

**Bharat Heavy Electricals Limited**  
Power Sector-Western Region  
**Shri Mohini Complex, 345 Kingsway, NAGPUR-440 001.**

**Notice Inviting Tender**

SL	PARTICULARS	DETAIL
1	TENDER NUMBER	REF: BHE:PW:NGP:HR:COURIER:2013 (01)
2	NAME OF WORK	PROVIDING DOMESTIC & INTERNATIONAL COURIER SERVICE.
3	CONTRACT PERIOD	TWO YEARS W.E.F. ISSUE OF L.O.I.
4	ESTIMATED VALUE	APPX.03.00 LAKHS P.A.
5	EARNEST MONEY DEPOSIT	NIL
6	LAST DATE AND TIME FOR THE SUBMISSION OF DULY FILLED IN TENDER DOCUMENT	11/09/2013 (11 <sup>TH</sup> SEPTEMBER 2013) 1100 HRS.
7	PLACE OF SUBMISSION OF TENDER DOCUMENT ALOG WITH EMD	BHEL, PSWR OFFICE, 5 <sup>TH</sup> FLOOR SHREEMOHINI COMPLX, KINGSWAY, NAGPUR
8	DATE AND TIME FOR TENDER OPENING	11/09/2013 (11 <sup>TH</sup> SEPT. 2013) – 1200 HRS.
9	SCOPE OF WORK	REFER TENDER DOCUMENT
10	ELIGIBILITY CRITERIA	REFER TENDER DOCUMENT
11	GENERAL TERMS & CONDITIONS	REFER TENDER DOCUMENT

Contractor

BHEL

NOTE : The tenderer shall return the duly filled in Tender document after affixing signature on all the pages.

Issued to Contractor

भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
(भारत सरकार का उपक्रम)  
पावर सेक्टर - पश्चिमी क्षेत्र  
श्रीमोहिनी कॉम्प्लेक्स, 345 किंग्सवे, नागपुर  
फ़ोन / Phone 0712- 3048600 TO 604 फ़ैक्स / FAX 0712- 3048698- 699/ 3048605 www.bhelpswr.co.in



**Bharat Heavy Electricals Limited**  
(A Government of India Undertaking)  
Power Sector-Western Region  
Shreemohini complex, 345 Kingsway, Nagpur

PW:Ngp:HRX:

28/08/2013

Dear Sir,

**Sub : Contract for domestic & International (courier) service-Submission of quotation reg.**

BHEL PSWR, Nagpur intends to enter into a contract of “ Courier Services “ for a period of two years with effect from the date of issue of Work Order . The salient points are furnished in the table below followed by the complete scope of work and general terms and conditions:

Contract Work	Domestic & International Courier Service	
Contract Period	Two years with effect from	
Tender Particulars	Tender Document (TD)	Quotation is invited in two parts (Document contains Bid in Two Parts) First Part -Techno-commercial Bid Second Part -Price Bid
	Submission	Two parts in 2 separate sealed covers put in to another sealed cover to be submitted at BHEL., PSWR., Shri Mohini Complex 5 <sup>th</sup> Floor, 345 Kingsway, NAGPUR-440 001.
Special Instructions	All Annexures should be in the pro-forma provided by the BHEL –PSWR only. This is essential from the point of providing complete information/Details as required by BHEL – PSWR with a view to have proper comparison between the bidders	

**SCOPE OF WORK AND GENERAL TERMS & CONDITIONS**

1. The scope of the work involves collection of letters/covers/documents & / or parcels from BHEL – PSWR , 5<sup>TH</sup> Floor, Shreemohini complex, 345 Kingsway, Nagpur on daily basis.
2. Deliver the consignments to the addressees at various destinations located in side as well as outside the Indian territory.
3. The estimated volume of business will be around Rs.3,00,000/- (Rupees Three lakhs only) for a period of two years per annum. The figure is only indicative and not commitment which may please be noted.
4. Rates quoted shall be valid for a period of two years from the date of entering into contract. You are requested to quote the best rates after all discounts keeping in mind the high volume of business indicated above. Taxes and fuel surcharge if any should be included and the rates shall be firm for a period of two years irrespective change in the business scenario.
5. Your staff / representatives will report at our central mailing section on all the working days around 1600 hours on all working days to collect the letters/covers/parcels to be

sent by your service to different destination within India. Your staff/representative will weigh the letters/covers/parcels in our weighing machine and issue the acknowledgement to our despatch section staff soon after booking the same.

6. The consignment should reach the consignee within stipulated period as per schedule.
7. Bill for payment may be submitted once in a month along with the proof of delivery (PODs) statement which will be settled in about one month period.
8. Bidder shall be responsible for covering their services against all statutory regulations including personal accident insurance etc.
9. BHEL shall not be responsible for any consequences arising on account of any violation of any statutory provisions, rules/regulation by the Bidder.
10. Bidder will be responsible for providing all necessary documents, etc., for submission of claims by BHEL with their Insurance firms.
11. Relevant data/information pertaining to the consignment transmission for BHEL PSWR & delivery details shall be furnished by the awardee of contract whenever asked for.
12. The awardee of contract shall provide the names of staff/representatives along with their contact numbers for contacting them during the exigencies or for necessary clarifications.
13. The essence of the contract is to provide timely service and hence if the delivery is delayed beyond the agreed schedule 100% charges shall be deducted.
14. The decision of Head (HR) BHEL PSWR will be final and binding on all disputes on this contract.

