



## Bharat Heavy Electricals Limited

(Government of India Undertaking)

Piping Centre, Chennai-17

**Enquiry Ref. No. BHEL: PC: BIOMETRIC dt. 20/06/2014**  
**Supply, Installation & Maintenance of Bio-metric Smart Card based**  
**Attendance Recording System (BARS)**

Sealed Quotations are invited for the supply, installation and maintenance of Bio-metric Smart Card based Computerized Attendance Recording System. The Tender is invited in THREE PARTS, i.e. PART-I (Pre-Qualification Criteria), PART-II (Techno-Commercial) & PART-III (PRICE). The contract shall be executed either on (i) Lease basis for a period of Five years (OR) (ii) Outright Purchase basis with one year warranty and subsequent four years comprehensive AMC for a total period of Five years. Firm offers should be submitted in three parts as detailed in relevant sections. All the parts should be individually sealed and super scribed indicating the Bid type as required and enclosed in the main cover duly sealed and super-scribed clearly with our Tender Notice No. and due date.

Before preparing the Bids, please see the details in various Annexure.

Please note that the sealed Tenders will be received in the Tender Box located in Purchase Department, 80/93, G.N.Road, T.Nagar, Chennai - 600017 up to 14.00 Hrs. on 11/07/2014. Part-I Bid (Pre-Qualification Bid) will be opened on the same day at 14.30 hours in the presence of such Bidder's and / or their authorized Representatives who choose to be present. The Representative should have a duly authorized letter to attend the Tender opening. There shall not be any overwritten figures in document. All the corrections / over-writings should be duly signed by the authorized person submitting the offer and should be rewritten in both figures and words. Kindly contact the undersigned for any clarifications. **Kindly get all your doubts cleared before submitting your offer. The offers submitted should be free of any errors, failing which may lead to rejection of your Bid.**

With Regards

For & on behalf of BHEL PC

*Abhishek Iyer*

ABHISHEK KRISHNA IYER

Engineer - Purchase

BHEL - Piping Centre

Engineer - Purchase  
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## 1.0 INSTRUCTIONS AND GUIDELINES TO BIDDERS

1.1 The contract shall be executed either on (i) Lease basis for a period of Five years (OR) (ii) Outright Purchase basis with one year warranty and subsequent four years comprehensive AMC for a total period of Five years. Prices shall be given by the vendor for both (i) & (ii) as indicated above in the appropriate price format/s enclosed. The Lease period/warranty & comprehensive AMC period shall include all services, spares, support and maintenance as per the requirement of this specification.

## 2.0 BIDDER TO INFORM HIMSELF FULLY:

2.1 The Bidder shall closely peruse all the clauses, specifications and requirements etc., indicated in the Tender documents, before quoting. Should the Bidder have any doubt about the meaning of any portion of the Tender specifications or find discrepancies or omissions in the specifications or if the Tender documents are found to be incomplete or require clarifications on any of the technical aspects, scope of work etc., Bidder shall at once contact the official inviting the Tender, for pre-Bid discussions/clarifications, before submission of the Tender.

2.2 Bidders are advised to study all the Tender documents carefully. Any submission of Tender by them shall be deemed to have been done after careful study and examination of the Tender documents and with the full understanding of the implications thereof. The specifications and terms & conditions shall be deemed to have been accepted unless otherwise specifically commented upon by the Bidder in his offer.

## 3.0 PROCEDURE FOR SUBMISSION & OPENING OF BIDS

3.1 The Bidders shall submit the offer in single stage with THREE INNER ENVELOPES as indicated below which shall be sealed in one outer Envelope. The outer Envelope shall contain the Tender No., Due date of Opening and Bidder name and address.

### 3.1.1 ENVELOPE-I: "PART-I : PRE-QUALIFICATION CRITERIA(PQC)"

The following details are to be written on the top of the Envelope:

"PART-I : PRE-QUALIFICATION CRITERIA (PQC)"

NAME OF WORK:

ENQUIRY NO.:

DUE DATE:

FROM: [NAME & ADDRESS OF BIDDER]

This Envelope shall contain (i) Pre-Qualification Criteria (Part-I) Bidding Document in original, duly stamped and signed on each page. (ii) All Supporting Documents in original as sought in the PQC, signed and sealed on each page.



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3.1.2 **ENVELOPE-II: "PART-II : TECHNO-COMMERCIAL BID"**

The following details are to be written on the top of the Envelope:

"PART-II : TECHNO-COMMERCIAL BID"

NAME OF WORK:

ENQUIRY NO.:

FROM: [NAME & ADDRESS OF BIDDER]

This Envelope shall contain (i) Techno-Commercial (Part-II) Bidding Document (Check-List) in original completely filled up, duly stamped and signed on each page ii) Un priced Bid with indicating applicable taxes & duties, for Lease and Outright Purchase as per BHEL formats. NO PRICES SHALL BE INDICATED. (iii) All supporting documents in "Original" as per check list provided and duly signed and stamped in each page.

3.1.3 **ENVELOPE-III: "PART- III: PRICE BID"**

This part should contain the two price formats and must be co-related to the technical details provided in Part-I and Part-II.

The following details are to be written on the top of the Envelope:

"PART- III: PRICE BID"

NAME OF WORK:

ENQUIRY NO.:

FROM: [NAME & ADDRESS OF BIDDER]

3.2 The Bidder shall submit the rates for Five years Lease and Outright Purchase as per BHEL formats only. Condition indicated, if any, in the Price part shall not be taken cognizance of and such Bid may be rejected without assigning any reasons thereof.

3.3 The prices shall be filled up both in figures and in words and rounded off to the nearest rupee. No overwriting or use of correction fluid shall be accepted. Any correction shall be signed by the authorized signatory.

3.4 **All the three Envelopes (Part-I, Part-II and Part-III) shall be put in one big cover, duly sealed, super-scribing as Part-I, Part-II and Part-III of Enquiry Number, Due Date of opening and the Address and Reference of the Bidder.**

3.5 The above offer should reach this Office on or before 11/07/2014 by 14.00 Hrs (IST). Late offers will not be considered.

3.6 Tender should be addressed to: AGM/Materials - Purchase Dept  
BHEL – Piping Centre  
80/93, G.N.Road, T.Nagar, Chennai–600017



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3.7 Tenders should be free from CORRECTION AND ERASURES, Corrections if any, must be attested. All amounts shall be indicated both in words as well as in figures. In case of any difference between amount quoted in words and figures, amount quoted in words shall prevail.

3.8 Offers should be in ENGLISH and accompanied by detailed technical literature, catalogue and detailed dimensional drawings in ENGLISH or otherwise, the offers will not be considered.

#### **4.0 OPENING OF TENDERS**

4.1 Only one Representative from each firm will be permitted for the Tender opening. The Representative shall bring their authorization letter for attending the Tender opening.

4.2 PART-I (Pre-Qualification Criteria) shall be opened on the due date and time as specified in the Tender Notice, in the presence of Bidders who may like to attend.

4.3 The PART II – Techno-Commercial Bid of qualified Bidders in the Part-I Bid alone would be opened after intimation to the qualified Bidders. After evaluation of the PART-II Bid by BHEL–Piping Centre, the PART-III – Price Bid of the techno-commercially qualified Bidders shall be opened. BHEL reserves the right to go for a Reverse Auction (RA) instead of opening the submitted sealed Bid, which will be decided after technical evaluation. Information and general Terms and Conditions covering RA are given in commercial terms and conditions. Date and time of Price Bid (Part-III) opening / RA conducting date shall be intimated to the technically and commercially acceptable Bidders only. Clarifications if any required by BHEL for Technical evaluation would be sought from Bidders before opening of Part III - Price Bid / Reverse Auction (RA).

#### **5.0 OTHER INFORMATION**

5.1 Literature, Pamphlets, Catalogues submitted along with the offer shall only be treated as supplementary information. All their contents shall be considered as unread and also will not be considered as part of the Quotation. The information / details provided as per our formats/annexure shall only be considered and evaluated.

