



An ISO 9001
Company

Bharat Heavy Electricals Limited

(High Pressure Boiler Plant)

Tiruchirappalli – 620014, TAMIL NADU, INDIA

TITLE Supply of wood cutting circular saw for carpentry shop/logistics.	Phone: +91 431 2577082/7419 Fax : +91 431 252 0719 Email : cmuthuvel@bheltry.co.in mmpss6@bheltry.co.in
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Reference Enquiry Number: 1901400349	Enquiry Date: 22.12.2014	Due date for submission of quotation: 12.01.2015
You are requested to quote the Enquiry number date and due date in all your correspondences. This is only a request for quotation and not an order		

Sealed tenders are invited by the Manager/PSS/MM/RM for supply of wood cutting circular saw for carpentry shop/logistics.

Tenders should reach us before 14:00 hours on the due date Technical bid will be opened at 14:30 hours on the due date Tenders would be opened in presence of the tenderers who have submitted their offers and who may like to be present.	Yours faithfully, For Bharat Heavy Electricals Limited Manager/Purchase, PSS/MM/RM, 4th Floor – Bldg. 24, Bharat Heavy Electricals Ltd., Tiruchirappalli-620014, Tamilnadu. Ph: 0431- 2577419/7082, Fax: 0431- 2520719 Email: cmuthuvel@bheltry.co.in mmpss6@bheltry.co.in
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Annexure - A

1. Bidders shall submit the OFFER in English language (a single envelope containing two inner envelopes) as indicated below:

Envelope I: This sealed envelope should contain (a) technical bid (b) un-priced commercial bid (copy of the Priced Bid without the price details). This envelope should be clearly marked "Part I - Technical and Un-priced commercial bid, indicating Enquiry No., Date, Due Date, Address & Reference of the Bidder.

Envelope II: This sealed envelope should contain price details. This envelope should be clearly marked "Part II - Price bid", indicating Enquiry No., Date, Due Date, Address & Reference of the Bidder.

3. The OFFER, sealed and Superscribed as "Parts I & II inside" indicating Enquiry No., Date, Due Date, Address & Reference of the Bidder should reach this office on or before the due date by 14:00 Hrs (IST). Offers received after 14:00 Hrs. (IST) will not be considered for evaluation.

4. The OFFER to be addressed to:

ENGINEER / PURCHASE/PSS/ MM / RM
4TH FLOOR – BUILDING 24
BHARAT HEAVY ELECTRICALS LIMITED
HIGH PRESSURE BOILER PLANT
TIRUCHIRAPALLI - 620 014
TAMIL NADU, INDIA.
PHONE: +91 431 2577083/82
(E-mail: kmanoj@bheltry.co.in)

Note: Bidders are requested to submit their offers only through sealed bids.

5. Tenders should be free from CORRECTION AND ERASURES. Corrections if any must be attested; all amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail. No revision of prices will be entertained after tenders are opened. The quoted prices should remain firm till the execution of the orders.

Discrepancy in "Words "&"Figures "

- 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.

6. The correspondence between the bidder and BHEL through email is considered to be valid document legally though not signed. It is treated as valid confirmations made on behalf of the respective company and comes under the legal ambit of the business transaction and hence binding on both the parties.

7. Bidders participating in the tender should declare in their technical bid whether they have been black-listed / kept on hold / given Business holiday for a specified period by any Public Sector Undertaking or Government Departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to BHEL. If no such details are mentioned in the offer, it will be construed that the bidder is not under any such hold. However, at a later date if it comes to the notice of BHEL about any such hold under enforcement, BHEL reserves the right to reject the offer at any point of time and also under any stage of the finalization of the tender. Such bidders will not be permitted to participate in the further tender proceedings and will be communicated suitably.

8. Payment Term (Indigenous): Payment term is 100% direct payment after 45 days from the date of receipt and acceptance of materials.

Any deviation in the above payment term will attract loading as mentioned below.

- "Base rate of SBI (as applicable on the date of bid opening. Techno-commercial bid opening in case of two part bids) + 6% shall be considered for loading for the period of relaxation sought by bidders."
- Offers of indigenous Suppliers with payment terms as LC / Advance Payment are liable for rejection.
- Payment through Bank is not preferred. In case of Payment through Bank is opted by Supplier, BHEL prefers documents submission through bank with copy of LR and door delivery of goods to stores with consignee copy attached. In this case Loading will be 3% on the offered value.

