

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कारपोरेट संचार
Corporate Communication



Ref. CC/GIFT/01/2014-15
06.08.2014

Dear Sir/Ma'am,

Sub: EOI for entering into Rate Contract for Supply of Gift Items/Souvenirs for BHEL for two years

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

BHEL invites Expression of Interest in sealed covers for entering into two years Rate Contract for supply of gift items/ souvenirs for BHEL as per specifications & scope of work given in Annexure I.

EOI for Entering into Rate Contract for supply of Gift Items/ Souvenirs to contain enclosures as specified at Annexure – VI (Submission of Offer) & Annexure – VII (Checklist) of this document.

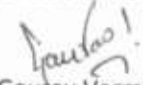
Your offer in sealed cover, in the prescribed manner as detailed in **Annexure – VI**, duly super-scribed with '**EOI for Entering into Rate Contract for supply of Gifts/Souvenirs for BHEL**' should reach us on or before 14.00 hrs on 27.08.2014, at the following address:

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

Offer shall be opened at 15.00 hrs., on the same day i.e. 27.08.2014 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. BHEL committee will scrutinize the offer received for compliance to BHEL terms, will finalize specifications based on physical samples/product brochures for each item and will recommend shortlisted items and their specifications for inviting offers from all vendors who have submitted EOI for the respective category of items in two parts by way of limited tender enquiry.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited


(Gaurav Verma)
Executive (CC)

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Enclosed:

Annexure-I	: Specifications/ Scope of Work
Annexure-II	: Format of Sticker for Samples/Product Catalogues
Annexure-III A	: General Terms & Conditions
Annexure-III B	: Special Terms & Conditions
Annexure-IV	: No Deviation Certificate
Annexure-V	: Declaration Certificate (Legal)
Annexure-VI	: Submission of offer
Annexure-VII	: Checklist

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Annexure-I

SPECIFICATIONS/ SCOPE OF WORK

Sl. No.	PRODUCT NAME	Broad Specifications
1	JMG	Juicer Mixer Grinder in the price range under Rs. 3500.00 after standard discount on MRP. 1. Standard Box Packing 2. Minimum 2 Jars 3. Dry & Wet Grinding Feature 4. Juicer Feature 5. Overload Protector 6. Locking System for safety feature 7. Minimum 1 Year warranty
2	Juicer	Centrifugal Juicer in the price range under Rs. 3000.00 after standard discount on MRP. 1. Standard Box Packing 2. Juice Extractor 3. Auto-shut Off for Overload Protection 4. Locking System for safety feature 5. Minimum 1 Year warranty 6. 650 ml + Juice Collector
3	Sandwich Maker	Sandwich Maker in the price range under Rs. 1000.00 after standard discount on MRP. 1. Standard Box Packing 2. 2 Sandwich Capacity at a time 3. Non-stick Coated Cooking Plates 4. Cool Touch Handle 5. Thermostat Control function to automatically regulate the temperature of appliance 6. Minimum 1 Year warranty
4	Suiting	Suit Lengths in the price range of around Rs. 5000.00 - Rs. 8000.00 after standard discount on MRP. 1. Standard Packing 2. 3+ metres 3. Discount structure for an entire range in the price range of Rs. 5000/- - Rs. 8000/- will be fixed for 2 years 4. Warranty against manufacturing defects for a period of one year

