

BHARAT HEAVY ELECTRICALS LIMITED

(A Government of India Undertaking)

HEEP, RANIPUR, HARIDWAR, UTTARAKHAND, 249403

PH. 01334-285277, EMAIL: kaushal@bhelhwr.co.in



MATERIALS MANAGEMENT
(PPX-ADMN)

OPEN TENDER FOR DOMESTIC COURIER CONTRACT (2016-2018)

Ref: MM/PPX-Admn/Courier-Services/2016-2018

Tender documents are to be downloaded from the website only. No documents will be provided in physical form.

1. Sealed tenders with the Tender No. and opening date clearly super-scribed on the cover are invited from the reputed courier service agencies for providing of domestic courier services.
2. Last date for sale of tender documents and opening of tenders is indicated against serial no. of the table given below. Tenders will be received up to **1:45 P.M.** on opening date **26.04.2016** and opened on the same day at 2.00 P.M. in the Tender Room, situated at Main Admn Building, 4th Floor BHEL HEEP, Haridwar.
3. Intending vendors must remit the Tender Fee of Rs. 2,000/- (Non-refundable) & EMD of Rs. 20,000/- in separate Bank Drafts, payable to BHEL, Haridwar at SBI, Ranipur, Haridwar (0586), along with their offer against this tender. These Bank Draft, if not found while opening technical bid, the bid shall not be considered and will be rejected.
4. BHEL will not be responsible for any type of postal delay/incomplete information from vendor. Tenders received after tender opening Date & Time shall be out rightly rejected.
5. Other terms and conditions will be as per tender documents available along with this as subsequent pages.

Sl.	Tender No.	Description of Item	Last date of sale of Tender Documents	Date of opening of Tender
1	HW/MM/PPX-Admn/ Domestic-Courier/ 2016-18	Domestic Courier Service Rate Contract	25.04.2016	26.04.2016

Kaushal
KAUSHAL MEENA
E1/PPX-Admn.

Ashok Kumar Gautam
04/04/2016
(Ashok Kumar Gautam)
SR. ENGR. (PPX-ADMN)

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TENDER DOCUMENT- ANNEXURE-1

Ref: MM/PPX-Admn/Courier-Services/2016-2018

Cost of the Tender Documents =Rs. 2,000/-

Earnest Money* = Rs 20,000 /-

*Approximate cost of the works = Rs. 09 Lacs.

*Deposition of Earnest Money is mandatory without which bid is liable to be rejected.

Subject:-TENDER FOR RATE CONTRACT FOR DOMESTIC COURIER SERVICE FOR 2016-2018

Sealed tenders are here by invited for entering into rate contract for delivering letters / documents to the addresses any where in India for the duration of two year and is likely to be extended for another one year depending on the performance of last two years. **The tenders are required to be submitted in two parts on or before 1:45 PM on 26.04.2016**

PART-1/TECHNICAL BID

For essentials requirement of pre-qualification, details to be submitted in technical bid and terms & conditions, see ANNEXURE-II (A&B)

PART II /PRICE BID

For details to be given in price bid –see ANNEXURE III

GENERAL INSTRUCTIONS

1. Price bid and Technical bid will be sealed in separate envelopes.
2. Bidder will ensure to write at the top Right Hand Corner in bold letters “Not to be opened “ on the envelop containing Price Bid
3. Tender opening date will be clearly written on the envelop containing the Pre Qualification bid (This will be date of opening notified in the NIT)
4. Both the above bids will be kept in single sealed envelope for submission of tender.
The bigger single envelop will have the following information clearly written on it:-
 1. Tender opening date.
 2. Tender Enquiry number and date.
5. Supplier will ensure to write tender enquiry number on all envelopes for proper linkages.
6. Supplier will specifically mention the reference of their “Price Bid” in their Pre-Qualification Bid and vice versa for proper linkages.
7. Supplier will pay special attention when any clarifications are demanded and respond quickly.
8. Only those price bids will be opened whose pre –qualification bids are found suitable.

(Handwritten signature)
KAUSHAL MEENA
E-1/PPX-Admn.

