



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

Tender Enquiry

Tender No. AA:GAX:16:PR:103

Dated: February 09, 2016

Sub: Notice inviting tender for Annual Rate contract for supply of Printed Stationery items

Bharat Heavy Electricals Ltd. (BHEL), a Maharatna Company, intends to enter into Annual Rate contract for supply of customized printed stationary items for its office located at BHEL House, Siri Fort, New Delhi – 110049. Sealed quotations are invited with Enquiry No., Enquiry Date & Due Date, legibly super-scribed on it for the items mentioned in Price Bid Format as per the Terms & Conditions mentioned below. The tender documents may be downloaded from our website www.bhel.in or www.eprocure.gov.in . The quotation shall be dropped in Tender Box, Corporate Office, Reception, BHEL House, Siri Fort, Delhi-110049, along with this letter latest by 1430 hrs. on OR before the due date i.e. 02.03.2016.

Nature of Work	Date of Issue of Tender document	Due Date and Time of Submission of offers	Tender Opening date and time
Supply of Customized Printed Stationery Items at BHEL House, Siri Fort, New Delhi - 49	09.02.2016	02.03.2016 up to 1430 Hrs	02.03.2016 at 1500 Hrs

Quotations Part-I and Part-II shall be submitted in separate sealed envelopes and the same can be put together in one sealed envelope. Part-I offers of the parties shall be opened on the **Due Date of Opening i.e. 02.03.2016 at 1500 hrs in our office** in the presence of authorized representatives of the bidders who may desire so. Due date of opening of Part-II offers shall be informed separately.

Thanking you,

Yours truly,
For and on behalf of BHEL

Manish Bhaskar
9/2/16

(Manish Bhaskar)

Sr. Executive (HR-GAX)

मनीष कुमार भास्कर / MANISH KR. BHASKAR

वरिष्ठ कार्यपालक / Senior Executive

मानव संसाधन / Human Resources

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बी.एच.ई.एल. हाऊस, सीरी फोर्ट / BHEL House, Siri Fort

नई दिल्ली-110 049 / New Delhi - 110 049



TECHNO-COMMERCIAL SPECIFICATIONS

1.0 GENERAL INSTRUCTIONS

BHEL Corporate Office intends to enter into Annual Rate contract for supply of customised printed stationary items for its office located at BHEL House, Siri Fort, New Delhi - 110049 by inviting the offers from prospective bidders in two parts. Part-I shall be Techno-commercial bid & Part-II shall be the Price Bid. Due date of the opening date of Part-I bid shall be the date of submission of offer as mentioned on the first page of the tender. Participation in Price Bid Opening shall be in respect of those bidders only who are techno-commercially acceptable based on the evaluation of Part-I bid. The terms and conditions are mentioned below.

The quantity mentioned in the list shall be ordered in lots as mentioned in the Price Bid Format or as and when required. The quantity of items mentioned in the Price Bid Format are tentative only and may increase or decrease by 20% or depending upon the actual requirements. In case of increase in quantities, the successful bidder will have to supply the items at the same rates.

2.0 PRE-QUALIFICATION REQUIREMENTS

- a) *The average turnover of the bidders should be at least Rs. 4.50 lacs per annum during the past three years (FY: 2012-13, 2013-14 & 2014-15).*
- b) *The Bidders should be resourceful and capable, having experience of supply & execution of Purchase Orders for Supply of Stationery Items for last 2 years ending on 31st March 2015 and they should have executed the orders for supply of similar items for PSUs & Government departments or other reputed companies / institutions.*

3.0 TERMS AND CONDITIONS:

- 3.1) Delayed tenders are liable to be rejected.
- 3.2) The successful bidder(s) will have to supply the items as per the specification mentioned in the Price Bid Format enclosed herewith. If the supplied items are found of inferior quality, the same will be rejected by BHEL and no payment will be made for rejected items.
- 3.3) The items of fresh lots will only be supplied. In case of supply of aged material, the item may be rejected. The items will have to be supplied in properly packed condition.
- 3.4) Any defective supply will be replaced free of cost. No payment shall be made against defective supply. The purchaser reserves the right to reject any items, which in his opinion does not confirm the specifications or is found to be of inferior quality.
- 3.5) All items should be in conformity with manufacturer specifications and of standard quality.
- 3.6) The items have to be supplied in properly packaged condition and delivered in the same packaged condition to BHEL House, Siri Fort, New Delhi - 110049.
- 3.7) BHEL reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days' notice with or without assigning any reason without any financial consideration/implication.



