

“COURIER”

Project Engineering
Management

Bharat Heavy Electricals Limited
(A Govt. Of India Undertaking)



Enquiry no: PE-LPE/153 dtd 07/04/2014

Due Date: 28/04/2014 by 02:00 PM

Intimation of Open Tender Enquiry

Subject: Procurement of office chairs by BHEL, PS-PEM, Noida – Open Tender

Dear Madam/ Sir,

Quotations are Invited in two parts in sealed cover with Enquiry no., Enquiry date, Quotation due date & Time, Name/ Address of the Organisation whom submitting the offer legibly super- scribed on it, for the above- mentioned item as per specification (annex-2 & 3 enclosed) so as to reach the undersigned before 02:00 P.M. on or before the above mentioned due date.

Delivery: Within 4-6 weeks from the date of purchase order. The late delivery penalty @0.5% per week for undelivered portion and part thereof subject to a maximum of 10% (excluding service tax) of total contract value.

Payment Terms: 100% payment shall be made after supply and installation of chairs. Payment shall be made on actual measurement basis at site.

Warranty/guarantee: Two year on site comprehensive warranty/guarantee from the date of successful commissioning of system.

LD: As per clause no. 17 of enclosed Annexure-1 (Other Terms & Conditions).

Security Deposit: 10% of PO value without taxes & duties (in the form of Bank Guarantee, otherwise amount shall be withheld from supply bill) shall need to be submitted by vendor after award of contract, to BHEL/PEM to cover the due performance of Order/ Contract and to fulfil the guarantee conditions stipulated in the Order/Contract. Security deposit shall be refunded after successful completion guarantee/warranty of 2 year.

Prequalifying Requirements & Scope of Work: Enclosed as Annexure-1.

Bid submission: Inviting offers in 2- part (Part-1: Unpriced (please indicate type of tax and tax rate also in unpriced schedule) offer along with commercial terms acceptance, Part 2: Price bid as per price format -Annex-4).

All other terms & conditions shall be as per attached Annexures – 1, 2, 3 & 4.

Remarks:

- 1) Evaluation shall be done on grand total price as given in price format (Annexure-4).
- 2) Tenders and all correspondence thereof, shall be addressed to the undersigned by name & designation and sent at the **following address:**

Tender Room,
M/s Bharat Heavy Electricals Ltd.,
Project Engineering Management,
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)
Phone no. 0120-4213591

Thanking You,

नरेश चन्द्र शर्मा / Naresh Chandra Sharma
वरिष्ठ अभियंता (एम.एम.) / Sr. Engineer (MM)
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
पावर प्रोजेक्ट-परियोजना इंजीनियरिंग प्रबंधन
Power Sector-Project Engineering Management
प्लॉट नं.-25, सेक्टर-16A, नोएडा-201301
Plot No. 25, Sector-16A, Noida-201301

Yours faithfully,
For and on behalf of BHEL
N C Sharma/ Sr. Engineer/MM
BHEL PEM, Noida

Please reply to:
BHEL-PEM -Power Sector
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)

Phone: 0120-4213591, 4368711
Fax : 0120-4329055

Regd. Office:
BHEL House,
Siri Fort,
New Delhi-110049

Terms and Conditions

Scope of Work

1. Chairs as per specifications (Annexure-2 & Annexure-3) to be delivered and installed at our office PS-PEM, BHEL, Plot No 25 PPEI Building, sector 16A, Noida (UP).
2. Product should have washable fabric. Fabric colour should be approved/verified by BHEL.
3. Product should be delivered within 4-6 weeks from date of placing Purchase Order.
4. Chairs to be assembled / installed at our premises without any extra charge.
5. Vendor should provide two years onsite comprehensive warranty on product from the date of delivery. During warranty period maintenance, repair and consumables will be under scope of supplier without any charge.
6. Product delivery charges shall be included in bill.
7. Quotation should be inclusive of all taxes/charges.
8. BHEL reserves the right to reject the delivered items if not found as per specification.
9. Rate shall remain firm till the supply of items.
10. BHEL reserves the right to terminate the contract at any time without assigning any reason.

Technical PQR: Documentary evidence to be provided

1. Supplier should be OEM/authorized sales & service center/channel partner and should be able to supply spare parts etc.
2. The bidder must have experience (two years of relevant) for supplying of furniture of same nature in past and should provide the name of PSU/Govt. Offices/Companies where such work executed with relevant work order/PO.
3. The party should have sales/service center in NCR.
4. PAN card
5. Service tax / Sales tax registration certificates as applicable.
6. ITR for last 2 years.
7. No part order shall be accepted.

Evaluation Criteria

1. Evaluation shall be done on overall L-1 prices.
2. Evaluation of bid shall be done on the basis of GRAND TOTAL of mentioned in the price format.

Delivery

1. Product should be delivered within 4-6 weeks from date of placing Purchase Order.

Other Terms & Conditions

1. BID SUBMISSION

Bids shall be submitted latest by 02:00 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:

- a) Technical offer/details
- b) Commercial terms and conditions
- c) 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'.

Complete tender in all respects duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender.

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 03:00 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.
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% payment shall be made after supply and installation of chairs. Payment shall be made on actual measurement basis at site.
15. **SUBMISSION OF INVOICE**: All Invoices along with specified documents shall be submitted in triplicate, to HR Deptt. Of BHEL/PEM, BHEL, PPEI, NOIDA-201301.
16. **PRICE DISCREPENCY**:
 - (a) If, 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

Annex-1

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 up to 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 is liable to be ignored.