9. Payment Term (Imports):

BHEL Payment term is 100% payment on CAD basis after 45 days from the date of receipt of documents, specified in PO, at BHEL bank. Respective bank charges to respective account.

Any deviation in the above payment term will attract loading as mentioned below.

- Base rate of SBI (as applicable on the date of bid opening. Techno-commercial bid opening in case of two part bids) + 6% shall be considered for loading for the period of relaxation sought by bidders.
- In the case of Usance LCs the loading will be considered @ 1.5% on the offered Value.
- For LC at sight the loading will be considered @ 3.5% on the offered Value.
- Normally CAD at sight and Confirmed LCs are liable for rejection.

10. Liquidated Damages / Penalty:

Liquidated damages shall be 0.5% of the total order value per week or part thereof subject to a maximum of 10% of the total order value. For staggered delivery schedule, LD shall be 0.5% of the undelivered portion per week of the delay or part thereof subject to a maximum of 10% of the total order value.

Any deviation from the above LD clause, loading will be applied to the extent to which it is not agreed by the bidder (at offered value).

11. Risk purchase:

BHEL at its option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute thereof. The supplier shall be liable for any loss which BHEL may sustain by reason of such risk purchases in addition to LD at the maximum rate mentioned in the LD clause above. Risk purchase acceptance should be given by the vendors without fail.

12. BHEL will consider the ranking after the loading is applied as referred above wherever deviations are observed.

13. Fixed price: Prices quoted by the bidder shall be fixed and not subject to any escalation whatsoever during the period of bid validity and execution of the Purchase Order. A bid submitted with an adjustable price will be liable for rejection. Prices shall be written in words and figures. In the event of any discrepancy with regard to total price and unit price whichever is less shall be considered correct. Unit rates quoted should include all the charges like third party inspection charges, packing & Forwarding etc. If the charges are shown separately, the same shall be in % of basic unit rate. No Lump sum charges shall be quoted.

14. Bid currency:

Indian bidders should submit the prices only in Indian Rupees. Foreign bidders may submit their bid in their preferred currency. For evaluation, Exchange rate (TT selling Rate of SBI) as on Techno-Commercial bid opening date shall be considered.

15. Delivery terms for Indigenous vendors: Offers shall be quoted on F.O.R Destination basis only (inclusive of packing, forwarding, freight and transit insurance charges to supplier account). Ex-works offer will be rejected.

16. Delivery Terms (Foreign vendors):

- Suppliers to quote their rates on FOB/Load Port basis only for the below ports clearly mentioning their preferred type of Loading (Containerised Cargo or Break Bulk cargo).
- The available load ports for FCL (Full Container Load) Cargo in Freight Contract are Antwerp, Hamburg, Genoa, Rotterdam, Bilbao, Gothenberg, Felixstowe, St.Petersberg, Busan, Dalian, Shanghai, Kobe, Osaka, Yokohama.
- The available load ports for LCL (Less than Container Load) Cargo in Freight Contract are Antwerp, Hamburg, Genoa, Rotterdam, Bilbao, Gothenberg, Felixstowe, Thamesport, Tilbury, Le Harve, St.Petersberg, Busan, Masan, Dalian, Shanghai, Tianjin, Kobe, Osaka, Yokohama, Singapore, Durban,
- The available load ports for BB (Break Bulk) Cargo in Freight Contract are Antwerp, Hamburg, Genoa.

17. Validity: The offers shall be kept open for acceptance for 90 days from the date of Tender opening. Once the tenders are submitted, rates cannot be changed on any grounds.

19. BHEL reserves the right to negotiate L1 rate or refloat the tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.

20. Any other conditions which might have been quoted by the seller and are in contravention to the terms prescribed in the order and which have not been specifically accepted in by purchaser will not be applicable to the contract.

21. MODVAT Credit: If any Excise Duty is payable, the chapter head / Sub-head reference and the rate of the duty should be quoted. If the tender is availing MODVAT credit for this input material, the effect of Performa credit should be passed on the purchaser. Tenderer under 'MODVAT' shall be preferred.

