

RE:MUM:HRD:PC 0210:

07.07.2009

Control No.
Signature :

Dear Sir,

Sub: Rate contract for Photocopying by providing machines in BHEL premises

Bharat Heavy Electricals Limited, a Government of India Undertaking with its Regional Office located at 15th floor, World Trade Centre – I, Cuffe Parade, Mumbai – 400 005 intends to enter into a rate contract for photocopying of official documents at its premises.

Scope of Work :

Party will have to provide two photocopying machines one each at 14th floor and 15th floor of our World Trade Centre Office.

Machine Specification is as under:

The machine shall be remanufactured Digital Copier with two trays, Duplex automatic, moving trolley with minimum speed of 40 copies per minute.

The operation, maintenance of machines, staff, material requirement including photocopying papers is within the scope of the successful party.

The tender is in two part as under:

Technical Bid (Part 'A') – Envelope - 1:

The following documents are to be enclosed in Envelope – 1:

1. Earnest Money Deposit of Rs.20,000/-.

2. Compliance letter in your letter head as per the format enclosed shall be completed in all respects along with signature and seal.
3. Each page of the Technical Bid – Part ‘A’ shall be duly filled up, signed and stamped by the party as a token of acceptance.
4. **Blank format of the Price Bid – Part ‘B’ to be signed and stamped.**

Price Bid (Part ‘B’) – Envelope – 2:

Price Bid (Part ‘B’) to be filled up, signed and stamped.

The above two envelopes shall be enclosed in another envelope and sealed and superscribed with ‘**Rate contract for Photocopying**’.

The Compliance Letter in your letter head as per the format enclosed shall be completed in all respects along with signature and seal and submitted along with the Technical Bid.

BHEL also reserves the right to reject any or all the quotations without giving any reasons thereof.

The offers are to be submitted on or before 18.07.2009 (3.00 p.m.) addressed to Dy. General Manager (HR), Regional Operations Division, Bharat Heavy Electricals Limited, 15th floor, Centre I, World Trade Centre, Cuffe Parade, Mumbai – 400 005.

Offers through telegram / fax shall not be acceptable.

The offers will be opened in presence of the parties who wish to attend the tender opening.

Thanking you,

Yours faithfully,
For Bharat Heavy Electricals Limited,

(Ajit Sinha)
Dy. General Manager (HR)

Encl: Part ‘A’ and Part ‘B’

TECHNICAL BID – PART ‘A’ – ENVELOPE 1

S.No.	Description	Acceptable / Not Acceptable
1	<p>Payment of Rs.20,000/- towards Earnest Money Deposit through Demand Draft to be submitted along with the quotation. Demand draft no. Date</p> <p>EMD by the tenderer will be forfeited if :</p> <p> a) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.</p> <p> b) The tenderer does not commence the work within the period as per LOI / Contract.</p> <p>EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.</p> <p>EMD shall not carry any interest.</p>	
2	<p>The contract for photocopying shall be for a period of two years with provision for extension by one more year on the same terms and conditions.</p>	
3	<p>Successful bidder shall be given 7 days notice for providing the machines at BHEL premises.</p>	
4	<p>The party should provide one operator per machine. Two nos. photocopying machines in proper working conditions to be provided one each at 14th and 15th floors of BHEL office, World Trade Centre, Cuffe Parade, Colaba, Mumbai – 400 005.</p> <p>The machine specification shall be remanufactured Digital Copier with two trays, Duplex automatic, moving trolley with minimum speed of 40 copies per minute.</p> <p>Time 9.00 a.m. to 6 p.m. Services should be provided, if required, on BHEL holidays. Normally second and last Saturdays of every month is official closed.</p>	
5	<p>Quantum of work – approx. 54,000 copies A/4 size and 2,100 copies A/3 size per month. BHEL shall provide working space and electricity free of cost. All other expenses and facilitation for operator is in vendor’s scope. BHEL work only shall be permitted to be carried out at BHEL office. Party to incorporate the above in their rates.</p>	

6	<p>Bid Acceptance Criteria:</p> <p>a) The bidder shall accept all the conditions sl.no. 1 to 18 without deviations for qualifying for opening of the Price Bid.</p> <p>b) The evaluation of the price bid will be on L1 basis inclusive of all taxes.</p>	
7	<p>The party shall indemnify BHEL for all the losses / damages occurred during the contract for contractor's fault.</p>	
8	<p>If any time, any questions, disputes or differences what so ever arising out of or in any way concerning the contract between BHEL and the Contractors, the same shall be referred to the sole arbitrator i.e. General Manager, BHEL, ROD, Mumbai or nominee appointed by him in writing.. The award of the arbitrator shall be final and binding on both the parties.</p>	
9	<p>Payment Terms: The bill has to be submitted with the following documents on or before 7th of every month:</p> <p>(a) Bill in original</p> <p>(b) Original register sheets provided by BHEL giving details of copies taken (no. of copies to be written in number and words) and duly signed by the BHEL employees.</p> <p>Payments shall be released within 7 working days on submission of complete bill.</p> <p>TDS shall be deducted as applicable.</p>	
10	<p>Validity of the offer : Two months from the due date of submission.</p>	
11	<p>No rent, installation or operation charges for the machines and the staff shall be separately payable. All charges to be included in the quoted rate.</p>	
12	<p>Party to maintain machine properly by providing consumables like toner, ink etc., at their own cost. Maintenance and safety of the machine is the sole responsibility of the party. The paper for photocopying shall be provided by the party as per contracted quality.</p>	
13	<p>Quantum of work shall be registered by way of requisition slip / register provided by BHEL. Work given should be completed promptly and to be duly signed by the Executive / representative of BHEL. Maintenance of this record updated on daily basis is the responsibility of the operator and will form the basis of work certification on periodical basis.</p>	

14	Safety of documents given for photocopying is to be ensured by successful bidder.	
15	Good and legible copies to be obtained without any defect. For the illegible copies no charges will be paid. (Sample Xerox copy to be submitted along with technical offer).	
16	Loss or damage to any of the property due to negligence of the service provider / their employee shall be recoverable or made good by the party at his own cost.	
17	Risk Purchase Clause: In case the photocopying machine is under break down or the contractor's employees are absent for a period of half a day in any of the two floors, then the photocopying of the documents shall be got done through an outside party located near our office and the total cost incurred towards the same shall be deducted from your running bills. This shall be at your own risk and cost.	
18	BHEL reserves the right to terminate the contract by giving 15 days notice in writing in case the services are not found satisfactory / mal-practices are observed.	

Following documents to be submitted by the party:

1. Details of photocopying contracts with the parties including PSUs, if any.
2. Performance certificate, if any
3. Details of establishment including the number of machines and number of employees.
4. PAN no.
5. Ownership record of the machines.
6. Latest Income Tax Return available.

PRICE BID – PART ‘B’ – ENVELOPE 2

Sl.No.	Description	Rate per copy (Rs.)	
		In figures	In words
1	A/4 size 75 GSM paper (paper sample to be enclosed)		
2	A/3 size 75 GSM paper (paper sample to be enclosed)		

- Price to be quoted as per the technical specification of the machine mentioned at clause 4 of Technical Bid – Part ‘A’.
- Prices quoted shall include all taxes, duties etc., as applicable, except service tax.
- Service tax, if payable ;by the party shall be reimbursed as per applicable rules.

Signature of the Party

Date :

To :

M/s. Bharat Heavy Electricals Limited,
15th floor, World Trade Centre – I,
Cuffe Parade,
Mumbai – 400 005

Dear Sirs,

Sub: Your tender no. RE:MUM:HRD:PC 0210 dated 10.07.2008

With reference to your above tender, we hereby confirm that all the terms and conditions of your above tender are acceptable to us and our offer is based on the same.

We have submitted the price bid in your price bid format only without any deviations / conditions.

We also confirm that if any deviations / conditions in the Price Bid is mentioned, the same will not be entertained by BHEL.

Thanking you,

Yours faithfully,