



**Bharat Heavy Electricals Limited  
BHEL House, Siri Fort,  
New Delhi-110049**

**Tender Document**

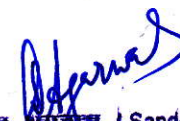
**Supply of Backpack Bags to BHEL, New Delhi**

**Tender Enquiry No.: CC/GIFT/06/2013-14 dated 20.02.2014**

**Issued by:  
BHEL Corporate Communication  
Jeevan Tara Building,  
5, Sansad Marg, New Delhi-110001**

**Total No. of Pages: 22**

Page 1 of 22

  
संदीप अग्रवाल / Sandeep Agarwal  
वरिष्ठ कार्यपालक / Senior Executive  
कॉर्पोरेट संचार / Corporate Communication  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.  
बी.एच.ई.एल. हाऊस, सीरी फोर्ट / BHEL House, Siri Fort  
नई दिल्ली-110 049 / New Delhi- 110 049



**ISSUE LETTER OF BIDDING DOCUMENT**

**NAME OF WORK** : Supply of Backpack Bags to BHEL, New Delhi

**TENDER NO** : Tender No. CC/GIFT/06/13-14


1. One set of Tender document is hereby issued to:

Name of the Bidder:

Address of the Bidder:

Nature of work	Cost of Tender Documents (in Rs.)	Date of Issue of Tender Documents	Tender submission date & time	Tender opening date & time
Supply of Backpack Bags to BHEL, New Delhi	Nil	20.02.2014	01.03.2014 by 1300 hrs	01.03.2014 at 1500 hrs

Sr. Executive (CC)  
BHEL Corporate Communication  
Jeevan Tara Building,  
5, Sansad Marg,  
New Delhi-110001

  
Sandeep Agarwal  
Senior Executive  
Corporate Communication  
Bharat Heavy Electricals Ltd.  
BHEL House, Sirsi Road  
New Delhi - 110 049

### NOTICE INVITING TENDER

Bharat Heavy Electricals Limited (BHEL), New Delhi invites sealed offers under two part bid system from Indian, Experienced and Financially sound suppliers (meeting Pre Qualification Requirement criteria as per clause 1.0 of Special Terms and Conditions, Annexure III of the tender enquiry) for Supply of backpack bags of reputed brand accompanied with manufacturer's/OEMs warranty in NCR/India as per quantities/specifications given in Annexure - I.

#### 1.0 Salient features of NIT

Sl. No.	ISSUE	DESCRIPTION
i	Tender no.	NIT NO. CC/GIFT/06/2013-14
ii.	Name of Work	Supply of Backpack Bags to BHEL, New Delhi
v.	Issue of Tender	From 20.02.2014 to 01.03.2014 (during office hours on working days)
vi.	Place of Issue of Tender	BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
vii.	Submission/ Receipt of tenders	Upto 1300 hrs on 01.03.2014 at BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
viii.	Opening of Tender	On 1500 hrs on 01.03.2014 at BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
ix.	Last Date of seeking clarification(s)	In writing, at least 3 days ahead of the date of submission of bids at the address of the undersigned.
x.	Latest Updates	Latest updates on the Important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications, Terms & Conditions etc. will be hosted on BHEL webpage ( <a href="http://www.bhel.com">www.bhel.com</a> ) & <a href="https://eprocure.gov.in">https://eprocure.gov.in</a> and not in the newspapers. Bidders to keep themselves updated with all such information

## 2.0 Terms and Conditions

- 2.1 Interested Agencies (meeting Pre Qualification Requirement criteria as per clause 1.0 of Special Terms and Conditions, Annexure III of the tender enquiry) may collect the tender document from BHEL Corporate Communication office or download it from BHEL website ([www.bhel.com](http://www.bhel.com)) & <https://eprocure.gov.in>
- 2.2 Mere issuance of tender document/ obtaining tender document through BHEL web site should not be construed that the bidder is considered qualified.
- 2.3 The Bidding Document is non-transferable.
- 2.4 The tender document shall not be sent by post.
- 2.5 Bids/ offers may be sent by post/ courier to the office of tender submission authority namely, Additional General Manager, Corporate Communication, BHEL, Jeevan Tara Building, 5, Sansad Marg, New Delhi - 110001. However, BHEL accepts no responsibility for any loss/ delay/ non-receipt of offers not submitted in person. Offers received incomplete/ late are liable for rejection.
- 2.6 During opening of Techno-commercial Bid (i.e. Part-1) the name of Bidders who have submitted their offers will only be read out and no other information/ details whatsoever will be read out.
- 2.7 Bidders will not be allowed to quote in association with their group companies or in association with other companies. Therefore, all the supporting documents required to be submitted with the tender documents are to be in the name of bidding supplier only.
- 2.8 Each and every page of Tender document along with supporting documents should be signed by authorized person with company seal as a mark of their acceptance of terms and condition of the tender.
- 2.9 BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
- 2.10 In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the

bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

**For & On behalf of  
Bharat Heavy Electricals Limited**

(Sandeep Agarwal)  
Sr. Executive (CC)  
BHEL Corporate Communication  
5, Jeevan Tara Marg, Sansad Marg  
New Delhi-110001

**Date: 20.02.2014  
Place: New Delhi**

**Enclosures:**

- Annexure- I : Specifications and Scope of Work
- Annexure- II : Format for Sticker for Samples and Price Bids
- Annexure- III : Special Terms & Conditions (includes PQR for both Categories)
- Annexure- IV : General Terms & Conditions
- Annexure- V : Delivery Schedule
- Annexure- VI : Price Proforma
- Annexure- VII : No Deviation Certificate
- Annexure- VIII : Declaration Certificate (Legal)
- Annexure- IX : Submission of Offers
- Annexure- X : Checklist
- Annexure- XI : NEFT Details Format



**Annexure I**

**SPECIFICATIONS/SCOPE OF WORK**

1.	<b>Item Name</b>	<b>Back Pack Laptop Bag of Reputed brand</b>
2.	<b>Description/Features</b>	Back-pack Laptop Bag of <b>reputed brand</b> suitable for carrying Laptop with multi-utility compartments, with appropriate padding
3.	<b>Quantity</b>	<b>450 Nos.</b> (Four hundred & fifty only) <b>Quantity may vary subsequent to tender by <math>\pm 10\%</math>.</b> <b>Variations, if any, shall be confirmed at the time of ordering.</b>
4.	<b>Warranty</b>	As per manufacturer's warranty

Signature of Bidder with Seal

सदीप अग्रवाल  
वर्षिक कार्यपालक /  
कॉर्पोरेट संचार / Corporate  
भारत भारी इलेक्ट्रिकल्स लिमिटेड //  
बी.एच.ई.एल. इंक. सीरी ५  
नई दिल्ली-110 011



**Annexure II**

**Format of Sticker for Samples & Price Bid Envelopes**

<b>Option:</b>	
<b>Bidder's Name:</b>	

**Note:**

1. Identical Sticker to be affixed on Sample & Price Bid for each sample.
2. Option to be filled as A, B, C, D and so on, in case if bidder is submitting more than one option of the backpack bags

संदीप अग्रवाल  
अभिषेक कर्मणार  
कॉर्पोरेट संचालक  
भारत भारी इलेक्ट्रिकल्स लि.  
बी.एच.ई.एल. हाऊस,  
नई दिल्ली

**Annexure III**

**SPECIAL TERMS AND CONDITIONS**

**1.0 ELIGIBILITY CONDITIONS/ PRE QUALIFICATIONS REQUIREMENTS**

**1.1 PRE QUALIFICATION REQUIREMENT (PQR) FOR CATEGORY 'A' SUPPLIERS**

Offers shall be considered only from INDIAN, EXPERIENCED AND FINANCIALLY SOUND suppliers who meet the following PRE-QUALIFICATION REQUIREMENT:

S.No.	Parameter/Criteria/Requirement	Minimum Requirement	Documents required in support
i	<b>EXPERIENCE &amp; PAST PERFORMANCE</b>	Experience of supplying Backpack Bags during the last 2 years, ending 31.01.2014.  One similar P.O. costing not less than Rs. 3.40 lakhs OR Two similar P.O.s costing not less than Rs. 2.10 lakhs OR Three similar P.O.s costing not less than Rs. 1.7 lakhs	The bidders are to enclose self-attested Purchase Order copies of order executed. The Purchase Orders should be open to verification by BHEL and in case reported unsatisfactory performance in executing the contract for which Purchase Orders have been submitted, the bidder may stand disqualified for further stage of Price Evaluation
ii	<b>ANNUAL TURNOVER</b> for FY 2010-11 FY 2011-12 FY 2012-13	Average Annual Turnover of last three years should be more than or equal to Rs. 1,27,700/-.	Certified true copy of Audited Balance Sheet, Profit and Loss Account and Income Tax Returns (as applicable in the individual bidders case) duly vetted by a CA should be submitted.  Along with the above, the following documents are also required: <ul style="list-style-type: none"> <li>• Copy of PAN card</li> <li>• Sales Tax Registration certificate</li> <li>• Copy of proof of registration for</li> </ul>

			various taxes as may be applicable in the individual bidder's case.
iii	<b>Physical Sample</b>	01 Physical sample of Back pack bag	Physical sample(s) duly affixed with label as per format at Annexure – II. Offers not accompanying the samples will not be considered.

