



## Bharat Heavy Electricals Limited

Electronics Division

Mysore Road, Bangalore – 560 026

### Notice Inviting Tender

1	Tender Reference	<b>Engg Serv/P&amp;P/2014-15</b>
2	Name of the Work	Providing services of Photocopy/Printing, Spiral Binding, Compilation of various documents (like O & M Manuals).
3	Duration of the contract	2 years from the date of contract award.
4	Estimated Value	Rs. 28,00,000/- approximately for two years.
5	Earnest Money Deposit (EMD)	Rs. 60,000/-. Micro and Small scale Enterprises are exempted from paying EMD. See point no: 14.1 for more details.
6	Place and Last Date & Time of submission of Tender Documents	Tender documents shall be dropped in to the <b>Tender Box No: 11</b> kept at our reception counter on or before <b>28/11/2014, 1PM</b> . Techno-commercial bids will be opened on the same day at 1:15 PM.

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Bidder's Signature along with seal

## **Part A: Techno-Commercial Bid**

(To be furnished by the bidder)

### **Information Part**

No	Particulars	Bidder's Response
IP1	Bidder's Name	
IP2	Bidder's Address	
IP3	Details of Ownership	a) Govt of India Undertaking/ State Govt Undertaking b) Limited Company c) Private Company d) Co-operative Society e) Partnership Firm f) Proprietorship g) If others, please specify: _____
IP4	Year of Establishment	
IP5	Name(s) of Contact Person(s)	
IP6	Phone/mobile No(s)	
IP7	Email Id(s):	
IP8	Category as per MSME Act.	

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 Bidder's Signature along with seal

**Essential Criteria for Techno-Commercial Acceptance of Bid**

EC1	Annual Turnover during the last 3 years (IT returns with Audited Annexure copies/CA certificate for Turnover to be submitted. Certified Profit & Loss Statement & Balance sheets to be submitted)  (Average Turn Over for the last three years shall not be less than 30% of the estimated cost of the NIT)	2013-14: _____ Lakhs  2012-13: _____ Lakhs  2011-12: _____ Lakhs  Average: _____ Lakhs
EC2	<b>Experience Details:</b> a) Three similar completed works (each not less than or equal to 40% of the Estimated cost) , or b) Two similar completed works (each not less than or equal to 50% of the Estimated cost), or c) One similar completed works not less than or Equal to 80% of Estimated cost	Copy of completion certificates from the organization where the work was executed is to be enclosed mentioning the completed value of each work executed and performance certificate issued by the client. (Mere submission of work order / Purchase Order copies is not adequate)
EC3	List of Photocopying/ Printing/ Spiral Binding Machineries established at your works/shop.	No. of Photocopy/Printing Machines along with brief spec (like Copy Speed, Copy Resolution, Duty Cycle etc) and No. of Spiral Binding Machines along with maximum Punching Capacity to be provided.
EC4	EMD details (Details of Banker's Cheque/DD)	_____
EC5	Have you enclosed Solvency certificate for an amount of Rs. 2.3 Lakhs (Refer Point No: 17 for more details)	Yes / No
EC6	Service Tax Registration (Copy to be enclosed) (If not available presently, are you agreed to submit the same, if you are a successful bidder?)	
EC7	PF Registration No(Copy to be enclosed) (If not available presently, are you agreed to submit the same, if you are a successful bidder?)	
EC8	ESI Registration No. (Copy to be enclosed)/Workman compensation policy	

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Bidder's Signature along with seal

**Photocopy/printing (Engg Services) – Tender Documents**

EC9	PAN No (Copy to be enclosed)	
EC10	Do you accept to participate in Reverse Auction (RA), in case BHEL decides to go for RA?	Yes / No
EC11	Are you ready to abide by the terms and conditions mentioned in this NIT?	Yes / No

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Bidder's Signature along with seal

## **Instructions to Bidders & BHEL General Conditions of Contract**

1. **Scope of the Work:** The intent of this Tender is to seek Bangalore based service providers (here in after called as bidder) to provide services of Photocopying/Printing, Spiral Binding and Compilation of O & M Manuals and other documents.
2. Bidder needs to establish required infrastructure at their office/works to carry out out job. /
3. Before participating in this tender, the bidder may familiarize with the nature of work, BHEL General Terms and conditions of the contract etc. If necessary, bidder may meet BHEL personnel and understand the nature of work with a prior appointment.
4. The bidder/bidder company shall not be banned/de-listed/de-registered by any unit of BHEL or any Public Sector Undertakings, Central or State Governments, Government undertakings/Offices, PSU Banks etc.
5. Contractor shall comply with all statutory requirements, Rules, Regulations, and Notifications issued from time to time by the concerned authorities in carrying out their business.
6. The quality of the work (like photo copying, printing, spiral binding etc) shall be of highest order and should always meet our requirements. We have the right to reject any or all pages and bidder has to reproduce the same at no extra cost.
7. This contract is valid for a period of 2 (two) years from the date of award of this work. It may be extended by one more year at the sole discretion of BHEL. No change whatsoever in rates, terms and conditions will be entertained during this period (including extended period).
8. Enhancement of rate for whatever reason shall not be allowed once the tender is finalized and the order is placed. Withdrawal from the quotation after it is accepted or failure to execute the job will entail cancellation of the contract and forfeiture of the earnest money deposit/security deposit or recovery as deemed fit, as ascertained by BHEL.
9. Bidder has to obtain prior approval from BHEL before changing name of the company/ownership/partnership etc.
10. Unit Rates shall be quoted in figures as well as in words in Indian Rupees only. Grand total also to be provided at the end. In case the rates quoted in figures differ from those quoted in words, rates quoted in words will be taken as tendered rates and shall have binding on the bidders.
11. While quoting in their rates, the bidders are advised to take in to account of all factors like fluctuations in market rates of raw materials, labour cost and other contingencies.
12. Bidders shall not increase their quoted rates, once the tenderer has submitted their quotations and these rates are valid for 90 days from the date of opening of Technical bid.
13. Rates quoted shall be considered as, **inclusive of all taxes if any**, unless specifically mentioned in the quotation.

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Bidder's Signature along with seal

## 14. Earnest Money Deposit

- i) Every tender must be accompanied by Pay Order/ Demand Draft/ Banker's Cheque for Rs. 60,000/- (Rupees Sixty Thousand only) drawn in favour of Bharat Heavy Electricals Ltd., from any Nationalised/reputed bank. EMD shall be enclosed along with **Technical Bid** only.
- ii) This Earnest Money will be refunded to the unsuccessful bidders normally within 15 days after acceptance of the award of work by the successful bidders. In the case of successful bidder, the Earnest Money will be converted and adjusted against the Security Deposit.
- iii) As EMD is refunded only thro' EFT, bidders are requested to furnish Electronic Fund Transfer form as per Annexure - II. (Details in any other form will not be accepted). If you are already registered with BHEL-Electronics Division, Mysore Road, then you are not required to furnish the EFT details.
- iv) Bidder has to accept the work order and start the work immediately. Failure to accept work order or failure to start the work immediately results in forfeiture of EMD/SD deposited by the bidder.
- v) If, after opening of tenders, a bidder revokes his tender within the validity period or increases his earlier quoted rates or after acceptance of his tender does not accept the work in accordance with the instructions, the total Earnest Money Deposited by the bidder will be forfeited and acceptance of his/her tender will be withdrawn.
- vi) Tenders without Earnest Money Deposit receipts are liable to be rejected. For exemption of EMD, see point No: 14.1
- vii) EMD/Security deposits do not carry any interest.

### 14.1. **EMD will be waived off in the following cases:**

- i) Central / State - PSUs / Government departments.
- ii) Micro and Small Scale Industries on production of MSME certificate along with a Certificate from a Chartered Accountant. Details is given in Point No: 15.

**15. Exemption of Micro and Small Scale Industries in making EMD:**

**“MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Two years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with CA certificate (Format enclosed as per Annexure - I) applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents”.**

**16. Security Deposit:**

16.1. Rs. 2,35,000/- (Rs. Two Lakhs Thirty Five Thousands only)

16.2. Security deposit shall be deposited by the successful bidder before the start of the work.

16.3. EMD of the successful bidder will be converted and adjusted into Security Deposit. Balance amount of Security Deposit may be paid in any of the following methods:

- i) Pay Order/ Demand Draft in favour of Bharath Heavy Electricals Ltd., Payable at Bangalore
- ii) Bank Guarantee (bank guarantee form to be obtained from BHEL) from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. Bank Guarantee form to be approved by BHEL.

