

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कारपोरेट संचार
Corporate Communication



Ref. CC/GIFT/01/2012-13
06.02.2013

Dear Sirs,

Sub: Supply of Gift Items for BHEL

BHEL, India's largest engineering and manufacturing enterprise, has established itself as a leading international company in the field of power.

BHEL invites two-part quotations i.e. **Part I** including samples of items quoted and **Part II (Price Bid)** in individual sealed covers for supply of gift items for BHEL as per break-up of quantities given in Annexure – I.

Bidders are free to quote for any number of item(s) they are dealing in of reputed brand(s) accompanied with manufacturers/OEMs warranty in India, as applicable, out of total number of items specified at Annexure – I. **Bidders are also free to submit more than one option for the each item(s) they are dealing in along with physical sample, other information required and Price Bids separately for each item.**

Part – I of the offer, superscribed as 'Part – I: Offer for Gift Items' to contain enclosures as specified at Annexure – IX (Submission of Offer) & Annexure – X (Checklist) of the tender enquiry. Each sample submitted should be affixed with a sticker containing details as prescribed at Annexure – III.

Part – II (Price Bid) of the Offer to be superscribed as 'Part – II (Price Bid) : Offer for Gift Items' to contain enclosures as prescribed in Annexure – IX (Submission of Offer) & Annexure – X (Checklist) of the tender enquiry. In case of bidders quoting for more than one item(s) specified, he should repeat the same for each item quoted and place all such Price Bids in a single sealed envelope superscribed with 'Part – II (Price Bid) : Offer for Gift Items'.

Detailed Specifications/ Scope of Work of each of the items required including the maximum price limit are given in the enclosed Annexure –I.

Your offer in sealed cover, in the prescribed manner as detailed in Annexure-IX, duly super-scribed with 'Quotation for Gifts for BHEL' should reach us on or before 14.00 hrs on 19.02.2013, at the following address:

Addl. General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
5, Sansad Marg, Jeevan Tara Building,
New Delhi-110 001

जीवन तारा, 5, संसद मार्ग, नई दिल्ली: फोन: 23365669, 23361498 फैक्स: 23342769, 23340981
"Jeevan Tara" 5, Sansad Marg, New Delhi – 110001 Phones: 23365669, 23361498 Fax: 23342769, 23340981

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पंजीकृत कार्यालय बीएचईएल हाऊस, सिरि फोर्ट-110049
Regd. Office: BHEL House, Siri Fort, New Delhi-110049

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Part I of the offer shall be opened at 15.00 hrs. on the same day i.e. 19.02.2013 at the above mentioned address or on any subsequent day after prior intimation to all bidders, in the presence of the bidders, who may like to be present. Subsequent clarifications will be sought from the bidders as required. BHEL committee will scrutinize Part – I of the offer received for compliance to tender terms. Samples of the compliant bidder will be evaluated as per 'Evaluation Criteria' as per sl. no. 7.1.2 of the Annexure – IV, by the committee and shortlisted samples of each type of items (sl. no. 1 to sl. no. 17 of Annexure – I) for approval by the competent authority. Part II of the offers (Price Bids) of the items approved as per procedure explained above, will alone be opened after intimation for opening of the Price Bids (Venue/Time/Date) in the presence of bidders who may like to be present on the same day or any other day. Price Bids of the remaining items will remain unopened.

The total price quoted by the bidder for each product is the criteria for evaluation of prices. Award of work shall be on the lowest quoted price basis only.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited

(Gaurav Verma)
Executive (CC)

Enclosed:

- | | |
|---------------|---|
| Annexure-I | : Specifications and Scope of Work for BHEL Gifts |
| Annexure-II | : Proforma for Declaring Warranty |
| Annexure-III | : Format of Sticker for Samples & Price Bids |
| Annexure-IV | : Terms & Conditions |
| Annexure-V | : Delivery Schedule |
| Annexure-VI | : No Deviation Certificate |
| Annexure-VII | : Declaration Certificate (Legal) |
| Annexure-VIII | : Price Proforma |
| Annexure-IX | : Submission of offer |
| Annexure-X | : Checklist |

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Annexure - I

SPECIFICATIONS/ SCOPE OF WORK FOR BHEL GIFTS

1.	Item Name	Visiting Card Holder
2.	Item Code	BHELGIFT01
3.	Description of Gift Item	Visiting Card Holder made from Stainless Steel in matt finish duly printed with BHEL logo
4.	Quantity	640 Nos. (Six hundred & Forty only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 100/- plus taxes as applicable (Rupees One hundred only plus taxes as applicable)
6.	Warranty	Warranty against spurious finish, rust formation, manufacturing defects, misprinting of BHEL logo for a period of one year and free replacement within one week time of reporting
7.	Packing	Each Visiting Card Holder packed in individual laminated card board packing