(Handwritten signature)
09/09/2016
(Ashok Kumar Gautam)
SR. ENGR. (PPX-ADMN)

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TENDER DOCUMENT-ANNEXURE-II (A)

PRE-QUALIFICATIONS

1. The courier must be operative on All India basis with ATLEAST 300 Nos. branch offices of its own in major cities for at least past 5 years. The list of the operative offices should be furnished in the following format:-

<u>S.No.</u>	<u>PLACE</u>	<u>ADDRESS OF BRANCH WITH TEL. NOS. & EMAIL</u>
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The above list must include all the major cities of India and BHEL sites. The courier will also accept Dak for delivery at new BHEL sites which may come up during the validity of the Rate Contract, intimation for which will be given to them 15 days in advance including the following stations/sites:-

1. Panipat 2. Suratgargh 3. Simhadri 4. Bakreshwar 5. Talchar 6. Ramaguandam 7. Rihand 8. Kalpakkam 9. Aravali (Jhajjaar) 10. Kodarama 11. Innore 12. Durgapur 13. Ukai 14. Mathon 15. Sikka 16. Nagothane 17. Rayalseema 18. Anpara 19. Nibinagar 20. Hazira 21. Bongaigaon 22. Satpura 23. Adhunik 24. Amravati 25. Avantha 26. Barh 27. Bara 28. Bela 29. Bellary 30. Bhavnagar 31. Bhusawal 32. Bina 33. Bokaro 34. Budge-Budge 35. Chandrapur 36. Chandwa 37. Chhabra 38. Derang 39. Durgapur Projects 40. Farakka 41. Goindwal 42. Harduaganj 43. Jhabua 44. Kakatiya-Ext 45. Kothagudam 46. Khaparkheda 47. Korba 48. Korta 49. Maithon 50. Malibrahmani 51. Malwa 52. Mauda 53. Mejia 54. Muzzaferpur 55. North Chennai 56. Parichha 57. Parli 58. Pipavave 59. Pipavave -GTG 60. Raigarh/Jindal 61. Satpura 62. Surana 63. Tripura-CCP 64. Tuticorin 65. Vindhyachal 66. Vizag 67. Yeramarus etc including **New Sites**.

The courier will accept dak for all BHEL's sites/offices in India.

2. The bidder must enclose the copy of profit & loss Account and the Balance Sheet of their organization for the last 2 financial years. The principal organization of the bidder should be a profit-earning organization. Income tax return for the last 2 years should be enclosed.
3. The parties/agents/ Liaisoners, who have been dealing with our Purchase Deptt. in procurement/sub-contracting shall not be allowed to participate in this tender and their offer, if received, shall be ignored. Bidders should submit a declaration that they are not suppliers/agents/liaisoners to purchase/WEX/CSX departments of BHEL-HEEP, Hardwar.
4. Hardwar Branch office of the bidder must be located within 10 Kms. from BHEL, HARDWAR having independent phone. The distance of Hardwar office from BHEL (HEEP) Main Admn. Bldg. is to be mentioned in the tender. Whether Hardwar office is manned by courier organization or it is on license basis or franchised should be clearly indicated. Organization charts indicating No. of employees of your Hardwar office should be submitted.

Kaushal
{ KAUSHAL MEENJA }
{ E1/PPX-Admn. }

Ashok Kumar Gautam
30.03.2016
(Ashok Kumar Gautam)
SR. ENGR. (PPX-ADMN)

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TENDER DOCUMENT-ANNEXURE-II (A).

5. A) Whether any of your employees/directors has liaison/interest in BHEL activities /its Vendor's activities. Please reply YES/NO.
B) If, yes, details thereof
6. Whether you are registered with Custom/Excise/Sales Tax Deptt., if yes, copy of the certificate to be enclosed.
7. Address of office raising bills must be submitted.
8. The Bidder must have minimum 2 years experience of working for a large Public/Private organization. Complete details about the above experience, i.e. copies of contracts with the Private/Public organizations and facilities, viz., Telephone-ISD/STD, own vehicle, Fax etc. available must be furnished with the offer.
9. Whether or not, you are exclusively in "COURIER SERVICES" (YES/NO). If not, enlist details of other business/professions perused by you.
10. Please mention number of letters dispatched per day, per week, per month by your Hardwar office should be mentioned.
11. Copy of Service Tax registration to be submitted along with Tender documents.
12. Hardwar office working hours should be mentioned.
13. The bidder will depute their staff in PPX-Admn./HEEP, BHEL Haridwar for working.
14. The complete list of name and address of your business partners and Board of Directors and the address of the registered Headquarter of the bidder must be mentioned.

(Handwritten signature)
KAUSHAL MEENA
E1/PPX-Admn.

(Handwritten signature)
30.03.2016
(Ashok Kumar Gautam)
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TENDER DOCUMENT-ANNEXURE-II (B)

TERMS AND CONDITIONS

PLEASE CONFIRM THE FOLLOWINGS;

1. The letters /packages are to be collected from BHEL-HEEP Offices on every working day between 1PM to 5 PM and shall be delivered within 48 hours in Delhi and its surrounding cities, in all metropolitan cities and in 96 hours to other places in India. In case of existing / new BHEL sites the letters / packets will be delivered within 120 working hours (exclusive of Sundays and holidays). The ink signed acknowledgement (P.O.D.) with seal of the company for delivery at the correct address shall be submitted to concerned HEEP's office as early as possible but positively with in 15 days of dispatch of consignment. The courier service personnel will ensure regular updation of the data pertaining to letters delivered on the PC available in Administration office of Purchase department.
2. The duration of the contract shall be of two years effective from 01.05.2016 to 30.04.2018 or the date of award of the contract/LOA. The courier who will be awarded the contract has to furnish the bank guarantee up to 10% of the contract value from start and up to for a period of four months beyond contract duration. **The contract can be further extended up to one year depending on the satisfactory performance of the courier agency.** On the other hand, if the performance is not found satisfactory at any stage BHEL reserves the right to terminate the contract at any time without assigning any reason thereof.
3. In case of delayed delivery by the courier service provider but delivery within fifteen days from the date of dispatch to the destination only Rs. 5 / - will be paid to the courier service provider and beyond 15 days no payment will be made and a penalty of Rs. 100 / - .will be charged from the courier service provider and the responsibility of the documents will be of the service provider and the same documents shall be handed over to the destination site. In case of non delivery penalty shall be levied at the sole discretion of BHEL, which shall be minimum Rs 1000 / - per case. The application of this clause shall not be applicable in cases pertaining to Force Majeure situation.
4. It shall be the absolute responsibility of courier service agency to ensure that the contents of packets duly sealed/closed are not tampered with, in any manner and are not stolen / misplaced / lost /misdelivered. Suitable action including recovery for loss will be imposed for such defaults.
5. The bills shall be submitted on monthly basis duly supported by proof of delivery (POD) and then certified by BHEL authorized officer.
6. All disputes arising of or any way concerning this contract shall be referred to the sole arbitrator to be nominated by BHEL Hardwar. The venue of the arbitration shall be Hardwar.

Kaushal
KAUSHAL MEENA
EI/PPX-Admn.

30.03.2016
(Ashok Kumar Gautam)
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TENDER DOCUMENT-ANNEXURE-II (B)

TERMS AND CONDITIONS

7. Necessary transit insurance as needed should be arranged by courier service to cover the loss of any consignment in transit.
8. Tracking system online if available should be indicated.
9. The party will provide Bank Guarantee of the amount equivalent to 10% of the contract value on BHEL on prescribed format for four months beyond contract duration.
10. Courier Service agency will maintain all courier related record in P.C kept for such purpose in PPX-Admn.
11. This rate contract may be operated by our sister units including CFFP without calling fresh tender and the successful (L-1) courier services provider should be ready to give quantity discount.
12. All the information, documents and confirmations desired above must be furnished in the pre-qualification bid within due date as stated in the tender enquiry.

(Handwritten signature)
KAUSHAL MEENA
E1/PPX-Admn.

(Handwritten signature)
30/03-2016
(Ashok Kumar Gautam)
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ANNEXURE -III

PART – II- PRICE BID

FORMAT FOR SUBMISSION FOR PRICE –BID FOR COURIER SERVICE

TENDER ENQUIRY NO. MM/PPX-ADMN/COURIER/2016-2018

PLACE OF OPENING OF PRICE BID :- TENDER ROOM 4TH FLOOR MAIN ADMN. BUILDING

Sl. NO	Weight in grammes	Any where in India		
		Appor. Quantity per year of consignments/ letters	Rate / packet	Amount
1	Upto 250 grammes	18000		
2	Upto 500 gms	5000		
3	More than 500 gms and subsequent 500gms or part there of	2300		
	Total	25300		

NOTE:

1. Prices quoted should be firm and inclusive of all taxes.
2. The contract will be awarded on overall lowest basis.
3. The rates shall be valid for two years from the date of award of contract.
4. Initially the contract shall be awarded for 2 year and may be extended for another year or part thereof based on the performance of courier service agency.

Signature-----

Name -----

Seal of the bidder

Tender documents are to be down loaded from the web site only. No other documents are being provided in physical form.

****Every page of the bid document must be the signed and sealed by adequate authority.**

(Handwritten Signature)
KAUSHAL MEENJA
FI/PPX Admn.

(Handwritten Signature)
30/03.2016
(Ashok Kumar Gautam)
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