



HEAVY ENGINEERING CORPORATION LIMITED

SUBJECT: TENDER DOCUMENT

INSTRUCTION TO THE BIDDER

1. Tender Summary

Tender No.	IR/01/2020-01, dated: 01.10.2020
Cost of Tender Paper	Rs. 250/- (18% GST Extra)
Earnest Money Deposit	Rs. 5000/- To be submitted in form of DD/ BG in favour of 'HEAVY ENGINEERING CORPORATION LIMITED' payable at RANCHI.
Name of The Contract	Installation of Two Number of Photocopier Machine in Headquarter, HEC Ltd., Ranchi on Annual Rate Contract Basis for the Period from 01st November 2020 to 31st October, 2022.
Last Date of Submission of Bids	15 th of October, 2020 by 12:00 Noon
Due Date of Opening of Tender	15 th of October, 2020 by 03:30 PM*
Due Date of Opening of Price Bid	Will be intimated separately through e-mail/ telephonically to the Technically Qualified Bidders.
*Under unforeseen circumstances or if the due date falls on holiday, the tender will be opened on the next working day at same time.	

NOTE: HEC reserves the right to extend / change the schedule of any activity by intimating the bidders.

2. Content of Tender Document:

- a. **Part A** -- will be **Techno- Commercial Bid**, comprising all terms and conditions except the price. Both the Demand Drafts against Application fee for tender document and Earnest Money are to be submitted in part – I itself.
- b. **Part B** -- will be **Price Bid**.

3. Disclaimer Clause:

The Company (**Heavy Engineering Corporation Ltd.**) will not be responsible for any failure of submission of bids or any other connected problems or reasons thereof.

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HEAVY ENGINEERING CORPORATION LIMITED

Part- A

(TECHNO-COMMERCIAL BID)



HEAVY ENGINEERING CORPORATION LIMITED

Ref No: IR/01/2020-

Dated: 30.09.2020

Sub: Installation of Two Photocopier Machine in Headquarter, HEC Ltd., Ranchi on Annual Rate Contract basis for the Period 01st November 2020 to 31st October, 2022.

Dear Sir,

Sealed tender is invited by the undersigned from the eligible tenderers for the above specified work under Annual Rate Contract for Headquarter, HEC Ltd. Ranchi-834004.

The details of the tender are given below:

(I) Eligibility and qualifying criteria

(A.) Pre-qualification criteria:

The Contractor should have carried out the work of providing services of photocopies using digital Photocopier Machine on piece rate basis in any Organization, with having

1. Average annual financial turnover during the last three years, ending 31st March of the previous financial year, should be at least Rs.2.71 lakhs.
2. Experience of having successfully completed similar works during last seven years ending last day of month previous to the one in which tender is invited should be either of the following (such works must had commenced within the aforesaid period of seven years):
 - a) three similar completed works costing not less than Rs. 3.61 lakhs, or
 - b) two similar completed works costing not less than Rs.4.51 lakhs, or
 - c) One similar completed work costing not less than Rs. 7.22 lakhs.

“Similar work” means those works related to providing photocopies using digital photocopier machines.

(B.) Evaluation criteria of Bids:

1. Technical Evaluation shall be in consideration of following documents:
 - a) Tenderer's profile
 - b) Declaration of relationship
 - c) EMD
 - d) Cost of Tender documents
 - e) Pre-qualification criteria as mentioned above
 - f) TIN/GRN, PAN, GST Registration No., etc
2. Corporation reserves the right to ask for any document which may be required for evaluation/ Clarification / Verification of the techno-commercial bid.
3. Submission of any document after opening of bid shall not be allowed unless asked for in writing.
4. Conditional offer in techno-commercial bid will be liable for rejection.
5. Conditional offer in price bid shall be straight way rejected & EMD shall be forfeited.
6. For evaluation of techno-commercial / price bid and for execution of contract, Corporation shall be guided by the GCC guidelines as in force at that point of time.



