

INSTRUCTION FOR SUBMISSION OF TENDEREnquiry No. E6240001

1. The offers against the enquiry shall be submitted in two parts. The first part called Techno-commercial bid i.e. Part-A shall be un-priced and will be submitted in line with Annexure I & II. The second part called Price-bid i.e. Part-B.
2. The vendors shall submit Part-A and part-B of their bids in two different sealed envelopes duly super scribing- Enquiry No. and part No. of the bid. These two parts of the bid shall be kept together in the third envelope giving enquiry No. due date and time of opening as indicated the tender document.
3. Part-A of the bid alone shall be opened on the due date in presence of the bidders in the first instance. This part of the bid shall be examined in detail. Part-B of the bid shall be opened only for such of the tenders whose Techno Commercial offers are found acceptable by BHEL. Such bidders shall be advised the date and time of opening of part B i.e. price part to their bids. Tenderers must carefully go through all the instruction and conditions before filling in part B of the bid. Any type of mistake in submission of the bids will make the tender liable for rejection.
4. The bids shall be submitted only in the format given in the tender documents. It may be noted that each page of the tender document has been signed. While submitting the bid, these very pages are to be used in original. The vendor is also required to sign and stamp each and every page of the tender document clearly bringing out deviations, if any.
5. Bidders not complying with the above and other requirements of the tender shall be liable for rejection. Bidders are therefore advised to read all the documents carefully before submission of the bids and ensure the fulfillments of 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 attached General terms & conditions for purchase enquiry.
7. No over-writing in any of the documents of Part-A or Part-B is permitted. Corrections in the bid should normally be avoided. However, when these become essential, bidder shall strike out the incorrect information and put the correct information duly endorsing each correction with his signatures.

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8. Indian Vendors , those who are not registered with BHEL, Jhansi must enclose the following statutory documents without which the offer is liable to be rejected:-
- PAN Card Copy
 - Copy of TIN documents issued by appropriate Govt. Authority
 - Excise Registration Copy, if any
9. The following is also to be kept in view while participating in the tender.
- Only OEMs or their authorized dealers Sub dealers are allowed to participate in the tenders. In case OEM participates directly or through any of his agent, then offers of all of their other authorized dealers/ sub dealer shall not be considered.
 - Authorized dealer / sub dealer has to submit along with offer, the copy of authorized dealer certificate/sub-dealer certificate.
 - Either the Agent on behalf of the principal or the principal directly could bid in a tender but not both. In case both submit their offer, then offer of agent shall be ignored.
 - An agent can not quote on behalf of two or more manufactures in the same tender. In such cases all offers of such agent shall be rejected.
 - Agent has to submit an authorization letter from the Principal for Participation in the bid and all liability will be of Principal in the event of default by the bidder.
10. Firms on HOLD for particular PMD or Delisted Firms at Jhansi Unit Level or banned firms at corporate level are not allowed to participate in the tender and their offers shall be summarily rejected.
11. All new vendors, who are not already registered with BHEL Jhansi in their own interest should fill up the enlistment/ registration form (separate for Indian and Foreign vendors), which can be downloaded from our website <www.bhel.com>{under column... "Supplier Registration"... "Registration Forms"... "Suppliers outside of India:... "Suppliers within India"}). The registration Form also can be downloaded from BHEL, Jhansi website www.bheljhs.co.in {under Column...'Suppliers information portal'.....forms and formats}. The fully filled form alongwith relevant documents can be sent separately to BHEL Jhansi at the address given below:-



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11. Firms on HOLD for particular PMD or Delisted Firms at Jhansi Unit Level or banned firms at corporate level are not allowed to participate in the tender and their offers shall be summarily rejected.
12. All new vendors, who are not already registered with BHEL Jhansi in their own interest should fill up the enlistment/ registration form (separate for Indian and Foreign vendors), which can be downloaded from our website <www.bhel.com>{under column... "Supplier Registration"... "Registration Forms"... "Suppliers outside of India"... "Suppliers within India"}. The registration Form also can be downloaded from BHEL, Jhansi website www.bheljhs.co.in {under Column...'Suppliers information portal'.....forms and formats.}. The fully filled form alongwith relevant documents can be sent separately to BHEL Jhansi at the address given below:-
- Sr.Manager(SDC)
Supplier Development Cell,
Admin Building,
Bharat Heavy Electricals Limited
Jhansi-284129
UP (Tel no. 0510-2412791)
13. Price Validity of the Bids: Quoted prices shall be FIRM for the entire contract period and bids submitted shall be valid for 90 days period from the tender due date.
14. No enhancement of rate for whatever cause will be allowed once the quotations accepted and the order is placed. Withdrawal from the quotation after it is accepted or failure to make the supply within the scheduled period will entail cancellation of the order in addition to recovery of losses from the successful bidders.
15. Conditional discount if any quoted by bidder shall not be considered while comparative evaluation of offers. However will be considered while placing the order if the bidder turns out to be L1 and the condition stated for discount still prevails. Any straight discount offered by the vendor in its quotation shall be considered while making comparative evaluation. The discount shall be applied on Pro-rata basis to all items unless specified otherwise by the bidder. The discount, if offered, should have clear mention in the offer. Un-solicited discounts/revised offers given after Part-1 bid opening shall not be accepted.

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16. Evaluation shall be done on item wise basis (unless specified otherwise in enquiry) loading shall be done for the deviations sought by the bidder with regards to commercial terms and conditions.
17. Delivery Period: Delivery may be quoted in number of weeks from the date of issue of PO/LOI.
18. CORRECTION OF ARITHMETIC ERRORS: Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:
- a) If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BHEL 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 shall be corrected.
 - 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.
 - 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 to (a) and (b) above.
 - d) If any bidder does not accept the correction of errors, their bids are liable to disqualified.
19. RISK PURCHASE: If the material is not supplied with stipulated time, BHEL shall be within their right to cancel the contract and purchase material from any other source at the risk and cost from any other supplier. In such an event, it shall be obligatory on defaulting supplier to make good any loss suffered by BHEL.
20. Terms of payment:
- (a) BHEL standard terms of payment:
- Our standard payment term is, "100% payment after 60 days of receipt and acceptance of material at BHEL works." The supplier, who are availing SIDBI/HDFC bill discounting facility (payment by BHEL in about 120 days from the date of invoice) with us will continue to get this facility. These payment terms will be treated at par with standard terms of payment. The bidders, who are registered with BHEL under micro & small

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categories (refer MSMED ACT 2006) & quoted payment within 45 days of DRS, if there is no objection will also be treated at par with standard terms of payment.

(b) Any other payment term like:

Advance/LC/CAD (cash against dispatch) etc. will not be accepted from indigenous vendors. Offers received with this payment term shall be rejected.

BHEL will load total outflow in case of alternate payment terms, as follows:

• For documents through bank/COD (cash on delivery i.e. against DRS):

- For 75 days @ (base rate of SBI+6%) per annum.
- In case of payment term, "Document through bank," all bank charges shall be in supplier's account.

Base rate of SBI shall be taken as the rate applicable on the date of 'techno-commercial bid' (Part-I) opening date. Base rate of SBI is available at SBI site. At present Base Rate of SBI is 10%.

In case where there are deferred payment terms i.e. payment in more than one stage, loading shall be done on pro-rata basis on the deferred amounts.

NOTE: Please sign each page of this annexure & submitted along with 'Part-A' bid as to be taken of acceptance.

Signature

Name

Company's Name

Address.....

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QUALIFYING REQUIREMENTS

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1. Only manufacturers or authorized dealers/distributors are eligible for supply of these items. For this purpose, traders are required to submit authorization letter along with quotation.
2. Supplier should submit 'test certificate' (both destructive & physical) that material is as per required specifications i.e. IS/EN/ANSI.
3. Supplier should furnish 'guarantee/warrantee certificate' of materials.
4. Supplier must submit the proof of supply of such item to public sector undertakings/reputed concerns within last 3 years.

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