22. New Foreign vendors are requested to submit SUPPLIER REGISTRATION FORM AS PER Annexure – III Details are also available in our web site address: http://www.bhel.com/vender_registration/vender.php

Annexure -B

*Checklist for the Enquiry
(To be Filled and submitted for evaluation and to consider for Price-Bid opening)*

Description of the Item:	Supply of wood cutting circular saw for carpentry shop/logistics as mentioned in the office copy of the enquiry.	
Enquiry Ref:	<u>1901400349-28 DT. 22.12.2014 – DUE DT. 12.01.2015</u>	
Sl No.	Description	Vendor's confirmation
1	Technical: Supply shall be as per BHEL's specification.	
2	Firm Price: The quoted/Finalized rates shall be Firm till execution of the supplies.	
3	Delivery and Price Basis: (Indigenous Vendor) Price should be quoted on FOR / BHEL Stores, Tiruchirapalli basis only (inclusive of freight and transit insurance). Ex-works offers will be rejected.	
	Foreign vendors: Price should be quoted on FOB basis.	
4	Payment terms acceptance: a) Indigenous vendor: As per Clause 8 Annexure - A of Enquiry Terms & Conditions.	
	b) Foreign vendor: As per Clause 9 Annexure - A of Enquiry Terms & Conditions.	
5	Delivery: Bidder shall indicate the firm delivery period required for the delivery of the materials from the date of Purchase Order.	
6	Validity: Price Validity of your offer shall be minimum 90 days from the date of techno-commercial bid opening.	
7	Liquidated damages: As per Clause 10 Annexure - A of Enquiry Terms & Conditions	
8	Acceptance to Risk Purchase clause 11 Annexure - A of Enquiry Terms & Conditions	
9	Contact Person details Name: Mobile No: E-mail ID :	
10	Bidders have to confirm that whether they have been black-listed / kept on hold / given Business holiday for a specified period by any Public Sector Undertaking or Government Departments/any other units of BHEL (With reference to Cl. No .27 of Annexure – A).	

Date:

Signature with Seal of Bidder

Annexure C applicable for new Indigenous vendors only:

Indigenous Vendors who are not currently registered with BHEL Trichy are requested to submit the following set of details mandatorily. Offers are liable for rejection for non-submission / incomplete submission of documents. Tags shall be put on the enclosures.

SI No	Details	Document submission
1	Nature of ownership & relevant documents. (Proprietorship-Professional Tax Regn& Municipal Regn; Partnership firm – Partnership Deed; Co-operative society – Society rules & bye laws ; Private/Limited Company – memorandum & Articles of Association)	Yes / No
2	Manufacturing range & facilities: • List down the product range & specification details. • List of Manufacturing facilities/equipment's (including material handling facility) • If In-house manufacturing facilities are not available, inform process outsourced with full details of the company & details at their end as requested in point 'b' above. Ratio of outsourced cost to total production value to be recorded.	Yes / No Yes / No Yes / No
3	Inspection & Testing Facilities: • List of Inspection & Testing facilities / equipment – Make & year of manufacturing with current calibration status. • If In-house testing facilities are not available, indicate source of testing along with their facilities & experience.	Yes / No Yes / No
4	• Permanent Account No • Central Sales Tax registration number • State sales Tax / TIN number • Excise duty registration number • Excise control code number • Service tax registration number • Regn number of category as per MSMED Act	Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No
5	If registered with any other BHEL unit • Letter of registration with BHEL unit • Proof of successful execution of one or more purchase orders	Yes / No Yes / No
6	Letter of approval from ASME / BTPC / NPC / EIL / DGS&D / RAILWAYS etc.,	Yes / No
7	Accreditation certificate for ISO:9001 / TOC of Quality System manual / ISO:14000 / OHSAS ISO 18000	Yes / No
8	Experience list / Performance certificates	Yes / No
9	Balance Sheet for the last four years along with the audit report	Yes / No
10	EFT bank certificate as per Annexure D	Yes / No



