



ENQUIRY
(INDIGENOUS)

BHARAT HEAVY ELECTRICALS LIMITED

(A Government of India Undertaking)
HIGH PRESSURE BOILER PLANT
PURCHASE DEPARTMENT - Fossil Boilers
THIRUCHIRAPALLI - 620014
TAMILNADU (INDIA)

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PHONE : 2577645
GRAMS : BHARATELEC
FAX NO: 2520719
E-mail: sdharma@bheltry.co.in
Web:

	Enquiry No 2650700017	Enquiry Date 11.06.2007	Due Date for Quotation 21.07.2007
Please quote Enquiry No, Date and due date in all correspondences. This is only a request for quotation and not an order			

Item	Description	Unit	Quantity	Delivery Quantity	Schedule Date
10	PROCUREMENT OF PLAIN / DIGITAL TYPE PAPER COPIER UNDER OUTRIGHT PURCHASE BASIS / UNDER OPERATING LEASE BASIS Desk Top Copier (27 NOS)	AU	1.000	1.00	30.07.07
20	Desk Top Copier with ADF (4 NOS)	AU	1.000	1.00	30.07.07
30	Desk Top Copier with ADF, Sorter, Duplex (1 NO)	AU	1.000	1.00	30.07.07
40	Heavy Duty Copier (9 NOS)	AU	1.000	1.00	30.07.07
50	HEAVY DUTY COPIER WITH SORTER, FINISHER AND PC CONNECTIVITY. (2 NOS)	AU	1.000	1.00	30.07.07

ANNEXURE I
TECHNICAL SPECIFICATION FOR ITEM
SL.NOS.10,20,30,40,50(5PAGES)
ANNEXURE II
(a) TERMS&CONDITIONS FOR COPIERS UNDER OPERATING LEASE
(B) TERMS&CONDITIONS FOR COPIERS UNDER OUTRIGHT PURCHASE
(c) COMMERCIAL TERMS&CONDITIONS
(d) EMD DETAILS
ANNEXURE III
(a) PRICE FORMAT FOR OPERATING LEASE
(b) PRICE FORMAT FOR OUTRIGHT PURCHASE

General Note:

OFFER SHALL BE SUBMITTED IN THREE PARTS BID SYSTEM AS PER THE ANNEXURE ENCLOSED.

Enclosures:

"LD clause has to be confirmed without fail."

The offers should reach us before the time of opening of tenders.
The offers will be opened at 14:30 hours on the due date in the presence of the tenderers who may like to be present.
Late tenders are liable to be rejected.

Yours faithfully,
For BHARAT HEAVY ELECTRICALS LIMITED


+ MANAGER / PURCHASE
(Fossil Boilers)

**ANNEXURE - I TECHNICAL SPECIFICATION
ENQUIRY NO 2650700017 dt 11/06/07**

Sl.No.	Description	BHEL Requirements	Vendor's Confirmation / Comments
ITEM: 10. Plain Paper Copier without ADF with the following features:(QTY- 27Nos)			
1	Model	Desk top	
2	Copying speed	Minimum 20 copies per minute	
		Copy speed A4	
		Copy speed A3	
3	Copy Resolution	600 dpi x 600 dpi	
4	Paper Input Capacity	250 Sheets x 1Cassette, 100 sheets bypass tray	
5	No. of copies handled	Approx. 25000 copies per Quarter	
6	Minimum no. of copies per day copied	500 to 2000 copies	
7	Continuous Operation	2 Hours	
8	Facility	Enlargement & Reduction (25% to 200% in step 1%)	
9	Locking arrangement	Electronic Lock	
10	Multiple Copying	1-999	
11	Drum Type	OPC	

(1)

**ANNEXURE - I TECHNICAL SPECIFICATION
ENQUIRY NO 2650700017 dt 11/06/07**

Sl.No	Description	BHEL Requirements	Vendor's Confirmation / Comments
ITEM: 20. Plain Paper Copier with ADF & with the following features:(QTY- 4 Nos)			
1	Model	Desk top	
2	ADF	ADF Facility	
3	Copying speed	Minimum 20 copies per minute	
		Copy speed A4	
		Copy speed A3	
4	Copy Resolution	600 dpi x 600 dpi	
5	Paper Input Capacity	250 Sheets x 1Cassette, 100 sheets bypass tray	
6	No of Copies handled	Approx. 50000 copies per Quarter	
7	Minimum number of copies per dayCopied	500 - 2000 copies	
8	Continuous Operation	2 hours	
9	Facility	Enlargement & Reduction (25% to 200% in step 1%)	
10	Locking arrangement	Electronic Lock	
11	Multiple Copying	1-999	
12	Drum Type	OPC	

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ANNEXURE - I TECHNICAL SPECIFICATION
ENQUIRY NO 2650700017 dt 11/06/07

Sl.No	Description	BHEL Requirements	Vendor's Confirmation / Comments
ITEM: 30. Digital Type Plain Paper Copier with RADF, Sorter, Finisher, Computer Interface & with the following features: (QTY- 1No_)			
1	Model	Desk top	
2	RADF Facility	RADF Facility with 100 sheets originals, capable of scanning both sides of the original automatically	
3	ADU	Automatic Duplex Unit for Duplex copying and printing	
4	Copying speed	Minimum 20 copies per minute	
		Copy speed A4	
		Copy speed A3	
5	Copy Resolution	600 dpi x 600 dpi	
6	Print Resolution	2400 dpi x 600 dpi	
7	Paper Input Capacity	550 Sheets x 2 Cassette, 100 sheets bypass tray	
8	No of Copies handled	Approx. 50000 copies per Quarter	
9	Minimum number of copies per day Copied	500 - 2000 copies	
10	Continuous Operation	2 hours	
11	Facility	Enlargement & Reduction (25% to 200% in step 1%)	
12	Locking arrangement	Electronic Lock	
13	Multiple Copying	1-999	
14	Drum Type	OPC	
15	Sorting	Electronic Sorting & Magazine Sorting	
16	Finisher	No.of Sheets - 50 minimum - multi position	
17	Computer Interface	Networking	
18	Hard Disk	40 GB	
19	Memory	256 MB	
20	Trolley Stand	Built in	

ANNEXURE - I TECHNICAL SPECIFICATION
ENQUIRY NO 2650700017 dt 11/06/07

Sl.No	Description	BHEL Requirements	Vendor's Confirmation / Comments
ITEM: 40. Heavy Duty Plain Paper Copier with ADF and with the following features:(QTY - 9Nos)			
1	Model	Heavy Duty	
2	ADF Facility	ADF Facility	
3	Copying speed	Minimum 35 copies per minute	
		Copy speed A4	
		Copy speed A3	
4	Copy Resolution	600 dpi x 600 dpi	
5	Paper Input Capacity	550 Sheets x 2 Cassette, 100 sheets bypass tray	
6	No of Copies handled	Approx. 75000 copies per Quarter	
7	Minimum number of copies per day Copied	2000 - 3000 Copies	
8	Continuous Operation	3 hours	
9	Facility	Enlargement & Reduction (25% to 200% in step 1%)	
10	Locking arrangement	Electronic Lock	
11	Multiple Copying	1-999	
12	Drum Type	OPC	

**ANNEXURE - I TECHNICAL SPECIFICATION
ENQUIRY NO 2650700017 dt 11/06/07**

SI.No	Description	BHEL Requirements	Vendor's Confirmation / Comments
ITEM: 50. Digital Type Heavy Duty Plain Paper Copier with RADF, Sorter, Computer Interface & with the following features:(QTY- 2 Nos)			
1	Model	Heavy Duty	
2	RADF Facility	RADF Facility with 100 sheets originals, capable of scanning both sides of the original automatically	
3	ADU	Automatic Duplex Unit for Duplex copying and printing	
4	Copying speed	Minimum 35 copies per minute	
		Copy speed A4	
		Copy speed A3	
5	Copy Resolution	600 dpi x 600 dpi	
6	Print Resolution	2400 dpi x 600 dpi	
7	Paper Input Capacity	550 Sheets x 2 Cassette, 100 sheets bypass tray	
8	No of Copies handled	Approx. 75000 copies per Quarter	
9	Minimum number of copies per day Copied	2000 - 3000 Copies	
10	Continuous Operation	3 hours	
11	Facility	Enlargement & Reduction (25% to 200% in step 1%)	
12	Locking arrangement	Electronic Lock	
13	Multiple Copying	1-999	
14	Drum Type	OPC	
15	Sorting	Electronic Sorting & Magazine Sorting	
16	Finisher	No.of Sheets - 50 minimum - multi position	
17	Computer Interface	Networking	
18	Hard Disk	40 GB	
19	Memory	256 MB	
20	Trolley Stand	Built in	

ANNEXURE – II (a)

