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## INSTRUCTIONS TO TENDERER

1. The sealed Tenders to be dropped in the tender box (Green colour) in the tender room. Tender received after 11:00AM will be treated as late tender on due date.
2. Before tendering, the tenderer is advised to inspect the site of work and the environment and be acquainted with the actual working and other prevalent conditions, facilities available etc. No claim will be entertained later on grounds of lack of knowledge.
3. In case of any query/doubt on the tender specifications, bidder shall contact the concerned authority for clarification before tender submission. No condition/deviation w.r.t. terms & conditions of the tender are acceptable.

### 4. Quotations :-

Firms are required to submit quotation as per the two parts bid system.

#### (a) The Part-I Techno-commercial bid in a sealed envelope shall contain the followings only :-

1. Tender fee receipt/MSME certificate
2. Fresh EMD/One Time EMD receipt/MSME certificate
3. Copy of PF certificate
4. **Copy of ESI certificate**
5. **Copy of labor license as applicable after WO**
6. PAN no.
7. Bank account particulars with MICR no. for electronic fund transfer as per (Annexure –VI)
8. GSTIN
9. Financial Balance sheet , Audited profit/loss account for last three years as per Annexure- 'III' and also ITR for last three years ending to Mar-2019.
10. A list of work orders successfully executed by the bidder, as per Annexure 'IV' with supporting documents (Work order copies & its completion certificates)
11. Documents to prove type of ownership such as private/ partnership deed/proprietorship/articles of memorandum of association/ JV agreement/ certificate of incorporation/ certificate of registration etc. whichever is applicable.
12. An attested copy of the Power of Attorney, in case an individual other than the sole Proprietor signs the tender.
13. Declaration sheet as per proforma at Annexure – 'V & VI'.
14. Check list and schedule of general particulars as per Annexure-'VIII'.
15. Signed & stamped copy of NIT, Special conditions, General terms & conditions", "Statutory compliances", "BHEL Conciliation Scheme" and "Instructions to Tenderer". etc.


#### (b) The Part-II shall contain only Price bid in a separate sealed envelope.

Price bid will be opened for only those firms which are found to be Technically competent in Part-I (Techno-commercial bid).

**\*Quoted price to be written both in figures and words. In case of any ambiguity the price given in words shall be taken as the quoted price.**

Bid should be put in sealed envelope. Bid should be addressed to DGM (WCD).

- (c) Bid should be free from correction, overwriting, using corrective fluid, etc. Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection. All overwriting/cutting, etc. will be numbered by bid opening officials and announced during bid opening.

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**(d)** The techno commercial bid and price bid, should be enclosed in two different sealed envelopes and each to be super scribed with 'Techno-commercial bid' or 'Price Bid' as case may be. NIT Number and bidder's name & address should also be clearly mentioned on these envelopes. Both are be kept in a bigger envelope and sealed properly and super scribed with following details:


**a. NIT No. & Title of Work :**

**b. Bid Opening date & Time :**

**c. Bidder's name & Address:**

**d. Address and venue of submission.**

5. Each page of the offer shall be duly signed by an authorised person, with all formalities, in a sealed & properly super scribed envelope and shall be deposited, in tender box at the designated venue, on or before the date and time specified in NIT.
6. Offers thus received shall be opened at the designated venue on the specified date & time, in the presence of those bidders or their representatives, who choose to be present.
7. The rate shall be quoted as the final rate inclusive of PF, ESI, all other statutory payments, levies and all other Govt. taxes but Excluding GST. No escalation/additional/ overtime/ waiting charges will be paid other than the Quoted rate.
8. In quoting their rates, the Tenderers are advised to take into account all factors, including any fluctuations in the market rates etc. No claim will be entertained on any account after acceptance of the tender during the period of the contract. Rate escalation will not be allowed for any reasons whatsoever.
9. An offer will be treated as invalid offer if it contains any condition, deviation or insufficiency. Quoting of any ambiguous, overwritten, unclear or erased rate in Price bid to be strictly avoided. Any such case may lead to cancellation of the offer.
10. Validity period of an offer shall be three months (90 Days) from the date of tender opening

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**ANNEXURE – III**


**FINANCIAL VIABILITY**

Turnover of business done during the last three financial years	F.Y. 2016-2017	Rs.
	F.Y. 2017-2018	Rs.
	F.Y. 2018-2019	Rs.
Average turnover of business during the last three financial years F.Y.(Financial Year)		Rs.

