



भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
Bharat Heavy Electricals Limited  
उद्योग क्षेत्र, नई दिल्ली / Industry Sector, New Delhi  
मानव संसाधन प्रबंध / Human Resources Management

REF No.ID: CP: MAINT: PC:  
Dated – 12.06.2015

M/s

**Subject- Rate Contract for Photocopying work at BHEL, Lodhi Road, New Delhi.**

You are requested to submit your most competitive offer for the above work as stipulated in Annexure I to III. Please submit your sealed quotation to reach this office latest by 04.07.2015 up to 14.30 pm as per following procedure:

**Procedure for submission of Sealed Tenders**

The bidder must submit their tenders as required in two parts in separate sealed envelopes prominently super scribed as “Part-I Techno-Commercial Bid and Earnest Money Deposit” and “Part-II Price Bid” also indicating on each of the envelope, tender no. and due date and time as mentioned above.

**Part-1**

**Earnest Money Deposit (Envelope-1)**

EMD for Rs.25,000.00 (Rupees Twenty Five Thousands only) in the form of Demand Draft/Bankers' Pay order in favour of BHEL payable at New Delhi should be enclosed in a sealed envelope. The sealed envelope should be marked Part-I. Tender Enquiry No.ID: CP: MAINT: PC: 001 dated \_\_\_\_\_ EMD: Bidder \_\_\_\_\_. EMD will be forfeited in case : (i) the bidder withdraws his offer before expiry of Bid validity or (ii) does not accept award of order or (iii) submit Security Deposit, if selected.

The EMD of successful bidder will be adjusted towards security deposit on award of the order. This envelope should contain only EMD & nothing else.

**Techno-Commercial Bid (Envelope -II)**

**The Techno-Commercial Bid shall comprise**

- 1- The bidder should enclose a forwarding letter on its letter head mentioning the requisite details over it.
- 2- The details asked for regarding the qualifying criteria given in the annexure shall be enclosed in Techno-Commercial Bid.

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- 3- Copy of "terms and conditions" duly signed in blue ink and stamped on each page as token of acceptance of tender conditions.
- 4- A copy of price bid **without the prices** and mentioned as "quoted" should also be enclosed.

**This envelope should be marked**

"Part-I: Tender No. ID: CP: MAINT: PC: 001 dated \_\_\_\_\_ Techno-Commercial Bid: Bidder \_\_\_\_\_"

The Prices should not be mentioned in this envelope.

Only Techno-Commercial Bid should be mentioned on the envelope.

**Part-II**

**Price Bid (Envelope -III)**

1-The price bid in the enclosed PRICE format may be given separately in this envelope in line with our specifications, in a sealed envelope super-scribed 'PART-II : Tender No. ID: CP: MAINT: PC: 001: dated \_\_\_\_\_ Price Bid: Bidder \_\_\_\_\_'

These three separate envelopes i.e. Envelope I, II & III shall together be enclosed in a fourth envelope (Envelope -IV) and this sealed envelope shall be super scribed with

"Tender Enquiry No: ID: CP: MAINT: PC: 001, due date & time of tender 04.07.2015 Bidder \_\_\_\_\_"

**2- Evaluation of Bids**

**Bids shall be evaluated as per the following procedure**

- a) The Envelope - I with EMD shall be opened and the offer with valid EMD shall only be further evaluated.
- b) The Techno-Commercial Bid will be opened and only those bidders who qualify, their Price Bid will be opened separately after the Techno-Commercial Bid evaluation.
- c) The evaluated price will be calculated as below :

**Total evaluated Bid Price:**

80,000 copies x A4 single side price	(A)	+
75,000 copies x A4 double sides price	(B)	+
2,500 copies x A3 single side price	(C)	+
150 copies x A3 double sides price	(D)	+
300 books x spiko binding price	(E)	+
150 books x spiral binding price	(F)	+

**= Total Evaluated price (A+B+C+D+E+F)**

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If the total evaluated prices of two Bidders are equal, then the Bidder with lower evaluated price (A +B) will be awarded the order.