ENQ NO: 2650700017 dt 11/06/07

TERMS AND CONDITIONS FOR COPIERS UNDER OPERATING LEASE

1. Vendors are requested to submit offer for supply of copiers as per specification enclosed for a lease period of 5 Years.
2. The vendor shall quote for all the 5 models given in the enquiry.
3. Vendors shall quote separately the Rental charge (per quarter) and the per copy rate (for consumables) as per enclosed format.
4. The quoted amount shall include transportation, installation and commissioning of the copier at BHEL, Trichy.
5. The Insurance charges for the Lease period shall be borne by the Vender.
6. Income tax depreciation benefit accrues to the vendor.
7. Transportation and other related costs if any, for taking back the copier at the end of Lease period shall be borne by the Vendor.
8. 1% on the monthly meter reading will be reduced towards wastage while calculating number of copies for payment.
9. The Rental charge and the per copy rate will remain fixed during the lease period.
10. The Lease Rentals will be paid in arrears at the end of every quarter. Invoice for each quarter (3 months) will be submitted at the end of the quarter.
11. The Lease rental invoices shall have to be certified by the User Department's representative for payment.
12. Payment will be made after 45 to 60 days from the date of submission of invoice duly certified by the User Department's representative.
12. The first Lease rental invoice shall be raised after completion of 3 months from the date of installation and commissioning of the copier at the designated location in BHEL, Trichy. The installation and commissioning certificate shall be jointly signed by the User Department's representative and the Vendor's representative.
13. The vendor should be having a full – fledged Company Service facility in Tiruchy. The address of the service center shall be clearly mentioned in the offer.
14. Any problem referred by the User Department shall be attended to within 24 hours from the time of call. The Vendor should confirm to maintain sufficient stock of spares & consumables at their Trichy Service Center.

15. The vendor shall ensure 100% availability of the copier. In case the copier under break – down is not put back to operation in 2 working days 50% of the monthly rental charges will be deducted, and if the break – down exceeds 5 working days, 100% of the monthly rental charges would be deducted. In case the break – down exceeds 10 working days BHEL reserves the right to cancel the contract for that particular Copier and would make alternate arrangement, and all charges will be deducted from vendors bills.

16. If the operation of the machine is not satisfactory (Due to more wastage of paper, poor quality of copies/prints, wastage of paper due to misfeed) it has to be replaced within 3 days.

17. We have requested for submission of offer under out right purchase and/or operating lease for 5 years. BHEL reserves the right to choose any of the option, beneficial to BHEL. For the purpose of comparative analysis, the number of copies for each model will be considered as given in the respective specifications. The discounting rate of 8.85% per annum will be used for calculations.

18. The vendor shall execute a Contract Execution Bank Guarantee for 10% of the PO value with a validity for 5 years from the date of installation for fulfilling the maintenance service.

We confirm acceptance to all the above terms and conditions.

Signature:

Name :

Company Name & Address:

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ANNEXURE – II (b)

ENO NO: 2650700017 dt 11/06/07

TERMS AND CONDITIONS FOR COPIERS UNDER OUTRIGHT PURCHASE

1. Vendors are requested to submit offer price for supply of copiers as per specification enclosed.
2. The vendor should quote for all the 5 models given in the enquiry.
3. The vendors should indicate their best possible warranty period.
4. The vendor should submit the best possible comprehensive AMC per year covering the spares and services. The approximate quantum of copying indicated in the tender for each type of copier as per enclosed format.
5. The vendor shall continue to fill consumables like toner etc. through out maintenance period for which they shall quote separately the per copy rate for filling consumables. Operator, stationary and electricity are to BHEL's account.
6. The quoted price shall include transportation, installation and commissioning of the copier at BHEL, Trichy.
7. Quotes should be made for Sl.nos 1,4 and 5 above. Offers will be rejected in case any one of Sl. Nos. 4 or 5 is not quoted.
8. 1% on the monthly meter reading will be reduced towards wastage while calculating number of copies for payment.
9. The bills are payable within 45-60 days of submission of invoice. The supply invoice shall be raised on installation and commissioning of the copier at the designated location in BHEL, Trichy. The installation and commissioning certificate shall be jointly signed by the User Department's representative and the Vendor's representative. The AMC charges stated in Sl no.4 will be settled annually in arrears. The per copy rates for consumables stated in Sl. No.5 will be settled quarterly in arrears, wherein the number of copies will be certified by the user department.
10. The vendor should be having a full – fledged Company Service facility in Tiruchy. The address of the service center shall be clearly mentioned in the offer.
11. Any problem referred by the User Department shall be attended to within 24 hours from the time of call. The Vendor should confirm to maintain sufficient stock of spares & consumables at their Trichy Service Center.
12. The vender shall ensure 100% availability of the copier. In case the copier under break – down is not put back to operation in 2 working days 50% of the monthly AMC charges will be deducted, and if the break – down exceeds 5 working days, 100% of the monthly AMC charges would be deducted. In case the break – down exceeds 10 working days BHEL reserves the right to cancel the contract for that particular Copier and would make alternate arrangement, and all charges will be deducted from vendors AMC bills.

