

**Bharat Heavy Electricals Limited**

(A Government of India Undertaking)

BOILER AUXILIARIES PLANT**RANIPET – 632 406, INDIA**

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MAINTENANCE & SERVICES DEPARTMENT**REGISTERED POST WITH ACK.DUE**

NOTICE INVITING TENDER	
Tender Notice No	BAP:M&S:TE:EL:13:006 DT:23.07.2013
Name of work	OBTAINING SAFETY CERTIFICATE FROM CEA (CENTRAL ELECTRICITY AUTHORITY) FOR AGGLOMERATOR SITE ELECTRICAL INSTALLATIONS
Period of contract	Two Months.
Earnest Money Deposit (EMD) Amount	Not Applicable
Last date & Time for Receipt of the Tender	06.08.2013, 14.30 Hrs.
Date of Tender bid Opening	06.08.2013, 14.30 Hrs on wards.
Place of submission of Tender	Tender Box placed in M&S Office, BHEL –BAP ,Ranipet – 632 406
Address on the Sealed Tender Cover to be:	SENIOR MANAGER / M&S PLANNING & ES M &S DEPARTMENT BHARAT HEAVY ELECTRICALS LIMITED RANIPET – 632 406 VELLORE DISTRICT TAMIL NADU
Venue of the Tender Opening	M&S Conference hall

Important Note:

- 1) Vendors registered with other BHEL units for similar work is only to quote with evidence.
- 2) Un registered vendors will be considered for the next tender subjected to their eligibility.
- 3) The Tender documents can be down loaded from BHEL website
(http://www.bhel.com/tender/list_tender.php) and Govt tender web site:
<http://tenders.gov.in/> and also in Central Public Procurement Portal (CPP) website:
<http://eprocure.gov.in/epublish/app>

Issued to Messers/Thiru**ISSUING OFFICER**

GENERAL INSTRUCTIONS TO TENDERERS

- 1) Tenders must be submitted **in sealed covers** and should be addressed to

**Senior Manager /M&S planning & ES,
M&S Department,
Bharat Heavy Electricals Limited,
RANIPET – 632 406.**

Bidders are requested to submit their offers 'in a sealed cover' all super scribing the Name, Address of the bidder , name of work, Tender notice number, Due date etc.

- 2) Sealed Tenders will be received up to **14.30 Hrs. on 06.08.2013** in the prescribed form and will be opened on **06.08.2013 at 14.30 Hrs on wards** at M&S Conference Hall in the presence of such of those tenderers or their agents who may choose to attend, with authorization letter.
- 3) Tender documents received after the due date and time will be summarily rejected and BHEL will not be responsible for any postal delay.
- 4) The bid cover shall contain all the document duly filled in and signed by the bidder in all the pages. The tenderer has to quote most competitive rates for all the items in the Bill of Materials. The completed bid shall reach the Office of the undersigned on or before 06.08.2013 at 14.30 Hrs.
- 5) The bid will be opened on the same day at 14.30 hrs. In case of opening day falls on holiday or happened to be declared as a holiday the receipt and opening of the Tender shall automatically fall on the next working day. You/Your authorized representative may participate in the tender opening for which they shall bring authorization letter for attending tender opening.
- 6) All entries in the tender documents should be filled with same ink. Over-writing in the price bid to be avoided. The tenderers concerned should duly sign all cancellations and corrections.
- 7) Tenderers should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and also sign and seal each and every page of the tender document including the drawings/annexure attached thereto before submitting the tender.
- 8) Bidders are advised to quote only as per BOQ given by BHEL. Offers other than price bid proforma of BHEL will not be considered.
- 9) In quoting the rates, the tenderers are advised to take into account all factors including any fluctuations in the market rates etc. No claim will be entertained on this account after acceptance of the tender or during the currency of the contract.
- 10) The bidder has to quote his Rate for all individual items in the Rate Schedule of Price Bid. If the bidder has not quoted the Rate for any item(s), it is considered as incomplete tender and tender can not be accepted.
- 11) The rates quoted in the tender shall remain valid for a period of **Three months** from the date of opening of the tender.
- 12) In the event of tender being submitted by a firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the Power of Attorney on behalf of the firm concerned. In the latter case, a copy of the Power of Attorney duly attested by a Gazetted Officer must accompany the tender.
- 13) BHEL reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason.

