

## INSTRUCTIONS FOR TENDERER

1. The bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website & shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.
2. The offer shall be submitted as per the instructions given in tender document. Only one set of tender document duly signed & stamped on each page by authorized representative of tenderer shall be submitted. Tenderer should note specifically that all pages of tender document, including the NIT pages for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer. Price shall be mentioned in the relevant price bid only and submitted in separate sealed envelope. In case of any clarification, bidder may contact this office. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
3. Tender must be submitted in two parts, i.e., (i) Techno-Commercial Bid and (ii) Price Bid. Both the bids i.e., "Techno-Commercial Bid" and "Price Bid" must be sealed in separate envelopes. NIT No. and name of the contractor and name of work must be written on both envelopes. Both the envelopes must be then sealed in another envelope super scribed with NIT No. , Name of the contractor and name of work.
4. **Techno-commercial bid should contain all the documentary proof pertaining to qualifying criteria, signed tender document, General conditions of contract, signed bill of quantity, tender cost, earnest money etc.**
5. **Price Bid should contain total price for the whole work as quoted by the contractor, inclusive of all taxes, excluding service tax.**
6. **Rates must be quoted in figures as well as in words.**
7. On the date of opening of tender, only Techno-Commercial Bid shall be opened. Only those offers/tenderers which are found suitable based on evaluation of Techno Commercial offers will be eligible for further consideration for this tender. Intimation regarding opening of price bid will be sent to technically acceptable parties later on.
8. Earnest money must be kept in the envelope of Techno-Commercial Bid. Bid without requisite earnest money will not be considered. **The earnest money should be in the form of bank draft to be made in favor of Sr. A. O. (Fin-Cash), BHEL/CFFP, Haridwar payable at Haridwar.**
9. Tender documents are also available on web site i.e. [www.bhelhwr.co.in](http://www.bhelhwr.co.in) and the same can be downloaded and used as tender document for submitting the bid. In case tenderer uses this facility, the cost of tender document as indicated in the tender notice will have to be deposited by the tenderer along with the Techno- Commercial offer. **Tender cost should be paid separately and not included in the Earnest Money.**
10. 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. All bidders to give their acceptance 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.
11. In case BHEL decides to go for Reverse Auction, Only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit online sealed bid in the Reverse Auction. Non-submission of „online sealed bid by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
12. In case BHEL decides to go for Reverse Auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.
13. BHEL reserves the right to accept or reject any or all offer without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter (except for the refund of EMD).
14. Bidders must visit site/work area and study the job content, facilities available, availability of materials, prevailing site conditions including law & order situation etc. before quoting for the tender. They may also consult this office for any clarifications regarding scope of work, facilities available at sites or terms and conditions before submitting their offers, No additional claim shall be entertained by BHEL in future, on account of non-acquaintance of above.
15. For any clarification regarding tender document, tenderer may contact the undersigned through telephone/ e-mail before closure of sale of tender document. BHEL shall not be responsible for replying/responding to queries received after the closure of sale of tender document.
16. In case any typographical/other clerical error(s) is (are) noticed by the tenderer in the tender document, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail & shall be binding on the tenderer.