

# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## BHARAT HEAVY ELECTRICALS LIMITED

कॉर्पोरेट प्रशासन- न्यू बिल्डिंग कैम्पस / CORPORATE ADMIN.-NEW BUILDING CAMPUS

प्लॉट सं. -25, सैक्टर-16 ए, फ़िल्म सिटी /PLOT No.-25, SECTOR-16A, FILM CITY  
नोएडा-201301 ( उ. प्र.) / NOIDA- 201301 (U.P.)



### TENDER DOCUMENT

### FOR

Procurement of Miscellaneous Items (39 types of items) for Guest House Rooms at 16<sup>th</sup> Floor of BHEL Sadan Building, Sec-16A, Plot No. 25, Noida.

निविदा संख्या/ **NIT No.- AA: CAG:BS:24: KU:03**

**Date: 01.10.2024**

टेंडर जमा करने की अंतिम तिथि	: 07.10.2024 15:00 बजे।
LAST DATE FOR TENDER SUBMISSION	: 07.10.2024 AT 15:00 Hrs.
टेंडर खोलने की तिथि	: 07.10.2024 15:30 बजे।
DUE DATE FOR TENDER OPENING	: 07.10.2024 AT 15:30 Hrs.

(Name, Seal & Signature of the Kendriya Bhandar/Firm)

**NOTICE INVITING SINGLE TENDER**

Submission of tender on **07.10.2024 by 15:00 Hrs**  
Due date for tender opening on **07.10.2024 at 15:30 Hrs**

To,  
M/s. Kendriya Bhandar,  
Ram Singh Yadav Complex, Street No. 9,  
Near Sector-52, Metro Station, Hoshiyarpur,  
Sector-51, Noida (UP) – 201301  
E-mail: kendriyabhandarnoida@gmail.com

**Sub: Single Tender for Procurement of Miscellaneous Items (39 types of items) for Guest House Rooms at 16<sup>th</sup> Floor of BHEL Sadan Building, Sec-16A, Plot No. 25, Noida.**

Quotations are invited in sealed covers with Tender No., Date and Due Date, legibly super scribed on it, for the under mentioned Scope of work subject to acceptance of the enclosed Terms and Conditions. The quotation should be put in the tender box at security check in BHEL-New Building Reception on or before the Due Date.

S. No.	Description / Instructions
1.	<p>Procurement of Miscellaneous Items (39 types of items) for Guest House Rooms at 16<sup>th</sup> Floor of BHEL Sadan Building, Sec-16A, Plot No. 25, Noida.</p> <ol style="list-style-type: none"><li>1. Procedure for submission of Bid (Annexure - A).</li><li>2. General Terms &amp; Conditions (Annexure- B).</li><li>3. BOQ Cum Price bid format (Annexure- C).</li><li>4. Deviation / No Deviation Certificate (Annexure- D).</li><li>5. Declaration (Annexure- E).</li><li>6. Undertaking Format (Annexure- F)</li><li>7. NEFT Details Format (Annexure- G).</li></ol>
2.	<p><b>Important instructions</b></p> <ol style="list-style-type: none"><li>1. Kendriya Bhandar must go through all these Annexures before submitting the bid. All information as sought in the tender shall be furnished in totality.</li><li>2. Offers should be submitted in Single Part as described in Annexure- A, B, C, D, E, F &amp; G.</li><li>3. The prices must be quoted in the enclosed Price bid format ONLY.</li><li>4. The offers shall remain valid for a period of 60 days from the date of bid opening.</li></ol>

Quotations is to be submitted in separate sealed envelope. Bid shall be opened on the Due **Date of opening i.e. 07.10.2024 at 15:30 Hrs**, in the presence of authorized representatives of the party, if present.

Thanking you,

(For and on behalf of BHEL)

(Name, Seal & Signature of the Kendriya Bhandar/Firm)



**Annexure – A**

**Procedure for Submission of Bid**

**1. Bid has to be submitted in single -part format, as follows:**

- This part shall contain the following documents-
  1. Tender document signed & stamped on all pages.
  2. Signed & stamped copy of PAN.
  3. Other supporting document, if any.
  4. Duly filled BOQ Cum Price Bid Format (Annexure- C) & nothing else.
- Bid shall be put in sealed envelopes, clearly indicating Tender No., Date of issuance of NIT, Due Date of submission & name of the bidding company /authority.
- Bids shall be submitted at BHEL SADAN, Sector-16A, Film City Noida- 201301 in the Tender Box at security check, on Building Reception well before the due date & time of submission. The tender should not be addressed to any individual's name but only by designation to:

**COMMON ADMIN GROUP  
BHEL – SADAN,  
PLOT NO. – 25, SECTOR-16A, FILM CITY,  
NOIDA - 201301**

**Note: (i) As this is a Conventional Tender, M/s Kendriya Bhandar should respond by submitting their offer only in Hard copy (Paper Bid) through courier/ Speed Post/ By Hand only.**

The bid can be marked to the following address:

To,  
**COMMON ADMIN GROUP,  
BHEL SADAN,  
Plot No. 16A, Sector-16A,  
Film City, Noida (UP) 201301**

**Annexure - B****General Instruction for bidder:**

1. Offer must be submitted strictly in line with BOQ cum Price bid format **(Annexure-C)**.
2. Incomplete offer shall not be acceptable.
3. Duly filled & signed with seal documents to be submitted along with offer.
4. Please quote price in figures & words both. In case the prices quoted in words and figures are different, the value indicated in words will be considered for evaluation. Offer with deviations from terms and conditions of the tender may not be considered. Bidder shall also furnish 'No Deviation Certificate' (Format Attached-Annexure-D).
5. Bid should be free from correction and erasers. Corrections, if any must be counter-signed.
6. BHEL reserves the right to accept or reject the bid with or without deviation, or cancel/withdraw the invitation for bid without assigning any reason whatsoever and in such case bidder shall not have any claim arising out of such action by BHEL.
7. Tender received after the specified time of their "SUBMISSION" will be treated as late tender and shall not be considered under any circumstances.
8. Supplier shall quote for all the items in the enclosed price bid format.
9. The Vendor should have registration under GST Act and should submit the registration certificate along with Quotation.
10. Tenderer is requested to sign and put seal pages of tender documents and submit, else their offer shall be liable for rejection.
11. Bidders are required to ensure that all columns of the bid are duly filled in. If any incorrect rates or unusually low rates are quoted, offer is liable for rejection and no correspondence will be entertained in this regard.
12. Incomplete price bids shall be rejected.
13. Evaluation Criteria: The offer shall be evaluated based on overall items. No partial bidding offer is allowed.
14. Currency for this tender shall be ☐ i.e. INR

**Technical Specification** AS PER BOQ Cum PRICE BID FORMAT **(ANNEXURE-C)**.**Price**

Price quoted by the bidder shall be firm and not subject to any variation during the period of offer validity and execution of purchase order. The prices shall be exclusive of all taxes and duties.

Taxes and Duties should be shown separately.

Prices for item shall be quoted by vendor in **BHEL- price format only**.

**Validity of quoted price:** Price submitted by the bidder shall be valid for 60 days from the date of submission of quotation/offer for the finalization of the ordering process.

**Price Variation Clause (PVC):** Firm Price (PVC not applicable).

**Delivery Terms:** Suppliers shall quote the rates on **F.O.R. Destination basis only**.

(Name, Seal & Signature of the Kendriya Bhandar/Firm)

**Delivery Destination:**

<b>Ship to (Consignee) and Sold to (Buyer) Address</b>	COMMON ADMIN GROUP, BHEL SADAN, Plot No. 16A, Sector-16A, Film City, Noida (UP) 201301  <b>BHEL GSTN – 09AAACB4146P2ZC</b>
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**Delivery Schedule:** Material shall be transported at destination site within 30 days from date of issuance of Purchase Order.

**Transit Insurance:** It is the responsibility of the supplier to insure the materials in transit till they reach the site. Any damage/pilferage/loss in transit is in the scope of the supplier.

**Payment Terms**

- (a) 100% of F.O.R price excluding GST shall be released by cheque/NEFT within 45 days on submission of invoice after successful receipt of items.

**Liquidated Damages/Penalty for delay in supply:**

- (a) LD shall be 0.5% per week or part thereof the total value (excluding taxes) of undelivered portion of the material subject to a maximum of 10% of the total purchase order value (excluding taxes).
- (b) BHEL reserve the right to cancel the Contract in case of delay in delivery by vendor and failure to comply with quality requirements.

**Guarantee /Warranty:** Clearly mention the Guarantee/ Warranty against each item in BOQ cum Price bid format (**refer Annexure-C**). If in case, Guarantee/ Warranty is not applicable against the item, clearly mention the Guarantee/ Warranty is not applicable against that item.

**Goods and service Tax (GST) & Cess:****1. Taxes and other Duties:****1.1 Goods and service Tax (GST) & Cess**

1.1.1 The successful bidder shall furnish proof of GST registration with GSTN Portal in the State in which the Project is being executed, covering the services under this contract. Registration should also bear endorsement for the premises from where the billing shall be done by the successful bidder on BHEL for this project/ work. If the Successful Bidder submits Invoice from a GST No. from outside the state where the project is being executed, then the Bidder shall furnish a declaration for the same in their Letter head, for the single supply of services/short term supply of services.

1.1.2 Contractor's price/rates shall be exclusive of GST & Cess (if applicable) (herein after termed as GST). Contractor shall submit to BHEL the GST compliant tax invoice/debit note/revised tax invoice on the basis of which BHEL will claim the input tax credit in its return.

1.1.3 Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules wherein the 'Bill to' details will be as below:

(Name, Seal & Signature of the Kendriya Bhandar/Firm)



**BHEL GSTN - 09AAACB4146P2ZC**

**COMMON ADMIN GROUP,**

**BHEL SADAN,**

**Plot No. 16A, Sector-16A,**

**Film City, Noida (UP) 201301**

1.1.4 GST charged in the tax invoice/debit note/revised tax invoice by the contractor shall be released separately to the contractor only after contractor files the outward supply details in GSTR-1 on GSTN portal and input tax credit of such invoice is matched with corresponding details of outward supply of the contractor and has paid the GST at the time of filing the monthly return.

1.1.5 In case BHEL has to incur any liability (like interest / penalty etc.) due to denial/reversal / delay of input tax credit in respect of the invoice submitted by the contractor, for the reasons attributable to the contractor, the same shall be recovered from the contractor.

1.1.6 Further, in case BHEL is deprived of the Input tax credit due to any reason attributable to contractor, the same shall not be paid or Recovered if already paid to the contractor.

1.1.7 Tax invoice/debit Note/revised tax invoice shall contain all such particulars as prescribed in GST law and comply to the timelines for issue of the same. Invoices shall be submitted on time to the concerned BHEL official.

1.1.8 TDS under GST (if/ as & when applicable) shall be deducted at prevailing rates on gross invoice value from the running bills.

1.1.9 E-way bills / Transit passes / Road Permits, if required for materials / T&P etc., bought into the project site is to be arranged by the Contractor only.

1.1.10 BHEL shall not reimburse any amounts towards any interest / penalty etc., incurred by contractor. Any additional claim at a later date due to issues such as wrong rates / wrong classification by contractor shall not be paid by BHEL.

1.1.11 Bidder Shall submit E-Invoice as per the GST Rules, if E-Invoicing has been enabled against their GSTIN No. Otherwise a Declaration may be submitted along with Invoice certifying that E-Invoicing is not enabled against their GSTIN No.

## **1.2 All taxes and duty other than GST & Cess**

1.2.1 The contractor shall pay all (except the specific exclusion viz GST & Cess) taxes, fees, license charges, deposits, duties, tools, royalty, commissions, Stamp Duties, or other charges / levies, which may be levied on the input goods & services consumed and output goods & services delivered in course of his operations in executing the contract and the same shall not be reimbursed by BHEL. In case BHEL is forced to pay any of such taxes, BHEL shall have the right to recover the same from his bills or otherwise as deemed fit.

## **1.3 Statutory Variations**

1.3.1 Statutory variations are applicable under the GST Acts, against production of proof. The changes implemented by the Central / State Government during the tenure of the contract viz. increase / decrease

(Name, Seal & Signature of the Kendriya Bhandar/Firm)



in the rate of taxes, applicability, etc. and its impact on upward revision / downward revision are to be suitably paid/ adjusted from the date of respective variation. The bidder shall give the benefit of downward revision in favour of BHEL. No other variations shall be allowed during the tenure of the contract.

#### 1.4 New Taxes/Levies

1.4.1 In case Government imposes any new levy / tax after submission of bid during the tenure of the contract, BHEL shall reimburse the same at actual on submission of documentary proof of payment subject to the satisfaction of BHEL that such new levy / tax is applicable to this contract.

#### 1.5 Direct Tax

1.5.1 BHEL shall not be liable towards Income Tax of whatever nature including variations thereof arising out of this contract as well as tax liability of the bidder and their personnel. Deduction of tax at source at the prevailing rates shall be effected by BHEL before release of payment as a statutory obligation, unless exemption certificate is produced by the bidder. TDS certificate will be issued by BHEL as per the provisions of Income Tax Act.

#### **TCS (Tax collected at Source) under Income Tax Act.**

If the vendor is mandated to collect the TCS from BHEL (for sale of Goods) as per the newly inserted sub section(1H) under Section 206C of the Income Tax Act, then the below conditions need to be adhered to:

1.1. Vendors should mention their TAN and PAN number in the Invoice submitted to BHEL.

1.2. Where the tender conditions do not specify any pec on financial parameters, then the reimbursement of IT TCS to the Vendor can be made only on submission of below undertaking on yearly basis. "If we have made a total sale, gross receipts or turnover from our business carried exceeds ten crore rupees during the financial year\_ (should be immediate preceding financial year)" And on submission of TCS paid challan and TCS certificate for the TCS payments made in the last quarter.

1.3. Amount of TCS and Assessable value on which TCS has been calculated should be specified clearly in the invoice.

1.4. PAN No of BHEL is **AAACB4146P**, same need to be considered by vendor while filing their TCS returns.

1.5. Vendor shall issue a TCS Certificate for the amount collected at source within the due dates as per the IT Act.

1.6. In event of failure to comply with the provisions of the Act or proper certificate was not issued or if tax collected, not remitted to the Government or for any other reason and thereby causing loss to BHEL, the same shall be recoverable from the Vendor towards non- compliance of statutory provisions from the money's due to them with applicable interest.

**For BHARAT HEAVY ELECTRICALS LTD,**

**(Authorized Signatory)**



NIT No. - AA: CAG:BS:24: KU:03

Date: 01.10.2024

**Annexure - D**

**Deviation / No Deviation Certificate**

(To be submitted in Part- I Bid)

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

**Name**

**Designation**

Signature

With Name, Designation & Seal of the Firm





NIT No. - AA: CAG:BS:24: KU:03

Date: 01.10.2024

**Annexure - E**

**DECLARATION**

(To be submitted in Part-I Bid)

I / we hereby declare that I /We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court.

**Name**

**Designation**

**Signature**

With Name, Designation & Seal of the Firm

**Annexure - F****Kendriya Bhandar's Details**  
(To be submitted in Part- I Bid)

1	Name of the bidding firm / Oil Marketing Company	
2	Registered Address	
3	Name of Authorized representative	
4	Contact Number(s)	
5	Email ID	
6	PAN	
7	Details of Fuel Station	
a)	Mailing Address	
b)	Contact Number(s)	
c)	Contact person	
d)	Number of fueling points	
e)	Days & Timings of operation of Fuel station	
f)	Validity of lease / agreement with concerned Oil Marketing Company (End date)	
g)	Additional information, if any	

**Name****Designation**

(Name, Seal &amp; Signature of the Kendriya Bhandar/Firm)



NIT No. - AA: CAG:BS:24: KU:03

Date: 01.10.2024

**Annexure - G**

**NEFT Details Format**  
(To be submitted in Part- I Bid)

Please find enclosed the relevant details of my bank account for receiving NEFT credits from BHEL.

Beneficiary Name	
Beneficiary Bank Name	
Beneficiary Bank address	
IFSC CODE of the bank	
MICR of the bank	
Beneficiary Account Number	
Email ID (if any)	
PAN	

Also, please find enclosed a photocopy / cancelled copy of one leaf from my cheque book for the codes required above.

I hereby confirm that the above-mentioned particulars are in order to facilitate NEFT/RTGS credit, will inform BHEL in case of any changes in particulars at a future date.

Thanking you,

**Name**

**Designation**

(Name, Seal & Signature of the Kendriya Bhandar/Firm)