16.4. Security Deposit will not carry any interest.

**17. Solvency Certificate:** Bidder shall furnish a solvency certificate for an amount not less Rs. 2.3 Lakhs (Rs. Two Lakhs Thirty Thousands only) from BHEL Consortium Banks not older than 1 year as per Annexure – III.

**18. BHARAT HEAVY ELECTRICALS LIMITED** reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason thereof.

**19.** Tenders which are incomplete, conditional, unsigned or containing absurd rates and amounts, or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the Accepting Officer or tenders not submitted in the prescribed forms are liable to be rejected.

**20.** Tampering of the tender process will invite action by BHEL as per extant guidelines in vogue.

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Bidder's Signature along with seal

**21. Reverse Auction (RA):** BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidders. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

**22. Experience:**

22.1. The tenders shall be accompanied by a list of similar contracts already held/ executed by the bidder at the time of submitting the tender and giving the following particulars:

- Name of work, value and address of your customer/client.
- The balance work remaining to be done on the same.

22.2. The bidder shall have three similar completed works (each not less than or equal to 40% of the estimated cost) , or two similar completed works (each not less than or equal to 50% of the estimated cost), or one similar completed work not less than or equal to 80% of estimated cost. Copy of completion certificates from the organization where the work is executed is to be enclosed mentioning the completed value of each single work executed and performance certificate issued by the client. (submission of work order / Purchase Order copy is not adequate)

**Definition of Similar Work: The bidder shall have carried out Photocopying/printing and Spiral binding activities in any Government offices, Public Sector Banks/offices or other reputed private organization(s).**

**21.3** Bidder shall established necessary hardware at their works/shop before the commencement of work. The machineries so established may be audited by BHEL personnel during the tendering process. Tender documents of Bidders without proper infrastructure will be rejected. Successful bidder shall maintain required hardware at their works during this entire contract period.

**23. Bidder's Responsibilities:**

- i) Bidder shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and shall not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work.
- ii) The bidder has to maintain strict delivery schedule as per our requirement. Delay in delivering services/ poor quality may result in cancellation of this tender and forfeiture of SD deposited by the bidder.
- iii) Bidder shall provide Photo Identity Card duly signed by the Authorised signatory.
- iv) Bidder will be fully responsible for the good conduct of his employee(s) who visit us to collect documents/CDs/DVDs. In case of any misconduct/ misbehavior by any employee, the Bidder shall replace such employee/s immediately.

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Bidder's Signature along with seal

## Photocopy/printing (Engg Services) – Tender Documents

- v) Bidder shall obtain necessary insurance cover at his/her own cost to mitigate any risk of accidents, injuries etc to their employee(s) who visit us. Bidder shall be responsible for payment of medical expenses/ compensation due to injury/death of his/her employees.
- vi) Bidder may provide a basic mobile phone (without a camera) for his/her employee(s).

### **24. Scope of Work:**

#### **24.1. Operation & Maintenance (O & M) Manuals**

##### **Steps involved in O & M Manuals is given below:**

- i) Collection of documents either in hard or soft form (like CD/DVD etc) along with Index Sheet (herein after known as documents) from the concerned departments
- ii) Obtain Gate Pass from the concerned authorities. Take the documents to bidders works for Photocopying/Printing or spiral binding.
- iii) After the completion of photocopying/printing or spiral binding, same to be brought back to BHEL-EDN after making necessary entries at security gate.
- iv) Quality of paper used shall be of  $75 \pm 5$  GSM from a reputed brand.
- v) Compilation ie. arranging all the pages in sequence as per the index sheet along with suitable separators into folders. Preparation and insertion of Pouch Cards (Typical pouch cards consist of Project name, customer name etc typically of 2 " X 3" size). Note: BHEL will provide space for compilation, folders and separators free of cost.
- vi) Returning of original documents (Hard/Soft) back to the concerned users and obtaining acknowledgement.
- vii) Obtaining approval for the correctness of these documents,
- viii) Handing over of these documents to Despatch section

### **23 Payment Terms:**

- a) Payment will be made based on the quantum of work completed, and normally within 45 days of submission of Invoice/Bills duly signed by BHEL's competent authority.
- b) Taxes will be deducted as per rules.

