

## **Annexure “A”**

### **SPECIAL INSTRUCTIONS**

- 1. Offer should conform to our Technical Specification, Commercial Terms & Conditions (CTC). Any deviation on Technical specification & Commercial Terms & Conditions shall be explicitly highlighted in the Deviation Format enclosed (Vol.1 Sec.4). In case of “No Deviation”, the Bidder should write “No Deviation” in the Deviation Format and submit the same with the Tender.**
- 2. Acceptance/Remarks Column should be filled against all CTC Clauses (Vol.1 Sec.2) duly Signed, Stamped and submitted with the Tender.**
- 3. Un-priced format to be filled and submitted by mentioning Quoted/Not quoted against the respective item/column duly signed and stamped.**
- 4. In the event of discrepancy between the figures and words in the Price Bid, the amount entered in WORDS would be taken into consideration for evaluation and finalization of Order.**
- 5. The Tender shall be submitted in three parts as follows, in separate sealed envelopes super- scribed with Tender Reference and Due date.**  
  
**PART-1 : Technical, Comml. Terms & conditions, Unpriced price bid format etc.**  
**PART-2 : Price Bid**  
**PART-3 : EMD**
- 6. EMD shall be submitted in the form of Cash, DD or Pay Order only. No other mode of payment towards EMD is acceptable to us.**
- 7. All the above three sealed envelopes should be put in another cover. This outer cover should be super-scribed with the Tender Reference Due Date, and should reach us latest by 2-30 PM on or before the due date.**
- 8. The Rates quoted should be valid for 90 days from the date of opening of Tech.bid (Part-1).**
- 9. Tender shall be deposited in the BHEL-ISG Tender box located at the Reception of BHEL, Malleswaram complex and tender opening will be done at the Committee room at ISG entrance at 3.00 pm.**
- 10. BHEL reserves the right to split and place the order for any of the package/packages in whatsoever manner to facilitate the ease of handling the package and may also reject the offer without assigning any reason whatsoever. BHEL`s decision shall be final and binding in this regard.**

- 11. BHEL reserves the right not to accept the Lowest Offer.**
- 12. Acceptance of offer shall be subject to Approval of Customer.**
- 13. Vendor shall quote best prices in the first instance. After Technical and Commercial acceptance of the offer, the Price Bid of Technically and Commercially accepted offers will be opened.**
- 14. Offers not complied with NIT requirement of this Tender shall be liable for rejection.**
- 15. All the pages of Tender documents (i.e. Vol-1,2,3,4 & Annexure – A shall be duly signed, stamped and submitted along with offer as a token of Acceptance.**
- 16. Payment will be made by E-payment only and for which the vendors are to provide the following information along with their offers in their letter head duly signed:**
  - Bank Name, Bank Address, Bank Phone, IFSC Code (NEFT) Bank Account No. Pan No. Service Tax No. Tin No. & Email ID.**