



BHARAT HEAVY ELECTRICALS LIMITED
(A Govt. of India Undertaking)

ELECTRICAL MACHINE REPAIR PLANT

Plot No.D-1, Cross Road 'C', Road No.16, MIDC,
Andheri (East),MUMBAI – 400 093
[t 2835 8712/8706/8701, Fax No. 022-28231161/28364587]
E mail : rkmundra@bhel-emrp.com

NOTICE INVITING TENDER

Tender Enquiry No: BHEL/EMRP/HR/ 14-15/ T-06

10.11.2014

Subject: Rate contract for facilitating Photocopying and scanning services by providing photocopy machines and operator at BHEL EMRP, Andheri premises

Sealed offers are invited from reputed and experienced bidders for the subject job by BHARAT HEAVY ELECTRICALS LIMITED (BHEL) as per the tender document requirements detailed below. Following points relevant to the tender may please be noted and complied with.

Scope of Work :

Party will have to provide one photocopying machine at BHEL EMRP Office along with an operator. The machine shall be Digital Copier, automatic, with minimum speed of 40 copies per minute.

Machine Specification:

The operation, maintenance of machines, administration and supervision charges, material requirement including photocopying papers is within the scope of the successful party.

The tender is invited in two parts

1. Techno-commercial Bid
2. Price Bid

The offer should be submitted in two envelopes as below:

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

Envelope – 2 : Price Bid (Part 'B') - Annexure B

Technical bid and price bid are to be submitted in separate envelopes. The above two envelopes shall be placed in another envelope and sealed and super scribed with '**Rate**

contract for Photocopying & Scanning Services' along with date of submission and due date of opening.

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

Tender submission:

Last date & time of tender submission: 01.12.2014 (1400 hrs.)

Technical bid Opening date & time : 01.12.2014 (1430 hrs.)

The tender will also be available on BHEL website – www.bhel.com

Any changes/modifications and corrigendum to the tender will be updated on the above website only. Hence, all bidders shall be required to keep a close watch on our website for such updates, if any.

The offers are to be addressed to Manager (HR), BHEL EMRP, Plot No D1, road no 16, MIDC, Andheri (E), Mumbai – 400093

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,

(Sonia Dalal)
Sr. Executive (HR)
Email: sonia@bhel-emrp.com

Encl: Annexure 'A', 'B' and 'C'

TECHNICAL BID – PART ‘A’ – ENVELOPE 1

S.No.	Description	Acceptable / Not Acceptable
1	<p>Payment of Rs.20,000/- towards Earnest Money Deposit (EMD) through Demand Draft to be submitted along with the offer. Demand Draft to be made in favor of BHEL.</p> <p>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.</p> <p>EMD shall not carry any interest.</p> <p>No security deposit will be taken by BHEL from the successful party.</p>	
2	The contract for photocopying & Scanning services shall be for a period of two years with provision for extension by one more year on the same terms and conditions, at the discretion of BHEL.	
3	Successful bidder shall be given 7 days notice for commencing operation at BHEL premises.	
4	<p>The party should provide one operator for the machine. One photocopying machine in proper working condition to be provided at EMRP Office.</p> <p>The machine specification shall be Digital Copier, automatic, with minimum speed of 40 copies per minute.</p> <p>Time: 0830 Hrs to 1630 Hrs. Monday to Saturday. Service should be provided, if required, on BHEL holidays.</p>	
5	Quantum of work – photocopying approx. 33,200 copies A/4 size per month and 300 copies A/3 size per	

	<p>month. Scanning of A0-A4 sizes and making Xerox copies on A0, A1 an A2 sizes as mentioned in Price bid proforma may be carried out at vendor's premises. 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 made on the basis of total landed cost to BHEL.</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. Addl. General Manager, BHEL EMRP, Mumbai or nominee appointed by him & the arbitration proceeding shall be conducted in accordance with Arbitration and Reconciliation Act, 1996. The award of the arbitrator shall be final and binding on both the parties and arbitration proceedings shall be held only at Mumbai.</p>	
9	<p>Payment Terms:</p> <p>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) Register 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>TDS shall be deducted as applicable.</p>	
10	<p>Validity of the offer:</p> <p>90 Days from the opening of technical bid.</p>	
11	<p>No rent, installation or operation charges for the machine 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</p>	

	contracted quality (75 gsm).	
13	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.	
14	Safety and secrecy of documents given for photocopying is to be ensured by successful party.	
15	Good and legible copies to be obtained without any defect. For the illegible copies no charges will be paid.	
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, 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.	

In addition to the above points, the evaluation of the technical bids will be done on the following documents to be submitted by the party and placed in envelope 1:

1. Earnest Money Deposit of Rs.20,000/- (Demand Draft favoring BHEL).
2. No Deviation certificate in your letter head as per the format enclosed (Annexure B).
3. Unquoted price bid (rates should not be mentioned in the price bid while submitting it in Part A bid).
4. Each page of the Technical Bid – Part 'A' shall be duly filled up, signed and stamped by the party as a token of acceptance.
5. Sample paper to be submitted (75 gsm).
6. At least 2 experience certificates/ work order from PSUs / other Corporates, should be attached not later than past 5 years.
7. Copy of PAN card.
8. Proof of Income Tax Return filed for the last three years.

**Authorized Signatory,
With seal of the company**

Annexure B

Tender Enquiry No. BHEL/EMRP/HR/ 14-15/ T-06

Date: 10.11.2014

Bidder's Ref No: _____

NO DEVIATION CERTIFICATE

We here by accept and agree to all Techno-Commercial & general terms & conditions given in the above referred tender enquiry without any deviation.

**Authorized Signatory,
With seal of the company**

Annexure C

PRICE BID – PART ‘B’ – ENVELOPE 2

Monthly Approximate Xerox Work						Unit Rate in Rs.	Total price
SL NO	ITEM NO	DESCRIPTION OF WORK	MEDIA	SIZE OF DRAWING OR DOCUMENT	Approximate Print / scan needed		
A	1	LEAD /Inkjet XEROX	Plain paper of 75 Gms	A0	20		
				A1	30		
				A2	25		
				A3	300		
				A4	33200		
B	1	Scanning		A0	15		
	2			A1	25		
	3			A2	40		

- 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. The party should give copy of the Service tax registration certificate to claim the same.

**Authorized Signatory,
With seal of the company**