



Bharat Heavy Electricals Limited

Centralised Stamping Unit, Jagdishpur

Tender No: TE/450840009/69

Date: 21.03.2015

TENDER NOTICE

Sealed Tenders are invited in **two-bid system**, for the Procurement of software as per Item Description at Section-1.

GENERAL:

SUBMISSION OF TENDER	TILL 14.30 HRS. 10/04/2015
OPENING OF TECHNO-COMMERCIAL BID	AT 1500 HRS. ON 10/04/2015
BIDS CAN BE DEPOSITED IN THE TENDER BOX KEPT AT	Administrative Building, Fabrication Plant Bharat Heavy Electricals Ltd. Industrial Area Jagdishpur Dist. Amethi-227817, UP

INSTRUCTION/PROCEDURE FOR SUBMISSION OF BIDS

1. The offer is to be submitted by the vendors in Two-parts in sealed envelop as per following details:

- i. Envelop-1:** Techno-commercial Bid: On the top of this envelop, vendor to write "Techno-Commercial Bid", Tender Enquiry No. & Date, Due date of opening. This envelop should contain following documents:
 - Tender Enquiry duly signed with stamp on each page as a token of acceptance of all terms and conditions.
 - Un-priced copy of Price bid.
 - **Covering Letter on company's Letter Head giving index interlinking all the documents with all the pages signed and stamped, contact person's details like Name, Contact No., Email Address, Contact Address, etc.**
 - Copy of PAN, Certificate of registration and allotment of TIN, STC, etc.
- ii. Envelop-2:** Price Bid: On the top of this envelop, vendor to write "Price Bid", Tender Enquiry No. & Date, Due date of opening. This envelop should contain following documents:
 - Priced Copy of Price Bid. No terms and conditions should be mentioned in Price Bid.

ENVELOP -1 & 2 should be sealed in a bid envelop. Vendor to write Tender Enquiry No. & Date, Due date of opening, complete mailing address of the vendor.

2. Offers with deviations from terms and conditions & specification of the tender may not be considered.
3. BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post.
4. BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation, or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by BHEL.
5. Duly completed offers should reach following address on or before due date and time to:

**Office of AGM-MM, CSU&FP, BHEL,
Industrial Area Jagdishpur, Dist. Amethi-227817, UP**
6. In case you are not quoting, please send your regret letter positively for our reference.
7. Tender received after the specified time of their "SUBMISSION" will be treated as "late tender" and shall not be considered under any circumstances.
8. Supplier shall quote for all the items in the enclosed price bid format only.

OFFER SHALL BE ACCEPTED IN HARD COPY ONLY, NOT BY FAX/MAIL.



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PRE- QUALIFYING CRITERIA FOR SUPPLY OF Adobe Acrobat:

Supplier should confirm the following:

S. No.	PQR condition	Vendor remarks
1	Financial standing: balance sheet and Profit & Loss Account copy of last 3 years i.e. FY 2011-2012, 2012-13 & 2013-14, or ITR copy of 2012-13,2013-14 & 2014-15	
2	Experience on similar contracts for last 2 years. Proof of supply of Items same / Similar item should be in the form of purchase orders placed on the vendor by their customer.	
3	For Trader/ Dealer/ Agent..etc:-1) authorization letter from their principal. 2) In case of foreign principal: An agency agreement deed copy is required.	

All the above documents need to be submitted with Supplier registration Form (SRF) which can be downloaded from. http://www.bhel.com/vender_registration/vender.php.

The tender document consists of –

Section – 1: Techno-Commercial bid consists of:

1. Item Description
2. Technical condition
3. terms & conditions
4. Special Instruction
5. Techno – Commercial compliance
6. Un-price bid format (Copy of Price Bid without price part. **Fill for rate of taxes, duties and freight**)

Section – 2: Price bid format

SECTION-1

ITEM DESCRIPTION:

S. No	Item Description	Qty. Req.	Delivery
1.	Supply & Installation of 05 no's Adobe Acrobat Professional XI Licenses Full (or latest Version)	05 Nos	2 Weeks from the date of LOI / PO.

