



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

(भारत सरकार का उपक्रम)

BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)

Page 1 of 12

Ref: PSER:SCT: SLB-HK1697:4711

Date: 28-09-2015

NOTICE INVITING TENDER

NOTE: INTENDING BIDDER TO PARTICIPATE MAY DOWNLOAD FROM WEB SITES
OR
PURCHASE TENDERS FROM THIS OFFICE

Sealed offers are invited from reputed & experienced bidders (meeting PRE QUALIFICATION CRITERIA as mentioned in Annexure-I) for the subject job by the undersigned on the behalf of BHARAT HEAVY ELECTRICALS LIMITED as per the tender document. Following points relevant to the tender may please be noted and complied with.

1.0 Salient Features of NIT

SL NO	ISSUE	DESCRIPTION
1.0	TENDER NO	PSER:SCT: SLB-HK1697:15.
2.0	NAME OF JOB	House Keeping & Maintenance of office Premises at BHEL Bhavan and other premises located at Kolkata.
3.0	DETAILS OF TENDER DOCUMENT	
3.1	Volume-I	General conditions of contract (GCC) & Annexures- Applicable.
3.2	Volume-IC.	Not applicable.
3.3	Volume-ID.	Not applicable.
3.4	Volume-IE.	Not applicable.
3.5	Volume-II.	Special conditions of contract, scope etc (SCC) – Applicable.
3.6	Volume-III.	Price Schedule (Rev-00) – Applicable.
4.0	TENDER START (ZERO) DATE	28-09-2015. (Sale from BHEL PSER office Start: 28-09-2015 Close: 19-10-2015 From BHEL website (www.bhel.com & www.jantermanter.com)/CPP Portal Tender documents can however be downloaded from website till due date of submission)
5.0	DUE DATE, TIME & PLACE OF SUBMISSION OF OFFER	Date: 19-10-2015 Time: 15=00 hrs Place: BHEL BHABAN, BHEL office, Salt Lake City, Kolkata-91 (Bidders are requested to visit website(s) to view corrigendum/ extension/ modification to tender/PQ etc in the form of TCN before submitting offer).
6.0	DUE DATE & TIME OF OPENING OF TECHNO-COMMERCIAL OFFER.	Techno-commercial offer will be opened 2 hours after the latest due date and time of offer submission. Notes: In case the due date for opening of tender becomes a non-working day, tenders shall be opened on next working day at the same time. Bidders may depute representative to witness the opening of tender
7.0	LAST DATE OF SEEKING CLARIFICATION	06-10-2015. (Along with soft version also, addressing to undersigned & to others as per contact address given below)
8.0	SCHEDULE OF PBD	NA or as to be intimated later thru TCN.

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 23211798/ 23211796

9.0	EMD AMOUNT	Rs 2,00,000/-
10.0	COST OF TENDER	Rs 2,500/-
11.0	INTEGRITY PACT & DETAILS OF INDEPENDENT EXTERNAL MONITOR (IEM)	NA.
12.0	LATEST UPDATES	Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications will be hosted in BHEL webpage (www.bhel.com & www.jantermanter.com --> Tender Notifications →View Corrigendums)/CPP Portal and not in the newspapers. Bidders to keep themselves updated with all such information

- 2.0 The offer shall be submitted as per the instructions of tender document and as detailed in this NIT. Bidders to note specifically that all pages of tender document, including these NIT pages of this particular tender together with subsequent correspondences shall be submitted by them, duly signed & stamped on each page, as part of offer. **Rates/ Price including discounts /rebates, if any, mentioned anywhere/ in any form in the techno-commercial offer other than the Price Bid, shall not be entertained.**
- 3.0 Unless specifically stated otherwise, bidder shall remit cost of tender and courier charges if applicable, in the form of Demand Draft, drawn in favour of Bharat Heavy Electricals Ltd, payable at Kolkata. Bidder may also choose to deposit the Tender document cost by cash at the Cash Office as stated above, on any working day; and in such case copy of Cash Receipt is to be enclosed with the Techno-Commercial offer. Sale of tender documents shall not take place on National Holidays, holidays declared by Central or State Governments and BHEL PSER, Kolkata, Sundays and second/ last Saturdays.
- 4.0 Unless specifically stated otherwise, bidder shall deposit EMD through Demand Draft/ Pay Order in favour of Bharat Heavy Electricals Ltd, payable at Kolkata. For other details and for 'One Time EMD' please refer General Conditions of Contract.
- 5.0 The offers shall be sent as per following details in separate sealed envelopes to BHEL, PSER, Kolkata as per address given below (refer salient details of NIT, pre-page, for applicability of various issues/ documents).