1.	Item Name	Gents Belt
2.	Item Code	BHELGIFT02
3.	Description of Gift Item	Gents Belt made from Italian Leather
4.	Quantity	230 Nos. (Two Hundred & Thirty only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 425/- plus taxes as applicable (Rupees four hundred & twenty five only plus taxes as applicable)
6.	Warranty	Warranty against spurious finish, rust formation, manufacturing defects, misprinting of BHEL logo for a period of one year and free replacement within one week time of reporting
7.	Packing	Each Gents Belt in individual laminated card board packing with BHEL logo printed on box in single color

1.	Item Name	Pen Drive
2.	Item Code	BHELGIFT03
3.	Description of Gift Item	Pen drive of reputed brand with storage capacity of 4 GB with BHEL logo printed on the surface
4.	Quantity	320 Nos. (Three hundred & Twenty only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 450/- plus taxes as applicable (Rupees four hundred & fifty only plus taxes as applicable)

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6.	Warranty	Accompanied with manufacturer's warranty for a minimum period of 5 years
7.	Packing	Each Pen Drive in individual laminated card board packing with BHEL logo printed on box in single color

1.	Item Name	Gents Wallet
2.	Item Code	BHELGIFT04
3.	Description of Gift Item	Made of Natural Dry Milled Leather duly blind embossed with BHEL logo
4.	Quantity	270 Nos. (Two hundred & seventy only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 550/- plus taxes as applicable (Rupees Five hundred & fifty only plus taxes as applicable)
6.	Warranty	Warranty against spurious finish, rust formation, manufacturing defects, misprinting of BHEL logo for a period of one year and free replacement within one week time of reporting
7.	Packing	Each Gents Wallet in individual laminated card board packing with BHEL logo printed on box in single color

1.	Item Name	Thermos Flask
2.	Item Code	BHELGIFT05
3.	Description of Gift Item	Stainless Steel Vacuum Flask of 1 ltr. capacity of reputed brand with cover and adjustable shoulder string.
4.	Quantity	190 Nos. (One hundred & ninety only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 700/- plus taxes as applicable (Rupees seven hundred only plus taxes as applicable)
6.	Warranty	Warranty against manufacturing defects for a period of one year and free replacement within one week time of reporting
7.	Packing	Individual packing in laminated Card Board Box printed with BHEL logo in single color

1.	Item Name	Acrylic Mink Double Blanket
2.	Item Code	BHELGIFT06
3.	Description of Gift Item	Acrylic mink double blanket of reputed brand in excellent quality of approximate size of 220cm X 240cm. Made from elements which are skin friendly.

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4.	Quantity	105 Nos. (One hundred and five only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 1150/- plus taxes as applicable (Rupees One thousand, one hundred & fifty only plus taxes as applicable)
6.	Warranty	Warranty against manufacturing defects for a period of one year and free replacement within one week time of reporting
7.	Packing	Each mink blanket to be packed and supplied in individual zipper pack of good quality with BHEL logo in single color

1.	Item Name	Ladies Bag
2.	Item Code	BHELGIFT07
3.	Description of Gift Item	Ladies Bag made from Natural Dry Milled Leather
4.	Quantity	125 Nos. (One hundred & twenty five only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 1200/- plus taxes as applicable (Rupees one thousand & two hundred only plus taxes as applicable)
6.	Warranty	Warranty against manufacturing defects for a period of one year and free replacement within one week time of reporting
7.	Packing	Each Ladies Bag in individual card board packing with BHEL logo printed on box in single color

1.	Item Name	Crystal Glass Set
2.	Item Code	BHELGIFT08
3.	Description of Gift Item	A set of 6 Crystal Glasses of reputed brand for water/juice in minimum size of 200ml each
4.	Quantity	125 sets (One hundred & twenty five only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 1200/- plus taxes as applicable (Rupees One thousand & two hundred only plus taxes as applicable)
6.	Warranty	Warranty against manufacturing defects for a period of one year and free replacement within one week time of reporting. Each box to be opened at the time of delivery for any breakage.
7.	Packing	Each set packed in laminated Card Board Box with compartment for individual glass to minimize breakage during handling and transit. Each box to be printed with BHEL logo in single color

