



BHARAT HEAVY ELECTRICALS LIMITED
BOILER AUXILIARIES PLANT
RANIPET 632 406
HUMAN RESOURCE MANAGEMENT

Tender Notice Ref.No: BAP:HR:CT:BIS:00

DT. 15/03/2013

COMMERCIAL OFFER TENDER FOR SUPPLY OF BISCUIT

NAME OF WORK: SUPPLY OF GLUCOSE BISCUIT

Contract Period : One Year

CONTENTS

Part A (From Page 01 to Page 06)

- 1. Scope and General Terms & Conditions**
- 2. Pre-qualification Bid (Technical Bid)**

Part B (Page 01 of 01)

Price Bid

Last date for submission : 06/04/2013

THIS DOCUMENT CONTAINS 8 PAGES

Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Boiler Auxiliaries Plant, Ranipet 632 406, India

HUMAN RESOURCE MANAGEMENT DEPARTMENT

FAX : 91 - (04172) – 241102

Phone : 04172- 241189, 284944



AN ISO 9001 COMPANY

TENDER FOR SUPPLY OF GLUCOSE BISCUIT**TENDER DOCUMENT**

Tender No. BHEL/BAP/HR/CT:BIS:00

Dated: 15/03/2013

GENERAL TERMS & CONDITIONS

Last date & time for submission of sealed tender : 06/04/2013 : 15.00Hrs

Date & time of opening the tender- Part 'A' Prequalification Bid : 06/04/2013 : 15.30 Hrs

Venue : At HR conference Hall

BHEL, Ranipet-632 406, Tamil Nadu.

Tender to be submitted in two parts in separate sealed covers ie. Part 'A' and Part 'B' as per the guidelines stated under clause 10.00.

1.00 GENERAL INFORMATION

The Company is desirous of procuring Glucose Biscuit weighing 25 to 40 grams. per pack from the biscuit manufacturers for its canteen at BHEL Ranipet, Vellore District. Tamil Nadu.

2.00. Eligibility Criteria (Mandatory)

2.01 The manufacturer should have experience in biscuit manufacturing for a minimum period of 5 (Five) years and supplying biscuits to the need of minimum of 500 persons per day with an average annual turnover of Rs. 500 lakhs per annum for the last 2 years. Documentary evidence and clients list shall be submitted.

2.02 The Weight of the Glucose Biscuit is 25 to 40 grams. per packet. In case the weight is more than 40 gms. the weight will be restricted to 40 gms. only. Less than 25 gms. will not be considered.

Other Conditions

2.03 Audited balance sheet and P&L account for the past two preceding financial Years shall be furnished.

2.04 BHEL reserves the right to reject any or all the bids at any time without assigning any reason whatsoever. The opinion / decision of BHEL regarding the acceptance or rejection of the bid shall be final and conclusive.

3.00 Scope of work

3.01 As per our present requirement, the biscuit shall be supplied twice in a week. Monday, Thursday between 9.00 AM & 12.00 Noon. The above schedule is only indicative and BHEL has the right to increase the delivery frequency for more than thrice a week. No extra charges will be paid for the increase in delivery schedule.

3.02 Scope of the work includes transportation, labour charges for delivery at our canteen as above.

3.03 In brief, the vendor or his authorized Agent, shall bring the biscuit and deliver at our canteen.

3.04 Approximately 12,000 biscuit packets per week will be required. However, the exact quantity requirement will be intimated in advance. The quantity is only indicative and may vary.

Signature of the Tenderer

Tender Notice Ref.No: BAP:HR:CT:BIS:00 DT. 15/03/2013**4.00 PERIOD OF CONTRACT**

The contract shall be for a period of 12 months in the first instance from the date of actual award of the contract. On satisfactory performance, the contract may be extended at the discretion of BHEL for further period at the same rates, terms and conditions of the contract subject to mutual consent.

5.00 RISK PURCHASE CLAUSE

- 5.01 During the currency of this contract or during its extended period, if the contractor fails to supply the biscuits as per the terms and conditions of this contract, it will entail BHEL to make alternative arrangements for the supply of biscuit packet mentioned under the scope of work, through any other agency and the extra cost incurred thereon shall be recoverable from the contractor's bills. The decision of the management with regard to recoveries referred to shall be final and binding on the contractor.

6.00 TERMS AND CONDITIONS

- 6.01 The biscuit shall be of good quality ie. Tasty, crisp and hygienic. The biscuits shall be packed in 'Air-Tight' pack.
- 6.02 Only good quality ingredients shall be used for the preparation of biscuit.
- 6.03 Any biscuit packet not found suitable for consumption, in the opinion of the canteen personnel, will be rejected and no payment will be made for that particular item.
- 6.04 The supplier shall bring in his own vehicle, crates and labour.
- 6.05 The biscuit packets shall be delivered at BHEL canteen at the cost of the supplier.
- 6.06 The biscuit packets shall be brought with proper delivery challan in triplicate. The original invoice shall be presented to our Security Staff at the East gate for inward permission. The biscuit packets will be counted / weighed by BHEL staff in our canteen. Only the quantity received and accepted will qualify for payment.
- 6.07 The rate quoted shall be inclusive of transportation, unloading labour charges, but exclusive of taxes. Rates for the Tender schedule shall be quoted in rupees only.
- 6.08 Each pack must have manufacturing date, expiry date, weight etc.