Sl no	Description	No of copy
I	COVER-I (TECHNO-COMMERCIAL BID)	
I.a	Offer forwarding/ covering letter.	Original & 1 copy.
I.b	Duly filled-in 'No deviation certificate' as per prescribed format to be placed after document under sl no I.a above. In case of any deviation, the same should be submitted separately for technical & commercial parts, indicating respective clauses of tender against which deviation is taken by bidder. The list of such deviation shall be placed after document under sl no I.a above. It shall be specifically noted that deviation recorded elsewhere shall not be entertained.	Original & 1 copy.
I.c	Techno-commercial offer enclosing supporting document/ annexure/ schedules/ drawing etc as required in line with pre-qualification criteria/ prescribed format. Bidder shall mark/ index relevant document in support of corresponding pre-qualification criteria. It shall be specifically noted that all documents as per above shall be indexed properly and credential certificates issued by clients shall distinctly bear the name of organization, contact ph no, FAX no, etc.	Original & 1 copy.
I.d	Duly filled-in forma, procedures etc of Volume-IE (if applicable).	Original & 1 copy.

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 2321798/ 23211796

I.e	All volumes of tender document pertinent for the subject job along with this NIT together with subsequent changes to tender in the form of TCN, correspondences etc, signed & stamped on all pages.	Original.
I.f	Volume-III A/III - un-priced without disclosing rates/ price, but mentioning only 'quoted/ unquoted' against each item of schedules.	Original.
I.g	Volume-III B - un-priced without disclosing %, but mentioning only 'quoted/ unquoted' and 'indicated % of total price against each item of schedules.	Original.
I.h	Integrity Pact Agreement (Duly signed by the authorized signatory)-(if applicable)	Original & 1 copy.
I.i	Any other details preferred by bidder with proper indexing.	Original.
II	COVER-IIA (PRICE BID – ABSOLUTE VALUE)	
II.a	Copy of offer forwarding/ covering letter (as referred in I.a).	1 copy.
II.b	Duly filled-in Volume-III A/III (BOQ-cum-price schedule in absolute value) together with signed preamble in separate sealed envelope.	Original.
III	COVER-IIB (PRICE BID - PERCENTAGE VALUE) (if applicable)	
III.a	Copy of offer forwarding/ covering letter (as referred in I.a).	1 copy
III.b	Duly filled-in Volume-III B (BOQ-cum-price schedule in percentage value) together with signed preamble in separate sealed envelope.	Original
IV	COVER-III (COST OF TENDER)	
V	COVER-IV (EMD)	
Demand Draft etc towards EMD as per instruction (as applicable).		
VI	COVER-V	
All aforesaid sealed covers shall be enclosed in this cover & sealed. This cover shall be super-scribed with (i) Cover no; (ii) Details of covers inside this cover and (ii) Name of the job, tender document no & due date of submission.		

6.0 SPECIAL NOTE

- A) Your offer & documents submitted along with offer shall be signed & stamped in each page by your authorised representative. No overwriting/ correction in tender documents by bidders shall be allowed. However, if correction is unavoidable, the same may be signed by authorized signatory.
- B) All documents/ annexures submitted with the offer shall be properly annexed and placed in respective places of the offer as per enclosure list mentioned in the covering letter. BHEL shall not be responsible for any missing documents.

7.0 No Deviation with respect to tender clauses and no additional clauses/ suggestions/ in Techno-commercial bid/ Price bid shall normally be considered by BHEL. Bidders are requested to positively comply with the same.

