

No. PPX-CN/OT/16-17

Date: 15.07.2016

**Subject: Open tender as detailed below:**

**OPEN TENDER**

1. Sealed tenders with the Tender No. and opening date clearly super scribed on the cover are invited for the supply of the following items.
2. Last date for obtaining tender documents and opening of tenders is indicated against each tender. Tenders will be received up to 1.45 P.M. on opening date and opened on the same day at 2.00 P.M. in the Tender Room.
3. BHEL will not be responsible for any type of postal delay / incomplete information from vendor.
4. Other terms and conditions will be as per tender documents.

Sl. No.	Tender No.	Description of Equipment	Qty. (No)	Last date to get from BHEL	Opening date
1.	775/C/A234/2016/21 15G/1	Brush for Paint & Varnish, Flat. As per IS:384. Size 25 MM. Size 25	1500	05.08.2016	06.08.2016
2.		Brush for Paint & Varnish, Flat. As per IS:384. Size 38 MM. Size 38	1500	05.08.2016	06.08.2016
3.		Brush for Paint & Varnish, Flat. As per IS:384. Size 50	2500	05.08.2016	06.08.2016
4.		Brush for Paint & Varnish, Flat. As per IS:384. Size 63	2000	05.08.2016	06.08.2016
5.		Brush for Paint & Varnish, Flat. As per IS:384. Size 75 MM. Size 75	1500	05.08.2016	06.08.2016
6.		Brush for Paint & Varnish, Flat. As per IS:384. Size 100 MM. Size 100	1500	05.08.2016	06.08.2016

- MODVAT not applicable.
- Sample of each size required alongwith offer (Non – Returnable).
- Guarantee Certificate required for 12 months from the date of material dispatch.
- Only MSEs vendors are eligible to participate in this tender.

Parsan Ram  
Sr. Manager (Purchase - Central)



**BHARAT HEAVY ELECTRICALS LIMITED**  
**HEEP HARIDWAR INDIA-PIN 249403**  
**FAX NO: 0091 01334 226462**  
**PHONE NO: 0091 01334 284009**

Enquiry No.: 775/C/A234/2016/2115G/1

Date of issue : 15.07.2016

Due Date : 06.08.2016

M/s.....

Sub: Tender Enquiry No. 775/C/A234/2016/2115G/1

We are pleased to invite your offer in **TWO PARTS (PART-I & PART-II)** strictly as per enclosed terms and conditions and “Instruction to Bidders”, in sealed covers for the under mentioned equipment / systems.

Sl. No.	Description of Equipment	Qty. (KG.)	Delivery Required
1.	Brush for Paint & Varnish, Flat. As per IS:384. Size 25 MM. Size 25	1500	01.01.2017
2.	Brush for Paint & Varnish, Flat. As per IS:384. Size 38 MM. Size 38	1500	01.01.2017
3.	Brush for Paint & Varnish, Flat. As per IS:384. Size 50	2500	01.01.2017
4.	Brush for Paint & Varnish, Flat. As per IS:384. Size 63	2000	01.01.2017
5.	Brush for Paint & Varnish, Flat. As per IS:384. Size 75 MM. Size 75	1500	01.01.2017
6.	Brush for Paint & Varnish, Flat. As per IS:384. Size 100 MM. Size 100	1500	01.01.2017

Please submit your lowest quotation / offer for the above requirement subject to our terms and conditions. Your offer should reach us on or before the due date by 1.45 PM.

**NOTE: The vendors should submit their best price at this stage itself and they will not be allowed to revise the price. Any revision / discount given by vendor subsequently will be ignored.**

Any clarification on technical specifications can be obtained from BHEL before tender opening. Vendors are welcome to have pre-bid meeting with BHEL engineers for better understanding our requirements

This Part-I bid shall be opened by BHEL at 2 PM on the due date, in the presence of authorized representatives of the bidders who may like to be present. The authorized representative should bring authority letter from their principals for attending the bid opening.

