



# Bharat Heavy Electricals Limited

## Centralised Stamping Unit, Jagdishpur

Tender No.:- TE/130150014/C/54

Date: 30/03/2016

### TENDER NOTICE

Sealed Tenders are invited in **Two-part bid system** for **Annual Rate Contract for supply of Wooden Packing Boxes for CSU, Jagdishpur** as per below details:

**A. General:**

- **SUBMISSION OF TENDER:** TILL 14.30 HRS. 20/04/2016
- **OPENING OF TECHNO-COMMERCIAL BID:** AT 1500 HRS. ON 20/04/2016

- 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**

The offer is to be submitted by the vendors in **two-parts** in sealed envelopes as per following details:

1. **Envelop-1: Techno-commercial Bid:** Vendor to write "Techno-Commercial Bid", Tender Enquiry No. & Date, Due date of opening. This envelop should contain following documents:
  - i. Tender Enquiry duly signed with stamp on each page as a token of acceptance of all terms and conditions.
  - ii. Documents for Pre-qualification as per Clause No. 2.1 of attached specification.
  - iii. Un-priced copy of Price bid.
  - iv. 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.
  - v. Copy of PAN, Certificate of registration and allotment of TIN, STC, etc.
2. **Envelop-2: Price Bid:** Vendor to write "Price Bid", Tender Enquiry No. & Date, Due date of opening. This envelop should contain following documents:
  - i. 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. 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  
CSU&FP, BHEL,  
Industrial Area Jagdishpur,  
Dist. Sultanpur-227817, UP



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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.

### **PRE- QUALIFYING CRITERIA FOR SUPPLY OF WOODEN BOX:**

#### **Supplier should confirm the following:**

1. Experience and past performance on similar contracts for last 5 years. Proof of supply of Items (as per below item description (Annexure-1)) should be in the form of purchase orders placed on the vendor by their customer.
2. Capabilities with respect to personnel, equipment and manufacturing Facilities. However in case of traders/ dealers, authorization letter from their principal is mandatory.
3. Financial standing through latest Annual report (balance sheet and Profit & Loss Account) of last 3 years. i.e. FY 2013,2014 & 2015.

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](http://www.bhel.com/vender_registration/vender.php).

### **SECTION-1**

#### **A. ITEM DESCRIPTION**

| SL. NO. | ITEM DESCRIPTION                                  | UNIT      | QTY. REQD. |
|---------|---|-----------|------------|
| 1.      | Wooden Packing Boxes (as per attached Annexure-1) | Cu. Mtrs. | 550        |

#### **B. TECHNICAL CONDITIONS:**

| S. No | Description                 | Required |
|-------|-----------------------------|----------|
| 1.    | Test Certificate            | YES      |
| 2.    | Guarantee Certificate       | YES      |
| 3.    | Pre-qualification documents | YES      |

#### **C. COMMERCIAL CONDITIONS:**

|    |                                  |   |
|----|----------------------------------|---|
| 1. | <b>Validity of Rate Contract</b> | The rates finalized for the annual rate contract shall be valid for ONE YEAR with effect from release of ARC for supply. The rate contract shall have provision for further extension on same terms & condition for mutually agreed period with the mutual consent of both the parties. |
| 2. | <b>Tender cost</b>               | The Bidder should submit their quotation along with tender cost (non-refundable) in form of Demand Draft / Pay order for Rs-500 (Rs Five Hundred Only) payable in favour of Bharat Heavy Electricals Ltd, Industrial  |



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|    |                                    |  |
|----|------------------------------------|--|
|    |                                    | Area Jagdishpur Amethi. Bidders without tender cost are liable to be rejected / will not be considered. MSEs are exempted from payment of tender cost.   |
| 3. | <b>Earnest Money Deposit (EMD)</b> | <p>The Bidder should submit their quotation along with Earnest money (EMD) in form of Demand Draft / Pay order for Rs-1000 (Rs One thousands Only) payable in favour of Bharat Heavy Electricals Ltd, Industrial Area Jagdishpur Amethi. Bidders without Earnest Money Deposit are liable to be rejected / will not be considered.</p> <p>The bidders are neither entitled for any interest on the Earnest Money Deposit, nor any right for award of the contract. The EMD amount will be forfeited if the bidder after submitting his tender, withdraws its offer or modifies the terms and conditions thereof or fails to supply materials as per tender terms. EMD given by all unsuccessful bidders shall be refunded within 15 days of finalization of rate contract. In the case of successful bidders the EMD will be retained as part of the security deposit. MSEs are exempted from payment of Earnest Money Deposit (EMD).</p>  |
| 4. | <b>Security Deposit</b>            | <p>Successful bidders will have to furnish a security deposit of Rs 100000/- by L-1 bidder or 1% of rate contract Value whichever is less, which shall include the EMD amount retained as a part of security deposit, immediately after award of the contract. The Security deposit will be forfeited in the event of breach of contract conditions by the vendor.</p> <p><b>Security deposit is accepted in any one of the following methods. i)</b> Pay Order, Demand Draft in favour of BHEL <b>ii)</b> Local cheques of scheduled banks, subject to realization. <b>iii)</b> Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Bidder furnishing the security and duly pledged in favour of BHEL and discharged on the back). <b>iv)</b> Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL. <b>v)</b> Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the Bidder, A/C BHEL, duly discharged on the back. <b>vi)</b> Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected before start of the supply and the balance 50% may be recovered from the running bills. <b>vii)</b> EMD of the successful tenderer can be converted and adjusted against the security deposit. <b>viii)</b> The security deposit shall not carry any interest. (Note: Acceptance of Security Deposit against Sl. No. <b>(iii)</b> and <b>(v)</b> above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith). The Security deposit shall not carry any interest &amp; the deposit shall become payable / returned on successful completion of the contract period.</p> |
| 5. | <b>Insurance</b>                   | Insurance shall be arranged by vendor.   |
| 6. | <b>Evaluation</b>                  | On the basis of landed cost to BHEL, CSU Stores, Jagdishpur inclusive of loading, if any   |
| 7. | <b>Taxes &amp; duties</b>          | The rates quoted shall be on F.O.R- BHEL Stores basis with unloading charges and exclusive of taxes and duties. The rates shall be inclusive of unloading charges, freight & Insurance. Duties and taxes applicable on date shall be explicitly mentioned. The taxes & duties will be paid extra as applicable on the date of supply.  |
| 8. | <b>Validity of offer</b>           | Offer validity will be for 90 days from date of opening of Tender enquiry.   |
| 9. | <b>Reverse Auction</b>             | BHEL may go for Reverse Auction (on line bidding on Internet) instead of opening the submitted sealed price bid. The decision to go for Reverse Auction will be taken after techno-commercial evaluation. Information and  |



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|     |                        |   |
|-----|------------------------|---|
|     |                        | general terms and conditions governing RA shall be provided to Techno-commercial qualified vendors before RA.<br><i>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.”</i> |
| 10. | <b>Arbitration</b>     | 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.   |
| 11. | <b>Jurisdiction</b>    | 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.  |
| 12. | <b>Risk Purchase</b>   | BHEL at its option will be entitled to terminate the contract and purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the seller fails to deliver within the stipulated time. The seller shall be liable for any loss, which BHEL may sustain by such risk purchases. The loss may be recovered from the vendor's outstanding bills with the concerned unit or any sister unit.   |
| 13. | <b>Consignee</b>       | The Stores Officer, CSU, BHEL, IA Jagdishpur, Dist.-Sultanpur-227817 (UP)   |
| 14. | <b>Billing Address</b> | Engineer (CSU), BHEL, IA Jagdishpur, Dist.-Sultanpur-227817 (UP)  |
| 15. | <b>Documentation</b>   | One set of all required documents (ink signed) must accompany the supply and one set (Ink-Signed) to be sent to Purchase officer before the dispatch.   |
| 16. | <b>Acceptance</b>      | All above terms & CONDITION along with Annexure-1 conditions are ACCEPTABLE.  |

### ***D. All other Terms and Conditions: As per attached Annexure-1.***

### **E. Following documents (self-attested copy ) shall be submitted along with offer:-**

1. Sales tax registration certificate
2. PAN No
3. Last three years Income Tax Return or latest for registered vendors at BHEL CSU Jagdishpur for packing crate
4. Last three years balance sheet statement or latest for registered vendors at BHEL CSU Jagdishpur for packing crate
5. Total list of equipment's available
6. Organization chart
7. Details of litigation with govt. dept., if any
8. Details of litigation with BHEL units, if any.
9. Capacity: Capacity per month for CSU, Jagdishpur for Packing Crate
10. Phone No. and complete address of workshop and office, along with name of contact person.



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11. Acceptance of all terms and conditions of Tender enquiry. Any deviation shall be explicitly mentioned here itself.
12. Acceptance of general terms & conditions, RA and Business rule of reverse auction as provided: Yes / No

### **F. GENERAL INSTRUCTION:**

1. *For new vendors who are not registered with BHEL( CSU & FP) duly filled up "Supplier Registration Form"(available at [www.bhel.com](http://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 similar category / items in PMD of other BHEL's Unit, then please furnish the details of Purchase Order.*
2. All taxes/duties/levies etc. must be specified separately in amount or in percentage. Incomplete offer shall not be acceptable.
3. *Duly filled & signed with company seal on all documents (of tender enquiry) to be submitted along with offer as token of acceptance of tender enquiry terms & conditions.*
4. *Offers not meeting our requirement because any kind of deviations in technical or commercial terms are liable to be rejected by BHEL at its discretion.*
5. *Please submit point wise compliance to our specification, terms & conditions .Otherwise it will be presumed that you are accepting BHEL's Terms & condition.*
6. *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.*
7. *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](http://www.bhel.com)*
8. In case vendor do not accept BHEL, CSU & FP, Jagdishpur payment terms as per enquiry proper loading shall be done.
9. Duly filled & signed with company seal on all documents to be submitted along with offer.
10. 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.
11. BHEL, CSU & FP, Jagdishpur reserve the right to procure from more than one vendor.
12. 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.
13. BHEL CSU & FP shall be at liberty to cancel the tender at any time, before ordering, without assigning any reason.
14. 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.
15. 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.
16. 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.
17. In case any supplier is unable to quote, supplier shall send a regret letter without fail.
18. 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.
19. 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.
20. 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.



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21. 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.
22. 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.
23. Supplier's Sales tax / ECC/ VAT Registration Number should be mentioned in quotation.
24. 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](http://www.bhel.com).

### G. TECHNO-COMMERCIAL COMPLIANCE STATEMENT

**TENDER ENQUIRY NO & DATE:**

**ITEM DESCRIPTION:.**

**DUE DATE OF OPENING:**

**TECHNICAL:**

| Sr.No | Specification Clause No | Technical Deviation | Remark/Reasons for seeking Deviations |
|-------|-------------------------|---------------------|---------------------------------------|
|       |                         |                     |                                       |
|       |                         |                     |                                       |

(Need to mention the technical deviations from Tender enquiry in above table, else mention "No deviation " )

**COMMERCIAL:**

| Sr.No | Specification Clause No | Commercial Deviation | Remark/Reasons for seeking Deviations |
|-------|-------------------------|----------------------|---------------------------------------|
|       |                         |                      |                                       |
|       |                         |                      |                                       |

(Need to mention the commercial deviations from tender enquiry in above table, else mention "No deviation " )

**We hereby confirm that except for above, there are no other Techno-Commercial Deviation**

**Signature of Authorized  
Representative /Bidder**

**Name :**

**Designation:**

**Date:**

**Name of Organization:**



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### UN-PRICE BID

(To be submitted on Vendor's Letter Head)

Offer No. :

Tender No :

Rate in Rs. per cubic meter of wood for the Supply of wooden packing boxes:

| Sl. No. | Item   | Amount in Rupees |
|---------|--|------------------|
| 1.      | Cost of wood (Rs. per cu. mtr)   |                  |
| 2.      | Cost of other items/material required in making of boxes (Rs. per cu. mtr) |                  |
| 3.      | Total Material cost (1 + 2) (Rs. per cu. mtr)                              |                  |
| 4.      | Taxes (VAT) ..... %  |                  |
| 5.      | Total Cost (3 + 4) (Rs. per cu. mtr)                                       |                  |
| 6.      | Total volume (cu. mtr)   | 550              |
| 7.      | Total Amount (Rs.) = 5 x 6   |                  |

- The prices are firm.
- CST against form C will be payable at actual.
- Original excise duty gate pass & TAX invoice of VAT, if applicable shall be submitted by the vendor to enable purchaser to claim Cenvat credit.
- Excise duty / Sales tax/ VAT shall be claimed separately in the bills for supplies. This shall be payable at actual.
- The packing boxes, shall be supplied FOR, CSU BHEL Jagdishpur.
- The title of goods shall pass on to the purchaser on FOR Terms.

Note:

1. Applicable rates of Taxes & duties (all in percentage) are to be mentioned. Whichever is applicable, Please write Quoted in Unpriced bid. *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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**SECTION-2**

**PRICE BID**

**(To be submitted on Vendor's Letter Head)**

**Offer No. :**

**Tender No :**

**Rate in Rs. per cubic meter** of wood for the Supply of wooden packing boxes:

| <b>Sl. No.</b> | <b>Item</b>  | <b>Amount in Rupees</b> |
|----------------|--|-------------------------|
| 1.             | Cost of wood (Rs. per cu. mtr)   |                         |
| 2.             | Cost of other items/material required in making of boxes (Rs. per cu. mtr) |                         |
| 3.             | Total Material cost (1 + 2) (Rs. per cu. mtr)                              |                         |
| 4.             | Taxes (VAT) ..... %  |                         |
| 5.             | Total Cost (3 + 4) (Rs. per cu. mtr)                                       |                         |
| 6.             | Total volume (cu. mtr)   | 550                     |
| 7.             | Total Amount (Rs.) = 5 x 6   |                         |

- The prices are firm.
- CST against form C will be payable at actual.
- Original excise duty gate pass & TAX invoice of VAT, if applicable shall be submitted by the vendor to enable purchaser to claim Cenvat credit.
- Excise duty / Sales tax/ VAT shall be claimed separately in the bills for supplies. This shall be payable at actual.
- The packing boxes, shall be supplied FOR, CSU BHEL Jagdishpur.
- The title of goods shall pass on to the purchaser on FOR Terms.

Note:

2. Applicable rates of Taxes & duties (all in percentage) are to be mentioned.
3. 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.
4. Evaluation: On the basis of landed cost to BHEL, CSU Stores, Jagdishpur inclusive of loading, if any.

Seal and Sign of Bidder



# **Bharat Heavy Electricals Limited**

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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 earmarked 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 at .....is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-11 .....dated: ..... 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: Rs .....Lacs

(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