEL Jhansi to take appropriate action in case the terms and conditions are not fully complied with.

Place:

Date:

(Signature, date & seal of the Courier Co./  
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**Annexure - A**

**Qualifying requirements**

1. The courier company should have their services/offices atleast in the 60% States & U.T. in India (All India Level) and should have services/offices in abroad also.
2. The courier company should have an annual turnover of Rs.5.00 crores or more. The courier company having an annual turnover of less than Rs.5.00 crores will not be technically qualified.
3. Tracking facility of consignment on internet is required for all the cases other than local. Details of website facility to be confirmed in tender.
4. The courier company should have an office in Jhansi city (preferably nearby BHEL) along with telephone and internet facilities.
5. The courier company should have printed list of destinations (not less than 100 destinations/cities in India). List of branches should also be attached along with tender.

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**NAME OF THE WORK: PROVIDING COURIER SERVICE TO BHEL, JHANSI.**

**Price Bid**

(To be submitted in a separate sealed envelope)

The details of items are as under:

(A)	(B)	(C)	(D)	(E)	(F)	
Sl. No.	Category	Type of Courier	Weight	Tentative Qty. (No. per Year) ± 25%	Rate in Figures (Per Dak/Pkt.)	Rate in Words (Per Dak/Pkt.)
A	(A1)	International/ Foreign	Upto 500 Gms.	350		R1
	(A2)		Every additional 500 Gms & Above	25		R2
B	(B1)	Local Jhansi	10 to 250 Gms.	4600		R3
	(B2)		251 Gms. to 500 Gms.	50		R4
	(B3)		Every additional 500 Gms & Above	80		R5
C	(C1)	Other cities	10 to 250 Gms.	18000		R6
	(C2)		251 Gms. to 500 Gms.	550		R7
	(C3)		Every additional 500 Gms.	1000		R8
		<b>Service Tax extra</b>				

Please offer Rates in Column "F" (In figures and words also)

Note: (1) The Number Per Year indicated in Column (E) are indicative only and may vary in any proportion depending on the actual requirement during the execution of the contract.

(2) The rates will remain fixed for the duration of the contract period of 02 years.  
The L1 party shall be decided for the three categories as per the following formula:-

$$A = 350 \times R1 + 25 \times R2$$

$$B = 4600 \times R3 + 50 \times R4 + 80 \times R5$$

$$C = 18000 \times R6 + 550 \times R7 + 1000 \times R8$$

Service Tax shall be paid extra.

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**TECHNICAL CUM COMMERCIAL BID**

The Bidders are required to fill all the details mentioned below. Concealing/hiding of information shall entail disqualification. The 'Technical cum commercial bid' and the 'Price bid' should be kept in separate sealed covers; the covers should be superscribed 'Technical cum commercial bid' & 'Price bid' as appropriate.

**NAME OF THE WORK: PROVIDING COURIER SERVICE TO BHEL, JHANSI.**

1.	Name of Organization:	
2.	Whether (a) Public (b) Private (c) Other (Specify)	
3.	Full address	
4.	Telephones/FAX: Head office/Branch office	
	Head of organization (residence):	
5.	Name, full address & telephone no. of Chairman/Managing Director/Proprietor/ Partner :	
6.	Date of establishment of the organization:	
7.	Place, date & Number of Registration	
8.	Annual turnover of : 2011-2012 & ..... 2012-2013 ..... Please attach balance sheet. ( <b>Bidders having an annual turnover of less than Rs.05 Crores will not be considered for opening of Price-bid</b> )	
9.	Number of offices in India: (Attach list of Offices)	
10.	Number of offices abroad: (Attach list of offices)	
11.	Number of employees:	
12.	Details of awards (National/International) won by your organization	



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13.	Have you entered into rate contracts with Govt./Pvt. Organizations? If yes, give the list of such organizations and approximate value of such contracts:	
14.	Have you entered into rate contracts with BHEL units? If yes, give the list of BHEL Units and approximate value of such contracts:	
15.	Does your company have an office in Jhansi ? If Yes, whether it is (a) Company operated or (b) Franchisee. (Please mention specifically and give Address, Phone No. and Name, Designation of Incharge /Contact persons:	
16.	Has your Organization been De-listed or Black-listed by any Govt./Pvt. Organization? If yes, give the name of the organization and the period of de-listing/blacklisting	
17.	To which parts of the <b>Country</b> can you deliver the consignments? Mention the list of States & Union Territories (Please attach separate list/schedule, if necessary).	
18.	Give the time (in hours) in which consignments will be delivered to the above Destinations (Please attach separate list/schedule, if necessary)	
19.	To which parts of the <b>World</b> can you deliver the consignments? Mention the list of Countries. Give the time (in hours/days) in which consignments will be delivered to the above destinations (Please attach separate list/schedule, if necessary)	
20.	<b><u>Amount &amp; details of EMD (Rs.20,000/-) in the form of DD/BHEL cash receipt</u></b>	

I understand that my Price Bid shall be opened only if I qualify in this technical cum commercial bid. I have read the terms & conditions provided to me by BHEL and agree to abide by the same. Attached herewith is a signed copy of the terms & conditions

(Signature, date & seal of the Courier Co./  
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**Instructions to bidders:**

1. The bids should be accompanied by EMD of Rs.20,000/- as mentioned at Sl.No.20. Failure to attach the EMD will render the bidder **ineligible**. This EMD amount will be converted into security deposit after award of the contract. The contractor will have to deposit stamp duty as per U.P Govt. norms.

OR

You may also deposit one time EMD Rs.2.00 Lakhs. Photo copy of the receipt should be enclosed along with the tender.

2. The bidders are instructed to give the correct information as required above. The technical cum Commercial bid shall be scrutinized by BHEL and Price Bids of only those bidders shall be opened who qualify in the technical bid. Furnishing of false information will make the bidder liable for cancellation of contract/de-listing/penalties etc.

**Check list for bidders:** (As per technical cum commercial bid)

Bidders should ensure to check the following and strike off whichever is not applicable:

01.	Attachment as per Sl.No.8 (Annual Turnover)	Yes/No
02.	Attachment as per Sl.No 9 (Nos. of Offices in India)	Yes/No
03.	Attachment as per Sl.No 10(Nos of Offices Abroad)	Yes/No
04.	Attachment as per Sl.No 13(Rate Contract) if applicable	Yes/No
05.	Attachment as per Sl.No.14(Rate Contract with BHEL) if applicable	Yes/No
06.	Attachment as per Sl.No.15(Offices in Jhansi)	Yes/No
07.	Attachment as per Sl.No 16(D-listed OR Black Listed) if applicable	Yes/No
08.	Attachment as per Sl.No 17(Details of Delivery Places)	Yes/No
09.	Attachment as per Sl.No 18((Details of Delivery Schedules)	Yes/No
10.	Attachment as per Sl.No 19(List of Countries)	Yes/No
11.	Attachment as per Sl.No 20(Details of EMD)	Yes/No
12.	General Terms & conditions signed & attached	Yes/No

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