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7. If a BIDDER QUOTES UNWORKABLE RATES and is considered for placement of order, the PARTY will be asked to justify the rate quoted and will have to furnish Performance guarantee bond (in addition to the security deposit) in the form of Bank Draft/Bank Guarantee. The amount of performance guarantee bond will be 10% of Contract value for ensuring proper supply/execution. If the Party refuses to furnish performance guarantee bond their bid shall be treated as non-responsive, EMD shall be forfeited.

(C.) Other conditions:

1. A copy of Partnership deed / Memorandum of Association is to be submitted, if applicable.
2. List of work-order and its copies where the Contractor is/was rendering similar services.
3. A penalty of Rs. 200 per hour will be levied if the timing of photocopy work is not maintained.

(II) **Date, time and Place of submission of offers**

- (A.) Tenders will be received in the office of Manager (Personnel)/ Hqrs., HEC Ltd., Plant Plaza Road, Dhurwa, Ranchi on or before **12:00 Noon 15.10.2020**.
- (B.) The tender without application fee and earnest money with Techno-commercial Bid shall be rejected.

(III) **Date, time and Place of opening of bids**

Bids will be opened on **15.10.2020** at **3:00 PM** online, for technical evaluation.

(IV) **Description of works including scope of work and responsibility**

(A.) Specifications: Quantity and Quality requirement of the work

1. Description of work: Daily completing the prescribed assignments related to photocopying of the documents as requisitioned by the various Dept. / Shops of the entire Hqrs.
2. Such works will be performed on daily basis. The complete volume of work is of manual in nature, which will be **performed by skilled personnel**. They should be well aware about the work and acquire training in order to accomplish the work satisfactorily. For the purpose, Contractor will have to deploy his **manpower for each of the machines** for getting the Xerox work done.
3. Tender quantities may increase or decrease as per requirements, however the unit rates will remain firm till the execution of order. Some of the items may be deleted from the scope before finalization of tender.
4. Two separate machines will be installed in one at the Ground Floor of Admin. Building / Hqrs. and the other will be at the Third Floor of the Admin. Building / Hqrs.
5. The timing will be 9:00 AM to 6:30 PM with lunch timing from 1:00 PM to 2:00 PM from Monday to Friday and Half-day i.e. 9:00 AM to 12:00 PM on Saturday.
6. A good quality Digital Photocopier Machine having capability to execute photocopy work of larger size documents viz. A3 size, Xerox Paper (A3, A4 etc), Toner, Manpower, Maintenance etc will be provided by the Contractor.



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7. Complaint, if any, received from respective Divisional/Departmental Heads for non-performance of Xerox work, suitable penalty (as per clause- XII of tender paper) will be imposed and amount will be deducted from the bill.
8. Time to time massive photocopying works is needed to be undertaken. In such situation you will be needed to work during late evening/night.
9. The Contractor shall comply with the instructions, which may be issued to him by the Officer-in-charge/ Competent Authority from time to time.

(B.) Duration of contract

1. The **contract will be effective for two years**, which may be further extended for a subsequent period(s) as decided by competent authority subject to satisfactory performance.
2. The Contractor shall meet Shri Prashant Kumar, Manager (Personnel), for taking possession of work.
3. The contract can be extended on mutual agreement. However, the contract can be terminated unilaterally by HEC Ltd. only on giving 30 days prior notice to the contractor.

(C.) Method of quality and quantity measurement

The Contractor shall raise his work-bill based on the number of Xerox work done in a month. If the contractor failed to complete the allotted assignments, due to non-availability of his worker or any other reason, payment will not be made on pro-rata basis for non-performance (expressed as mandays lost due to absence) and penalty may be imposed as per rule.

(V) Instruction for quoting price

(A.) Instructions for bidder regarding price-bid.

