

Bharat Heavy Electricals Limited

भारत हैवी इलेक्ट्रिकल्स लिमिटेड



Corporate Administration

कॉर्पोरेट प्रशासन

BHEL HOUSE, ASIAN GAMES VILLAGE COMPLEX
SIRI FORT, NEW DELHI - 110 049

Tender for

**Rate Contract of Domestic Courier Services for Delhi and NCR based
BHEL offices**

Ref No. AA:GAX:16:DS:201

Date: 29.04.2016

www.bhel.com – NIT_27331

www.eprocure.gov.in/cppp - Tender ID / 2016_BHEL_106778

Due date of submission: On or before 20.05.2016 latest by 15:00 Hrs.

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DESCRIPTIONS OF THE TENDER

1. Scope of Work as per Clause No. 1.0
2. Pre - Qualifying Criteria as per Clause No. 2.0
3. General Terms and Conditions of Contract as per Clause No. 3.0
4. Reverse Auction as per Clause No. 3.16
5. EMD as per Clause No. 4.0
6. Special Terms & Conditions as per Clause No. 5.0
7. Security Deposits as per clause No. 5.1.
8. Payment Terms as per Clause no. 5.2.
9. Contract Law, Notice and Arbitration as per Clause No. 6.0
10. Procedure for Submission of Sealed Tenders as per Clause No. 7.0
11. **ANNEXURES:**
 - A) Price Bid as per Annexure-A
 - B) Un - Price Bid Format as per Annexure-B
 - C) Declaration as per Annexure-C
 - D) Acceptance Letter/ Deviation Certificate as per Annexure-D
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 - F) Bidder's Details as per Annexure-F
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TENDER ENQUIRY

Ref: AA:GAX:16:DS:201

Date: 29.04.2016

Submission of tender on or before 20.05.2016 by 15:00 Hrs.
Due date for opening (Part-I) on 20.05.2016 at 15:30 Hrs.

Subject: Rate Contract of Domestic Courier Services for Delhi and NCR based BHEL offices.

Dear Sir/Madam,

BHEL wants to enter into a rate contract for Domestic Courier Services for Delhi and NCR based BHEL offices for a period of two years.

1.0 SCOPE OF WORK

- 1.1 Documents / parcels will be collected from following offices of BHEL-
 - i. BHEL House, Asiad, Siri Fort, New Delhi
 - ii. Industry Sector & IO at Lodhi Road, New Delhi
 - iii. HRDI, PEM & PPEI, Sector-16, Noida
 - iv. PS – TS & SSBG at Kribhco Bhawan, Sector-1, Noida
 - v. CQA, CCG, CSR, TBG, HR-SAP etc. at Advant Navis Building, Sector-142, Noida Expressway, Noida
 - vi. Any other office in Delhi/ Noida
- 1.2 The document/ parcels will be collected between 14:00 hrs and 17:00 hrs on all working days, duly weighed, documented and registered with receipt in the prescribed POD (Proof of Delivery) forms giving complete details such as consignment numbers, date weight, destination, address etc.
- 1.3 An approximate business of around **Rs. 47.80 Lacs has been estimated for next two years (i.e. a business of approximate Rs. 8597.00 per working day)**. However, **it is only indicative and may vary up to +/- 15%**. Parties are requested to quote their rates accordingly.
- 1.4 All documents collected must be delivered positively within 24 hrs in Delhi and NCR, within 48 hrs in Metro/ Capital cities/ Major cities and within 96 hrs to other locations of the country after collection from the respective offices. The duration indicated above excludes Sundays, national holidays/ local holidays, any natural calamity, any war like situation, any community strike. POD/ e-POD shall be submitted along with the bill for effecting payment on monthly basis.

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2.0 PRE QUALIFYING CRITERIA (PQR)

- 2.1 EMD of Rs. 100000/- only in the form of Pay Order or Demand Draft or Banker's Cheque in favor of BHEL, payable at New Delhi, must be submitted in a separate envelope. Tender not accompanied with EMD/ EMD submitted in any forms other than PO & DD or Banker's Cheque will not be accepted. Tender without requisite EMD will not be considered for further evaluation.
- 2.2 The bidder should have PAN No. & Service Tax Registration No.
- 2.3 The bidder's average annual financial turnover during the last three financial years (i.e. 2013-14, 2014-15 and 2015-16) ending 31st March' 16 should be at least Rs. 14.34 Lakhs. The amount should be Bidder Company's own turnover and should not include income/ turnover generated by bidder's franchisees.
- 2.4 The bidder should have experience of having successfully completed similar work/ services, i.e., the work of Courier Services in all the major Cities/ Towns of all the states in India, during last 7 years ending on 31.03.2016 should of the following-
- i. Three similar completed jobs/ services costing not less than **Rs. 19.12 Lakhs each.**
 - ii. Two similar completed jobs/ services costing not less than **Rs. 23.90 Lakhs each.**
 - iii. One similar completed jobs/ services costing not less than **Rs. 38.24 Lakhs each.**
- (Similar Works means "the work of Courier Services in all the major cities/ Towns & Remote Locations of all the states in India")
- Note:** Work experience for duration more than two years shall be pro-rated for two years to calculate value of contract for evaluation. No such pro-rata calculation shall be done for contracts with execution period less than 2 years.
- 2.5 The Bidders should have their own computerized/ Web based Consignment tracking system.
- 2.6 Bidders should have sufficient infrastructure to cater courier service to remote locations as per ANNEXURE-G.
- 2.7 Bidders should be an established Indian Company (incorporated in India under Companies Act, 1956). Bidder to give certificate of incorporation or Memorandum of Article or any other certificate of registration issued by competent authority from government of India.