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1.	Item Name	Silk Tie
2.	Item Code	BHELGIFT09
3.	Description of Gift Item	Silk Tie of reputed brand with minimum length of 59 inches. Colors and pattern as in vogue.
4.	Quantity	115 Nos. (One hundred & Fifteen only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 1500/- plus taxes as applicable (Rupees fifteen hundred only plus taxes as applicable)
6.	Warranty	Warranty against manufacturing defects for a period of one year and free replacement within one week time of reporting
7.	Packing	Each Silk Tie packed in individual card board or wooden box with BHEL logo printed on box in single color

1.	Item Name	Bed Sheet with Pillow Covers
2.	Item Code	BHELGIFT10
3.	Description of Gift Item	Double Bed sheet with pillow covers of approximate dimensions 90"x100" and 18"x27" respectively of reputed brand. Colors and pattern as in vogue.
4.	Quantity	30 sets (Thirty only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 2000/- plus taxes as applicable (Rupees two thousand only plus taxes as applicable)
6.	Warranty	Warranty against manufacturing defects for a period of one year and free replacement within one week time of reporting
7.	Packing	Each set to be in box packing printed with BHEL logo in single color

1.	Item Name	Vegetable/Fruit Juicer
2.	Item Code	BHELGIFT11
3.	Description of Gift Item	Vegetable/Fruit Juicer of reputed brand with ISI Mark.
4.	Quantity	80 Nos. (Eighty only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 2200/- plus taxes as applicable (Rupees two thousand & two hundred only plus taxes as applicable)
6.	Warranty	as per manufacturer's warranty
7.	Packing	Each juicer in individual card board packing with BHEL logo printed on box in single color

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1.	Item Name	Digital Photo Frame
2.	Item Code	BHELGIFT12
3.	Description of Gift Item	Digital Photo Frame of reputed brand with following features: a. At least 7 inch LCD Panel Display b. 128 MB or more Internal Memory c. SD and SDHC Card Support d. 250 or more Photos Stored Landscape and Portrait Placement
4.	Quantity	30 Nos. (Thirty only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 4000/- plus taxes as applicable (Rupees four thousand only plus taxes as applicable)
6.	Warranty	as per manufacturer's warranty
7.	Packing	Each Digital Photo Frame packed in individual card board packing with BHEL logo printed on box in single color

1.	Item Name	Superlite Strolley Bag
2.	Item Code	BHELGIFT13
3.	Description of Gift Item	Superlite Strolley Bag of a reputed brand with following features: Fixed combination lock Unisex style 4 wheels with 360 degree wheeling Made of Nylon Fabric Size: 22" or more
4.	Quantity	20 Nos. (Twenty only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 6000/- plus taxes as applicable (Rupees six thousand only plus taxes as applicable)
6.	Warranty	as per manufacturer's warranty
7.	Packing	Each Strolley bag to be packed in standard packing duly printed with BHEL logo

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1.	Item Name	Coffee Maker
2.	Item Code	BHELGIFT14
3.	Description of Gift Item	Coffee Maker of a reputed brand with ISI Mark. Capacity of 4 cups or more.
4.	Quantity	90 Nos. (Ninety only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 1600/- plus taxes as applicable (Rupees one thousand & six hundred only plus taxes as applicable)
6.	Warranty	as per manufacturer's warranty
7.	Packing	Each Coffee Maker to be packed in standard packing duly printed with BHEL logo

1.	Item Name	MP3 Player
2.	Item Code	BHELGIFT15
3.	Description of Gift Item	4 GB MP3 player of a reputed brand
4.	Quantity	80 Nos. (Eighty only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 2900/- plus taxes as applicable (Rupees two thousand & nine hundred only plus taxes as applicable)
6.	Warranty	as per manufacturer's warranty
7.	Packing	Each MP3 Player to be packed in standard packing duly printed with BHEL logo

1.	Item Name	Back Pack Laptop Bag
2.	Item Code	BHELGIFT16
3.	Description of Gift Item	Back-pack Laptop Bag of reputed brand suitable for carrying Laptop with multi-utility compartments, with appropriate padding
4.	Quantity	450Nos. (Four hundred & fifty only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 930/- inclusive of all taxes (Rupees nine hundred & thirty only inclusive of all taxes)
6.	Warranty	as per manufacturer's warranty
7.	Packing	Each Back-pack Laptop Bag to be packed in standard packing duly printed with BHEL logo

