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भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

(A Government of India Undertaking)

ELECTRONICS DIVISION

P.B. No. 2606, Mysore Road, Bangalore - 560 026

Gram : BHARATELEC
Telex : 0845-2436 BHCE IN
0845-8151 BHCE IN
Fax : 080-6740137
RABMN : 404100000014
PHONE : 6998.....
(EPABX.NO.)

Notice Inviting Tender

SL	PARTICULARS	DETAILS
1	TENDER NUMBER	REF:EDN:515:CU:02-VO6
2	NAME OF WORK	International Mailing [courier] Service [Destinations outside Indian Territory]
3	CONTRACT PERIOD	Two Years with effect from 1 st May 2013
4	ESTIMATED VALUE	Rs 10.00 Lakhs
5	EARNEST MONEY DEPOSIT	Rs. 20,000.00
6	LAST DATE AND TIME FOR THE SUBMISSION OF DULY FILLED IN TENDER DOCUMENT	Friday, 5 th April 2013, upto 3.00PM
7	PLACE OF SUBMISSION OF TENDER DOCUMENT ALONG WITH EMD	"HRM DEPT" Tender Box at Reception Hall of BHEL-EDN, Mysore Road, Bangalore-26
8	DATE AND TIME FOR TENDER OPINING	Friday, 5 th April 2013 at 3.15 PM
9	SCOPE OF WORK	Refer Tender Document
10	ELIGIBILITY CRITERIA	Refer Tender Document (clause-17)
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:



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Ref: EDN: 515:CU:02-VO6

Date: 14.03.2013

M/s.

Dear Sir,

Sub: **Contract for International Mailing [courier] service - Submission of quotation req.**

BHEL- Electronics Division intends to enter into a contract of "International Courier Services" for a period of two years with effect from 1st May 2013. The salient points are furnished in the table below followed by the complete scope of work and general terms and conditions:

Contract Work	International Mailing [Courier] Service [Destinations outside India]	
Contract Period	Two Years with effect from 1st May 2013	
Volume of Business	Anticipated volume of business will be around Rs.10.00 Lakhs [Rupees Ten Lakhs] for a period of two years.	
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
	Countries-Large no.of consignments sent to	Germany, USA, Singapore Switzerland, UK/England
	EMD Amount	EMD amount of Rs.20000/- should be furnished along with the Techno-commercial Bid as per Annexure - EMD
	Last Date	Friday, the 5th April 2013 Upto 3.00PM
	Submission	Two parts in 2 separate sealed covers put in to another sealed cover to be deposited/ dropped in Tender Box marked as "HRM Dept" kept in Reception Hall of BHEL-EDN, Mysore Road, Bangalore-26 [Near Chord Road Signal]
Security Deposit	Successful Bidder/s will have to furnish SD as per Annexure-SCD	
Special Instructions	All Annexures should be in the pro-forma provided by the BHEL EDN only. This is essential from the point of providing complete information/Details as required by BHEL-EDN 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-EDN, Mysore Road, Bangalore-26, on daily basis.

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2. Deliver the consignments to the addressees at various destinations located outside the Indian territory.
3. **Countries indicated above are having large number of consignments with high volume of business during the previous years.**
4. The estimated volume of business will be around Rs 10,00,000=00 (Rupees Ten lakhs only) for a period of two years.
5. 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 countries of business indicated above.** Taxes and fuel surcharge if any, should be indicated separately and payable extra. These rates shall be firm for a period of two years irrespective change in the business scenario.
6. Your staff/ representatives will report at our central mailing section on all the working days around 14.00 Hours and on Saturday at 11.00 AM to collect the letters/covers/parcels to be sent by your service to different destinations within India. Your staff/representative will weigh the letters/covers/parcels in our weighing machine and issue the acknowledgement to our central mailing section staff soon after booking the same. And they should be provided with mobile phone for communication.
7. The consignment should reach the consignee within stipulated period as per schedule.
8. Bills 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.
9. Bidder shall be responsible for covering their services against all statutory regulations including personal accident insurance etc.
10. BHEL shall not be responsible for any consequences arising on account of any violation of any statutory provisions, rules/regulations by the Bidder.
11. Bidder will be responsible for providing all necessary documents, etc., for submission of claims by BHEL with their Insurance firms.
12. Relevant data/information pertaining to the consignment transmission from BHEL-EDN & delivery details shall be furnished by the awardee of contract whenever asked for.
13. 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.
14. **Penalty for delayed /loss of consignment will be as follows:**
 - a. 20% of the delivery charges if not delivered as per agreed schedule for first 24 hours.
 - b. 30% of the delivery charges if delivered between 24-48 hours from the agreed schedule.
 - c. 40% of the delivery charges if delivered after 48 hours from the agreed schedule.
 - d. In case of loss/damage to the consignment, the amount as assessed by BHEL.
 - e. In case of parcels, penalty comes into effect only after the expiry of stipulated delivery period plus 24 hours since, 24 hours of cooling time is allowed in addition to the time indicated in the schedule.

- f. The decision of Head of HRM BHEL/EDN will be final and binding on all disputes on this contract.

17. ESSENTIAL CRITERIA for qualifying in the techno commercial bid:

- 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 a Franchisee**.
- C. The bidder should be registered for service tax provisions (copy to be enclosed).
- D. Average annual financial turnover during the last three years ending 31st March of the previous financial year, should be at least 3.00 Lakhs.
- E. Experience as per Annexure-EXPR.
- F. The bidder should have submitted EMD as per **Annexure- EMD**.

The bidder should deposit an EMD for an amount of Rs 20,000 (Rupees twenty thousand only) in favour of BHEL-EDN as per Annexure-EMD & the same will be refunded to the unsuccessful bidders without any interest. **It may please be noted that Techno-Commercial bid without EMD will be summarily rejected.**

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. Ref: 515:CU:02-VO6 DUE DATE 05.04.2013 addressed to undersigned containing:

1. Techno-Commercial Bid as per **Annexure–TCB [Frst PART]** Superscribed as “Techno-Commercial Bid for Enquiry No:515:CU:02-VO6 DUE DATE 05.04.2013.
2. Price Bid as per **Annexure–PRB [SECOND PART]**, superscribed as “Price-Bid for Enquiry No:515:CU:02-V06 DUE DATE: 05.04.2013.

The above sealed covered tender is to be dropped in the HRM TENDER BOX kept in the Reception Hall of the BHEL, Electronics Division, Mysore Road, Bangalore – 560 026 on or before 3.00 PM on Friday, the 5th April 2013. The Tender Box will be opened on Friday, 5th April 2013 at 3.15PM. The interested bidders representatives can be present while opening the Tender Box to know only the number of offers received [acceptability will not be confirmed] communication regarding the price bid opening will be sent to such of those bidders whose techno-commercial bids are accepted. No correspondence will be entertained in this regard unless we seek clarification, if any.

The Management 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,
For & on-behalf of
Bharat Heavy Electricals Limited

[K Parthiban]
Additional General Manager/HR

Encl: a/a

Annexure-TCB

Ref: EDN:515:CU:02-V06

Date: 14.03.2013

Sn	Information/Details of	
1	Name & address of the registered 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 :
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	
14	Details of DD towards the Tender document fee & EMD with No. & Date, Bank Name & Branch	
15	Please enclose copies of the following	
	1. Registration Certificate	2. Annual Report/P&L A/c of 2009-10, 10-11 & 11-12
	3. Tax registration certificate	4. List of delivery offices
	5. List of Company's branch offices with addresses	6. 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.

Date :
Place:

Signature of the authorised person with seal

Annexure-PRB

Ref: EDN:515:CU:02-V06

Date: 14.03. 2013

International Courier (Destination outside India) services

Delivery Period & Tariff (Net rate after all discounts)

Sl. No.	PARTICULARS	Mode of Delivery	Name of Co-Courier in Short	Delivery Schedule	Rate		
				(In Hours)	Upto 250 Grams	251 TO 500 Grams	Every Addl 500 GMS
A	DESTINATIONS						
1	AUSTRALIA	BON CCN					
2	AUSTRIA	BON CCN					
3	BANGLADESH	BON CCN					
4	BHUTAN	BON CCN					
5	CANADA	BON CCN					
6	CHINA	BON CCN					
7	DENMARK	BON CCN					
8	FINLAND	BON CCN					
9	FRANCE	BON CCN					
10	GERMANY	BON CCN					
11	GHANA	BON CCN					
12	HONGKONG	BON CCN					
13	INDONESIA	BON CCN					
14	IRAQ	BON CCN					

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15	ITALY	BON CCN					
16	KENYA	BON CCN					
17	LIBYA	BON OON					
18	MALAYSIA	BON CCN					
19	MALTA	BON CCN					
20	NETHERLAND S	BON CCN					
21	NEWZEALAND	BON CCN					
22	PHILIPPINES	BON CCN					
23	QATAR	BON CCN					
24	RUSSIA	BON CCN					
25	SINGAPORE	BON CCN					
26	SRILANKA	BON CCN					
27	SWEDEN	BON CCN					
28	SWITZERLAND	BON CCN					
29	SYPRUS	BON CCN					
30	SYRIA	BON CCN					
31	TAIWAN	BON CCN					

	32	THAILAND	BON CCN					
	33	UAE/SAUDI ARABIA	BON CCN					
	34	UNITED KINGDOM	BON CCN					
	35	USA	BON CCN					
B.	TAXES (IF ANY)							
C.	ANY OTHER CHARGES [if any]							
D.	PAYMENT TERMS							

Date :
PLACE:

Signature of the authorised person with seal

Note:

L1 STATUS will be determined based on overall L1 rates & not on the individual rates. The rates quoted shall be valid for 120 days.

In the column 'Mode of delivery please indicate '√' [Mark] 'BON' for 'Bidder's Own Network' AND 'CCN' for 'Co-Courier Network' if the Mode of delivery is "CCN" please indicate the Co-courier name

PLEASE DESIST FROM GIVING WRONG INFORMATION

Any wrong information in respect of BON/CCN, will result in deficiency of service at a later date, penalty will become over burden. This may lead to losing Security Deposit and/or Black listing.

Annexure-EXP

The estimated value of work the under International Courier [mailing] Service Contract is Rs. 10.00 Lakhs [TEN LAKHS] for a period of TWO YEARS

1. *Turnover:* *The average annual financial turnover of the bidder during the last three [3] years ending 31st March of the previous financial year should be at least 30% of the estimated value indicated in NIT i.e. Rs. 3.00 Lakhs.*

2. *Experience:* *The Bidder shall have the experience of successfully completed International Mailing [courier] Service contract during the last year as under:*
 - a. *3 completed contract works of International Courier service costing not less than the amount equal to 40% of the estimated value i.e., Rs. 4.00 Lakhs.*

OR
 - b. *2 completed contract works of International Courier service costing not less than the amount equal to 50% of the estimated value i.e., Rs. 5.00 Lakhs.*

OR
 - c. *1 completed contract work of International Courier service costing not less than the amount equal to 80% of the estimated value i.e., Rs. 8.00 Lakhs*

3. *Certificates:* *Copy of completion certificates indicating the value of the work or copy of the Work Order/Purchase Order indicating the value of the work order alongwith the satisfactory completion certificates of service from previous employers. If the Bidders have provided services to other BHEL Units, their performance will be taken into account while evaluating their technical capability.*

Annexure-EMDEARNEST MONEY DEPOSIT

Earnest Money is to be paid by a tenderer to ensure that the tenderer does not refuse to execute the contract work after it is awarded. The rate of earnest money deposit will be as under:

1. Works costing up to Rs. 2.00 Lakhs	NIL
2. Works Costing More than Rs. 2.00 Lakhs & up to Rs. 5.00 Lakhs	Rs. 10,000.00
3. Works Costing More than Rs. 5.00 Lakhs & up to Rs. 10.00 Lakhs	Rs. 20,000.00
4. Works Costing More than Rs.10.00 Lakhs & up to Rs. 20.00 Lakhs	Rs. 40,000.00
5. Works Costing More than Rs.20.00 Lakhs & up to Rs. 30.00 Lakhs	Rs 60,000.00
6. Works Costing More than Rs.30.00 Lakhs & up to Rs. 50.00 Lakhs	Rs.100,000.00
7. Works Costing More than Rs.50.00 Lakhs & up to Rs.100.00 Lakhs	Rs.150,000.00
8. Works Costing More than Rs.100.00	Rs.200,000.00
9. One time EMD	Rs.200,000.00

EMD will be collected in cash (as permissible under Income Tax Act), Pay Order or Demand Draft only.

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

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

EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.

EMD shall not carry any interest.

Annexure -SCD

SECURITY DEPOSIT

1. *Security Deposit shall be remitted by the successful tenderer before the commencement of work. The rate of Security Deposit will be as bellow:*

- a. *Up to Rs.10.00 Lakhs : 10% [Rs. 1.00 Lakh]*
- b. *Above Rs.10.00 Lakhs : 1.00 Lakh Plus (+) 7.5%
upto Rs.50.00 Lakhs of the amount exceeding Rs.10.00 lakhs.*
- c. *Above Rs.50.00 Lakhs : Rs.4.00 lakhs Plus (+) 5%
of the amount exceeding Rs.50.00 lakhs.*

2. ***Security Deposit may be furnished in any one of the following forms:***

- a). *Cash (as permissible under the income Tax Act)*
- b). *Pay Order, Demand Draft in favour of BHEL*
- c). *Local cheques of the scheduled banks, subject to realization.*
- d). *Securities available from post offices such as national savings certificates, kisan Vikas Patras etc.(certificates should be held in the name of contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).*
- e). *Bank guarantee from scheduled banks/public financial institutions as defined in the companies act. The Bank Guarantee format should have the approval of BHEL.*
- f). *Fixed deposit receipt issued by scheduled banks/ public financial institutions as defined in the companies act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.*
- g). *Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected before start of the work and the balance 50% may be recovered from the running bills. (Note: In case of small value contracts not exceeding Rs.10 lakhs and all SAS jobs, work can be started before Security Deposit is collected. However, payment can be released only after collection/recovery of initial 50% Security Deposit)*
- h). *EMD of the successful tenderer can be converted and adjusted against the Security Deposit.*
- i). *The Security Deposit shall not carry any interest.*

Note: *Acceptance of Security Deposit against Sl. No. (d) and (f) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).*

Security Deposit shall not be refunded to the contractor except in accordance with terms of the contract.