



**HEAVY ENGINEERING CORPORATION LTD.**  
(A GOVERNMENT OF INDIA ENTERPRISE)  
BRANCH OFFICE, KOLKATA



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LIMITED TENDER

Tender No. KOL/B.O./ADMN./2023/1

Date: - 26.04.2023

To,  
M/s.....  
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.....

**Subject:** Limited Tender Invitation "for hiring an agency for Annual Rate Contract for Supply of Photocopy Machine on monthly rental basis at HEC Branch Office at 77 Park Street, Kolkata".

Heavy Engineering Corporation Ltd. Invites competitive offer under **Single Stage System** "for hiring an agency for Annual Rate Contract for Supply of Photocopy Machine on monthly rental basis at HEC Branch Office at 77 Park Street, Kolkata" as per terms and conditions as mentioned below:

The Agencies are requested to note that non-compliance of the terms & conditions will render the tender to be cancelled.

**1. Scope of Work**

- To ensure the supply & installation of One (1) No. of Photocopy Machine at HEC Branch Office (3<sup>rd</sup> floor), Heavy Engineering Corporation Ltd, 77, Park Street, Kolkata – 700016.
- To ensure the complete installation & proper operation/ functioning of Photocopy Machine within one (1) week after placement of Work Order.
- The Photocopy Machine should not be more than two (2) years old.
- The Photocopy Machine should have the provision for printing & scanning also, in case of urgency. Printing size – A5, A4, A3 along with duplex printing & scanning.
- To arrange proper maintenance & servicing of Photocopy Machine on monthly basis to ensure smooth/ trouble free functioning of the same.
- To attend to any emergency calls within 2-3 hour and arrange necessary repair & maintenance of Photocopy Machine immediately.
- The supply/ arrangement of required technical/ engineering support, required any spares (to rectify the faults) and consumables like ink toners, etc (except electricity & papers) shall also be included in the firm's scope of work.
- The firm's/ agencies' representative should be polite, well-mannered & appropriately dressed.
- To keep separate record of the meter reading of Photocopy Machine on monthly basis and get it verified with the authorized representative of the HEC management time to time.
- Obtaining statutory clearances from relevant statutory authority is also included in scope of work.

Any other essential miscellaneous activity pertaining to above assigned work.

*AKW*  
26-04-2023

2. **Eligibility Criteria:-**

- a) The Agency must have executed similar nature of works under Government or reputed organization. Please submit documentary evidence in support of the same.
- b) Should have Valid PAN CARD & GST Registration (if applicable) (copy to be enclosed).
- c) Should have valid proper License (copy to be enclosed).

3. **Mode of submission of tender:-**

Tender must be submitted in SINGLE BID (Techno-commercial and Price Bid) as specified in the tender document, in the Tender Box placed in the office of the Manager, Branch Office, Heavy Engineering Corporation Limited, 77, Park Street, Kolkata – 700016 up to 02.00 PM on 12.05.2023.

The tenderer shall submit their offers in a sealed envelope subscribing "Tender Enquiry No." & "due date of opening" on it:

**It should contain:**

- (i) A forwarding letter.
- (ii) The tender documents duly signed with seal on each page as acceptance of all terms & conditions of tender document.
- (iii) All other documents as mentioned in the Eligibility Criteria in tender document.
- (iv) The price to be furnished in following format:

Sl. No.	Particulars	Total Cost (inclusive of all levies & taxes) (in Rs.)
1	Fixed rental Charges for Supply of Photocopy Machine per month	
2	Charges for copy/ print B/W A4 per copy	
3	Charges for copy/ print B/W A3 per copy	
4	Other Charges (if any, please specify)	
5	CGST (please specify)	
6	SGST (please specify)	
7	IGST (please specify)	

You are requested to quote "firm rates" without any escalation during the period of the contract period of one year.

The quoted rates should be complete price inclusive of all levies, taxes and duties. The quoted rates should be complete price inclusive of labour, materials, tools, tackles, levies, taxes, transportation, Rate etc till handing over along with Agency overhead and profit etc. Most competitive and realistic price bid to be furnished based on prevailing market rates of material.

The GST will be applicable as per Govt. notifications/ norms.

The rates should be quoted both in figure and words, in case of difference between the two, rates quoted in words will prevail.

While deciding L1 firm, prominence will be given to the rate quoted against Sl. Nos. 1 to 7 in the Price Bid.

Date & time of opening of Techno-commercial Bid and Price Bid of tender: on 12.05.2023 at 03.00 PM in the office of the Manager, Branch Office, Heavy Engineering Corporation Limited, 77, Park Street, Kolkata – 700016.

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26-04-2023

Bidders or their authorized representatives may attend the tender opening, if they wish to do so.

The validity of tenders shall be 90 Days from the date of submission of bids.

The Work Order for the above will be placed with L1 firm/ agency only.

