



TE/CO/ARP/15-16/PIR-003/01

Date: 31/08/2015

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.

Sr. No.	Tender No.	Description of Equipment	Qty. (No.)	Last date to get from BHEL	Opening date
1.	TE/CO/ARP/15-16/PIR-003/01	Desktop / laptop hardware items Specification as per Annexure - B and PQR as per Annexure - C	As per Annexure B	19/09/2015	21/09/2015

2. Last date for taking tender documents and Opening of tenders is indicated as above. 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. Intending vendors must remit the tender fee of Rs. 2,000.00 against the tender in the form of Demand Draft only in favor of BHEL payable at New Delhi while submitting the tender documents. Bid submitted without tender fee with part -1 will not be considered for evaluation. However, tender fee shall be exempted on the basis of valid MSE certificate submitted by vendor.

4. Bidders submit their quotation / offer for the requirements as per tender subject to tender's terms and conditions. The vendor should submit their best price at this stage itself and they will not be allowed to revise the price unless there is change in specification or terms and conditions or specifically asked by BHEL. In case of any uncalled revision / discount submitted by vendor subsequently will be ignored & their offer is likely to be rejected.

5. Bidders have to submit demand draft for tender fee along with PART- I. This Part –I shall be opened 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.

6. 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-D 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 required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted Officer.

7. BHEL will not be responsible for any type of postal delay / incomplete information from vendor.
8. Other terms and conditions will be as per tender documents.
9. Delivery - FOR ARP Division, BHEL, Corporate Office, New Delhi.

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

(Piyush Gupta)
Manager (ARP Division)
011-66337367
piyush@bhel.in

Enclosed: - 1. Annexure – A
2. Annexure – B
3. Annexure – C
4. Annexure – D

Instruction to bidders

Annexure-A

Clause 1.0:

The tenders shall be submitted in **TWO PARTS (Envelopes)** as described below on or before the due date

a) Part-I (Envelope I) :

1. Tender Fee or Valid certificate towards exemption of tender fee, applicable for Micro and small Enterprises, as mentioned below.

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-D 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 I 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 required 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.

- a) Acceptance of commercial terms by vendor as per **Annexure I**.
- b) Confirmation of acceptance of technical specifications. Deviation with reference to specification to be laid down on separate sheet.

4. Copy of price Bid (without prices) stating “compliance” in each cell.

5. Any additional documents regarding products.

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

Clause 1.1:

Procurement directly from the manufacturers / suppliers shall be preferred. However, if OEM / Principal insist on engaging the services of an agent, such agent 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 (originals manufacturers) / their authorised dealers 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 this tender. **Unsigned bids will be rejected.**

However, the suppliers or their authorized person may be allowed to attend the tender opening, if duly authorized by their principals, through a specific letter at price bid opening on that particular day. General authorization letter is not acceptable.

All offer comprising of above two envelopes & the relevant information should be submitted on or before the due date & time of tender opening.

Clause 1.2:

- a) BHEL has right to verify any document given by bidder at any time.

- b) 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,
- c) After tender opening for Part-I, if it is found that the bidder has not submitted the requisite Tender Fee (except MSE suppliers), the offer of bidder shall be straightaway rejected and no correspondence from the bidder in this regard shall be entertained.

Clause 1.3:

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

Prices are to be indicated in both figures and words. In case of any discrepancy of value the prices quoted in words shall be considered for evaluation and establishing L1 status.

If price bid is not submitted along with other envelopes, the offer will be rejected out rightly.

The evaluation of tender shall be on the basis of “Total cost to BHEL”. For evaluation, exchange rate (TT selling rate of SBI) as on scheduled date of tender opening (part-I) shall be considered.

Clause 1.4.

a) **Foreign Suppliers:** All Foreign suppliers have to bid through their Indian agent, which must have office at Delhi/NCR. The agent have to quote the bid in Indian rupees on FOR destination basis only. The offers submitted, not following the above guideline shall not be considered and will stand rejected out rightly.

b) **Indigenous Suppliers:** All Indian supplier must have an office at Delhi/NCR. Please quote your rates on FOR destination basis only. Quotations on other than FOR destination basis are liable to be rejected.

c) Applicable taxes if any like sales tax, excise duty, service tax, educational cess and any other statutory levy should be indicated separately and clearly in the quotation.

d) The comparison among the bids shall be done based on the **Total Landed** price basis (FOR Destination).

e) In case of calculation error for total cost to BHEL, high value shall be considered for evaluation and lower value shall be considered for order.

f) If item wise total amount have some error, unit rates shall be considered as valid.

Clause 2.0:

Offer should be complete in all respect (i.e. Part-I and Part-II).

Part II containing Price Bid will be opened for those vendors who have qualified in the Part I. The opening date of Part II shall be intimated to vendors in advance.

- a. **BHEL reserves the right to evaluate vendor’s process capability / quality systems etc. by visiting vendor works (if required)**

Clause 3.0:

The following shall be super scribed on the envelopes:

1. PART-I

- 1. TENDER NO. AND ITEMS DESCRIPTION.

2. DUE DATE FOR OPENING.
3. TENDER FEE OR CERTIFICATE TOWARDS EXEMPTION OF EMD

2. PART-II

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

The part-I & part-II shall be individually sealed and super scribed as indicated above and shall be enclosed further in an envelope duly sealed and super scribed as:

“TENDER FOR (ITEMS NAME) AGAINST TENDER NO. **TE/CO/ARP/15-16/PIR-003/01** DUE ON 21.09.2015 CONTAINING PART-I & PART-II OF THIS OFFER.” Vendor’s full name and address should be clearly mentioned on the envelope the envelope and shall be addressed to:

To,

ARP Division, Ground Floor
BHEL House, Sirifort,
New Delhi- 110049

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

Clause 4.0:

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

Clause 5.0: General Instruction

a) For Foreign Suppliers:

All Foreign suppliers have to bid through their Indian agent, which must have an office at Delhi/NCR. The agent have to quote the bid in Indian rupees on FOR destination basis only. The offers submitted, not following the above guideline shall not be considered and will stand rejected out rightly.

b) For Indigenous suppliers:

- * Supplier must have an office at Delhi/NCR.
- * Rate of all taxes must be indicated in your offer even if it is inclusive.
- * Please quote your rates on FOR destination basis only. Quotations on other than FOR destination basis are liable to be rejected.
- * The bidders will have to submit the 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 this tender.
- * However, the suppliers or their authorised representatives may be allowed to attend tender opening if duly authorised by their principals, through a specific letter for a particular enquiry, for price bid opening on that

particular day. General authorization letter is not acceptable.

* 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 is likely to cancel bid of such suppliers. Further such Indian Agents are likely to be de-listed (Black listed for business from BHEL).

* Vendor should quote price and delivery details as per commercial terms & conditions enclosed.

* BHEL may load maximum penalty under Late Delivery Clause, to the extent the same is not agreed by the vendor, for the purpose of comparative statement. Where deliveries quoted by Vendors are not suiting, BHEL may also ignore the offer of the vendor.

* RISK PURCHASE: In case of delays in supplies / defective supplies or nonfulfillment of any other terms and conditions given in 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 and cost of the supplier.

Vendors do not agree to the above RISK PURCHASE CLAUSE and in eventuality of RISK PURCHASE, may be banned for business with BHEL.

* Loading on prices-In case of deviation in payment terms from standard terms & conditions, the loading pattern for comparison of price bids is 1.25% per month for the amount exceeding 90% of the contract value. The period of loading shall be 1 month for indigenous items and 2 months for imported items. The loading will be done for comparison purpose only to determine L1 status.

* Any document if identified as "AWAITED" against any of the items above, has to be submitted by the vendor in 4 sets along with their offer, for one-time approval by BHEL. Each document must be identified with a unique document no and its revision no.

* BHEL reserves rights to place order for tendered quantity on more than one vendor.

* Intimate your email address or changes, if any, by email to piyush@bhel.in giving your details.

* The above terms and conditions supersede the same or similar terms & conditions, if appearing elsewhere in the enquiry or PO.

* Following information is available on Tender Notifications Portal on website www.bhel.com 1. Detailed Requirement 2. Qualification Criteria 3. Detailed Instructions. The user ID & password can be obtained from website itself.

* Please confirm that prices quoted are not more than the prices quoted in any other BHEL unit.

* Where ever national/international (N/IN) standards are referred, the latest N/IN standard & are to be followed. Mention year & date of standard revision that shall be followed for the supply.

* Kindly quote your prices in figures and words both. In case of any discrepancy in value, the prices quoted in words shall be considered for

evaluation and establishing L1 status.

* Tenders received after the specified time of their 'submission' will be treated as late tenders and shall not be considered under any circumstances.

* The offers of the bidders who are on the banned list and also the offers of the bidders, who engage the services of the banned firms, shall be rejected.

The list of banned firms is available on web site www.bhel.com

* 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-D 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 required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted Officer.

* MSE vendors claiming SC/ST status will have to submit SC/ST certificate of the Proprietor from competent authority. Attested (notarized or attested by Gazetted officer) copy to be submitted along with the offer.

C) DELIVERY: Delivery period of items required are 8 weeks from the date of PO. Delivery period should be quoted with utmost care. BHEL hereby reserves the option to levy a penalty for 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. Acceptance of this MUST BE specifically mentioned in your quotation.

D) PAYMENT TERMS: (i) 90% Payment for supply will be done within 90 days from the date of acceptance in BHEL. Balance 10% payment will be done after successful completion of warrantee period.

(ii) 50% of per year charges of AMC will be paid after successful completion of that half year period.

E) PRICES: (i) Price should be quoted as under: For indigenous items-F.O.R Destination.

(ii) Applicable Sales Tax, Excise Duty and any other statutory levy should be indicated separately and clearly in the quotation.

F) SPECIFICATIONS: Please give your detailed specification in the quotation along with relevant technical literature/catalogue etc. against our tender specifications and enclose documentary evidence of major order executed during the last two years to important customers for similar items.

G) QUALITY REQUIREMENT: Your quotation should have specific confirmation regarding meeting all our quality requirements such as pre-dispatch inspection at your works (if applicable).

H) TESTIMONIALS: Your Sales Tax Registration Number should be clearly mentioned on your quotation. In case you are not registered with Sales Tax Authorities, the same should be indicated with reasons thereof.

I) VALIDITY: The quotation should be valid for a minimum period of 90 days, effective from the date of opening of tender.

J) RIGHT OF ACCEPTANCE: BHARAT HEAVY ELECTRICALS LIMITED reserves the right to reject any or all the quotation without assigning any reason thereof. BHEL also reserves the right to increase or decrease their tendered quantity without any extra charges. Vendors should also be prepared for giving quantity discount in case of increase in quantity.

K) Transportation: All expenditure for the transportation at the time of delivery / AMC will be borne by the supplier.

L) QUOTATIONS NOT IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS ARE LIABLE TO BE DISQUALIFIED AND IGNORED.

Tenders when finalized shall be in the name of the bidder only and change of name during tender evaluation (without certificate from registrar of company) and after submission of the tender is liable to make the offer ineligible for participation.

Thanking You,
Yours faithfully,

For & on behalf of BHEL.

(Piyush Gupta)
Manager (ARP Division)
011-66337367
piyush@bhel.in

ACCEPTANCE OF COMMERCIAL TERMS BY VENDOR

ANNEXURE-I

DESCRIPTION	VENDOR'S CONFIRMATION
1. Payment terms: 90% within 90 days from the Acceptance of the Material at BHEL.	
2. Currency of payment (For Indigenous Supplier / Indian Agent) : Indian Rupees	
3. Security Deposit: 10 % payment will remain deposit as security under warrantee period and will be released after successful completion of the warrantee period.	
4. Order Acceptance: Order Acceptance (ink-signed) must be submitted within 10 days from the date of PO.	
5. Late delivery penalty clause (LD): 0.5% per week or part thereof subject to a maximum of 10% of the value of unexecuted portion of the order.	
7. Settlement of Disputes: For Indigenous Source / Indian agents, the venue of arbitration shall be New Delhi Courts, which will have exclusive jurisdiction.	
8. Details of Contact person: Name, Designation, Department, complete postal address, E-mail address, Fax No., phone No., Mobile No. to be mentioned.	
9. Validity: Validity of the offer should be 90 days from tender opening date.	
10. Participation in Reverse Auction: BHEL reserves the right to go for a Reverse Auction instead of Opening the submitted sealed bid, which will be decided after technical evaluation. Suppliers have to give their confirmation for participation in Reverse Auction process.	
11. Total weight: Gross / Net in Kg. Also package size essentially should be indicated, if not exact then approximate value.	

PRICE SCHEDULE**ANNEXURE-II****(Please attach un-priced copy of this price schedule in techno- commercial bid)**

Sr. No.	Description	Quantity (No.) / Years	Rate per No./Year (Rs.)	Applicable taxes per No. / Year (Rs.)	Total Amount (Rs.)
		(a)	(b)	(c)	(d) = (a) x ((b)+(c))
(1)	3D Display System (30 degree stand)	1			
(2)	Stylus, Stylus holder & Stylus Cable	2			
(3)	Eye wear & Eye wear Clip-ons	5			
(4)	Power Supply	3			
(5)	Accessory box (Cables)	2			
(6)	AMC per year	For 3 years			
	Total Value to BHEL	Σ(1) to (6)			
	Total Value to BHEL in words:-				

- a) Un-priced copy of the above price schedule must be submitted along with Techno-Commercial bid.
- b) Bidder to note that total price indicated above shall be considered for evaluation and hence should be complete in all respects.
- c) Prices quoted in this calculation sheet shall be covering the total scope of supply as per and no change in price after submission of tender shall be allowed unless there is change in specification or terms and conditions or specifically asked by BHEL
- d) Total weight - Gross / Net in Kg.
Also package size essentially should be indicated (if not exact then approximate).

NOTE:

1. BHEL will evaluate the technical bids against essential criteria / requirements. BHEL may seek clarifications on technical bid, if required, from the qualified bidders only. These clarifications will be communicated to the eligible vendors and they will be asked to attend techno-commercial discussions on specified dates, if required. The bidders will be given 7 days prior 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 will be given 7 days prior notice regarding opening of their original price bid.

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)dated:
Category:.....(Micro/Small).(copy enclosed).

Further verified form the Books of Accounts that the investment of the company as per the latest audited financial yearas 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 RsLacs 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 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 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