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1.	Item Name	Induction Cooker
2.	Item Code	BHEL GIFT17
3.	Description of Gift Item	Induction cooker of reputed brand with ISI Mark.
4.	Quantity	225 Nos. (Two hundred & twenty five only) Quantity may vary based on our written confirmation
5.	Maximum Price Limit	Rs. 2270/- inclusive of all taxes (Rupees two thousand, two hundred & seventy only inclusive of all taxes)
6.	Warranty	as per manufacturer's warranty
7.	Packing	Each Induction Cooker to be packed in standard packing duly printed with BHEL logo

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Signature of Bidder with Seal

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Annexure – II

Proforma for Declaring Warranty Period

PRODUCT NAME as per ANNEXURE - I	PRODUCT CODE as per ANNEXURE - I	OPTION	WARRANTY as specified or as per manufacturer's warranty
Visiting Card Holder	BHELGIFT01	A	
Visiting Card Holder	BHELGIFT01	B	
Visiting Card Holder	BHELGIFT01	C	
Visiting Card Holder	BHELGIFT01	D	
Gents Belt	BHELGIFT02	A	
Pen Drive	BHELGIFT03	A	
Gents Wallet	BHELGIFT04	A	
Thermos Flask	BHELGIFT05	A	
Acrylic Mink Double Blanket	BHELGIFT06	A	
Ladies Bag	BHELGIFT07	A	
Crystal Glass Set	BHELGIFT08	A	
Silk Tie	BHELGIFT09	A	
Bed Sheet with Pillow Covers	BHELGIFT10	A	
Vegetable/Fruit Juicer	BHELGIFT11	A	
Digital Photo Frame	BHELGIFT12	A	
Superlite Strolley Bag	BHELGIFT13	A	
Coffee Maker	BHELGIFT14	A	
MP3 Player	BHELGIFT15	A	

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Back Pack Laptop Bag	BHELGIFT16	A	
Induction Cooker	BHELGIFT17	A	

Note:

1. Fill in the sheet for each item(s) quoted for.
2. Insert more rows if required in case of bidder submitting more than one offer for each item, as applicable. Please refer example as given for Visiting Card Holder 'BHELGIFT01'.
3. Warranty offered in the column of 'WARRANTY' should be filled same as specified against each item in the list of items as per ANNEXURE – I. However, for items where warranty specified as per manufacturer's warranty as applicable to be filled-in for example 3 months, 6 months, 12 months, 24 months, 36 months or more. Period of warranty offered here will be taken into consideration as per selection criteria at sl. no. 7.1.2 of Terms & Conditions 'ANNEXURE – II'
4. In case where, bidder submits offer for more than one option against each type of item e.g. at sl. no. 3 above, he should name item samples as A, B, C, D, E and so on. However, with regard to manufacturing warranty, it may be filled as per sl. no. 3 above.

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Annexure - III

Format of Sticker for Samples & Price Bid Envelopes

Product Name:	
Product Code:	
Option:	
Bidder's Name:	

Note:

1. Identical Sticker to be affixed on Sample & Price Bid for each item quoted.
2. Product Name to be given may be referred in Annexure - I
3. Product Code to be given may be referred in Annexure - I
4. Option to be filled as A, B, C, D and so on, in case if bidder is submitting more than one option of the same item(s) specified at Annexure - I

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Annexure - IV

TERMS & CONDITIONS

1.0 SUBMISSION OF OFFER

Your offer should be complete in all respects (Refer Check-list at Annexure-X).

Offer should be either typed or written legibly in English. Alterations/ over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc., not authenticated as above may be rejected by BHEL.

2.0 ELEGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)

Only those bidders who meet the **PRE QUALIFICATION REQUIREMENT (PQR)** in terms of **EXPERIENCE, PAST PERFORMANCE & FINANCIAL** as specified below, are eligible to quote:

EXPERIENCE & PAST PERFORMANCE

2.1.1 The bidder should have supplied items of similar nature. The bidders to enclose self-attested Purchase Order copies executed during F.Y. 2012-13, 2011-12, 2010-11, and should be open to verification by BHEL and in case reported unsatisfactory performance in executing the contract for which POs have been submitted, the bidder may stand disqualified and their Price Bids will not be opened. The POs should be for quantities as given under

2.1.1.1 One PO equivalent to 80% or more of the estimated quantity of item(s) quoted

OR

2.1.1.2 Two POs, each equivalent to 50% or more of the estimated quantity of item(s) quoted

OR

2.1.1.3 Three POs, each equivalent to 40% or more of the estimated quantity of item(s) quoted

FINANCIAL

2.1.2 A copy of **Balance Sheets with P&L Statement or Certificate by CA and ITR** for the last three financial years 2009-10, 2010-11 & 2011-12 to be enclosed.

