

Annexure - IIINSTRUCTIONS FOR SUBMISSION OF TENDER

1. The offers against the enquiry shall be submitted in two parts. For both parts bids are to be submitted on through e – procurement mode. Our Service provider is M/s M – Juntion. Suppliers has to login on <https://bheleps.buyjunction.in/>. Helpline no. are given on the Home page of website. You can contact M Juntion officials for any assistance/help in Login/ bid submission.
2. The vendors are requested to upload signed copy of complete tender document, Integrity pact, Un priced bid ( **Blank copy of Annexure VII**) and other relevant documents on M Junction Portal Only. On M Juction portal , you have to submit Techn Commercial bid & Price bid separately . M Junction portal has provision to submit the price bid in Excel format as provide in Annexure VII. At the time of Techno Commercial Bid submission , Price bid is not to be attached. Price bid to be attached when Price bid submission page comes after techno commercial bid submission.Necessary instruction for vendors for bid submission in excel is attached as file name" MANUAL\_BID SUBMISSION IN EXCEL".
3. On M junction portal also, Techno – Commercial bid alone shall be opened on the due date. Email notification shall be given to the vendors for intimation of opening schedule. Price bids opening / RA shall be done after settlement of all techno – Commercial clarifications.
4. It may be noted that each page of the tender document has been signed by BHEL. The tenderer is also required to sign and stamp each and every page of the tender document and upoad all documents on M Junction portal and clearly bring out deviations, if any.
5. Tenders not complying with the above and other requirements of the tender shall be liable for rejection. Tenderers are therefore advised to read all the documents carefully before submission of the bids and ensure the fulfillments of all the technical and commercial parameters.
6. It must be clearly understood that the order concluded pursuant to this tender enquiry shall be governed by the General terms & conditions of the contract as per annexure V. No deviation from these conditions is permitted.
7. No over-writing in any of the Annexures of Part-A or Part-B is permitted. Corrections in the bid should normally be avoided. However, when these become essential, bidder shall score out the incorrect information and put the correct information duly endorsing each correction with his signatures.
8. *BHEL reserves the right to go for Reverse Auction (RA) instead of opening the price bid submitted on M Junction protal, 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. 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. "RA Terms & Conditions are attached as annexure X.*

Name & Signature of Authorized  
Rep. Of Bidder.....  
Name of Company.....  
(Seal of the Company).

Date: .....