14) Rates quoted shall include all royalties, terminal taxes, octroi duties, central and provincial excise tax, sales tax and other taxes leviable under the State or Central Government Rules **excluding Service Tax**. The Bharat Heavy Electrical Limited will not entertain any claim whatsoever in this respect in future.

15) The L1 will be decided based on the lowest cost to BHEL.

16) Should a tenderer find discrepancies or omissions in the tender documents or should be in doubt as to their meaning, he should seek clarifications from the authority inviting the tender. Every endeavor is made to avoid any error which can materially affect the basis of the tender but the successful tenderer shall take up on himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.

17) Tenders submitted by post should be sent preferably by "REGISTERED POST"/ Speed post. This should be posted with due allowance for any delay in postal delivery. On no account, the tenders received after the due date and time shall not be considered.

18) BHEL reserves the right to cancel or modify the tender without assigning any reasons whatsoever.

19) Quantities shown in the attached schedules are only approximate and may vary as per actual requirement.

20) EARNEST MONEY DEPOSIT(EMD) is NOT APPLICABLE.

21) SECURITY DEPOSIT (SD):

a) Security Deposit shall be collected from the successful tenderer. The rate of Security Deposit will be as below:

Upto Rs.10 Lakhs	: 10%
Above Rs.10 lakhs up to Rs.50 Lakhs	: Rs.1 Lakh + 7.5% of the amount exceeding Rs.10 Lakhs
Above Rs.50 Lakhs	: Rs.4 Lakhs + 5% of the amount exceeding Rs.50 Lakhs

b) Security Deposit may be furnished in any one of the following forms:

- i) Cash (as permissible under the Income Tax Act).
- ii) Pay Order, Demand Draft in favour of BHEL.
- iii) Local cheques of Scheduled Banks, subject to realization.
- iv) Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc., (Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- v) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the companies Act. The Bank Guarantee format should have the approval of BHEL.
- vi) Fixed Deposit Receipts issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the Contractor, A/C BHEL, duly discharged on the back.
- vii) Security Deposit shall also be recovered at the rate of 10% from the running Bills. However, in such cases at least 50% of the Security Deposit should be remitted before start of the work and the balance 50% may be recovered from the running bills.
- viii) EMD amount of the successful tenderer can be converted/adjusted against the SD.

- ix) The security deposit shall not carry any interest.
- x) The Security Deposit may be refunded to the Contractor at the end of contract period against submission of "NO DEMAND CERTIFICATE".

Note:

Acceptance of Security Deposit against Sl. No. (iv) and (vi) above will be subjected to Hypothecation or endorsement on the documents in favour BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith. The Earnest Money paid at the time of tender will be adjusted as part of the Security Deposit and the balance amount will be recovered by deduction from the running bills of the contractor at the rates mentioned above.

All compensation or other sums of money payable by the Contractor to BHEL under the terms of this contract or under any other contract with BHEL may be deducted from the Security Deposit or from any sums which may be due or may become due to the contractor by BHEL and in the event of this Security Deposit being deducted by reason of such deductions as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.

If the contractor fails to execute the contract either fully or partially or violates the contract conditions leading to cancellation of the contract, the security deposit will be forfeited.

- 22) Should a tenderer or a contractor has a relative or in the case of a firm or company of contractors any of its shareholders or share holder's relative, employed in Bharat Heavy Electricals Limited, the authority inviting tenders shall be informed of this fact at the time of submission of the tender failing which tender may be disqualified or if such fact subsequently come to light, the contract may be rescinded.
- 23) If a tenderer expires after submission of his tender, the Bharat Heavy Electricals Limited may be at its discretion to cancel such tender.
- 24) If a partner of a firm expires after submission of the tender or after the acceptance of the tender, Bharat Heavy Electricals Limited may cancel such tender at the discretion unless the firm retains his character.
- 25) The Bharat Heavy Electricals Limited will not bound by any Power of Attorney granted by the tenderer or changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contract concerned.
- 26) If the contractor deliberately gives wrong information in the tender or creates conditions favorable for the acceptance of his tender, Bharat Heavy Electricals Limited reserves the right to reject the tender at any stage.
- 27) The expenses for completing and stamping the agreement shall be to the contractor's account.
- 28) Tenderers shall not increase their quoted rates or lay additional conditions incase Bharat Heavy Electricals Limited negotiates for reduction of rates, such negotiations shall not amount to cancellation or withdrawal of the original offer and the rates originally quoted shall be binding on the tenderers for a period of three months from the date of opening of tender.
- 29) Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