REGISTRATION OF TAXES

2.1.3 Self-attested copy of proof of valid registration of Sales Tax.

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PHYSICAL SAMPLES

2.1.4 Physical sample(s) duly affixed with label as per format at Annexure – III. Offers not accompanying the samples will not be considered.

3.0 PRICE

3.1 Price quoted should be firm.

3.2 Price to be given in words as well as in figures without any correction/ overwriting. Care should be taken to ensure that the amount in words and figures match with each other.

In case of any mismatch between the prices quoted in figures and words, higher of the two will be considered for evaluation and lower of the two will be considered for placement of the order and no objection would be entertained by BHEL in this regard. Similarly, if there is an error in calculation, the calculation shall be corrected by BHEL. In such a case (i.e. in case of calculation error in the amount quoted by the bidder and the corrected amount calculated by BHEL, higher of the two will be considered for evaluation and lower will be considered for placement of the order and no objection will be entertained by BHEL in this regard.

3.3 Price to be filled-in as per the Price Proforma enclosed as **Annexure-VIII**. Make copies of Price Proforma, as many nos. as the no. of samples submitted and fill each one for each item separately. **Change in Price Proforma is not allowed. Price Bids coming in non-standard format/ Proforma Invoice etc. will be rejected.**

3.4 In case of bidders quoting for more than one item(s) specified, he should repeat the same for each item quoted and place all such Price Bids in a single sealed envelope superscribed with 'Part – II (Price Bid) : Offer for Gift Items '.

3.5 Offers not fulfilling any of the above conditions are liable to be rejected.

4.0 TAXES

4.1 It is mandatory to comply with all taxes applicable for the required services. The price should be inclusive of all taxes, duties and levies. However, the amount towards Service Tax, if applicable, should be indicated separately in the specified place in Price Proforma enclosed as **Annexure- VIII**.

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5.0 PRICE ESCALATION CLAUSE

5.1 All the prices quoted by the bidders shall be in Indian Rupees and shall be final and binding and not subject to any price escalation.

6.0 VALIDITY OF OFFER

6.1 Your offer should be valid for 6 months from the date of opening of the Bid (Part-I in case of two part bid)

7.0 EVALUATION OF OFFERS

7.1 For selection of the final vendor on whom the order would be placed, following procedure shall be adopted:

7.1.1 PART I (TECHNO-COMMERCIAL BID) Opening comprising:

Part I (Techno-Commercial Bid) in a Separate Sealed Envelope containing:

- Documents and information required for ascertaining the qualification of the vendor as per clause 2.0 of Annexure-IV of Eligibility Conditions/ Pre-Qualification Requirement.
- No Deviation Certificate as per Annexure-VI.
- Declaration Certificate (Legal) as per Annexure-VII.
- Check List as per Annexure-X.
- Acceptance to 'BHEL Terms & Conditions' (Annexure-IV) including 'Delivery Schedule' (Annexure-V) and Conformity to 'Specifications/ Scope of Work' (Annexure-I), by way of signing and affixing rubber stamp on each page.
- Physical Sample(s) of item(s) for which offer has been submitted, duly affixed with label indicating the name of the product/code/bidder, to be submitted along with Part I of the offer.

Note:

Bidders to ensure that their offers are complete in all respects. Any deviation or non-compliance may lead to rejection of their offer at any stage.

7.1.2 Bidders who are found compliant to tender requirement as per 7.1.1 above, their samples alone will be scrutinized by BHEL and considered for shortlisting. The Price Bids corresponding to items shortlisted alone will be opened for evaluation of price offers.

Following 'Selection Criteria', will be followed for selection of samples:

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Sample Selection Criteria

	Weightage
i. Features/Specifications/ Star rating in terms of energy consumption, if applicable	50
ii. Design & Aesthetics, as applicable	30
iii. Manufacturer's warranty period	20

Note: Bidders not meeting warranty specified in the tender will get 0 (zero) score. For the items where it is specified as manufacturer's warranty as applicable, the bidder who has given maximum warranty period will be taken corresponding to score of 20 and the others who have quoted warranty for a lower period will be given score directly proportional to their period wrt maximum warranty period quoted.