1. Conditional tender is liable to be rejected.
2. The Contractor should apply his mind to financial aspect, whether expressed or implied, of every clause mentioned in this all-inclusive Contract in order to arrive at workable rates, e.g. for engaging skilled workers and any other expenditure involved in carrying out the job smoothly. It is the discretion of the Contractor to disclose the complete breakup of the quoted rate. Submission of the breakup of quoted rate will give better understanding of rise and fall of any financial aspects.
3. The quoted rates should be inclusive of all taxes, royalties, GST and other statutory levies applicable, if any and the corporation does not take any liability for increase or variation in the prices etc. during the tenure of the contract.
4. All statutory Taxes will be deducted from gross bill as per prevailing rate.
5. These rates shall remain firm as fixed till the total execution of the contract.
6. The Corporation shall not provide accommodation in the HEC complex for the staff of successful Contractor.
7. The Contractor may inspect the places of work in the Office Building at Headquarters of HEC, Ranchi with permission of the concerned authority before quoting the rates.
8. The rates are required to be quoted both in words and figures and in case of difference between rates in words & figures, the former will prevail.



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9. Contractor will have to submit medical fitness certificate of his workers before obtaining their gate-pass to deploy them to perform Xerox work at the location as given in the Contract.
10. Contractor will ensure that he should have proper license/ permission from the appropriate authorities in order to be eligible to undertake this contract.

(VI) Taxes and duties applicable

- A. The rate should be quoted inclusive of all applicable taxes including GST. The contractor has to produce TIN/GRN No, Registration Number, GST Number etc. as applicable.
- B. All statutory Taxes and Duties as per prevailing rates are to be borne by the Contractor, however, if any new Tax or Duty is levied after issue of Letter of Acceptance, the same may be considered for compensation on request and submission of evidence.
- C. HEC shall deduct from the bills of contractor any amount deductible under law/order of the appropriate Government Authority and deposit with the respective Government Authorities with the intimation to the contractor.

(VII) Schedule of deviations

The schedule of deviation is attached as Annexure- I of Techno-commercial Bid.

(VIII) Requirement and mode of depositing Earnest Money

- A. Non-refundable Application fee for tender paper
The tender document cost is **Rs 250/- (Rupees Two hundred fifty)** (plus 18% GST) only, which will be deposited along with Techno-commercial Bid in the form of demand Draft drawn on State Bank of India, Hatia, Ranchi-4 in favour of HEC Limited, Ranchi-4. Copy of Tender Documents may be downloaded from our website.
- B. Earnest Money
Earnest money for tender is **Rs. 5,000/- (Rupees Five thousand) only**. The earnest money can be deposited in the form of Demand Draft drawn on State Bank of India, Hatia, Ranchi-4 in favour of HEC Limited, Ranchi-4 having validity of three months. No interest shall be payable on Earnest Money deposit. Earnest money can also be submitted in the form of Cash Receipt / Bank Guarantee (BG)

(IX) Payment terms

- A. Payment shall be released to the contractor only after satisfactory completion of works.
- B. Paying Authority: Finance Dept./Hqrs. will be the paying Authority for making payment to the Contractor.
- C. Payment will be made on satisfactory completion of work after verifying the claims submitted by the contractor. Their claims should be supported by all requisite documents.



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- D. Contractor has to submit his claim bills before 15th of every month in quadruplicate along with supported documents related to photocopying work done in the previous month to the executing authority.
- E. The payments will be made to the contractor through Account Payee Cheques or through bank transfer only, which will be received by the Contractor.

(X) Inspection

Inspection will be done by Executing Authority.

(XI) Security Deposit

- A. Security Deposit will be 10 % of the Contract Value. Earnest Money of the successful tenderer will be converted into Initial security deposit. The remaining amount of security deposit, if any, will be deducted @ 1% from the running bill.
- B. The security deposit will be refunded after successful completion of work order or after issuance of No-claim Certificate whichever is earlier.