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2.8 **DOCUMENTS REQUIRED IN SUPPORT OF PRE-QUALIFYING REQUIREMENT (PQR)**

- i. Complete tender document (All Annexures) in all respects duly signed & stamped on each every page by the authorized signatory of the bidder as a token of the terms and conditions of tender.
- ii. Certified & Audited Balance Sheet and profits & loss account statements for last three Financial Years ending on 31st March 2016 (i.e. FY 2013-14, 2014-15 & 2015-16). In case of accounts not been audited for FY 2015-16, CA certificate for the same shall be furnished. All documents shall be signed & stamped on each page by the authorized signatory of the bidder.
- iii. Copy of acknowledgements of IT return of last three financial years ending on 31st March 2016, i.e. FY 2013-14, 2014-15 and 2015-16.
- iv. Copies of Work Orders/ award letters along with certificates of successful completion of the similar job executed by the bidder during last 7 years ending on 31.03.2016 as a supporting document against Clause No. 2.4 of PQR. BHEL reserves the right to cross check the documents from the issuing department. The certificate of successful completion should also contain the details of work order, duration of the contract, quantum of business done and its satisfactory completion.
- v. Bidder shall provide experience certificate for executing similar job/ services in remote locations during last 7 year ending on 31.03.2016 as a token of proof that they are able to provide courier services to various remote locations attached as per Annexure-G.
- vi. The Parties should submit the network details available across the country as support of having computerized/ Web based Tracking system.
- vii. Copy of the PAN card and Certificate of Service Tax Registration No.
- viii. The parties should give an undertaking to ensure for delivery of Dak/ documents within 24 hrs in Delhi and NCR, within 48 hrs in Metro/ Capital cities/ Major cities and within 96 hrs to other locations of the country after collection from the respective offices.
- ix. Certificate of incorporation or Memorandum of Article or any other certificate of registration issued by competent authority from government of India.

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3.0 GENERAL TERMS AND CONDITIONS

- 3.1 Price to be filled-in strictly as per the **Price Bid Format (Annexure-B)**. Price quoted should be firm, final and not subject to any price escalation.
- 3.2 **Validity of offer:** The offer shall remain valid for 90 days from the date of opening of Part-I Bid & 60 days from the date of Price Bid opening / Date of Reverse Auction, whichever is later. In case Bharat Heavy Electricals Limited calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the bidders.
- 3.3 **Validity of contract:** The rate contract shall be applicable for a period of 2 years **(Two years)**. This rate contract may be further extended for next one year on the same rates and terms & conditions on mutual consent in writing.
- 3.4 In case of any delay in collection of document/ parcels, penalty would be levied as per Penalty Clauses at Clause No. 5.3.
- 3.5 L1 bidder would be decided as per the evaluation criteria (Formula) mentioned in Price Bid Format at Annexure- A and would be awarded 60% of the work.
- 3.6 Since BHEL intends to empanel 2 parties, counter-offer of L1 Schedule of Rates shall be offered to the next higher bidder in the rank for acceptance, i.e., L2 & so on. The empanelment of second party shall be subject to matching the L-1 rates (Cost to Company). Such party would be awarded 40% of the business.
- 3.7 In case on other bidder matches the L1 rates for empanelment, BHEL reserves the right to award the contract for the entire scope of work on L1 bidder.
- 3.8 For SD submission, BHEL shall do the calculations as per Clause 5.1.
- 3.9 Volumetric charges shall be applicable, in case the weight of the box is less and size is bigger and box occupies more space. The formula for calculation of volumetric charges shall be as follows-
- Rates if sent by Air (Per Kg.) = (Length*Width*Height) divided by 5000**
Rates if sent by Surface (Per Kg.) = (Length*Width*Height) divided by 5000
- 3.10 Rates should be quoted inclusive of all taxes excluding service Tax which shall be reimbursed as applicable on actual against documentary evidence.

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- 3.11 Bidders should have a fully functional On Line Tracking System, which can be accessed by the customer for tracking progress of delivery of shipment and also for downloading reports and status of various shipments.
- 3.12 For outgoing shipments, if an item is undeliverable, bidders must make repeated attempts for delivery of shipments.
- 3.13 BHEL reserves the right to terminate the contract if the performance or service of the party shall be found to be unsatisfactory by giving one month's notice. In such a case, security deposit may also be forfeited.
- 3.14 Bidders must **read thoroughly** all the Annexures before submitting the bid.
- 3.15 Tender Enquiry No. and due date & time of opening of bids must be legibly super scribed on all the envelopes.
- 3.16 Bidders should accept all terms and conditions of the tender unconditionally. Offer with deviations from terms and conditions of this tender are liable to be rejected. Deviations, if any, mentioned elsewhere in bid apart from **Annexure-D "Acceptance letter/ deviation certificate"** shall be treated as null and void by BHEL.
- 3.17 All documents to be submitted should be duly signed and stamped.
- 3.18 Price Bids opening/ Participation in Reverse Auction shall be for technically and commercially acceptable parties only.
- 3.19 Tender should be submitted along with covering letter of the bidder and duly signed on each & every page of the tender document, technical specifications and price bid by authorized signatory.
- 3.20 The bidder will be responsible for the quality of the work during the entire period of rate contract.
- 3.21 If it is found that bidder has provided any false information/ documents at any stage, the same will lead to disqualification of the bidder/ termination of contract and the bidder/ contractor will be blacklisted by BHEL as per BHEL rules.
- 3.22 No revision of prices shall be entertained after submission of tender. Bids should be free from correction, if any, must be counter-signed. If there is a difference between price quoted in words and figure or there is any other discrepancy in the Price

