

Terms & conditions for Enquiry no. E3723005, due on 16/08/2022.

Quotation to be submitted in two parts in separate sealed envelope super scribing

1. "Part A" :- Technical and Commercial Bid enquiry No. E3723005, due on 16/08/2022
2. "Part B" :- Price Bid enquiry no. E3723005, due on 16/08/2022.

Please refer General terms and conditions of enquiry form no. BP200102A enclosed herewith. If any deviations, please mention in your quotation otherwise, it shall be taken that all terms and conditions are accepted by you viz., **payment terms, validity of offer, Liquidated Damages (LD)** etc.

BHEL Bhopal is looking for bids from Principal Bidder .i.e., Scheduled Commercial banks (Scheduled Commercial Public Sector and Private sector banks only) as per RBI guidelines capable of supplying **Gift Card as New Year Gift 2022 for employees as per enclosed specifications.**

** Please submit your maximum redeemable value of card for the above requirement subject to our terms and Conditions. Your offer should be submitted on or before the due date by 11.00 am (IST) in the form of hard copy. BHEL will not be responsible for any type of delay / incomplete information from vendors etc.

**** All vendors submitting their bids through e-mail may be advised to have following clear subject line: -**

1. Tender Enquiry Reference No. _____
2. Bid Opening Date (Part 1, Techno-commercial) _____

Vendor to submit their bids as attachment (pdf format) with password protection and share the password through mail (mmtender.bpl@bhel.in) after 10.45 am (IST) on the day of bid opening, however if no password is received up to 11.00 am (IST) bids will not be opened and will be ignored. Submission of bids through email shall be considered as consent to open the bid without physically witnessing the event.

NOTE: The vendor should submit their best price at this stage itself and they will not be allowed to revise the price unless there is change in specification or terms and conditions or specifically asked by BHEL. In case of any uncalled revision / discount submitted by vendor subsequently will be ignored & the bid is likely to be rejected.

- 1) Enquiry is to be submitted in **Two Part bid** system in separate sealed envelopes super scribing enquiry no, due date and name of vendor. (Refer Annexure - IV).
- 2) Part "A" shall contain all the technical and commercial details pertaining to your offer and item description exactly as per our tender enquiry. All details must be mentioned in

this bid except for the prices. The envelope shall be clearly super scribed with enquiry no, due date, name of vendor and **"Part - A – Technical and commercial Bid"**.

- 3) Part "B" shall contain only the description of the item and their corresponding rates. The envelope shall be clearly super scribed with enquiry no, due date, name of vendor and **"Part B - Price Bid"**.

- 4) Suppliers are requested to quote in two parts for 2 bid enquiries. However, for quotation submitted in single bid against our requirement of two bids will be considered only if the bid is techno-commercially accepted without seeking any clarifications from the supplier. Otherwise, the bid is liable to be rejected.

5) **Price :-**

BHEL will pay maximum price of **Rs. 2000/- per Number of Gift Card** which will be inclusive of GST applicable, packing, forwarding, printing of mono / logo / slogan, Transit insurance, all other charges including freight and delivery up to CRX, BHEL Bhopal.

6) **Pre-qualification criteria (PQC) / experience: Vender to confirm pre-qualification criteria and upload /submit required documents in confirmation to PQC conditions.**

A. Technical & Financial PQC :-

- (i) Please refer the enclosed Annexure-A regarding **SPECIAL TERMS & CONDITIONS + EVALUATION CRITERIA+ PRE-QUALIFICATION CRITERIA + PRICE BID FORMAT.**

Note: PQC is applicable to all suppliers.

1. Bidder to provide supportive documents against pre- qualification criteria (PQR) for **Gift Cards as attached.** Scheduled Commercial banks (Scheduled Commercial Public Sector and Private sector banks only) as per RBI guidelines.
2. Bidder to confirm & accept all special terms and condition as per Annexure A.

7) **Tender fees :-**

The documents can be downloaded from our BHEL Bhopal website, suppliers must submit tender document fees of **Rs. 500/- (Rupees Five hundred only)** through/by online payment.

The procedure of depositing Tender Fee is reiterated below:-

- (i) For depositing amount online, depositor has to open SB-Collect through Online E-Payment option available on Internet (www.bhelbpl.co.in under caption new link).

OR

- (i) Please enter the following link in your internet address browser or click on the following link <https://www.onlinesbi.com/prelogin/icollecthome.htm>.
- (ii) Please click on "proceed" after Clicking "Check Box" to proceed for payment after reading the instruction for depositing the amount.
- (iii) EMD and Tender Fee may please be deposited separately where the EMD & Tender Fee both is applicable.
- (iv) Now, after (ii) the SBI's SB-Collect site gets opened. Please select State of Corporation as "Madhya Pradesh" and type of Corporation as "Industry" and then click on "Go" appearing on the screen.
- (v) Now select "Bharat Heavy Electricals, Bhopal" from the dropdown table appearing against "select Industry" and click Submit.
- (vi) Now select "Deposit of Tender Cost" category (for depositing Tender Fee) from the dropdown table appearing against "Select category" and click submit.
- (vii) Instruction related to fill the formats are mentioned below:

IP *	Please select "TCOST"
Name of the depositor *	Name of your firm, on whose name tender are submitting.
Supplier Address- 1 & 2	Address details of your firm, on whose name tender are submitting.
Supplier GSTIN	GSTIN of your firm, on whose name tender are submitting.
Enquiry or Tender ref no *	Enquiry No. or Notice of Tender Reference No. (i.e. "E3723005" for this tender)
Enquiry or Tender ref no Date *	Enquiry date or Notice of Tender Reference No Date.
Tender Issuing Dept. *	Department Name who invites tender (i.e. "FSX" for this tender)
Tender Fee *	Amount of tender fees.
CGST, SGST & IGST	Amount of relevant type of GST applicable.
Remarks	Additional information required to be mention, if any.

In case of online payment, e-receipt must be submitted along with Part – A (Techno-commercial bid).

- (viii) After filling of Formats please enter your Name, Date of Birth & Mobile Number. This is required to reprint your e-receipt / remittance (PAP) form, if the need arises.
- (ix) Please enter text appearing in "Box" and click "Submit".
- (x) Before click to "Confirm" please verify the details already entered therein.
- (xi) If confirmation given then payment template will appear for chosen mode of payment.
- (xii) After making payment against the chosen mode a confirmation copy will generate. Kindly keep the same for its further use.
- (xiii) As and when credit received in BHEL account, automatic mail is sent to the depositor.

Note: - After submitting the Deposit Slip a control number will be generated through system which can be used for getting print out from the system.

"EMD/SD/Tender Fee will be accepted only in electronic Mode, which can be deposited on line through following link as mentioned below :

<https://www.bhelbpl.co.in/qcins/iccs.htm>

E-receipt must be submitted along with offer. In case of any difficulty, please click "Help Document for First time Users" on the webpage of above mentioned link.

Without tender fees offer shall be rejected. MSE suppliers who are manufacturer of quoted item/items are exempted from tender fees.

8) Earnest Money Deposit (EMD):-

Suppliers to furnish EMD of **Rs. 1,50,000/- (Rupees One Lakh Fifty thousand only)** with Part – A (Techno-commercial bid).

- (i). EMD can be deposited through/by digital payment at BHEL cash office, Ground floor, Admin. Building, BHEL, Piplani, Bhopal – 462022 or through/by online payment. The procedure of online depositing EMD is same as mentioned above for tender fee submission.
- (ii). EMD by the tenderer will be forfeited if, the successful bidder(S)/Supplier(S) refuses to honor the order after award of the same on him and / or withdraws his bid and / or unilaterally changes the offer and / or any of its terms & conditions within the validity period.
- (iii). EMD given by all unsuccessful tenderers shall be refunded on acceptance of award / LOI / PO by successful tenderer(S). The EMD of successful bidder(S) on whom purchase order (PO) is placed will be returned after acceptance of 1st Lot of Material.
- (iv). EMD shall not carry any interest.

- (v). Without EMD offer shall be rejected.
- (vi). No need to submit EMD in following cases:-
 - A). Central / State – PSUs / Government Departments,
 - B). MSE Suppliers.

9) **Payment term:-**

Please refer the enclosed SPECIAL TERMS & CONDITIONS of Annexure-A regarding Payment terms.

Advance payment is not acceptable in any circumstances. Supplier's offer shall be loaded accordingly, if lower period of credit is offered. Also, Overdue interest (ODI) is not acceptable to BHEL.

If not mentioned or partially mentioned against payment terms in your quotation, it is assumed that above mentioned BHEL standard payment terms is acceptable to supplier.

Note: -1. MSE manufacturers can avail the intended benefit only if they submit valid Udyam certificate for their MSE status along with the offer.

2.) BHEL is not liable for payment of any overdue interest.

3) Payment will be processed only after reflection of the invoice in GSTR 2A/2B.

10) **Terms of Delivery:-**

Please refer the enclosed SPECIAL TERMS & CONDITIONS of Annexure-A regarding Terms of Delivery.

Terms of delivery should be **F O R Destination** on Door delivery basis at CRX, BHEL Bhopal. The same is mentioned in Part – A (Techno-commercial bid) of your offer otherwise it shall be taken FOR destination. Offers on **F O R Destination** on Door delivery basis at CRX, BHEL Bhopal will only be accepted, **if you quote Ex-Works, freight by BHEL or Ex-Works, freight prepaid your quotation will be commercially rejected.**

11) **Delivery Period:-**

Please refer the enclosed SPECIAL TERMS & CONDITIONS of Annexure-A regarding Delivery Period.

Suppliers to clearly indicate the time required in number of weeks from the date of PO/LOI in order to complete the supplies, which in any case, should not exceed **the Delivery period mentioned in enclosed SPECIAL TERMS & CONDITIONS of Annexure-A regarding Delivery Period**. Any deviation to the commitment of delivery shall result in rejection of quotation.

12) **Evaluation criteria :-**

Please refer the enclosed SPECIAL TERMS & CONDITIONS of Annexure-A regarding Evaluation criteria.

The evaluation criteria are based on the basis of maximum redeemable value offered on the card i.e. H-1 bidder. In the course of evaluation, if more than one bidder happens to occupy H-1 status effective H-1 will be decided by soliciting the maximum redeemable value for the offer of gift card from the respective H-1 bidders in sealed envelope and will be open in tender room. In case more than one bidder happens to occupy the H-1 status even after soliciting the maximum redeemable value for the offer of gift card, the H-1 bidder shall be decided by a toss/ draw of lots, in presence of the respective H-1 bidders or their representatives. Ranking will be done accordingly. BHELs decision in such situations shall be final and binding.

13) Item type and HSN Code:-

Kindly mention HSN code of the item & the percentage (%) of GST applicable in your offer.

14) Validity of offer:-

Validity of offer must be clearly mentioned in your quotation. If not mentioned, it shall be as taken 90 days from the date of opening of tender.

15) Liquidated Damages / Penalty Clause:-

- I. For any late delivery beyond the scheduled delivery date as per PO, penalty @ ½ % per week & maximum up to 10% of the total PO value will be imposed on the balance value of the material.
- II. GST is applicable on LD also.

16) Sample: - Sample of one Unfilled Gift Card (non-returnable**) offered as per enclosed **SPECIAL TERMS & CONDITIONS of Annexure - A** are also to be submitted. More than one sample can be submitted. Suppliers must enclose description and the technical specifications (if applicable) of the samples submitted. Each sample should be as per **enclosed SPECIAL TERMS & CONDITIONS of Annexure-A** & clearly identified with Bidder's name.**

Without Sample, offers will not be considered for further procurement process.

Samples must reach the undersigned by 11.00 am of tender opening date. Each item must be clearly identified physically as well as on paper quotation.

17) Packing:-

Please refer the enclosed SPECIAL TERMS & CONDITIONS of Annexure-A regarding Packing.

18) Final / bulk Supply:-

Final / bulk supplies shall be made as per the submitted/selected sample only. Any changes will only be acceptable, after mutual agreement with BHEL & Supplier.

19) Quantity Variation:-

A provision of **±10% quantity variation** of order quantity if required after accessing actual requirement shall be applicable.

20) Inspection:-

Inspection will be carried out at BHEL, Bhopal only. However, BHEL will inspect at supplier's works if required.

21) Replacement: -

Please refer the enclosed SPECIAL TERMS & CONDITIONS of Annexure-A regarding Replacement.

22) Un-registered suppliers of BHEL, Bhopal :-

Bidders who are not yet registered with BHEL, Bhopal must submit following documents for one time code along with Part – A (Techno-commercial bid) of your offer:-

- (1) Copy of PAN no.
- (2) Copy GSTIN registration certificate.
- (3) The percentage (%) of GST applicable
- (4) Copy of MSMED/ NSIC certificate, if applicable
- (5) EFT details as given at BHEL, B2B site (<https://www.bhelbpl.co.in/mm/>) to be submitted by L1 supplier after placement of order.

23) - MSE Suppliers can avail the intended benefits as per Govt. Guidelines only if they submit along with the offer, "MSE Certificate", Non submission of said documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required document is found or the requisite documents are not submitted before price bid opening. (For Indian Bidder).

24) BHEL will deal directly with the manufacturers / principal vendors and no correspondence with the agents will be entertained. The agents will not be permitted to visit / interact with BHEL on behalf of their principals. Subsequently also, no correspondence of any type will be made with any agent. (All individuals / companies - representing / Advisor /retainer ship basis or claimed to be part time employees for many OEMs / claiming to be channel or business partner for BHEL work / stockiest not

registered specifically etc. are Agents). Communications with only those agents who have submitted agency agreement with their respective principal may be done.

- 25) Agents shall not be allowed to represent more than one manufacturer / supplier in the same tender. Moreover, either the agent could bid on behalf of the manufacturer / supplier or the manufacturer / supplier could bid directly but not both. In case bids are received from both, the manufacturer / supplier and the agent, bid received from the agent shall be ignored.

26) **PART –II: PRICE SCHEDULE**

(Please attach un-priced copy of price schedule in techno-commercial bid)

Bidder to note that item wise evaluation will be done and hence should be complete in all respects for the full scope defined and considering all terms and conditions. Optional as indicated in specification will not be taken for evaluation.

- I. Any item not included in this price quoted above and shown separately will not be taken cognizance of and shall be ignored while evaluation.
- II. Following details shall be provided in separate Annexure.
 - A) Unit prices for all items.
 - B) Prices for any other OPTIONAL items.
- III. Transit insurance shall be arranged by Supplier.

Note:

If in a price bid, non-conformities /errors /discrepancies are observed between the quoted prices in figures and that in words the following guidelines will be followed: -

- a) If, in the price structure quoted for the required goods/ services/ works, 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 purchaser 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.
- d) If there is such discrepancy in an offer, the same is to be accepted by the bidder by a target date and in case the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- e) The GST registration number of Bharat Heavy Electrical Ltd, Bhopal is **"23AAACB4146P1ZN"** with state Code as "23" and State Name as "Madhya Pradesh".
- f) Transit insurance shall be arranged by Supplier.
- g) The evaluation of tender shall be on the basis of "Total Landed cost at Destination" including Supply and Commissioning. For evaluation of foreign bids, exchange rate (TT selling rate of SBI) as on scheduled date of tender opening (Part-I bid opening) shall be considered. If the relevant day happens to be a bank holiday, then the Forex rate as on the previous bank (SBI) working day shall be taken.
 - i. Loading of TDS as applicable (TDS certificate shall be issued by BHEL) to calculate landed Cost at Destination for foreign bidders on price schedule Annexure-IV submitted by bidder.
 - ii. Also loading of custom duty (as applicable) in India will be done to calculate landed Cost at Destination for foreign bidders on price schedule submitted by bidder.
- h) Indigenous suppliers: Vendors to quote rates on FOR destination (BHEL Bhopal) basis. However, the insurance will be arranged by Supplier.
- i) The comparison between foreign and indigenous bids shall be done based on the Total Landed cost at Destination basis.
- j) BHEL reserves the right to evaluate vendor's process capability / quality systems etc. by visiting vendor's works (if required).

- k) BHEL reserves the rights to place order for tendered quantity on more than one vendor.
- l) Currency for evaluation of the tender will be Indian rupees.

As per directives of CENTRAL VIGILANCE COMMISSION, GOVERNMENT OF INDIA, one agent can not represent two or more suppliers or quote on their behalf in a particular tender. If so found at any stage, BHEL Bhopal is likely to cancel Enquiries / POs to such suppliers. Further, such Indian Agent is likely to be de-listed (Black listed for business from BHEL)

The offers of the bidders who are on the banned list and also the offer of the bidders, who engage the services of the banned firm, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com.

NOTE:

Please refer General terms and conditions of enquiry form no. BP200102A enclosed herewith for tender enquiries. All the bidders/vendors must ensure compliance of these General terms and conditions of enquiry form no. BP200102A.

Make in India preference:

- For this procurement, Public Procurement (Preference to Make in India), Order 2017 dated 15.06.2017, 28.05.2018, 29.05.2019 and 04.06.2020 subsequent Orders issued by the respective Nodal Ministry shall be applicable even if issued after issue of this NIT but before finalization of contract / PO / WP against this NIT.
- In the event of any Nodal Ministry prescribing higher or lower percentage of purchase preference and/ or local content in respect of this procurement, same shall be applicable.
- Default purchase preference under Make in India order shall be 20% to suppliers with default minimum local content of 50% for all items / works / services. For further details, please refer latest version of General terms and conditions of enquiry form no. BP200102A.
- Procurements where the Estimated value to be procured is less than Rs. 5 lakhs shall be exempted from Public Procurement (Preference to Make in India), Order 2017 dated 15.06.2017, 28.05.2018 , 29.05.2019 and 04.06.2020 & subsequent Orders issued by the respective Nodal Ministry.

- 27) *All the above points must be explicitly confirmed in the "Part A" of offer. If any point not confirm in "Part A" of your offer, it shall be taken that it is acceptable to you. In case of non-acceptance above points / fail to submit sample / documents as per our tender / specification requirement, your offer may be rejected.*
- 28) **Opening of price bid:-**The price bid quotations of the suppliers whose technical and commercial offers are completely acceptable to us in all respects and **acceptable to BHEL Bhopal, will only be opened** at a later date for finalization of Purchase Order.
- 29) BHEL Bhopal reserves the right for rejecting any / all of the samples along with offer/Quotation without assigning any reason, whatsoever.
- 30) In case you feel that your quotation will not reach on due date by post/register A.D./Speed post, please email your quotation **on email ID of Tender Room, mmtender.bpl@bhel.in** before 11:00 AM on or before due date.

Suppliers who submit bids by email are advised to keep the e-mail size to minimum possible and avoid attaching brochures / catalogues etc. Suppliers choosing to submit bids by email run the risk of bids not being received / late receipt at tender room email id on account of internet link failure / spam filtering / hardware malfunction / mail over quota or other unforeseen reason. BHEL shall not be responsible in any way for such loss of opportunity to suppliers.

Important: - It is supplier's responsibility to ensure that the samples and quotations reach BHEL Bhopal on or before 11:00 AM of tender opening date. Under no circumstances, late offers shall be considered.

For receiving MSE benefits the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from MSE benefits.

Suppliers seeking clarification may communicate the undersigned through email as given below.

E-Mail Id: kcmeena@bhel.in, riz@bhel.in

- 1. Quotation shall have to be addressed to:**

IN charge

Tender Room

Ground Floor, Administration Building
Piplani, BHEL, Bhopal – 462022

2. Samples shall have to be addressed to:

DGM (MM-CRX & FSX)
Block - 7 Annexe, Eastern Wing,
Ground Floor, Piplani,
BHEL, Bhopal 462022,
Ph. No. 0755-2503750, 2503788

KAILASH CHANDRA MEENA
Dy. Manager (MM-FSX)
Phone: 0755-2503750