8.0 BHEL reserves the right to accept or reject any or all offer without assigning any reasons thereof. BHEL also reserve the right to cancel the tender wholly or partly without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter (except for the refund of EMD). However, BHEL may communicate rejection to the unsuccessful bidder after award of work and acceptance by the successful bidder.

9.0 Since the job shall be executed for different locations of **BHEL BHAVAN, Salt Lake, Kolkata**. Bidder must visit site/work area and study the job content, facilities available, availability of materials, prevailing site conditions including law & order situation etc before quoting for this tender. They may also consult this office before submitting their offers, for any clarifications regarding scope of work, facilities available at sites or on terms and conditions. No additional claim shall be entertained by BHEL in future, on account of non-acquaintance of above.

10.0 For any clarification on the tender document, the bidder may seek the same in writing or through e-mail, as per specified format, within the scheduled date for seeking clarification, from the office of the undersigned. BHEL shall not be responsible for receipt of queries after due date of seeking clarification due to postal delay or any

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 2321798/ 23211796

other delays. Any clarification / query received after last date for seeking clarification may not be normally entertained by BHEL and no time extension will be given.

- 11.0 BHEL may decide holding pre-bid discussion [PBD] with all intending bidders as per date indicated in the NIT. The bidder shall ensure participation for the same at the appointed time, date and place as may be decided by BHEL. Bidders shall plan their visit accordingly. The outcome of pre-bid discussion (PBD) shall also form part of tender.
- 12.0 In the event of any conflict between requirement of any clause of this specification/ documents/drawings/data sheets etc or requirements of different codes/standards specified, the same to be brought to the knowledge of BHEL in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by BHEL shall prevail. Any typing error/missing pages/ other clerical errors in the tender documents, noticed must be pointed out before pre-bid meeting/submission of offer, else BHEL's interpretation shall prevail.
- 13.0 Unless specifically mentioned otherwise, bidder's quoted price shall deemed to be in compliance with tender including PBD.
- 14.0 Bidders shall submit Integrity Pact Agreement (Duly signed by authorized signatory who signs in the offer), if applicable along with techno-commercial bid. This pact shall be considered as a preliminary qualification for further participation. The names and other details of Independent External Monitor (IEM) for the subject tender is as given at point (xii) of 1 above.
- 15.0 The Bidder has to satisfy the Pre Qualifying Requirements (if applicable) stipulated for this Tender in order to be qualified. The Price Bids of only those bidders will be opened who will be qualified for the subject job on the basis of pre-qualification evaluation/ techno-commercial bids, approval/ acceptance of customer (as applicable), etc. and date of opening of price bids shall be intimated to only such bidders. BHEL reserves the right not to consider offers of parties under HOLD.
- 16.0 In case BHEL decides on a 'Public Opening', the date & time of opening of the sealed PRICE BID shall be intimated to the qualified bidders and in such a case, bidder may depute one authorised representative to witness the price bid opening. BHEL reserves the right to open 'in-camera' the 'PRICE BID' of any or all Unsuccessful/Disqualified bidders under intimation to the respective bidders.
- 17.0 Validity of the offer shall be for six months from the latest due date of offer submission (including extension, if any) or specified otherwise in SCC of tender.
- 18.0 BHEL reserves the right to go Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder to decide the successful bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

In such case all qualified bidders will be intimated regarding procedure/ modality of process prior to RA and price will be decided through RA process only. In such a case, sealed envelope containing absolute value price bid (Volume-III) will not be opened.

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 tempering of the tender process and will invite action by BHEL as per extant guidelines in vogue".

However, if reverse auction process is not adopted or is unsuccessful for whatsoever reason, absolute value price bid (Volume-III) contained in sealed envelope will be opened for deciding the successful bidder. BHEL's decision in this regard will be final & binding on bidder.

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 2321798/ 23211796

In case BHEL decides not to go Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.

In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

- 19.0 On submission of offer, further consideration will be subject to compliance to tender & qualifying requirement and customer's acceptance, as applicable.
- 20.0 In case the bidder is an "Indian Agent of Foreign Principals", 'Agency agreement has to be submitted along with Bid, detailing the role of the agent along with the terms of payment for agency commission in INR, along with supporting documents.
- 21.0 The bidders shall not enter into any undisclosed M.O.U. or any understanding amongst themselves with respect to tender.
- 22.0 In case Consortium Bidding is allowed as per Pre Qualifying Requirement, then Prime Bidder and Consortium Partner shall enter into Consortium Agreement. Validity period of Consortium Agreement shall be 6 months after which the same can be re validated.
- 'Stand alone' bidder cannot become a 'prime bidder' or a 'consortium bidder' in a consortium bidding. Prime bidder shall neither be a consortium partner to other prime bidder nor take any other consortium partners. However, consortium partner may enter into consortium agreement with other prime bidders. In case of non compliance, consortium bids of such Prime bidders will be rejected.
- 23.0 The bidder shall submit documents in support of possession of 'Qualifying Requirements" duly self certified and stamped by the authorized signatory, indexed and properly linked in the format for PQR. In case BHEL requires any other documents/proofs, these shall be submitted immediately.
- 24.0 The bidder may have to produce original document for verification if so decided by BHEL.
- 25.0 The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL Website (www.bhel.com).
- 26.0 It may please be noted that Guidelines/Rules in respect of Suspension of business dealings (Hold- 6 to 12 Months/ Delisting – 2 years / Banning – 3 years etc), Vendor Evaluation formats, quality, safety and HSE guidelines, standard T&P hire charges of BHEL etc may undergo change from time to time and the latest one shall be followed. Latest "Guidelines for Vendor Evaluation" is web based quality, safety & HSE"; standard T&P hire charges shall be available at site and shall be given to the successful vendors/subcontractors during execution.
- 27.0 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 – C 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 are not submitted before price bid opening. If the tender is to be submitted through a procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.
- 28.0 The bidder along with its associates/collaborators/sub-contractors/sub-vendors/consultants/service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website www.bhel.com and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 2321798/ 23211796

29.0 Annexure-B - Terms & conditions of Reverse Auction is enclosed herewith.

30.0 Order of precedence

In the event of any ambiguity or conflict between the Tender Documents, the order of precedence shall be in the order below:

- a. Amendments/Clarifications/Corrigenda/Errata etc issued in respect of the tender documents by BHEL
- b. Notice Inviting Tender (NIT)
- c. Price bid.(VOL-III)
- d. Special conditions of contract (SCC)-VOL-II.
- e. General conditions of contract (GCC)-VOL-I.

for BHARAT HEAVY ELECTRICALS LTD

SR. ENGINEER (SCT)

Agency	Contact details	
BHEL, PSER, Kolkata	Address	DJ-9/1, Sector – II, Salt Lake City, Kolkata – 700 091
	Phone no	Direct - 033-23211796/ 1798/1691; EPABX – 23216130, 34, 35; Extn – 3236/3232
	FAX no	033-23211960
	e-mail	anupriya@bhelpser.co.in ; soma@bhelpser.co.in

Enclosure

01. Annexure-1: Pre- Qualification criteria.
02. Annexure-2: Format for No-deviation certificate.
03. Annexure-3: Format for seeking query.
04. Annexure-4: Check-list.
05. Annexure-B- Terms & conditions of Reverse Auction
06. Annexure-C- CA certificate Format.
07. Tender document as per above details (Separate).

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 2321798/ 23211796

ANNEXURE-1**PRE-QUALIFICATION CRITERIA**

JOB	HOUSE KEEPING & MAINTENANCE OF OFFICE PREMISES AT BHEL BHAVAN AND OTHER PREMISES LOCATED AT KOLKATA.
TENDER NO.	PSER:SCT: SLB-HK1697:15.