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Schedule, higher value(s) will be considered for evaluation and lower values will be considered for ordering.

- 3.23 There should be no case or charge under investigation/ enquiry/ trial against the bidder neither agency, nor conviction in a Court of law or suspended/ blacklisted by any organization on any ground.
- 3.24 If any information given in the tender is found to be incorrect at later stage. BHEL reserves the right to reject any or all the bids at any time without assigning any reason whatsoever.
- 3.25 The offers of the bidders who are on the banned list as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com. Any corrigendum to this tender, if issued by BHEL in future, will be uploaded on the BHEL website (www.bhel.com) and e-procurement portal of government of India (<http://eprocure.gov.in/cppp>).

3.26 **Terms and Conditions of Reverse Auction (RA)**

- a) BHEL may go for Reverse Auction (on-line bidding on Internet) instead of opening the submitted sealed paper price bid. The decision to go for Reverse Auction will be taken after techno-commercial evaluation. Information and general terms and conditions governing RA are given below.
- b) For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
- c) BHEL will engage the services of a Service Provider who will provide all necessary training and assistance/ demonstration before commencement of on line bidding on internet.
- d) BHEL will inform the Vendors in writing the details of Service Provider to enable them to contact for training/ demonstration.
- e) Business rules like event date, time, start price, bid decrement, extensions etc. also will be communicated through Service Provider for compliance.
- f) Vendors have to fax the Compliance form in the prescribed format (provided by Service provider) before start of Reverse Auction. Without this, the vendor will not be eligible to participate in the event.
- g) If the Bidder or any of his representatives are found to be involved in Price manipulation / cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall

be initiated by BHEL and the results of the RA shall be scrapped / aborted.

- h) In case BHEL decides to go for reverse auction, the H1 bidder(s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process, provided minimum of 4 bidders (techno-commercially qualified) have submitted their online bids.
- i) The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
- j) Reverse auction will be conducted on a scheduled date & time.
- k) At the end of Reverse Auction event, the lowest bid value will be known on the network.
- l) The lowest bidder has to fax the duly signed filled-in prescribed format as provided to BHEL through Service Provider within 24 hours of Auction without fail.
- m) Any variation between the on-line bid value and the signed document will be considered as sabotaging the tender process and will invite disqualification of vendor to conduct business with BHEL, as per prevailing procedure.
- n) In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the paper Price bids already submitted and available with BHEL shall be opened as per BHEL's standard practice.
- o) In the event of finalization of award through Reserve Auction, the ratio of Final Bid Price and the opening bid price as per S. No. 10 of Price Bid Format shall be applied on all the components of Price Bid Format to arrive at the final ordering price.

4.0 EARNEST MONEY DEPOSIT (EMD)

- 4.1 The EMD of Rs. 100000/- (Rupees One lacs only) in the form of Postal Order or Demand Draft or Banker's Cheque in favor of "Bharat Heavy Electricals Ltd.", payable at any scheduled Bank at Delhi in a separate envelope will only be acceptable.

Earnest Money is to be paid by each bidder to ensure the bidder does not refuse to execute the job/services after it is awarded to the bidder.

Note: Bidders with NSIC Registration Certificate(s) against their registration ID, will get exemption from EMD, as per Govt. Rules.

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- 4.2 EMD of the bidder will be forfeited if-
- a) After opening of the tender the bidder revokes his tender within the validity period or increases its earlier quoted rates.
 - b) The bidder does not commence the job/ service within the period as per LOI/Contract.
- 4.3 EMD given by all unsuccessful bidders shall be refunded normally within 15 days of acceptance of award of work by the successful bidder.
- 4.4 EMD shall not carry any interest.

5.0 SPECIAL TERMS AND CONDITIONS

5.1 Security Deposit-

- i. Security Deposit shall be collected from the successful bidder. The rate of Security Deposit will be as below-
 - a) Upto Rs. 10 Lakhs: 10% of the amount
 - b) Above Rs. 10 lakhs upto Rs. 50 lakhs: Rs. 1 lakh + 7.5% of the amount exceeding Rs. 10 lakhs
 - c) Above Rs. 50 lakhs: Rs. 4 lakhs + 5% of the amount exceeding Rs. 50 lakhs
- ii. 50% Security Deposit should be submitted by the Contractor before the start of the work/ services and the balance 50% security deposit can be recovered from the running bills. No interest will be paid to the Contractor for the amount deposited during the period of agreement.
- iii. Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract and the bidder shall be liable to compensate BHEL for any losses incurred by BHEL. The security deposit shall be refunded within a reasonable time after the date of expiry of the contract subject to the contractor carrying out all obligation / operations as required under the contract.
- iv. BHEL reserves the right to appropriate any part / whole of the amount of the security deposit without prejudice to other claims against this contractor for losses suffered by BHEL due to failures on the part of the contractor due to termination of contract or contractor becoming disqualified because of liquidation / insolvency. The decision of BHEL in respect of such losses, damages, charges, expenses or costs, shall be final and binding on the contractor and the decision shall not be questionable.