17. **LIQUIDATED DAMAGES:** It is clearly understood among the parties to the contract that time is the essence of the contract. Therefore, the delivery of the goods specified in the Purchase Order should be made within the stipulated delivery period. Where delivery is made after the stipulated period, the Purchaser shall be under no obligation to accept the goods. However, if accepted, Liquidated Damages at the rate of 0.5% per week of delay or part thereof shall be levied on the value of goods delayed limited to 10% (excluding taxes) of the total contract value, without prejudice to any other relief or compensation due to the Purchaser under any other condition of the Purchase Order.

18. **SECURITY DEPOSIT:** 10% of PO value without taxes & duties (in the form of Bank Guarantee, otherwise amount shall be withheld from supply bill) shall need to be submitted by vendor after award of contract, to BHEL/PEM to cover the due performance of Order/ Contract and to fulfil the guarantee conditions stipulated in the Order/Contract. Security deposit shall be refunded after successful completion guarantee/warranty of 1 year.

19. **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.

20. **STATUTORY VARIATION:**

- i) If the rates for taxes and duties in respect of the quoted materials and/ or services assumed by the Seller/ Contractor are less than the tariff prevailing at the time of tendering, Seller/ Contractor will be responsible for such under quotations. However, if

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Annex-1

the rates assumed are higher than the correct rates prevailing at the time of tendering, the difference will be to the credit of the Purchaser.

- ii) Statutory Variations in Excise Duty, Service Tax and Central Sales *Taxi* Value Added Tax only on self-manufactured items/ services rendered by vendor himself on the rates prevailing at the time of delivery/ completion in comparison to the date of offer, will be to the account of the Purchaser. No other variations such as on customs duty, exchange rate, minimum wages, prices of controlled commodities, any other input etc. shall be payable by the Purchaser.
- iii) Notwithstanding the above, where the actual completion of the supply occurs beyond the period stipulated in the Order/ Contract or any extension thereof, variations referred to above, will be limited to the rates prevailing on the dates of such agreed completion periods only. For variations after the agreed completion periods, the Seller/ Contractor alone shall bear the impact for the upward revisions and for downward revisions; purchaser shall be given the benefit of reduction in taxes/duties. This will be without prejudice to the levy of penalty for delay in delivery/completion schedule.
- iv) Any new tax structure (like Goods & Services Tax) as and when implemented by the Government shall become applicable in addition to or in lieu of existing tax structure.

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.

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BHARAT HEAVY ELECTRICALS LIMITED
POWER SECTOR – PEM – PPEI BUILDING, NOIDA

Procurement of office chairs: Specification

Base

Base Seat Size minimum 460 mm D x 480 mm W. The seat should be made up of 12mm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam. The Seat and Back are to be arrested together. The PP/PU armrest is attached to both seat and back. Chair should be tested as per standard.

Back Support

Back size shall be 640 mm H x 480 mm W. Back support should be made up of 12 mm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam. The back form is designed with contoured lumbar support for extra comfort. The back and seat shall have Moulded shell cover in shape as per the image.



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CASTORS

Specifically designed twin wheel castors having following features.

- a. Glass filled nylon.
- b. Abrasive resistant.
- c. Resistant free movement on carpets.
- d. Polypropylene base with castors

HEIGHT ADJUSTMENTS

- a. Option of manual/gas spring.
- b. Original gas spring from standard manufacturer.
- c. Using moulded polypropylene bush specially designed and engineered for total stability and resistance free movement. Stem designed to give cushion effect during seating.
- d. Chair should have gas lift

TILT MECHANISM

- a. The tilt mechanism is manufactured out of cold rolled carbon Steel sheets.
- b. Spring made out of standard grade material..
- c. Composite release levers for locking mechanism and gas height adjustment.

SURFACE COATING - Thermoset powder coating by Epoxy polyester Hybrids.

FASTNERS - High quality metal screws and high tension fasteners with good Hardness and Tensile strength

DIMENSIONS CHAIR

SEAT - 460 X 480 mm	18 x 19 inches
BACK - 640 X 480 mm	25 x 19 inches
SEAT HEIGHT – 430 mm	17 inches
OVERALL WIDTH – 530 mm	21 inches
OVERALL HEIGHT – 1060 mm	42 inches

Note : variation of +2 inch is acceptable.

The supplier should provide 2 years comprehensive on-site warranty of chairs.

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BHARAT HEAVY ELECTRICALS LIMITED
POWER SECTOR – PEM – PPEI BUILDING, NOIDA

Procurement of office chairs: Specification

Base

Base Seat Size minimum 500 mm D x 500 mm W. The seat should be made up of 12mm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam. The Seat and Back are to be arrested together. The PP/PU armrest is attached to both seat and back. Chair should be tested as per standard.

Back Support

Back size shall be 480 mm H x 500 mm W. Back support should be made up of net back. The net back is designed with contoured lumbar support for extra comfort. The back and seat shall have Moulded shell cover in shape as per the image.



Rg yj 2

CASTORS

Specifically designed twin wheel castors having following features.

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HEIGHT ADJUSTMENTS

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TILT MECHANISM

- a. The tilt mechanism is manufactured out of cold rolled carbon Steel sheets.
- b. Spring made out of standard grade material..
- c. Composite release levers for locking mechanism and gas height adjustment.

SURFACE COATING - Thermoset powder coating by Epoxy polyester Hybrids.

FASTNERS - High quality metal screws and high tension fasteners with good Hardness and Tensile strength

DIMENSIONS CHAIR

SEAT - 500 X 500 mm	20 x 20 inches
BACK - 480 X 500 mm	19 x 20 inches
SEAT HEIGHT – 450 mm	18 inches
OVERALL WIDTH – 600 mm	24 inches
OVERALL HEIGHT – 900 mm	35 inches

Note : variation of +2 inch is acceptable.

The supplier should provide 2 years comprehensive on-site warranty of chairs.

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