



BHARAT HEAVY ELECTRICALS LIMITED
RC PURAM :: HYDERABAD – 502032

T & C ENGINEERING

Notice Inviting Tender

Ref. No. : HY/TCEF/ O&M/16-17/PR/002

Date : 01/06/2016

Sub: Rate Contract for Off- Set printing of O & M Manuals for Steam Turbines, Compressors, Gas Turbines, Heat Exchangers, Electrical Machines and Pumps of BHEL RC Puram Unit (Tender Due Date: 23/06/2016)-Reg.

1. Bharat Heavy Electricals Limited, a Government of India Public Sector undertaking having its Registered Office at Siri Fort, New Delhi. BHEL Ramachandrapuram, one of its manufacturing Units, invites sealed tenders in two part bid from eligible /Contractors, who fulfill qualification criteria as stipulated in NIT, for the work, **“Off-set printing of O&M Manuals for Steam Turbines, Compressors, Gas Turbines, Heat Exchangers, Electrical Machines and Pumps”**.

2. Two part Sealed Tenders (Techno-commercial bid and Price bid separately) for execution of Off – Set printing of O & M Manuals for Steam Turbines, Compressors, Gas Turbines, Heat Exchangers, Electrical Machines and Pumps of BHEL RC Puram unit as detailed in the subsequent pages of this tender notice, will have to be submitted to Tender Box, Vendor Complex, Bharat Heavy Electricals Limited, RC Puram, Hyderabad-502032 up to 11:00 hrs on **23/06/2016** and technical bid will be opened on same day at 13.30 hrs.

- i. Tender Number & date : HY/TCEF/ O&M/16-17/PR/002
01.06.2016
- ii. Name of the Work : “Off-set printing of O&M Manuals for Steam Turbines, Compressors, Gas Turbines, Heat Exchangers, Electrical Machines and Pumps”.
- iii. EMD : Rs. 1,50,000/-
- iv. Approximate Estimated value of work : Rs. 87 Lakhs
- v. Cost of tender documents (down loaded) : Rs. 2000/-
- vi. Last date for down loading of tender documents : 23.06.2016
- vii. Last date for submission of tender : 23.06.2016, 11.00 Hrs
- viii. Date, time and place of tender opening : 23.06.2016, 13.30 Hrs
Vendor complex, besides
Administrative building,
BHEL Ramachandrapuram.
- ix. Period of completion : 24 months
(From date of issue of LOI)
- x. Maintenance period : Nil

3. In compliance with BHEL Works Policy 2008, the tenderer has to pay an EMD of Rs 1,50,000/- along with bid. EMD can be paid by either cash in our Cash Office or a Demand Draft / Banker's Cheque drawn in favour of "BHARAT HEAVY ELECTRICALS LIMITED, RC Puram, Hyderabad" payable at Hyderabad . **No other means of payment shall be accepted. Technical bids without EMD will be rejected.** EMD will be returned to unsuccessful tenderers. The successful tenderers shall pay Security Deposit (SD) as per details listed below

SECURITY DEPOSIT

- 3.1 Upon acceptance of his tender bid, the successful tenderer must deposit Security Deposit within the time specified in the letter of intent. Security Deposit should be collected from the successful tenderer. The rate of Security Deposit will be as below:
- Up to Rs.10 lakhs : 10%
Above Rs. 10 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
- 3.2 The successful tenderer on receipt of letter of intent can convey his acceptance in writing for conversion of EMD into security deposit.
- 3.3 If the work is awarded, the agency has to pay 50% of SD in advance on contract value before commencement of work after adjusting of EMD amount.
- 3.4 Security Deposit may be furnished in any one of the following forms.
- i. Cash (as permissible under the Income Tax Act)
 - ii. Pay Order, Demand Draft in favour of BHEL
 - iii. Local cheques of scheduled banks, subject to realization.
 - iv. Securities available from India Post such as National savings Certificates, Kisan Vikas Patras etc.
 - v. Bank Guarantee from scheduled Banks / Public Financial Institutions as defined in the Companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% has to be remitted either by cash or in the other form of security. The Bank Guarantee format should have the approval of BHEL.
 - vi. 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.
 - vii. Security Deposit can also be recovered at the rate 10% from the running bills. However in such cases at least 50% of the Security Deposit should be deposited before start of the work and the balance 50% will be recovered from the running bills.
 - viii. EMD of the successful tenderer shall be converted and adjusted against the security deposit.