5.2 Payment Terms

- i. Bills shall be submitted to the respective BHEL offices (from where the documents are collected) and payment will be made by the same office.
- ii. Payment against monthly bill duly supported with 'Proof of Delivery' (POD/ e POD) for each consignment will be made within 30 days from the date of receipt of the bill. All applicable statutory recoveries, dues etc. will be affected at source.
- iii. The volumetric charges shall be paid as per Clause No. 3.5 of General Terms and Conditions.
- iv. Service tax if any will be reimbursed on actual against documentary evidence.

5.3 Penalty Clauses

- i. The documents / parcels will be collected between **14:00 hrs and 17:00** on all working days from the respective offices. However, in case of any late collection of documents/ parcels, a penalty of 10% of the quantum of billing of that particular day would be levied.
- ii. All documents collected must be delivered positively within 24 hrs in Delhi and NCR, within 48 hrs in Metro/ Capital cities/ Major cities and within 96 hrs to other locations of the country after collection from the respective offices. The duration indicated above excludes Sundays, national holidays/ local holidays, any natural calamity, any war like situation, any community strike. POD/ e-POD shall be submitted along with the bill for effecting payment on monthly basis. In case of late delivery, a penalty of 10% of the quantum of billing of that particular day would be levied.
- iii. In respect of any loss or damage or non-delivery of any document / letter/ packet, the cost of document or Rs.1000/- per consignment, whichever is higher will be levied.

5.4 **Fraud Prevention Clause:** The bidders along with their associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL Website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

6.0 CONTRACT LAW, NOTICE AND ARBITRATION

6.1 Arbitration

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- a) In the event of any dispute or difference arising out of the execution of the Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL (Purchaser).

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Department, the following clause shall be applicable-

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

6.2 Laws governing the contract

The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

6.3 Jurisdiction of Court

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

6.4 Default / Breach of Contract, Insolvency and Risk Purchase

- a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the

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Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores / services not so delivered or others of a similar description where stores / services exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider), shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

- b) Cost of the purchases made by the Purchaser at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

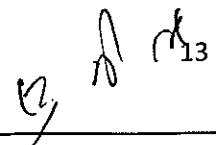
7.0 PROCEDURE FOR SUBMISSION OF SEALED TENDERS

7.1 Bid Submission

Bidders are requested to quote in two parts. However for quotation submitted in single bid against our requirement of two part bid will be considered only if the bid is techno-commercially accepted without seeking any clarifications from the bidder. Otherwise, the bid is liable to be rejected.

Bids shall be submitted latest by 15:00 Hrs on or before the due date (20.05.2016), in two parts as described below, in the tender box kept at Corporate Reception, BHEL House, Siri Fort, New Delhi-110 049.

Tenders shall be accompanied with a covering letter giving index interlinking all the documents enclosed. Incomplete tender in any respect, are liable to be rejected.

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- 7.2 The offer is to be submitted in two part bid in sealed covers prominently super scribed the tender number and due date and time as mentioned in the tender enquiry.

Part-I: Techno-Commercial Bid

This part shall contain the following documents duly signed and stamped:

- a) Scope of Work, PQR, General Terms & Conditions of the Contract, Special Terms & Conditions of the Contract, EMD, Contract Law, Notice and Arbitration.
- b) Un-priced Bid Format (**Annexure-B**)
- c) Declaration (**Annexure-C**)
- d) Acceptance letter/Deviation certificate - The bidder generally should accept all terms and conditions of the tender unconditionally. Tenders with deviations from terms and conditions are likely to be rejected. (**Annexure-D**)
- e) Technical Details (**Annexure-E**)
- f) Bidder's Details (**Annexure-F**)
- g) List of Remote Locations (**Annexure-G**)
- h) Checklist (**Annexure-I**)
- i) EMD as mentioned at Clause No. 4.

Note: EMD of unsuccessful Bidders shall be refunded within 15 days post award/ commencement of contract. EMD shall not carry any interest.

- j) All documents as required against the defined PQR at Clause No. 2.7 above duly **signed and stamped by the Bidder.**

Part-II: Price Bid

Part-II shall contain **Prices only** as per **Annexure-A** and should not contain any technical details and/ or Commercial Terms & Conditions. Any technical details and/ or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in Part-I only as indicated above.

This part shall be submitted in a Sealed Cover with bidder's Seal super-scribed with correct Enquiry No., due date of opening and '**Part-II: PRICE BID**'. **Rates shall be quoted both in words and figures.**

Rates must be quoted as per the Price Bid Format only. However in case of any discrepancy in quoted figures, following guidelines shall follow:

- a. If, in the price structure quoted for the required goods / services / works, there is a 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

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- 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.
- b. 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
 - c. If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which the amount in figures shall prevail subject of (a) and (b) above.
 - d. 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.

