



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/HR/Flower arrangement /2014-15

Date- 11.06.2014

To

Sub: TENDER Enquiry FOR Flower arrangements

Dear Sirs,

BHEL invites bids from reputed parties for making decoration Flower at BHEL Lodhi office , flowers will be replaced with new flowers on daily basis in the morning , therefore, intends to empanel flower decoration on rate contract basis for a period of two year for supply of flowers .

Quotations are invited in two part bids in sealed cover with Enquiry No. & Date and Quotation, Due Date, legibly super-scribed on it, subject to acceptance of the enclosed Terms and Conditions.

The quotation should reach in the office of the undersigned by 15:00 Hrs on or before 30.06.2014

This tender enquiry has been loaded /Posted) at BHEL site also i.e. bhel.com .

SN	Description / Instructions
1.	<ol style="list-style-type: none">1) The rates offered shall remain firm, during the contract period of two year. The Rate contract may however be extended further for a period of one year with mutual agreement, in writing, on the same Rates, Terms and Conditions.2) Terms & Conditions (Annexure-"I").3) Technical Terms & Conditions (Annexure-"II").4) Commercial Terms & Conditions (Annexure-"III").5) General Terms & Conditions (Annexure-"IV").6) Details of Business (Annexure-V).7) Acceptance Letter /No Deviation Certificate (Annexure-"VI").8) Declaration (Annexure-"VII").9) Technical Details (Annexure-"VIII")10) Price Bid Format (Annexure-"IX")11) Check List (Annexure-"X")12) EMD- Rs.10,000.00
2.	<p>IMPORTANT INSTRUCTIONS:</p> <ol style="list-style-type: none">1. Vendors must go through all these Annexure carefully before submitting the bid.2. Offers should be submitted in Two Parts as described in Annexure-"II".3. The prices must be quoted in the enclosed Price Format only.4. Quoted Rates shall remain FIRM during the entire period of contract.5. Price Bids of the technically & commercially acceptable parties ONLY shall be opened.6. The quoted prices shall be inclusive of all taxes as applicable.

The Part-I offer of the parties, shall be opened on due date of opening, i.e. **30.06.2014** at **15.30 Hrs** in the presence of authorized representatives of the parties who may like to be present.

Thanking you,

Yours sincerely,


(Hari Singh) 11/06/14

Manager (HR-Gax/Pur.)

BHEL, Industry Sector New Delhi-03



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Ref. No. ID/HR/Flower arrangement /2014-15
Date- 11.06.2014

Annexure-1

Terms & Conditions

A. PRE QUALIFYING REQUIREMENTS (PQR) :

- 1) EMD of Rs.10000/- (Rupees ten thousand Only) to be submitted by way of either banker's cheque or demand draft drawn in favour of "BHEL" , payable at New Delhi. Tender not accompanied with EMD will not be accepted and shall not be considered for further evaluation.
- 2) The bidder should have PAN No .
- 3) The bidder's average annual financial turnover during the last three financial years ending 31st March'14 should be at least 5 lakhs. Copy of acknowledgements of IT return of last three financial years i.e. FY 2011-2012, 2012-13, 2013-14 (AY 2012-2013, 2013-14 & 2014-15). In case of unavailability IT return for financial year 2012-2013 certificate for the same shall be finished.
- 4) The work completion certificate shall be specific to the work order submitted i.e. the specific contract, value of the job, duration of contract / job and declaration of satisfactory performance shall be indicated in the work completion certificate from the client. The certificates shall be issued by competent authority with his / her contact details mentioned, for verification purpose. BHEL reserves the right to verify the correctness of the certificates of the clients.

B. DOCUMENTS REQUIRED IN SUPPORT OF PRE-QUALIFYING REQUIREMENT:

- a) EMD of Rs.10,000/- (Rupees ten thousand Only) in the form of Pay Order or Demand Draft in favour of BHEL, payable at New Delhi, must be submitted in a separate envelope.

No interest shall be payable by BHEL on EMD amount. The EMD shall be forfeited in case of:

- i) Withdrawal of bid or increase in rates or change in bid conditions after opening of the tender.
 - ii) Refusal to enter into a contract after the award of contract.
 - iii) If operations of the contract are not commenced from the date indicated in the award of contract.
- b) Copy of PAN Card copy duly signed and stamped by the bidder.
 - c) Experience certificate of minimum of three years in flower arrangements & allied business.



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Technical Terms & Conditions / Specifications

Annexure –II

SCOPE OF WORK No-1 :- 1.1 Successful Vendor Shall be required to supply fresh flowers which shall be replaced on daily basis on all working days .

- a. Flower arrangements are required for daily office working day and should be in place by 8.30 AM
 - b. Bouquets/bunches – on requisition basis
 - c. Rosebud – on requisition basis
 - d. Rosary (Flower Mala)- on requisition basis
- 1.2 Contract value is **Rs. 2.49 lacs per year** approximate and around **22 nos flower arrangements** are require on daily basis , quantity of which may vary as per requirement . Payment shall be made on actual basis .
- 1.3 Price should be quoted Inclusive all taxes with complete flower arrangement .
- 1.4 Only fresh flower shall be accepted, & flower arrangement break shall be replaced once in a week
- 1.5 Tender may be rejected on account of unsatisfactory past performance in the execution of an earlier contract if noticed during technical evaluation.
- 1.6 The tender documents may be submitted through speed post/ordinary post or delivered by hand to reach within the stipulated date and time.
- 1.7 Bids complete in all respects should reach our office on or before date 30.06.2014 date by 15.00 Hrs
- 1.8 Technical bids will be opened on same date. The technical bids will be opened in the presence of authorized representative of the bidders who wish to be present. BHEL reserves the right to make any changes in the terms and conditions of tender and reject any or all bids. Bids received late or found incomplete shall be rejected.
- 1.9 Annual Rate contract (ARC) will be for two year and may be extended by another one year on the same prices and terms conditions. If the contractor fails to fulfill contractual obligations or maintain quality/quantity, ARC will be cancelled by BHEL during the contract period & security deposit shall be forfeited.
- 1.10 In case of any complaint at any time regarding quality/quantity of flowers the contract shall be terminated during the contract period at the risk and cost of the vendor and the Security Deposit shall be forfeited.
- 1.11 Any discrepancy in the bid, if found the same shall be to advantage to BHEL and will be considered for evaluation/ accordingly.
- 1.12 Vendors are required to deposit EMD of Rs. 10,000/- (Rs. Ten thousand only) by way of DD/ banker's cheque in favor of BHEL payable at New Delhi or by cash in BHEL Lodhi office Finance Dept without which quotation will not be considered. Successful bidder's EMD will be retained as Security Deposit and unsuccessful bidder's EMD will be returned after finalization of the contract without any interest.



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Annexure -III

Commercial Terms & Conditions

1. RATE

In case of award of contract, the rates shall remain firm for a period of two year i.e. the ENTIRE PERIOD OF CONTRACT.

2. Value of contract

Estimated amount of contract value is **2.49 Lacs** approximate per year

3. VALIDITY OF CONTRACT

The contract will be valid for a period of two year. The same may however be extended further for a period of one year/part thereof with mutual agreement, in writing, on the same Rates, Terms and Conditions.

4. TERMINATION OF CONTRACT

If at any time the contractor defaults in performance of the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminate the contract by giving 15 days notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.

5. SECURITY DEPOSIT

The successful bidder shall be required to furnish a Security Deposit 10% of total value of contract and 50% of Security Deposit amount, including EMD, will have to be furnished through demand draft / banker's cheque in favor of BHEL payable at New Delhi or by cash in BHEL Lodhi Road office Finance Dept before start of the contract and balance 50% will be recovered from the running bills @ 10% of the bill value till the time the full Security Deposit is recovered. The Security Deposit shall not carry any interest and will be refunded to the contractor on successful completion of the contract and settlement of recovery of dues, if any.

6. TERMS OF PAYMENTS

In case of award of the work, the payment will generally be made on a monthly basis within 15 days after receipt of bill and verification by BHEL representative for satisfactory completion of the work and actual quantity. No advance money will be paid under any circumstances. Also no interest shall be paid due to delay in making the payment.



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7. BHEL reserves the right to reject any or all quotations without assigning any reason whatsoever. Quotation of the parties which have been black-listed / debarred / banned by PSUs / kept on hold by any office of Delhi-based Divisions of BHEL during the last three years will be rejected.
8. **TAX DEDUCTION AT SOURCE**: Tax shall be deducted at source from the running bills as per applicable Income Tax Rules and other statutory requirements.
9. **DEVIATION**: The Contractor must comply with the tender specification and all terms and conditions of contract. No deviation shall normally be entertained. Deviation if any, should be given as per the format attached at Annexure-VI by mentioning the related/affected clause number etc.
10. **EVALUATION CRITERIA**
 - a) Bidders shall be selected on L-1 basis of flower arrangements rate only .
 - b) In the event of more than one bidder having quoted identical lowest 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 L1 rate is arrived.



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Annexure- IV

General Terms & Conditions

1. ARBITRATION

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.

Subject to 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.

2. 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.

3. 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.



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Annexure -V

DETAILS OF BUSINESS

The vendor shall furnish the following information along with Part-1 bid for Rate Contract for flower arrangements

1.0	Name of the firm	
2.0	Address for communication	
3.0	Registered Office, if any :	
	Telephone No. (Office) (Res) (Mobile) (Fax)	
4.0	Name of proprietor / partner	
5.0	Name of Bankers	
6.0	Experience Certificates with Govt./Public Sector Undertaking / Private of repute.- Minimum three years (Pl. enclosed)	
7.0	Copy of PAN Card to be furnished	
8.0	Annual turnover – Minimum 5 lacks per year for three years	
9.0	Any other information	



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Annexure-VI

Acceptance Letter / No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

Or

We hereby accept all terms and conditions of the above tender except the following:
(Give reference to Clause Nos. of Terms & Conditions which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.

Note: Any deviation specified elsewhere in the tender shall not be considered. Deviations may or may not be accepted by BHEL.

Signature
With name, Designation & seal of the firm

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



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Annexure-VII

DECLARATION

I/ We hereby declare that I / we have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / court against our firm/ partner or the company.

Signature

With name, Designation & seal of the firm



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Annexure-VIII

TECHNICAL DETAILS

For Technical bid

TURNOVER (F.Y.)	2013-14	2012-13	2011-12
Rs. (Lacs)			

Work Experience fulfilling ,submitted in Part-I Bid)

EXPERIENCE	No. of Work	Value	Customer's Name
1.			
2.			
3.			

PAN Card No. / Name on PAN Card	
Service Tax No. / Taxable Services	

Income Tax Return (F.Y.)	2013-14	2012-13	2011-2012
EMD Details	DD/ PO No.	Date	Amount (in Rs.)

(Signature & seal of the contractor)



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Annexure-IX

PRICE BID FORMAT

S.No.	Description	Per Unit required minimum flower /item size	Rate per unit Rs.	
			In Figures	In Words
1	Flower arrangement	15		
2	Bunches/bouquets			
a	Small	30 nos		
b	Medium	40 nos		
c	Big	50 nos		
3	Rosebud	1 only		
4	Rosary (Flower Mala)	36 inches size min.		

Note: The rates quoted above are inclusive of all taxes as applicable.

A handwritten signature in black ink, appearing to be 'S. B.', is located at the bottom right of the page.

Bid – Technical Bid

Tender Enquiry No – ID/HRM/ARC ,flower arrangement/2014-2015

Dated-11.6.2014

Tender opening date 30.06.2014 at 3.30 pm

Please paste on Technical bid envelop

(2)

Price Bid

Tender Enquiry No – ID/HRM/ARC ,flower arrangement/2014-2015

Dated-11.6.2014

Please paste on price bids envelop

(3)

(Above both technical & price envelops shall be put in another third envelop)

Tender Enquiry No – ID/HRM/ARC ,flower arrangement/2014-2015

Dated-11.6.2014

To

Manager/HR-GAX

BHEL Industry Sector Lodhi Road

New Delhi

Phone No 011-41793380





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Annexure-X

CHECK-LIST (Part-I Bid)

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

SNo.	Description of requirement	Yes/ No/NA	Page No(s)
1	EMD of 10,000/- in the form of Pay order or Demand Draft in favour of "Bharat Heavy Electricals Ltd" in a separate envelope.		
2	Details of work experience, satisfactory work performance certificates.		
3	Turn over minimum 5 lacs during the last three financial years ending 31 st March 2014		
4	Acknowledgement of I-T return of last three financial years i.e. FY 2011-12, 2012-13 & 2013-14		
5	Copy of the PAN card.		
7	Terms & Conditions (Annexure-"I").		
8	Technical Terms & Conditions (Annexure-"II").		
9	Commercial Terms and Conditions (Annexure-"III").		
10	General Terms & Conditions (Annexure-"IV").		
11	Details Of Business (Annexure –"V")		
12	Acceptance Letter / No Deviation Certificate (Annexure-"VI")		
13	Declaration (Annexure-"VII")		
14	Technical Details (Annexure-"VIII")		
15	Unquoted Price Bid Format (Annexure-"IX")		
16	Check List (Annexure-"X")		
17	NEFT Format Duly Certified by Bank		

(Signature & seal of the contractor)