Note: Acceptance of Security Deposit against Sl. No. (iv) and (vi) above will be adjusted 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.

3.5 Failure by the successful tenderer/bidder to deposit the security deposit amount as mentioned above within the stipulated time, which will include any extension that may be granted by the authorities, will render his earnest money deposit liable to forfeiture and his tender shall be considered as withdrawn. Security Deposit shall not be refundable to the contractor except in accordance with the terms of the contract.

3.6 The Security Deposit will be released along with the final bill or after completion of maintenance period for the work, whichever will be later, subject to the condition that nothing is outstanding against the Contractor.

4. The tender will be operated through rate contract and the decision to restrict the number of tenderers for this rate contract will rest with BHEL. The tenderer who quoted lowest rates (L1) will be considered. **L1 tenderer will be decided taking into account the total cost quoted for all the categories put together.** However tenderers are required to submit their quotations for all the categories separately and quotations submitted in partial will be summarily rejected.
5. The price bid of technically accepted tenders will be opened by Tender Committee. The date, time and place for price bid opening will be informed later. The tenderer or their agents are expected to be present at the time of the opening of the price bid of tender. The tenders shall be submitted in prescribed form as detailed in the subsequent pages.
6. Tenderers are requested to submit their techno-commercial bid and price bid in the formats enclosed. The technical-commercial bid and price bids are to be submitted separately in sealed covers super scribing "Notice Inviting Tender no. HY/TCEF/O&M/16-17/PR/002 (Tender Due Date: **23/06/2016**)". The tenderers have to number (X of Y pages) and sign all pages of their bid. Offers without signatures will stand disqualified. Bids are to be addressed to:

Tender Box
Vendor Complex
Near Administrative Building
BHEL, RC Puram,
HYDERABAD. 502032.

7. Pre Qualification / Important Note

The following conditions have to be satisfied by the tenderer, with documentary proof to be enclosed along with tender bid. **In case the tenderer fails to enclose the following documentary proof along with their bid, their bid will be rejected.**

- I. Only firms having VAT Registration, Service Tax registration No and PAN No are eligible for submitting bids.
- II. Average Annual financial turnover during the last 3 financial years, ending 31st March of the financial year, should be at least 15 % of the contract value.
- III. Experience of having successfully completed / in execution similar works during last **7 years** ending last day of month previous to the one in which applications are invited should be either of the following.
 - a) Three similar completed works costing not less than the amount equal to 20% of the tender value.

Or
 - b) Two similar completed works costing not less than the amount equal to 30% of the tender value.

Or
 - c) One similar completed work costing not less than the amount equal to 40% of the tender value.

Similar work means collecting all the documents, drawings from different sections of the department, sorting, punching, stapling, gathering and insertion into folders as per the content list of each volume to make volumes complete in all respects as per content lists/sample, lamination of A3, A4 size drawings, documents, scanning of documents, compilation all the documents, drawings as per the content list, off-set printing of O & M manuals with separators, pouches, special folders and CD making and handing over to concerned section. Collecting all the documents from different sections of department takes around one month for each project.

- IV. It is required to furnish VAT registration certificate issued by Commissioner, Commercial Taxes,
 - V. PAN No. (In case not available, proof of having applied with acknowledgement from concerned authority.
 - VI. Those who are having establishments in Medak, Rangareddy and Hyderabad districts to meet the requirements for off-set printing of O & M manuals. Since the work involves concerned departments to verify the documents, vendors to interact frequently with the concerned departments and to collect as well as handing over the documents as and when required.
8. The successful tenderers on intimation have to complete the agreement by signing all documents connected therewith.
 9. Tenderer shall read carefully the terms & conditions of the tender and all other relevant documents before quoting the rates for the various categories.