## 2.0 EVALUATION OF TENDER AND AWARD OF WORK:

BHEL will constitute two committees viz Purchase Committee for Techno-commercial & Price evaluation of the bids and Screening/ Selection committee for functional evaluation of the samples received (as per notified criteria at clause 2.1.2 of this annexure).

**The process of evaluation is detailed hereunder:**

### 2.1 Techno-Commercial Evaluation

2.1.1 Purchase committee will scrutinize the Techno-commercial bids submitted by bidding agencies based on Pre-Qualification Requirement as per clause 1.0 above and recommend techno-commercially qualified suppliers to Screening/ Selection Committee for functional evaluation of the samples received.

2.1.2 Samples of the compliant bidders will be displayed to the Selection Committee for their functional evaluation/selection/scrutiny. The committee will evaluate the samples by assigning scores based on the following parameters:

- a) Features Specifications : 50 % Weightage
- b) Design & Aesthetics : 30 % Weightage
- c) Manufacturer's warranty : 20 % Weightage

2.1.3 The Selection committee shall recommend the samples with composite score of more than 70% for Price Evaluation.

### 2.2 Price Evaluation

2.2.1 The Purchase committee will then open price bids for the short-listed samples as proposed by the Selections Committee

2.2.2 Evaluation of the L1 bidder shall be done on the basis of amount quoted against S. No. 5 & 6 of the Price Proforma. Award of work will be on the basis of lowest amount quoted by the compliant bidder. Order shall be placed on the L1 bidder.

2.2.3 BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for

- participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
- 2.2.4 In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
- 2.2.5 In case BHEL decides to go for Reverse Auction, all Techno-commercially qualified bidders will be intimated regarding procedure / modality for reverse auction process prior to conduct of the Reverse Auction and price will be decided through reverse auction process.
- 2.2.6 AWARD OF WORK shall be made on the lowest amount quoted by the bidder through Reverse Auction/Sealed price bid opening. BHEL's decision in this regard shall be final & binding on bidder.
- 2.2.7 In the eventuality where lowest bidder has quoted amount significantly higher than estimated cost, Purchase committee will assume the role of Negotiation committee and may go for negotiations with the lowest bidder.
- 2.2.8 Variation in quantities beyond specified for each product will be governed by the Unit rates quoted.

### 3.0 SAMPLES

- 3.1 Physical sample for which offer has been submitted, duly affixed with sticker as per details at Annexure – II should be submitted along with the Part – I of the offer. Offers without a physical sample will not be considered.
- 3.2 Samples submitted shall be returned after finalization of the purchase orders.

### 4.0 DISPATCH

- 4.1 The vendor shall be responsible for dispatches of the ordered quantity to BHEL office at "Jeevan Tara Building, 5 Sansad Marg, New Delhi – 110 001". Dispatches to be carried out by the successful bidder at no extra cost, through its own arrangements, the price quoted should be inclusive of the same including charges towards labor deployed for loading on the trucks/ vehicles & handling, etc.

### 5.0 DELIVERY SCHEDULE

- 5.1 Delivery Schedule is given in enclosed Annexure-V, which has to be strictly adhered to.

### 6.0 WARRANTY

- 6.1 In case of non-adherence to the specifications as given in the enclosed Annexure – I of Specifications/ Scope of Work with respect to approved samples or manufacturing defects/ non-functionality of the items supplied, as applicable,

bidders are liable for free replacement of the goods within the warranty period specified.

## 7.0 PENALTY – DELAY

- 7.1 The delivery schedule given at Annexure-V will have to be strictly adhered to.
- 7.2 **Any delay beyond specified schedule for completion of delivery will invite imposition of penalty at the rate to be determined by BHEL.** BHEL reserves the right to refuse to accept delivery after the event.

## 8.0 RISK PURCHASE

- 8.1 BHEL at its option will be entitled to terminate the contract and get the job done elsewhere at the risk and cost of the bidder either the whole of the goods or part thereof which the bidder has failed to deliver within the stipulated time as aforesaid or if the same are not available, with the best and the nearest available substitute thereof.
- 8.2 The bidder shall be liable for any loss which BHEL may sustain by way of such risk purchases, in addition to penalty at the rate mentioned in Clause 8.0 above.

## 9.0 QUERIES OF BIDDERS

- 9.1 Bidder(s) are required to send their queries, if any, in writing/via email at least 3 days ahead of the date of submission of bids.

## 10.0 EXPENSES TO BE BORNE BY BIDDERS

- 10.1 All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of Bid shall be borne by Bidder. BHEL in no case shall be responsible or liable for these costs regardless of the outcome of the Bidding process.

## 11.0 OTHER IMPORTANT CONDITIONS

- 11.1 Bidders will not be allowed to quote in association with their group companies or in association with other companies. Therefore, all the supporting documents required to be submitted with the tender documents are to be in the name of bidding firm only.

**Annexure IV**

**GENERAL TERMS AND CONDITIONS**

**1.0 SUBMISSION OF OFFER**

- 1.1 Your offer should be complete in all respects (refer Annexure IX).
- 1.2 Offer should be either typed or written legibly in English. Alterations/ over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc. not authenticated as above may be rejected by BHEL.

**2.0 PRICE**

- 2.1 Price quoted as per price bid format should be firm. No increase in rates will be allowed once the bids are opened and the same will remain valid for the entire period of this contract.
- 2.2 Price to be filled in as per the Price Proforma (Annexure VI). Change in Price Proforma is not allowed.
- 2.3 All prices should be inclusive of all taxes and duties, etc., as applicable except service tax in case applicable. Service Tax portion should be indicated separately in the place provided in the Price Proforma (Annexure VI).
- 2.4 If, in the price structure quoted for the items, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- 2.5 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected
- 2.6 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (3.4) and (3.5) above.
- 2.7 If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- 2.8 Offers not fulfilling any of the above conditions are liable for rejection.

**3.0 VALIDITY OF OFFER**

- 3.1 Your offer shall be valid for a period of 90 days from the date of opening of the Bid

**4.0 TAXES**

- 4.1 It is mandatory to comply with all taxes applicable for the required services. Your price should be inclusive of all taxes, duties and levies except Service Tax.

However, the amount towards Service Tax should be indicated separately in the specified place in Price Proforma enclosed as Annexure –VI.

## 5.0 PRICE ESCALATION CLAUSE

5.1 All the prices quoted by the bidders shall be in Indian Rupees and shall be final and binding and not subject to any price escalation.

## 6.0 TERMS OF PAYMENT

6.1 100% payment shall be made within 30 days from the date of receipt of bills duly supported with the acknowledged copies of challans for receipt of quantities in good conditions. All payments shall be subject to Statutory Deductions as per norms.

6.2 BHEL reserves the right to make payment through E-mode. Successful supplier shall be required to furnish the following information upon selection on its letter head as per Annexure XI.

## 7.0 LATEST UPDATES

7.1 All corrigenda, addenda, amendments, time extensions, correspondences, clarifications, changes, errata, revisions etc. to the tender will be hosted on the websites ([www.bhel.com](http://www.bhel.com) and <http://eprocure.gov.in>) only and not in newspapers. Bidders should regularly visit the websites till the date of submission of the bids to keep themselves updated.

## 8.0 ARBITRATION

8.1 Any dispute or difference, whatsoever arising between the parties out of or relating to the construction, meaning and operations or effect of this contract or breach thereof shall be referred to the sole arbitration of the Head of Corporate Communication of BHEL whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason (s) for the award.

8.2 Subject to the above, the provisions of Arbitration Act 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

## 9.0 EFFECT AND JURISDICTION OF CONTRACT

9.1 The law applicable to this contract shall be the laws in force in India. The courts in Delhi, India, shall have exclusive jurisdiction in all matters arising under and on account of this contract.

## 10.0 ACCEPTANCE OF TERMS AND CONDITIONS

- 10.1 The bidder should accept all terms & conditions of the tender unconditionally, including the penalty clause. Bidders are required to submit a 'No Deviation Certificate' to this effect as per format in Annexure VII.
- 10.2 Any deviation to BHEL terms and conditions, failure to provide 'No Deviation Certificate' as per format in Annexure VII or counter terms and conditions prescribed by the supplier in the Tender shall not be considered and may lead to outright rejection of such offer.

## 11.0 INCOMPLETE TENDERS

- 11.1 Incomplete tenders, which do not contain all the information called for and the physical sample(s), are liable to be rejected.
- 11.2 The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.