BHELs decision regarding the same shall be final and binding.

7.3 Bid Opening

Part-I (Techno-Commercial Bids) will be opened at 15.30 Hrs. on the due date in the presence of bidders who may like to be present. Venue for the same shall be BHEL Corporate Office (BHEL House, Siri Fort, New Delhi – 110049).

Part-II (Price Bids) shall be opened of those bidders only who will be technically & commercially qualified vendors/ parties in Part-I bid. **Date and time of opening of Part-II (Price Bids) shall be communicated separately.**


29/4/16
Bharat Heavy Electricals Ltd
Administration Department
BHEL House, Siri Fort
New Delhi-110 049

ANNEXURE-A

Subject: Rate Contract of Domestic Courier Services for Delhi and NCR based BHEL offices.

PRICE BID

S No.	Area Category	Description of category	Approx. Weightage (%)	(P) Indicative Packets (No.)	Unit Rate (inclusive of all taxes but excluding service Tax) (R) (Rs.)	Total Price (P×R) (Rs.)
DOCUMENT CATEGORY						
A	Pan India (Excluding Delhi & NCR)	Documents ≤ 250 gms	8.47	22339		
B	Pan India (Excluding Delhi & NCR)	Documents > 250 gms & ≤ 500 gms	0.83	2192		
C	Pan India (Excluding Delhi & NCR)	Documents > 500gms & ≤2000 gms / For every addl. 500gms	27.02	71271		
D	Delhi & NCR	Documents ≤ 500 gms	7.30	19256		
E	Delhi & NCR	Documents > 500 gms & ≤2000 gms / For every addl. 500gms	4.33	11408		
PARCEL CATEGORY						
F	Pan India (Excluding Delhi & NCR)	Non-Documents/ Parcels ≤ 500 gms	21.25	56036		
G	Pan India (Excluding Delhi & NCR)	Non-Documents/ Parcels > 500 gms For every addl 500gms	26.60	70150		
H	Delhi & NCR	Non-Documents/ Parcels ≤ 500gms	0.00	1		
I	Delhi & NCR	Non-Documents/ Parcels > 500 gms For every addl 500gms	4.20	11082		
GRAND TOTAL (Inclusive of all taxes, except Service Tax) (Rs.)						
Applicable Service Tax (in %)						

Note:

1. Evaluation criteria Formula is: **GRAND TOTAL = Σ[(P)×(R)]**
2. Rates should be quoted inclusive of all taxes but excluding service Tax which shall be reimbursed on actual against documentary evidence.

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3. The prices should be quoted in the price bid format only. If the prices will be quoted at any other place, then that may be treated as 'NULL & VOID'.
4. All non-document like pen drive, material goods, clothes, samples or anything except documents/papers shall be calculated as non-documents even if weighs 100gms.
5. All documents weighing above 2000 gms shall be treated as non-documents/ parcels.
6. Rates for Documents/ Parcels weighing > 500 gms (0.5 Kg) shall be worked out as under:

Documents/ Parcels weighing n Kg (Here n > 0.5 Kg) = Rate for Documents weighing > 250 gms but ≤ 500 gms (B) / Rate for Documents/ Parcels weighing ≤ 500 gms (D/F/H) + (rounded off to nearest 500 grams) (n-0.5)*2 (rate for every additional 500 gms weight of Documents/ Parcels (C/E/G/I)

Signature

With name, Designation & seal of the firm

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ANNEXURE-B

Subject: Rate Contract of Domestic Courier Services for Delhi and NCR based BHEL offices.

UN-PRICE BID

S No.	Area Category	Description of category	Approx Weightage (%)	Indicative Packets (P) on scale of 10000 (Nos.)	Unit Rate (inclusive of all taxes but excluding service Tax) (R) (Rs.)	Total (P×R) (Rs.)
DOCUMENT CATEGORY						
A	Pan India (Excluding Delhi & NCR)	Documents ≤ 250 gms	8.47	22339	Q	Q
B	Pan India (Excluding Delhi & NCR)	Documents > 250 gms & ≤ 500 gms	0.83	2192	Q	Q
C	Pan India (Excluding Delhi & NCR)	Documents > 500gms & ≤2000 gms / For every addl. 500gms	27.02	71271	Q	Q
D	Delhi & NCR	Documents ≤ 500 gms	7.30	19256	Q	Q
E	Delhi & NCR	Documents > 500 gms & ≤2000 gms / For every addl. 500gms	4.33	11408	Q	Q
PARCEL CATEGORY						
F	Pan India (Excluding Delhi & NCR)	Non-Documents/ Parcels ≤ 500 gms	21.25	56036	Q	Q
G	Pan India (Excluding Delhi & NCR)	Non-Documents/ Parcels > 500 gms For every addl 500gms	26.60	70150	Q	Q
H	Delhi & NCR	Non-Documents/ Parcels ≤ 500gms	0.00	1	Q	Q
I	Delhi & NCR	Non-Documents/ Parcels > 500 gms For every addl 500gms	4.20	11082	Q	Q
GRAND TOTAL (Inclusive of all taxes, except Service Tax) (Rs.)						Q
Applicable Service Tax (in %)						Q

Note:

1. Evaluation criteria Formula is: **GRAND TOTAL = Σ[(P)×(R)]**
2. Rates should be quoted inclusive of all taxes but excluding service Tax which shall be reimbursed on actual against documentary evidence.