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Bidder's Signature along with seal

24 **How to Apply:** This is a **Two Part Bid.**

24.1 Part 1: Techno-commercial Bid consisting of the following documents in the following order:

- a) Signed copies of Pages 1 to 14 of this NIT.
- b) All attachments as per various clauses as per this tender EXCEPT Price Schedule.

24.2 Part 2: Price Bid/schedule containing Page 15 & 16 of this tender.

**The bidder shall provide the above in two parts ie. Technical Bid in one sealed cover and Price Bid in another sealed cover and superscribe “Technical Bid” and “Price Bid” on the envelopes respectively. Both these covers shall be put into another sealed cover and superscribe it with the following:**

**“Tender Ref: EnggServ/P&P/2014-15**

**Date of Opening of Techno-commercial Bid:28/11/2014**

(Covers without the above ref and date of opening of Techno-commercial bids are liable to be rejected)

**Tender documents shall be dropped in to the Tender Box No: 11 kept at our reception counter on or before 28/11/2014, 1PM. Late offers will NOT be accepted under any circumstances.**

**Note: Corrigendum/addendum/amendments/revisions/extension of time/clarifications etc (if any) to this NIT will be notified on our websites ([www.bheledn.com](http://www.bheledn.com) or [www.bhel.com](http://www.bhel.com)) only. No separate press advertisement will be carried out for the above. Hence, bidder is requested to visit the above websites regularly to keep themselves updated wrt this NIT.**

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Bidder's Signature along with seal

**Certificate by Chartered Accountant on letter head**

Annexure - I

This is to Certify that M/S .....  
(hereinafter referred to as 'company') having its registered office at .....  
is registered under MSMED Act 2006, (Entrepreneur  
Memorandum No (Part-II) ..... dtd:.....  
Category: ..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as on  
date..... as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost  
excluding land and building and the items specified by the Ministry of Small Scale Industries vide its  
notification No.S.O.1722(E) dated October 5, 2006 :  
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and  
furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED  
Act, 2006:  
Rs.....Lacs

The above investment of Rs.....Lacs is within permissible limit of  
Rs.....Lacs for .....Micro / Small (Strike off which is not applicable)  
Category under MSMED Act 2006.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

Place: \_\_\_\_\_ Signature

Please return completed form along with a blank cancelled cheque or photocopy thereof to:  
Bharath Heavv Electricals Ltd.

Electronic Funds Transfer (EFT) OR  
Paylink Direct Credit Form

Annexure - II

Please Fill up the form in CAPITAL LETTERS only.  
TYPE OF REQUEST(Tick one): \_\_\_\_\_ CREATE \_\_\_\_\_ CHANGE

BHEL Vendor / Supplier Code:   
 Company Name :   
 Permanent Account Number(PAN):   
 Address

City:  PINCODE  STATE

Contact Person(s)   
 Telephone No:   
 Fax No:   
 e-mail id:

1 Bank Name:   
 2 Bank Address:   
  
  
 3 Bank Telephone No:   
 4 Bank Account No:   
 5 Account Type: Savings/Cash Credit   
 6 9 Digit Code Number of Bank and branch   
 appearing on MICR cheque issued by Bank  
 7 Bank swift Code(applicable for EFT only)   
 8 Bank IFSC code(applicable for RTGS)   
 9 Bank IFSC code(applicable for NEFT)

- A I hereby certify that the particulars given above are true, correct and complete and that I, as a representative for the above named Company, hereby authorise EHEL, EDN, Bangalore to electronically deposit payments to the designated bank account.
- B If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.
- C This authority remains in full force until BHEL, EDN, Bangalore receives written notification requesting a change or cancellation.
- D I have read the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under ECS / EFT.

Date:

Authorised Signatory: \_\_\_\_\_ Telephone NO. with STD Code \_\_\_\_\_  
 Designation: \_\_\_\_\_

Company Seal

**Bank Certificate**

We certify that \_\_\_\_\_ has an Account No \_\_\_\_\_ with us and we confirm that the bank details given above are correct as per our records.

Date: \_\_\_\_\_ (.....)  
 Place: \_\_\_\_\_ Signature \_\_\_\_\_

Please return completed form along with a blank cancelled cheque or photocopy thereof to:  
 Bharath Heavy Electricals Ltd,

**Annexure - III**

**Solvency Certificate**

Date : \_\_\_\_\_

**CERTIFICATE** [to be issued by **Bank**s as mentioned in the attached list not later than 12 months]

Ref: \_\_\_\_\_

This is to certify that M/s. \_\_\_\_\_ having their  
Registered Office at \_\_\_\_\_ is  
solvent to the extent of Rs. \_\_\_\_\_ [ Amount in Words \_\_\_\_\_ ] as  
disclosed by the information and record which are available with the bank.

This certificate is issued at the request of M/s. \_\_\_\_\_ for a  
Tender Purpose.

This certificate is issued without any risk/liability or responsibility whatsoever on the part of the  
Bank or any of its officers.

For Bank \_\_\_\_\_

Name of Signatory

[See next page for the list of BHEL Consortium Banks]

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Bidder's Signature along with seal

<b>List of Consortium Banks</b>			
	<b>Nationalised Bank</b>		<b>Nationalised Bank</b>
1	Allahabad bank	19	Vijaya Bank
2	Andhra bank		<b>Public Sector Banks</b>
3	Bank of Baroda	20	IDBI
4	Canara Bank		<b>Foreign banks</b>
5	Corporation bank	21	CITI Bank N.A
6	Central bank	22	Deutsche Bank AG
7	Indian Bank	23	The Hongkong and Shanghai Banking Corporation Limited
8	Indian Oversea Bank	24	Standard Chartered Bank
9	Oriental bank of Commerce	25	The Royal Bank of Scotland N.V.
10	Punjab National Bank	26	J P Morgan
11	Punjab & Sindh Bank		<b>Private bank</b>
12	State Bank of India	27	Axis Bank
13	State Bank of Hyderabad	28	The Federal Bank Limited
14	Syndicate Bank	29	HDFC
15	State Bank of Travancore	30	Kotak Mahindra Bank
16	UCO Bank	31	ICICI
17	Union Bank of India	32	Indusind Bank
18	United Bank of India	33	Yes Bank

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Bidder's Signature along with seal

## Price Schedule

**Please note:**

- Plain paper used for Photocopying / printing shall be of **75 ±5** GS from any reputed brands.
- Bidders shall quote for both Parts B1 and B2. Offers failed to quote for any one is liable to be rejected. Quote shall be clear /explicit in nature giving no reason for doubts/ confusion.
- Rates quoted shall be considered as, inclusive of all taxes, unless specified otherwise.
- L1 status will be arrived based on the overall cost of all the items (both B1 and B2)
- Rates quoted in the above price schedule only will be considered to arrive at L1.
- If there is a mismatch of rates quoted in figures and words, then prices quoted in words will be taken as final.
- BHEL provides space for compilation, folders and separators free of cost.

### Part B1: Photocopying, Printing & Compilation

	<b>No. of sheets (for Two years) Approximately</b>	<b>Unit Rate (Rs.) GSM: 75±5%</b>	<b>Unit Rate in words</b>
Photocopy/Printing on single sided A4 size	3,50,000		
Photocopy/Printing on Back to Back A4 size	23,50,000		
Photocopy/Printing on single sided A3 size	2,25,000		
Photocopy/Printing on Back to back A3 size	15,000		
Photocopy/Printing with reduction from A3 to A4 size on single side	2,800		
Photocopy/Printing with reduction from A3 to A4 size on back to back	2,500		

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Bidder's Signature along with seal

**Price Schedule (Contd...)**

**Part - B2: Spiral Binding**

Particulars	No. of Sets for two years Approximately	Unit Rate (Rs.) per set	Unit Rate in words
<b>A4 Size</b>			
a)Upto 50 sheets	3,000		
b)For every additional 25 sheets	3,000		
<b>A3 Size</b>			
a)Upto 50 sheets	200		
b)For every additional 25 sheets	200		

**Note:** For spiral binding, bidder to provide transparent plastic sheets (minimum 0.25mm thick) and spiral rings.

=== End of NIT ===

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Bidder's Signature along with seal