

**BHARAT HEAVY ELECTRICAL LIMITED BHOPAL
TECHNICAL SERVICES DEPARTMENT**

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TENDER NOTIFICATION

Tender Notice for

Sealed Tenders are invited for Off loading the works of **Colour Copier Printing System** in Reprographic centre of TSD. BHEL Bhopal for four years.

Last Date for submission of Bids on or before 11.00 hrs of 13/08/2010.....

Tender opening Date: At 14.00 hrs on 13/08/2010

Tender Fee : Rs 500/- (To be submitted separately alongwith the bids)

EMD: Rs...40000/-..

Tender Room Location:

Administrative Bldg.

Ground Floor

BHEL, Bhopal

Note :-

Tenders will not be considered if :-

a) Draft / receipt of Tender Fee (Rs.500/-) not enclosed

b) Tender not submitted in two bid ie Techno Commercial and Price Bid in separately sealed envelopes.

c) EMD (Rs. 40000/-) not received.

(B N Dhali)
Engineer(TS)

BHARAT HEAVY ELECTRICAL LIMITED BHOPAL
TECHNICAL SERVICES DEPARTMENT

Ref No : TSD/RC/10-11/02

Date 19/07/2010

Subject : Colour Copier Printing System on rental Basis.

This office invites sealed tenders from reputed agencies for Installation of Colour Copier Printing System (Colour Digital Copier, Laser Network Printer, & Network Scanner) on rental Basis in Reprographic centre of TSD. BHEL Bhopal for four year as per specification, terms and conditions enclosed as per following Annexures.

Annexure – I	Specification
Annexure – II	Scope of Work
Annexure – III	Important Commercial Terms and Conditions
Annexure – IV	Payment Terms
Annexure – V	General Terms & Conditions
Total no. of Pages (Annexure I to V) – 7 only(in word Seven)	

Other particulars are given below:

- 1). Last Date for submission of Bids on or before 11.00 hrs of 13/08/2010
- 2). Tender opening Date: At 14.00 hrs on 13/08/2010
- 3). Tender Fee: Rs 500/-
- 4). EMD: Rs 40000/-
- 5). Rental Period: Four Years from the date of Start of work.
- 6). Tenderer should submit their offer in double cover containing two separate sealed envelopes ie Part A "Technical Cum Commercial Bid" and part B -"Price Bid". Both the envelopes to be superscribed with " Colour Copier Printing System on rental Basis in Reprographic centre of TSD. BHEL Bhopal " and contents of envelope with date of opening. Initially Part A "Technical cum commercial Bid" shall be opened. Part B- "Price Bid"offer of only those tenderers shall be opened whose offers are technically and commercially acceptable.
- 7). Technocommercial bid must be accompanied with earnest money deposit (EMD) of Rs...Fourty Thousand Only (Rs. 40000/-) and Tender cost of Rs. Five Hundred (Rs 500/-) separately, in the form of cash receipt of deposit of the same or pay order or demand draft payable to BHEL Bhopal. Offers without EMD & Tender Cost shall be summarily rejected.
- 8). The EMD shall not carry any interest & earnest money of the unsuccessful bidder will be refunded after the award of tender.EMD of the successful tenderer shall be converted and adjusted against the security deposit.
- 9). EMD by the Tenderer will be forfeited as per Tender Documents if:
 - i) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
 - ii) The tenderer does not commence the work within the period as per LOI /Contract. In case the LOI / contract is silent in this regard then within 15 days after award of contract.

You are requested to submit your lowest rates and comply to our terms and conditions as mentioned in Annexures as above so as to reach before the due date in the Tender Room, Administrative Bldg, .Ground Floor -BHEL, Bhopal

(B N Dhali)
Engineer(TS)

Annexure – I

**BHARAT HEAVY ELECTRICAL LIMITED BHOPAL
TECHNICAL SERVICES DEPARTMENT**

Subject : Colour Copier Printing System on rental Basis.

Specifications for Colour Copier Printing System

Minimum specification for Colour Digital Copier, Laser Network Printer, & Network Scanner are as follows:-

SN	Feature	Specification
1	Original / Copy / Print size	Up to A3 Size
2	Power Sources	200 to 240 Volt AC 50Hz.
3	Colour - Copy, Print, Scan Speed	Minimum 18-20 per min.
4	Connectivity	Built in Colour,for Internet/Lan//Desktop/Laptop / PC/floppy /Disk
5	Machine Display	Touch screen & with Interactive diagnostic functions
6	Memory	Minimum 1 GB RAM
7	Hard Disk drive	Minimum 80 GB
8	Process Control	Self Diagnostic System with Indicator
9	Copy/ Print/ Scan Resolutions	Minimum 600 x 600 dpi
10	Gray Scale/ halftone	256 scale
11	Warm up time	Max 60 to 90 sec.
12	First copy out put time	Max 10 -15 Sec.
13	Paper Supply	2 x 500 sheets trays & Manual Tray 50-70 sheets
14	Paper Weight	60 to 190 gsm
15	Reduction/ Enlargement ratio	25 to 400 %
16	Paper Feeding	Automatic & Manual Both
17	Copy Counter	1 – 999
18	Photo & Text mode	Required
19	Photo Mode	Required
20	Ink Density Control	Automatic
21	Image Rotate	Required
22	2 on1, 4 on 1 function	Required
23	Back Ground Adjustment	Required
24	Electronic Set making / Sorting	Required
25	Colour /RGB Adjustment	Required
26	Duty Cycle	Continuous running 6 - 8 hours / Day
27	Banner / Poster Printing	Minimum required – 1 on 4, 1-9, & 1-16 sheets
28	Colour Laser Printing through	USB & LAN Port
29	Automatic page no. & Framing	Required
30	Scanner Technology	CCD / CIS
31	Water Mark Print :	Required
32	Scan to email	Required
33	Scan To PC/ HDD	Required
34	Duplex Automatic document Feeder	Required
35	Trolley for Machine	Required

Copying Paper & Electricity will be provided by BHEL and Supplier is responsible for all necessary consumable along with operator. In case supplier recommended the the use of AC for proper functioning of M/C the same should be included in the offer.

Signature of Contractor

Date

Signature of Issuing Officer

Date

**BHARAT HEAVY ELECTRICAL LIMITED BHOPAL
TECHNICAL SERVICES DEPARTMENT**

Subject : Colour Copier Printing System on rental Basis.

Scope of Work

1. Function : Colour Copier Printing System(**Colour Digital Copier, Laser Network Printer, & Network Scanner**)shall be used for printing of Coloured documents from hard copies or through Electronic Media.
2. Supply of Machine : New Machine shall be Installed and documentary evidence (Viz. E.D.Gate pass, Custom clearance etc) should be furnished.
3. Upkeep of Machine : The Supplier has to maintain the machine to ensure that the machine is giving quality print for minimum 97% of the available time (To be calculated on the basis of 8 Hrs shift per day.)
4. Preventive Maintenance : Regular Preventive Maintenance shall be undertaken.
5. Special Preventive Maintenance : The machine shall be provided with extended preventive maintenance after crossing 50000 copies.
6. Consumables : Supplier shall maintain adequate stock of ink cartridges and other consumables to avoid any hold up of work. Print media & Paper shall be provided by BHEL.
7. Operators : Supplier shall post an operator on full time basis as per BHEL Timings ie. 7AM to 4 PM.. He may be required to work beyond office hours and on holiday also, in case need arises.

Signature of Contractor
Date

Signature of Issuing Officer
Date

**BHARAT HEAVY ELECTRICAL LIMITED BHOPAL
TECHNICAL SERVICES DEPARTMENT**

Subject : Colour Copier Printing System on rental Basis.

