



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited
मानव संसाधन विकास संस्थान
Human Resource Development Institute



Tender Enquiry No. MG/SK/PUR/007

17.9.2008

M/s

Sale of Tender Documents: upto 29.9.2008 (3.00 PM)
Pre-Bid Meeting: 30.9.2008 (10.30 AM)
Tender submission: upto 7.10.2008 (3.00 PM)
Tender Opening (Part-I): 8.10.2008 (3.00 PM)

Sub: Catering and Housekeeping Services at HRDI, Noida.

You are requested to submit your most competitive offer for providing Catering and Housekeeping Services at our Institute at Noida as per scope, specifications, terms and conditions as given hereinafter. You are advised to visit our office at the address indicated above for inspection of the premises, layout etc. prior to submission of your offer. **You are also requested to participate in the pre-bid meeting at 10.30 AM on 30.9.2008 at our office to clarify any doubts about the tender. Please send your sealed quotation, so as to reach this office by 1500 hrs on 7.10.2008** as per the following procedure:

Procedure for submission of sealed tender:

The bidder must submit their Tender as required in separate covers prominently superscribed as EMD, Part-I: Technical requirements cum Commercial conditions and Part-II: Price-Bid. Each cover should also indicate the Tender No., Due date & Time as mentioned above. **Offer received without EMD will not be considered.**

Cover-I: Earnest Money Deposit (EMD):

EMD of Rs.1,50,000.00 (rupees one Lakh Fifty Thousand only) in form of Demand Draft/ Banker's Cheque/ Pay order in favour of BHEL payable at New Delhi to be placed in cover-I. EMD given by all unsuccessful bidders will be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.

Cover-II / Part-I: Technical-Bid:

Please submit all information on qualifying Requirements, copies of documentary evidence as asked for, original copy of tender document duly signed and stamped on each page as token of your acceptance to the tender conditions, your commercial terms and conditions and the check list duly completed. The cover to be properly sealed.

Cover-III / Part-II: Price-Bid:

One copy of your price details in the prescribed Price-Formats (Annexures - I, IA, II, III & IV) may be enclosed in Cover-III, duly sealed.

Contd...2/-



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These three separate covers (Cover I, II & III) shall together be enclosed in a fourth envelope and this sealed cover shall be superscribed with Tender name, Tender No., Due date & Time and submitted to this office.

It may please be noted that in the event of award of contract, security deposit as due, shall be collected from the successful bidder. The EMD amount of successful bidder will be converted and adjusted against security deposit.

The **quotation should reach this office latest by 1500 hrs on 7.10.2008 and the same will be opened at 1500 hrs on 8.10.2008** in presence of the representatives of the tenderers who choose to be present. Quotations received late or not received in line with the above procedure or not in the prescribed formats are liable to be rejected. The Cover-I containing EMD will be opened first. Part-I / Technical-Bid of only those bidders whose EMD is found in order will be opened later on the same day. Part-II / Price-Bid of only those parties who qualify in the techno-commercial bid will be opened later, for which separate intimation will be sent in due course of time.

(S K Kashyap)
SAO