



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
BHARAT HEAVY ELECTRICALS LIMITED, BHOPAL

Bid For the Desk to Desk Courier Services
For
National Destinations
On
Work Contract Basis for 2 years

Tender Number: ICT/COUR/NAT/20/03

Bid Submission Date & Time	:	On or before 24/08/2020 at 11:00 Hrs.
Technical Bid Opening Date & Time	:	24/08/2020 at 14:00 Hrs.

INTEGRATED COMMUNICATION TECHNOLOGY

Bharat Heavy Electricals Limited,
Piplani, Bhopal,
M.P. – 462022

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1.0 Tender Notice:

Ref. No.: ICT/COUR/NAT/20/03

Date: 01.08.2020

M/s _____

Dear Sirs,

**Subject: Desk to Desk Courier Service for National Destinations on Work Contract
Basis for 2 years.**

Sealed quotations are invited for the **Desk to Desk Courier Service for National Destinations on Work Contract Basis for 2 years** as per specifications detailed under "Instruction and Guidelines for bidders" and Terms and Conditions as enclosed. Firm offers should be submitted in two parts as detailed in relevant sections. All the parts should be individually sealed and super scribed indicating Part No. as required and enclosed in the main cover duly sealed and super-scribed clearly with our tender notice No. & due date.

Before preparing the bids, please see the details in various Annexure.

Please note that the sealed tenders will be received in the **Tender Room located in Administrative Building, Ground Floor, BHEL Bhopal plant up to 11:00 Hrs. on 24/08/2020 Part-I of the bid comprising of Tender Fee i.e. Techno Commercial Bid will be opened on the same day at 14:00 hours** in the presence of such tenderer's and /or their authorized representatives who choose to be present. The representative should be the same person who has signed the documents or his authorized representative with duly authorized letter. There shall not be any overwritten figures in document. All the corrections/over-writings should be duly signed by the authorized person submitting the offer and should be rewritten in both figures and words.

BHEL takes no responsibility for delay, loss or non-receipt of tender documents sent by post and also reserves the right to accept or reject any or part of the tender without assigning any reason thereof.

Corrigendum, if any, will be posted at www.bhel.com site and will not be published in press before the due date of opening.

Tender should be addressed to:

**Sr. DGM
ICT Division
Bharat Heavy Electricals Limited,
Piplani, BHEL, Bhopal, M.P. - 462022**

With Regards
For & on behalf of **BHEL Bhopal.**

**H.K.PATIL
Sr. DGM
ICT DIVISION
BHARAT HEAVY ELECTRICALS LIMITED, BHOPAL
Tel No.: (0755) 2502277, Fax No. (0755) 2500425.
Email: hpatil@bhel.in**

2.0 REQUEST FOR PROPOSAL

Bharat Heavy Electricals Ltd., Bhopal (A Govt. of India Undertaking) invites tenders from bidders who qualify as per criteria below. The tender is invited in **TWO PARTS, PART-I (Tender Fees, Techno-Commercial) & PART-II (PRICE)** for Desk to Desk Courier Service for National Destinations on Work Contract Basis for 2 years.

General Instructions for the bidders

Tender documents will be available from **02/08/2020** between 9 AM to 3 PM from the office of **Sr. DGM, ICT DEPARTMENT, Communication Building, Piplani, BHEL Bhopal 462022**. Tender documents can be downloaded from Web site- www.bhel.com.

1. Last date of submission is **11:00 Hrs on or before 24/08/2020** and **PART-I (Tender Fees & Techno-Commercial Bid)** shall be opened on the same date at 14:00 Hrs.
2. Tender document Fees of **Rs. 500/- +12% GST (Rs. 560/-** in the form of online payment to BHEL, Bhopal through website www.bhel.com) will be payable and is non-refundable.