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5	Electric Kettle	Electric Kettle in the price range under Rs. 2000.00 after standard discount on MRP. 1. Standard Box Packing 2. Cordless Kettle 3. Dry Boil Protection 4. Minimum of 1 Liter Capacity 5. Auto Shut Off 6. Minimum 1 Year warranty
6	Bed Sheets	Double Bed Sheet sets in the price range under Rs. 2000.00 after standard discount on MRP. 1. Standard Packing 2. Double bed sheet with 2 pillow covers of standard dimensions 3. Dimesions: a. Bed sheet: 88"X107" (minimum) b. Pillow covers: 16"X27" (minimum) 4. Material: Cotton 5. Colors & pattern as in vogue 6. Warranty against manufacturing defects for a period of one year
7	Electric Irons	Electric Irons in the price range under Rs. 2000.00 after standard discount on MRP. 1. Standard Box Packing 2. Dry, Steam, Spray Iron 3. Non-stick Coated Soleplate 4. Temperature Control 5. Minimum 1 Year warranty
8	Induction Hot Plates	Induction Hot Plates in the price range under Rs. 2700.00 after standard discount on MRP. 1. Standard Box Packing 2. Automatic Switch Off 3. Soft Touch Operations 4. Variable Temperature Control and Timer Setting 5. Minimum 1 Year warranty
9	Ties	Silk Ties in the price range under Rs. 1700.00 after standard discount on MRP. 1. Standard Packing 2. Woven Silk/Silk materials 3. Colors and pattern as in vogue 4. Warranty against manufacturing defects for a period of one year

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10	Towel set	4 Pc. Towel Set in the price range under Rs. 1200.00 after standard discount on MRP. 1. Standard Packing 2. Pack of 4 3. 1 Large bath Towel, 1 Medium Bath Towel, 2 Hand Towels 4. Material: Cotton 5. Dimensions: a. Large bath Towel: 132cmX68cm (minimum) b. Medium Bath Towel: 111cmX55cm (minimum) c. Hand Towels: 53cmX35cm (minimum) 6. Machine washable 7. Colors and pattern as in vogue 8. Warranty against manufacturing defects for a period of one year
11	Coffee Maker	Coffee Maker in the price range under Rs. 2000.00 after standard discount on MRP. 1. Standard Box Packing 2. Espresso maker 3. Capacity of minimum 5 cups 4. Permanent washable filter 5. Water level indicator 6. Minimum 1 Year warranty
12	Dinner Set	14 Piece Glassware Dinner Set in the price range under Rs. 4000.00 after standard discount on MRP. 1. Standard Box Packing 2. Tampered dinner ware 3. Glass material 4. Microwave safe 5. Dishwasher safe 6. Composition: a. Dinner Plate 6 Pc b. Bowls 6 Pc c. Serving Bowls 2 Pc 7. At the time of delivery to BHEL, each set to be opened & checked for breakage or chipping & free replacement of same 8. Warranty as applicable
13	Dinner Set	27 Piece Glassware Dinner Set in the price range under Rs. 4000.00 after standard discount on MRP. 1. Standard Box Packing 2. Tampered dinner ware

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		<ol style="list-style-type: none">3. Glass material4. Microwave safe5. Dishwasher safe6. Composition:<ol style="list-style-type: none">a. Dinner Plate 6 Pcb. Desert Plate 6 Pcc. Ramekins 6 Pcd. Bowls 6 Pce. Serving Bowls 2 Pcf. Rice platter 1 Pc7. At the time of delivery to BHEL, each set to be opened & checked for breakage or chipping & free replacement of same8. Warranty as applicable
14	Cup & Saucer Sets	<p>Bone China Cup Set in the price range under Rs. 2100.00 after standard discount on MRP.</p> <ol style="list-style-type: none">1. Standard Box Packing2. Tampered3. Glass material4. Microwave safe5. Dishwasher safe6. Composition:<ol style="list-style-type: none">a. Cup 6 Pcb. Saucer 6 Pc7. At the time of delivery to BHEL, each set to be opened & checked for breakage or chipping & free replacement of same8. Warranty as applicable
✓ 15	Serving Bowl Sets	<p>3 Pc. Serving Bowl Set in the price range under Rs. 1500.00 after standard discount on MRP.</p> <ol style="list-style-type: none">1. Standard Box Packing2. Stainless steel material3. 3 bowls4. Warranty against manufacturing defects for a period of one year
16	Trimmer	<p>Electric Trimmer in the price range under Rs. 1300.00 after standard discount on MRP.</p> <ol style="list-style-type: none">1. Standard Packing2. Cordless3. Different length settings of trimmer4. Stainless Steel Blade5. Detachable head for easy cleaning6. Power Source: Battery, Electricity

