



**TENDER DOCUMENTS**

FOR

**SUPPLY OF NEW YEAR GIFT FOR BHEL EMPLOYEES**

Broad category of Items but not limited to:- Kitchen appliances / Utensils/  
Rechargeable Emergency light, Bed sheets, Carpets, Bags, Electrical Appliances etc.)

**TENDER ENQUIRY No: BHEL /HYD/PUR/CMM/NYG/2014 DATED: 23.09.2013**

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Last date for submission of sealed tenders

:

Date of opening the tender (Techno commercial) :

**IV Venue for opening of Tender**

Vendor Complex  
BHEL RC Puram,  
Hyderabad-32.

**Sr.Manager/PUR (CMM)**

## TECHNICAL & COMMERCIAL BID - PART "A"

### (A) Scope of Supply

Bharat Heavy Electricals Ltd. (A Govt. of India Undertaking) Unit: RC.Puram , Hyderabad require approximately 5715 Nos. Gift items as per the under-mentioned scope of supply for distribution to its employees at RC Puram, Hyderabad. Sealed Offers in Two Part Bid system are invited to reach in the office of the undersigned by **11.00** hours on or before **18.10.2013** . The Techno-commercial bids will be opened on the same day at **14.30 Hrs.**

Sl. No.	Description
1.	5715 Nos. New Year Gift item(s) in the category of but not limited to:- Kitchen appliances / Utensils/ Rechargeable Emergency light, Bed sheets, Carpets, Bags, Electrical Appliances etc. costing maximum Rs. 1000/- per gift pack (inclusive of all taxes & freight, delivery charges etc. at BHEL, R.C. Puram Hyderabad)
2.	<p>IMPORTANT INSTRUCTIONS: for Submitting Techno commercial Bid &amp; Processing of Tender</p> <ol style="list-style-type: none"><li>1. Bidders can offer any item in the above category. They can also bundle more than one item in this category as a Package</li><li>2. Any bidder can offer maximum three alternatives as a single item or package and quote his prices accordingly in separate sealed covers (i.e Technical Bid and Price bid separately for each of the three alternative items) as per the price format enclosed with the tender enquiry.</li><li>3. The vendors have to submit the "tender sample" for each of the Alternative(s) of his offering for display and acceptance by the Committee along with the Technical Bid only. The MRP (price tag) should not be put on <u>the box of</u> "tender sample(s) "</li><li>4. The cost of each offered alternative should be maximum Rs. 1000/- inclusive of all taxes &amp; freight/ packing &amp; forwarding charges etc.as delivered to BHEL, RC Puram , Hyderabad.</li><li>5. Vendors must go through all the Annexures before submitting their bid and submit the details in enclosed Annexures-B,C&amp;D.</li><li>6. The prices must be Quoted in the enclosed Annexure-A Price Format (Price Bid Part-B) only.</li><li>7. Quoted Rates shall remain FIRM till the supply is completed.</li><li>8. Offers should be submitted in Two Parts bid manner for maximum of three samples as described in Clause-"D" - Procedure for submission of sealed tenders.</li><li>9. The successful vendor will have to deliver the ordered gift items latest by 25.12.2013. It is to be noted that Time is the essence of the Contract.</li></ol>

