



**Bharat Heavy Electricals Limited**  
 Electronics Division  
 Mysore Road, Bangalore – 560 026

**Rev:01****Notice Inviting Tender**

|   |  |  |
|---|--|--|
| 1 | Tender Reference   | <b>Engg Serv/P&amp;P/2014-15</b>   |
| 2 | Name of the Work   | Providing Photocopy cum printing machine, Spiral Binding and other associated machineries, labour, supervision, consumable materials, etc (from Bangalore based companies/ service providers only) for photocopying/printing, compilation and spiral binding at BHEL, Electronics Division, Mysore Road, Bangalore.  |
| 3 | Duration of the contract                                     | 2 years from the date of contract award.   |
| 4 | Estimated Value  | Rs. 48,00,000/- approximately for two years.   |
| 5 | Earnest Money Deposit (EMD)                                  | Rs. 1,00,000/- PSUs, Micro and Small scale suppliers are exempted from paying EMD.   |
| 6 | Place and last Date & time of submission of Tender Documents | <p>Tender documents shall be superscribed the following information on the envelope:<br/> <b>Tender Ref: Engg Serv/P&amp;P/2014-15, Date of opening of bid: 07/03/2014.</b></p> <p>Tender documents shall be dropped in to the <b>Tender Box No: 11</b> kept at our reception counter on or before <b>07/03/2014 at 1PM</b>. Techno-commercial bids will be opened on the same day at 1:30 PM. On the envelope clearly mention the Tender Ref and Date of Opening of Tenders. Tenders without these details are liable to be rejected.</p> |

## **Part A: Techno-Commercial Bid**

(To be furnished by the bidder)

### **Information Part**

| No  | Particulars  | Bidder's Response  |
|-----|--|--|
| IP1 | Bidder's Name  |  |
| IP2 | Bidder's Address   |  |
| IP3 | Details of Ownership   | a) Govt of India Undertaking/<br>State Govt Undertaking<br>b) Limited Company<br>c) Private Company<br>d) Co-operative Society<br>e) Partnership Firm<br>f) Proprietorship<br>g) If others, please specify:<br>_____ |
| IP4 | Year of Establishment  |  |
| IP5 | Name(s) of Contact Person(s)                                 |  |
| IP6 | Phone/mobile No(s)   |  |
| IP7 | Email Id(s):   |  |
| IP8 | Category as per MSME Act. (See Point No:15 for more details) |  |

**Essential Criteria for Techno-Commercial Acceptance of Bid**

|     |  |   |
|-----|--|---|
| EC1 | <p>Annual Turnover during the last 3 years (IT returns with Audited Annexure copies/CA certificate for Turnover to be submitted. Certified Profit &amp; Loss Statement &amp; Balance sheets to be submitted)</p> <p>(Average Turn Over for the last three years shall not be less than 30% of the estimated cost of the NIT)</p>     | <p>2012-13: _____ Lakhs</p> <p>2011-12: _____ Lakhs</p> <p>2010-11: _____ Lakhs</p> <p>Average: _____ Lakhs</p>   |
| EC2 | <p><b>Experience Details:</b></p> <p>a) Three similar completed works (each not less than or equal to 40% of the Estimated cost) , or</p> <p>b) Two similar completed works (each not less than or equal to 50% of the Estimated cost), or</p> <p>c) One similar completed works not less than or Equal to 80% of Estimated cost</p> | <p>Copy of completion certificates from the organization where the work is executed is to be enclosed mentioning the completed value of each single work executed and performance certificate issued by the client. (Mere submission of work order / Purchase Order copies is not adequate)</p> |
| EC3 | <p>Agreed to establish infrastructure and provide labour as per Point No:24 at BHEL, Electronics Division, Mysore Road, Bangalore – 560 026.</p>   | <p>Yes / No</p>   |
| EC4 | <p>EMD details</p>   | <p>Cash/Demand Draft/Pay Order details:</p> <p>_____</p>  |
| EC5 | <p>Have you enclosed Solvency certificate for an amount of Rs. 4.8 Lakhs (See Point No: 17)</p>  | <p>Yes / No</p>   |
| EC6 | <p>Service Tax Registration (Copy to be enclosed) (If not available presently, are you agreed to submit the same, if you are a successful bidder?)</p>   |   |
| EC7 | <p>PF Registration No(Copy to be enclosed) (If not available presently, are you agreed to submit the same, if you are a successful bidder?)</p>  |   |
| EC8 | <p>ESI Registration No. (Copy to be enclosed)/Workman compensation policy</p>  |   |
| EC9 | <p>PAN No (Copy to be enclosed)</p>  |   |