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		7. Minimum one year warranty
17	Toaster	Sandwich Pop-Up Toaster in the price range under Rs. 3000.00 after standard discount on MRP. 1. Standard Box Packing 2. 2-slice toaster 3. Variable browning controls 4. removable crumb tray 5. Wide slots for thick breads 6. Minimum 1 Year warranty
18	Thermos Flasks	Thermos Flask in the price range under Rs. 1200.00 after standard discount on MRP. 1. Standard Box Packing 2. Made of Stainless Steel 3. Vacuum Flask 4. 1 ltr. Capacity 5. Minimum 1 Year warranty
19	Pens	Premium Pens in the price range of around Rs. 1500.00 - Rs. 3000.00 after standard discount on MRP. 1. Standard Packing 2. Premium Pens & Pen Sets in range from Rs. 1500.00 - Rs. 3000.00 3. Minimum 1 Year warranty
20	Hand blender	Hand Blender in the price range under Rs. 1500.00 after standard discount on MRP. 1. Standard Box Packing 2. Blending function 3. Protective blade guard 4. Detachable Blender Shaft 5. Minimum 1 Year warranty
21	Strolly	Strolly Bags in the price range under Rs. 6000.00 after standard discount on MRP. 1. Standard Packing 2. Fixed combination lock 3. Unisex style 4. 4 wheels with 360 degree wheeling 5. Made of Nylon Fabric 6. Size: around 22" or more 7. Minimum 1 Year warranty

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22	Pen Drives	Pen Drives of 16 GB capacity in the price range under Rs. 400.00 after standard discount on MRP. 1. Standard Packing 2. Capacity of 16GB 3. Minimum 5 Year warranty
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Annexure-II

Format of Sticker for Samples/Product Catalogue

Product Name:	
Option:	
Bidder's Name:	
MRP:	
Standard Discount in %age:	

Note:

1. One Sticker each to be affixed on Sample/Product Catalogue for each item quoted.
2. Product Name to be given may be referred in Annexure - I
3. 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-III A

GENERAL TERMS AND CONDITIONS

1.0 SUBMISSION OF OFFER

1.1 Your offer should be complete in all respects as explained in the Annexure- VII.

2.0 QUALITY

2.1 Each & every item and service to conform to International Standards of Quality or else liable for rejection at no costs thereon.

3.0 VALIDITY

3.1 Your offer should remain valid for a period of 2 years from the date of finalization of rate contract.

4.0 TERMS OF PAYMENT

4.1 100% payment for each individual order 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.

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

Successful bidders shall be required to furnish the following information upon finalization of Rate Contract **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	

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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"

5.0 ARBITRATION

5.1 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 arbitration of the Head of Corporate Communication of BHEL whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason(s) for the award.

5.2 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.

6.0 EFFECT AND JURISDICTION OF CONTRACT

6.1 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.

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7.0 TAXES

7.1 It is mandatory to comply with all taxes applicable for the required services.

8.0 INSURANCE

8.1 To insure all goods during transit etc., should be the responsibility of the bidder.

9.0 SCRAPPING OF TENDER

9.1 BHEL reserves the right to cancel/ scrap the tender without assigning any reason whatsoever.

Note:

- i. Your offer is subject to the terms & conditions, as laid in this Annexure and a duly signed copy for acceptance of this Annexure shall form part of your offer.
- ii. All information in the EOI Document is meant for only your consumption and not for sharing, unless and otherwise, authorized by BHEL in writing. Please ensure compliance.