**ESSENTIAL CRITERIA for qualifying in the techno commercial bid (Pre Qualifying Requirement) :**

- A. The bidder should be registered as per rules under relevant law for this activity. (Copy of registration certificate to be enclosed).
- B. The bidder should not be Franchisee.
- C. The bidder should be registered for service tax provision (copy to be enclosed).
- D. Average annual financial turnover of the bidder during last three financial year ending 31<sup>st</sup> March 2013 or 31<sup>st</sup> March 2012 shall be atleast Rs.1.8 lakhs.
- E. Bidder should have successfully executed Domestic Courier service jobs in last three years (as on 31 Aug 2013) as under:
  - I. One job of value not less than Rs.4.8 lakhs **OR**
  - II. Two jobs each of value not less than Rs.3.0 lakhs **OR**
  - III. Three jobs each of value not less than Rs.2.4 lakhs.
- F. Bidder should be in the business of providing International courier services in last three years as on 31 Aug 2013.

**Note: Bidders shall submit relevant documents in support of above qualifying requirements.**

It may please be noted that all information should be clearly filled-in; if any column is left blank the bid will be rejected summarily. The enclosures can be attached as additional information only, wherever, the bidder wishes important and necessary if any, apart from those required under tender document.

The offer should be submitted in two parts as mentioned below in separate sealed envelopes TO BE PUT INTO A SEALED COVER SUPERSCRIBED AS Enquiry No. BHE:PW:NGP:HRX:COURIER:2013 (01) to the undersigned containing.

1. Techno-Commercial Bid as per Annexure-TCB (First PART) Super scribed as Techno-Commercial Bid for Enquiry No :BHE:PW:NGP:HRX:COURIER:2013 (01)
2. Price Bid as per Annexure-PRB (Second PART), superscribed as "Price-Bid" for Enquiry No: PW:NGP:HRX:COURIER:2013(01).

The above sealed covered tender is to be delivered at BHEL PSWR OFFICE 5<sup>th</sup> Floor, Shree Mohini Complex , 345 Kingsway, NAGPUR.

BHEL reserves the right to accept or reject any offer without assigning any reason whatsoever and its decision is final in this regard.

Thanking you,

Yours faithfully,  
Bharat Heavy Electricals Limited

Sr Executive (HR)

Encl :a/a

## Annexure – TCB

Ref : BHE:PW:NGP:HRX:COURIER:2013(01)

DATE: 28.08.2013

SL No.	Information / Details of	
1	Name & address of the office with Phone and Fax Nos:	
2	Established Year & Regn. No. (Registration copy to be furnished)	
3	Local office address with Phone & Fax No.	
4	In-Charge of Local office	
5	Name of the contact person with Phone & Mobile Nos.	
6	No. of years of experience in courier services (furnish proof)	
7	Turnover in Rupees	2009-10 2010-11 2011-12 2012-13
8	Service Tax registration No. Copy to be furnished	
9	Total manpower employed in the firm/Company	
10	Website and E-mail address	
11	Existing system/mode of tracking the consignment	
12	Existing system/mode of getting information on status of delivery	

**Please enclose copies of the following**

1. **Registration Certificate**
2. **Audited Accounts of last three Financial Year.**
3. **Copy of Work Orders in support of previous experience**
4. **Tax registration certificate**
5. **List of delivery offices**
6. **List of Company's branch offices with addresses**
7. **List of clients.**

I/We have read the general information, scope of work, terms and conditions mentioned in the tender document & understood the same. If the contract is awarded, the same will be accepted and the contract will be executed to the best satisfaction

**Signature of the authorised person with seal**

Date:

Place :

**PRICE BID**

- Domestic Air Courier Charges for the first 500 Gms (throughout the country) Rs.  
(Rupees ..... only)
- Domestic Parcel Charges for 01 kg. Weight shall be @ Rs. 50/- per kg.
- For International Courier, charges for first 500 gms. – to be quoted zone-wise :

Zone No.	Name of the countries covered	Charges for First 500 gms.	Addl Charges @ 500 gms
Zone - I			
Zone –II			
Zone – III			
Zone –IV			
Zone – V			

All charges should include fuel surcharge, etc. and no additional charges shall be paid on any account except custom charges, octroi, etc. which will be reimbursed against the submission of documentary proof.

Service Tax, as applicable shall be extra & TDS, as applicable shall be deducted..

For Domestic Courier - Agencies to quote only for the first 0-500 gms. only in the prescribed place above. Additional charges shall be 50% more for the additional weight at 500 gms.each. For eg. if the rate for first 500gms is Rs.50/- then additional weight upto 1 kg , the charges shall be Rs50/- + Rs.25/- = Rs.75/-. Additional charges shall be calculated accordingly.

Evaluation for domestic and international courier shall be done separately.

The awarded L1 rates of both domestic as well as international courier charges shall be offered to other bidders also for price matching to have more than one agency.

**Sign & Seal of the agency.**