Each member of the committee will individually give score for each item on a scale of 1-100 and scores will be averaged. Samples of items of respective bidders scoring 70% or above will be shortlisted for Price Bid opening subject to approval of the competent authority.

Note:

No requests shall be considered from bidders for inclusion of items not shortlisted, on any ground whatsoever, BHEL committee will be the final authority in this regard.

7.1.3 PART II (PRICE BID) COMPRISING:

Price Bids of items for which offer has been submitted, as many numbers, each in a separate Sealed Envelope superscribed with PART II (PRICE BID) duly affixed with sticker as per Annexure – III.

a. Price Bid as per proforma given in Annexure VIII.

Note:

PART II to have prices only. Any comments / deviations in this Part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

8.0 PRICE EVALUATION & AWARD OF WORK

- 8.1 The bidders are required to quote for item(s) for which they have submitted the sample(s).
- 8.2 Price evaluation of the lowest bidders (L-1) for each product/code specified in the tender would be on the basis of the net unit price quoted against sl. no. 7 of the Price Bid Format (Annexure – VIII) which is inclusive of delivery charges in BHEL office, all taxes applicable and service tax, if any.
- 8.3 In the event of more than one party having quoted identical lowest rates, the parties would be asked to submit the revised L-1 rates in sealed cover.

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8.4 **AWARD OF WORK** shall be made on the lowest compliant bidder for each type of gift items shortlisted.

8.5 Variation in quantities beyond specified for each product will be governed by the Unit rates quoted.

9.0 REPEAT ORDERS

9.1 The successful bidders for the respective items have to cater to the subsequent BHEL requirements for the respective items by way of repeat orders within the validity period of offers of six months at discounted prices and terms & conditions as accepted in the original purchase order.

10.0 SAMPLES

10.1 Physical sample for each product for which offer has been submitted, duly affixed with sticker as per details at Annexure – III should be submitted along with the Part – I of the offer. Offers without a physical sample will not be considered.

10.2 Samples of the successful bidders will be retained by BHEL for the term of validity of offers i.e. six months, for matching with the supplies subsequently.

10.3 Samples submitted by unsuccessful bidders shall be returned after finalization of the purchase orders.

11.0 DISPATCH

11.1 The vendor shall be responsible for dispatches of the ordered quantity of respective items duly packed to BHEL office at "Jeevan Tara Building, 5 Sansad Marg, New Delhi – 110 001" or directly to the office who has placed purchase order in NCR. Dispatches to be carried out by the successful bidder at no extra cost, through its own arrangements, the price quoted should be inclusive of the same including charges towards labor deployed for loading on the trucks/ vehicles & handling, etc.

Note: The successful bidder have to ensure arrangement of opening each box for breakage and repacking at the time of delivery. Broken items have to be replaced to complete the ordered quantity within reasonable time of 1-3 days.

12.0 TERMS OF PAYMENT

12.1 100% payment shall be made within 30 days from the date of receipt of bills duly supported with the acknowledged copies of challans for receipt of quantities in good conditions. All payments shall be subject to Statutory Deductions as per norms.

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BHEL reserves the right to make payment through E-mode.

Successful bidder shall be required to furnish the following information upon placement of order on their letter head:

Re: EFT Payments

Please find enclosed the relevant details of my bank account for receiving NEFT credits from BHEL.

BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	
IFSC CODE	
PARTY'S eMAIL – ID	
PAN NO.	
CST NO., IF APPLICABLE	
VAT NO., IF APPLICABLE	
SERVICE TAX REGN. NO., IF APPLICABLE	
PARTY'S NAME & ADDRESS	

Also, please find enclosed a photocopy / cancelled copy of one leaf from our cheque book for the codes required above.

We hereby confirm that the above mentioned particulars are in order. To facilitate EFT credits, we will inform BHEL in case of any changes in the Bank particulars at a future date.

Thanking you,

Yours sincerely"

13.0 DELIVERY SCHEDULE

13.1 Delivery Schedule is given in enclosed Annexure-V, which has to be strictly adhered to.

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14.0 WARRANTY

14.1 In case of non-adherence to the specifications given for each product in the enclosed Annexure – I of Specifications/ Scope of Work with respect to approved samples or manufacturing defects/ non-functionality of the items supplied, as applicable, bidders are liable for free replacement of the goods within the warranty period specified with regard to each item specified in Annexure – I.