Annexure-III

**GUIDELINES TO FOREIGN SUPPLIERS
FOR FILLING UP SUPPLIER
REGISTRATION FORM**

Document No.	AA:MM:SR:01
Revision No.	01
Page No.	I of II

1. Prospective Suppliers may also visit our web site www.bhel.com (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
2. Registration Form no. SRF(F)01 may be obtained from BHEL website www.bhel.com.
3. Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

Supplier Development Cell
Unit Name:
Bharat Heavy Electricals Ltd.
City:
India

4. In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
5. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
6. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, mention it as "Not Applicable". The form is to be signed by the authorised signatory and submitted in original.
7. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
8. Any information / clarification required by BHEL during processing of registration must be given expeditiously.
9. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
10. As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
11. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
12. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Chapter VI.
13. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.



Annexure-III
**CHECK-LIST FOR FOREIGN
SUPPLIERS REGISTRATION FORM**

Document No.	AA:MM:SR:01
Revision No.	01
Page No.	II of II

S.N.	Check-Point	Yes/No
1.0	Information against all points in the Supplier Registration Form has been given.	
2.0	Authorisation letter has been enclosed (in case of Indian representative)	
3.0	Banker's certificate has been enclosed	
4.0	Are you an ISO: 9001 accredited supplier?	
4.1	If yes, have you enclosed copy of ISO 9001 accreditation certificate & "Table of Contents" of your Quality Manual?	
4.2	If no, have you enclosed written down procedure / manual of Quality Management System?	
5.0	Have you enclosed experience list/ performance certificate (as per sl. 3.0 of the form SRF(F) 01)	
6.0	List of enclosures has been furnished (as per Sl 5.0 of the form SRF(F) 01)	
7.0	All the parts of the form & enclosures have been signed by Authorised Signatory.	
8.0	D&B Report/ Creditreform report etc. has been attached.	

Date :

Signature & seal

(Authorised Signatory)

Note : This check list is to be attached with the filled up Supplier Registration Form.

BHARAT HEAVY ELECTRICALS LIMITED , INDIA

ANNEXURE-III

FORM NO. SRF(F)01 : (FOREIGN SUPPLIER)

Page 2 of 2 amdt.-04

1.8 YEAR OF COMMENCEMENT OF BUSINESS :

1.9 PRODUCTION CAPACITY PER ANNUM (details of major manufacturing/ testing facilities to be given) :

1.10 PARTICULARS OF PRODUCTS INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRATION : (ATTACH BROCHURES AND CATALOGUES)

1.11 NAME (S) OF BANKERS :

1.12 BANKER'S CERTIFICATE AS TO CREDITWORTHINESS OF THE CLIENT
(Enclose Certificate) :

1.13 PORT OF LOADING :

1.14 NEAREST AIRPORT :

1.15 Report from D&B/ Creditreform etc. (As per Cl. 7.1 of Chapter V) (MANDATORY):

2.0 FINANCIAL INFORMATION : (FOR LAST 3 YEARS)

PARAMETER	YEAR -1	YEAR -2	YEAR -3
ANNUAL TURN OVER			
PROFIT AFTER TAX			

(COPY OF AUDITED ANNUAL ACCOUNTS FOR LAST 3 YEARS TO BE ENCLOSED)

3.0 QUALITY MANAGEMENT SYSTEM :

3.1 IS THE COMPANY ISO:9001 CERTIFIED : YES / NO

3.1.1 IF YES, ENCLOSE COPY OF CERTIFICATE & TABLE OF CONTENTS OF QUALITY MANUAL.

3.1.2 IF NO, ENCLOSE QUALITY MANAGEMENT SYSTEM OR WRITTEN DOWN PROCEDURE

4.0 EXPERIENCE LIST/ PERFORMANCE CERTIFICATE FOR OFFERED / SIMILAR ITEMS :

(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS FOR OFFERED / SIMILAR TYPE & SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS)

5.0 IF REGISTERED IN ANY OTHER UNIT OF BHEL, PLEASE PROVIDE DETAILS:

6.0 ANY OTHER INFORMATION:

7.0 LIST OF ENCLOSURES :

(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

Signature & Seal

AUTHORISED SIGNATORY

E – Mail

NAME :

TELEPHONE : (Landline):
Mobile :

DESIGNATION :

DATE :

BHEL CERTIFIED ASSESSOR