

ANNEXURE - E

INSTRUCTION TO BIDDERS

Enquiry No.	H9ASX00001
Item & Scope of Work	Manufacturing, Supply/ Delivery of AHP Structures (Pipe Rack) with BHEL Free Issue Materials
Project	2 x 660MW Maitree STPP, BIFPCL Bangladesh

- 1. SUBMISSION OF TENDERS:** The bidders must submit their bids/tenders in two-part bid as detailed below

PART-I (PQR & Techno commercial Documents)

PART-II (Price Bid as per Annexure-P)

- 1.1. PART-I (PQR & Techno commercial Documents):** This shall include the following :
- 1.2.** Covering letter of bidder.
- 1.3.** Annexure B
- 1.4.** Signed copy of all documents for PQC – Annexure-C
- 1.5.** Signed Copy of Checklist – Annexure - D
- 1.6.** Signed copy of All Annexures – Annexure A-R
- 1.7.** Power of Attorney
- 1.8.** Unpriced price bid “Annexure P”.
- 1.9.** The above documents (1.1-1.7) shall form one set of the Part-I tender. The above documents (1.1-1.7) shall form one set of the Part-I tender and should be put in one sealed envelope. Envelope shall be super scribed as:
“PART – I (PQR & Techno commercial Documents)
TENDER NO. **H9ASX00001**
Name of Bidder: ”

1.10. PART-II (PRICE SCHEDULE)

The price bid as per attached Annexure-P shall form the Part-II tender.

“PART – II (PRICE BID)

TENDER NO. H9ASX00001

Name of Bidder: “

The price bids envelope should be put in one sealed envelope and super scribed as:

“PART – II (PRICE BID)

TENDER NO. H9ASX00001

Name of Bidder: “

1.11. MAIN COVER

Duly sealed and super scribed, as detailed above of Part – I and Part- II tenders shall be enclosed in one main cover duly sealed and super scribed as:

Name of Tender: **Manufacturing, Supply/ Delivery of AHP Structures (Pipe Racks) with BHEL Free Issue Materials**

TENDER NO. H9ASX00001

Name of Bidder:

2. SUBMISSION OF TENDERS

2.1 Option -1- By dropping envelope in tender box

The main cover shall be dropped in the Tender box located at Vendor Complex near Administrative Building, BHEL-Hyderabad. The envelope shall be addressed to

“DGM/CMM-SDC,

Vendor Complex,

Bharat Heavy Electricals Limited,

Ramachandrapuram, Hyderabad-502 032

Phone: 040 2318 5183

Mob: 9490165429 ”

2.2 Option -2- By sending the envelope through Courier/post

Tenders submitted by post shall be sent by REGISTERED POST/ by Courier Service and shall be posted with due allowance for any postal delay. BHEL takes no responsibility for delay, loss or non-receipt of tenders sent by post. The tenders received after the due date and time of submission shall be rejected. Address for submission of tender is :

“DGM/CMM-SDC,

Vendor Complex,

Bharat Heavy Electricals Limited,

Ramachandrapuram, Hyderabad-502 032

Phone: 040 2318 5183

Mob: 9490165429 ”

2.3 Option-3- By e-mail

Bidder can also submit offer through email at their own risk. The offer is to be submitted in two parts. Technical offer to be submitted to mail ID technicalbid_hyd@bhel.in , and price bid to be submitted to mail ID pricebid_hyd@bhel.in as an attachment only. Interchanging the information in the mails may lead to rejection of the offer. Supplier shall have no claim on e-mail offers sent on any other e-mail ID. In case of e-mail offers, the mail subject should contain Enquiry No. Due date and Supplier name. Supplier address including contact details shall be mentioned in the content of the mail. Without these details offer is liable for rejection.

- 3. ADDENDA/Corrigenda/Amendments:** ADDENDA/Corrigenda/Amendments to the tender documents will be issued prior to the date of opening of the tenders to clarify documents or to reflect modifications to the contract terms and conditions. All such ADDENDA/Corrigenda/Amendments when issued shall form part of tender documents.
- 4. ALL PAGES TO BE INITIALLED:** All pages of all volumes and sections including drawing of tender documents shall be signed with seal by authorized signatory. Authorized signatory shall be the person holding power of attorney. All the pages of Part-I as well as Part-II have to be signed in the same signature which is provided in "Power of Attorney".
- 5. CORRECTIONS AND ALTERATIONS:** All entries in the tender shall either be typed or be in ink, erasures errors and over-writing are not permitted and may render such tenders liable for rejection. The authorized signatory shall duly attest all corrections and alterations.
- 6. OPENING OF TENDERS:**
- 6.1.** Part-I will be opened on due date at "Vendor Complex, BHEL Hyderabad" for which bidder may depute representative. The date for opening of Part-II/RA will be communicated to all technically qualified bidders only for which bidder may depute representative.
- 6.2.** BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer 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. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process Compliance Form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process Compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/contractors (as available on www.bhel.com).
- The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bid (RA closing price & envelope sealed price) thus obtained.

