

**BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE (HR-GAX)
BHEL House, SIRI FORT
NEW DELHI - 110049**

TENDER DOCUMENTS

FOR

Supply of Gift Cards

Tender Ref. No. AA:GAX:NYG:15:101

Dated : December 3, 2014

DATES OF SUBMISSION & OPENING OF TENDER

Due date of submission of offer : 11.12.2014 by 14.00 Hrs.

Date of opening the tender : 11.12.2014 at 15.00 Hrs.

**Venue for opening of Tender : 2nd Floor, BHEL
House, Asian Games
Village, Siri Fort, New
Delhi - 110 049.**

B. M. S. S.
3/12/14

Scope of Supply

Bharat Heavy Electricals Ltd. (a Maharatna PSU Company) requires around 3400 and 1000 Nos. Gift Cards in the denomination of Rs.1000/- and Rs.600/- respectively for their employees and workers at New Delhi and Noida based offices as New Year Gift. Offers are invited for the same as per the Scope of supply mentioned below, subject to acceptance of the enclosed Terms and Conditions. The offers should reach in the office of the undersigned by 1400 hrs. on or before the Due Date i.e. 11.12.2014.

Description / Instructions

1. a) Approx. 3400 Nos. Gift Cards of ₹ **1000/=** each and 1000 gift cards of ₹ **600/=** each (inclusive of all taxes, packing, carry bag & freight / delivery charges etc.).
- b) General Terms & Conditions (**Annexure-A**)
- d) Price Format (**Annexure-B**)
- c) Acceptance / Deviation Certificate (**Annexure-C**)
- d) Contact details (**Annexure-D**)


IMPORTANT INSTRUCTIONS:

1. The cost of each offered gift card payable by BHEL shall be **maximum ₹1000/=** and ₹ **600/=** inclusive of all taxes & freight / packing, carry bag & forwarding charges etc.
2. Deviations, if any, may be indicated in Annexure-C (Acceptance / Deviation Certificate) only. Deviations specified elsewhere shall not be considered. BHEL reserves the right to consider the deviations and accept or reject the same.
3. The prices must be **Quoted in the enclosed Price Format.**
4. Quoted Rates shall remain **FIRM** till the supply is completed.
5. The offer(s) will be opened at 3.00 PM on the due date in the presence of bidders who may like to be present.
6. The offer may be sent through Post/ e-mail / fax / by hand.

Bharat Heavy Electricals Ltd.
3/12/14

General Terms and Conditions

1. Payment for required gift cards shall be made by BHEL against delivery of gift cards as per the details given below :
 - * **For BHEL Employees** – BHEL shall make payment @ Rs. 1000/- per card. Approx quantity of gift cards will be 3400 Nos.
 - * **For contract Workers** - BHEL shall make payment @ Rs. 600/- per card. Approx quantity of gift cards will be 1000 Nos.
2. The Order shall be placed on maximum redeemable value as mentioned in Price Format.
3. In the event of more than one party having quoted **identical rates and there is a tie amongst the bidders**, the respective bidders would be asked to submit their **revised rates**. This process would continue till the distinct H-1 rate is arrived or the order shall be placed by equally dividing the required quantity.
4. The offer shall remain valid for 60 days from the due date of opening of Bids. No request will be entertained for any increase of rates till the supply is over.
5. Offers received after due time and date shall be liable for rejection.
6. Rates shall be quoted in the enclosed Price Format.
7. BHEL reserves the right to increase or decrease the quantity by plus or minus up to 15% as per our actual requirement.
8. The gift cards shall be supplied within 3 weeks of placement of P.O. However, LD for delay in supplies shall be levied after four weeks from the date of Purchase Order @ ½% per week or part thereof subject to a maximum of 10% of PO Value.
9. Delivery of the Gift Cards shall be made on FOR basis to BHEL offices at New Delhi. The consignee details will be given prior to the supply of cards.
10. The bidders are requested to submit their offer, duly filled and complete in all respects, to the undersigned on or before the due date and time of submission of tender which is **11.12.2014** by **1400 hrs.**
- 11. Return of un-used and defective cards :** The gift cards shall be valid for a minimum period of nine Months from the date of issue. The un-distributed and defective cards shall be returned to the bank which shall be replaced or the equal amount shall be reimbursed to BHEL by the bank.
- 12.** Price bid shall contain **Rates** (duly filled in price bid format) and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details / or Commercial Terms & Conditions, if found in this part shall be ignored.


(Sunil Pratap Singh)
Manager (HR-GAX)

BHEL House, Siri Fort, Asian games Village,
New Delhi 110 049, Phone: 66337406 / (M) 9999500979

ANNEXURE-B

PRICE FORMAT

Sl.No	Description of offered Gift Card	Redeemable Value of card (Rs.)
1. (only Rs. One Thousand per card shall be paid by BHEL)
2. (Only Rs. Six Hundred per card shall be paid by BHEL)

Note:

- 1- BHEL will pay only Rs 1000/- for sl.no. 1 and Rs 600/- for sl. No.2. Bidders are required to quote redeemable value of card after considering all expenses on account card issuance, other misc charges, applicable taxes etc.
- 2- **Evaluation Criteria:** The order will be placed for maximum redeemable value of card i.e. H-1 bidder.

Signature
Name, Designation & Bank Seal

3/12/14

ANNEXURE-C

Acceptance / Deviation Certificate

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

- 1.
- 2.
- 3.

Signature

With name, Designation & seal of the bank

3/12/14

Contact Details

Sl. No.	Description	Details
1	Name of the Bidder Bank	
2	Address	
3	Contact Person's Name	
4	Mobile No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the contact person	

Signature & Seal of the bank

5/12/14
3/12/14