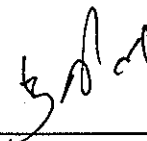
Handwritten signature/initials

3. The prices should be quoted in the price bid format only. If the prices will be quoted at any other place, then that may be treated as 'NULL & VOID'.
4. All non-document like pen drive, material goods, clothes, samples or anything except documents/papers shall be calculated as non-documents even if weighs 100gms.
5. All documents weighing above 2000 gms shall be treated as non-documents/ parcels.
6. Rates for Documents/ Parcels weighing > 500 gms (0.5 Kg) shall be worked out as under:

Documents/ Parcels weighing n Kg (Here n > 0.5 Kg) = Rate for Documents weighing > 250 gms but ≤ 500 gms (B) / Rate for Documents/ Parcels weighing ≤ 500 gms (D/F/H) + (rounded off to nearest 500 grams) (n-0.5)*2 (rate for every additional 500 gms weight of Documents/ Parcels (C/E/G/I)

Signature

With name, Designation & seal of the firm



Subject: Rate Contract of Domestic Courier Services for Delhi and NCR based BHEL offices.

DECLARATION

I/ We hereby declare that I/ we have not been banned or de-listed by any PSU/ Government Department/ Financial Institute/ Court and no case is pending with the police/ court against our firm/ partner or the company.

Signature

With name, Designation & seal of the firm

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ANNEXURE-D

Subject: Rate Contract of Domestic Courier Services for Delhi and NCR based BHEL offices.

ACCEPTANCE LETTER / DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

Or

We hereby accept all terms and conditions of the above tender except the followings:

(Give reference to Clause Nos. of Terms & Conditions which are not acceptable)

1.

2.

3.

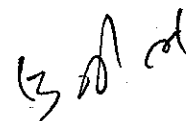
Note:

Deviations may or may not be accepted by BHEL.

"I _____ hereby certify that except the deviations mentioned above, we do not have any other deviations to the tender no. _____ dated _____. Deviations if any, mentioned elsewhere in our bid (whether Techno-commercial bid of Price bid) may be treated as null and void by BHEL."

Signature

With name, Designation & seal of the firm



ANNEXURE-E

Subject: Rate Contract of Domestic Courier Services for Delhi and NCR based BHEL offices.

TECHNICAL DETAILS

TURNOVER (F.Y.)	2014-15	2013-14	2012-13
Rs. in Lacs			

EXPERIENCE	No. of Work	Value	Customer's Name

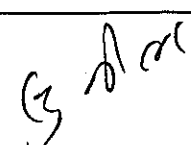
SIMILAR WORKS	Nature of works	No. of works	Value	Customer's Name

PAN Card No.	
Service Tax No.	

Income Tax Return (F.Y.)	2014-15	2013-14	2012-13
EMD Details	DD/PO No.	Date	Amount (Rs.)
Details of Web tracking system			

Signature

With name, Designation & seal of the firm



ANNEXURE-F

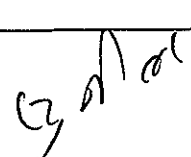
Subject: Rate Contract of Domestic Courier Services for Delhi and NCR based BHEL offices.

BIDDER'S DETAILS

S No.	Bidder's Details	
1	Name of Vendor/ Party/ Firm	
2	Name of Representative	
3	Postal Address	
4	Phone/ Landline Nos.	
5	Mobile Nos.	
6	Fax No.	
7	E-Mail address	
8	Web Site Address (if any)	
9	Bank details for payment through NEFT/ RTGS	Name of Bank Branch Account No. IFSC No. MICR No.

Signature

With name, Designation & seal of the firm



ANNEXURE-G

Subject: Rate Contract of Domestic Courier Services for Delhi and NCR based BHEL offices.

LIST OF REMOTE LOCATIONS

S No.	Site/ City	State
1	ADILABAD	AP
2	KAKATIYA	AP
3	KOTHAGUEDEM	AP
4	NAGARAJUNA	AP
5	RAMAGUNADAM	AP
6	RAYALSEEMA	AP
7	SIMHADRI	AP
8	VALLUR	AP
9	VIJAYAWADA	AP
10	VAJESHWARAM	AP
11	VIZAG	AP
12	VISAKHAPATNAM	AP
13	BONGAIGAON	Assam
14	DUBURI	Assam
15	KATHALGURI	Assam
16	KOTHALGURI	Assam
17	BARH	Bihar
18	BEGUSARAI	Bihar
19	BHAGALPUR	Bihar
20	KAHALGAON	Bihar
21	MUZAFFARPUR	Bihar
22	NABINAGAR	Bihar
23	BHILAI	Chhattisgarh
24	JANGIR	Chhattisgarh
25	KORBA (WEST)	Chhattisgarh
26	MARWA	Chhattisgarh
27	RAIGARH	Chhattisgarh
28	RAJNAD GAON	Chhattisgarh
29	SIPAT	Chhattisgarh
30	AMRELI	Gujarat
31	BARODA	Gujarat
32	BHAVNAGAR	Gujarat
33	GANDHINAGAR	Gujarat
34	HAZIRA	Gujarat
35	KUTCH	Gujarat
36	PIPAVAV	Gujarat
37	RAJULA	Gujarat
38	SIKKA	Gujarat
39	SURAT	Gujarat
40	UKAI	Gujarat
41	WANKBORI	Gujarat
42	FARIDABAD	Haryana