15.0 PENALTY – DELAY

15.1 The delivery schedule given at Annexure-V will have to be strictly adhered to.

15.2 Any delay beyond specified schedule for completion of delivery will invite imposition of penalty at the rate of 0.5% per week of the cost of the undelivered quantities of respective products, limited to the maximum of 10%. BHEL reserves the right to refuse to accept delivery beyond delay of two weeks.

16.0 RISK PURCHASE

16.1 BHEL at its option will be entitled to terminate the contract and get the job done elsewhere at the risk and cost of the bidder either the whole of the goods or part thereof which the bidder has failed to deliver within the stipulated time as aforesaid or if the same are not available, with the best and the nearest available substitute thereof.

16.2 The bidder shall be liable for any loss which BHEL may sustain by way of such risk purchases, in addition to penalty at the rate mentioned in Clause 15 above.

17.0 ARBITRATION

17.1 Any dispute or difference, whatsoever arising between the parties out of or relating to the construction, meaning and operations or effect of this contract or breach thereof shall be referred to the sole arbitrator i.e. ED (HR&CC), BHEL whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason (s) for the award.

17.2 Subject to the above, the provisions of Arbitration Act 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

Amulya!

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18.0 EFFECT AND JURISDICTION OF CONTRACT

18.1 The law applicable to this contract shall be the laws in force in India. The courts in Delhi, India, shall have exclusive jurisdiction in all matters arising under and on account of this contract.

19.0 CONTRACT TERMINATION

19.1 BHEL reserves the right to terminate the contract any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to.

20.0 AUTHORISED OFFICER

20.1 The Sr. Manager (Corporate Communication)/BHEL, or any other officer nominated by BHEL, shall be the authorized officer with regard to the Contract. The decision of the authorized officer shall be final and binding on the bidder. The authorized officer shall hold all the meetings in Delhi only.

21.0 CONTACT PERSONS

21.1 For any clarification, bidders may contact the following officials of BHEL:

- Sh. Gaurav Verma – Executive (CC)
Tel.: 011-23365279, Mob.: 9560755260 email: gauravv@bhel.in
Fax: 011-23342769
- Sh. Ajay Gupta – Sr. Manager (CC)
Tel.: 011-23340473, Mob. : 9810873985, e-mail: ccag@bhel.in
Fax: 011-23342769

Handwritten signature/initials

Signature of Bidder with Seal

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Annexure - V

DELIVERY SCHEDULE FOR GIFTS

- | | | |
|--|---|----------------------|
| 1. Placement of Order | : | 0 th day |
| 2. Completion of dispatch (Days are calendar days basis) | : | 30 th day |

Note: Penalty is applicable from 31st day of the above schedule.

Handwritten signature

Signature of Bidder with Seal

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Annexure - VI

NO DEVIATION CERTIFICATE TO BE GIVEN ON BIDDER'S LETTER HEAD

Certificate of Acceptance

"Certified that we have read and understood all the terms and conditions of the Tender No. CC/GIFT/01/2012-13 and that our company/ firm, namely,..... do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

Signature of Authorised Signatory

(Designation)

Date:

Place:

Handwritten signature

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Annexure - VII

DECLARATION CERTIFICATE (LEGAL) ON BIDDER'S LETTER HEAD

I/We, do hereby declare that there is no case pending with the Police/Court/Regulatory authorities against the Proprietor/Firm/Partner. Also, I/We have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our Firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

(Signature & Seal of the firm)

Handwritten signature

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Annexure - VIII

PRICE PROFORMA FOR BHEL GIFT ITEM (Price for Evaluation)

S.No.	Description	Details
1.	Product Name as per Annexure - I	
2.	Product Code as per Annexure - I	
3.	Option (A,B,C etc.) as per affixed sticker on sample and Price Bid envelope	
4.	Unit rate including charges towards delivery to BHEL office at "Jeevan Tara Building, 5 Sansad Marg, New Delhi - 110 001" or directly to the office in NCR region who has placed purchase order including charges towards labor deployed for handling & loading of Items on vehicles, etc.	
5.	Taxes as applicable excluding service tax	
6.	Service tax applicable, if any	
7.	Net unit price, all inclusive(4+5+6)	

Note: Evaluation will be based on the net unit price (all inclusive) quoted against sl. no. 7

CAUTION:

1. In case of bidder submitting quote for more than one type of items specified at Annexure - I or submitting more than one sample for the same item or both, take as many photo-copies of this sheet i.e. "Annexure - VIII" and fill one each separately for each items submitted.
2. Submit each "Price Bid" separately in individually sealed envelope. Affix separate label on each Price Bid envelope, same as that affixed on samples, as per Annexure - III on each of the envelope.

