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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
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(EPABX.NO.)

Notice Inviting Tender

SL	PARTICULARS	DETAILS
1	TENDER NUMBER	REF:EDN:515:CU:02-VO8
2	NAME OF WORK	International Mailing [Courier] Services [Destinations outside Indian Territory]
3	CONTRACT PERIOD	Two Years with effect from 1 st August 2016
4	ESTIMATED VALUE	Rs 3.3 Lakhs [approximately for 2 years]
5	EARNEST MONEY DEPOSIT	Rs. 10,000.00
6	LAST DATE AND TIME FOR THE SUBMISSION OF DULY FILLED IN TENDER DOCUMENT	Monday, 13 th June 2016, up to 1.00PM
7	PLACE OF SUBMINNION 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 OPENING	Monday, 13 th June 2016, at 1.30PM
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.

Issue to contractor:

M/s.

Dear Sir,

Sub: Contract for International Mailing [Courier] Services – Submission of Quotation reg. BHEL-Electronics Division intends to enter into a contract for International Mailing [Courier] Services for a period of TWO YEARS with effect from 1st August 2016. The salient points are furnished in the table below followed by complete scope of work and general terms and conditions:

Contract Work	International Mailing [Courier] Services [Destinations outside Indian Territory]	
Contract Period	Two years with effect from 1st August 2016 or the following calendar month from finalization/approval, whichever is later.	
Business Volume	Anticipated volume of business will be around Rs.3.3 Lakhs [Rupees Three Lakhs thirty thousand only] for 2 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, Japan Switzerland, UK/England
	EMD Amount	EMD Amount of Rs.10000/- should be furnished along with the Techno- commercial Bid as per Annexue -EMA
	Last Date	Monday, 13th June 2016, up to 1.00PM
	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-SD	
Special Instructions	All Annexures should be in the pro-forma provided by BHEL EDN only. This is essential from the point of providing complete information/Details as required by BHEL with a view to have proper comparison between the Bidders	

Sub: **Rate contract for International Courier Services- Submission of quotations req.**

BHEL- Electronics Division intends to enter into a contract of "International Courier Services" for a period of two years w.e.f. 1st August 2016. The estimated volume of business will be around Rs 3.3 lakhs (Rupees three lakh thirty thousand only) for a period of two years..

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, as per requirement.
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 3.3 lakhs (Rupees three lakh thirty thousand 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 indicates above. Taxes and fuel surcharge if any, should be indicated separately and payable extra.** These base rates shall be firm for a period of two years irrespective change in the business scenario.
6. When request for pick up the consignment is received by you (through phone/email), your staff/representatives will report at our central mailing section on all the working days around 15.00 Hours and on Saturday at 11.00 AM to collect the letters/covers/parcels to be sent by your service to different destinations outside 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. Your staff 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 of contacting them during the exigencies or for necessary clarifications.
14. Arbitration : If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this agreement, parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of Thirty (30) days from the date on which the dispute or difference arose, such dispute or difference shall be referred to arbitration by a sole Arbitrator appointed by Head of HR/BHEL-EDN-Bangalore. The Service provider shall have no objection if the arbitrator so appointed is an employee of BHEL even if he was dealing with this contract at any point of time subject to above

arbitration shall take place in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re – enactment thereof for the time being in force. The arbitration proceedings shall be held at Bangalore and the proceedings shall be conducted in English language. The Courts in Bangalore shall have the jurisdiction to entertain an application/petition filed before it.

15. All dispute/s are subject to the provisions of the Arbitration Act, or any extant statutory provisions/rules under the Act including re-enactment shall apply to the arbitration process under this contract. For invoking the arbitration, the concerned party shall specify the dispute/s to the arbitrator together with damages claimed.
16. The following shall amount to Force majeure, Acts of God, Acts of any Govt., War, sabotage, Riots, Civil Commotion, Police Action, Revolution, Flood, Fire Cyclones, Earth Quakes and Epidemic, over which service provider has no control.
17. If the service provider suffers any delay in delivery caused by force majeure as defined above, that much time/period will be extended for levying penalty as under, provided that on the occurrence of such an event/contingency the same shall be reported in writing to the undersigned and the service provider shall not be eligible for any compensation

18. Penalty for delayed /loss of consignment will be as follows:

- a. 30% of the delivery charges if not delivered as per agreed schedule (Excluding Sundays & Holidays)
- b. In case of loss/damage to the consignment, the amount as assessed by BHEL.
- c. 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
- d. The decision of Head of HRM BHEL/EDN will be final and binding on all disputes on this contract.