3.0 INSTRUCTIONS AND GUIDELINES TO BIDDERS

3.1 INTRODUCTION

M/s Bharat Heavy Electricals Limited (A Govt. of India Undertaking) incorporated under the Companies Act 1956 having registered office at BHEL House, Siri Fort, New Delhi-110 049 through its office at New Delhi (hereinafter referred to as "BHEL", which expression shall include its successors and assigns), invites offers for Desk to Desk Courier Service for National Destinations in BHEL, Bhopal as per Technical specification and Commercial Terms and Conditions detailed in the tender documents.

3.2 TENDERER TO INFORM HIMSELF FULLY:

3.2.1 The tenderer shall closely peruse all the clauses, specifications and requirements etc., indicated in the tender documents, before quoting. Should the tenderer have any doubt about the meaning of any portion of the tender specifications or find discrepancies or omissions in the specifications or if the tender documents are found to be incomplete or require clarifications on any of the technical aspects, scope of work etc., he shall at once contact the official inviting the tender, for **pre-bid discussions/clarifications**, before submission of the tender.

3.2.2 Tenderers are advised to study all the tender documents carefully. Any submission of tender by them shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. The specifications and terms and conditions shall be deemed to have been accepted unless otherwise specifically commented upon by the tenderer in his offer.

3.3 PROCEDURE FOR SUBMISSION & OPENING OF BIDS

3.3.1 Bids shall be accepted by the official inviting the tenders, **in TWO PARTS**, as described below, on or before the due date & time indicated in the Tender Notice.

PART-I: (TENDER FEE & TECHNO-COMMERCIAL BID)

This part shall consist of the following:

1. Tender Fees (If the Tender documents are downloaded from Web Site) of Rs. 500/- in favour of "Bharat Heavy Electricals Limited" payable at Bhopal. In the absence of submission of same, the offer will be rejected.
2. Bound volume of:
 - a) *Technical Specification & Checklist* dully filled for all the items. **The bidder should offer only as per Technical Specification.**
 - b) Un-priced copy of PRICE FORMAT. The un-priced copy of the Price bid format shall be the same as the Price bid but without the Prices. All the quoted Prices/Rates etc. shall be replaced with the word 'QUOTED' or 'Q', in the un-priced copy.
 - c) *Enclosures as defined in Checklist of Formats.*

PART-II: (PRICE BID)

Price bids of only techno-commercially short listed vendors will be opened. Price Format containing **PRICES only (to be furnished in the enclosed Price Schedule format only)**. Prices shall be quoted in Indian Rupees only. **Price quoted should be on 2 years work contract basis.**

Price Bid should not contain any technical details and/or Commercial Terms & Conditions as the same are supposed to be contained in PART-I only so that the same can be evaluated before opening of Price Bid(s).

3.4 MARKING ON ENVELOPE

The two parts (Part-I and Part-II offers shall be enclosed in two separate sealed envelopes with bidder's distinctive SEAL super-scribed as follows:

PART I: "TENDER FEE & TECHNO-COMMERCIAL BID".

PART II: "PRICE BID".

The above two parts shall be enclosed in another envelope and super scribed with the following:

- 1. TENDER ENQUIRY NO. AND DESCRIPTION**
- 2. DUE DATE OF OPENING**

This envelope shall be addressed to the official inviting tender by name and designation as mentioned below:

Sr. DGM
ICT Division.
Bharat Heavy Electricals Limited,
Piplani, BHEL, Bhopal, M.P. – 462022
Tel No.: (0755) 2502277, Fax No. (0755) 2500425
Email: hpatil@bhel.in

(Un-sealed envelopes or envelopes not super-scribed as above may not be accepted/considered).

3.5 BID SUBMISSION

- 3.5.1 All the envelopes should be dropped in the **"Tender box (Green Colour) available in Tender room at Ground Floor, Administrative Building before 11:00 Hrs. of due date i.e. 24.08.2020 only"**. TENDERS RECEIVED AFTER 11:00 Hrs. WILL BE TREATED AS LATE TENDER and are liable to be rejected.
- 3.5.2 Bids can also be sent by post. It shall be sent by "REGISTERED POST" only and shall be posted with due allowance for any postal delay. Bids shall reach latest by 11:00 Hrs. of the due date. Bids received after the Due Date and Time of opening are liable to be rejected.

3.6 BID OPENING

- 3.6.1 **PART-I (Tender Fees & Techno-Commercial Bid)** shall be opened on the due date and time as specified in the Tender Notice, in the presence of bidders who may like to attend. **Part-II** (Price Bid) of only the techno-commercially short listed vendors shall be opened subsequently at a later date after complete evaluation of Part-I.
- 3.6.2 Opening of tenders will start at **14.00 Hrs.**

- 3.6.3 Tenderers should be asked to bring their authority letter from their company for witnessing the tender opening.
- 3.6.4 Tenderers will be permitted in tender room to witness the tender opening from 14.00 **Hrs.** onwards only.
- 3.6.5 Date and time of Price Bid (Part-II) opening shall be intimated to the technically and commercially acceptable bidders only.
- 3.6.6 Not more than two representatives will be permitted to be present for the tender opening.
- 3.6.7 No correspondence shall be entertained from the bidders after the opening of Price bid(s).
- 3.6.8 Standard pre-printed conditions of the bidders attached to the offer will not be accepted and only those mentioned in the body of his offer will be considered.
- 3.6.9 Unsolicited bids shall not be entertained. Unsolicited revised Price Bids also, shall not be entertained at any stage of the tendering process.
- 3.6.10 **Literature, Pamphlets submitted along-with the offer shall only be treated as supplementary information. All their contents shall be considered as unread and also will not be considered as part of the quotation. The information/details provided as per our formats/annexure shall only be considered and evaluated.**
- 3.6.11 **Tenderer not submitting their bids in two parts i.e. PART-I (Tender Fee & Techno-Commercial Bid) & PART II (PRICE BID) will be outrightly rejected.**

3.7 VALIDITY OF OFFER

Offer shall be kept valid for three months from the due date of Tender for courier contract finalization.

3.8 LANGUAGE & CORRECTIONS

- 3.8.1 The bidder shall quote the rates in English language and international numerals only. The metric system of units shall be used, for the purpose of tender.
- 3.8.2 Bidder shall fill the **ORIGINAL** tender documents issued by BHEL. All entries and signatures in the bid shall be in **BLUE INK only**. Each page of the bid shall be signed and stamped using official seal of the company by the bidder.
- 3.8.3 All entries shall be filled in neat and legible handwriting. No over-writings erasures and corrections are permitted and may render such bids liable for rejection.
- 3.8.4 However, if any cancellations, corrections and insertions are in the bid, the bidder shall duly attest the same with official seal.

3.9 REJECTION OF BID AND OTHER CONDITIONS

- 3.9.1 Any format not properly filled, partially filled or not filled will make the bid liable for rejection. Bidders are requested to note that all columns, rows and spaces provided to fill up the data must be filled with relevant data without fail. In case,

any bidder fails to do so or fills up irrelevant data, BHEL is not bound to seek clarifications on such items and will be free to reject the tender summarily.

- 3.9.2 Enclosures consisting of all specified documents shall be bound and cross-referenced with respect to relevant clause of this tender document. This shall be submitted along with the technical bid as a separate volume. A check list of such documents has been also incorporated into the tender to guide the bidders.

Any relevant information pertaining to this tender can be obtained only from:

Sr.DGM
ICT Division
Bharat Heavy Electricals Limited,
Piplani, BHEL, Bhopal, M.P. - 462022
Email: hpatl@bhel.in
Phone:0755-2502277, Fax: 0755-2500425

- 3.9.3 **Canvassing in any way concerning this tender, wrong declaration, incorrect information, misleading or incorrect certifications, etc. shall be viewed seriously and suitable action will be taken as per company norms.**

- 3.9.4 The BHEL reserves to itself, full rights for the following without assigning any reasons, whatsoever:

- a) to reject any or all the bids.
- b) to increase or decrease the volumes of documents.

- 3.9.5 The offer is liable to be rejected, if it is found that after Price Bid Opening, the un-priced copy of price bid submitted by the bidder in Part-I offer, is different from the Price Bid (Part -II).

- 3.9.6 BHEL reserves the right to reject a bid at any stage or to cancel the Order/Contract, if awarded and forfeit the security deposit/ Bank Guarantee, if any, if it is found that the bidder has deliberately given wrong/misleading information in his bid.

- 3.9.7 The offer is liable to be rejected, if it is found that the bidder has not quoted Prices/Rates of one or more of the courier documents weight slab.

3.10 TENDER EVALUATION

- 3.10.1 Totals/ Gross Total of Prices should be indicated both in words as well as in figures.

If there is a difference between prices quoted in words and figures or if there is any other price discrepancy, value written in words will be considered for evaluation & ordering.

- 3.10.2 The evaluation will be done on the basis of **rates for courier documents weight up to 100 grams (X), 101 to 500 grams (Y) and every addl. 500 grams (Z) only** inclusive of all taxes.

The formula for Price evaluation for decision of L1 will be done as below:

$$\text{Expenditure } E = (7135 * X1 + 11163 * X2) + (4 * Y1 + 282 * Y2) + \{1(Y1 + Z1) + 307(Y2 + Z2)\} ; \text{ where}$$

X1= Rate quoted for weight up to 100 grams for Bhopal Region

X2= Rate quoted for weight up to 100 grams for Rest of India

Y1= Rate quoted for weight from 101 to 500 grams (i.e. first 500 grams) for Bhopal Region

Y2= Rate quoted for weight from 101 to 500 grams (i.e. first 500 grams) for Rest of India

Z1= Rate quoted for every additional 500 grams only for Bhopal Region

Z2= Rate quoted for every additional 500 grams only for Rest of India

3.11 QUALIFYING CRITERIA

Tenderer shall meet the following Qualifying Criteria:

3.11.1 **EXPERIENCE** : Tenderer should have successfully completed

- Three similar nature work costing not less than the total amount equal to 0.62 Lacs or more.

OR

- Two similar nature work costing not less than the total amount equal to .78 Lacs or more.

OR

- One similar nature work costing not less than the total amount equal to 1.24 Lacs or more.

Similar nature work means work for COURIER SERVICES in Government / PSU/Private

Organizations during the last three years which is ending on 30/06/2020.

Proof of copy of Work Order & completion certificate must be submitted.

3.11.2 **TURNOVER** : The Average financial turnover of the bidder during last three years ,ending 31st March 2019 should be Rs 46,654/- or more. Bidder must submit the turnover proof by providing audited balance sheet and Profit & Loss account.

Note 1: Financial Standing Requirements (Turnover) will not be applicable for MSME vendors. However Experience on similar contracts for last three Years will be applicable for both MSME and Non- MSME vendor.

4.0 COMMERCIAL TERMS AND CONDITIONS FOR BIDDERS

4.1 GENERAL

The words incorporating singular shall include plural and vice-versa, in the words importing masculine gender shall include feminine and vice-versa and the words importing persons shall include bodies; corporate, limited liability companies, partnership and other legal entities.

4.2 Contract Agreement

This tender document shall be deemed to form an integral part of the contract to be entered into for this work. The successful bidder shall have to enter into a contract agreement on non-judicial stamp paper of Rs 500 (Rupees Five Hundred only) within 30 days of award of the contract, which will remain valid for the currency of the contract.

The bidder has to furnish stamp duty amount as per MP government rules.

4.3 RATES

Rates to be quoted on courier service basis for 2 years lease period inclusive of all taxes (Except GST) and duties, freight, handling and packing charges, transit insurance, installation, regular insurance. Rates shall remain FIRM without any variation till completion of the work contract.

Rates are to be quoted as per Price Bid Format. Details of prevailing rates of taxes should be indicated separately. Bidders, in their own interest, are requested to check up and indicate the different tax tariff like GST; etc and evaluation will be based on taxes indicated by the bidder. Taxes not mentioned by the bidder in their bid will not be entertained at later date. However, during the execution of the contract any increase or decrease in the above taxes/imposition of new taxes will be entertained against documentary proof.

4.4 PAYMENT TERMS

The payment against the bills along with proof of delivery (in the form of E-Statement or any other valid documentary evidence) of the consignment shall be made normally within ninety (90) days from the date of submission of bills.

The bills submitted after ninety (90) days from the date of delivery will not be accepted until and unless the Courier explains the reasons for delay.

4.5 PENALTY FOR DELAYED DELIVERY

If the consignments are not delivered within the normal scheduled time (as mentioned in Clause No. 5.11) and if delivered after scheduled period, **no payment will be made for delayed consignment** except in force-majeure conditions for which the courier shall have to submit documentary evidence.

4.6 TERMINATION OF THE CONTRACT/AGREEMENT

i). BHEL reserves the right to terminate the order/contract, either wholly or in part,
upon situations arising due to non-compliance of stipulations of the Order/contract

by the Courier agency (such as regular failure in consignment delivery as per scheduled time or failure in Collection of daks at proper timings etc.) at the risk and cost of bidder.

ii). Consequences: As soon as the contract is cancelled / terminated by BHEL, no payment will be payable to the Vendor.

4.7 SUB CONTRACTING

The Courier is not allowed to pass the responsibilities connected with the handling & transportation to other agencies/courier. Under no circumstances after entering into the contract, the tenderer shall be permitted to arrange transport of documents entrusted to him through another Courier.

The consignment should be handled only by the Courier with whom the contract has been entered and is not allowed to transport through any other Agencies/Courier

4.8 INDEMNITY

Vendor shall fully indemnify and keep indemnified the courier services against all claims;

- a. which may be made in respect of the use of services supplied by the tenderer.
- b. injury or damage caused by his negligence or the negligence of his employees or arising from any defect in any work carried out by him.
- c. for injury to his employees or employees of his agent(s), whilst on BHEL premises.
- d. any other claims of whatsoever nature arising during the course and out of the execution of this Order/Contract.

4.9 INSURANCE

Insurance for the courier documents shall be arranged by the courier service providers at his own risk and cost throughout the period of contract. BHEL, under any circumstances, will not be responsible for any loss/damage/theft of any documents, due to any reasons, whatsoever. Claim(s) etc., if any, will be dealt with the underwriters directly by the courier.

4.10 CONFIDENTIALITY

Courier service providers shall, at all times, undertake to maintain complete confidentiality of all data, information, software, drawings & documents, etc. belonging to the BHEL and also of the Systems, procedures, reports, input documents, manuals, results and any other company documents discussed and/or finalized during the course of execution of the order/contract.

4.11 FORCE MAJEURE

Courier service providers shall not be responsible for delay in delivery resulting from acts/events beyond his control provided notice of the happening of any such act/event is given by the courier to the BHEL within 15 days from the date of its

occurrence. Such acts/events shall include but not be limited to acts of God, war, floods, earthquakes, strikes, lockouts, epidemics, riots, fire or Governmental regulations superimposed after the date of order/contract.

4.12 SETTLEMENT OF DISPUTES

- 4.12.1 Except as otherwise specifically provided in the Order/Contract, all disputes concerning questions of the facts arising under the Order/Contract, shall be decided by the BHEL, subject to written appeal by the courier operator to the BHEL, whose decision shall be final to the parties hereto.
- 4.12.2 Any disputes or differences shall be to the extent possible settled amicably between the parties hereto, failing which the disputed issues shall be settled through arbitration.
- 4.12.3 However, the courier operator shall continue to perform the order/ Contract, pending settlement of dispute(s).

4.13 ARBITRATION

In all cases of disputes emanating from and in references to this agreement the matter shall be referred to the arbitration of the sole arbitration of the Executive Director/ GM of BHEL, Bhopal or any other person (including an employee of BHEL, even though he had to deal with the matter relating to this agreement in any manner) nominated by the said Executive Director /GM to act as sole arbitrator. The arbitration shall be under 'THE ARBITRATION AND CONCILIATION ACT OF 1996' and the rules there under. The arbitrator may from time to times with the consent of the parties enlarge the time for making and publishing the award.

4.14 JURISDICTION

All suits in respect of this contract shall be in the Courts of Bhopal only.

4.15 ACCEPTANCE OF ORDER

Letter of courier service provider regarding acceptance of the LOI/ Order/ Contract is to be submitted.

4.16 EXTENTION OF COURIER CONTRACT IN FUTURE

In case any extension is required on the courier services the operator shall provide the same at mutually agreed terms. BHEL also reserves the right to extend the contract after expiry of initial period. The extension will be decided on mutually agreed rate (rate should not exceeds the existing charges of the contract) and terms & conditions and will be valid only after written communication to this effect.

5.0 TECHNICAL TERMS & CONDITIONS

- 5.1 Sealed tenders are invited for entering into the contract for dispatch of documents through courier service to destinations in India.

- 5.2 The scope of the contract will cover time sensitive transportation of various documents Ex- BHEL Bhopal to various places all over India.

The transportation shall be "Desk to Desk" meaning that handling delivery and collection of documents from BHEL shall be the responsibility of the courier agency.

- 5.3 Before quoting for the work, the tenderer should ascertain the nature of our requirements and should quote keeping all the factors in mind and take into account all incidental expenditures including taxes, etc.
- 5.4 Late and revised offers after opening of the tender will not be considered, but BHEL reserves the right to invite fresh tenders or to negotiate for reduction in rates/terms of offer.
- 5.5 This contract is on All India basis. The Head Office of the contractor should inform to all their Zonal/Regional and Branch Offices in the country about the terms & conditions and rates of this Rate contract to ensure implementation of the contract in totality and the contract should be honoured.
- 5.6 Permit/clearance from any other authority concerned and compliance of any other legal formalities connected with transportation of documents will have to be arranged by the Courier at his cost. BHEL doesn't take any responsibility in this regard. Any contingency arising in this respect will entirely be the responsibility of the contractor.
- 5.7 Even, in cases, where the courier doesn't have his branch office or delivery points, all the consignments shall be accepted by the Courier for handling transportation and delivering at such points.
- 5.8 The Courier after delivery of the document to the consignee at the destination may obtain acknowledgement of delivery of documents from the consignee, which consists of stamp/seal affixed, date & condition of consignment received by the consignee, under consignee's signature on the consignee copy and submit to BHEL along with their bill for payments. In case of any lapse in Proof of Delivery (POD/ E- Statement/ any other valid documentary evidence), the payment will be made after due investigation.
- 5.9 The destinations are located either in main cities or remote sites spread all over the country.
- 5.10 The tender shall be bound to Carriers Act.
- 5.11 The maximum delivery period for the consignments entrusted to the courier for transportation shall be as under:

For Local Areas	: 02 Working Days
For Metropolitan Cities	: 03 Working Days
For rest Of India	: 04 Working Days
For BHEL Sites & remote Areas	: 06 Working Days

Counting of days will exclude handing over date from ICT Division.

- 5.12 For undelivered consignments (due to mistake of courier agency) no payment will be made and same to be returned back at ICT Division.

6. TENURE OF THE CONTRACT

The contract shall be valid for a period of two (2) years from the date of award of the contract or such extended date as may be mutually agreed by BHEL-Bhopal and the Courier. However, BHEL reserves the right to short close the contract at its discretion.

7.0 PROVISION FOR MICRO & SMALL ENTERPRISES (MSE) SUPPLIERS:

1. MSE suppliers can avail the intended benefits only if they submit along with the offer, self-attested copies of UAM along with CA Certificate (As per Annexure-I of tender document) issued for latest financial year ending on 31st March 2020 or later / Valid EM-II with deemed validity of five years from the date of issue of EM-II as on date of technical bid opening / EM-II along with latest CA certificate (As per Annexure-I of tender document) issued for latest financial year ending on 31st March 2020 or later where deemed validity of five years is expired / Valid NSIC Registration Certificate as on date of technical bid opening / Valid Registration to any other body as specified by ministry of MSME.

2. Definitions of MSEs owned by Women is under:

- In case of proprietorship firm, proprietor must be woman.
- In case of partnership firm, the women partners must be holding at least 51% shares in the unit.
- In case of private limited companies, at least 51% share must be held by women promoters.

3. Definitions of MSEs owned by SC/ST is under:

- In case of proprietorship firm, proprietor must be SC/ST.
- In case of partnership firm, the SC/ST partners must be holding at least 51% shares in the unit.
- In case of private limited companies, at least 51% share must be held by SC/ST promoters.

3. Authorized Offices to Issue SC/ST certificate. The caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs can be considered.

District Magistrate / Additional District Magistrate / Collector / Deputy commissioner / Additional Deputy commissioner / Deputy collector/ 1st class stipendiary magistrate/ Sub divisional Magistrate/ Taluka Magistrate/ Executive magistrate/ Extra Assistant commissioner.

Chief Presidency magistrate/ Additional chief presidency magistrate/ Presidency magistrate. Revenue Officer not below the rank of tahsildar. Sub Sub-Divisional officer of the area where the individual and/ or his family normally resides.

- To avail the benefits of MSE under SC/ST category, the related documents as stated above should be submitted along with tender documents.

8. CHECKLIST OF FORMATS (TO BE ATTACHED WITH TECHNO-COMMERCIAL BID (PART I) DULY FILLED BY THE TENDERER)

S. No.	Annexure to be attached	Format attached as annexure	Whether attached (Yes / NO)
1	Enclosures to the offer for evaluation (Price Format without prices, indicating the % of statutory levies/ Taxes)	Annexure A	Yes / NO
2	List of major customers	Annexure B	Yes / NO
3	Printed list of latest branches/delivery stations/service locations with their full addresses, Telephone/Telex/Fax No. and e-mail address etc		Yes / NO
4	Tender document duly signed on each and every page		Yes / NO
5	Transit schedule or schedule of delivery documents with time schedule		Yes / NO
6	GST Registration Certification		Yes /NO
7	GST Clause Acceptance	Annexure B	Yes / NO
8	Tender Fee		Yes /NO
9	Qualifying Criteria as per clause 3.11		Yes /NO

Tender Enquiry No. :

Date: --/--/----

TENDER FOR ALL INDIA DESK TO DESK COURIER RATE CONTRACT**SCHEDULE OF RATES****1. Rates for various delivery stations.**

Basic rate (In Rs.)					
up to 100 grams		101 to 500 grams (i.e. first 500 grams)		Every additional 500 grams or part thereof	
For Bhopal	For Rest of India	For Bhopal	For Rest of India	For Bhopal	For Rest of India
X1	X2	Y1	Y2	Z1	Z2

Note:-

- 1) Quoted rates will include all the taxes except GST.
- 2) Total tentative numbers of consignment to be sent through Courier services per month is up to 1750 which may vary to any extent as per requirement till contract value is not exceeded.
- 3) **Price evaluation for decision of L1** will be done on following basis

$$\text{Expenditure E} = (7135 \times X1 + 11163 \times X2) + \{ (4 \times Y1 + 282 \times Y2) + 1(Y1 + Z1) + 307(Y2 + Z2) \}; \text{ where}$$

X1= Rate quoted for weight up to 100 grams for Bhopal Region

X2= Rate quoted for weight up to 100 grams for Rest of India

Y1= Rate quoted for weight from 101 to 500 grams (i.e. first 500 grams) for Bhopal Region

Y2= Rate quoted for weight from 101 to 500 grams (i.e. first 500 grams) for Rest of India

Z1= Rate quoted for every additional 500 grams only for Bhopal Region

Z2= Rate quoted for every additional 500 grams only for Rest of India

E= Total yearly Expenditure

(Authorized Signatory and Seal)

For _____

Place:
Date

ANNEXURE B

LIST OF MAJOR CUSTOMERS

Tender Enquiry No:,

dated --/--/---

S.No.	Organization Name/ Contact Person details	Type of Courier Services	Details
1			
2			
3			

Place:
Date

Signature with seal

GST CLAUSE

1. Wherever bidders are required to supply services at project site Party has to submit GST registration no. of the State in which project site is located along with copy of registration certificate at the time of submission of Bid. In case the same is not available at the time of submission of bid, the contractor has to give an undertaking that the same will be arranged before award of work order.
2. HSN Code/SAC, rate of tax under GST and applicable GST (IGST, CGST/SGST/UTGST) and GSTIN shall be clearly mentioned by the Bidder
3. GST portion of the **invoice shall be released only upon**
 - 3.1 All invoices raised by contractors/vendors must be GST compliant Tax invoices as per GST invoice rules
 - 3.2 Contractor declaring such invoice in his GSTR-1 or any modified return as notified by government.
 - 3.3 Receipt of goods/services and Tax Invoice by BHEL and
 - 3.4 Confirmation of payment of GST thereon by contractor on GSTN portal
 - 3.5 Alternatively, Contractor has to submit valid at least one month after the confirmation of date of payment of GST by contractor on GSTN portal and receipt of Tax invoice and receipt of services, whichever is later. Contractor has to give an undertaking in this regard.
 - 3.6 Contractor has to give an undertaking to BHEL that they have declared invoice in his return and paying GST within timeline prescribed for availing ITC by BHEL

Payment to Contractor for GST portion will be released only after completion of above activities and on availment of ITC by BHEL
4. In case GST credit is delayed/denied to BHEL **due to non/delayed receipt of services/goods and for tax invoice** or expiry of the timeline prescribed in GST Law for availing such ITC, or any other reasons not attributable to BHEL, GST amount shall be recoverable from the contractor along with interest levied/leviable on BHEL.
5. **Reverse Charge under GST**
 - 5A. In respect of services, reverse charge liability shall arise at the earliest of date of payment to service provider or 60 days from the date of issue of invoice by service provider. Contractor has to submit bill for payment within 30days from the date of invoice. Any interest or penalty implications attributable to the contractor shall be recovered from them.
 - 5B. Any GST liability arising on BHEL under reverse charge before actual receipt of goods and/or invoice thereof would be subject to recovery of interest leviable for the period between the date of such liability and actual date of eligibility of ITC based on receipt of goods, receipt of invoices and other condition specified in GST Law.
6. Liquidated Damage / Penalty:

Liquidated damage (LD) or Penalty if chargeable from suppliers/contractors as per NIT applicable GST will be charged in addition to the same.
7. Tax Deduction at Source:

TDS as per extent provisions of the GST Law shall be deducted from supplier / contractor bill.

Annexure – D

Certificate by Chartered Accountant on letter head for MSME bidder

This is to Certify that M/S..... (Hereinafter referred to as 'company') having its registered office at.....is

Registered under **MSMED Act 2006**, Udyog Aadhaar Memorandum (UAM) No: Dtd:, Category: (Micro/Small/Medium) (Copy enclosed) / Entrepreneur Memorandum (Part– II) No: dtd, (Copy enclosed) (Strikethrough wherever not applicable) Further Verified from the Books of Accounts that the investment of the company as per the latest audited financial year As per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No. S.O.1722(E) dated October 5, 2006 : RsLacs.

2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under MSMED Act, 2006 : Rs.....Lac.

(Strike off whichever is not applicable)

The above investment of Rs.Lacs is within permissible limit of

Rs.....Lacs for.....Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322 E dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature) Name –

Membership Number –

Seal of Chartered Accountant