43	HISSAR	Haryana
44	JALKHERI	Haryana
45	PANIPAT	Haryana
46	BARAUNI	Jharkhand
47	BOKARO TPP	Jharkhand
48	CHANDRAOURA	Jharkhand
49	JHUMARI TALAIYYA	Jharkhand
50	JOJOBERA	Jharkhand
51	KODERMA	Jharkhand
52	LATEHAR	Jharkhand
53	MAITHON	Jharkhand
54	RAMGAHR	Jharkhand
55	TENUGHAT	Jharkhand
56	BELLARY	Karnataka
57	HUBLI	Karnataka
58	RAICHUR	Karnataka
59	TORANAGULU	Karnataka
60	YERAMARUS	Kerala
61	KAYAMKULAM	Maharashtra
62	AMRAVATI	Maharashtra
63	AMRAVATI TPP	Maharashtra
64	BELA BAGPUR	Maharashtra
65	BHUSAWAL	Maharashtra
66	BULDANA	Maharashtra
67	CHANDRAPUR	Maharashtra
68	DHANU	Maharashtra
69	JALGAON	Maharashtra
70	KHAPERKHEDA	Maharashtra
71	KOLHAPUR	Maharashtra
72	MOUDA	Maharashtra
73	NAGOTHANE	Maharashtra
74	NASIK	Maharashtra
75	PARAS	Maharashtra
76	WARLI	Maharashtra
77	TROMBAY	Maharashtra
78	AMARKANTAK	MP
79	BETUL	MP
80	BINA	MP
81	BIRSINGHPUR	MP
82	JHABUA	MP
83	RIHAND	MP
84	SATPURA	MP
85	SINGRAULI	MP
86	DERANG ANGUL	Orissa
87	JAGAT SINGHPUR	Orissa
88	MALIBRAHAMANI	Orissa
89	PARADIP	Orissa
90	TALCHAR	Orissa
91	BHATINDA	Punjab
92	GOINDWAL	Punjab

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93	LEHRA MOHABBAT	Punjab
94	ROPRAR	Punjab
95	TARAN TARAN	Punjab
96	ARAVALI	RAJ
97	BARAN	RAJ
98	BARSINGSAR	RAJ
99	CHHABRA	RAJ
100	DARIBA TPP	RAJ
101	DHOLPUR	RAJ
102	GIRAL	RAJ
103	KOTA	RAJ
104	RAJSMAND	RAJ
105	SURATGARH	RAJ
106	ZAWAR	RAJ
107	KHAMMAM	TELANGANA
108	ENNOR	TN
109	KALPAKKAM	TN
110	NEYVELI	TN
111	NORTH CHENNAI	TN
112	THIRUVALLUR	TN
113	TRICHY	TN
114	TUTICORIN	TN
115	ANPARA-D	UP
116	DADRI	UP
117	HARDUAGANJ	UP
118	LALITPUR	UP
119	PARICHA	UP
120	PRAYAGRAJ	UP
121	UNCHAHAR	UP
122	VINDHYACHAL	UP
123	SONEBHADRA	UP
124	JAGDISHPUR	UP
125	BAKRESHWAR	WB
126	BUDGE BUDGE	WB
127	DURGAPUR	WB
128	FARAKKA	WB
129	HALDIA	WB
130	MEJIA	WB
131	RAGHUNATHPUR	WB
132	SAGARDIGHI	WB
133	SANTALDIH	WB

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Subject: Rate Contract of Domestic Courier Services for Delhi and NCR based BHEL offices.

CHECK-LIST (TECHNICAL BID)

S No.	Description of requirement	Yes/No/NA	Page No.
1	EMD of Rs. 1,00,000/- in the form of pay order or demand Draft in favor of "Bharat Heavy Electricals LTD." in a separate envelope		
2	Certified & Audited Balance Sheet and profits & loss account statements for last three Financial Years ending on 31 st March 2016 (i.e. FY 2013-14, 2014-15 & 2015-16). In case of accounts not been audited for FY 2015-16, CA certificate for the same shall be furnished.		
3	Acknowledgement of IT return of last three financial years i.e. FY 2013-14, 2014-15 & 2015-16		
4	Details of work experience, satisfactory work performance certificates as per PQR.		
5	Network details available across the country as support of having computerized/ Web based Tracking system.		
6	Undertaking to ensure for delivery of our Dak/ Documents within 24 hrs in Delhi and NCR, within 48 hrs in Metro/ Capital cities/ Major cities and within 96 hrs to other locations of the country after collection from the respective offices.		
7	Copy of the PAN card.		
8	Copy of Service Tax registration certificate		
9	Certificate of incorporation or any other certificate of registration issued by competent authority from government of India		
10	Signed and Stamped Un-Price bid format as per Annexure-B		
11	Declaration enclosed at Annexure-C		
12	No Deviation Certificate enclosed at Annexure-D		
13	Technical details as per Annexure-E		
14	Bidder's detail as per Annexure-F		
15	All the pages of tender document signed & stamped		
16	Sealed envelope of duly filled, signed & stamped price bid (Annexure-A)		

Signature

With name, Designation & seal of the firm

SECURITY DEPOSIT BANK GUARANTEE

This deed of Guarantee made thisday of two thousand and by(Bank) herein after called the " The Guarantor" (which expression shall unless repugnant to the context or meaning thereof be deemed to include it's successors and assigns) in favour of M/s Bharat Heavy Electricals Limited (A Govt. of India Undertaking) a company incorporated under the Companies Act, 1956, having it's registered office at BHEL House , Siri Fort, Asiad, New Delhi- 110049 through it's office complex at Noida, distt, Gautam Budha Nagar (UP) -201301 herein after called " The Company" (which expression shall unless repugnant to the context or meaning thereof by deemed to include it's successors and assigns)

WHEREAS(herein after referred to as the Contractor) have entered into contract arising out of Letter of Intent no. dt.....(herein after referred to as "the contract") for the construction of with the company.

AND WHEREAS the contract inter-alia provides that the contractor shall furnish to the company a sum of Rs.....(Rupees) towards security deposit for due and faithful performance of the contract in the form and manner specified therein .

AND WHEREAS the contractor has approached the Guarantor and in consideration of the arrangement arrived at between the Contractor and the Guarantor, the Guarantor has agreed to give the Guarantee as hereinafter mentioned in favour of the company.

The Guarantor do hereby guarantee to the company the due and faithful performance, observance or discharge of the Contract by the contractor and further unconditionally and irrevocably undertake to pay to the Company without demur and merely on a demand, to the extent of Rs.....(Rupees.....) against any claim by the company on them for any loss , damage, costs, charges and expenses caused to or suffered by the company by reasons of the contractor making any default in the performance, observance or discharge of the terms, conditions, stipulations or undertakings or any of them as contained in the contract.

The decision of the company whether any default has occurred or has been committed by the contractor in the performance, observance or discharge of any of the terms, conditions, stipulations or undertakings or any one of them as contained in the contract and/ or as to the extent of loss, damage, costs, charges and expenses caused to or suffered by the company by reason of the contractor making any default in the performance, observance or discharge of any of the terms, conditions, stipulations or undertakings or any one of

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them shall be conclusive and binding on the Guarantor irrespective of the fact whether the contractor admits or denies the default or questions the correctness of any demand made by the company in any Court, Tribunal or Arbitration proceedings or before any other Authority.

The company shall have the fullest liberty without affecting in any way the liability of the Guarantor under this Guarantee, from time to time to vary any of the terms and conditions of the contract or extend time of performance by the contractor or to postpone for any time and from time to time any of the powers exercisable by it against the contractor and either enforce or forebear from enforcing any of the terms and conditions governing the contract or securities available to the company and the Guarantor shall not be released from it's liability under these presents by any exercise by the company of the liberty with reference to the matters aforesaid or by reasons of time being given to the contractor or any other forbearance act or commission on the part of the company or any indulgence by the company to the contractor or any other matter or thing whatsoever which under the law relating to sureties would, but for this provision have the effect of so releasing the Guarantor from it's liability under this guarantee.

The Guarantor further agrees that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the contract and it's claim satisfied or discharged and till the company certifies that the terms and conditions of the contract have been fully and properly carried out by the contractor accordingly discharges this Guarantee, subject however, that the company shall have no claim under this Guarantee after..... i.e, (the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time, as the case may be) unless a notice of the claim under this Guarantee has been served on the Guarantor before the expiry of the said period in which case the same shall be enforceable against the Guarantor notwithstanding the fact that the same is enforced after the expiry of the said period.

The Guarantor undertakes not to revoke this Guarantee during the period it is in force except with the previous consent of the Company in writing and agrees that any liquidation or winding up or insolvency or dissolution or any change in the constitution of the contractor or the Guarantor shall not discharge the Guarantor's liability hereunder.

It shall not be necessary for the company to proceed against the contractor before proceeding against the Guarantor and the Guarantee herein contained shall be enforceable against them notwithstanding any security which the company may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the Guarantor hereunder be outstanding or unrealized.

Notwithstanding anything contained herein before, our liability under the Guarantee is restricted to Rs (Rupees.....).

(B) - d d

Our guarantee shall remain in force untill....., i.e, (the present date of validity of Bank Guarantee unless the date of validity of this Bank Guarantee is further extended from time to time) unless a claim or demand under this guarantee is made against us on or before.....we shall be discharged from our liabilities under this Guarantee thereafter.

Any claim or dispute arising under the terms of this document shall only be enforced or settled in the courts having jurisdictions at New Delhi only.

The Guarantor hereby declares that it has power to execute this guarantee and the executants have full powers to do so on behalf of the Guarantor.

IN WITNESS whereof the(Bank) has hereunto set and subscribed it's hand the day, month and year first, above written,

Signed for and on behalf of the Bank

(Signatory No,.....)

WITNESSES

1. Name and Address

2. Name and Address

Notes:

1. The above BG shall be executed on the non-judicial stamp papers of adequate value procured in the name of the bank in the state where the bank is located.
2. The above BG is required to be sent by the executing bank directly to BHEL at the address where tender is submitted/ accepted under seal cover.

5/11/11