## 12.0 CANCEL/SCRAP OF TENDER

- 12.1 BHEL also reserves the right to cancel/ scrap the tender without assigning any reason whatsoever.

## 13.0 LEGAL DECLARATION

- 13.1 The bidding agencies are required to give a declaration that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also the supplier should not have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. They also need to certify that their Firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication. The declarations format is as per Annexure VIII of the tender enquiry.

## 14.0 CONTRACT TERMINATION

- 14.1 BHEL reserves the right to terminate the contract any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to.

## 15.0 AUTHORISED OFFICER

- 15.1 Head of Corporate Communication of BHEL, or any other officer nominated by BHEL, shall be the authorized officer with regard to the Contract. The decision of the authorized officer shall be final and binding on the supplier. The authorized officer shall hold all the meetings at Delhi only.

## 16.0 CONTACT PERSONS

16.1 For any clarification, bidders may contact the following officials of BHEL:

**Mr. Ajay Gupta – Sr. Manager (CC)**

Tel.: 011-23340473, email: ccag@bhel.in

Fax: 011-23342769

**Sh. Sandeep Agarwal – Sr. Executive (CC)**

Tel.: 011-23340472, email: sandeepagarwal@bhel.in

Fax: 011-23342769

**Mr. Gaurav Verma – Executive (CC)**

Tel.: 011-23365279, email: gauravv@bhel.in

Fax: 011-23342769




**Annexure - V**

**DELIVERY SCHEDULE**

1. Placement of Order : 0<sup>th</sup> day
2. Completion of dispatch (Days are calendar days basis) : 10<sup>th</sup> day

**Note: Penalty is applicable from 11<sup>th</sup> day of the above schedule.**

**Signature of Bidder with Seal**

  
संदीप अग्रवाल / Sandeep Agarwal  
वरिष्ठ कार्यपालक / Senior Executive  
कॉर्पोरेट संचार / Corporate Communication  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.  
बी.एच.ई.एल. हाऊस, सीरी फोर्ड / BHEL House, Siri Fd.  
नई दिल्ली-110 049 / New Delhi - 110 049

**Annexure – VI**

**PRICE PROFORMA FOR BHEL Back Pack bag  
(Price for Evaluation)**

S.No.	Description	Details
1.	Option (A,B,C etc.) as per affixed sticker on sample and Price Bid envelope	
2.	Unit rate including charges towards delivery to BHEL office at "Jeevan Tara Building, 5 Sansad Marg, New Delhi – 110 001" and charges towards labor deployed for handling & loading of Items on vehicles, etc.	(A1)
3.	Net amount for 450 nos. backpack bags (A1 X 450)	
4.	Taxes as applicable excluding service tax	
5.	<b>Total amount all inclusive except for Service Tax (Sl. No. 3 + Sl. No. 4)</b>	
6.	<b>Total amount all inclusive except for Service Tax in Words</b>	
7.	Service Tax, as applicable for HUF/Partnership (Payable subject to verification) indicate in %	
	Service Tax, as applicable for Companies (Payable subject to verification) indicate in %	

**Note: Evaluation will be based on the Total amount all inclusive except for Service Tax quoted against sl. no. 5 & 6 above**

**Important Note:**

1. In case of bidder submitting quote for more than one sample of Back-pack bags, take as many photo-copies of this sheet i.e. 'Annexure – VI' and fill one each separately for each samples submitted.
2. Submit each 'Price Bid' separately in individually sealed envelope. Affix separate label on each Price Bid envelope, same as that affixed on samples, as per Annexure – II on each of the envelope.
3. Change in Price Proforma is not allowed.

Signature of Bidder with Seal



**Annexure – VII**

**No Deviation Certificate**

**(to be given on Bidder's letter head)**

**Certificate of Acceptance**

It is certified that we have read and understood all the terms and conditions of the Tender No. CC/GIFT/06/2013-14 dated 20.02.2014 and that our company/ firm, namely..... do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

Date:

Signature of Authorized Signatory

Place:

(Designation)

संदीप अग्रवाल / Sandeep Agarwal  
वरिष्ठ कार्यपालक / Senior Executive  
कॉर्पोरेट संचार / Corporate Communication  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.  
बी.एच.ई.एल. हाऊस, सीरी फोर्ट / BHEL House, Siri Fort  
नई दिल्ली-110 049 / New Delhi - 110 049



**Annexure-VIII**

**DECLARATION CERTIFICATE(LEGAL)**

**(to be given on Bidder's letter head)**

I/We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

**(Signature & Seal of the firm)**

**Annexure - IX**

**SUBMISSION OF OFFER**

Your offer has to be submitted in **two parts** as follows:

**PART 'I' : TECHNO-COMMERCIAL BID (Sealed Envelope)**

Envelope superscribed with 'Part I: Offer for Backpack Bags', should contain:

- a. **Documents and information required for ascertaining the qualification of the Bidder as per Clause 1.0 of Annexure – III of Eligibility Conditions/ Pre- Qualification Requirement (PQR).**
- b. **No Deviation Certificate as per Annexure – VII**
- c. **Declaration Certificate (Legal) as per Annexure – VIII**
- d. **Check List as per Annexure – X**
- e. Acceptance to '**Special Terms & Conditions**' as per Annexure - III, '**General Terms & Conditions**' as per Annexure - IV, '**Delivery Schedule**' as per Annexure - V , and Conformity to '**Specifications/ Scope of Work**' as per Annexure - I, by way of signing and affixing rubber stamp on each page.
- f. **Physical Sample for which offer has been submitted, duly affixed with label as per Annexure – II indicating the number of sample and name of the bidder, to be submitted along with Part I of the offer.**

**Note:**

Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance may lead to rejection of their offer at any stage.

**i) PART – II 'Offer for Backpack Bags': PRICE BID (Separate Sealed Envelope)**

Price Bids for each sample(s) to be submitted in individually sealed covers duly superscribed with PART II & affixed with label as per Annexure – II. In case of bidders quoting for more than one item, the individually sealed envelopes duly superscribed with **Part II offer for Backpack Bags** and affixed with label as per Annexure – II, with respect to each sample quoted.

**Note:** PART "II" to have prices only. Any comments / deviations in this Part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

All Parts of the offer, i.e. **Part I and II** in an individual sealed covers, to be placed in a single sealed envelope, duly superscribed with:

1. Offers for Supply of Backpack Bags to BHEL, New Delhi
2. Due date and time of submission of offers.
3. Name and address of the bidder.
4. BHEL address as given in the covering letter.

**iii) Physical Sample duly affixed with label as per Annexure – II.**

**Annexure - X**

**CHECKLIST**

S.No.	Description /Item	Enclosed Yes/No
1	<b>Part I (Offer for Backpack Bags) in Sealed Cover</b> duly superscribed with <b>Part I (Offer for Backpack Bags)</b> to contain following	Yes/No
i	Documents/ Information required as per Clause-1.0 of Annexure-III of <b>ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (QR)</b>	Yes/No
ii	Signed and stamped copies of <b>Annexure- I (Specifications &amp; Scope of Work); Annexure – III (Special Terms &amp; Conditions); Annexure – IV (General Terms &amp; Conditions) and Annexure– V (Delivery Schedule)</b> as a token of acceptance.	Yes/No
iii	No-Deviation Certificate as per <b>Annexure - VI</b> on your letter head.	Yes/No
v	Declaration (Legal) as per <b>Annexure – VII</b>	Yes/No
vi	<b>Physical Sample</b> for which offer has been submitted, duly affixed with label as per <b>Annexure – II</b>	Yes/No
2	<b>Part II Offer for Backpack Bags - Price Bid</b> for each sample in a separate <b>Sealed Envelope</b> duly superscribed with <b>Part II Offer for Backpack Bags - Price Bid</b> affixed with labels as per <b>Annexure – II</b>	Yes/No



Annexure – XI

NEFT Details Format

<b>BANK NAME &amp; COMPLETE ADDRESS WITH PIN CODE</b>	
<b>BANK ACCOUNT NO.</b>	
<b>MICR CODE</b>	
<b>IFSC CODE</b>	
<b>PARTY'S eMAIL – ID</b>	
<b>PAN NO.</b>	
<b>CST NO., IFAPPLICABLE</b>	
<b>VAT NO., IFAPPLICABLE</b>	
<b>SERVICE TAX REGN. NO., IFAPPLICABLE</b>	
<b>PARTY's NAME &amp; ADDRESS</b>	

  
संदीप अग्रवाल / Sandeep Agarwal  
वरिष्ठ कार्यपालक / Senior Executive  
कॉर्पोरेट संचार / Corporate Communication  
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.  
बी.एच.ई.एल. हाऊस, सीरी फोर्ट / BHEL House, Siri Fort  
नई दिल्ली-110 049 / New Delhi - 110 049