19. Clause 18 is subject to clause 16 and 17 regarding Force Majeure.

20. 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 have registered for service Tax provision(copy to be enclosed)
- D. Average annual financial turnover during the last three years ending 31st March of 2016, should be at least 0.99 lakhs.
- E. Experience: The Bidder shall have the experience of successfully executed contracts for International Courier during the last seven years ending 31st March 2016, as under:
 - i) 3 completed contract works of International Courier costing not less than the amount equal to 40% of the estimated value i.e., Rs. 1.32 Lakhs.
OR
 - ii) 2 completed contract works of International Courier costing not less than the amount equal to 50% of the estimated value i.e., Rs. 1.65 Lakhs.
OR
 - iii) 1 completed contract work of of International Courier costing not less than the amount equal to 80% of the estimated value i.e., Rs. 2.64 Lakhs.
 - iv) Certificates: Copy of completion certificates indicating the value of the work or copy of the Work Order/Purchase indicating the value of the work order along with 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.

If any bidder is not fulfilling the any of above conditions from A to E, the said Bid will be summarily rejected.

21. The bidder should deposit an EMD for an amount of 10,000(Rupees Ten thousand only)in favour of BHEL-EDN as per Annexure-EM & 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.**

22. Successful Bidder/s will have to furnish SD as per Annexure-SD.
23. 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 enclosures only.
24. The offer should be submitted in 2 parts as mentioned below in separate sealed envelopes to be put into a SINGLE SEALED COVER super scribed as Enquiry No: REF:EDN:515:CU:02-VO8 DUE DATE: 13th June 2016 addressed to the undersigned containing:
 - a. Techno-commercial Bid as per Annexure-TCB [FIRST PART] Super scribed as "Techno-commercial Bid" REF:EDN:515:CU:02-VO8 DUE DATE: 13th June 2016.
 - b. Price Bid as per Annexure-PB [SECOND PART], superscribed as "Price Bid" for Enquiry No: REF:EDN:515:CU:02-VO8 DUE DATE: 13th June 2016.
25. The above sealed cover containing tender document has to be dropped in HRM TENDER BOX Kept in the Reception Hall of the BHEL, Electronics Division, Mysore Road, Bangalore-560026 on or before 1.00 PM on 13th June 2016. The tender as per annexures should be in bold and legible letters. Corrections if any should be endorsed. All the columns of all annexures should be filled or written as "Not Applicable".
26. The tender box will be opened at 1.30 PM on 13th June 2016. Interested bidders representatives can be present while opening the tender box to know only the no. of offers received [acceptability will not be confirmed], for which no separate communication will be sent. The 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.
27. 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

[N C Poly]
Additional General Manager/HR

SI No	PARTICULARS	
1	Name and addresses of the registered office with Phone and Fax Nos:	
2	Year of Establishment & Regn No: (Copy of registration 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 the field of courier services(proof to be furnished)	
7	Turnover in Rupees	2013-14 2014-15 2015-16
8	Service Tax registration No Copy to be furnished	
9	Total manpower employed in the firm	
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	
13	Details of DD towards EMD	a. DD/PO/Banker Cheque No- b. Amount in Rupees- c. Bank Name & Branch- d. Date-
14	Please enclose copies of the following	
	1. Registration Certificate	2. Tax registration certificate
	3. IT returns of last two years to check Turn Over	4. List of Company's branch offices with addresses
	5. List of delivery offices	6. List of clients

No column should be left blank. If any column is left blank the offer is liable to be rejected.

I/We have read the general information; scope of work, terms and conditions mentioned in the tender document and accept the same to execute the contract, if awarded.