Important Commercial Terms & Conditions for Installation

1. Tenderer should submit their offer in double cover containing two separate sealed envelopes ie Part A "Technical Cum Commercial Offer" and part B -"Price Bid". Both the envelopes to be superscribed with " Colour Copier Printing System on rental Basis in Reprographic centre of TSD, BHEL Bhopal " and contents of envelope with date of opening. Initially Part A "Technical cum commercial offer" shall be opened. The Part B- "Price Bid"offer will be opened only for the technically cum commercially accepted offers after technical scrutiny.
The rental charges should be quoted in two parts i.e.(i) Quarterly Basic machine rent with out any copy. (ii) Copy charges starting from 1st copy. Separately for colour and black & white Prints.
The charges will be payable after the end of the quarter for which supplier has to furnish bill for .Basic machine rent and Copy charges distinctly, duly certified by the Technical Service Department.
2. Successful vendor will ensure to stock all the spares and other consumables at Bhopal local office and also post ,suitable numbers of well trained service engineer for giving regular service for preventive maintenance as per schedule and to attend any service call within 2 hours of the complaint made.
3. Deduction towards the excessive down time will be made from monthly basic machine rent of the supplier as follows:
Deduction toward Down time: Down upto 3% - no deduction.
Down time above 3% and upto 5%: - 5% of basic machine rent will be deducted
Down time above 5% and upto 10% - 7.5% of basic machine rent will be deducted
Down time above 10% - Basic machine rent for the quarter will not be payable.
4. Supplier will furnish documentary evidence that machine is a fresh one.
5. The Contract will be for 4 years and remain firm till the completion of contract period with respect to all the terms & conditions and prices. Rental period will start from date of installation.
6. The successful vendor will have to furnish a security deposit for the amount as per Cl. 5.0 of annexure V for satisfactory performance of the contract.
7. Printing (System) machines shall be insured by the vendor at his cost.
 - Rates shall be quoted both in figures and words.
 - Bharat Heavy Electricals Ltd. Reserves the right to accept or reject any tender at its discretion.
 - In the event of any tenderer withdraw the tender after it is opened but before the order is placed the earnest money will be forfeited.
 - In case the vendor does not install the machine with in 15 days after award of work, the earnest money will be forfeited.
8. The vendor shall be the manufacturer or its authorized dealer of the machine.
9. The vendor shall submit a list of customers/users with same machine/model in Bhopal and Madhya Pradesh alongwith performance certificates.
10. The vendor shall sign on all the pages of the tender documents.

Signature of Contractor
Date

Signature of Issuing Officer
Date

**BHARAT HEAVY ELECTRICAL LIMITED BHOPAL
TECHNICAL SERVICES DEPARTMENT**

Subject : Colour Copier Printing System on rental Basis.

Payment Terms

Payment shall be released on quarterly basis upon receipt of bill from the contractor of actual reading of number of copies, Monthly rent & deduction if any and duly certified by the in-charge of Reprographic Centre, TSD.

Bill shall contain following details.

- i)
 - A). Basic machine rent with operator on quarterly basis.
 - B). Lease rent tax if any.

- ii)
 - A) Copy Chsrges (Seperately for Colour and Black & White) for prints taken out in the Quarter on the basis of machine reading)
 - B) Service Tax , if any.

- iii) Deduction towards following
 - A) Down Time of Machine
 - B) Absence of operator.

Signature of Contractor
Date

Signature of Issuing Officer
Date

**BHARAT HEAVY ELECTRICAL LIMITED BHOPAL
TECHNICAL SERVICES DEPARTMENT**

Subject : Colour Copier Printing System on rental Basis

General Terms and Conditions of the contract

Contractor's Labour/Worker while working inside:

The contractor shall engage sufficient staff to ensure the Workmanship quality to the degree specified in the contract.

1.0 Nuisance : The contractor shall not any time do, cause or permit any nuisance on the work site or do anything shall cause unnecessary disturbance or inconvenience to other workers.

2.0 Work Insurance: Contractor shall issue their men as per the workman's compensation act.

3.0 Work to be carried out

3.1 The work to be carried out under the contract shall except as otherwise provided in these conditions, include all labour ,replacement of parts and supply of consumables except paper which may be required for full and entire execution and completion of the work.

3.2 The contractor shall have his own tools & tackles, Instruments, consumables etc. required for the execution of work.

3.3 Successful vendor will ensure to stock all the spares, and other consumables at Bhopal local office and also post suitable numbers of well trained service engineers for giving regular service call with in 2 (two) hours of the complain made.

4.0 Work during the Night, Weekly off and Holidays :

The normal working shift hours of the plant is 7.00 AM to 4.00 PM, But the contractor's person may be required to work beyond the normal working shift. Work may be carried out during night, factory weekly off and public holidays, with the prior written permission of Engineer-in-charge.

5.0 Security Deposit :

5.1 The contractor shall submit security deposit before start of work as follows :-

Up to Rs.10 Lac - 10%
Above Rs.10 lac and up to Rs. 50 Lac - Rs.1 Lac+7.5% of the amount exceeding Rs. 10 Lac.
Above Rs.50 Lac - Rs. 4 Lac + 5 % of the exceeding Rs.50 Lac.

5.2 Security deposit may be furnished in any one of the following forms.

1. Cash
2. Pay order, Demand Draft in favour of BHEL.
3. Local cheque of scheduled banks, subject to realization.
4. Securities available from Post offices such as National Savings Certificates, Kissan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly placed in favour of BHEL and discharged on the back)
5. Bank Guarantee from Scheduled Banks / Public Finance Institutions as defined in the Companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% has to be remitted either by cash or in the other form of security. The Bank Guarantee format should have the approval of BHEL.
6. Fixed Deposit Receipt issued by Scheduled Bank / Public Finance Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
7. Security deposit can also be recovered at the rate of 10% from the bills. However in such cases at least 50% of the Security deposit should be deposited before start of the work and the balance 50% may be recovered from the running bills.

- 5.3 EMD of successful tenderer shall be converted and adjusted against the security deposit. The security deposit shall not carry any interest.
- 6.0 **Cancellation/Termination of contract in full or part :**
If the contractor;
- 6.1 Any Time make default in proceeding with the work with diligence and continues to do so after a notice in writing of 7(seven) days from Engineer-In-Charge, or
- 6.2 Commits default in complying with any of the terms conditions of the contract and does not remedy it or take effective steps to remedy it within 7(sevsn) days after a notice in writing is given by Engineer-in-charge in that behalf, or
- 6.3 Shall after or give or agree to give to any person in M/s. BHEL, Bhopal services or to any other person on his behalf any gift or consideration of any kind as on inducement or reward for doing or for bearing to do or for having done or for borne to do any act in relation to the obtaining or execution of this or any other contract for the Company/Corporation.
- 6.4 Without prejudice to the aforesaid clause, either of the parties can terminate the contract by assigning some valid reason by giving 30 days notice in writing in advance.
- 6.5 BHEL reserves the right to revoke the contract at any time and at any stage, if it is found that the complaints are not properly attended or there is deliberate negligence from contractors part or any other reasons whatsoever.
- 6.6 **Safety Liability**
The Contractor shall arrange safety provisions at his own expense.
All safety measures shall be observed while carrying the job assigned. Contractor shall supply all the required personal protective equipments.
In case of non-compliance of safety rules, while executing the work, the work order will be cancelled.
- 6.7 Without prejudice to the aforesaid clause, BHEL reserves its right to terminate the contract by assigning no reason thereof by giving 30 days notice in writing to the contractor.
- 6.8 The cancellation of contract may be either for whole or part of the contract at BHEL's option.
In the event of termination of contract in whole or part BHEL may procure upon such terms and in such manner as deemed appropriate, supplies or services similar to those so terminated and the contractor shall be liable to BHEL for any excess costs for such similar supplies or services provided that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
- 7.0 **Statutory Liability**
- 7.1 All statutory requirements under Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act. 1923, EPF & MP Act, 1952, Payment of Gratuity Act, 1972, ESI Act, 1948, The Contract Labour (R&A) Act, 1970, Payment of Bonus Act, 1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the contractor.
- 7.2 Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
- 7.3 Contractor to provide PF pass book to his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act , 1952 to the RPFCL.
- 7.4 Contractor shall ensure payment of ESI contribution under ESI Act, 1948 and provide ESI membership No./card of each employee.
- 7.5 Contractor shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI contribution, administrative charges etc. wherever applicable and shall maintain proper records. Contractor to issue wage slips to his employees.
- 7.6 Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

- 7.7 Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- 7.8 The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
- 7.9 Contractor to obtain insurance cover for his employees / equipment / tools and tackles etc and take third party risk insurance coverage at his own cost. BHEL shall not be responsible for any loss, damage, pilferage of his property and / or his employees.
- 7.10 Contractor should have independent code numbers/ exemptions under EPF & MP Act, 1952 and ESI Act, 1948 and shall cover his employees under the said codes.
- 8.0 **Arbitration and Law :**
All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the Unit. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be Bhopal in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Bhopal Courts.
- 9.0 **Jurisdiction :** The jurisdiction in all cases shall be at Bhopal alone.

Signature of Contractor
Date

Signature of Issuing Officer
Date