10. BHEL reserves the right to reject / cancel any tender or part there of or all the tenders without assigning any reason.
11. The following documents in sealed covers are to be submitted duly filled and signed along with tender.
- a) Technical specifications, Format no. : HY/TCEF/2016-17/O&M/PR/F001
 - b) Terms and Conditions, Format no. : HY/TCEF/2016-17/O&M/PR/F002
 - c) Copy of VAT Registration
 - d) Copy of PAN No
 - e) Details of financial turn over for last three years
 - f) IT returns of last three financial years
 - g) Work experience as per Clause 7.III
 - h) EMD deposit proof
 - i) Price Bid, Format no. : HY/TCEF/2016-17/O&M/PR/F003

Techno-commercial bid, item "a" to "h", shall be submitted together in a separate sealed cover. This cover should be superscripted with:

“Tender no.: HY/TCEF/ O&M/16-17/PR/002
TECHNICAL BID

Price bid, item "i", shall be submitted in a separate sealed cover superscripted with.

“Tender no.: HY/TCEF/ O&M/16-17/PR/002
PRICE BID

12. REVERSE AUCTION: BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. 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.

In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit “online sealed bid” in Reverse Auction. Non-submission of online sealed bid by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

Start price for Reverse Auction will be estimate or L1 of on-line sealed bids, whichever is less.

(Ramudu P)
Sr.DGM / T & C Engg(FES)

**TECHNICAL SPECIFICATION FOR RATE CONTRACT FOR OFF-SET
PRINTING OF O&M MANUALS FOR GAS TURBINES, STEAM TURBINES,
COMPRESSORS, GENERATORS AND PUMPS.**

Name of the firm:

VAT NO & PAN NO:

Address:

Phone No:

S. no.		Vendor's response	For BHEL's use
A) Technical Requirements			
1	Process to be used-OFF-SET PRINTING. Xerox & Riso prohibited		
2	Reproduction of Technical documents from size to size and reproduction of bigger size documents to A4 or A3.		
3	Printing is single side or back to back as instructed.		
4	Paper to be used.	80 GSM –Executive Bond	
		100 GSM- Maplitho	
		100 GSM-Executive Bond	
5	Folders of 1", 2" and 3" size as per BHEL standard dimensions (24.5 x 31.3 mm) suitable for filing A4 sheets. Tenderer shall verify a sample of folders from BHEL and confirm to supply the same.		
B) Folders (as per BHEL standard mentioned above)			
1	The folders are made of 4mm thick hard board		
2	Covered with resin cloth..		
3	Of colour code 631 of BIS:5(light grey)		
4	With 4 holes of 8 mm size with equal pitch.		
5	Channel type clamp of stainless steel		
C) Compilation			
1	Sorting, punching, stapling, gathering and insertion into folders as per the content list.		
2	Plastic separators are to be used for each chapter		
3	Each copy of manual is to be enveloped with suitable polythene cover and tied		
4	A0 to A2 Drawings are to be inserted in Pouches.		
D) Separators			
1	A4 PVC 0.25 mm thick plastic Separators (with nos.or titles), each		
E) Pouches			
1	Polythene non –sticky pouches to accommodate drawings folded freely to A4 size.		

S. no.		Vendor's response	For BHEL's use
F	Lamination for A4 and A3 sheets		
G	Colour laser printing in A4 and A3 sheets		
H	Scanning and CD making with hyper links		
I	Collection of input data from all agencies and delivery of compiled manuals at relevant BHEL works		
J	Photo copy of cash receipt no. dt Issued by BHEL's cash office or original DD no. Dt for EMD of Rs 1,50,000/ -(Rupees One lakh fifty thousand only) along with cash receipt of Rs.2000 or original DD towards cost of tender documents.		

Name:

Signature with date with seal

**TERMS AND CONDITIONS OF RATE CONTRACT FOR OFF-SET PRINTING OF
O&M MANUALS FOR GAS TURBINES, STEAM TURBINES, COMPRESSORS,
GENERATORS AND PUMPS OF BHEL RC PURAM UNIT**

1. The period of rate contract is going to be for a period of Two (2) years from the date of award of contract.
2. The tender will be operated through rate contract and the decision to restrict the number of tenderer/vendors for this rate contract will rest with BHEL. L1 tenderer/vendor will be decided taking into account the total cost quoted for all the categories put together. Tenderer/vendors are required to submit their quotations for all the categories and quotations submitted in partial will be summarily rejected.
3. To meet the commitment delivery of documents to the customer and the quantum of load counter offers will be explored.
4. The counter offers will be on the basis of L1 rate and the quantity of jobs will be 50 % to the L1 and remaining to other technically qualified tenderer/vendor limited to 2 by distributing load 30%, 20% respectively based on competitiveness. In case of disagreement by any party/parties within this three or if less number of parties have qualified the load will be transferred to L1. These percentage load distribution is subject to performance in terms of specified delivery & quality of job.
5. No. of sheets mentioned in the table are approximate load of OFF SET PRINTING expected yearly and liable for variation.
6. Job input collection and clarification from indenter along with transmittal note prescribed by BHEL is the responsibility of tenderer/vendor.
7. Masters of originals for reproduction shall be collected from BHEL. For this purpose the tenderer/vendor's representative should contact all user departments once in a week. Modifications if any as suggested by the indenter in the originals shall be implemented by the Tenderer/vendor. Prior to proceeding with final printing, a proof copy shall be shown to the indenter and clearance be obtained. The compiled manuals/job shall be delivered by the Tenderer/vendor at relevant BHEL works within 15 days after receipt of final input. Proper justification for delay if any is not furnished to the satisfaction of BHEL, penalty is liable to be imposed.
8. Tenderer/vendor's representative who contacts the user departments should sign in the register with all the user departments specifically opened for the purpose in testimony of having called on them.
9. If the job is not delivered in time, the order is liable to be cancelled.
10. Originals should be preserved and inventory to be returned promptly along with compiled manuals/job.
11. Tenderer/vendors are required to submit their invoices to their respective indenters within ten (10) days from the date of final delivery of jobs, but not later than thirty (30) days, for satisfactory completion of the job and recommendation for payment.
12. Payments will be released within ninety (30) days from the date of invoices from the tenderer/vendor.

13. The contractor shall not sub-contract or transfer or assign the contract in full or any part thereof to any other person or firm or company without the previous express written approval of BHEL
14. In respect of all matters arising out of or pertaining to the contract, the cause of action thereof shall be deemed to have arisen only at RC Puram, Hyderabad, where BHEL - HPEP is situated. All legal proceedings pertaining to the above matters or dispute shall be instituted only in courts of Sangareddy, Medak district having territorial jurisdiction over the place where BHEL-HPEP / is situated and no other court shall have the jurisdiction
15. Penalty @ 0.5% per week to a maximum of 10% of the bill will be levied for the late delivery of the job.
16. Penalties shall be applied for inadequate quality of job (i.e. more than 10% rework),. Such penalties to a maximum 5% of bill value will be levied and deducted from the bill.
17. Failure to comply with the contract
 - i. Notwithstanding anything contained in any other clause, BHEL reserves the right to terminate the contract due to any failure on the part of the Tenderer in discharging his obligations under the contract or in the event of his becoming insolvent or going into liquidation. The decision of the BHEL about the failure on the part of the Tenderer shall be final and binding on the tenderer.
 - ii. In case of any damage to the existing building, structures, materials, tools, furniture and fixtures, machines etc., caused from contractor's end directly or indirectly, the cost of its repairs or replacement will be recovered from the contractor. If there is any work stoppage in any area of the Plant due to the fault of the contractor, the contractor is liable to compensate the same.
 - iii. In the event of any failure on the part of the tenderer, BHEL shall have the right without prejudice to any other right or remedies, to get the work done through any other agency and the Tenderer shall be liable to compensate BHEL for any losses on this account. The additional cost, loss, if any incurred by BHEL will be recovered from the bills, security deposits, other dues, directly from the Tenderer or by initiating appropriate legal action.
18. Tenderer/vendor shall implement in-house quality control and shall carry out 100% quality checks on full size hard copy. This corrected copy shall be submitted to indentor as a proof of correction.
19. Consistent bad performance in terms of delivery and quality of job will lead to termination of rate contract with that tenderer/vendor without any notice. BHEL shall consequently redistribute the load among the other tenderer/vendors.
20. Tenderer/vendor is responsible for adherence to the material movement and security procedure of BHEL.

21. The inputs provided are proprietary to BHEL and confidentiality of the same is to be maintained by the tenderer/vendor. In case of violation by any tenderer/vendor, their rate contract is liable to be terminated.
22. Tenderer/vendor shall not utilize services of BHEL employees for carrying out contract jobs. In case of violation of this condition, their rate contract will be terminated without any notice.
23. BHEL reserves the right to terminate / short closure of the rate contract during the period of the rate contract without assigning any reason thereof.
24. DISCREPANCY IN WORDS & FIGURE QUOTED IN PRICE BIDS:

i) If, in the price structure quoted for the required goods / services / works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.

ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (i) and (ii) above.

If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

25. SITE VISIT

Before quoting, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions, position of materials and labour related procedures & practices. They should be well versed with BHEL General Conditions of Contract, Instructions to tenderers, drawings wherever applicable and specifications and all other documents which form part of the agreement to be entered into subsequent to award of work. The tenderers shall specially note that it is the tenderer's responsibility to provide any item which is not specially mentioned in the specification or drawing, but which is necessary to complete the work.

Name:

Signature with Date:

Seal:

PART - B
PROFORMA FOR PRICE BID

Printing size to size

Approximate quantities are mentioned in the table. Tenderer to fill up the offered rate and amount only in those fields where quantity is mentioned.

1.Soft/Hard copy furnished by BHEL:

Category	Copies for each sheet	No of sheets (A)	Rate per sheet (Rs.) (B)	Amount (A x B)
a) A4 S/S executive 80 GSM	10 copies	3960		
b) A4 S/S maplitho 100 GSM	10 copies	10925		
c)A4 S/S executive 80 GSM	15 copies	21300		
d)A4 S/S maplitho 100 GSM	16 copies	2813		
e) A4 B/B maplitho 100 GSM	10 copies	24150L		
f)A4 B/B executive 100 GSM	10 copies	6000		
g) A3 S/S executive 100 GSM	10 copies	600		
h)A3 S/S maplitho 100 GSM	10 copies	1325		
i)A3 S/S executive 100 GSM	15 copies	1690		
			Sub Total (C)	

SI No.	Category Description	Qty (D)	Rate per Unit (Rs.) (E)	Amount (D x E)
2	Separators: 0.25 mm thick PVC plastic separator of A4 size (with nos or titles) each	21180		
3	Pouches: Polythene non-sticky pouches to accommodate drawings Folded freely to A4 size	9968		
4	Special folders of 1", 2" and 3" size as per BHEL standard dimensions. (24.5 x 31.3 mm) suitable for filing A4 sheets made of 4 mm thick hard board covered with a) Resin cloth b) Color code 631 of B1s: 5 (light grey) c) With 4 holes of 8 mm size with equal pitch	3391		
5	A3 size lamination	11290		
6	A3 size color laser printing	900		
7	A4 size color laser printing	27670		
8	Scanning and CD making	63680		
			Sub Total (F)	
			Grand Total (C + F)	

Note : S/S : Single side printing

B/B : Both sides printing

VAT will be paid extra against the documentary evidence.