- 30)** The tenderer should be present if called for negotiation both technical and commercial. In case, the tender's authorized person is attending the negotiation such person should have the authorization letter and he should be capable of taking spot decisions.
- 31)** Incase you are not interested in submitting your quotation, you should return the entire tender papers with a covering letter stating that your regrets for not submitting your offer for this tender.
- 32)** The bidder shall clearly indicate all the applicable taxes in the Price Bid and also shall state clearly whether these taxes are inclusive or exclusive of the Basic rate quoted. If any tender does not indicate applicable taxes, BHEL will assume, price quoted is inclusive of all Taxes and Tender will be evaluated accordingly.
- 33)** The contractor should submit notarized copy of the following documents, if required:
- i. Pan card.
 - ii. TN VAT registration certificate.
 - iii. Service tax registration certificate.
- 34)** The contractor shall indicate all the applicable taxes in the offer and any claim after the issue of contract will not be entertained.
- 35)** In case if any Taxes not applicable, like due to threshold limit etc. Same may be clearly indicated in the offer by the Bidder.
- 36)** 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.
- 37)** 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
- 38)** 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 (36) and (37) above.
- 39)** If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and , if the bidder doesn't agree to the decision of the purchaser; the bid is liable to be ignored.
- 40)** All payments for the works completed shall be paid to you based on bills raised and certified by BHEL Engineer-in-charge. Payment will be made within a period of 30 days from the date of submission of bills along with all the enclosures as called for by BHEL. Payment will be made through e-payment (through electronic fund transfer (EFT) / RTGS) only after deducting IT. Details of your bank account for the same shall be submitted by you in the format attached.
- 41) TERMS OF PAYMENT:**
- 100 % payment shall be made after submission of the safety certificate to BHEL and bills raised by the contractor and certified by Engineer-in-Charge of BHEL.

42) SERVICE TAX:

The Bidder shall not include Service Tax in their quoted rates; but the bidder has to separately indicate the Service Tax rate, amount and workings thereof in the Price bid schedule included in the bid documents.

If service tax amount is not indicated separately in the price bid schedule included in the Bid documents, it will be presumed that the quoted rate is inclusive of applicable service tax and bids will be evaluated accordingly.

Pure Service not involving any supply of materials by Contractor:

Bidders have to quote the applicable service tax payable in the price bid format included in the bid document which shall be considered for evaluation. The same shall be considered for reimbursement to successful bidders against submission of original service tax paid certificate and copy of service tax payment Challan.

43) SUB-CONTRACT

The Contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL.

44) PRECAUTIONS AGAINST RISK

The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.

CERIFICATE OF NO DEVIATION

I / We of M/s

hereby certify that **there is no deviation** from the tender conditions either technical or commercial
and I am /We are agreeing to all the terms and conditions mentioned in the Tender Specification.

Date:

Signature of the Bidder

BILL OF MATERIAL (PRICE BID)

Name of the work : Obtaining safety certificate from CEA for Agglomerator site electrical installations.

Period of Contract : Two Months .

Tender Notice No : BAP:M&S:TE:EL:13:006 DT:23.07.2013

S. No	Description	Qty	Rate	Amount
1.	Consultancy charges towards preparing necessary layout drawing, Single line diagram (SLD), load details, etc as required by CEA office and submitting the same to CEA (Central Electricity Authority), coordinating and getting safety certificate from CEA. (Any statutory fees will be paid by BHEL)	Lump sum		
2.	Service tax @ _____ %			
3.	Total amount			

Payment Terms: i) 100% payment will be made after successful completion of work.

ii) The statutory payment shall be reimbursed by submitting the valid government receipts.



CERTIFICATE

AUTHORISED SIGNATORY OF VENDOR WITH SEAL

Note: This EFT Form is to be submitted duly filled in manually in all fields and duly signed by Authorised Signatory and certified by Banker.