7.00 RATE EVALUATION METHOD:

The quoted rate will be evaluated on 'per gram' basis for comparison purpose.

8.00 TERMS OF PAYMENT

- 8.01 The supplier shall present the bills in quadruplicate for the supply of the biscuit packets once in a month, to the Officer-in-charge of Canteen/HR, for processing the bills for payment. The bills shall be submitted along with the Delivery Challan duly signed by the supplier.
- 8.02 Payment will be made for the bills submitted by the contractor after due verification.
- 8.03 Payment will be made against actual quantity supplied ie number of packets.
- 8.04 Payment will be made within 30 days from the date of receipt of the bill through Account Payee Cheque only or EFT at the discretion of BHEL.

Signature of the Tenderer

Tender Notice Ref.No: BAP:HR:CT:BIS:00 DT. 15/03/2013**9.00 GENERAL CONDITIONS**

- 9.01 BHEL's Security / Safety regulations should be observed. To comply with the pollution control norms, the vehicle should carry '**POLLUTION CERTIFICATE**' while transporting the goods within BHEL premises.
- 9.02 BHEL shall not be liable for any loss or damage caused to the tenderer, their men, representatives or materials, tools, etc. and BHEL shall not be liable for any compensation to the tenderer and their personnel in any manner whatsoever.
- 9.03 The tenderers are requested to bear in mind the entire operations involved, the conditions prevailing under the contract and satisfy themselves before quoting. The rates will be firm without any escalation during the currency of the contract or its extended period and any request for enhancement of rates will not be entertained in any circumstances.
- 9.04 BHEL will not be responsible for any loss or delay or damage of any consignment in transit.
- 9.05 Incomplete tenders are liable to be rejected without any obligations or commitment on the part of the BHEL.
- 9.06 The tenderer shall sign on all pages and submit the tender document intact without detaching any page or pages filled or unfilled along with these general terms and conditions duly signed and affixed seal on all the pages as token of having accepted the terms and conditions thereof. Any alteration, erasure or over-writing will render the tender invalid.
- 9.07 BHEL reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. BHEL's decision in this regard shall be final and binding.
- 9.08 The contract agreement shall be executed by the successful tenderer in favour of BHEL after the award of the work at his cost.

10.00 HOW TO QUOTE:

- Tender documents consist of Part 'A' and Part 'B' as detailed below:
Part 'A' : Pre-qualification bid (technical bid) except price.
Part 'B' : Price bid.
- Part 'A' (page 01 to 06 + Contents detail page) must be duly signed, completed and sent in a separate envelope superscribed '**BHEL/BAP/HR/CT:CON:00 Dated: 15/03/2013- Part 'A' - Pre-qualification Bid for SUPPLY OF GLUCOSE BISCUIT**'. The tenderer shall expressly accept all the terms and conditions of the tender. The Scope, General Terms and Conditions and all the pages except Part 'B' should be attached to this with each page duly signed as a token of acceptance. Alternatively, if the tenderer desires any deviation from the terms and conditions given in the tender documents, the same should be specifically mentioned. BHEL reserves the right to accept or reject any tender for the reasons at the discretion of BHEL.
- Part 'B' must be duly signed, completed and sent in a separate envelope superscribing "**Tender No. BHEL/BAP/HR/CT:CON:00 27/02/2012 - Part 'B' - Price bid**" for **SUPPLY OF GLUCOSE BISCUIT**.
- Part 'B' - the price bid should not carry any conditions and commercial terms. Price / rate only should be quoted in clear terms in the format given by BHEL.

Signature of the Tenderer

Tender No. BHEL/BAP/HR/CT:CON:00

- Part 'B' - price bids will be opened only in respect of those tenderers who are qualified in the pre-qualification bid (Part A).
- The tender forms both Part 'A' & 'B' duly filled in all respects shall be signed on each page by the tenderer. Any alteration, erasure or over-writing will render the tender invalid. Alteration neatly carried out and duly attested over the full signature of the tenderer however is permitted.
- The tenderer should submit the tender documents intact without detaching any page or pages filled or unfilled.
- Name of the tenderer should be written on the sealed envelope.
- Tender documents consisting of Part 'A' & 'B' are to be duly sealed in two separate inner covers. The two inner covers should be sent in a outer cover superscribing as "Tender for supply of glucose biscuit" to the Senior Executive /HR-& Welfare, BHEL/BAP, Ranipet-632 406 so as to reach him **on or before 15.00 hrs on 06/04/2013** .
- Part 'A' of tender form will **be opened at 15.30 hours on the same day (06/04/2013)** in the presence of tenderers / representatives who are present for the tender opening. Tenderers will be evaluated further and who are found to meet the pre qualification criteria will be intimated to attend the tender opening of Part 'B' – price bid at a date to be notified separately. Part 'B' will be opened at the specified date in the presence of the tenderers / representatives who are notified to attend the tender opening and whoever present at their choice.
- The quotations shall be sent either by Registered post, Speed post OR Courier or may be deposited in the tender box kept in the office of HRM- Welfare Department of BHEL, Ranipet- 632406 from 15/03/2013 to 05/04/2013 between 08.00 hrs. and 16.00 hrs. (on all working days), and between 08.00 hrs and 15.00 hrs. on 06/04/2013. No other mode of despatch will be considered.
- For further details if any required, you may please contact the Sr. Executive / HR & Welfare, Bharat Heavy Electricals Ltd., Ranipet-632 406 in person or through telephone (**04172-241189 / 284028/ 284944**).
- BHEL reserves the right to assess the capacity and capability of the parties for pre-qualification. The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The company has no obligation to accept the lowest tender. BHEL's decision in this regard shall be final and binding.

11.00 VALIDITY OF RATES:

The rates quoted shall be valid for 90 days initially from the date of opening of the tender. The rates of successful bidder shall be valid for one year from the date of commencement of the contract.

12.00 LEGAL JURISDICTION

The agreement shall be subject to Ranipet (Vellore District) jurisdiction.

Signature of the Tenderer

**Bharat Heavy Electricals Ltd
Ranipet – 620 406**

PART 'A' - PRE-QUALIFICATION BID

IMPORTANT NOTE:

1. Please read “Scope and general terms & conditions” before filling up this form.
2. Complete the format in all respects with signature on each page.
3. Cover superscribing on the envelope “**Tender No. BHEL/BAP/HR/CT:CON:00 DATED 15/03/2013. Part ‘A’ – (Pre-qualification Bid)**” should be submitted before the due date.
4. If space provided in the format is not sufficient, please provide the information in a separate sheet.
5. Those who are qualified for Part – ‘A’-“Pre-qualification Bid” (Technical Bid) alone will be considered for opening of Part – ‘B’-“Price Bid”.

Part - A
PART 'A' - PRE-QUALIFICATION BID

Sl no	Details	Remarks (to be filled by the tenderer).
1	Name & Address of the Tenderer	
2	Weight per pack	
3	Whether manufacturer of the Biscuit (Please tick the required column)	Yes / No
4	Whether the Glucose Biscuit will be supplied Directly by you or through Local Agent.(Please specify)	
5	If supplied through Agent, The name of the Agent and full address.	
6	Contact Phone No.	
7	Bank Account reference	
8	List of reputed Clients enclosed	
9	Past experience in biscuit manufacturing in years.	Yes / No
10	Preceding 2 years Balance Sheet submitted	Yes / No
11.	PAN No.	
12	VAT / CST Regn. No.	
13.	Whether the Part 'B' – "Price Bid" is submitted separately in a sealed cover.	Yes / No
14.	Whether all the pages of the tender document have been signed	Yes / No
15.	Whether the rate quoted will be valid for 90 days.	Yes / No
16.	Any other information the tenderer may like to furnish.	

DECLARATION

I / We hereby declare that I / We have not been banned and de-listed by any Government Department / Financial Institution / Court.

Further declare that the information provided above is true and if found incorrect the tender will likely to be rejected at the discretion of BHEL.

Signature
(Name & Address of the Tenderer
with Official Seal)

Place:

Date:

PART 'B' - PRICE BID

IMPORTANT NOTE:

1. Please read carefully “Scope, General Terms & Conditions and Special General Terms and Conditions ” before filling up this form.
2. Complete the format in all respects with signature on each page.
3. The rate quoted for Biscuit should be for Glucose Biscuit weighing 25-40 grams. Lowest offer will be calculated based on rate per gram basis (including the applicable tax if any). The rate quoted shall be inclusive of transportation, unloading labour charges, but exclusive of taxes.
4. The rates quoted should be valid for 90 days initially from the date of opening of the Price Bid. The rates of successful bidder should be valid for one year from the date of commencement of the contract.
5. The cover super-scribing on the envelope “Tender No. BHEL/BAP/HR/CT:CON:00 DATED 15/03/2013- Part 'B' (Price Bid)” should be submitted on or before the due date.
6. If space provided in the format is not sufficient, please provide the information in a separate sheet.

Address & the location of Canteen: **BHEL /BAP
RANIPET- 620 406**

Biscuit Requirement **:** **Approximately 12,000 packets
Per Week.**

RATE QUOTATION

ITEMS	Wt. in gram	Basic Price per packet (Rs)	Applicable Tax if any (Rs)	Total Price (Basic price+Tax)	
				In Rs.	In Words
Glucose Biscuit					

Note: Quote the rates both in figures and words.

Signature
(Name & Address of the Tenderer
with Official Seal)

Place:
Date: