



BHARAT HEAVY ELECTRICALS LIMITED

PS - Centralised Administration Deptt,

2nd Floor , A 8-10, KRIBHCO BHAWAN, Sector - 1, NOIDA – 201301

Phone 0120-2445157, FAX NO. 0120 - 2532156

E-Mail : nandkishore@bhel.in

ENQ.No. E – 1/PS-SSBG/Admn/011

ISSUE DATE : 22.10.2013

DUE ON 11.11.2013

Dear Sir,

Sealed quotations are invited for installation of one No. Photocopier Machine with operator and material for photocopy and allied work/services under noted address on terms and conditions specified in Annexures enclosed. The quotations should be submitted in duplicate in a sealed cover superscribing the Enquiry No. and due date addressed to the undersigned by designation so as to reach him before 3.00 P.M. on the due date mentioned above. It should be clearly noted that this is only an invitation to quote and not an order.

SL. NO.	JOB DESCRIPTION	QTY	PLACE
1.	Rate Contract for hiring of Photocopy Machine with a speed of 60 copies per minute (minimum) with operator & material for photocopy & allied services. a) Terms & Conditions of Bid submission – Annexure-II b) Commercial Terms & Conditions - Annexure-III	As per Annexure -III	Administrative Officer Centralised Administration Deptt., PS, BHEL 2 nd floor, Kribhco Bhawan A-8-10, Sector-1, Noida - 201301

INSTRUCTIONS TO TENDERERS

1. Quotations will be opened on the due date at 3-30 P.M. in the presence of tenderers who would like to be present.
2. The prices quoted shall be firm and no revision of prices will be entertained after the quotations are opened. The bidder should sign on all the pages of this offer.
3. The purchaser shall not be bound to accept the lowest or any other quotation and shall be entitled to accept or reject any quotation in part or full without assigning any reason what so ever.
4. Quotations received after the due date & time shall be summarily rejected.
5. Prices quoted should be as applicable to other Government organisation/undertaking and wherever rate contracts are available copy of the same should be enclosed.

Thanking you,

Yours faithfully,
For & on behalf of BHEL

(Nand Kishore)
Admn. Officer

Encl : As above

ANNEXURE – I

ENQ.No. E – 1/PS-SSBG/Admn/011

ISSUE DATE : 22.10.2013

DUE ON 11.11.2013

TECHNO – COMMERCIAL OFFER

VENDOR'S NAME : _____

A.

S. No.	Description of Photocopy Machine	Speed of Photocopy Machine – Page Per Minute

B. We agree with all the Commercial Terms & Conditions as furnished in Annexure-II

OR

We agree Commercial Terms & Conditions with following deviations :

1.

2.

3.

4.

Place

Signature

Date :

Seal



TERMS & CONDITION OF BID SUBMISSION

1.0 BID SUBMISSION :

Bids shall be submitted by the bidder through by Hand/Regd./Speed/Ordinary Post/Courier latest by 3.00 p.m on or before the due date IN THREE PARTS in OUR Original Annexures as follows :

2.0 PART – I : EMD

- 2.1** EMD of Rs. 10,000/- (Rupees Ten thousand only) in the form of Demand Draft in favour of Bharat Heavy Electricals Ltd payable at NOIDA to be deposited in a Sealed Cover, invariably super-scribing on the envelop correct Enquiry No.; Due date of opening & "PART-I : EMD".
- 2.2** The average turnover of the bidders should be atleast Rs. 2.40 lacs per Annum during the past three years (FY: 2010-11, 2011-12 & 2012-13). CA certified Balance Sheet along with Profit & Loss Statement of the Company for the last three financial years (FY 2010-2011, 2011-12 and 2012-13)
- 2.3** List of clients, including PSUs, if any.
- 2.4** Copy of the Work orders as per para 2.3 above.
- 2.5** Format for seeking deviations as per Annexure- og Techno Commercial offer.
- 2.6** Copy of PAN, Service Tax Registration No., VAT, TIN no. as applicable
- 2.7** Copies of Income Tax Returns for last three Assessment years (AY 2011-12, 2012-13 and 2013-14)
- 2.8** Declaration Sheet in connection with BAN as per Annexure-
- 2.9** Complete details of the authroised contact person with email id and mobile number etc.
- 2.10** Copy of tender document duly signed and stamped by the bidder
- 2.11** Any other information that bidder may like to furnish.



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3.0 PART-II : TECHNO COMMERCIAL BID (IN DUPLICATE)

It will contain Technical offer, Commercial terms and conditions [BUT NOT ANY PRICE(S) OR RATES] in Annexure-I and it shall be submitted in Duplicate in a Sealed Cover, invariably super-scribing on the envelop the correct Enquiry No., Due date of opening and "PART-II : TECHNO-COMMERCIAL BID', WITHOUT WHICH THE BID(S) shall not be OPENED/CONSIDERED.

4.0 PART-III : PRICE BID (IN DUPLICATE)

Price bids shall be submitted in a separate sealed envelope super-scribing on the envelop the correct Enquiry No., and "PART-III : PRICE BID", WITHOUT WHICH THE BID shall not be OPENED/CONSIDERED. Rate Schedule Format for quoting the price is given in Annexure-V. The Vendor should quote for Optional Items also in the Annexure-V.

Bidders are required to submit all three Parts i.e. Part-I, Part-II & Part-III duly sealed in another cover super scribing on the cover correct Enquiry No. and Due Date of Opening.

5.0 BID OPENING

The techno commercial bids of only those Parties who have submitted requisite EMD, will be opened at 3.30 PM on the due date in the presence of Bidders who may like to be present.

The price bids of only technically qualified parties shall be opened at a later date. Date of opening of the PRICE BIDS shall be intimated separately.



COMMERCIAL TERMS & CONDITIONS

1. The Vendor has to deposit EMD of Rs. 10,000/- (Rupees Ten Thousand only) in a separate cover. The offer without EMD will be summarily rejected. The EMD will not carry any interest. The EMD of successful vendor will be converted into security deposit. The security deposit will not carry any interest & will be refunded after successful completion of contract. The EMD of unsuccessful vendors will be refunded after award of rate contract.
2. The Vendor will be required to install one No. of photocopier machine with minimum speed of 60 copies per minute. The machine should be in good working condition. Machine will be installed in our premises at Kribhco Bhawan, Sector-1, NOIDA within 15 days of placement of Work Order alongwith operator & all required material.
3. The space & power supply will be provided free of charge by BHEL for installation and functioning of photocopier machine.
4. Maintenance of the machine will be sole responsibility of the vendor. All charges towards spares, repairs, consumables, paper and services to be included in the rates and nothing extra shall be payable for any reason whatsoever.
5. Insurance of machine/operator and other miscellaneous charges will be borne by the Vendor.
6. The rates quoted will be valid for 45 days from Due Date of opening tender. The rates should be inclusive of collection & delivery of binding material in our office. The material will be collected & delivered within one day in our office.
7. The rates quoted shall be payable for actual quantities executed. Neither any wastage allowance nor any monthly rate will be payable.
8. Rates shall be FIRM for the entire period of contract and no upwards revision will be allowed. Machine has to be operated by vendor's personnel.
9. Vendor will not be allowed to carry out any photocopy job for other customers on machine installed by them in BHEL premises.
10. The vendor shall ensure that the photocopy machine is operational on all working days. However, due to mechanical or electrical fault only one day will be permissible for repair. The penalty of Rs.500/- per day will be levied either the photocopy machine does not work or operator is absent beyond one day (i.e. 24 Hrs.).
11. Photocopy services to be made available from 9.00 AM to 5.30 PM on all working days of BHEL at Kribhco Bhawan. In case of exigencies of work, photocopy services may have to be provided even before/after office hours/on holidays for which no extra charges will be payable. However, vendor will make all out efforts to accomplish the assigned work timely. The quality of works shall be maintained for each job and BHEL personnel will have the right to accept / reject any job depending upon the quality of the job.
12. The Vendor will not have any right or claim on the premises provided for installation of the machine.



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13. The Vendor will indemnify BHEL against any loss, damage, injury etc. to their machine and equipments installed or the manpower deployed in BHEL for the entire period of the contract. The employee of the vendor will not be treated as the employee of BHEL at any time.
14. The initial contract will be for a period of one year, which may be extended for a further period of one year in case of satisfactory performance & on mutual consent. However, in case of non-compliance of any terms and conditions, the contract will be liable for termination at one week's notice with no financial repercussions on BHEL.
15. Payment will be released after completion of each month and on receipt of bills on monthly basis. Any statutory deductions/recoveries at source under the prevalent income tax/UP trade tax laws shall be applicable. For the bills submitted along with supporting vouchers and completed in all respect, the payment, inclusive of all taxes as applicable, shall be made within 20 days thro' NEFT/Cheque from the date of submission of the bills. However, no interest shall be payable for delay, if any, in making the payment.
16. The Vendor shall abide at all times by all statutory acts, labour laws, regulations, rules, minimum wages acts etc.
17. BHEL reserve the right to split the contract.
18. Criteria for evaluation of L₁ Party:
The unit rates quoted by Parties will be multiplied by total no. of copies expected in one year as furnished in 'Rate Schedule Format'. (Annexure-V) The Vendor quoting minimum Grand Total price in Annexure-'V' will be declared as L₁ Party. The rates quoted for optional items will not be considered for considering L₁ Party.
19. FORCE MAJEURE
Vendor shall not be responsible for delay in delivery/installation of the System/Equipment resulting from acts/events beyond his control provided notice of the happening of any such act/event is given by the vendor to BHEL within 15 days from the date of its occurrence.. Such acts/events shall include but not be limited to acts of God, war, floods, earthquakes, strikes, lockouts, epidemics, riots, fire, Governmental regulations affecting the delivery/installation superimposed after the date of contract etc.
20. ARBITRATION
Any question, dispute or difference arising under or out of or in connection with the Contract/Purchase Order shall be settled by Arbitration under the Indian Arbitration and Conciliation Act, 1996. The Arbitrator shall be appointed by the competent authority of BHEL.
21. JURISDICTION
The court of the place from where the Contract/Purchase Order is issued shall alone have the jurisdiction to decide any dispute arising out of or in connection with the Contract/Purchase Order.
22. SUBMISSION OF INVOICE
All Invoices shall be submitted along with specified documents in Duplicate to Centralised Administration Deptt, BHEL, Kribhco Bhawan, Sector-1, Noida.