13. We have requested for submission of offer under out right purchase and/or operating lease and rental for 5years. BHEL reserves the right to choose any of the option, beneficial to BHEL. For the purpose of comparative analysis, the number of copies for each model will be considered as given in the respective specifications. The discounting rate of 8.85% per annum will be used for calculations.
14. The vendor shall execute a Contract Execution Bank Guarantee for 10% of the PO value with a validity for 5 years from the date of installation for fulfilling the maintenance service.

We confirm acceptance to all the above terms and conditions.

Signature:

Name :

Company Name& Address:

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CAPITAL PURCHASE

COMMERCIAL TERMS AND CONDITIONS

Annexure II (c) to Enquiry no: 2650700017 DT 11/06/07

1.0 QUOTATIONS

The Bidders shall submit the offer in **THREE INNER ENVELOPES** as indicated below which shall be sealed in one outer envelope.

Envelope I : This sealed envelope should contain the required **EMD** amount of **Rs.2 lakhs**

Envelope II : This sealed envelope should contain all the copies of technical bid together with un-priced commercial bid. This envelope should be clearly marked "**Part II - Technical and commercial bid**", indicating Enquiry No., Due Date and Address & Reference of the Bidder.

Envelope III : This sealed envelope should contain **price details**. This envelope should be clearly marked "**Part III - Price bid**", indicating Enquiry No., Due Date and Address & Reference of the Bidder.

All the three envelopes (Part I,II & III) shall be put in one cover, duly sealed, super scribing as Part I ,Part II and Part III of Enquiry No., due date of opening and the address and reference of the Bidder.

The above offer should reach this office on or before the due date (mentioned in the enquiry) by 14.00 Hrs (IST). Late offers will not be considered.

Tender should not be addressed to any Individual's name but only by designation to:

**SENIOR MANAGER / CAPITAL PURCHASE / MM / MFG
BHARAT HEAVY ELECTRICALS LIMITED
HIGH PRESSURE BOILER PLANT
TIRUCHIRAPALLI - 620 014
TAMIL NADU, INDIA**

Tenders should be free from **CORRECTION AND ERASURES**, Corrections if any, must be attested. All amount shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.

Offers should be in **ENGLISH** and accompanied by detailed technical literature, catalogue and detailed dimensional drawings in **ENGLISH** or otherwise, the offers will not be considered.

2.0 PART I (TECHNICAL & COMMERCIAL BID)

2.1 Technical

This part shall include / indicate the following :

- 2.1.1. Offer should contain complete scope of supply with all technical details, specifications, delivery and other commercial terms and conditions.
- 2.1.2. Point by point confirmation for the Technical Specification enclosed to be provided. if there are any deviation, the same should be clearly specified. Offers received without confirmation to our specification will be liable for rejection.
- 2.1.3. List of customers to whom same or similar equipment have been supplied along with performance certificates to be enclosed.
- 2.1.4. Relevant catalogues to be attached
- 2.1.5. Information on shipping weight and cubage (length, width & height) to be provided.

2.2 Commercial

This part shall include / indicate the following :

- 2.2.1. Station of despatch
- 2.2.2. Terms of payment
- 2.2.3. Taxes & duties applicable.
- 2.2.4. Delivery Schedule
- 2.2.5. Offer validity
- 2.2.6. A copy of "Un-Priced Part III" i.e., a copy of the Price Bid **without the price details** to be enclosed.

Contd...2..

3.0 **PART III (PRICE- BID)**

This part should contain the schedule of price particulars and to be co-related to the technical details provided in Part II.

4.0 **OPENING OF TENDERS**

The part I – EMD would be opened on the tender opening date and if EMD is not furnished the offer will be rejected.

The Part II- Technical & commercial bid would be opened on the Tender opening date.

The Part III - Price bid of Technically suitable Bidders alone would be opened. The Technically suitable Bidders would be informed about the tender opening date.

Clarifications if any required by BHEL for Technical evaluation would be sought from Bidders before opening of Part III - price bid.

5.0 **GENERAL**

5.1. Incomplete offers will not be considered.

5.2. **Fixed price:** Prices quoted by the bidder shall be fixed and not subject to any escalation whatsoever during the period of bid validity and execution of the Purchase Order. A bid submitted with an adjustable price will be treated as non - responsive and rejected. Prices shall be written in words and figures. In the event of difference, the price in words shall be valid and binding. Unit prices shall be considered correct in the event of any discrepancy with regard to total price.