The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any items(s), the bidder will be issued warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/contractors (as available on www.bhel.com).

7. RATES TO BE IN FIGURES AND WORDS:

- 7.1.** The tenderer shall quote the rates in English Language and international numerals. The rates shall be entered in figures as well as in words. The metric system of units shall be used.
- 7.2.** 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.
- 7.3.** 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
- 7.4.** 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.
- 7.5.** If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

8. Techno-commercial Evaluation: Techno-commercial bids of the bidders will be scrutinized based on pre-qualification criteria as per Annexure-C. Only bidders who meet the prequalification requirement, spot assessment requirements as per Checklist (Annexure-D) and agree to commercial terms, will be techno-commercially qualified.

9. Price Bid Evaluation:

- 9.1.** Price bids of techno-commercially bidders will be opened & considered for evaluation for the items for which they have been techno-commercially qualified. Price bids of techno-commercially rejected bids will not be opened for the respective items.
- 9.2.** Evaluation for each item will be based on lowest quoted price.

- 9.3.** BHEL reserves the right to negotiate with L1 bidder if the lowest quoted price (L1 rate) is not acceptable to BHEL.

10. Clarifications: The bidders may obtain clarification in persons or by e-mail 3 days before the due date.

11. GENERAL

- 10.1** The tender shall be completely filled in all respects and shall be tendered together with requisite information in the manner detailed above. Any tender incomplete in any respect and violating any of the instructions shall be liable to be rejected.
- 10.2** If a bidder expires after his submission of the tender or after the acceptance of his tender BHEL may at their discretion cancel such bid. If a partner of a firm expires after the submission of the tender or after the acceptance of the tender, BHEL may cancel such bid at their discretion unless the firm retains its character.
- 10.3** BHEL will not be bound by any power of attorney/ granted by the bidder or by changes in the composition of the firm made subsequent to the execution of the contract. BHEL may however, recognize such power of attorney and changes after obtaining proper legal advice, the cost (if any) of which will be chargeable to the contractor, concerned.
- 10.4** If the bidder deliberately gives wrong information in his bid, BHEL reserves the right to reject such bid at any stage or to cancel the contract, if awarded and forfeit Earnest Money Deposit/ Security Deposits.
- 10.5** Canvassing in any form in connection with the tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing are liable to rejection.
- 10.6** Should a tenderer or contractor or in the case of a firm or Company one or more of its partners / shareholders / directors have a relation or relations employed in the capacity of an employee of BHEL, the authority inviting tender shall be informed of the fact along with detail of the employee. Failing this, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money /Security Deposit.
- 10.7** The tender submitted by a bidder shall become property of BHEL who shall have no obligation to return the same to the bidder.
- 10.8** BHEL shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.
- 10.9** In the event of any contradiction between the terms and conditions stipulated in the different volumes forming the tender documents, the order or precedence shall be Special conditions of contract followed by General condition of contract (for commercial aspects).
- 10.10** Any submission of tender by the bidder shall be deemed to have done after careful study

and examination of the tender papers with the full understanding of the implications thereof. The specifications and terms & conditions shall be deemed to have been accepted unless otherwise specifically commented upon by the tenderer in his offer. Noncompliance of any tender instructions may result in the rejection of the tender offer.

- 10.11** The bidder shall closely peruse all the clauses, specifications and drawings indicated in the tender documents before quoting. Should the tenderer have any doubt about the meaning of any portion of the tender specification or find discrepancies or omissions in the drawings or the tender documents issued are incomplete or shall require clarifications on any of the technical aspect, scope of work etc, he shall at once contract the authority inviting the tender for clarification before the submission of the tender.
- 10.12** BHEL reserves the right to accept or reject any of the bid/all bids or cancel/withdraw the invitation for bid without assigning any reason whatsoever, and in such case, no bidder/intending bidders shall have any claim arising out of such action by BHEL.
- 10.13** BHEL reserves the right to reject conditional tenders, tenders that are incomplete and otherwise considered defective and tenders not in accordance with the tender conditions, during the tender evaluation process.
- 10.14** BHEL reserves the right to evaluate the bids as per BHEL norms and its decision shall be final and binding on the transporters.
- 10.15** BHEL reserves the right to short close tender, or any part of the tender, without assigning any reasons thereof.
- 10.16** Late offers received will not be entertained under any circumstances.