(XII) Penalty & Liquidated Damages & Risks & Costs Clause

- A. Liquidated Damages Clause: If the Contractor fails to complete the work within the stipulated time fixed in the contract, the Contractor shall pay to the employer as agreed liquidated damages and not by way of penalty, a sum of 0.5% of the total contract price per week of delay or part thereof by which the completion of work has been delayed, subject to a maximum limit of 10% of the total contract price. Payment to such LD shall not in any way absolve the contractor from their contractual obligations to complete the work.
- B. The amount of penalties will be recovered as mentioned against any clause herein all. Penalty paid against any item of non-performance will not be construed that Contractor is not required to do that very performance. Contractor will have to do remedy wherever he will default.
- C. Contractor will be required to compensate in case of any damage is caused in any form to the Corporation because of any reason attributable to him.
- D. If the order is terminated under provision of General Condition of Tender the Corporation shall be entitled to get the balance/left over quantity of job from alternative sources at the risk and cost of the contractor. The entire amount thereof on account of differential rate, if any, shall be recovered from security deposit and / or from any other outstanding dues of the defaulting/ terminated contractor. The company reserves its right to debar such defaulting / terminated contractor from participating in future NIT at any or all the Plants of the company.

(XIII) Escalation

The corporation does not take any liability for increase or variation in the prices etc. occurring during the tenure of the contract.

(XIV) Additional terms and conditions

- A. No-claim situations: No claim on account of idle labour, interruption of work or any other expenses incurred by the contractor for any reasons whatsoever will be entertained.
- B. Extension of completion time: Extension of completion time, if any, may be granted to the contractor by the Executing Authorities with due approval of the Competent Authority assigning the reasons for extension.



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- C. Change in constitution / entity of tenderer: In the case of contract by partnership firm, any change in the constitution of the firm shall forthwith be notified by the contractor to Executing Authorities.
- D. Forfeiture of EMD & debarring future participation: In case any tenderer(s) withdraws the offer after submission, or the successful and valid tenderer deliberately withdraw his offer, his EMD shall be forfeited and he may be debarred from submission of tenders for a period of two years.
- E. Conduct of Contractor: HEC reserve the right to remove from list of Approved-Contractors or to ban business dealing if a contractor has been found to have committed misconduct and also to suspend business dealing pending investigation.
- F. General Condition of Works contract & special terms and conditions of contract will be binding on tenderers / contractors. G.CC, S.C.C. and other specifications are available for inspection in the office of Manager (P)/ HQ before submission of the offer on any working days.
- G. Any disputes arising out of this contract the jurisdiction shall be in the Court of RANCHI alone.
- H. All the Statutory Rules & Regulations, Govt. Acts, guidelines etc. issued by the corporation time to time in the matter shall be followed for this tender by the contractor.
- I. Quality of photo copy paper and printing thereof should be neat and clean.
- J. Strict confidentiality shall be maintained and copy of documents shall be given only to the requisitioning officer or his authorized representatives.
- K. Photo copy will only be done only on requisition received from the authorized person of a particular shop / Deptt.
- L. Special Terms & Conditions of The Contract
 1. **WORKING HOURS:** The contractor shall have to undertake any of the jobs of this tender round the clock regardless of holidays / Sundays/ festivals on verbal/written instructions from Executing Authority, though the normal working hours will be per office shift timings. On completion of the job the Contractor may inform the same to Executing Authority. Contractor or his responsible representative must be present during performance to attend exigency.
 2. **SITE-IN-CHARGE:** Contractor shall be Site-in-Charge. He will take the instructions from the Executing Authority and accomplish the work. His contact address with telephone numbers shall be intimated to the Executing Authority to contact in odd hours.
 3. **RATE:** The rate shall be fixed and firm regardless of timing of the job. Overtime/ additional payments shall not be paid for any of the jobs take up after normal working hours. Rates in the price schedule are inclusive of statutory payment, Insurance, Safety equipments, benefits of labourers whatsoever required as also mentioned in scope of work and also inclusive of all applicable taxes
 4. **GST.** GST Registration Number must be provided by the tenderer.
 5. **MATERIALS:** HEC SCOPE: HEC will provide electricity, water & place for keeping the Xerox machine. The Xerox Machine, paper, maintenance, Toner, any other consumables etc and Manpower will be provided by the contractor.
 6. **SAFETY:** It shall be the responsibility of the contractor relating to the safety of his manpower engaged in operating the Xerox Machine.
 7. **INTERPRETATION & SAVING:** The contract issuing authority will interpret the clauses of the contract whenever sought from him. Executing Authority will submit his proposal to the Issuing Authority, who has issued the contract, on any



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aspect which has not been covered herein, mentioning financial involvement and obtain his approval followed issuance of amendment.

M. Other terms and conditions

1. The Contractor will abide by the Corporation's guidelines or Government Directives issued on the matters of engagement of SC/ST, Persons with Disabilities, Women, land losers, etc and their subsequent amendments, if applicable any.
2. The Contractor will be responsible for the verification of the conduct/integrity of his workers and their safety at site.
3. The corporation reserves the right to reject any or all tenders or may split the work between two or more tenderers without assigning any reason thereof.
4. The corporation is not bound to accept the lowest tender. Right is also reserved for sale of Tender Paper.
5. Before submitting the tender the contractor shall visit the site of work and get himself satisfied about the modalities and conditions of work as well as about items which will be necessary for the safety and welfare of his workmen such as protective clothing, safety shoes, helmets etc.
6. The bids will remain valid for six months from the date of opening. Tender cost will not be refunded.
7. Discloser Of Relationship: The vendor/Bidder has to declare whether the proprietor or any partner of the firm or director of their firm/Company as the case may be has any relation with any employee working in any Plant /Offices of HEC and if so to declare the name of the employee and the relationship, and also whether any of them has a relationship within the meaning of section 6 of the Companies Act, 1956 with any of the Directors of HEC and, if so give details. Proprietor Partner /Director of the bidder firm/Company must submit a declaration whether any of his/their member(s) or relative(s) is/are partner/Director of any other bidder(s) participating in this bidding at the time of opening of Techno-Commercial bid. If so, the two or more such firms shall be treated as one bidder.

(XV) Termination of Contract: The Contract can be terminated:

- A. If the contractor fails to perform the work as per requirement.
- B. If the contractor does not follow the statutory rules stipulated in the Contract Labour (Regulation & Abolition) Act 1970, the Minimum Wage Act, the Safety Rules etc.
- C. If any act of malpractices done by
- D. The contractor is detected at any stage that will lead to banning of the contractor.
- E. Any other reasons due to which company thinks it fit to terminate the contract and the contract will be terminated with/without assigning any reasons. The determination and termination of the Contract at any point of time is the sole discretion of HEC.
- F. In the event of the termination of contract in part/full the company can get the work completed from any other agency/departmentally at the risk and cost of the Contractor.



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(XVI) Agreement:

The successful tenderer shall be required to enter into an agreement with the company on non-judicial stamp paper of requisite value on the proforma prescribed by HEC within 07 days from issue of Letter of Acceptance. The general condition of contract along with Letter of Acceptance & Tender documents will form part of Agreement and will be binding on contractor.

(A.) Executing Authority/ Controlling Officer

Manager (P)/HQ or his authorized representative will be the Executing Authority of this contract. After award of the works contract the Contractor has to take all necessary instructions/guidance from them only. They shall not relieve the contractor of any of his duties or obligations under the contract. On part of employer they will have the sole responsibility for getting the Contractor comply with these terms and conditions of the contract and get the performance as asked for.

(B.) Constituents of tender

Tender Document including Terms and Conditions, General Conditions of Contract (GCC) of HEC etc. can be seen online on our website: <https://www.hecltd.com>. The Tender Document, Letter of Acceptance and GCC of HEC will form a part of Agreement for successful Tenderer.

(C.) Saving clause

M/s HEC Limited do not bind themselves to accept the lowest or any tender and reserve the right to reject any/all tenders without assigning any reasons thereof and may divide the works among two or more tenderers. The decision of the corporation in this regard shall be final.

(D.) Compliance of statutory provisions

All the Statutory Rules & Regulations, Govt. Acts, guidelines etc. issued by the corporation time to time in the matter shall be followed for this tender.