**Photocopy/printing (Engg Services) – Tender Documents**

|      |  |          |
|------|--|----------|
| EC10 | Do you accept to participate in Reverse Auction (RA), in case BHEL decides to go for RA? | Yes / No |
| EC11 | Are you ready to abide by the terms and conditions mentioned in this NIT?                | Yes / No |

## **Instructions to Bidders & BHEL General Conditions of Contract**

- 1. Scope of the Work:** The intent of this Tender is to seek Bangalore based service providers (here in after called as bidder) to provide Photocopy cum printing machines, Spiral Binding and other associated machineries, labour, supervision, consumable materials, etc for photocopying/printing, compilation and spiral binding. These shall be installed/provided at BHEL, Electronics Division, Mysore Road, Bangalore – 560 026 for a period of 2 years.
  - 1.1 BHEL provides a Personal Computer (for interfacing the above photocopier cum printer), Papers (both A3 AND A4), Folders, Plastic Separators, space and Electrical Power free of cost.
- 2.** Before participating in this tender, the bidder may familiarize with the nature of work, BHEL General Terms and conditions of the contract etc. If necessary, bidder may meet BHEL personnel and understand the nature of work with a prior appointment.
- 3.** The bidder/bidder company shall not be banned/de-listed/de-registered by any unit of BHEL or any Public Sector Undertakings, Central or State Governments, Government undertakings/Offices, PSU Banks etc.
- 4.** Contractor shall comply with all statutory requirements, Rules, Regulations, and Notifications issued from time to time by the concerned authorities in relation to employment of his employees.
- 5.** Work will be awarded among two bidders. Notwithstanding the rights of BHEL to change the allocation rates, efforts would be made to distribute the work at 60% and 40% between L1 and other bidder respectively (except H1). However the rate for the other bidder shall be at finalized L1 rate. The finalized L1 rates will be counter offered to L2. Incase L2 rejects the counter offer, the same will be offered to L3 and so on.
  - 5.1. BHEL management reserves rights to change the above ratio of 60:40, in case quality or delivery of the work carried by the bidder is not satisfactory.
- 6.** The quality of the work (like photo copying, printing, binding etc) shall be of higher order and should always meet our requirements. We have the right to reject any or all pages and bidder has to reproduce the same at no extra cost.
- 7.** This contract is valid for a period of 2 (two) years from the date of award of this work. It may be extended by one more year at the sole discretion of BHEL. No change whatsoever in rates, terms and conditions will be entertained during this period (including extended period), if any
- 8.** No enhancement of rate for whatever reason will be allowed once the tender is finalized and the order is placed. Withdrawal from the quotation after it is accepted or failure to establish

facilities including labour within the scheduled period will entail cancellation of the contract and forfeiture of the earnest money deposit/security deposit or recovery as deemed fit, as ascertained by BHEL.

9. Bidder has to obtain prior approval from BHEL before changing name of the company/ownership/partnership etc.
10. Unit Rates shall be quoted in figures as well as in words in Indian Rupees only. Grand total also to be provided at the end. In case the rates quoted in figures differ from those quoted in words, rates quoted in words will be taken as tendered rates and shall have binding on the bidders.
11. While quoting in their rates, the bidders are advised to take in to account of all factors like fluctuations in market rates of raw materials, labour cost, any contingencies etc.
12. Bidders shall not increase their quoted rates, once the tender has submitted their quotations and these rates are valid for 90 days from the date of opening of Technical bid.
13. Rates quoted shall be considered as, **inclusive of all taxes if any**, unless specifically mentioned in the quotation.

#### 14. Earnest Money Deposit

- i) Every tender must be accompanied by Pay Order/ Demand Draft/ Banker's Cheque for Rs. 1,00,000/- (Rupees One Lakh only) drawn in favour of Bharat Heavy Electricals Ltd., Payable at Bangalore from any Nationalised/reputed bank. EMD shall be enclosed along with **Technical Bid** only. (See Clause 14.1 for exemption of EMD)
- ii) This Earnest Money will be refunded to the unsuccessful bidders normally within 15 (fifteen) days after acceptance of the award of work by the successful bidders. In the case of successful bidders, the Earnest Money will be converted and adjusted against the Security Deposit.
- iii) As EMD is refunded only thro' EFT, bidders are requested to furnish Electronic Fund Transfer form as per Annexure - II. (Details in any other form will not be accepted).
- iv) Unless the bidder, whose tender is accepted, signs the contract agreement/ acknowledges the receipt of work order and sends acceptance and establish machine and other facilities within 30 days from the date of the order directing him/her to do so, the Earnest Money already deposited by him/her will be forfeited and acceptance of his/her tender will be withdrawn.
- v) Successful bidder is also required to install necessary hardware and deploy labour force to carry out the activities within the stipulated time frame as specified by

BHEL. Failing to comply to these points may result in forfeiture of the EMD/ Security Deposit.

- vi) If, after opening of tenders, a bidder revokes his tender within the validity period or increases his earlier quoted rates or after acceptance of his tender does not accept the work in accordance with the instructions, the total Earnest Money Deposited by him will be forfeited and acceptance of his tender will be withdrawn.
- vii) Tenders without Earnest Money Deposit receipts are liable to be rejected.
- viii) EMD/Security deposits do not carry any interest.

14.1. **EMD will be waived off in the following cases:**

- i) Central / State - PSUs / Government departments.
- ii) Micro and Small Scale Industries. See point below:

**15. Exemption of Micro and Small Scale Industries in making EMD:**

**“MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Two years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with CA certificate (Format enclosed as per Annexure - I) applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents”.**

**16. Security Deposit:**

- 16.1. Rs. 1,00,000 (Rs. One Lakh) + 7.5% of the amount of business exceeding Rs. 10,00,000/-
- 16.2. Security deposit shall be deposited by the successful bidders before the start of the work.
- 16.3. EMD of the successful bidders will be converted and adjusted into Security Deposit. Balance amount of Security Deposit may be paid in any of the following methods:

- i) Cash (as permissible by the Income Tax Act)
- ii) Pay Order/ Demand Draft in favour of Bharath Heavy Electricals Ltd., Payable at Bangalore
- iii) Bank Guarantee (from to be obtained from BHEL) from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. Bank Guarantee form to be approved by BHEL.

16.4. Security Deposit will not carry any interest.

**17. Solvency Certificate:** Bidder shall furnish a solvency certificate for an amount not less Rs. 4.8 Lakhs from BHEL Consortium Banks not older than 1 year as per Annexure – III.

**18. BHARAT HEAVY ELECTRICALS LIMITED** reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason thereof.

**19.** Conditional and unsigned tenders or tenders containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the Accepting Officer and tenders not submitted in the prescribed forms are liable to be rejected.

**20. Reverse Auction (RA):** BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidders. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. Tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

## **21. Experience:**

21.1. The tenders shall be accompanied by a list of similar contracts already held/ executed by the bidder at the time of submitting the tender and giving the following particulars:

- Name of work, value and address of your customer/client.
- The balance work remaining to be done on the same.

21.2. The bidder shall have three similar completed works (each not less than or equal to 40% of the estimated cost) , or two similar completed works (each not less than or equal to 50% of the estimated cost), or one similar completed works not less than or equal to 80% of estimated cost. Copy of completion certificates from the organization where the work is executed is to be enclosed mentioning the completed value of each single work executed and performance certificate issued by the client. (submission of work order / Purchase Order copy is not adequate)

**22. Bidder's Responsibilities:**

- i) Bidder shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and shall not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work.
- ii) Bidder shall NOT engage child labour to carry out the work.
- iii) Bidder shall provide required number of employees to carry out the work in stipulated time period. The bidder has to maintain strict delivery schedule as per our requirement. If necessary, the bidder may deploy extra manpower or working beyond normal working hours without flouting any labour laws.
- iv) Bidder shall maintain appropriate records of his employees deployed to carry out the job(s).
- v) Bidder shall provide Photo Identity Card duly signed by the Authorised signatory
- vi) Bidder will be fully responsible for the good conduct of his employees deployed to execute the work. In case of any misconduct/ misbehavior by any employee, the Bidder shall replace such employee/s immediately.
- vii) If Bidder provide uniform to their employees, then colour of the uniform shall be distinct different from BHEL employees/Trainees/Contract Labourers.
- viii) Bidder shall comply with all statutory requirements, Rules, Regulations, and Notifications issued from time to time by the concerned authorities in relation to employment of his employees.
- ix) The Bidder shall be responsible for enforcing all safety regulations as applicable on his workmen
- x) Bidder shall obtain necessary insurance cover at his/her own cost to mitigate any risk of accidents, theft, losses, damages etc to his machineries/employees. BHEL shall not be responsible for any loss, damage to the machineries deployed at BHEL. Bidder shall be responsible for payment of medical expenses/ compensation due to injury/death of his/her employees.
- xi) Bidder may also provide a basic mobile phone (without a camera) for their employees.
- xii) Bidder shall report the wastages of paper to concerned BHEL authorities on a regular basis.
- xiii) In the event of termination of contract for any reason whatsoever, the Bidder shall withdraw all his employees and his equipment from the establishment of BHEL.

## **23. Scope of Work:**

### **23.1. Operation & Maintenance (O & M) Manuals**

**Steps involved in O & M Manuals is given below:**

- i) Collection of documents either in hard or soft form (like CD/DVD etc) along with Index Sheet from the concerned departments.
- ii) Photocopying/printing of these documents
- iii) Compilation ie. arranging all the pages in a sequence as per the index sheet along with suitable separators in folders.
- iv) Spiral binding the documents or filing all pages in a Folder.
- v) Preparation and insertion of Pouch Cards (Typical pouch cards consist of Project name, customer name etc typically of 2 “ X 3” size)
- vi) Returning of original documents (Hard/Soft) back to the concerned users and obtaining acknowledgement.
- vii) Obtaining approval for the correctness of these documents, and
- viii) Handing over of these documents to Despatch section

### **23.2. Photocopying/Printing with or without spiral binding**

**Steps involved in the work is given below:**

- i) Collection of documents either in hard or soft form (like CD/DVD etc) with/without Index Sheet from the concerned departments.
- ii) Photocopying/printing of these documents
- iii) Returning back both original and copied/printed documents to initiator with/without spiral binding (depending upon user requirement) and obtaining acknowledgment.

23.3. Bidder also required to collect A3/A4 size papers, Folders, Separators etc from our stores on need basis

23.4. In both the cases, documents may also be transferred to you by email, software packages etc.

**Note: Paper, Folders, Electric power and Separators are provided by BHEL free of cost**

**24. Required Infrastructure:** Successful Bidder shall establish the infrastructure at BHEL, Electronics Division, Mysore Road, Bangalore – 560 026 within 30 days after the intimation of award of work. Bidder has to provide following machineries / accessories:

- 24.1. One Photocopier cum printing machine having continuous speed of 60 Pages Per Minute (minimum), capable of handling A3 & A4 size pages (70 to 80 GSM +/-5 GSM) with automatic reverse document feeder facility. The machine shall support networking facility. The machine shall be a new one (not older than 3 months). Reconditioned machines are not acceptable.
- 24.2. Labour (at least 2 persons. However, the bidder may deploy more No. of persons depending upon work load).
- 24.3. Spiral Binding Machine – 1 No
- 24.4. Wires for Spiral Binding
- 24.5. Tables, Chairs, Staplers, Punching Machines, Power Cables, Extension Cards (Bidder to decide the quantity of these accessories). This is only an indicative and not exhaustive. It is responsibility of the bidder to provide any material, equipment, machinery, labour etc which is not specifically mentioned in this document, but which is necessary to complete the work. The quoted/accepted rates/price shall deemed to be inclusive of all such contingencies.
- 24.6. It is the responsibility of the bidder to maintain the hardware and also arrange consumables (except papers and folders) like Toners, stappler pins, wires for spiral binding etc.
- 24.7. BHEL provides Personal Computer (normally, with latest hardware configuration with Windows OS and other basic software packages including Anti-virus), space, papers, folders, separators and electrical power free of cost. The computer will be serviced/maintained by BHEL. Table required to place the computer shall be provided by the bidder.
- 24.8. At the time of installation of above infrastructure, if the bidder wants to change the make and/or model of photocopier/printing machine, then the new machine shall be of same or better configuration. Prior permission from BHEL Authorised Personnel shall be obtained for all such changes.
- 24.9. Bidder has to obtain prior permission from BHEL before installing above machineries at BHEL.

**25. Payment Terms:**

- a) Payment will be made based on the quantum of work completed, and normally within 45 days of submission of Invoice/Bills duly signed by BHEL's competent authority.
- b) As payment is made based on the quantum of work completed, **NO** extra payment will be made for working beyond normal working hours, Over Time, deputing extra manpower etc.
- c) Taxes will be deducted as per rules.

**26. How to Apply: This is a Two Part Bid.**

26.1. Part 1: Techno-commercial Bid consisting of the following documents in the following order:

- a) Pages 1 to 16 of this NIT.
- b) Documents as per clauses: EC1, EC2, EC6, EC8, EC9, EC10 & EC11.
- c) MSME Certificate (applicable only for Micro and Small Scale Suppliers), if any along with CA certificate (See Point No. 15 for more details)
- d) Sign on all pages.

26.2. Part 2: Price Bid

- a) Pages 17 & 18.

**The bidder shall provide the above in two parts ie. Technical Bid in one sealed cover and Price Bid in another sealed cover and superscribe “Technical Bid” and “Price Bid” on the envelopes respectively. Both these covers shall be put into another sealed cover and superscribe it with the following:**

**“Tender Ref: Engg Serv/P&P/2014-15**

**Date of Opening of Techno-commercial Bid : 07/03/2014**

(Covers without the above ref and date of opening of Techno-commercial bids are liable to be rejected)

**Tender documents shall be dropped in to the Tender Box No: 11 kept at our reception counter on or before 07/03/2014, 1PM. Late offers will NOT be accepted under any circumstances.**

**Note: Corrigendum/addendum/amendments/revisions/extension of time/clarifications etc (if any) to this NIT will be notified on our websites ([www.bheledn.com](http://www.bheledn.com) or [www.bhel.com](http://www.bhel.com)) only. No separate press advertisement will be carried out for the above. Hence, bidder is requested to visit the above websites regularly to keep themselves updated wrt this NIT.**

**Certificate by Chartered Accountant on letter head**

Annexure - I

This is to Certify that M/S .....,  
(hereinafter referred to as 'company') having its registered office at  
..... is registered under MSMED Act 2006, (Entrepreneur  
Memorandum No (Part-II) ..... dtd:.....,  
Category: ..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as on  
date..... as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost  
excluding land and building and the items specified by the Ministry of Small Scale Industries vide its  
notification No.S.C.1722(E) dated October 5, 2006 :  
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and  
furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED  
Act, 2006:  
Rs.....Lacs

The above investment of Rs.....Lacs is within permissible limit of  
Rs.....Lacs for .....Micro / Small (Strike off which is not applicable)  
Category under MSMED Act 2006.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

Place: \_\_\_\_\_ Signature \_\_\_\_\_

Please return completed form along with a blank cancelled cheque or photocopy thereof to:  
Bharath Heavy Electricals Ltd.

Electronic Funds Transfer (EFT) OR  
Paylink Direct Credit Form

Annexure - II

Please Fill up the form in CAPITAL LETTERS only.

TYPE OF REQUEST(Tick one):  CREATE  CHANGE

BHEL Vendor / Supplier Code:

Company Name :

Permanent Account Number(PAN):

Address

City:  PINCODE  STATE

Contact Person(s)

Telephone No:

Fax No:

e-mail id:

1 Bank Name:

2 Bank Address:

3 Bank Telephone No:

4 Bank Account No:

5 Account Type: Savings/Cash Credit

6 9 Digit Code Number of Bank and branch appearing on MICR cheque issued by Bank

7 Bank swift Code(applicable for EFT only)

8 Bank IFSC code(applicable for RTGS)

9 Bank IFSC code(applicable for NEFT)

- A I hereby certify that the particulars given above are true, correct and complete and that I, as a representative for the above named Company, hereby authorise EHEL, EDN, Bangalore to electronically deposit payments to the designated bank account
- B If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.
- C This authority remains in full force until BHEL, EDN, Bangalore receives written notification requesting a change or cancellation.
- D I have read the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under ECS / EFT.

Date:

Authorised Signatory:  
Designation:

Telephone NO. with STD Code

Company Seal

Bank Certificate

We certify that \_\_\_\_\_ has an Account No \_\_\_\_\_ with us and we confirm that the bank details given above are correct as per our records.

Date: \_\_\_\_\_ (.....)

Place: \_\_\_\_\_ Signature

Please return completed form along with a blank cancelled cheque or photocopy thereof to:  
Bharath Heavy Electricals Ltd,

**Annexure - III**

**Solvency Certificate**

Date : \_\_\_\_\_

**CERTIFICATE** [to be issued by **Bank**s as mentioned in the attached list not later than 12 months]

Ref: \_\_\_\_\_

This is to certify that M/s. \_\_\_\_\_ having their  
Registered Office at \_\_\_\_\_ is  
solvent to the extent of Rs. \_\_\_\_\_ [ Amount in Words \_\_\_\_\_ ] as  
disclosed by the information and record which are available with the bank.

This certificate is issued at the request of M/s. \_\_\_\_\_ for a  
Tender Purpose.

This certificate is issued without any risk/liability or responsibility whatsoever on the part of the  
Bank or any of its officers.

For Bank \_\_\_\_\_

Name of Signatory

[See next page for the list of BHEL Consortium Banks]

| <b>List of Consortium Bank</b> |                           |    |   |
|--------------------------------|---------------------------|----|---|
|                                | <b>Nationalised Bank</b>  |    | <b>Nationalised Bank</b>                              |
| 1                              | Allahabad bank            | 19 | Vijaya Bank   |
| 2                              | Andhra bank               |    | <b>Public Sector Banks</b>                            |
| 3                              | Bank of Baroda            | 20 | IDBI  |
| 4                              | Canara Bank               |    | <b>Foreign banks</b>                                  |
| 5                              | Corporation bank          | 21 | CITI Bank N.A   |
| 6                              | Central bank              | 22 | Deutsche Bank AG                                      |
| 7                              | Indian Bank               | 23 | The Hongkong and Shanghai Banking Corporation Limited |
| 8                              | Indian Oversea Bank       | 24 | Standard Chartered Bank                               |
| 9                              | Oriental bank of Commerce | 25 | The Royal Bank of Scotland N.V.                       |
| 10                             | Punjab National Bank      | 26 | J P Morgan  |
| 11                             | Punjab & Sindh Bank       |    | <b>Private bank</b>                                   |
| 12                             | State Bank of India       | 27 | Axis Bank   |
| 13                             | State Bank of Hyderabad   | 28 | The Federal Bank Limited                              |
| 14                             | Syndicate Bank            | 29 | HDFC  |
| 15                             | State Bank of Travancore  | 30 | Kotak Mahindra Bank                                   |
| 16                             | UCO Bank                  | 31 | ICICI   |
| 17                             | Union Bank of India       | 32 | Indusind Bank   |
| 18                             | United Bank of India      | 33 | Yes Bank  |

## Part B1: Price Schedule

### Photocopying, Printing & Compilation

|  | No. of Sheets (for Two years) Approximately | Rate Per Sheet |          |
|--|---|----------------|----------|
|  |   | In Figures     | In Words |
| Photocopy/Printing on single sided A4 size                           | 35,00,000                                   |                |          |
| Photocopy/Printing on Back to Back A4 size                           | 40,00,000                                   |                |          |
| Photocopy/Printing on single sided A3 size                           | 40,000                                      |                |          |
| Photocopy/Printing on Back to back A3 size                           | 15,000                                      |                |          |
| Photocopy/Printing with reduction from A3 to A4 size on single side  | 10,000                                      |                |          |
| Photocopy/Printing with reduction from A3 to A4 size on back to back | 10,000                                      |                |          |

Note1 : Paper, Folders, Electric Power and Space are provided by BHEL free of cost.

Note 2: Rates shall include for all activities as per ‘Scope of Work’ in the Tender Document.

## Part B2: Price Schedule

**SPIRAL BINDING :** Spiral binding of documents using plastic sheets on both sides with a spiral ring. Thickness of the Plastic Sheets shall not be less than 0.25mm

|             |                                  | No. of Sets for two years Approximately | Rates      |          |
|-------------|----------------------------------|---|------------|----------|
|             |                                  |   | In Figures | In Words |
| <b>B2.1</b> | <b>A4 Size</b>                   |   |            |          |
|             | a)Upto 50 sheets                 | 10,000                                  |            |          |
|             | b)For every additional 25 sheets | 10,000                                  |            |          |
| <b>B2.2</b> | <b>A3 Size</b>                   |   |            |          |
|             | a)Upto 50 sheets                 | 250                                     |            |          |
|             | b)For every additional 25 sheets | 250                                     |            |          |

**Note :** a) Transparent Plastic Sheets (0.25 mm thick minimum) and Spiral Rings to be provided by the bidder.

**Please note:**

- Bidders shall quote for both B1 and B2. Offers failed to quote for any one is liable to be rejected.
- L1 status will be arrived based on the overall cost of all the items (both B1 and B2)
- Rates quoted in the price schedule only will be considered to arrive at L1.
- If there is a mismatch of rates quoted in figures and words, then prices quoted in words will be taken as final.

=== End of NIT ===