Handwritten signature

Signature of Bidder with Seal

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Annexure - IX

SUBMISSION OF OFFER

Your offer has to be submitted in **two parts** as follows:

i) PART "I" : TECHNO-COMMERCIAL BID (Sealed Envelope)

Envelope superscribed with "Part I: Offer for Gift Items", should contain:

- a. Documents and information required for ascertaining the qualification of the Bidder as per Clause 2.0 of Annexure – IV of Eligibility Conditions/ Pre- Qualification Requirement (PQR).
- b. **No Deviation Certificate** as per Annexure – VI
- c. **Declaration Certificate (Legal)** as per Annexure – VII
- d. **Check List** as per Annexure – X
- e. Acceptance to "BHEL Terms & Conditions" as per Annexure – IV including "Delivery Schedule" as per Annexure – V and Conformity to "Specifications/ Scope of Work" as per Annexure - I, by way of signing and affixing rubber stamp on each page.
- f. **Physical Sample of item(s) for which offer has been submitted, duly affixed with label as per Annexure – III indicating the name of the product/code/bidder, to be submitted along with Part I of the offer.**
- g. **Proforma of Warranty Declaration Annexure – II duly filled for every sample submitted.**

Note:

Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance may lead to rejection of their offer at any stage.

ii) PART – II 'Offer for Gift Items': PRICE BID (Separate Sealed Envelope)

Price Bids for each item(s) offered to be submitted in individually sealed covers duly superscribed with PART II & affixed with label as per Annexure – III. In case of bidders quoting for more than one item, the individually sealed envelopes duly superscribed with **Part II offer for Gift Items** and affixed with label as per Annexure – III, with respect to each item quoted to be

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पंजीकृत कार्यालय बीएचईएल हाऊस :, सिरि फोर्ट-110049

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

Handwritten signature/initials

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कारपोरेट संचार
Corporate Communication



placed inside another envelope and sealed and superscribed as **Part II 'Offer for Gift Items' (Price Bid)**.

Note: PART "II" to have prices only. Any comments / deviations in this Part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

All Parts of the offer, i.e. **Part I and II** in an individual sealed covers, to be placed in a single sealed envelope, duly superscribed with:

1. Offers for BHEL Gifts.
2. Due date and time of submission of offers.
3. Name and address of the bidder.
4. BHEL address as given in the covering letter.

iii) Physical Sample duly affixed with label as per Annexure – III. In case of more than one sample, the same may be packed in a box with following details affixed on the box:

- a. Sample for BHEL Gifts as part of tender enquiry no. CC/GIFT/01/2012-13 dtd. 06.02.2013
- b. Total no. of samples submitted _____ to be shown for physical verification by BHEL officers at the time of evaluation.

Auto!

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Annexure - X

CHECKLIST

S.No.	Description /Item	Enclosed Yes/No
1	Part I (Offer for Gift Items) in Sealed Cover duly superscribed with Part I (Offer for Gift Items) to contain following	Yes/No
i	Documents/ Information for ELIGIBILITY CONDITIONS/ PQR as per clauses under clause no. 2.0 of Terms & Conditions (Annexure-IV):	
	• Copy of Purchase orders	Yes/No
	• Copy of ITR/Balance Sheets/Profit & Loss Statement duly certified by CA	Yes/No
	• COPY OF PROOF OF VALID REGISTRATION FOR ALL TAXES APPLICABLE	Yes/No
ii	Signed and stamped copies of Annexure- I (Specifications & Scope of Work); Annexure - IV (Terms & Conditions) and Annexure - V (Delivery Schedule) as a token of acceptance.	Yes/No
iii	No-Deviation Certificate as per Annexure - VI on your letter head.	Yes/No
v	Declaration (Legal) as per Annexure - VII	Yes/No
vi	Physical Sample of item(s) for which offer has been submitted, duly affixed with label as per Annexure - III	Yes/No
vii	Proforma of Warranty Declaration Annexure - II duly filled for every sample submitted	
2	Part II Offer for Gift Items - Price Bid for each item in a separate Sealed Envelope duly superscribed with Part II Offer for Gift Items - Price Bid affixed with label as per Annexure - III	Yes/No
	In case of bidders quoting for more than one item, the individually sealed envelopes with respect to each item quoted to be placed inside another envelope and sealed and superscribed as Part II Offer for Gift Items - Price Bid	Yes/No

Handwritten signature/initials

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