

Project Engineering
Management

BHARAT HEAVY ELECTRICALS LTD.
(A Govt. Of India Undertaking)
PURCHASE ENQUIRY



REF :	PE-LPE/108
REF. DATE	18/06/2013
DUE DATE	10/07/2013

To,

Dear Madam/Sir,

Subject: Two year Rate Contract for Photocopy Works at PPEI Building PEM Noida

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:

The party has to provide Four Heavy duty Digital Photocopying Machines, toner and trained operators at our office. The machines will be installed at four locations of PEM which will be notified at the time of installation. For other details please refer tender document (Annexure A)

PAYMENT TERMS

100% Payment shall be released within one month (Maximum) period, subject to the bills are in order. The request for payment along with the bills, as per the meter readings of the machines vis a vis paper supplied, verified by concerned department, is to be submitted to Sr. DGM/HR by first week of every month, indicating item wise break-up of the work specified in the contract/carried out during a particular period. Other terms and conditions shall be as per tender document. (Annexure A)

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:

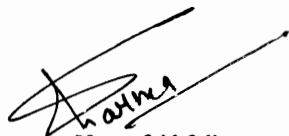
The bid shall be submitted to the Tender room by 2 PM on due date, the bid shall be opened on the same day at 3 PM. in the presence of bidder's representatives

if so present at the time of bid opening. Bids should be submitted alongwith EMD in two parts in separate envelope. EMD should be included in part-I envelope.

Prices to be filled strictly as per price format annex-B. Without EMD your bid shall not be considered.

Enclosure: 1) Terms & Conditions as per Annex-A 2) Price format as per annex-B 3) Price discrepancy clause as per annex. no.- C

Thanking You,


Yours faithfully,
For and on behalf of BHEL

Engineer/mm
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

**BHARAT HEAVY ELECTRICALS LIMITED
POWER SECTOR – PEM, PPEI BUILDING
SECTOR 16 A, NOIDA - 201301**



**TENDER DOCUMENTS
FOR
RATE CONTRACT FOR PHOTOCOPYING WORKS**

Tender Ref. No.: PW/PE/HR/MM: RC

Dt. 18/06/13

CONTENTS

1. Terms & Conditions : Annexure "A"
2. Price Format : Annexure "B"

Last date for Submission: 10/07/2013

Terms & Conditions

Annexure-A

Technical Specifications:

1. Four heavy Duty Digital Photocopying machines.
2. Machines should not be more than 2 years old.
3. They should be in good working conditions.
4. Trained Operators should be Qualified and able to read and write the basic numbers and small sentences in Hindi or English.

PQR:

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

Scope of work:

1. The party has to provide Four Heavy duty Digital Photocopying Machines, toner and trained operators at our office.
2. The machines will be installed at four locations of PEM which will be notified at the time of installation.
3. An average of 2, 00,000 (two lakhs) copies per machine per month are estimated.
4. Party has to provide operators for each machine from 09:00 AM to 06:30 PM daily. The services of the operators should also to be provided after 06:30 PM and in holidays, as and when required.
5. BHEL will provide the space, electricity and the papers only.
6. Party must have sufficient numbers of photocopy machines to provide as standby, in case of failure of installed machines. Party must have sufficient numbers of skilled workers, supervisors and staff for smooth running of the photocopying works.

Evaluation Criteria: The evaluation of the bids shall be done on the basis of total of weighted quantity with the following ratio:

- a) A4 size : 90%
- b) A3 size : 10%
- c) Single side: 80%
- d) Back to back: 20%

For further details please refer price format/enquiry.

Bid Validity

The bid shall remain valid for a period of three months from the date of opening of offers.

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Submission of Bids

- Bidders shall give acceptance of the Terms & Conditions enclosed with this enquiry and as token of their acceptance, sign these terms and conditions and attach with the bid.
- Bidders need to submit their offers only if all the terms and conditions are acceptable to them. If the offer has been submitted, any deviations to the terms and conditions taken by the bidder shall be ignored.
- The Bid shall be submitted in sealed envelope, super-scribing on the top of the envelope enquiry no. and date, by the due date and time.

Opening of bids

The bid shall be submitted to the undersigned by **2 PM on due date, the bid shall be opened on the same day at 3 PM.** in the presence of bidder's representatives if so present at the time of bid opening.

BHEL reserves the right to accept / reject any or all bids without assigning any reasons without any financial liability whatsoever.

Price discrepancy clause shall be applicable as per attached annex. no. AA: MM: WF dtd 03.08.12.

Earnest Money Deposit

1. Bidders are required to remit Earnest Money Deposit of Rs 60000.00 in the form of DD / Pay Order payable in favour of "M/s BHEL" on any scheduled bank at New Delhi. **No interest shall be payable by BHEL on EMD amount.** The EMD shall be forfeited in case of:
 - a. After opening the tender, the bidder revokes his tender within the validity period or increases his earlier quoted rates.
 - b. The bidder does not commence the work within the period as per contract.
2. The EMD will be refunded to the unsuccessful bidders within fifteen days of acceptance of award of work by the successful bidder(s). However, the EMD of successful bidder(s) will be kept as a deposit till the end of the contract period.

Terms and conditions - Other than normal terms and conditions):

A. Payment

1. The request for payment along with the bills, as per the meter readings of the machines vis a vis paper supplied, verified by concerned department, is to be submitted to Sr. DGM/HR by first week of every month, indicating item wise break-up of the work specified in the contract/carried out during a particular period.

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2. 100% Payment shall be released within one month (Maximum) period, subject to the bills are in order.
3. Any statutory deductions, including TDS, shall be made by BHEL from the claimed amount.
4. Bill should have annexure of the readings verified by the BHEL Staff.
5. The meter reading section should be sealed, so that meter is not tempered.
6. The bill should carry the statement of certification - "the meter readings are actual and it has not been tempered."
7. Procedures introduced from time to time for smooth functioning of photocopy work to be followed including the entries of job done.

B. Penalty for Services

1. If the party fails to perform and provide satisfactory services during the contract period, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as penalty @ Rs 500/- per day per machine
2. Once the maximum deduction of Rs 60,000/- is reached, the purchaser will terminate the contract and deposit money will be forfeited.
3. If party fails to replace the non-working Photocopy Machine within 3 days, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as penalty @ Rs 2000/- per day per machine

C. Termination of the Contract

The purchaser may, without prejudice to any other remedy for breach of the contract, by written notice to the supplier, terminate the contract in whole or in part,

- a) If the party fails to execute the contract by the date specified in the order or within any extension thereof granted by the purchaser.
- b) If the party fails to perform any other obligation(s) under the contract.
- c) If the party, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in executing the contract.

D. Special conditions

1. All risks of loss or damage to physical property and of personal injury and death, which arise during/in consequence of the performance of the contract, other than expected risks, are the responsibility of the contractor.
2. The employees of the contractor in no case will be treated as the employee of the BHEL at any point of time.
3. The contractor/supplier shall abide at all times by all labour laws, regulations, rules, acts etc.

Signature
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Contract Period

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

Resolution of Disputes

- The purchaser and the supplier shall make every effort to resolve any disagreement or dispute, arising between them under or in connection with the contract, amicably by direct negotiation.
- Any dispute is subject to the jurisdiction of the Delhi courts only.

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Annexure-B

PRICE FORMAT FOR PHOTOCOPYING WORK

For Heavy Duty Digital Photocopier

Sl No.	Description of work	Quantity	Rate per Copy (without paper) Rs.	Taxes, if any	Total (Rs.)
	Photocopy work on 75 GSM white plain paper				
1	A3 size single side	Per copy			
2	A3 size back to back	Per copy			
3	A4 size single side	Per copy			
4	A4 size back to back	Per copy			

Note: The evaluation of the bids shall be done on the basis of total of weighted quantity with the following ratio:

- a) A4 size : 90%
- b) A3 size : 10%
- c) Single side: 80%
- d) Back to back: 20%

Taxes if not specified separately, prices will be considered inclusive only.

The above rate for Heavy Duty Digital Photocopier:

Model: _____

Make: _____

Signature and seal of the firm



- Annex - C
- (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 by 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 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 is liable to be ignored.