**KINDLY READ “INSTRUCTION TO BIDDERS” THOROUGHLY. QUOTATION NOT IN ACCORDANCE WITH THE ABOVE INSTRUCTION ARE LIABLE TO BE DISQUALIFIED AND IGNORED**

For & ON BEHALF OF BHEL, HARDWAR

**Sr. Manager (Purchase - Central)**

## **Instruction to Bidders**

### **Clause 1.0 – Tender submission**

The tenders have to be submitted in **TWO PARTS (Envelopes)** as described below on or before the due date and time of tender opening:

- a) Part-I (Envelope I) :
1. 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 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 found or the requisite documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above stated documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted Officer.
  2. Pre-Qualifying Requirement (PQR)
  3. Techno-Commercial Bid.

**Note:** In case techno-commercial accepted vendors include MSE source and their prices (based on landed cost – considering quoted prices) are within the price band of 15% w.r.t. L-1 vendor, then BHEL can offer 20% of quantity of respective item (rounded off to nearest number) to MSE vendors at L-1 price and in case, more than one MSE vendor is in 15 % band and the same is accepted by more than one MSE vendors then 20% quantities of respective items will be considered for ordering on proportionate basis amongst MSE vendors.

While distributing the 20% quantity amongst MSE vendors the decimal points in quantity shall be ignored for all the vendors except the L-1 amongst MSE vendors. Balance quantity after allocating the quantity to other MSE vendors ignoring the quantities in decimal, shall be given to L-1 (amongst MSE) vendor. However if there are more than one MSE vendor at the same price level than preference for additional quantities due to ignoring off the decimal (as mentioned above) shall be given to the vendor offering favorable terms to BHEL and if the conditions offered are also same then preference will be given to the vendor having high SPR rating.

In case there are more than one MSE vendors (with different landed cost to BHEL) within 15% price band of lowest bidder and quantity to be offered is 1 no. only, then preference shall be given to the MSE vendor with lowest landed cost.

In case there are more than one MSE vendors (with same landed cost to BHEL) within 15% price band of lowest bidder and quantity to be offered is 1 no. only, then preference shall be given first, based on the favorable terms in the bid and in case terms are also same, the vendor with high SPR rating shall be given preference.

If L1 vendor is MSE vendor, entire quantity will be given to such MSE vendor only.

- b) Part-II (Envelope II) : Price Bid.

Any corrections / amendments shall be properly & fully authenticated with signature.

BHEL will deal directly with the manufacturers / principal vendors and no correspondence with the agents will be entertained. The agents will not be permitted to visit / interact with BHEL on behalf of their principals. Subsequently also, no correspondence of any type will be made with any agent. ( All individuals / companies - representing / Advisor /retainership basis or claimed to be part time employees for many OEMs / claiming to be channel or business partner for BHEL work / stockist not registered specifically etc are Agents ). Communications with only those agents who have submitted agency agreement with their respective principal may be done.

Agents shall not be allowed to represent more than one manufacturer / supplier in the same tender. Moreover, either the agent could bid on behalf of the manufacturer / supplier or the manufacturer / supplier could bid directly but not both. In case bids are received from both, the manufacturer / supplier and the agent, bid received from the agent shall be ignored.

The bidders (original manufacturers) will have to submit ink-signed offer / bid in original directly to BHEL. In case the bid is submitted by FAX / email, the bidders shall simultaneously ensure submission of ink-signed original bid to BHEL also in the manner prescribed in the tender. However, in case of e-tender ink signed offer is not required. **Unsigned bids shall be ignored.**

The suppliers or their authorized person may be allowed to attend the tender opening, if duly authorized by their principals, through a specific letter for a particular enquiry for specific price bid opening on that particular day. General authorization letter is not acceptable. However, in case of e-tender, vendor should see the tenders of others on the opening date only. Thereafter, the respective window will get closed.

### **Clause 1.1**

The Techno-commercial offer and PQR in envelope - I (Part-I) shall comprise of following:

- i) Point wise reply to all the points mentioned in Pre- Qualifying Requirement specified in the tender.
- ii) Relevant documents as requested in Pre-Qualifying Requirement must be attached.
- iii) Complete Technical offer.
- iv) Catalogue of the Equipment, Complete reference of the past supply of equipment for the same or similar specification giving details of customer with Name of the contact person, Fax no, phone no, E-mail if available.
- v) Acceptance of commercial terms by vendor as per **Annexure I**.
- vi) Deviation with reference to specification to be laid down on separate sheet.  
Cost of deviation is to be submitted along with the price bid essentially. In case vendor withdraws the deviation clauses the same will be considered for final evaluation,
- vii) Copy of price Bid (without prices).
- viii) Any additional documents (please specify).

While submitting the offer, following points are to be taken care of by the vendor:

- **Documents submitted with the offer/bid by the bidder (Original Registered Supplier) shall be ink signed and stamped in each page by authorized representative of the bidder.**
- **In case the bid is submitted by FAX, the bidder shall simultaneously ensure submission of ink signed and stamped (in each page) original bid to BHEL.**
- **If the documents are received in soft form, the same should be transmitted through vendor's authorized e-mail followed by the signed and stamped copy of the same documents.**
- **Documents not signed and stamped in each page by the authorized signatory of the bidder, shall not be accepted and considered for evaluation of the bid.**

### **Clause 1.2**

The Price Bid in envelope - II (Part-II) shall comprise of following:

- i) The price Bid (with price) for the complete scope strictly as specified in the price Format attached as Annexure-II.

If price bid is not submitted along with Part-I bid, the offer will be rejected out rightly.

#### **Note :**

If in a price bid, non-conformities /errors /discrepancies are observed between the quoted prices in figures and that in words the following guidelines will be followed:-

- a) If, in the price structure quoted for the required goods/ services/ works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an

obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.

b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.

d) If there is such discrepancy in an offer, the same is to be accepted by the bidder by a target date and in case the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

**e) The evaluation of tender shall be on the basis of “Total Landed cost at Destination” including Supply. For evaluation of foreign bids, exchange rate (TT selling rate of SBI) as on scheduled date of tender opening (Part-I bid opening) shall be considered. If the relevant day happens to be a bank holiday, then the Forex rate as on the previous bank (SBI) working day shall be taken.**

f) Indigenous suppliers: Vendors to quote rates on FOR destination (BHEL Haridwar) basis. However, the insurance will be arranged by BHEL. Vendor can dispatch good through any Indian Bank Association approved transporters having their branch at Haridwar / destination. For the convenience name and address of transporters approved by IBA and BHEL are posted at website [www.bhelhwr.co.in](http://www.bhelhwr.co.in). If any bidder still quotes on other than FOR destination basis, then their offer will be loaded by maximum freight, packing & forwarding charges quoted by any other vendor from the same or nearby station, against the enquiry / freight rate available with BHEL. Further, non-availability of BHEL approved transporter will not be accepted for rescheduling of delivery or waiver of penalties.

g) Foreign Suppliers:

**(A) SEA CONSIGNMENTS:**

Please quote your rates with both the options (a) FOB / FAS dispatching port & (b) C&F Landing Port.

**(B) AIR CONSIGNMENTS:**

Please quote your rates with both the options: (a) FCA dispatching Airport & (b) CPT Landing Airport.

Further non-availability of ship / flight will not be accepted for rescheduling the delivery or waiver of penalties on account of delayed delivery.

h) Insurance during transportation shall be taken care of by BHEL.

i) Applicable sales Tax, Excise duty, service tax, educational cess and any other statutory levy should be indicated separately and clearly in the quotation.

j) The comparison between foreign and indigenous bids shall be done based on the **Total Landed cost at Destination** basis.

**Clause 2.0 – Tender Opening:**

a) Offer should be complete in all respect (i.e. Part-I & Part-II) as described below:

Part I : Part I bid (Envelope-I) comprising Pre- Qualifying Requirement (PQR) and Techno-commercial bid as mentioned above.

Part II : Part II bid (Envelop-II) comprising Price Bid.

b) The tenders shall be opened in **TWO PARTS (Part-I & Part-II)** as described below:

- Part-I containing Pre- Qualifying Requirement (PQR) and Techno-commercial bid will be opened on the date and time specified in the tender cover page, in the presence of those vendors, who wish to attend the tender opening.

- Part II containing Price Bid will be opened on a separate date for those vendors who have qualified in the Part I. The opening date of Part II will be intimated in advance to the vendors qualified in part-I.
  - In the event of BHEL calling for supplementary bid, the part-II price Bid along with supplementary priced bid (if necessary) will be opened at a later date of only those bidders who have qualified in the Part I. The opening date of Part II along with supplementary price bid (if necessary) will be intimated in advance to the vendors qualified in part-I.
- BHEL reserves the right to evaluate vendor's process capability / quality systems etc. by visiting vendor works (if required)**

**Clause 2.1 :**

**BHEL RESERVES THE RIGHT TO SPLIT ORDER ON MORE THAN ONE SOURCE AND / OR ENTER INTO PARALLEL CONTRACTS**

**Clause 3.0 – Superscription on envelopes:**

The following shall be super scribed on the envelopes:

**PART-I**

1. TENDER NO. AND ITEMS DESCRIPTION
2. DUE DATE FOR OPENING.
3. PRE- QUALIFYING REQUIREMENT (PQR)
4. TECHNO-COMMERCIAL BID

**PART-II**

1. TENDER NO. AND ITEMS DESCRIPTION
2. DUE DATE FOR OPENING OF PART-I
3. PRICE BID

**Clause 3.1 :**

Bid/Quotation must be enclosed in sealed cover on which tender enquiry number and the due date MUST BE written and be invariably sent under REGISTERED POST / SPEED POST / COURIER/Dropped in the Tender Box: addressed as follows:-

Quotation Against Enquiry No. \_\_\_\_\_

Dated: \_\_\_\_\_

Due on: \_\_\_\_\_

To,

**THE HEAD OF MATERIAL MANAGEMENT,  
Heavy Electrical Equipment Plant,  
Bharat Heavy Electricals Limited,  
HARIDWAR-249403 (Uttarakhand), INDIA.**

**Clause 3.2 :**

Envelopes not marked as above are liable to be ignored and will not be opened.

**Clause No. 4:**

**As per directives of CENTRAL VIGILANCE COMMISSION, GOVERNMENT OF INDIA, one agent can not represent two or more suppliers or quote on their behalf in a particular tender. If so found at any stage, BHEL Hardwar is likely to cancel Enquiries / POs to such suppliers. Further, such Indian Agent is likely to be de-listed (Black listed for business from BHEL)**

**Clause No. 5:**

**The offers of the bidders who are on the banned list and also the offer of the bidders, who engage the services of the banned firm, shall be rejected. The list of banned firms is available on BHEL website [www.bhel.com](http://www.bhel.com)**

**NOTE: PLEASE VISIT OUR SITE [WWW.BHELHWR.CO.IN](http://WWW.BHELHWR.CO.IN) FOR GENERAL INSTRUCTIONS AND STANDARD TERMS AND CONDITIONS (GISTC) FOR TENDER ENQUIRIES. ALL THE BIDDERS/VENDORS MUST ENSURE COMPLIANCE OF THESE GISTC. GISTC CAN ALSO BE REFERRED BY LOGIN TO B2B PORTAL FOR VENDORS.**

For & on behalf of BHEL, Hardwar.

**Parsan Ram**  
**Sr. Mgr. (Central Purchase)**

**ANNEXURE – I: - ACCEPTANCE OF COMMERCIAL TERMS BY VENDOR**

<b>BHEL Standard Terms</b>	<b>Vendor's Acceptance</b>
<p><b>1. Payment terms:</b></p> <p>100% payment after receipt and acceptance of material up to 45 days.</p>	
<p><b>2. Late delivery penalty Clause:</b> Late delivery penalty will be applicable on delayed delivery @ 0.5% per week or part there of subject to a maximum of 10% of the value of unexecuted portion of the order.</p> <p>For calculating Late Delivery penalty delivery date shall be considered as per following :</p> <p>a. Delivery Ex-works:- Date of GR /LR  b. Delivery FOR Transporter Godown:- Date of GR/LR  c. Delivery FOR Destination:- Date of receipt at BHEL Hardwar (if supply is direct to BHEL) or date of GR + one week (if documents are through bank)</p>	
<p><b>3. Delivery Period:</b> Please mention the delivery period from the date of placement of purchase order.</p> <p>Note : Where deliveries quoted by the vendors are not suiting, BHEL may also ignore the offer of the vendor.</p>	
<p><b>4. Delivery basis :</b></p> <p>Delivery must essentially be FOR BHEL Haridwar basis.  (Freight charges for indigenous items must essentially be quoted and indicated separately in price bid.)</p>	
<p><b>5. Details of Contact person Name, Designation, Department complete postal, E-mail address &amp; Fax no, phone, Mobile no. to be mentioned.</b></p>	
<p><b>6. Validity:</b> Validity of the offer should be 120 days from tender opening date.</p>	
<p><b>7. Beneficiary of PO: Please confirm the beneficiary of PO along with the complete address</b></p>	
<p><b>8. Total weight -- /Gross / Net in Kg, package size essentially should be indicated (if not exact then approximate.)</b></p>	
<p><b>9. Risk Purchase Clause:</b> In case of delays in supplies / defective supplies or non-fulfillment of any other terms and conditions given in the Purchase Order the purchaser may cancel the purchase order in full or part thereof, and may also make the purchase of such material from elsewhere / alternative source at the risk</p>	

BHEL Standard Terms	Vendor's Acceptance
<p>and cost of the supplier.</p> <p>Vendor does not agree to above risk purchase clause, their offer is liable to be rejected. In case any vendor accepts risk purchase clause initially and subsequently declines to honour the term in the eventuality of RISK PURCHASE, they may be banned for business with BHEL.</p>	
<p><b>10. Sample</b> of each size required alongwith offer (Non returnable).</p>	
<p><b>11. Guarantee Certificate</b> required for 12 months from the date of material dispatch.</p>	
<p><b>Note:</b> Attach separate sheet for additional information if necessary. The above terms &amp; condition supersedes the terms &amp; conditions found contradictory written elsewhere in the tender enquiry</p>	



**NOTE:**

1. BHEL will evaluate the technical bids against essential criteria/requirements. BHEL may seek clarifications, if required, from the qualified bidders only. These clarifications will be communicated to the eligible vendors and they can be asked to attend techno-commercial discussions on specified dates. The bidders will be given 15 days notice to come prepared with the required documents/clarifications. No extension will be given. **The offers of those bidders, who are unable to respond in this time frame, are likely to be ignored.**

**It is clarified that no correspondence, technical or commercial, other than the above bids is permissible. In case any uncalled for correspondence, technical or commercial, is received, the same will be ignored and entire bid also may be ignored. It is also clarified that no commercial discount will be acceptable.**

2. All the bidders whose offers have been accepted by BHEL will be given notice for opening of their original price bid and supplementary impact.

**Date** :

**Signature** :

**Name** :

**Designation** :

**Department** :

M/s

**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  
 on date .....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 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 whichever is not applicable)** and the date of graduation of such enterprises from its original category is .....  
 (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprises 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