If the total evaluated price (A+B) is also same, then the total evaluated price (A+B+E) will be considered.

If the values are still equal then the Committee will decide and its decision will be the final.

3. Quotations not received in line with above Format are liable to be rejected. Offers without EMD will not be considered for opening. Techno-Commercial Bid (Part-I) along with EMD shall be opened on 04.07.2015 at 15:00 hours in presence of bidders who may be present at that time.

**Note:**

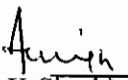
1. BHEL reserves the right to split up the tender and place orders with more than one tenderer.
2. BHEL reserves the right to increase or decrease the number of photocopy machines to be installed under the contract.
3. BHEL reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
4. Tender/Offer should be valid for a period of 60 days from the due date of submission of tender or extended due date.
5. Any clarifications can be sought from the following before 04.07.2015 10:00 hours with prior appointment

A K Singh  
Manager/HR  
BHEL, Industry Sector Lodhi Road, New Delhi-110003  
Ph. No. -011-41793284

Please refer terms and conditions in the Annexure - I, Pre Qualification Criteria at Annexure - II and Price Format at Annexure III.

Thanking you,

Yours faithfully,

  
(A K Singh)  
Manager/HR  
(For Bharat Heavy Electricals Limited)

**TERMS AND CONDITIONS**

1. Vendor shall be required to install 3 nos. brand new Digital Photocopy machines of any of makes (Make CANON, KONICA MINOLTA, TOSHIBA, XEROX, SHARP, PANASONIC, KYOCERA and MURATEC). Out of above 2 nos. machines are to be installed in Lodhi Road office building & 1no.machine is to installed in our office at 5<sup>th</sup> floor, Advant Building, Sector -142, Noida.

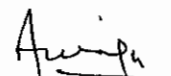
Details of machines are given below:

**45 cpm Digital Photocopy Machine with Reversible automatic document feeder & Electronic Sorter, capacity upto A3 to A3 copy, reduction and enlargement facility and duplexing along with the facility of taking prints through Network printing of bulk documents. The machine shall have the provision of USB connectivity from which directly the machine should be capable of bulk printing/ duplication.**

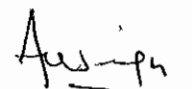
Brand new machine of year of make 2014 or later shall only be accepted.

Nos. of machine shall be increased /decreased by BHEL depending on total load of work with BHEL.

2. On award of contract, the bidder shall be required to install the Brand New Machines and other equipments at our premises within 14 days along-with the documentary proof of newness of the machine/equipments failing which the contract will be liable for termination and the EMD/Security Deposit shall be forfeited.
3. The space and power (220/240V 50 Hz AC) supply will be provided free of charge by BHEL.
4. Operation & maintenance of the machines shall be the complete responsibility of the vendor. All the inputs like paper, spares, repairs, consumables etc and operation services are to be borne by the vendor and nothing extra shall be payable for any reason whatsoever.
5. Insurance of machines, equipments, manpower (Accidental Insurance cover etc.) and other miscellaneous charges or any other charges whatsoever shall be borne by the Vendor and BHEL shall not be held liable for any damage / injury to the manpower, machines/consumables etc. of the vendor due to any reason.
6. The rates quoted for each copy and Spico/Spiral binding will be firm for two years inclusive of all taxes & no upward revision whatsoever shall be entertained under any circumstances w.e.f. the installation date of machines.
7. The rates quoted shall be inclusive for free collection, set making, compilation spico / spiral binding etc. and delivery of materials at the indenter's seat at BHEL office.
8. The rates quoted shall be on all inclusive basis with mill packed photocopy paper 75 gsm, Century/ JK / Modi / Ballarpur payable for actual quantities accepted. Rates shall be firm for the entire period of contract and no upwards revision will be allowed. Wastage, if any, shall be to vendor account.



9. Only one brand of photocopy paper will be used in any particular job. Use of mixed variety/brand of paper will render the job liable for rejection at vendor's risk and cost.
10. On award of the contract, the successful vendor(s) shall be required to furnish a security deposit within 7 days of award of order.  
  
Security Deposit shall be for Rs. **One Lakh only** and can be deposited by a Demand Draft/ A/C Payee Cheque/ bank FDR in favour of BHEL within one week of placement of order, towards satisfactory execution of order. The security deposit will be refunded back, without interest, on successful completion of order. Security Deposit can also be furnished through recovery @ 10% from running bills. However, in such case at least 50% of SD should be submitted before start of photocopy services and the balance 50% through recovery from running bills.
11. Each machine has to be operated by vendor's personnel individually for ensuring output on the machines as per BHEL's requirements.
12. Vendor shall not be allowed to carry out any photocopy job for other customers on machine installed by them in BHEL premises. Further the vendor shall ensure total secrecy of the documents to be photocopied and information shall not be shared with any person/agency under any circumstances.
13. The machine along with the operator shall be in use daily from 0845 hours to 1800 hours on normal days. In case the indenter desires the operator may have to continue to work in late night hours and on holidays observed by BHEL without any extra cost or financial burden to BHEL.
14. Vendor will not have any right or claim on the premises provided for installation of the machines.
15. Vendor shall indemnify BHEL against any loss, damage, injury etc. to their machines, equipment installed, stationery, consumables, etc. or the manpower deployed in BHEL for the entire period of the contract.
16. Vendor shall indemnify BHEL against any third party claims on any account whatsoever in connection with the photocopy services order, if awarded.
17. The vendor should maintain a minimum inventory of 5 boxes of photocopy paper of 10 reams at any point of time so that there is no interruption of work due to lack of photocopy paper.
18. The order will be valid for an initial period of two years and the same can be extendable for further period of one year on mutual consent basis. However, in case of non-compliance of any of the terms and conditions or unsatisfactory performance, the contract will be liable for termination by BHEL at one week's notice with no financial repercussions upon BHEL.
19. **Payment** – 100 % payment shall be made every month after the verification of photocopy slips.
20. **Arbitration** – In case of any dispute, a sole arbitrator will be appointed by BHEL and whose decision would be final and binding on both the parties. The place of arbitration shall be New Delhi.



In case the vendor for any reason is not able to execute the job as per time schedule /required quality, BHEL reserves the right to get the same done at the risk and cost of the vendor and impose the following pre-agreed damages:

Sl. no.	Default	Damages
1-	<b>Non adhering to time schedule</b> <b>Regular work: to be done on same day</b> <b>Bulk job : to be done within 48 hours</b> <b>( Bulk job shall mean a job comprising more than 1000 pages to be multiplied in more than 8 sets)</b>	<b>15.0% deduction from monthly bill</b>
2-	<b>Non functioning of machine beyond 48 hours, if standby machine of similar capacity is not installed</b>	<b>Rs. 1000.00 per day per machine</b>

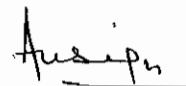
These damages shall be over and above the additional cost to be incurred by BHEL for getting the work done from outside.

However, Vendor shall be allowed to get the bulk job done outside BHEL with permission from the indenter.

21. Regular and preventive maintenance shall be the responsibility of the vendor to keep the machine in working conditions at all times. In case of non-functioning of the main machines, standby machine will be provided immediately at no extra cost.
22. The tentative nos. of copies is 1.50 Laacs per month. **However the payments shall be restricted as per the actual quantities accepted only.**
23. If any documents found to be incorrect after placement of order, the Security Deposit shall be forfeited.
24. **Confidentiality and Nondisclosure:**

BHEL has engaged Vendor and Vendor have accepted this engagement for the purpose of activities to be carried out as per the contract subject to confidentiality obligations set forth below.

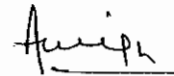
As used herein, Confidential Information shall mean and include information now or hereafter owned by, or otherwise within the possession or control of BHEL including, without limitation, patented and unpatented inventions, business and trade secrets, know-how, techniques, data, specifications, blueprints, flow sheets, designs, engineering information, operation criteria and other tangible and intangible information related to the equipment / material. Vendor agrees that they will not use the Confidential Information of the BHEL for any purpose other than the contract.



Except for employees of each described below, Vendor will not at any time without the prior written consent of BHEL publish, disclose or otherwise disseminate, duplicate or use, directly or indirectly, confidential information to or for the benefit of any third party whether or not it relates to a process, product, equipment or apparatus embodied therein.

25. **Indemnification by Vendor**

The Vendor shall indemnify the BHEL against all actions, claims, demands, costs, charges and expenses arising from or incurred by reason of any infringement or alleged infringement of any kind including infringement of patent, registered design, copyright, or trade mark or trade name protected in any country by the use or possession of any or materials / equipment supplied by the Vendor by any one directly or indirectly employed by him or any damage to life or property of an employee of BHEL or Vendor or any third party.

A handwritten signature in black ink, appearing to be 'Anish', written over a horizontal line.

**PRE - QUALIFICATION CRITERIA AND DOCUMENTS REQUIRED IN TECHNO-COMMERCIAL BID**

The details mentioned under "Document required" have to be furnished in the Techno-commercial Bid.

SNo.	Description	Pre – Qualification Criteria	Document required
1	Experience	The bidders should have experience in relevant area of executing similar type of work in PSU, Government Department, or in any other company of repute.	Copies of contract/certificate from clients and contact number/ details of the clients to be furnished.
2	Financial	<p>1. The bidder's average annual financial turnover during the last three financial years ending 31<sup>st</sup> March' 15 should be at least Rs. 9.00 Lakhs.</p> <p>2. The experience of having successfully completed similar job/services during last 7 years ending on 30.04.2015 should be either of the following :-</p> <p>(a) Three similar completed jobs/services with value not less than Rs. 12.00 Lakhs each.</p> <p>(b) Two similar completed jobs/services with value not less than Rs. 15.00 Lakhs each.</p> <p>(c) One similar completed jobs/services with value not less than Rs. 24.00 Lakhs each.</p> <p>3. Similar job/services refers to photocopying rental work/identical photocopying services as mentioned above.</p>	Documentary evidence either in the form of Copy of audited Profit & Loss Account, Self certified copy of Income-Tax Return any other document certified by Chartered Accountant in practice.

*Anish*

<b>SNo.</b>	<b>Description</b>	<b>Pre – Qualification Criteria</b>	<b>Document required</b>
3	Tax Registration	Works/Service Tax & PAN registrations	Self Certified copy of Valid Works/Service-Tax Registration and PANCARD are to be furnished.
4	Techno-commercial	Machine details	Make: Model No. Speed: Year of Make:
5	Techno-commercial	Standby Arrangement	To be furnished

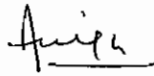
Amir

**PRICE FORMAT****PHOTOCOPY SERVICE (INCLUDING SPARES, CONSUMABLES, PAPER, OPERATOR SERVICES ETC.)**

Sno.	Job Description	Rate in figures (in Rs.)	Rate in words
1	Single side Photocopy on branded 75 gsm		
	White paper make Century/JK/Modi/ Ballarpur (paper to be provided by Vendor)		
	a) A4 Size (Per Copy)		
	b) A3 Size (Per Copy)		
2	Back to back Photocopy on branded 75 gsm		
	White paper make Century/JK/Modi/ Ballarpur (paper to be provided by Vendor)		
	a) A4 Size (Per Copy)		
	b) A3 Size (Per Copy)		
3	a) Spiko Binding of the Photocopy Sets (Per Set)		
	b) Spiral Binding of the Photocopy Sets (Per Set)		
	Complete with 100 Micron Garware/Century/ 3M transparency cover on top and bottom. (Spico/Spiral binding machine, consumables and binding services to be provided in BHEL Lodhi Road premises)		

**The rates should be mentioned in figure as well as in words.**

**(Rates will be on all inclusive basis (including applicable taxes) and nothing extra will be payable for statutory variation of taxes or any account whatsoever). The payment shall be made on actual copies basis.**



Signature of Bidder \_\_\_\_\_

Name of Bidder

Stamp of the Bidder

Dated: