

**Annexure - A****General Instruction for the Bidders**

1. BHEL intends to hire need basis 01 No. of Honda City Car (Petrol) without driver (24 hours deployment) on lease basis for deployment in transport pool to cater the day-to-day requirement of our senior executive. This car shall be at the operational disposal of BHEL, Bhopal.

The contract will be for a maximum period of 02 years from the date of deployment of vehicle. However, BHEL may extend period of contract further as per Works Policy 2016 on same terms and conditions of depending upon the performance and satisfactory services rendered. Suitable PVC in respect of Petrol prices will be incorporated in the contract.
2. Bidders are required to go through instructions carefully and complete all the formalities as required. In the event of furnishing false information/incomplete information, the offer(s) shall be rejected and no correspondence shall be entertained in this regard.
3. Bidders are required to submit the offer only in two separate parts (i) Technical Bid and (ii) Price Bid. Each bid is to be kept in separate envelope, which should be properly sealed. Both envelopes have to be put together in the large envelope.
4. Information in respect of Technical Bid and Price bid are to be submitted in the prescribed proforma as per Annexure – C and Annexure – D respectively.
5. All the entries in technical bid and price bid should be clearly written in ink or typed and all the corrections are to be duly attested by the bidder. Bidders are also required to ensure that all the columns of Technical Bid and Price Bid are duly filled in.
6. A sum of Rs. 22,215/- (Rupees Twenty-Two Thousand Two Hundred Fifteen Only) shall be deposited as Earnest Money Deposit along with the tender. However, in case of non-submission of Earnest Money Deposit along with Technical Bid, the offer is liable to be rejected.

EMD can also be accepted in the form of FDR issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL) (ii) EMD amount in excess of ₹2 lakh (instead of ₹20 lakh in vogue Works Policy) may also be accepted in the form of BG.

Mode of Deposit: -The EMD may be accepted only in the following forms: -
 - (i) Cash deposit as permissible under the extant Income Tax Act (before tender opening)
 - (ii) Electronic Fund Transfer credited in BHEL account (before tender opening)
 - (iii) Banker's cheque / Pay order / demand draft, in favour of BHEL (along with offer)
 - (iv) Fixed Deposit Receipt (FDR) issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL).
7. Tender Fees of Rs.1000/-+ GST Extra in favor of "Bharat Heavy Electricals Limited" payable online (procedure mentioned at BHEL webpage).
8. Bidders are required to submit/drop duly filled in tender documents before 11:00 Hrs. on 30 January 2023 in the Green colour Tender Box (works contract) kept in the Tender Room, Ground Floor, Administrative Building, BHEL, Bhopal. Bidders are cautioned to strictly maintain tender submission time as on or before 11.00 Hrs.
9. The technical bids shall be opened on 30 January 2023 at 14:00 Hrs. at tender room, Ground Floor, Administrative Building, BHEL, Bhopal, in presence of bidders, whosoever, be present.
10. Bidders or Bidders' representatives may attend the tender opening on the above-mentioned date, time and place. No separate intimation will be given to bidders for technical bid opening.
11. The sealed Price Bids of only those offers, which are technically acceptable, shall be opened later. The bidders qualifying in technical bid will be intimated separately for participating in price bid.