



**TENDER BOX IS AVAILABLE AT VENDOR COMPLEX NEAR  
ADMN BUILDING FOR DROPPING FILLED TENDERS.**

**BHARAT HEAVY ELECTRICALS LIMITED  
RAMACHANDRAPURAM : : HYDERABAD – 502032  
FACTORY CIVIL ENGINEERING DEPARTMENT**

TELEGRAM: BHARATELEC TELEPHONE NO. 23185059 & 23182376  
FAX NO. 040 – 23186122, 23186058

**TENDER NOTICE NO. HY/FCD/OT-04/2013-14 DATED: 19.06.2013**

**Item No. 6**

1. Name of work : **Supply of sanitary materials to  
Factory Civil Department**
2. Earnest Money Deposit : **Nil**
3. Approximate value of work : **Rs. 13.99 Lakhs**
4. Time of Completion : **1 Month**
5. Maintenance period : **Nil**
6. Sale of Tenders : **28.06.2013 to 17.07.2013**  
During 9.00 hrs to 14.00 hrs  
(From the Office of Sr. DGM/Plng/Fy. Civil  
Down load from BHEL web site till the  
date of Receipt of tenders)
7. **Last date of receipt of tenders** : **18.07.2013 upto 11.00 hrs.**
8. **Date and time of opening of tenders** : **18.07.2013 @ 13.15 hrs.**
9. Cost of tender documents } : **Rs. 500/-**-(if purchased from BHEL)  
Including S.T } **Rs. 250/-**-(if down loaded from web).

Name & Address:

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**Signature and Seal of the Vendor**

**ISSUING OFFICER**



**BHARAT HEAVY ELECTRICALS LIMITED**  
RAMACHNADRAPURAM : : HYDERABAD – 32.

TENDER DOCUMENTS

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To be submitted in a Sealed Cover,  
superscribed with Enquiry Number,  
Tender Due date and Techno-  
Commercial bid heading

- 8 Annexure D – Price Bid

To be submitted in a separate Sealed  
Cover, superscribed with Enquiry  
Number, Tender Due date and Price bid  
heading

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## TENDERING PROCESS

- A. Tender box will be kept in Vendor Complex building which is near ADMINISTRATIVE BUILDING AREA.**
- B. Tender documents are issued in two bid system.
1. Techno-commercial bid
  2. Price bid
- C. Tender opening  
The tender shall be on two part bids. Only technical bids are to be opened on date of opening of the bids. After scrutiny and acceptance of the technical bids, price bids of accepted parties only will be opened.  
The date of opening price bids will be intimated separately.
- D. Tenderers are requested to take the print of the documents on both sides of paper, to save the paper, which will save the trees.**
- E. The technical bid consists of technical schedule requiring documentary proof. In case the agency has not satisfied all the conditions along with documentary proof, the tender will be rejected.
- F. Technical and price bids must be in separate covers and super scribed as "Technical bid" and "Price Bid" separately with item Nos. clearly written on the covers. Tenders received mixed (with price and technical bids) will be rejected. Every page of the price bid document shall be signed by the tenderer at the bottom of the page.
- G. In case of tender application and tender documents down loaded from web site, the tenderer shall pay cost of tender documents for supply items, by means of DD (in favour of BHEL) towards cost of tender documents (or) the required tender document amount to be paid at BHEL Cash Office. DD (or) Cash Receipt shall be enclosed along with the Technical bid. DD's may be drawn for **cost of tender documents** upto last date of Receipt of tenders.
- H. In case date of opening happens to be a holiday by any reason, tenders will be received and opened on next working day at the same hours.**

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**Annexure A****VENDOR DETAILS**

**Name of work** : **Supply of sanitary materials to Factory Civil Department.**

Tender Notice No & : **HY/FCD/OT-04/2013-14 Dt: 19.06.2013**  
Item No. : **06**

S.No	Description	Data to be filled by Bidder
1	<b>Name of the Vendor</b> <b>Full Address</b>  <b>Vendor's code No</b> <b>Contact person</b> <b>Phone , Fax</b> <b>Mobile Nos.</b> <b>Email ID</b>	: :  : : : : :
2	Details of DD/Cash receipt a) DD/Cash receipt No.s for <b>cost of tender documents.</b> (DD/C. Rs has to be enclosed along with this bid).	: :
3	PAN No. (Copy to be enclosed)	:
4	VAT / APGST Reg. No: (Copy to be enclosed)	:

**NOTE:**

1. Without PAN, APGST / VAT TIN No.s and EFT Details, vendors bills cannot be processed and payments will be held up.
2. Technical bids will be scrutinised by the Dept and in case the vendor has not satisfied all the above conditions with documentary proof the bid will be rejected and their price bid will not be opened.
3. In case of a firm, the documents shall be in the name of the firm. However in case of sole proprietor or individuals these can be on the name of the sole proprietor or individual.
4. Though some of above documents are available with BHEL for those vendors who are presently working with BHEL, they also should submit one copy of the same. Otherwise the offer will be rejected.

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5. **All the relevant columns shall be filled with proper information. The unfinished/wrongly filled/ incomplete Tender Documents (Technical Bids /Price Bids) will be rejected.**
6. BHEL reserves the right to reject any or all tenders in part or in full without assigning any reason.
7. **BHEL reserves the right to reduce/increase the items, quantities mentioned in the schedule. Tenderer shall not have any claim who so ever on this account.**
8. **Party shall comply all legal, statutory requirements applicable to execute the order.**
9. **Tenders submitted without Cost of documents will be rejected.**
10. **All corrigenda, addenda, amendments, time extensions clarifications, etc., to the tender will be hosted on BHEL website ([www.bhel.com](http://www.bhel.com)) only. Bidders should regularly visit BHEL website to keep themselves updated.**
11. The offers of the bidders who are on the banned list as also the offer of the bidder, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website.

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### PRE QUALIFICATION

- I. The following conditions have to be satisfied by the tenderer, with documentary proof to be enclosed with tender bid **In case the agency fails to enclose the following documentary proof with tender the tender will be liable for rejection.**
  1. The vendor should have supplied similar sanitary items in bulk for Government/Semi-Government/Private Organisations and the copies of the same shall be enclosed, along with Technical bid (or) an undertaking for supply of materials in time, in the given format (Annexure B) shall be submitted on their letter head.
  2. PAN No. (in case not available, proof of having applied with acknowledgement from concerned authorities)
  3. **VAT registration No. (or) APGST / TIN No:** shall be enclosed. (In case not available, proof of having applied with acknowledgement from concerned authorities or an undertaking for submission of VAT registration certificate.

**Penalty: 0.50 % of the gross value of order will be levied for every week's or part thereof delay by the agency subject to a maximum of 10 % gross value of the work executed after the schedule period of completion.**

- II. Tenders must be submitted in sealed covers addressed to Sr. Dy. General Manager/Plng/Fy. Civil, BHEL, Ramachandrapuram, Hyderabad 502 032. Tenderer shall write tender notice No, and name of work and address of the tenderer on the sealed cover. In case the agency fails to comply any of the above, the tender will be liable for rejection and same shall be dropped at vendor complex near Administrative building, BHEL, Ramachandrapuram, Hyderabad-502032 and also postal/courier tenders also to be sent to above address.

### III. NOTES:

1. Tenders are **on two - part bid method.** (Techno commercial bid and price bid).
2. Tender documents can be had through BHEL web site <http://www.bhel.com> cost of document shall be paid in the shape of Demand Draft or Bankers Cheque or Pay Order and separately enclosed to the tender bid.
3. The requisitions for tender documents shall be given in person to Sr.DGM/Planning Factory Civil, BHEL., Ramachandrapuram, Hyderabad 502 032 along with Demand Draft/Banker's Cheque drawn in favour of "BHARAT HEAVY ELECTRICALS LIMITED, HYDERABAD" or payment of cash in BHEL Cash Office (No other mode of payment will be accepted). Tender documents shall be collected in person by the vendor or his representative.
4. BHEL reserves the right to reject or cancel the tender at any stage of the tender process without assigning any reasons there of.

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**General Terms & Conditions - I**

<b>Sl. No.</b>	<b>BHEL Standard Terms</b>	<b>Supplier Confirmation (Yes/No)</b>	<b>Deviation</b>
1.	The offer is to be submitted in Two part bid system as follows: <b><u>Part-II: Techno-commercial BID:</u></b> Kindly fill "Annexure -C" Techno-commercial bid and should be submitted in a separate sealed cover.  <b><u>Part-II: PRICE BID:</u></b> Prices to be indicated in a separate sealed cover. Kindly fill "Annexure -D" (Preconditions for price will not be accepted and the tender will be rejected).		
2.	Quotation should be valid at least 90 days.		
3.	Your sealed covers super scribing Tender Enq. No. and Due Date to be addressed to Sr.DGM(Planning-Factory Civil)		
4.	<b><u>Terms of Delivery:</u></b> For Destination at BHEL Stores.		
5.	<b><u>Delivery Period:</u></b> The material should be delivered within 1 month of receipt of purchase order.		
6.	Price variation clause is not acceptable.		
7.	<b><u>Penalty:</u></b> penalty for late delivery will be "0.5% per week subject to a maximum of 10% of order value". Penalty is a mandatory as per CVC guidelines for delay in supply of goods. If you do not mention your acceptance in quotation, your offer will not be considered.		
8.	<b><u>Guarantee:</u></b> Material which are having manufacturers guarantee should be guaranteed for a period of 12 months from the date of acceptance of material.		
9.	<b><u>Terms of Payment:</u></b> Payment will be made within 90 days from the date of submission of bills after delivery of materials.		
10.	<b><u>Taxes and Duties:</u></b> Please quote the rates inclusive of all taxes & duties.		

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Sl. No.	BHEL Standard Terms	Supplier Confirmation (Yes/No)	Deviation
11.	<p>i) BHEL reserves the right to reject, which is having deviations to BHEL standard terms &amp; conditions.</p> <p>ii) In case more than one vendor quote same price for some of the items of enquiry, BHEL reserves right to place order at their choice on any one of the vendor depending on the performance (including delivery, quality and response/service) or to place the order by splitting equal quantities to more than one vendor.</p> <p>iii) BHEL reserves right to place order only for items for which you can stand lowest in tender priority but not for all items you quote.</p> <p>iv) BHEL reserves the right to cancel/refloat the tender, if prices are abnormally higher than estimates.</p>		
12.	The tender received after 11.00 hours on the due date i.e 18-07-2013 will not be considered.		
13.	During inspection if the material is found to be defective then the rejected material should be replaced by the supplier immediately.		
14.	<b>RISK PURCHASE:</b> BHEL shall be entitled to terminate the contract with any vendor and to purchase elsewhere at the risk and cost of the vendor, either the whole or part therefore which the supplier has failed to deliver within the time stipulated as foresaid.		
<b>Note:</b> Please fill the format with "Yes (or) No", any deviation please fill in the deviation column only. Otherwise your offer may not be considered.			

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**GENERAL TERMS, CONDITIONS AND SPECIAL INSTRUCTIONS - II**

- 1 Bills /material proof of entry inside factory area shall be shown to the Stores - in charge.
- 2 The tenderer shall accept all the terms and conditions of the techno commercial bid of the tender document. In case same is not confirmed by the tenderer, the offer will be liable for rejection.
- 3 The tenderer shall not include any additional conditions / alter conditions either in the Techno commercial bid or Price bid.
- 4 **The vendor shall sign on each page of the tender schedule issued.**
- 5 M/s BHEL will not responsible for any delay or loss of tender document on transit/post.
- 6 Tenders received after due date and time shall not be considered or accepted.
- 7 In case date of opening happens to be a holiday by any reason, tender will be received and opened on next working day at the same hours.
- 8 The samples of materials etc. should be tested and reports submitted to Engineer –in charge whenever instructed and charges shall be borne by agency.
- 9 BHEL will not be bound by any power of attorney granted by the vendors or by changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the vendor concerned.
- 10 BHEL reserves the right to extend the due date of opening, which shall be informed. Validity of offer shall be deemed to be revised accordingly.
- 11 BHEL reserves the right to accept or reject any part or whole of the tender of a bidder by assigning a valid reason thereof. BHEL reserves the right to cancel the tender without assigning any reason thereof and without any obligation before any commitment.
- 12 Acceptance of all terms and conditions, in the form of signed copy of T&C or confirmation separately written, shall be submitted along with quotation. If nothing is mentioned, it shall be concluded that terms and conditions are acceptable.
- 13 Payment will be made through Electronic Fund Transfer only. Hence, the vendor has to submit the required EFT form on their letter head, duly signed by their bank authorities, in case of vendor becomes L1.

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- 14 **BANNED FIRMS:-** The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website [www.bhel.com](http://www.bhel.com).
- 15 **WORDS AND FIGURES:-**
- a) If, in the price structure quoted for the required goods / services / works, 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.
  - b) 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; and
  - c) 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 (a) and (b) above.
  - d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto 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.

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**To be filled in by the vendor on their letter head**

**ANNEXURE B**

**UNDERTAKING BY THE VENDOR**

I/We \_\_\_\_\_ hereby declare that, we fully understand the terms and conditions of BHEL and I/we shall participate in the tendering process. We hereby assure that we can supply the items, for which we would stand as lowest bidders, in line with BHEL specifications, failing which suitable action can be taken against us.

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**ANNEXURE C****TECHNO-COMMERCIAL BID****Supply of sanitary materials to Factory Civil Department**

<b>Sl. No.</b>	<b>Description of the Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Supplier's confirmation for Qty., Brand &amp; Packing etc (YES / NO)</b>	<b>Deviation, if any</b>
1	Coconut Brooms (500 g)	4976	Each		
2	Soft Brooms (500 g)	2526	Each		
3	Floor Brushes 8" size (Plastic)	268	Each		
4	Round Puff W C brushes (Plastic)	633	Each		
5	Cob web brooms with 15' stick	129	Each		
6	Harpic (500 ml)	1270	1 bottle		
7	Asara Liquid Soap (500 ml)	1512	1 bottle		
8	Room freshner Spray (160 g) Make: Premium	418	1 bottle		
9	Agarbathi Big (100 sticks Pkt.) (Padmini)	255	1 Pckt.		
10	New Odonil Air Freshner Spring Scents (75 grams)	880	1 Pckt.		
11	Gunny cloth thick	444	1 metre		
12	Cora Cloth 38" width (thick quality)	670	1 metre		
13	Vim Powder (1 Kg Pckt.)	1067	1 Pckt.		
14	Low power Acid (5 liters Can)	219	1 Can		
15	Fantooosh scented phenyl (1 liter bottle)	437	1 bottle		
16	Homocal Cubes (400 g Pkt.)	1372	1 Pckt.		
17	Colin (500 ml) Glass Cleaning spray	242	1 bottle		
18	Washing Soda (50 Kg bag) Make: TATA	23	1 Bag		
19	Bleaching Powder (25 Kg bag) Make: Sreerama Brand	32	1 Bag		
20	Naphthalene Balls Make: Bengal Chemicals/Prince	304	1 Kg		
21	Plunger (Chock removal) with wooden handle (Big)	42	Each		
22	Plunger (Chock removal) with wooden handle (Small)	38	Each		
23	18" Sponge Brushes with 6' long MS Pipe	58	Each		
24	Clip 'n' Fit floor mop, Make: Gala	187	Each		
25	Harpic Flusmatic (100 Grams)	173	Each		
26	Prince Phenyle (5 liters Can)	705	1 Can		
27	Soft Gentle liquid Soap (1 liter bottle) Make: Fem	2	1 bottle		

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Sl. No.	Description of the Item	Quantity	Unit	Supplier's confirmation for Qty., Brand & Packing etc (YES / NO)	Deviation, if any
28	AL Angle Whipper, Make: Gala Whipper Width: 18", Heavy Duty	120	Each		
29	Hit Spray (320 ml bottle)	160	1 bottle		
30	Detergent Powder (1 Kg Pkt.) Make: Wheel	160	1 Pckt.		
31	Dettol (1 liter Tin)	50	1 Tin		
32	Plastic WC Brushes (Big)	100	Each		
	<b>Group - B</b>				
1	Plastic Baskets 15" dia, Heavy Duty	10	Each		
2	Plastic Buckets (20 liters) Make: Chetan	174	Each		
3	Plastic Buckets (13 liters) Make: Chetan	20	Each		
4	Plastic Buckets (5 liters) Make: Chetan	160	Each		
5	Plastic Mugs, Make: Chetan	40	Each		
6	Spades with Handles, Make: TATA	10	Each		

**Note:** Please fill the format with "Yes (or) No", any deviation please fill in the deviation column only. Otherwise your offer may not be considered.

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