Date:
PLACE:

SIGNATURE OF AUTHORISED PERSON WITH SEAL

ANNEXURE- PB (PRICE BID)**INTERNATIONAL COURIER (DESTINATIONS OUTSIDE INDIA) SERVICES:DESTINATIONS**

SI No	PARTICULARS	DELIVERY SCHEDULE (In Hours)	INDICATE ZONE/SECTOR (If any)	RATE IN RUPEES FOR THE FOLLOWING RANGE OF WEIGHRS [In Grams]	
A	Destination			upto 500 Gms	For every additional 500 Gms
1	Argentina				
2	Australia				
3	Austria				
4	Bangladesh				
5	Belgium				
6	Bhutan				
7	Canada				
8	China				
9	Denmark				
10	Finland				
11	France				
12	Germany				
13	Ghana				
14	Hongkong				
15	Indonesia				
16	Iraq				
17	Ireland				
18	Italy				
19	JAPAN				
20	Kenya				
21	South Korea				
22	Libya				
23	LEBANON				
24	Malaysia				
25	Malta				
26	Netherlands				
27	Newzealand				
28	Oman				
29	Philippines				
30	Qatar				
31	Russia				
32	Singapore				
33	South Africa				
34	Spain				
35	Srilanka				
36	Sudan				

37	Sweden				
38	Switzerland				
39	Syprus				
40	Syria				
41	Taiwan				
42	Thailand				
43	UAE				
44	Uganda				
45	Saudi Arabia				
46	United Kingdom				
47	USA				
B	FUEL SURCHARGE(IF ANY)				
C	TAXES (IF ANY)				
D	Payment Terms				

No column should be left blank. If any column is left blank the offer is liable to be rejected Penalty for delayed /loss of consignment will be as per clause 18 & 19 of general terms and conditions of tender document.

Please note: Rates are indicated after all discounts. **If you are agreeing with our terms of payment please indicate as “We agree with BHEL terms of payment” otherwise indicate your terms.**

Date:
PLACE:

SIGNATURE OF AUTHORISED PERSON WITH SEAL

Annexure-EM

Earnest Money Deposit

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

Works costing upto Rs. 2 lakh	:	NIL	
Works costing more than Rs. 2 lakh and upto Rs. 5 lakhs	:	Rs .	10,000.00
Works costing more than Rs. 5 lakhs and upto Rs. 10 lakhs	:	Rs.	20,000.00
Works costing more than Rs. 10 lakhs and upto Rs. 20 lakhs	:	Rs.	40,000.00
Works costing more than Rs. 20 lakhs and upto Rs. 30 lakhs	:	Rs.	60,000.00
Works costing more than Rs. 30 lakhs and upto Rs. 50 lakhs	:	Rs.	1,00,000.00
Works costing more than Rs. 50 lakhs and upto Rs. 100 lakhs	:	Rs.	1,50,000.00
Works costing more than Rs. 100 lakhs and upto Rs. 2,00,000/-	:		

One time EMD will be also be Rs. 2 lakhs

For SAS jobs & other smaller/routine type of jobs such as maintenance/servicing etc, the maximum value of EMD as well as one time EMD will be Rs. 1,00,000/-

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

2. EMD by the Tenderers will be forfeited as per Tender Documents if;
 - a) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
 - b) The tenderer does not commence the work within the period as per LOI/ Contract. In case the LOI /contract is silent in this regard then within 15 days after award of contract.
3. EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.
4. EMD shall not carry any interest.

Annexure-SD

SECURITY DEPOSIT

1. Security Deposit should be collected from the successful tender. The rate of Security Deposit will be as below:

-Upto Rs. 10 lakhs:	10%
-Above Rs. 10 lakhs upto Rs. 50 lakhs:	Rs 1 lakh + 7.5% of the amount exceeding Rs. 10 lakhs.
-Above Rs. 50 lakhs :	Rs. 4 lakhs +5% of the amount exceeding Rs. 50 lakhs.

The security Deposit should be collected before start of the work by the contractor.

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

- Cash (as permissible under the Income Tax Act).
- Pay Order, Demand Draft in favour of BHEL.
- Local cheques of Scheduled Banks, subject to realization.
- Securities available from post Office 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).
- Bank Guarantee from Scheduled Banks /Public Financial Institutions as defined in the Companies Act. The bank Guarantee format should have the approval of BHEL..
- 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.
- 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 one work and the balance 50% may be recovered from the running bills.

(Note: in case of small value contract not exceeding Rs. 10 lakhs and all SAS jobs, work can be started before Security Deposite is collected / recovery of intially 50% security deposite).

- EMD of the successful tenderer can be converted and adjusted against the Security Deposit.
- The Security Deposit shall not carry any interest.

NOTE :

Acceptance of Security Deposit against Sl. No.2(iv) and (vi) 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.

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