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Annexure – IIIB

SPECIAL TERMS & COMDITIONS

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

1.1 EXPERIENCE & PAST PERFORMANCE

- 1.1.1 The bidder to be **Indian Manufacturer or a company registered in India/ their authorized distributor/ retailer.**
- 1.1.2 The bidder to be in similar kind of business for at least three years. **2 Nos.** POs to essentially establish that the bidder have earlier dealt in institutional sales to the listed companies or Govt./State Govt./PSUs to be submitted along with the offer.

1.2 FINANCIAL

- 1.2.1 A copy of **Balance Sheets with P&L Statement or Certificate by CA or Annual Report** for any **three** financial years from 2010-11, 2011-12, 2012-13 & 2013-14 to be enclosed. Bidders with average turnover for the three years at **Rs. 2.7 lakh** or above alone will be considered.

1.3 REGISTRATION OF TAXES

- 1.3.1 Self-attested copy of proof of **valid registration of Taxes** as applicable to be submitted by the bidder

1.4 SAMPLES

- 1.4.1 Physical sample duly affixed with label (as per Annexure - II) indicating the **Name of the Product/Option/Bidder's Name/MRP/Standard Discount** should be submitted along with the offer. **Bidders may submit product brochure in absence of the physical sample.** Samples of all the bidders will be returned immediately after placement of orders.
- 1.4.2 Bidders are free to submit more than one option for each item.
- 1.4.3 Bidders to ensure product(s) for which they are quoting are accompanied by MRP printed on the product or on the brochure or on the company website or verifiable by the principles or on e-commerce websites and uniform for NCR, failing which their offer won't be considered.

2.0 EVALUATION OF THE OFFERS

2.1 Following procedure shall be adopted for evaluation of the offers:

- 2.1.1 **Offer in a sealed envelope comprising:**

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- Documents and information required for ascertaining the qualification of the vendor as per clause 1.0 of Annexure-IIIB of **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 '**General Terms & Conditions**' (**Annexure-IIIA**), '**Special Terms & Conditions**' (**Annexure-IIIB**) and Conformity to '**Specifications/ Scope of Work**' (**Annexure-I**), by way of signing and affixing rubber stamp on each page.
- Physical Sample(s) or product catalogue of item(s) for which offer has been submitted, duly affixed with label indicating the name of the product/name of the bidder/ option/ MRP/ Standard Discount, to be submitted along with 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.

2.1.2 Bidders who are found compliant to tender requirement as per 5.1.1 above, their product samples/product catalogue alone will be scrutinized by BHEL and considered for shortlisting.

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

Sample Selection Criteria	Weightage
i. Features & Specifications	60
ii. Design & Aesthetics, as applicable	20
iii. Manufacturer's warranty period	20

Note: 1. Bidders not meeting specifications specified in Annexure – I will get 0 (zero) score. The bidder whose specification is as per BHEL requirement will get 40 marks, for any additional feature/specification/capacity proportional marks will be awarded from remaining 20.

2. Bidders not meeting warranty specified in the tender will get 0 (zero) score. 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 subject to approval of the competent authority.

Note:

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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.

2.1.3 Offers will be invited for shortlisted items and their specifications by way of Limited Tender Enquiry from all the bidders.

3.0 COMMITTED QUANTITY

3.1 BHEL will not commit quantity to be purchased during the period of contract for any item(s), however, such items have been in demand with the top management of BHEL and Rs. 75.0 lakh budget is earmarked for procurement of souvenirs during the FY.

4.0 PENALTY – QUALITY

4.1 If the final product does not match the quality and specifications finalized by BHEL committee, BHEL will not be obliged to accept the particular item(s) as applicable. If at all the goods are accepted, penalty shall be imposed at a rate to be decided by BHEL. Bidder shall be given reasonable opportunity to place his side before the penalty is applied.

5.0 DISPATCH

5.1 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 – 110001" or directly to the office that has placed purchase order in NCR. Dispatches to be carried out by the successful bidder at no extra cost, through its own arrangements

6.0 WARRANTY

6.1 In case of manufacturing defects/ non-functionality of the items supplied, as applicable, bidders are liable for free replacement of the goods within the warranty period with regard to each item.

7.0 CONTRACT TERMINATION

7.1 BHEL reserves the right to terminate the contract any time if the execution of work is unsatisfactory or in case necessary, without assigning any reason whatsoever.

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8.0 AUTHORISED OFFICER

8.1 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.

9.0 CONTACT PERSONS

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

- Sh. Pankaj Mehra – Asst. Engr. (CC)
Tel.: 011-23742035, Mob.: 9910997299 email: pmehra@bhel.in
- Sh. Gaurav Verma – Executive (CC)
Tel.: 011-23365279, Mob.: 9560755260 email: gauravv@bhel.in
- 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

जीवन तारा, 5, संसद मार्ग, नई दिल्ली: फोन: 23365669, 23361498 फैक्स: 23342769, 23340981
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Annexure - IV

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 EOI No. CC/GIFT/01/2014-15 and that our company/ firm, namely,..... do hereby unconditionally accept all the Terms and Conditions set out in the EOI including the penalty clauses therein.

Signature of Authorised Signatory

(Designation)

Date:

Place:

Handwritten signature

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Annexure - V

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 - VI

SUBMISSION OF OFFER

Your offer has to be submitted in sealed cover as follows:

Envelope superscribed with "Part I: EOI for Entering into Rate Contract for supply of Gift Items/ Souvenirs", should contain:

- a. Documents and information required for ascertaining the qualification of the Bidder as per Clause 1.0 of Annexure – IIIB of Eligibility Conditions/Pre- Qualification Requirement (PQR).
- b. **No Deviation Certificate** as per Annexure – IV
- c. **Declaration Certificate (Legal)** as per Annexure – V
- d. **Check List** as per Annexure – VII
- e. Acceptance to "General Terms & Conditions" as per Annexure – IIIA and "Special Terms & Conditions" as per Annexure – IIIB by way of signing and affixing rubber stamp on each page.
- f. Physical sample duly affixed with label (as per Annexure - II) indicating the **Name of the Product/ Bidder's Name/Option/MRP/Standard Discount** should be submitted along with the offer. **Bidders may submit product brochure in absence of the physical sample.**

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.

All documents to be placed in a single sealed envelope, duly superscribed with:

1. EOI for Entering into Rate Contract for supply of Gift Items/ Souvenirs
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.

Handwritten signature/initials

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Annexure - VII

CHECKLIST

S.No.	Description /Item	Enclosed Yes/No
1	EOI for Entering into Rate Contract for supply of Gift Items/ Souvenirs in Sealed Cover duly superscribed with EOI for Entering into Rate Contract for supply of Gift Items/ Souvenirs to contain following	Yes/No
i	Documents/ Information for ELIGIBILITY CONDITIONS/ PQR as per clauses under clause no. 1.0 of Terms & Conditions (Annexure-IIIB):	
	<ul style="list-style-type: none">• Copy of 2 nos. Purchase Orders to essentially establish that the bidder have earlier dealt in institutional sales to the listed companies or Govt./State Govt./PSUs	Yes/No
	<ul style="list-style-type: none">• A copy of Balance Sheets with P&L Statement or Certificate by CA and ITR or Annual Report for any three financial years from 2010-11, 2011-12, 2012-13 & 2013-14 to be enclosed.	Yes/No
	<ul style="list-style-type: none">• Self-attested copy of proof of valid registration of Taxes as applicable	Yes/No
ii	Signed and stamped copies of Annexure– IIIA (General Terms & Conditions) and Annexure – IIIB (Special Terms & Conditions) as a token of acceptance.	Yes/No
iii	No-Deviation Certificate as per Annexure – IV on your letter head	Yes/No
iv	Declaration (Legal) as per Annexure – V on your letter head	Yes/No
vi	Physical sample/Product Brochure duly affixed with label (as per Annexure - II) indicating the Name of the Product/ Option/Bidder's Name/MRP/Standard Discount.	Yes/No

Handwritten signature/initials

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