



**BHARAT HEAVY ELECTRICALS LIMITED**  
(A Govt. of India undertaking)

MM - Department, JHANSI - 284129

E0750090  
Annexure - I

**INSTRUCTION FOR SUBMISSION OF TENDER**

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. Duly signed copy of annexures I, III, IV, V (unpriced bid copy) & VI shall be submitted by supplier in techno-commercial bid as a token of acceptance of our tender terms & conditions. If above said signed documents are not submitted the offer shall be liable for rejection. The second part called Price-bid i.e. Part-B shall be submitted in the format only given in annexure -V.
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 (Enquiry No..... due date on ....., 13.15 Hrs)
3. Part-A of the bid alone shall be opened on the due date in presence of the tenderers in the first instance. This part of the bid shall be examined in detail. Part-B of the bid shall be opened only for those tenderers whose Techno Commercial offers are found acceptable by BHEL. Such tenderers 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 tenderer is also required to sign and stamp each and every page of the tender document clearly bringing 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 the technical and commercial parameter.
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 pre-printed overleaf of the enquiry.

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- 7. No over-writing in any of the documents of Part-A of 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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We confirm above instructions have been fully understood. We further confirm that price bid has been submitted exactly in line with format at annexure- III without addition of any other terms & conditions and if the price bid is found to be conditional (e.g. minimum order quantity, slab rate, discount for quantity, deviation in payment terms etc.) BHEL has full right not to accept our offer.

Signature: .....  
 Name.....  
 Designation.....  
 Seal.....

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**Annexure - II**

**Qualifying criteria**

- i. The bidder should be the original manufacturer/authorized agency of Aluminum Foil and should have the complete manufacturing / processing facilities for casting, melting, rolling and extrusion of aluminum material. The bidder should be capable of manufacturing Aluminum Foil of thickness of 0.018 and 0.025 mm. In support they have to submit the list of manufacturing facilities & capabilities available with them or authorization letter from the manufacturers.
- ii. The bidder should have material & electrical testing facilities for chemical composition test, tensile strength test, hardness test, resistivity / conductivity test. In support they have to submit the list of testing facilities & capabilities available with them. Suppliers to confirm to submit test reports as per specification with supply of material.
- iii. The manufacture should also have well established quality system in place including quality plan & procedure for manufacturing of Aluminum Foil. In support of above bidder to submit copy of ISO 9001 certificate or copy of their quality system, quality assurance plan etc.
- iv. The bidder should have been supplying Aluminum Foil of thickness of 0.018 and 0.025 mm for a minimum period of 2 years as on date of issue of tender. In support list of purchase orders to be submitted indicating length/weight totaling 2 to 4 MT for the two year period.

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**E0750090**  
**Annexure - III**

**COMMERCIAL TERMS & CONDITIONS**

1. **Scope of supply:** Supply of aluminium foil as per below detail-

ITEM NO.	ITEM DESCRIPTION	QTY
1	ALUMINIUM FOIL SOFT TEMPERED TO BP12389 REV 03 AS PER SIZE- 0.025 TK X 25 MM WIDE	3000 Kg (3000kg) bela

2. The validity of the quotation shall be for a period of 90 days from the opening date of tender.

3. **Payment Terms:**

100% payment after 60 days of receipt and acceptance of material at BHEL works. The suppliers who are availing MSME facility (payment by BHEL within 45 days of DRS if there is no objection) with us will continue to get this facility. This facility can be extended to other eligible suppliers also. For other suppliers, standard payment terms shall be applicable for deciding tender. Both payment terms will be treated at par.

*To continue availment of MSME benefits supplier has to submit recertification from chartered accountant as per "CA certificate-MSME" (available on BHEL Jhansi supplier information portal- [www.Bheljhs.co.in](http://www.Bheljhs.co.in)) along with the quote.*

4. Rates in Rs./Kg shall be quoted on firm basis.
5. Rates shall be quoted on FOR BHEL JHANSI basis inclusive of packing, forwarding, freight & insurance charges.
6. Octroi, entry tax or any other taxes/duties/levies, if applicable / imposed shall be payable extra as applicable at the time of despatch.
7. Duly signed copy of mandatory sheet regarding instruction to bidders for compliance shall be submitted along with techno-commercial bid. Sheet is enclosed herewith as annexure VI.
8. Offer received with any conditions not mentioned in our tender e.g. minimum ordered quantity, slab wise rate etc. shall be liable for rejection.

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*Signature*



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- 9. Blank price bid/ copy of price bid after erasing price must be submitted alongwith techno-commercial bid.
- 10. Quantity tolerance of +-10% shall be allowed.
- 11. **Liquidated Damage (L.D.):**  
Failure to supply by the time specified on the order will make the supplier liable to pay unconditional penalty of ½% the prices of goods in arrear per week subject to a maximum of 10% of the order value.
- 12. Unregistered but successful bidder will be required to submit necessary documents for vendor registration. Details are given in our website [www.bheljhs.co.in](http://www.bheljhs.co.in).

NOTE: If any of the tender conditions are not accepted the offer shall be liable for rejection.

Signature: .....

Name.....

Designation & seal of cpany.....

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Annexure - IV

TECHNO COMMERCIAL BID PART-A E-0750090

(Supplier should fill up this bid by putting the tick in accepted/ non accepted column)

**SUPPLIER'S NAME & ADDRESS**

.....  
.....

**TECHNICAL PART**

A	Aluminium foil shall be supplied as per specification & detail given in tender, Total 01 item	Accepted/Not accepted
B	Test certificate shall be submitted alongwith supply	Accepted/Not accepted
<b>COMMERCIAL PART</b>		
C	Penalty clause as well as other conditions given in tender Terms & Conditions and Standard enquiry terms & conditions are acceptable to us.	Accepted/Not accepted
D	Rates (Rs./Kg) quoted in the price bid are on firm basis	Accepted/Not accepted
E	Validity of the rates quoted is 90 days from the date of opening of tender.	Accepted/Not accepted
F	Delivery period in no. of weeks from the date of PO	.....
G	100% payment after 60 days of receipt and acceptance of material at BHEL's works (For suppliers who are availing MSMED facility, payment term shall be within 45 days of DRS if there is no objection) Indicate if MSMED supplier & enclose certificate.	Accepted/Not accepted MSMED-Yes / No
H	One single rate for each enquiry item has been quoted with price bid (Part B of offer) which is not linked with quantity or any other condition not included in BHEL terms & condition.	Accepted/Not accepted
I	Applicable rate of excise duty on finished product	.....
J	Applicable rate of sales tax on finished product (CST/VAT)	.....

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*Signature*



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K	Copy of blank price bid submitted along with techno-commercial bid	Yes / No
L	We confirm documents as per Annexure II has been submitted for qualifying criteria. Offer of vendors failing to give relevant documents/details fulfilling qualifying criteria will be liable for rejection. Price bid of those vendors who have fulfilled qualifying conditions and are techno commercially acceptable will be considered.	Accepted/Not accepted
M	Please note that in case of any contradiction between tender Terms & Conditions and standard Terms & Conditions, tender <b>terms &amp; Conditions shall prevail.</b>	Accepted/Not accepted
N	Para wise deviation if any to above specific terms & conditions has to be given separately.	
	Note : If any of the above conditions are not accepted the offer shall be liable for rejection.	

Email Id \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Fax No \_\_\_\_\_  
 Person to be contacted:.....

Signature bidder.....  
 Name.....

*Signature*

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Annexure - V

**PART - B**  
**PRICE - BID**

To,  
The DGM (MM)  
BHEL JHANSI- 284 129

**Subject: Price bid against your enquiry for aluminium foil, enquiry No. E0750090**

Dear sir,

Rates for aluminium foil, as per detail given in enquiry are as below:

Enq item No.	Item	Rate (Rs./kg) on FOR BHEL Jhansi basis
1	Aluminium foil	

**NOTE:** The price bid submitted in any other fashion or by adding any condition ( e.g minimum order quantity, rate applicable for specified quantity, discount for quantity, rate based on slab, rate based on terms of payment etc.) shall be straight away REJECTED even if offer has been found technically acceptable before opening of price bid.

Signature bidder.....  
Name.....  
Designation.....  
Seal of Company.....

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Annexure - VI

**Mandatory sheet regarding instruction to bidders for compliance**

(to be necessarily signed by bidder & submitted along with offer)

Enquiry No. E..... (Rev.....) Due on .....

Sl. No.	Description	Confirmation by vendor
1.	(a) We confirm that our offer meets in toto all the technical requirements as given in the enquiry item description, technical annexure & remarks of the tender.	Accepted
	(b) Technical deviations, if any, are to be clearly brought out in offer itself. (Note: offers with technical deviations are liable for rejection)	Accepted
2.	(a) We confirm acceptance of all the commercial terms & conditions of purchase enquiry.	Accepted
	(b) Commercial deviations, if any, are to be specifically brought out in offer itself.	Accepted
3.	<b>Terms of payment:</b>	
	(a) <b>BHEL standard terms of payment:</b> 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 <b>micro &amp; small categories</b> (refer <b>MSMED ACT 2006</b> ) & quoted <b>payment within 45 days of DRS, if there is no objection</b> will also be treated at par with standard terms of payment.	Accepted
	(b) <b>Any other payment term like:</b> <b>Advance/LC etc. will not be accepted from indigenous vendors. Offers received with this payment term shall be rejected.</b> BHEL will load total outflow in case of alternate payment terms, as follows: <ul style="list-style-type: none"><li>For documents through bank/COD (cash on delivery i.e. against DRS): For 75 days @ (base rate of SBI+6%) per annum</li><li>For CAD (cash against dispatch): For 90 days @ (base rate of SBI+6%) per annum</li></ul> Base rate of SBI shall be taken as the rate applicable on the date of 'techno-commercial bid' opening date. Base rate of SBI is available at SBI site. 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.	Accepted
4.	<b>Liquidated Damage (L.D.):</b> Failure to supply by the time specified on the order will make the supplier liable to pay unconditional penalty of ½% the prices of goods in arrear per week subject to a maximum of 10% of the order value.	Accepted

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5.	<p><b>Guarantee:</b> In case an order is placed, supplier shall be required to guarantee for smooth and satisfactory performance of the equipment for a period of 24 months from the date of dispatch or 18 months from the date of commissioning whichever is earlier and certificate must be issued to this effect. Necessary instruction booklets for operation and maintenance are to be sent with supply, where applicable.</p>	Accepted
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Signature .....

Name .....

Company's Name .....

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*Handwritten signature*

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