TERMS AND CONDITIONS ARE DETAILED BELOW:

1.	Delivery Schedule	2 Weeks from the date of LOI / PO. Early delivery is acceptable to BHEL. Deliveries shall be F.O.R. BHEL, FP, Jagdishpur. Date of receipt at BHEL, Jagdishpur works shall be treated as date of delivery.
2.	Transportation	Transportation of software shall be in vendor's scope.
3.	Insurance	Transit Insurance of software shall be borne by Vendor
4.	Price	The basic prices shall be firm. All taxes & duties to be specified specifically. Supplier shall quote for all the items in the enclosed price bid format.
5.	Evaluation	On the basis of total landed cost to BHEL, Stores, Jagdishpur inclusive of loading, if any.



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6.	Terms of Payment	i. 100% payment shall be made within 30 days after receipt of material. ii. Original excise duty gate pass shall be submitted by the vendor to enable purchaser to claim Cenvat credit (if applicable). iii. All taxes and duties are to be paid as per actual
7.	Validity of offer	Offer validity will be for 90 days from date of opening of Tender enquiry
8.	Penalty for Delay	The delivery of material shall be made within the time prescribed. Failure to deliver the material in time as per the delivery specified above would make the vendor liable to an un-conditional penalty at the rate of half percent (1/2%) of the basic value of delayed items for delay of each week (or part thereof) subjected to a maximum of ten percent (10%) of the basic value of delayed items
9.	PURCHASER'S RIGHT OF REJECTION	Notwithstanding any approval which Purchaser or the Engineer may have given in respect of the Equipment or any materials or other particulars or the work or workmanship involved in the performance of the Contract (whether with or without any test carried out by Seller or the Inspection Agency or under the direction of the Contract Engineer), and notwithstanding delivery of the Equipment where so provided to the Purchaser, the Purchaser shall be entitled to reject the Equipment or any part, portion or consignment thereof, if such Equipment or part, portion of consignments thereof is not in all respects in conformity with the terms and conditions of the Contract whether on account of any loss, storage, deterioration or damage before dispatch or Delivery or during transit or otherwise, whatsoever.
10.	Rejections	The supplier shall arrange replacement/repair within one month from the date of rejection intimation upon failure on supplier's part to comply. BHEL will take whatever appropriate action they may think fit in addition to repair/return of rejected material at the cost and risk of the supplier.
11.	Risk purchase	In case of delays in supply of materials/defective materials not fulfillment of any other terms and conditions given in the purchase order, the purchase may cancel the full or part thereof, and may also make purchase of such material from elsewhere/alternate source at the risk and cost of supplier.
12.	Arbitration	Any dispute arising out of this contract shall be referred to the sole arbitration of GM-CSU & FP, BHEL, Jagdishpur. Its award shall be final and binding on the parties. The venue of arbitration in all cases shall be at Administrative building, BHEL, FP, Jagdishpur.
13.	Jurisdiction	In case of any suit or other legal proceedings arising under or relating to the contract, the Jurisdiction of Sultanpur (UP) district court shall apply.
14.	Consignee	The Stores Officer, Fabrication Plant(FP), BHEL, IA Jagdishpur, Dist.- Amethi (UP) 227817
15.	Billing Address	Bills should be in the name of Fabrication Plant(FP), BHEL, IA Jagdishpur, Dist. Amethi - 227817 (U.P.). TIN no. of Centralised Stamping Unit to be mentioned on the Bills. The bills to be sent to the Purchase Office- Fabrication Plant(FP), Jagdishpur, Dist. Amethi - 227817 (U.P.).
16.	Documentations	One set of all required documents (ink signed) must accompany the supply and another set to Purchase officer.
17.	Acceptance of offer	Based on the above Terms and Conditions are accepted without deviations

A. Special Instruction:

1. For new vendors who are not registered with BHEL(CSU & FP) duly filled up "Supplier Registration Form"(available at www.bhel.com) along-with all the supporting documents has to be submitted along-with techno commercial bid of offer. Please confirm that SRF is being submitted with your offer if applicable. However please note that if in any case duly filled up SRF along-with all the supporting documents is not received within 15 days of tender opening, your offer may liable to be ignored. If the vendor is already registered in same category / items in PMD of other BHEL's Unit, then please furnish the details of Purchase Order

All the above documents need to be submitted with Supplier registration Form (SRF) which can be downloaded from. http://www.bhel.com/vender_registration/vender.php.



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2. All taxes/duties/levies etc. must be specified separately in amount or in percentage. Incomplete offer shall not be acceptable.
2. In case vendor do not accept BHEL, CSU & FP, Jagdishpur payment terms as per enquiry proper loading shall be done.
3. Duly filled & signed with company seal on all documents to be submitted along with offer.
4. Original manufacturer's test certificate required along with dispatch documents. In case supplies are from traders, It shall be the responsibility of the trader to provide original manufacture's certificate with linkage to trader's invoice stating batch No.
5. BHEL, CSU & FP, Jagdishpur reserve the right to procure from more than one vendor.
6. Please quote price in figures & words both. In case the prices quoted in words and figures are different, the value indicated in words will be considered for evaluation and establishing L1 status.
7. BHEL CSU & FP shall be at liberty to cancel the tender at any time, before ordering, without assigning any reason.
8. Quotation should be, as far as possible, free from correction / overwriting. Correction /overwriting, if any, should be signed by authorized person with the company seal.
9. The rates must be quoted indicating basic material rate, packing, forwarding, freight & insurance, discount, if any, and applicable taxes and duties, **each of them shown separately**.
10. If there is any difference / discrepancy in rates quoted for per unit and total and any arithmetic addition for number of items, **the lower** of the rates beneficial to BHEL CSU & FP will be considered.
11. **In case any supplier is unable to quote, supplier shall send a regret letter without fail.**
12. Packing: Goods must be adequately packed in proper carton / wooden box / drums /suitable container to protect against loss, damage or corrosion and to withstand normal inland transportation and handling. Hazardous material should be notified as such and their packing, transportation and other protection must conform to applicable regulations.
13. BHEL CSU & FP does not bind itself to accept the lowest rate quoted, but reserves the right to accept whole or part of any quotation at its sole discretion.
14. The quantity in each item to be purchased may vary from quantity enquired according to actual requirement at the time of placing the Purchase Order. Quantity discount, if any, should be mentioned in the quotation.
15. In the quotation, earliest firm delivery (number of days or weeks) by which material will be despatched from the date of receipt of order must be indicated.
16. Purchase Order will be placed on the lowest quotation only among the technically & commercially accepted quotations. Lowest quotation is determined on the basis of Total Cost to BHEL CSU & FP including basic value, taxes and duties, freight, insurance, loading factors for deviations to terms and conditions.
17. Supplier's Sales tax / ECC/ VAT Registration Number should be mentioned in quotation.
18. The offers of the bidders who are on the banned list as also the offers of bidders, who engage the services of the banned firms, shall be rejected. The list of firms is available on web site www.bhel.com



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TECHNO-COMMERICAL COMPLIANCE STATEMENT

TENDER ENQUIRY NO & DATE:
ITEM DESCRIPTION:
DUE DATE OF OPENING:

Technical:

<u>S. no.</u>	<u>Specification Clause No</u>	<u>Technical Deviation</u>	<u>Remarks/ Reasons for seeking Deviations</u>

(Need to mention the technical deviations from tender enquiry in above table, else mention "NO Deviation")

Commercial:

<u>S. no.</u>	<u>Specification Clause No</u>	<u>Technical Deviation</u>	<u>Remarks/ Reasons for seeking Deviations</u>

(Need to mention the technical deviations from tender enquiry in above table, else mention "NO Deviation")

We hereby confirm that except for above, there are no other commercial deviation.

Signature of Authorized

Representative/ Bidder

Name:

Designation:

Date:

Name of Organization:



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UN-PRICE BID

(to be submitted along with Techno-commercial offer on companies letter head)

Offer Reference No. : _____

Tender Enquiry No. : _____

Sl. No.	DESCRIPTION	Qty.	Price, Ex-Works		Excise Duty @ ___%	Sales tax/VAT @___%	Freight Charges @.....%	Any other charges	FOR Price
			Unit Rate	Total Price					
1.	Supply & Installation of 05 no's Adobe Acrobat Professional XI Licenses Full (or latest Version)	05 Nos							

Total Cost to BHEL = _____ **in figures ...**

In words

NOTE: -

1. Applicable rates of Taxes & duties (all in percentage) are to be mentioned. *Unpriced copy of Price Bid to be submitted along with the Part-I offer.*
2. Please fill all the columns. Write NA if not applicable, Inclusive if the taxes, freight, etc. are inclusive in basic price. No cell should be left blank.
3. Evaluation: On the basis of landed cost to BHEL, CSU Stores, Jagdishpur inclusive of loading, if any.