5.2 Manufacturer's Name, Model Number, Trade Mark or Patent Number, if any, should be specified.

5.3 Vendor not submitting their Bids in Three Parts, i.e. PART-I (Pre-Qualification Bid), PART-II (Techno-Commercial Bid) and PART-III (Price Bid) will be rejected.

#### **6.0 VALIDITY OF OFFER**

Offer shall be kept valid for 180 days from the due date of Tender Opening.



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### **7.0 DEVIATIONS**

Bids shall be submitted strictly in accordance with the Technical specification and Terms & Conditions of the Tender Enquiry. Vendors have to submit a “NO Deviation Certificate” in Part-II of his offer as per sample enclosed (Annexure-A).

### **8.0 LANGUAGE & CORRECTIONS**

8.1 The Bidder shall quote the rates in English language and international numerals only. The metric system of units shall be used, for the purpose of Tender.

8.2 Bidder shall fill the ORIGINAL Tender documents issued by BHEL. All entries and signatures in the Bid shall be in BLUE INK only. Each page of the Bid shall be signed and stamped using official seal of the company by the Bidder.

8.3 All entries shall be filled in neat and legible handwriting. No over-writings, erasures and corrections are permitted and may render such Bids liable for rejection.

8.4 However, if any cancellations, corrections and insertions are in the Bid, the Bidder shall duly attest the same.

### **9.0 REJECTION OF BID AND OTHER CONDITIONS**

9.1 Bidders are requested to note that point by point confirmation should be provided for the technical specification and wherever columns, rows and spaces are provided, it should be filled with relevant data without fail. Any format not properly filled, partially filled or not filled will make the Bid liable for rejection. In case, any Bidder fails to do so or fills up irrelevant data, BHEL is not bound to seek clarifications on such items and will be free to reject the Tender summarily.

9.2 Bids not received by the due date and time shall be rejected and Representatives of such Bidders shall not be allowed to attend the Bid opening.

9.3 Any relevant information pertaining to this Tender can be obtained only from the Website <http://www.bhel.com>. You are requested to visit the website regularly for updates.

9.4 Canvassing in any way concerning this Tender, wrong declaration, incorrect information, misleading or incorrect certifications, etc. shall be viewed seriously and suitable action will be taken as per company norms.

9.5 Purchaser reserves the right to reject a Bid at any stage or to cancel the Order / Contract, if awarded and forfeit the Bank Guarantee, if it is found that the Bidder has deliberately given wrong / misleading information in his Bid.

9.6 The offer is liable to be rejected, if it is found that the Bidder has not quoted Prices / Rates of one or more of the enquired equipments.



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## **10.0 TENDER EVALUATION**

- 10.1 Only those Bidders who meet all the requirements as per Eligibility Criteria (Part-I) for Bidders will be considered for further evaluation.
- 10.2 Price part (Part-III) of only those Bidders, whose Bids are considered techno-commercially acceptable (Part-II), shall be opened. The Rates(s)/Prices(s) quoted by the Bidders either in price Bid (or) RA shall be arithmetically checked and contract shall be awarded to Bidders quoted lowest (L1) rates, i.e. on the basis of delivered cost (Net cash outflow to BHEL).
- 10.3 Bidder shall quote the quarterly rental charges (including principal repayment, tax, interest, support charges, etc.) for Five years, and also for the Outright Purchase value with One year Warranty and subsequent Four years AMC. BHEL reserves the right to order on either Lease or Outright Purchase.
- 10.4 Total / Gross Total of Prices should be indicated both in words as well as in figures. If there is a difference between prices quoted in words and figures or if there is any other price discrepancy, prices in words shall be considered final.
- 10.5 The Tender evaluation process will be based on "A+B", where 'A' refers to the Equipment charges and 'B' refers to the one-time charges.
- 10.6 Though, offer of higher warranty / configuration / rating, than what is required as per Tender specifications, may be accepted, no extra weightage or preference will be given for the same.

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