

Section-I**PROJECT INFORMATION: -**

The information given here in under is for general guidance and shall not be contractually binding on the BHEL. All relevant site data /information as may be necessary shall have to be obtained / collected by the Bidder.

- 1.0** Bharat Heavy Electricals Limited has been awarded the work of items listed at Annexure -II to Maitree project site in Bangladesh.
- 2.0** The customer is Bangladesh- India Friendship Power Company (Pvt.) Limited, Bangladesh. (BIFPCL)
- 3.0** The 2 x 660 MW MAITREE SUPER THERMAL POWER PROJECT is located in Moithara Village, Rampal Upazila, Bagerhat District, Bangladesh.
- 4.0** Approach to Site: -

The nearest town Khulna is at a distance of 23 km from project site. The site is connected by road from Mangla- Khulna Highway.

Nearest Domestic airport is Jessor, Bangladesh at a distance of about 93 KM and international airport is Dhaka at a distance of 263 KM, Bangladesh

5.0 Contact details of BHEL's Officials: -**a) CONTACT PERSON: FOR CONTRACTUAL ISSUES**

S S Saluja,
Dy. Manager (CDX)
ADM-3, HEEP, BHEL, Haridwar-249403
PHONE: 01334-281839
E-mail: ssaluja@bhel.in

Section-II**SCOPE OF WORK AND BILL OF QUANTITY****Scope of Work:- Please refer the description of the item at Annexur-II****Bill of Quantity: -**

S.No.	Description of Item	Unit	QUANTITY
1	Custom clearance at Mongla Port, Transportation from Mongla Port to Maitree site of COC Container including port charges, demurrage charge (if any) after handing over of documents (after IGM1 filing), Global Tax, VAT and charges if any for clearance of port at Mongla de-stuffing at site or, destuffing at port area and transport of materials to Maitree Project site (shall be informed before documents handing over) and return back including handing over of container to shipper/linear	No	20

Section-III

GENERAL INSTRUCTIONS AND INFORMATION FOR TENDERER

A.1.0: GENERAL INSTRUCTION

A.1.1 **All pages of the tender documents shall be duly signed, stamped and submitted along with the offer in token of complete acceptance thereof.** The information furnished shall be complete by itself. The tenderer is required to furnish all the details and other documents as required in the following pages.

A.1.2. Tenderers are advised to study all the tender documents carefully. Any submission of tender by the tenderer shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof. Should the tenderers 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 clarification on any of the technical aspect, the scope of work etc., tenderer shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the tender. Tenderer's request for clarifications shall be with reference to Sections and Clause numbers given in the tender documents. The specifications and terms and conditions shall be deemed to have been accepted by the tenderer in his offer. Non-compliance with any of the requirements and instructions of the tender enquiry may result in the rejection of the tender.

A.2.0 PROCEDURE FOR SUBMISSION OF SEALED TENDERS

A.2.1 The tenderer must submit their tenders as required in two parts in separate sealed covers prominently super scribed as **Part-I, Technical Bid** and **Part-II, Price Bid** and also indicating on each of the covers the tender specification number and due date and time as mentioned in the tender enquiry.

These two separate covers I and II (Part - I and Part - II) shall together be enclosed in third envelope (Cover - III) along with EMD and this sealed cover shall be super scribed and submitted.

PART - I (TECHNICAL BID) COVER - I:

The following Documents shall be kept in Technical Bid envelope: -

- 1) Your covering letter for submission of offer.
- 2) EMD in Prescribed form for the amount mentioned in NIT
- 3) Complete set of tender documents duly signed on each page including unpriced "BOQ Cum Price Schedule" as your acceptance of the tender conditions & NIT in Toto.

The documents pertaining to EMD shall also be the part of technical bid and submitted along with Technical bid.

PART - II (PRICE BID) COVER - II:

Rate/Price Schedule only shall be given in this part - II "Price Bid" envelope.

- A.2.2 The tender specification as a whole, furnishing all the details and other documents as required in the following pages, shall be duly signed & sent in a sealed cover super scribing the name of work as given in the tender enquiry.
- A.2.3 The tender shall be addressed to: OFFICER INVITING THE TENDER AS INDICATED IN THE TENDER ENQUIRY.
- A.2.4 In case of submission of tender by hand, tender can be dropped in the tender box specified in the tender enquiry.
- A.2.5 Tenders submitted by post shall be sent as "REGISTERED POST/ REGISTERED POST ACKNOWLEDGMENT DUE/ SPEED POST/ COURIER" 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 "REGISTERED POST /SPEED POST/ COURIER"
- A.2.6 The tenders received after the specified time of their submission shall be treated as 'Late Tenders' and shall not be considered under any circumstances.
- A.2.7 Tenders shall be opened by the officers concerned of BHEL at the time, date and venue as specified in the tender enquiry. Tenderer or their authorised representative may witness the bid opening.
- A.2.8 The tenderer shall closely pursue 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 Specifications or find discrepancies/omission in the drawings or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, scope of work etc. he shall at once contact the authority inviting the tender for clarification before the submission of the tender.
- A.2.9 Before submission of offer, the tenderer is advised to inspect the work & the environments and be well acquainted with the actual working and other prevalent conditions, facilities available, sourcing of material and labour, means of transport and access to site, accommodation, etc. No claim will be entertained later on the grounds of lack of knowledge on any of these conditions/ resources.
- A.2.10 Tenderer must fill up all the schedules and furnish all the required information as per the instructions given in various sections of the tender specification. Each and every page of the Tender Specification must be SIGNED AND SUBMITTED ALONG WITH THE OFFER by the Tenderer in token of complete acceptance thereof the information furnished shall be complete by itself.
- A.2.11 The tenderer shall quote the rates in English Language and international numerals. Total price offered should be entered in figures as well as in words. For the purpose of the tender, the metric system of units shall be used.

A. 2.12 All entries in the tender shall either be typed or be written legibly in ink. Erasing and overwriting are not permitted and may render such tender liable for rejection. All cancellations and insertions shall be duly attested by the tenderer.

A.2.13 The tenderer must provide the registered e-mail of their registered office along with the addresses and authorised phone/mobile nos.

A.3.0 ADJUSTMENT PRICE DISCREPANCY (IES):

A.3.1 Conventional (Manual) Price Bid opening:

A.3.1.1 Differences between the rates given by the tenderer in words and figures or in the amount worked out by tenderer in the price schedule and its summary, the same shall be adjusted in accordance with the following rules

- a) If, 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 BHEL 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.

A.4.0 EVALUATION OF TECHNICAL BIDS

A.4.1 Technical Bids submitted by the tenderer will be opened first and evaluated for fulfilling the Pre-Qualification criteria and other conditions in NIT/Tender documents, based on documentary evidences submitted along with the offer.

A.4.2 In case the same qualifying experience is claimed by more than one bidder due to subletting of work by main contractor to subcontractor (s) then following conditions shall be applicable.

- a) For labour + consumable contract without material and T&P:
Benefit of work experience shall be given to the subcontractor who has actually executed job and not to the contractor offloaded down the line.
- b) For contract with complete scope i.e. with materials, T&P, labour and consumable:

- i) Benefit of work experience shall be given to the subcontractor who has actually executed job and not to the contractor offloaded down the line.
- ii) If the contractor offloads the labour and/or T&P portion only, Benefit of work experience shall be given to the main contractor and not to the subcontractor who has executed only as labour supply contractor

The bidder's qualification shall be subject to submission of documentary proof. BHEL reserves the right to ask for further proofs including submission of TDS certificates/ for the said job

- A.4.3 In case the qualifying experience is claimed by private organizations based on Work Order and completion certificates from another private organization, BHEL reserves the right to ask for further proofs including submission of TDS certificates/ form 26AS /bills for the said job.
- A.4.5 Credentials of all the bidders participating in open tender will be scrutinized thoroughly by the nominated committee w.r.t. the pre-qualifying requirement for the tender.
- A.4.6 Details of qualifying work(s) executed by the bidder will be forwarded to the principle employer for verification of the work with respect to completion, commencement & completion date, scope and value of the work executed. Performance feedback of the bidder will also be sought from the principle employer.
- A.4.7 BHEL may conduct onsite verification of at least one of the qualifying work to verify completion of the work and evaluate capability and performance of the bidder.
- A.4.8 The bidder representative may be called for the discussion with the committee. His originals may be verified by the committee. In addition to above their organization chart and detailed list of manpower, tools & plants and technical capability may be discussed and ascertained by the committee.
- A.5.0 **EVALUATION OF PRICE BIDS**
- A.5.1 Price Bids of shortlisted bidders shall only be opened through the conventional price bid opening or electronic Reverse Auction shall be conducted, at the discretion of BHEL
- A.5.2 In case of conventional price bid opening, Price Bids of unqualified bidders shall not be opened.

In case of electronic Reverse Auction the unqualified bidders shall not be allowed to participate in reverse auction.
- A.5.3 The offers will be evaluated on the basis of total price basis (refer "BILL OF QUANTITY AND PRICE BID) as shown in the price bid.
- A.5.4 **Exchange Rate (TT Selling rate of SBI) as on the date of opening of the technical bid will be taken for evaluation purpose**

- A.5.5 Reasons for rejection of the bid shall be intimated in due course after issue of LOI/LOA to successful bidder and receipt of unconditional acceptance of LOI /LOA from the successful bidder

A.6.0 DOCUMENTS TO BE ENCLOSED:

Full information shall be given by the tenderer in respect of the following.

- A.6.1 Tenders shall be signed by persons duly authorized/empowered to do so. An attested copy of the Power of Attorney to be submitted in all cases except where the sole proprietor is the signatory to the tender documents

A.6.2 PERMANENT ACCOUNT NUMBER:

Certified copies of Permanent Account Numbers as allotted by Income Tax Department for the Company / Firm / Individual Partners, etc. shall be furnished along with tender.

A.6.3 AUDITED BALANCE SHEET AND INCOME TAX RETURN:

Copy of Audited Balance sheets and income tax return for last three financial years (financial years as specified in PQR)

A.6.4 SOLVENCY CERTIFICATE:

If asked in NIT, bidder should submit solvency certificate (not older than 12 months from date of tender notification) issued by any scheduled bank.

A.6.5 DOCUMENT RELATED TO INCORPORATION OF BUSINESS ENTITY:

A.6.5.1 IN CASE OF INDIVIDUAL TENDERER:

His/her full name, address and place & nature of business.

A.6.5.2 IN CASE OF PARTNERSHIP FIRMS:

The names of all the partners with address. A copy of the partnership deed/instrument of partnership duly certified by the Notary shall be enclosed.

A.6.5.3 IN CASE OF COMPANIES:

Date & place of registration including date of commencement certificate in case of Public Companies and the nature of business carried on by the company. Certified copies of Memorandum and Articles of Association are also to be furnished.

- A.6.5.4 Offer forwarding letter over the letterhead

- A.6.5.5 Declaration sheets (As per Prescribed format) over the letter head

- A.6.6 No Deviation certificates (As per Prescribed format) over the letterhead

- A.6.7 GST Registration certificate

All the data required to be enclosed with the tender need to be furnished neatly typed, signed & stamped in the given formats only (in the form of separate sheets) failing which the tender may be considered as incomplete and is liable for rejection. Documentary proof wherever necessary also need to be enclosed.