Seal and Sign of Bidder



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PRICE BID

(to be submitted along with Techno-commercial offer on companies letter head)

Offer Reference No. : _____

Tender Enquiry No. : _____

Sl. No.	DESCRIPTION	Qty.	Price, Ex-Works		Excise Duty @ ___%	Sales tax/VAT @___%	Freight Charges @.....%	Any other charges	FOR Price
			Unit Rate	Total Price					
2.	Supply & Installation of 05 no's Adobe Acrobat Professional XI Licenses Full (or latest Version)	05 Nos							

Total Cost to BHEL = _____ **in figures ...**

In words

NOTE: -

1. Applicable rates of Taxes & duties (all in percentage) are to be mentioned.
2. Please fill all the columns. Write NA if not applicable, Inclusive if the taxes, freight, etc. are inclusive in basic price. No cell should be left blank.
3. Evaluation: On the basis of landed cost to BHEL, CSU Stores, Jagdishpur inclusive of loading, if any.

Seal and Sign of Bidder



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PREFERENCES/BENEFITS FOR MSEs:

Following preferences/benefits shall be given to MSEs in line with Public procurement policy for Micro and Small Enterprises (MSEs), 2012:

1. The tender documents shall be issued free of cost to MSEs.
2. MSEs are exempted from payment of Earnest Money Deposit (EMD).
3. In tender, Micro and Small Enterprises quoting within the price band of L1+15% shall be allowed to supply the requirement up to 20% of the tender quantity subject to condition that such Enterprises bring down their price to L1 price where L1 price is from other than a Micro and Small Enterprise. If L1 offer is from a Micro / Small Enterprise, this provision will not be applicable. In case more than one Micro and Small Enterprise is there within this span, the supply shall be shared proportionate to the tender quantity. (70:30 or 50:30:20 of the eligible quantity).

Note: Special provision for Micro and small enterprises owned by SC or ST: -

Sub target of 20% (i.e. 4% out of 20%) would be earmarked for procurement from Micro and Small Enterprises owned by the Scheduled Caste or Scheduled Tribe Entrepreneurs provided that in event of failure of such Micro and Small Enterprises to participate in the tender process or meet the tender requirements and the L1 price, the 4% sub-target for procurement ear-marked MSE owned by Scheduled Caste or Scheduled Tribe Entrepreneurs shall be met from other MSE Enterprises/s. MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure -1 where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents is not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.

In case of any change in the MSE status of the Bidder, it shall be the responsibility of the Bidder to notify the change as a part of the Bid document. If at a later date it comes to the knowledge of BHEL, that the change in the status has not been intimated by the Bidder and the order is obtained under the premise of an MSE then BHEL would cancel the pending order against this tender and take necessary steps for suspension of the business dealing with the Bidder as per the procurement policy of BHEL.

In case after the bid opening it is seen that no MSE has become L1, then depending on the nature of the item, if it is not possible to split the tendered items / quantities on account of reasons like customer contract requirements of supplying one make for a given project or technical reasons like the tendered item being a system etc. then BHEL would not counter offer the L1 prices even though there may be MSE bidders within the +15% band of L1.



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ANNEXURE- A

Certificate by Chartered Accountant on letter head

This is to Certify that M/S.(Hereinafter referred to as 'company') having its registered office atis registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-11dated: Category: (Micro/Small) (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as on date as per MSMED Act 2006 is as follows:

I. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.I722(E) dated October 5, 2006 :Rs.

.....Lacs

2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006: RsLacs
(Strike off whichever is not applicable)

The above investment of Rs Lacs is within permissible limit of Rs -----Lacs for Micro/Small
(Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is -----(dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide 5.0. No. 3322{E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant