



Bharat Heavy Electricals Limited
(A Government of India Undertaking)
BOILER AUXILIARIES PLANT
RANIPET - 632 406, INDIA

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MAINTENANCE & SERVICES DEPARTMENT
REGISTERED POST WITH ACK.DUE

NOTICE INVITING TENDER	
Tender Notice No	BAP: M&S: TE: INS: 15: 011: DT: 27.08.2015
Name of work	AMC for Franking Machine (Neo-Post make).
Period of contract	Two Years.
Earnest Money Deposit (EMD) Amount	Not Applicable.
Last date & Time for Receipt of the Tender	11.09.2015, 14.30 Hrs.
Date of Tender bid Opening	11.09.2015, 14.30 Hrs onwards.
Place of submission of Tender	Tender Box Placed in M&S Office, BHEL –BAP, Ranipet – 632 406
Address on the Sealed Tender Cover to be:	MANAGER-PLANNING M&S DEPARTMENT BHARAT HEAVY ELECTRICALS LIMITED RANIPET – 632 406 VELLORE DISTRICT TAMIL NADU
Venue of the Tender Opening	M&S Conference hall

Issued to Messers/Thiru

M/s. Neopost India Pvt. Ltd.,
No: 1103 A&B, 11th Floor, Tower B,
Millennium Plaza, Sector 27,
Gurgaon - 122002.
Tel: 0124-2573907.

Only for information purpose.

M.P. Chandrasekhar
27/8/15

ISSUING OFFICER

एम.पी.चन्द्रशेखर /M.P.Chandra Sekhar

वरिष्ठ अभियंता / Senior Engineer

अनु. एवं से. योजना / M&S Planning

एम्.पी.सी.डी.ए.पी., रानीपेट / BHEL, BAP, Ranipet - 6

GENERAL INSTRUCTIONS TO TENDERER

1. Tender must be submitted in **sealed cover** and should be addressed to

**MANAGER/M&S-PLG ,
M&S Department,
Bharat Heavy Electricals Limited,
RANIPET – 632 406.**

The Name, Address of the Tenderer and the name of work shall be clearly mentioned on the cover.

2. Sealed Tender will be received up to 14.30 Hrs on 11.09.2015 in the prescribed form and will be opened on 11.09.2015 at 14.30 Hrs at M&S Conference Hall in the presence of such of those tenderers or their agents who may choose to attend, with authorization letter.
3. All entries in the tender documents should be filled with same ink. Over-writing in the price bid to be avoided. The tenderer concerned should duly sign all cancellations and corrections.
4. Tenderer should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign and seal each and every page of the tender document/annexures attached thereto before submitting the tender.
5. Conditional and unwitnessed tender, tender containing absurd rates and amounts, tender which are incomplete or otherwise considered defective and tender not in accordance with the tender conditions laid down by the Accepting Officer are liable for rejection.
6. Bidder is advised to quote only as per BOQ given by BHEL. Offers other than price bid proforma of BHEL will not be considered.
7. In quoting the rates, the tenderers are advised to take into account all factors including any fluctuations in the market rates etc. No claim will be entertained on this account after acceptance of the tender or during the currency of the contract.
8. The rates quoted in the tender shall remain valid for a period of Three months from the date of opening of the tender.
9. In the event of tender being submitted by a firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the Power of Attorney on behalf of the firm concerned. In the latter case, a copy of the Power of Attorney duly attested by a Gazetted Officer must accompany the tender.
10. BHEL reserves right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason therefor.
11. Tenders submitted by post should be sent preferably by "REGISTERED POST"/ Speed post. This should be posted with due allowance for any delay in postal delivery. On no account the tenders, **received after the due date and time shall be considered.**
12. Should a tenderer or a contractor has a relative or in the case of a firm or company of contractors any of its shareholders or share holder's relative, employed in Bharat Heavy Electricals Limited, the authority inviting tenders shall be informed of this fact at the time of submission of the tender failing which tender may be disqualified or if such fact subsequently come to light, the contract may be rescinded.

13. The Bharat Heavy Electricals Limited will not bound by any Power of Attorney granted by the tenderer or changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contract concerned.
14. If the contractor deliberately gives wrong information in the tender or creates conditions favorable for the acceptance of his tender, Bharat Heavy Electricals Limited reserves the right to reject the tender at any stage.
15. Words imparting the singular number shall also deemed to include the plural number and vice versa where the context so requires.
16. The expenses for completing and stamping the agreement shall be to the contractor's account.
17. The General and Special Conditions of Contract are complimentary to each other and where they are in conflict, the Special Conditions shall prevail. In regard to matters not covered by the General or Special Conditions of Contract, those contained in the specifications approved by Bharat Heavy Electricals Limited shall apply.
18. Tenderers shall not increase their quoted rates or lay additional conditions incase Bharat Heavy Electricals Limited negotiates for reduction of rates, such negotiations shall not amount to cancellation or withdrawal of the original offer and the rates originally quoted shall be binding on the tenderers for a period of three months from the date of opening of tender. In case the above conditions are violated, BHEL is at the discretion to cancel the tender by forfeiting the EMD paid by deviating tenderer.
19. Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
20. The "GENERAL INSTRUCTIONS TO TENDERERS" shall be deemed to form an integral part of contract for the work to be entered into.
21. The tenderer should be present if called for negotiation both technical and commercial. In case, the tender's authorized person is attending the negotiation such person should have the authorization letter and he should be capable of taking spot decisions.
22. If needed tenderers may visit the site / working area and obtain all clarifications from Tender Issuing Officer regarding the nature of job before offering their quotation.
23. The contractor shall quote all the applicable taxes in the offer and no tax will be paid after the issue of the contract.
24. Necessary 'COMPREHENSIVE INSURANCE' coverage is to be arranged by contractor for his material handling vehicle/drivers/ labors and also for third party liability.
25. If required bidders may visit the site/working area and obtain all clarifications from Tender Issuing Officer regarding the nature of job before offering their quotation.
26. The bidder shall clearly indicate all the applicable Taxes in the Price Bid and also shall state clearly whether these taxes are inclusive or exclusive of the Basic rate quoted. If any tender does not indicate applicable taxes, BHEL will assume, price quoted is inclusive of all Taxes and Tender will be evaluated accordingly.

27. The contractor should submit copy of the following documents.

- i. Pan card. ii. VAT registration certificate. iii. Service tax registration certificate.

28. The contractor shall indicate all the applicable taxes in the offer and any claim after the issue of contract will not be entertained.

29. In case if any Taxes not applicable, like due to threshold limit etc. Same may be clearly indicated in the offer by the Bidder.

30. **Discrepancy in “words “ & “ Figures “**

- a) 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.
- 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 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 (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.

31. **Service Tax:**

Rates quoted shall include all royalties, terminal taxes, octroi duties, central and provincial excise tax, sales tax and other taxes leviable under the State or Central Government Rules excluding Service Tax. The Bharat Heavy Electrical Limited will not entertain any claim whatsoever in this respect in future.

The Bidder shall not include Service Tax in their quoted rates; but the bidder has to separately indicate the Service Tax rate, amount and workings thereof in the Price bid schedule included in the bid documents.

If service tax amount is not indicated separately in the price bid schedule included in the bid documents, it will be presumed that the quoted rate is inclusive of applicable service tax and bids will be evaluated accordingly.

Pure Service not involving any supply of materials by Contractor:

Bidders have to quote the applicable Service Tax payable in the Price bid format included in the Bid document which shall be considered for evaluation. The same shall be considered for reimbursement against valid documentary evidence to successful bidders. i.e. Service tax registration certificate, Original invoice, service tax payment certificate and copy of service tax payment challan.

Any statutory variation in Service tax rate during contract period shall be reimbursed by the company based on claim by the Agency along with valid documentary evidence. But if the variation is effective during the delayed/extended period of execution for reasons attributable to the vendor, the same shall be borne by the vendor only.

Service tax amount will be reimbursed to the contractor on submission of proof of remittance challan.

32. **SET OFF Clause:**

BHEL reserves the right to set off the amounts due from the contractor against their dues payable to the contractor either under this contract or any other contract.

33. **Payment Terms:**

Payment will be made once in **three months** after each service on submission of Bill duly certified by the user department. **It may be noted that BHEL will not pay any advance payment on any account.**

CERIFICATE OF NO DEVIATION

I / We of M/s

hereby certify that **there is no deviation** from the tender conditions either technical or commercial and I am /We are agreeing to all the terms and conditions mentioned in the Tender Specification.

Date:

Signature of the Bidder

SCOPE OF WORK

Name of work: AMC for Franking Machine (Neo-Post make).

01) It is the responsibility of the contractor to ensure the franking machine is rendering trouble free operation during contract period. Maintenance and replacement of spares shall be carried out at BHEL, Ranipet. Remote resetting fee is in contractor scope .Fitness certificate for license renewal, if required shall be provided. The travelling and other charges are in contractor's scope.

02) PREVENTIVE MAINTENANCE:

The contractor shall depute his service engineer **once in three months** for scheduled maintenance for 1 day on mutually agreed dates. The maintenance shall be carried out only during 09.00 Hrs. to 16.00 Hrs of BHEL/Ranipet working days. However during exigency, the servicing time/days may be extended as approved by BHEL. The contractor has to submit the service report.

03) BREAK DOWN CALLS:

Un-restricted breakdown calls during the AMC period without any additional charges. In case of break down, the problem has to be rectified within 48 hours of complaint. Any delay more than 48 hours will attract penalty on pro – rata basis on AMC charges and will be recovered including holidays if it falls between the break down period. If the machine gets corrupted, both the system software and application software is to be reloaded immediately within an hour of complaint time.

04) SPARES:

Replacement of faulty components and consumables etc. at free of cost during the contract period is in contractor scope.

05) PERIOD OF CONTRACT:

The period of contract will be two years from the date of LOI.

PRICE BID

BILL OF QUANTITY

Name of work : AMC for Franking Machine (Neo-Post make).

Period of contract : Two Years.

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S. No	Description	License Identifier Number of Machine	Rate/Year in Rs	Amount for two years in Rs.
01	AMC for Franking Machine as per the scope of work.	N203367		
02	Remote Resetting Fee	N203367		
03	Sub Total			
04	Service Tax @ _____%			
05	Total Amount (03+04)			

SAFETY RULES

1. The Contractor must inspect the area of work to decide the safety precautions necessary for executing this contract.
2. Whenever people work at height more than six feet, platform shall be provided or the workers shall wear safety belt to avoid fall from the height.
3. Wherever any area declared dangerous, the workers shall not be allowed to work till a written clearance is obtained from appropriate authorities.
4. No material of any kind shall be dropped or allowed to be dropped from any height.
5. Defective ladders shall not be used at all.
6. Inflammable materials shall not be stored near places where the sparks are likely to occur.
7. The necessary safety equipments such as gloves, safety belt, helmet, safety boot etc must be issued to the workmen and strictly to be used while carryout the work. If Personal Protection Equipments not provided by the contractor, BHEL shall provide the required PPEs on chargeable basis, depending upon the stock availability.
8. If the contractor's workmen found violating the safety precautions, punitive action will be taken and or a penalty of Rs.500/- will be imposed and deducted from the contractor bill for each violation.
9. The working area shall be kept clean and free from all obstructions.
10. All safety precautions are to be taken by the contractor at his cost.

These safety measures shall be deemed to form an integral part of the Work Order/ Agreement.