5.3. **Bid currency:** Bidders should submit the prices only in Indian Rupees.

5.4. **Terms of Delivery:** Bidders are required to quote their best delivery period.

5.5. **Taxes and Duties :** All Taxes and Duties payable as extra to the quoted price should be specifically stated in offers along with CST & TIN No / Tariff No. etc., failing which the purchaser will not be liable for payment of such Taxes and Duties. Our TNGST NO: 3560005 TIN No.33243560005 C.S.T. No. 239383 dt. 11-06-1991.

5.6. **Validity :** The offers shall be kept open for acceptance for **120 days (one hundred and twenty days)** from the date of opening of the tender (Part I).

5.7. **Terms of Payment & other commercial terms as per Annexure II (a)&(b)**

5.8. **Risk Purchase:** Alternatively the purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the Purchaser may sustain by reason of such risk purchase.

5.9. BHEL shall be at liberty to reject or accept any tender, part or in full, at their own discretion and any such action is not liable for any question or claim against BHEL.

5.10 **Earnest Money Deposit** shall be payable as per the instructions furnished in the **Annexure II (d)**. Otherwise the offer will be rejected

For any queries / clarifications the bidders may contact us through our Phone No: 0431 25277645 ; FAX NO. +91 431 2520719 or through e-mail sdharma@bheltry.co.in

Annexure II-(d)

Enquiry no 2650700017 Dt 11/06/07

EARNEST MONEY DEPOSIT

Earnest Money is to be paid by the Tenderer either in Cash (as permissible under Income Tax Act), Pay Order (or) Demand Draft drawn in favour of Bharat Heavy Electricals Ltd, Tiruchirapalli payable at Tiruchirapalli.

EMD by the Tenderer will be forfeited as per Tender Documents if

- 1) After opening the Tender, the Tenderer revokes his Tender within the validity period or increases his earlier quoted rates
- 2) The Tenderer does not commence the work within the period as per LOI/Contract. In case the LOI/Contract is silent in this regard then within 15 days after award of the Contract.

EMD given by all unsuccessful Tenderers shall be refunded normally within 15 days of acceptance of award of work by the successful Tenderer.

EMD shall not carry any interest.

ANNEXURE - III (a) PRICE FORMAT FOR OPERATING LEASE
 ENQUIRY NO 2650700017 dt 11/06/07

Sl. No.	BHEL Requirements	Vendor to Quote / Confirm				
		Plain Paper Copier without ADF	Plain Paper Copier with ADF	Digital Type Plain Paper Copier with ADF, Sorter & Computer	Heavy Duty Plain Paper Copier	Digital Type Heavy Duty Copier with ADF, Sorter, Finisher & Computer Connectivity
	Qty	27 Nos.	4 Nos.	1 No.	9 Nos.	2 Nos
1	Period of Rental (Lease Period)	5 Years	5 Years	5 Years	5 Years	5 Years
2	Operating lease rental charge per Quarter(3 months) per copier					
3	Charge per copy (per copy rate for consumables like toners etc)					

NOTE :-

- 1 Rental charges indicated in Sl.No.2 shall include,comprehensive AMC, all taxes and duties
- 2 Per copy rate indicated in Sl no 3 is excluding Paper, Electricity and Operator.
- 3 All copiers must be brand new machines
- 4 Quotations should be given for all the rows and columns in the table given above

**ANNEXURE - III (b) PRICE FORMAT FOR OUTRIGHT PURCHASE
ENQUIRY NO 2650700017 dt 11/06/07**

Sl. No.	BHEL Requirements	Vendor to Quote / Confirm				
		Plain Paper Copier without ADF	Plain Paper Copier with ADF	Digital Type Plain Paper Copier with ADF, Sorter & Computer Connectivity	Heavy Duty Plain Paper Copier	Digital Type Heavy Duty Copier with ADF, Sorter, Finisher & Computer Connectivity
	Qty	27 Nos.	4 Nos.	1 No.	9 Nos.	2 Nos
1	Outright Purchase Price (per copier)					
2	Warranty period for the copier (for spares replacement)					
3	AMC charges per annum (per copier)					
4	Charges per copy (for filling consumables like toners etc)					

NOTE:-

- 1 AMC indicated in Sl. No 3 is Comprehensive - including spares and services beyond warranty period mentioned in Slno 2 above up to 5 years
- 2 Charges per copy indicated in Sl no 4 above shall be same rate as indicated in the operating lease rental option Sl no 3.
- 3 Quotations should be given for all the rows and columns in the table given above.