(E.) Contractor's Responsibilities:

1. Contractor has to keep all necessary workmen of various trades and categories as per requirement of work. In the event of failure to execute the work in time with stipulated number of workmen, the contract will be cancelled and awarded to some other party.
2. The contractor is to ensure granting holidays to his workmen as per prevailing Rules of the Govt. The workmen are to be engaged on all working days of the month except National/Festival Holidays. In case of failure to engage the stipulated numbers of workmen, or unsatisfactory performance of work as certified by the Executing Authorities, proportionate deduction will be made for the same from the monthly bills.
3. The contractor will submit monthly running account(R/A) Bill for each month. The payment will be made to the contractor through A/c payee cheque or Bank Transfer only after making necessary authorized deduction.



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4. The Contractor will take adequate precautions to avoid damage or loss to the Corporation's property and injury to any person. In case of any damage or loss or injury, the Contractor will be fully responsible and will have to compensate the damage at their own cost and risk. This will be without any prejudice to such other action, which the Management of the Corporation may take depending on the circumstances of the loss or damages or injury as well. The Contractor will report immediately to the Executing Authorities about the accidents of his workmen.
5. Once the work is completed in terms of the works contract, the contractor will prepare the final bill in full and final settlement of the claim duly certified by the Executing Authority indicating that nothing is outstanding against the contractor.
6. The Contractor should either physically present himself every day during working hours and he will report to Executing Authorities daily for taking instructions and for coordinating the work and maintaining the various records i.e. quantum of works done, workmen engaged etc. The acts done by the authorized representative shall be binding on the Contractor.
7. The Contractor shall visit the site of work and get himself satisfied about the modalities and conditions of work as well as make necessary arrangement for the safety and welfare of his workmen such as protective-clothing, safety shoes, helmets, etc. before start of the work.
8. In the event of any break-down and emergency, the contractor will have to detain the workmen till the work is completed.
9. If it is required to work in night to meet the completion schedule of work, the contractor will have to take the prior permission in writing from the Appropriate Authority.
10. The Contractor will regularly read the notice board and refer display of information placed there.
11. The Contractor will be informed about the display of below average level of awareness about safety and work by his workers and accordingly he will replace them and reengage them only when they acquired such competency.

For and on behalf of
Heavy Engg. Corporation Limited

(Prashant Kumar)
Manager (P) HQ.

Distribution:

- 1) GM – Admin & Personnel
- 2) SDGM I/c (Fin)/HQ
- 3) Notice Board /HQ/HMBP/FFP/HMTP

CC: Director (Personnel)



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Annexure – I of Techno-Commercial Bid

TENDERER'S PROFILE

The tenderers are to furnish the following particulars.

1. Name of the tenderer:
2. Status of the contractor:
3. Name & address of the Proprietor/Partner/Directors along with Contact Phone No. & E-mail id. (If required separate sheet may be attached).
4. Office-post of the tenderer:
5. Office Address of the tenderer and its Phone No., Fax & e-mail, etc.
6. Local address for immediate contact, if any
7. Any other information including those of Site Incharge of Contractor / Tenderer.

Signature of Tenderer.

Name:

Seal:



HEAVY ENGINEERING CORPORATION LIMITED

Annexure – II of Techno-Commercial Bid

SCHEDULE OF DEVIATIONS

Date_____

To
The Manager (P)/HQ
HEC Limited,
Dhurwa, Ranchi

Dear Sir,

I have gone through the contents of Tender Documents and the following Clauses of the Tender Documents are **not acceptable** to me.

Sl. No.	Clause No.
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Signature of Tenderer.
Name:
Seal:



HEAVY ENGINEERING CORPORATION LIMITED

Annexure – III of Techno-Commercial Bid

UNDERTAKING

1. I / We hereby declare that I/we have carried out successfully works of large magnitude in nature to the work embraced in this Tender and have adequate organization and experienced personnel to handle this type and magnitude of works.
2. I / We also hereby declare that I/we have seen and studied carefully before submitting the Tender, the technical aspects of the work and terms & conditions, general conditions of Contract, special conditions. Bill of Quantity and description of work, etc. and I/we am/are aware that all the above Tender Documents relating to the said work will be binding on us.