Heavy Engineering Corporation Limited reserves the right to reject any or all tenders without assigning any reason whatsoever.

**4. Contract Period**

- The contract, when awarded, shall be valid for ONE year and shall be reckoned from the date of LETTER OF ACCEPTANCE (LOA) / work order/ contract agreement.
- The contract shall have provision for extension of the contract period at the same rates, terms & conditions subject to satisfactory performance of the firm, if mutually decided & agreed.

**5. Firm's Responsibility:** The firm will comply with the entire statutory obligation in connection with this work. All expenditure to meet the same shall be in firm's account.

**6. Insurance**

Insurance for own men/ vehicle is to be borne by the Agency (bidder).

**7. Bid validity**

Bid shall remain valid for a period of three (3) months from the date of opening of the tender which may be extended for another three months, if required.

8. Tenderer are supposed to have inspected the site in "as is where is" basis before quoting the rates and no claim of any type shall be entertained by the HEC management on this account.

9. All other terms and conditions shall be governed as per HEC's General Conditions of Contract (GCC) (which can be downloaded from our website [http://hecltd.com/download/tenders/WM\\_GCC\\_AnX-II.pdf](http://hecltd.com/download/tenders/WM_GCC_AnX-II.pdf)), special terms of contract /and tender documents of HEC.

**10. Submission of Bills:** The firm shall submit the bills in triplicate within 20 days after completion of each & every month and duly supported by all relevant documents like meter reading of Photocopy Machine, etc.

**11. Payment Terms:** The 100 % Payment through Cheque/ RTGS will be made to the agency/ firm by/ within 30 days after receipt of proper invoices/ bills (duly signed & stamped and along with all relevant documents).

**12. Paying Authority:** Assistant Manager I/c (Finance), (HQRs-Kolkata-Finance), HQRs, Ranchi is the paying authority.

**13. Penalty/ Deduction:** Liquidated Damage will be imposed @0.5% (Half Percent) per week to a maximum of 10% of the original contract value for non-completion of contractual obligations or intentionally delayed compliance of contractual work.

14. Any document produced by agencies, if not found correct, may lead to disqualification for the tender.

15. All documents and copies thereof furnished from time to time by employer to the agency/ firm shall be deemed and always be deemed to be the properties of the employer, and they shall not be used at any other work or purpose. All such balance documents have to be returned to the employer on completion or termination of work.


16. The agency shall not engage another agency to execute full or part of the work without getting written approval of the employer. In case any such approval given by the employee the responsibility and obligation of execution will rest only with the agency on whom the employer (HEC) has placed order.

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*26-04-2023*

17. HEC reserves the right to award the contract to more than one tenderer if the circumstances so warrant or reject one or all tenders without assigning any reasons.
18. If, at a later date, it is found that any bidder had given incorrect and misleading information/ document(s). HEC shall take suitable action including cancellation of contract/ contract and any other legal action it may deem fit.
19. **Security Deposit (SD)**: Successful bidder has to deposit security deposit to the extent of 10% of total contract order value within 21 days from W.O. date and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier.
20. There is no obligation on our part to accept delayed/ late tenders. Tenders received after the due date of opening are liable to be summarily rejected.
21. All or any statutory liabilities if any, of the State Govt. where the work is being executed shall be in agency's account & HEC will not be responsible for any such liabilities.
22. HEC reserves the right to call for any additional information/ documents from any bidder related to this tender, and to be received by HEC in the time frame as desired by HEC.
23. HEC reserves the rights to cancel the tender in totality without assigning any reason(s).
24. **Risk Purchase Clause**: If agency/ firm fails to execute the order within the stipulated time as per NIT, then HEC can proceed ahead at the risk & cost of the firm without giving any notice
25. **Date of Submission and opening of tender**  
The last date for receipt of the above tender is "12.05.2023 at 2:00 PM" at the office of The Manager, Branch Office, HEC, 77, Park Street Kolkata-700016 and will be opened at the office of the undersigned at 03:00pm on the same day. The interested agencies or their representatives may be present at schedule date and time of opening of the tender.
26. **Legal Jurisdiction**  
Matter relating to any dispute or difference arising out of this tender and subsequent contract awarded based on the bid shall be subject to the jurisdiction of Ranchi High Court, Jharkhand (India) only.  
The court(s) at Ranchi in the state of Jharkhand shall be exclusive Jurisdiction for all types of dispute(s) or differences that may arise between the parties.

For further details, please log on Heavy Engineering Corporation Limited [HECL] Web Site <http://www.hecltd.com>.

Yours faithfully  
For & on behalf of  
Heavy Engineering Corporation Ltd.

  
26-04-2023  
(Ankur Kr Verma)  
Manager/ B.O./ Kolkata

ANKUR KUMAR VERMA  
MANAGER  
BRANCH OFFICE  
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