Annexure-IV

ENQ.No. E – 1/PS-SSBG/Admn/011

ISSUE DATE : 22.10.2013

DUE ON 11.11.2013

DECLARATION IN CONNECTION WITH BAN

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

A handwritten signature in black ink, appearing to be 'Anubh' followed by a stylized flourish.

SIGNATURE OF BIDDER WITH SEAL

ANNEXURE- V**RATE SCHEDULE FORMAT**

S. No.	Job Description	Approx. copies & allied work in 1 year	Rate/ Unit (in Rs.)	Total Amount (in Rs.)
1	Single side photocopy on branded paper (JK, Modi or Century) 75 GSM including set making & reduction/ enlargement. - A4 Size	356900		
2	Back to Back photocopy on branded paper (JK, Modi or Century) 75 GSM including set making & reduction/ enlargement. - A4 Size	40500		
3	Photocopy on colour (Separator) paper 80 GSM paper (JK, Modi & Century) including set making & reduction/ enlargement.- A4 Size	500		
4	Multi colour Photostat (including set making & reduction/ enlargement) 80 GSM - A4 Size	3150		
5	Plastic Spiral Binding A4 size booklets, Top & Bottom cover of one side glazed cover sheet and both side transparency sheet - a) Upto 150 sheet	1000		
		- b) above 150 sheet	800	
6	Plastic Spico Binding A4 size booklets, Top & Bottom cover of one side glazed cover sheet and both side transparency sheet - Upto 150 sheet	1200		
7	Thermal Binding A4 size booklets, Top & Bottom cover of one side glazed cover sheet and both side transparency sheet upto 150 sheet	1100		
8	REXING Binding A-4 Size with Golden Printing upto 250 pgs Booklet	250		
9	REXING Binding A-4 Size with Golden Printing abv 250 pgs Booklet	150		
10	Photostat for Drawing/Maps - a) A2 size Paper	250		
		- b) A1 size Paper	250	
		- c) A0 Size	100	
		TOTAL - A		

OPTIONAL ITEMS				
1	Single side photocopy on branded paper (JK, Modi or Century) 75 GSM including set making & reduction/ enlargement. - A5 Size	100		
2	Back to Back photocopy on branded paper (JK, Modi or Century) 75 GSM including set making & reduction/ enlargement - A5 Size	1000		
3	Photocopy on Hard Sheet - a) A4 size	100		
4	Single side photocopy on branded paper (JK, Modi or Century) 75 GSM including set making & reduction/ enlargement. - B4 Size	150		
		- A3 Size	150	



contd - 2 -

RATE SCHEDULE FORMAT

S. No.	Job Description	Approx. copies & allied work in 1 year	Rate/ Unit (in Rs.)	Total Amount (in Rs.)
5	Back to Back photocopy on branded paper (JK, Modi or Century) 75 GSM including set making & reduction/ enlargement. - B4 Size	150		
	- A3 Size	200		
6	Lamination l/Card 3"x4"	100		
7	Multi colour Photostat (including set making & reduction/ enlargement) 80 GSM - B4 Size	100		
	- A3 Size	100		
8	Lamination A4 size Hard Sheet	100		
9	Lamination A4 size Pouch type	100		
10	Multi colour Photostat on Transparency - A4 Size	100		
11	Normal Hard binding upto 250 pages - A4 size booklet	100		
12	Normal Hard binding above 250 pages - A4 size booklet	100		
13	Plastic Spiral Binding A5 size booklets, Top & Bottom cover of one side glazed cover sheet and both side transparency sheet - a) Upto 100 sheet	100		
14	Plastic Spiral Binding A5 size booklets, Top & Bottom cover of one side glazed cover sheet and both side transparency sheet - a) Upto 200 sheet	100		
15	Plastic Spiral Binding A5 size booklets, Top & Bottom cover of one side glazed cover sheet and both side transparency sheet - a) Upto 300 sheet	100		
16	Plastic Spiral Binding A5 size booklets, Top & Bottom cover of one side glazed cover sheet and both side transparency sheet - a) Upto 400 sheet	100		



SIGNATURE OF BIDDER WITH SEAL