## **(B) General Terms and Conditions**

1. The duly completed tender shall be submitted along with a non-refundable tender cost of Rs.1000/- (Rupees One thousand only) payable by way of Demand Draft drawn on any Nationalized Bank, in favour of Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad 502032. D.D. is to be enclosed with the Technical Bid only. Tenders received without the Demand Draft of specified amount will be summarily rejected.
2. All bidders to note that the process for procurement of gift is primarily a 'sample' based procurement. Such procurement also involves selection based on various indeterminable parameters by a committee constituted by BHEL.
3. All the 'tender samples' received shall be reviewed for selection/ shortlisted by the committee. The committee will shortlist maximum five 'tender samples' and will be tagged as "Priority One", Priority Two" and so on. For price bid opening procedure, please refer "Clause-E : Bid Opening".
4. The upper price limit of the offered 'gift item (s) is Rs. 1000/- inclusive of all taxes and FOR delivery at BHEL R.C.Puram Hyderabad.
5. The supplier shall have to make unconditional replacements for any damage/defects reported by BHEL during the guarantee period.
6. The offer shall remain valid for 90 days from the due date of opening of Price Bid. The price quoted shall remain firm till completion of supply. BHEL shall place order within the validity period.
7. Offers received after specified **time** and date shall be summarily rejected.
8. Rates shall be quoted in the enclosed Price Format only.
9. Bid should be free from correction and erasers. Corrections, if any, must be counter-signed. and for difference between all inclusive rate in words and figures, higher value(s) will be considered for evaluation and lower values will be considered for ordering.
10. BHEL reserves the right to increase or decrease the Order quantity by plus or minus 10% as per our actual requirement.
11. The sample of the offered item(s) (tender sample) shall be submitted along-with sealed tenders. The 'tender sample' shall be marked with permanent marker, with the following details, by the vendor.
  1. Name of supplier
  2. Tender No.
  3. Brief Description of Item(s)

12. Vendor to clearly indicate in his offer for each alternative the time required in number of weeks from the date of PO/LOI in order to complete the supplies which in any case should not exceed 25.12.2013.
13. The gift Items will be supplied strictly as per the 'tender sample' submitted and specifications mentioned in the offer. If the supplied item(s) are found of inferior quality or not as per the approved tender sample the same will be rejected. A certificate duly endorsed by BHEL accepting authority shall be required along-with bill to the effect that the items supplied are as per 'tender sample' and manufacturer's specification for release of payment
14. The Gift item(s) (Bundle) will be supplied in good quality packing.
15. Delivery of the Items shall be made on FOR basis to BHEL at Ramachandrapuram, Hyderabad. The consignee details will be given prior to supply to the successful bidder.
16. If any information given by the bidder is found to be incorrect at later stage, BHEL reserves the right to reject the bid submitted by bidder / cancel the award of order.
17. The procedure for submission of tender shall be as indicated in Clause 'D'.
18. Tender Documents Duly filled and complete in all respects, along with the sample to be sent either by registered post/parcel or may be submitted personally (by hand) in the office of Sr.Manager/Purchase/CMM, 4th Floor BHEL Admn. Bldg, Ramachandrapuam, Hyderabad 502032 between 9.00 AM to 4.00 PM on any working day till the due date.

Sr.Manager/PUR (CMM)

**(C) Pre-qualifying Criteria ( PQ)**

The pre-qualification criteria (PQ) for the vendors for supply of New Year Gift item(s)\_will be as follows:

Sl. No.	Qualifying Requirement	Documents to be submitted in support of proof
a.	The average annual turnover of the vendor during the last 3 Financial years ending 31 <sup>st</sup> March 2013 should be at least Rs.10 Lacs.	Copies of audited balance sheet/profit & loss account for the last three years.
b.	The vendors should be resourceful and capable, having experience in manufacturing/supply & execution of similar contracts for supply of gift/utility items in the category of but not limited to:- Kitchen appliances / Utensils/ Rechargeable Emergency light, Bed sheets, Carpets, Bags, Electrical Appliances etc and they should have executed the orders for supply of similar gift items for reputed PSUs & Government departments or Institutions. They should submit the list of clients to whom they have supplied the items during the last 2 Financial years.	The vendors should submit the following documents: 1. Copy of certificate of incorporation 2. Copy of PAN Card 3. Copy of Income tax returns for last three y ears. 4. Copy of purchase orders executed
c.	The vendors should either have their own manufacturing facility or they should be authorized Distributor /Re-seller of the manufacturers for the product samples submitted	Documentary evidence must be furnished to this effect.

Definition of Similar (Item) Supply in the category of but not limited to:- Kitchen appliances / Utensils/ Rechargeable Emergency light, Bed sheets, Carpets, Bags, Electrical Appliances etc.

The documents as required above shall be submitted along with Part-I Bid.( i.e **Techno-commercial Bid** )

#### **(D) Procedure for submission of sealed Tenders**

**Bids shall be submitted latest by 11.00 Hrs. on 18.10.2013**, in two separate envelopes (i.e. Techno-commercial bid & Price Bid) **which will be put in a common third envelope**, for **each sample submitted independently**, as follows:

PART-I : Techno - Commercial Bid - This part shall contain the following:

- a. Techno commercial offer/details
- b. Acceptance of terms and conditions - Annexure - 'C'
- c. Demand Draft for Rs.1000/- favouring BHEL towards non-refundable cost of tender documents.
- d. 'Tender Sample' of the Item(s) (separately for each of the three alternatives, as applicable) for which vendors have quoted.
- e. The following Documents are to be annexed with Techno-Commercial Bid:
  1. Certified copies of audited Balance sheets / Profit & loss account for the last three years.
  2. Copy of certificate of incorporation.
  3. Copy of the PAN card.
  4. Copies of income tax returns for the last three years.
  5. Copies of purchase orders executed by the vendors.
  6. Documentary evidence for the effect that the bidder is either having their own manufacturing facility or is an authorized re-seller of the renowned manufacturers.

PART- 2: Price Bid

This part shall contain Rates only (duly filled in price bid format Annexure - 'A') and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details/or Commercial Terms & Conditions, if found in this part shall be ignored and will not be considered for Tender evaluation and priority as the same are supposed to be contained in Part-I only as indicated above.

This part shall be submitted in a Sealed Cover with bidder's Seal super scribed with "Tender Enquiry No., due date of opening and 'Part-2: Price Bid'. Rates shall be quoted both in words and figures.

## **(E) Bid Opening**

**Part-I (Techno-Commercial Bids) only will be opened at 14.30Hrs on 18.10.2013** in the presence of bidders who may like to be present. Date & Time for opening of Part-II Price Bid will be intimated separately to the shortlisted technically qualified bidder.

The samples of technically qualified bidders will be prioritized as first, second, third, fourth & fifth etc. by the Committee constituted by BHEL based on the acceptability of the item to be given as gift. Priority one will be the highest preferred, whereas "Priority Five" will be the least preferred. The price bid of the vendor whose sample has been selected as "Priority One" will be opened on the date & time specified for opening of the Price Bid. This agency shall be considered for placement of purchase order provided the all-inclusive quoted rate does not exceed Rs.1000/- per item of gift. If the all-inclusive price quoted exceeds Rs.1000/- per gift item, the offer stands rejected in which case the price bid of the vendor whose sample has been shortlisted as "Priority Two" will be opened and considered for placement of order subject to the above condition. This process may go on, till the shortlisted sample meets the Price condition. In case of any 'tie' the decision of the competent authority will be final.

In the event of more than one item getting tagged as "Priority One" reason being manufacturer same, item also similar but offered by different vendors, the price bids of all the vendors whose sample has been tagged as "Priority One" will be opened and the order will be considered for placement on the Vendor who has quoted the LOWEST (L1) rate subject to the condition that the rate quoted is not in excess of Rs.1000/- per gift item.

The 'tender sample' submitted by the successful bidder will be preserved by BHEL (Administration deptt). for inspection/ random checking of the final incoming supply. The colour/look/design/quality of the item to be supplied shall be exactly as per the sample submitted, otherwise it will be rejected. The Vendor should emboss/print BHEL monogram/logo/slogan on the Carton Box or on the gift item as per our instruction.

The 'tender samples of the unsuccessful bidders will be returned after opening of the price bid, as follows:

- 1) Tender samples of unsuccessful vendors from Hyderabad/Secunderabad will have to be collected by the respective Vendors.
- 2) Tender samples of unsuccessful vendors from out-station will be returned by post parcel.

## **(F) Warranty Period**

The offered items by the bidders shall be warranted for a minimum period of one year.

## **(G) Risk Purchase Clause**

BHEL reserves the right to cancel the Order due to any failure on the part of the Vendor in discharging his obligations as per terms & conditions of Order or for poor quality of supplies or in the event of his becoming insolvent or going into liquidation. The decision of BHEL about the failure on the part of the Vendor shall be final and binding on the vendor. In the eventuality of action under this clause BHEL shall be free to procure the gift items from any alternative source of its choice and recover additional cost, if any, from the Vendor.

**(H) Terms of Payment**

The payment will be made within 90 days after satisfactory supply completion of total Order quantity and submission of bill to this office. No advance payment shall be made and no additional charges on any account will be paid by BHEL. However, if the vendor is a SSI unit the payment can be released within 45 days after receipt and acceptance of material in BHEL. Vendor shall have to enclose documentary evidence to this effect along with the Technical Bid - Part 'A'.

**( I ) Penalty**

The ordered items shall be supplied by the vendor not later than 25.12.2013. In case supply is delayed beyond this date, BHEL reserves the right to levy LD @ ½% per week of delay subject to maximum of 10% of order value.

**(J) Bid Evaluation**

The order will be placed on the bidder from amongst the selected 'tender samples' of technically qualified bidders, as specified in Clause-E.

**(K) Validity of Rates**

Bid, including Prices, should be valid at least for 90 days from the Opening of Price Bid or till the completion of supply whichever is later.

Sr.Manager/PUR/CMM

**PRICE BID-PART 'B'****TENDER ENQUIRY NO: BHEL /HYD/PUR/CMM/NYG/2014 DATED: 23.09.2013**

## PRICE FORMAT

Sl.No	Description of offered Item (s)	All inclusive Rate per unit (inclusive of all taxes/ VAT, transportation, packing & forwarding charges etc F.O.R.Delivery at RC Puram, Hyderabad  In Figures  (In words in brackets )
	Gift items of the category of "Kitchen appliances / Utensils/ Rechargeable Emergency light, Bed sheets, Carpets, Bags, Electrical Appliances etc  Brief Description of the Item:	Rs.  (Rupees )

Note: 1. Please use separate Price formats for different alternatives & put in a separate cover along with corresponding technical bid (i.e. alternative I, II & III)

Signature  
Name & Company Seal

**ANNEXURE 'B'**

**DECLARATION**

**TENDER ENQUIRY NO: BHEL /HYD/PUR/CMM/NYG/2014 DATED: 23.09.2013**

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

Signature  
(Name & Address of the Bid with official seal)

Place:  
Date :

**ANNEXURE 'C'**

**TENDER ENQUIRY NO: BHEL /HYD/PUR/CMM/NYG/2014 DATED: 23.09.2013**

**Acceptance Certificate**

We hereby accept all terms and conditions of the above tender.

Signature  
With name, Designation & seal of the firm

**ANNEXURE 'D'**

**TECHNICAL DETAILS**

**TENDER ENQUIRY NO: BHEL /HYD/PUR/CMM/NYG/2014 DATED: 23.09.2013**

Rs. Lacs

I	TURNOVER OF THE BIDDER	2012-13 Rs.	2011-12 Rs.	2010-11 Rs.	
	Copies of Income tax returns	Enclosed/ Not Enclosed	Enclosed/ Not Enclosed	Enclosed/ Not Enclosed	
II	EXPERIENCE	Details of orders Executed successfully	Value	Customer's Name	
III	SUPPLY OF SIMILAR GIFT ITEMS	Similar orders	No. of orders	Value	Customer's Name
IV	PAN CARD NO.				
V	VAT REGISTRATION NO.				
VI	CERTIFICATE OF INCORPORATION		Enclosed/ Not Enclosed		

Signature with seal of the firm