SL NO.	PRE-QUALIFYING CRITERIA	REFERENCE ANNEXURE NO OF SUPPORTING DOCUMENT
1.0	<p>BIDDER SHOULD HAVE AVERAGE ANNUAL TURN OVER OF MINIMUM RS. 34.55 LAKHS IN LAST 03 (THREE) FINANCIAL YEARS, ENDING ON 31st MARCH 2014 AND MUST HAVE EARNED PROFIT IN ANY ONE OF LAST 03 (THREE) FINANCIAL YEARS, ENDING ON 31-03-2014 & SHOULD HAVE POSITIVE NET WORTH AS ON 31-03-2014. AUDITED BALANCE SHEET AND PROFIT & LOSS ACCOUNT OF THE COMPANY NEED TO BE SUBMITTED FOR LAST THREE (03) FINANCIAL YEARS ENDING ON 31-03-2014 IN SUPPORT OF THIS REQUIREMENT. WHERE AUDIT IS NOT MANDATORY AS PER SECTION- 44AB OF IT ACT, THEN BIDDER MAY SUBMIT SELF ATTESTED UNAUDITED PROFIT & LOSS A/c, BALANCE SHEET AND ACKNOWLEDGEMENT OF IT RETURN FORM DULY RECEIPTED BY IT DEPARTMENT ALONG WITH COMPUTATION SHEET FOR ARRIVING AT TAXABLE INCOME BASED ON WHICH TURNOVER CAN BE DETERMINED FOR THE PERIOD MENTIONED ABOVE.</p> <p>IN CASE AUDITED FINANCIAL STATEMENT HAVE NOT BEEN SUBMITTED FOR ALL THE THREE YEARS THEN THE APPLICABLE AUDITED STATEMENT SUBMITTED BY THE BIDDERS AGAINST THE REQUISITE THREE YEARS, WILL BE AVERAGE FOR THREE YEARS.</p>	
2.0	THE BIDDER SHOULD HAVE EXPERIENCE OF ATLEAST ONE SUCCESSFULLY COMPLETED SIMILAR WORKS (i.e. HOUSE KEEPING & MAINTENANCE OF OFFICE PREMISES) AT LEADING PSUs/STATE GOVERNMENTS/CENTRAL GOVERNMENTS/REPUTED COMPANIES IN THE LAST 07 YEARS ENDING ON LATEST DUE DATE OF BID SUBMISSION IN LINE WITH THE ABOVE, VALUE OF WHICH SHALL BE EITHER OF THE FOLLOWING :-	
2.1	AT LEAST ONE SIMILAR JOB OF VALUE NOT LESS THAN RS. 92.12 LAKHS.	
2.2	AT LEAST TWO SIMILAR JOB OF VALUE NOT LESS THAN RS. 57.58 LAKHS EACH.	
2.3	AT LEAST THREE SIMILAR JOB OF VALUE NOT LESS THAN Rs. 34.55 LAKHS EACH.	
3.0	BIDDER SHOULD SUBMIT PHOTOCOPY OF VALID TRADE LICENSE.	
4.0	BIDDER SHOULD HAVE VALID PAN. RELEVANT SUPPORTING DOCUMENT SHALL BE SUBMITTED.	
5.0	CONSORTIUM /JV BIDDING IS NOT ALLOWED.	

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 2321798/ 23211796

ANNEXURE - 2**FORMAT FOR NO DEVIATION CERTIFICATE**
(To be submitted in the bidder's letter head)

BHARAT HEAVY ELECTRICALS LIMITED,
Power Sector - Eastern Region,
Plot no 9/1, DJ Block, Sector – II, Salt Lake City,
Kolkata – 700 091

Sub	No Deviation Certificate.	
Job	House Keeping & Maintenance of office Premises at BHEL Bhavan and other premises located at Kolkata.	
Ref	1.0	Tender no PSER:SCT: SLB-HK1697:15.
	2.0	BHEL's NIT, vide reference no PSER:SCT: SLB-HK1697:4711 Date: 28-09-2015
	3.0	All other pertinent issues till date.

Dear Sirs,

With reference to above, this is to confirm that as per tender conditions, we have visited site before submission of our offer and noted the job content & site conditions etc. We also confirm that we have not changed/ modified the tender documents as appeared in the website/ issued by you and in case of such observance at any stage, it shall be treated as null and void.

We hereby confirm that we have not taken any deviation from tender clauses together with other references as enumerated in the above referred NIT. We hereby confirm our unqualified acceptance to all terms & conditions, unqualified compliance to technical specification, integrity pact (if applicable) and acceptance to reverse auctioning process.

In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null & void.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid references.

Thanking you,

Yours faithfully,

(Signature, date & seal of authorized representative of the bidder)

<p>पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय) POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091 फैक्स/Fax : (033) 23211960 फोन/Phone : बोर्ड/EPABX : 232111691/ 2321798/ 23211796</p>
--

ANNEXURE - 3**FORMAT FOR SEEKING CLARIFICATION**

JOB	House Keeping & Maintenance of office Premises at BHEL Bhavan and other premises located at Kolkata.
TENDER NO	PSER:SCT: SLB-HK1697:15.

SI no	Reference clause of tender document	Existing provision	Bidder's query	BHEL's clarification

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 2321798/ 23211796

ANNEXURE - 4**CHECK LIST**

NOTE:- Tenderers are required to fill in the following details and no column should be left blank

1	Name and Address of the Tenderer		
2	Details about type of the Firm/Company		
3	Details of Contact person for this Tender	Name : Mr/Ms Designation: Telephone No: Mobile No: Fax No:	
4	EMD DETAILS	DD No: Date : Bank : Amount: Please tick (✓) whichever applicable:- ONE TIME EMD / ONLY FOR THIS TENDER	
5	Validity of Offer	TO BE VALID FOR SIX MONTHS FROM DUE DATE	
		APPLICABILITY	BIDDER REPLY
6	Whether the format for compliance with PRE QUALIFICATION CRITERIA (ANNEXURE-I) is understood and filled with proper supporting documents referenced in the specified format	Applicable	YES / NO
7	Audited profit and Loss Account for the last three years	Applicable/Not Applicable	YES/NO
8	Copy of PAN Card	Applicable/Not Applicable	YES/NO
9	Whether all pages of the Tender documents including annexures, appendices etc are read understood and signed	Applicable/Not Applicable	YES/NO
10	Integrity Pact	Applicable/Not Applicable	YES/NO
11	Declaration by Authorised Signatory	Applicable/Not Applicable	YES/NO
12	No Deviation Certificate	Applicable/Not Applicable	YES/NO
13	Declaration confirming knowledge about Site Conditions	Applicable/Not Applicable	YES/NO
14	Declaration for relation in BHEL	Applicable/Not Applicable	YES/NO
15	Non Disclosure Certificate	Applicable/Not Applicable	YES/NO
16	Bank Account Details for E-Payment	Applicable/Not Applicable	YES/NO
17	Tie Ups/Consortium Agreement are submitted as per format	Applicable/Not Applicable	YES/NO
18	Power of Attorney for Submission of Tender/Signing Contract Agreement .	Applicable/Not Applicable	YES/NO
19	Analysis of Unit rates	Applicable/Not Applicable	YES/NO

NOTE: STRIKE OFF 'YES' OR 'NO', AS APPLICABLE.

DATE:

AUTHORISED SIGNATORY
(With Name, Designation and Company seal)

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 2321798/ 23211796

Terms & Conditions of Reverse Auction

Against this enquiry for the subject item/ system with detailed scope of supply/service as per tender specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder for any of the eligible items for which techno- commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained for participation in the reverse auction.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (annexure III) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at "Total Cost to BHEL" which is inclusive of all cost elements in line with terms & conditions of the tender for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure IV) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL"s standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the „Business Rules of Reverse Auction", which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as *per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) will not be allowed to participate in further RA process, provided minimum four bidders have submitted online sealed bids.

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 2321798/ 23211796

Annexure -C**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-II) dtd:.....,
Category:..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

1. **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.1722(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 forMicro / 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 5 years from the date of graduation of such enterprise from its original category as notified vide S.O. 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

पावर सेक्टर पूर्वी क्षेत्र (मुख्यालय)

POWER SECTOR - EASTERN REGION, DJ-9/1, SECTOR-II, SALT LAKE CITY, KOLKATA - 700 091

फैक्स/Fax : (033) 23211960

फोन/Phone : बोर्ड/EPABX : 23211691/ 2321798/ 23211796