4.0 COMPOSITION OF THE BIDS:

The quotation (as given below in S.No. 4.1 & 4.2) shall be dropped in Tender Box, Corporate Office, Reception, BHEL House, Siri Fort, Delhi-110049, along with this letter by 1430 hrs. on OR before the due date. Tender shall be accompanied with a covering letter giving index interlinking all the documents enclosed and all pages should be signed & stamped and should be as per the instructions given for quoting the bid.

Incomplete tender in any respect, are liable to be rejected.

“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.”

4.1 Part-I (Techno-Commercial Bids)

The Part-I Bid shall contain all details and documents listed in Annexure-I. No price details are to be furnished in Part-I of the bid.

4.2 Part-II (Price Bid)

Part II Bid shall comprise of Price Format as per Annexure - IV, duly filled, signed and stamped.

5.0 EVALUATION CRITERIA AND AWARD OF CONTRACT

BHEL shall carry out detailed evaluation of the bids to determine that the requirements set forth in the bid specifications are met. BHEL may accept or reject the deviations sought by the bidder (s) & may load the bids for price for accepting the deviation.

Based upon the evaluation, BHEL shall determine the techno-commercially acceptable bidders. BHEL reserves the right to reject any bid without assigning any reason.

Price bid opening shall be in respect of techno-commercially acceptable bidders only.

The evaluation criteria shall be the item-wise L-1 unit rates (The rate contract shall be awarded to the concerned party at the L-1 unit rates). In case, the L-1 unit rates are quoted by more than one party for any item, the order quantity shall be split equally amongst the concerned parties.

In case of any arithmetical errors in the price bid the higher unit rate will be considered for evaluation and lower unit rate will be considered for ordering.

6.0 VALIDITY OF OFFERS

The offers submitted by the parties shall be valid for a period of 90 days from the date of opening of Part-I bid and 60 days from the date of opening Part-II bid / Reverse Auction. Participation in Reverse Auction / Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, BHEL reserves the right to reject the offer of bidder(s) without assigning any reason.



7.0 VALIDITY OF RATES

Rates shall remain valid for the contract period of **one year** or till the extended period of contract which may be extended further with the mutual consent. No request will be entertained for any increase of rates what so ever may be the reason. However, the VAT / Taxes etc. shall be applicable as per the Government Notifications from time to time

9.0 PAYMENT TERMS:

For the bills submitted along with supporting vouchers and completed in all respect, the payment, inclusive of all taxes as applicable, shall be made within 20 days from the date of submission of the bills. However, no interest shall be payable for delay, if any, in making the payment.

10.0 DELIVERY PERIOD / LIQUIDATED DAMAGES:

The customized printed stationery items shall be supplied within 20 days time on placement of PO. In case of supply is delayed beyond this period, BHEL reserves the right to levy LD @ ½% per week of delay subject to maximum of 10% of ordered value.

11.0 Deviations, if any, may be enumerated in the format enclosed. BHEL at its discretion may agree in full or part or totally reject deviations sought by the bidder(s). BHEL will consider the deviations if the same are specified in the deviation format, or else it will be considered that there is no deviation taken. Deviations, if any, mentioned elsewhere in bid apart from Annexure II – "ACCEPTANCE LETTER/ DEVIATION CERTIFICATE" (whether techno-commercial bid or Price bid) shall be treated as null and void by BHEL.

12.0 The offers of the bidders who are on the banned list as also the offer 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.

13.0 ARBITRATION

13.1 In the event of any dispute or difference arising out of the execution of the Order/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 thereunder 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.

13.2 In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., 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, Deptt. 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.

14.0 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.

15.0 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.

16.0 DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

- 16.1 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 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 not so delivered or others of a similar description where stores 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



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(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.

- 16.2 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.



DOCUMENTS TO BE ATTACHED

PART-I BID: Documents to be attached in Part I bid

- 1) Copy of Balance Sheet (self-certified) along with Profit & Loss Statement of the Company for the last three financial years (FY 2012-13, 2013-14 & 2014-15)
- 2) List of clients, including PSUs, if any.
- 3) Copy of the Purchase orders as per para 2 (b) above.
- 4) Format for Acceptance Letter/ Deviation Certificate as per Annexure-II.
- 5) Copy of PAN / VAT / TIN no. as applicable
- 6) Copies of Income Tax Returns for last three Assessment years (AY 2013-14, 2014-15 & 2015-16)
- 7) Declaration Sheet as per Annexure-III
- 8) Complete details of the contact person with email id and mobile number etc.
- 9) Copy of tender document duly signed and stamped by the bidder
- 10) Any other information that bidder may like to furnish.

PART-II BID: PRICE BID

Part II shall contain Prices only as per Annexure IV and should not contain any technical details and / or commercial terms and conditions. Any technical details and / or commercial terms and 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.



FORMAT FOR SEEKING DEVIATION
(To be attached with Part-I bid)

CLAUSE NO.	DESCRIPTION / DETAILS OF DEVIATION	REMARKS / REASONS

NOTES:

1. In case of no deviation, "NIL" is to be indicated in this format.
2. BHEL reserves the right to reject the offer without assigning any reason.

I, _____ hereby certify that except the deviations mentioned above, we do not have any other deviations to the tender no. AA:GAX:16:PR:103 dated 09.02.2016 Deviations, if any, mentioned elsewhere in our bid (whether Techno-commercial bid or Price bid) may be treated as null and void by BHEL.

SIGNATURE OF BIDDER WITH SEAL

NAME:
DESIGNATION:
COMPANY / FIRM:
DATE:

Lawish Bhatia



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Annexure-III

DECLARATION

I / We hereby declare that I / We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court.

SIGNATURE OF BIDDER WITH SEAL

Laish Bhasin

Printed Stationery

S/N	Item Description	Specification	Approx. Qty	Unit of items	No Of Lots	Unit Rate (Rs.)	VAT%	Value (per unit all inclusive) (Rs.)
1	ENVELOPE - CLOTH 12" x 16"	Envelopes clothed- 12"x16" yellow envelope, 105 GSM Andhra Millenium paper, jali on the inner side, size 12"x16", Screen printing, the super fine jali inner side and address as per sample. 50 envelop to be packed in one polyethylene cover.	15000	No.	5			
2	ENVELOPE - CLOTH 13" x 17"	Envelopes clothed - 13"x17" yellow envelope, 105 GSM Andhra Millenium Paper, jali on the inner side, size 13"x17", Screen printing, the super fine jali inner side and address as per sample, 50 envelop to be packed in one polyethylene cover.	3000	No.	3			
3	ENVELOPE LAMINATED 10"x 12"	Yellow Envelope 105 GSM paper (cloth) using white jali on the inner side, size 10" X 12" Screen Printing, the jali inner side and address as per our sample. 50 envelop to be packed in one polyethylene cover.	25000	No.	5			
4	ENVELOPE LAMINATED 10"x 8"	Laminated 10"x 8" yellow Envelope 105 GSM paper Screen Printing With BHEL Logo amd address as per our sample.	6000	No.	3			
5	ENVELOPE - NON WINDOW 10"x4.5"	Envelopes 10" x 4.5" 10" x 4.5" Ivory envelope, 95 GSM, sunshine (ballarpur) paper Screen printing With BHEL Logo and address as per sample, each box containing 250 envelopes. (5x50 nos of sub packing)	35000	No.	3			
6	ENVELOPE - WINDOW 10"x4.5"	Envelopes Windows - 10"x 4.5" white paper envelope 95 GSM, sunshine (ballarpur) paper with transparent window (as per sample) , size 10"x 4.5" Screen Printing With BHEL Logo and address as per sample ,each box containing 250 envelopes. (5x50 nos of sub packing).	10000	No.	2			
7	FILE COBRA / PURCHASE	FILE COBRA / MM Cobra file of Sirpur Green colour board, pasting of 2 boards of 31.5kg grammage, Good Quality Cobra clip printing on single side as per sample, cloth patti of 4cm pasted on sides for protection of sides, file size 34.5x26cm, rest of specifications as per sample	1000	No.	4			
8	FILE FLAT (COLOUR)	File with Good quality of cobra clip, printing on 3 sides as per our sample, Sirpur, Board (29 grammage) of light clour, File size 35 cm x 26 cm.	3000	No.	3			
9	FILE INDEX - BOX	File Index (Box), Neelgagan Lever Arch File No.45 with Kangaroo Clip.	2000	No.	4			

Santhosh Babu

SN	Item Description	Specification	Approx. Qty	Unit of items	No Of Lots	Unit Rate (Rs.)	VAT%	Value (per unit all inclusive) (Rs.)
10	FILE PLASTIC - One side open	FILE PLASTIC - One Side open upper side, transparent & Punch Holes on left side for Filing As per Sample.	1000	No.	2			
11	FILE PLASTIC - Two side open (CH 101)	Solo Make CH 101, BHEL Logo and Address to be printed on front cover at the Bottom of the page as per sample. The quality of printing should be good and permanent.	25000	No.	5			
12	FILE PLASTIC-Three side open (BLUE)	1st Quality PVC, 0.35 MM transparent (rear) top Size 24/31, thick PVC, (weight of file 90 gm clip 10 gm) Having transparent (pocket at front top & inner back Side), front cover with address level pocket, printing of BHEL logo and address on front cover, Sko white fastener (Imported Dip). 10 file to be packed in one polyethylene cover. Sample file may be seen from our office.	6000	No.	3			
13	FILE PLASTIC-Three side open (SOLO102)	Solo Make, RF-102. BHEL Logo and Address to be printed on front cover at the Bottom of the page as per sample, 10 Files Should Be packed in polythene cover. Note:- The quality of printing should be good and permanent.	2000	No.	4			
14	FILE PLASTIC - STRIP	Solo Make RC-001, BHEL Logo and Address to be printed on front cover at the Bottom of the page as per sample. Note:- The quality of printing should be good and permanent.	3000	No.	5			
15	LETTER HEAD - CORPORATE	A4 size Royl Executive Bond Paper, 85 GSM with BHEL logo and address, screen printing (as per our sample) in single clour, each pack of 100 sheets.	200	Pkt	2			
16	DO LETTER PAD	Imported German DO Paper 100 gsm. Screen printing of BHEL Logo and address, double colour, 2 impressions, 100 sheets in each pkt.	700	Pkt	As per req.			
17	LOG BOOK	50 Sheets (in duplicate 50 sheets White & 50 Sheets pink) in each book. 60 GSM paper may be used. White page Perforated. Top of book may be used white paper and bottom hard board. Each page may be numbered (white and pink similiar number). Printing matter to be collected from our office.	700	No.	2			
18	NOTESHEET PAD - GREEN	A4 size Royal Executive Bond green Note sheet Paper, 80 GSM with BHEL logo on right top of left corner and printing as per our sample, each pack of 100 sheets.	200	No.	2			

Lawik Bhaskar

SN	Item Description	Specification	Approx. Qty	Unit of items	No Of Lots	Unit Rate (Rs.)	VAT%	Value (per unit all inclusive) (Rs.)
19	PAD - RULED A4	Pad A-4 Size, 80 GSM Maphitho Orient paper, 25 Sheets In each pad, with BHEL logo on right top of right corner, perforated in each pad. bottom of Star Make Good Quality 24 Ounce card board Staple winding on top.	1000	No.	2			
20	PAD - RULED A5 - 25 SHEETS	Ruled Writing Pad A-5 Size, 80 GSM Maphitho Orient paper, 25 Sheets In each pad, with BHEL logo on right top of right corner, perforated in each pad. bottom of Star Make Good Quality 24 Ounce card board Staple winding on top.	4000	No.	3			
21	PAD - RULED A5 - 50 SHEETS	Ruled Writing Pad A-5 Size, 80 GSM Maphitho Orient paper. 50 Sheets In each pad, Spiral winding on top, with BHEL logo on each sheet, front & back cover of 170 GSM Art paper with screen printing of BHEL logo on front page.	500	No.	2			
22	PAD SPIRAL	Ruled Writing Pad, 80 GSM Maphitho Orient paper 25 Sheets In each pad Spiral winding in left side , with BHEL logo on each sheet, front cover of 170 GSM Art paper with screen printing of BHEL logo on front page. BHEL Logo must be in blue color as per sample.	3000	No.	3			
23	PVC DRAWING POUCH	Drawing pouch-PVC 3" Flap with well crow, BHEL Logo printed (10 mm good quality and inside 2" stick and also its size is little bigger to A4 size)	2500	No.	3			
24	REGISTER -2 Q	Register 2 Q (24 Sheets 96 Pages) Victor/Shipra/HCP/Saraswati Make Good Quality Paper, Compulsory printing of BHEL Logo on top cover.	150	No.	1			
25	REGISTER -4 Q	Register 4 Q (48 Sheets 192 Pages) Victor/Shipra/HCP/Saraswati Make Good Quality Paper Compulsory printing of BHEL Logo on top cover.	350	No.	2			
26	REGISTER -6 Q	Register 6 Q (72 Sheets 288 Pages) Victor/Shipra/HCP/Saraswati Make Good Quality Paper Compulsory printing of BHEL Logo on top cover.	300	No.	2			
27	REGISTER ATTENDANCE 2Q	Attendance register 2Q, good quality paper, as per sample from BHEL stationery store.	30	No.	1			

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Anish Chandra

SN	Item Description	Specification	Approx. Qty	Unit of items	No Of Lots	Unit Rate (Rs.)	VAT%	Value (per unit all inclusive) (Rs.)
28	SEPARATOR 1 to 10	SET 1 to 10 Ivory colour 300 GSM(thickness), Each Set must be packed in polypack seperately.	250	Set	2			
29	SEPARATOR 1 to 25	SET 1 to 25 Ivory colour 300 GSM (Thickness) Each Set must be packed in polypack seperately.	50	Set	1			
30	SEPARATOR 1 to 5	SET 1 to 5 Ivory colour 300 GSM (Thickness) Each Set must be packed in polypack seperately.	100	Set	1			

Maulik Bhatia