\*Please enclose audited profit and loss account for last 3 years, as above

Name & signature of the bidder

(Seal)

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**ANNEXURE – IV**

**INFORMATION OF SIMILAR JOBS EXECUTED / IN PROGRESS IN PAST :**


Bidders must have experience in similar work **(Similar Works means cleaning/housekeeping in industrial establishment or govt./Public sector organization) .**

Sl. No.	Agency by whom awarded	Location of the Project	Particulars of the works awarded	Value of Contract executed (Rs.)	Date of actual completion of work

Note: Copy of supporting documents like work order, work completion certificate, experience certificate is to be enclosed.

Name of Signature of bidder

(Seal)

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**ANNEXURE –V**


**DECLARATION SHEET**

I / We, ..... hereby certify that, all the information and data furnished by me / us with regard to this Tender Specification (NIT:.....) are true and complete to the best of my / our knowledge. I / We have gone through the NIT, Instructions to tenderers, General terms & conditions, statutory compliances and special conditions in detail and agree to comply with the requirements and intent of specification, without any deviation.

I / We, further certify that I / we am / are the duly authorized representative(s) of the under mentioned tenderer and a valid power of attorney to this effect is also enclosed.

Name & signature of the bidder

(Seal)

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**ANNEXURE –VI**

**DECLARATION BY BIDDER**

We declare that the following family firms or sister concern affiliates / subsidiary firms are participating in the tender No NIT:33800101.

1.0.....

2.0.....


3.0.....

.....

I..... , hereby declare on behalf of M/s..... and the family firms or sister concern affiliates / subsidiary firms listed above that we are not indulging in cartel formation for tender No NIT:33800101.

**Name & signature of the bidder**

**(Seal)**

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## ANNEXURE – VII

### Bank Details

(Not applicable if submitted earlier)

BHEL has decided to make all payments through Electronic Fund Transfer. Bidders are requested to give the following details along with your quotations so that this can be stored in our records for effecting Electronic Fund Transfer. Please note that hence forth we propose to make all payments through EFT.

Following data is required to enable processing of e-payments to vendors. Name of the Supplier (max 60 char.)

1. Account Number (max 17 char)
2. Name of the bank, branch, city (max 0 char, max 40 char, max 20 char)
3. Branch Code (max 5 char)
4. MICR Code (max 30 char)
5. IFSC Code (max 30 char) (Every NEFT enabled bank /branch has a unique IFSC Code (Indian financial security code, this code may differ from RTGS IFSC code)

VENDORS /BIDDERS ARE SUPPOSED TO SUBMIT THE INFORMATION ON FIRM'S LETTER HEAD DULY ENDORSED AND STAMPED BY THEIR BANKERS.


Those who had already sent the EFT details may please reconfirm/check the details (it is available in your B2B login)

Vendors /bidders may please further note that the above requirements are deemed to be part of the Tender / purchase enquiries issued by BHEL Bhopal even if it is not explicitly stated in the printed Tender / purchase enquiry form.

In addition to the above information please also furnish the following details to enable faster clearance of bills.

6. Email address (max 40 char Compulsory)
7. Details of TIN No (11 char)
8. Micro Small Medium (MSMED)Certificate (if applicable)

Signature of Contractor/Bidder

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## ANNEXURE – VIII

### CHECKLIST & SCHEDULE OF GENERAL PARTICULARS

NOTE: - Bidder shall fill in the following details and no column should be left blank.

Sl. No.	Particulars	Details
1.	Name & Address of the Bidder	
2.	Fax / Email Address	
3.	Phone No. (Office)/ Mobile nos.	
4.	Name & designation of the official of the tenderer to whom all the references shall be made	
5.	Whether Tender fee/MSME certificate submitted.	
6.	Whether EMD/One Time EMD/ MSME certificate	
7.	Bidder's proposal No. & date	
8.	Submission of Balance sheet and audited profit & loss account and also ITR for last three years ending to March 2019	YES/NO
9.	Submission of signed and stamped downloaded copy of "NIT", "Special conditions", "General terms & conditions", "Statutory compliances", "BHEL Conciliation Scheme " and "Instructions to Tenderer".	YES/NO
10.	Submission of Details about type of ownership of the firm.	YES/NO
11.	Submission of copy of PAN, ESI certificates, PF certificate, GSTIN	YES/NO
12.	Submission of duly filled ANNEXURES 'III' to 'VIII'	YES/NO
13.	Submission of Attested copy of power of attorney if signed by person other than the owner.	YES/NO
14.	Quoted price bid in separate envelope.	YES/NO
15.	Unquoted signed price bid with techno-commercial bid	YES/NO
16.	Submission of duly filled "ANNEXURE-I" in case of experience certificate submitted issued by private organization	YES/NO
17.	Submission of duly filled Undertaking ANNEXURE-IX of "General terms & conditions"	YES/NO

Name and Signature of Contractor with seal