Signature of Tenderer

Name:

Seal:



HEAVY ENGINEERING CORPORATION LIMITED

Annexure – IV of Techno-Commercial Bid

DISCLOSER OF RELATIONSHIP

Declaration by the Tenderers regarding the particulars of employees on the roll of HEC Ltd. who are related to the Tenderers:

Sl. No.	Name of the employees of HEC related to the tenderers	Designation	Place of Work	P. No.	Signature of the employees concerned

It is certified that the above particulars are correct.

Signature of Tenderer.

Name:

Seal:



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Annexure – V of Techno-Commercial Bid

Declaration of Relationship

1. Whether the proprietor or any Partner of the firm or Director of the firm/Company as the case may be has any relation with any employee working in any Unit/Plant/Office of HEC. Yes/No
If yes, give detail
2. Whether the proprietor or any partner of the firm or Director of the firm / Company as the case may be has any relationship (within the of Section 6 of the Companies Act 1956) with any of the Directors of HEC. Yes/No
If yes, give detail
3. Whether the proprietor or any partner of the firm or Director of the firm/Company as the case may be has any relation with Partner/ Director of any other bidder(s) participating in this Bidding. Yes/No
If yes, give detail

I/We declare that information furnished above are correct to the best of my/our knowledge. I understand that if any information furnished above is found to be wrong at any point of time, my work order shall be cancelled , EMD shall be forfeited & my/our firm shall be kept in business holiday as deemed fit by the corporation.

Signature of Tenderer

Name:

Seal:



HEAVY ENGINEERING CORPORATION LIMITED

Annexure – VI of Techno-Commercial Bid

LIST OF DOCUMENTS AND ENCLOSURES ATTACHED

Date_____

Dear Sir,

I have gone through the Tender Documents and I am submitting my offer for doing the work as specified in the tender documents. I am submitting the following documents for your kind consideration:

Sl	Documents required as enclosures	Particulars of documents
1.	Demand Draft towards Earnest Money	
2.	Demand Draft towards Application fee for tender	
3.	Income tax Clearance Certificate/ Income-tax returns pertaining to last 3-years	
4.	Copies Of Contract-Completion / Work-Order / Performance Certificates in support of experiences of “similar work” executed during last seven years attached to a list of such copies	
5.	Tenderer’s Profile	
6.	Schedule Of Deviations	
7.	Undertaking	
8.	Discloser Of Relationship	
9.	Declaration Of Relationship	
10.	Labour Licence*	
11.	Tenderer must declare that he/his organization has not been convicted or Black-listed by any PSU or Govt. Sector	
12.	PAN No.	
13.	A certified copy of Registration certificate in case of Cooperative Society & SMEs	
14.	A certified copy of Passed resolution for taking up the work on contract and authorizing its representative to file tender on its behalf	
15.	GST Registration No.	

*to be submitted consequent to award of contract if applicable.

“I/We confirm that the information furnished in the documents enclosed with the tender are correct to the best of my/our knowledge and I/We agree to comply with all the conditions stipulated in the Tender Documents”

Encl :

Signature of Tenderer.

Name:

Seal:



HEAVY ENGINEERING CORPORATION LIMITED

Part- B

(PRICE BID)



HEAVY ENGINEERING CORPORATION LIMITED

Date:

Sub: Price Bid

Dear Sir,

We have carefully gone through the Scope of Work, Terms & Conditions and all other documents attached with the Tender Documents. The same is clearly understood and acceptable to us and based on that we furnish our best prices as follows:

Sl	Item description	Rate (Rs.)/Sheet
1	Single Side A/4 Paper	
2	Both Sides A/4 Paper	
3	Single Side A/3 Paper	
4	Both Sides A/3 Paper	

The above rates are all inclusive, as per the basis of rate mentioned in the General Terms & Condition and all statutory taxes will be deducted from gross bill as per prevailing rates.

Thanking you,

Yours sincerely,

Signature of Tenderer.

Name:

Seal: