



BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM, HYDERABAD-32

TENDER DOCUMENTS

FOR

SUPPLY OF NEW YEAR GIFT FOR BHEL EMPLOYEES

Broad category of Items but not limited to: - “Any item like Kitchen Appliances, Crockeries, Utensils, Bed Sheets, Carpets, Electrical appliances, Bags, Trolley bags, Mixer, Multipurpose Blender & Chopper, Grinder Sewing Machine, Garment Steamer, Home Portable LED Projector, Basic Mobile Handset, Portable Home Battery back-up, 4-Burners Glass Stove, Vacuum Cleaner, Multi- Purpose Heavy Duty Foldable Hand Truck, Tool Kits, any other Utility item or combination of items etc.,”

TENDER ENQUIRY No: N2A1X38171 dtd. 26.09.2024

TECHNICAL & COMMERCIAL BID - PART "A"

(A) Scope of Supply

Bharat Heavy Electricals Ltd. (A Govt. of India Undertaking) Unit: RC.Puram, Hyderabad require approximately 3103 Nos. of **Gift items** as per the under-mentioned scope of supply for distribution to its employees at RC Puram, Hyderabad.

Sealed quotations are invited for procurement of the above. Offers shall be uploaded only by online mode through BHEL e-tendering portal – <https://eprocurebhel.co.in/nicgep/app>. Bidders need to log into the website, register for User ID & Password, search for the RFQ No and submit your quotation. Offers received through any other mode will not be considered.

Bidder registration as per link below;

<https://eprocurebhel.co.in/nicgep/app?component=%24WebHomeBorder.%24WebRightMenu.%24DirectLink&page=Home&service=direct&session=T>

| Sl. No. | Description |
|---------|--|
| 1. | <p>3103 Nos. of Gift items:</p> <p>in the category of but not limited to: - “Any item like Kitchen Appliances, Crockeries, Utensils, Bed Sheets, Carpets, Electrical appliances, Bags, Trolley bags, Mixer, Multipurpose Blender & Chopper, Grinder Sewing Machine, Garment Steamer, Home Portable LED Projector, Basic Mobile Handset, Portable Home Battery back-up, 4-Burners Glass Stove, Vacuum Cleaner, Multi- Purpose Heavy Duty Foldable Hand Truck, Tool Kits, any other Utility item or combination of items etc.,”</p> <p>costing Rs. 1500/- to Rs. 2000/- per gift pack (inclusive of all taxes & freight, delivery charges etc. at BHEL, R.C. Puram Hyderabad)</p> |
| 2. | <p>IMPORTANT INSTRUCTIONS: for Submitting Techno commercial Bid & Processing of Tender</p> <ul style="list-style-type: none">• Bidders can offer any item in the above categories. They can also bundle more than one item in each as a Package• Any bidder can offer maximum three alternative samples (as a single |

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| | <p>item or package) and quote his prices accordingly in separate sealed covers (i.e Technical Bid and Price bid separately for each of the three alternative items)</p> <ul style="list-style-type: none"> • The vendors have to submit the “tender sample” for each of the Alternative(s) of his offering for display. • Delivery period is 45 days from the date of PO for LD purpose. However, vendor should make every effort to deliver the material latest by 24.12.2024. |
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(B) General Terms and Conditions

- All bidders to note that the process for procurement of gift is primarily a ‘sample’ based procurement. Such procurement also involves selection based on various indeterminable parameters by a committee constituted by BHEL.
- BHEL reserves the right to increase or decrease the Order quantity by plus or minus 10% as per our actual requirement.
- The gift Items will be supplied strictly as per the ‘tender sample’ submitted and specifications mentioned in the offer.
- The Gift item(s) (Bundle) will be supplied in good quality packing.
- Delivery of the Items shall be made on FOR basis to BHEL at Ramachandrapuram, Hyderabad.
- If any information given by the bidder is found to be incorrect at later stage, BHEL reserves the right to reject the bid submitted by bidder / cancel the award of order.
- Suppliers shall submit samples to the following address:

To

Sr. DGM/Purchase (CMM), 4th floor, administrative building,

Bharat Heavy Electrical Limited,

Ramachandrapuram, Hyderabad-502032.

Contact: 1. Shri. Ch Anil Kumar Patro/ Sr. Manager/Purchase CMM , 9911073898

2. Shri. Ganesh Kumar Khadia/Sr. Manager/Purchase CMM , 9100176662

C) Pre-qualifying Criteria (PQC)

The pre-qualification criteria (PQC) for the vendors for supply of New Year Gift item(s)_will be as follows:

| Sl. No. | Qualifying Requirement | Documents to be submitted in support of proof |
|---------|--|---|
| a. | The average annual turnover of the vendor during the last 3 Financial years ending 31 st March 2024 should be at least Rs. 20 Lakhs. | Copies of audited balance sheet/profit & loss account for the last three years. |
| b. | The vendors should either have their own manufacturing facility or they should be authorized Distributor /Re-seller of the manufacturers for the product samples submitted | Documentary evidence must be furnished to this effect. |

The documents as required above shall be submitted along with Part-I Bid.(i.e **Techno-commercial Bid**)

PART- 2: Price Bid

This part shall contain Rates only (duly filled in price bid format Annexure - 'A') and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details/or Commercial Terms & Conditions, if found in this part shall be ignored and will not be considered for Tender evaluation and priority as the same are supposed to be contained in Part-I only as indicated above.

(D) Bid Opening

Part-I (Techno-Commercial Bids) only will be opened on the due date indicated in the tender.

The opening of Part-II Price Bid will be intimated separately to the shortlisted technically qualified bidder.

The samples of technically qualified bidders will be prioritized as first, second, third, fourth & fifth etc. by the Committee constituted by BHEL based on the acceptability of the item to be given as gift. Priority one will be the highest preferred, whereas "Priority Five" will be the least preferred. Priority no 1 item will be searched in GEM portal for availability. Lowest of the two prices i.e. price of prioritized item vs the price in GEM portal (which will be obtained by issuing enquiry separately in GEM portal) will be considered for further ordering if the price is within specified limit. If the price is not meeting the criteria, negotiation attempt will be made to match the price in line with BHEL price limit starting with the lowest bidder among the two options (GEM, conventional) of the prioritized item. If the price criteria is not met even after negotiation, above mentioned procedure will be repeated with the next prioritized item. Tender priority (taking offers from open tender and GEM Portal cumulatively) will be arrived separately for each item. Price will not be compared between items.

In the event of more than one vendor getting tagged as same "Priority" reason being manufacturer same, item also similar but offered by different vendors, the price bids of all the vendors whose sample has been tagged as same "Priority" will be opened and the order will be considered for placement on the Vendor who has quoted the LOWEST (L1) rate subject to the condition that the rate quoted is not in excess of the prescribed amount.

The 'tender sample' submitted by the successful bidder will be preserved by for inspection/ random checking of the final incoming supply. The colour/look/design/quality of the item to be supplied shall be exactly as per the sample submitted, otherwise it will be rejected. The Vendor should emboss/print BHEL monogram/logo/slogan on the Carton Box or on the gift item as per our instruction.

The 'tender samples of the unsuccessful bidders shall be collected by suppliers representative after finalization of the tender.

(E) Warranty Period

The offered items by the bidders shall be warranted for a minimum period of one year.

(F) Risk Purchase Clause

BHEL reserves the right to cancel the Order due to any failure on the part of the Vendor in discharging his obligations as per terms & conditions of Order or for poor quality of supplies or in the event of his becoming insolvent or going into liquidation. The decision of BHEL about the failure on the part of the Vendor shall be final and binding on the vendor. In the eventuality of action under this clause BHEL shall be free to procure the gift items from any alternative source of its choice and recover additional cost, if any, from the Vendor.

(G) Terms of Payment

The payment will be made within 90 days (for Non- MSME) and 60 days (for medium Enterprises) after satisfactory supply completion of total Order quantity and submission of bill to this office. However, if the vendor is a SSI unit the payment can be released within 45 days after receipt and acceptance of material in BHEL. Vendor shall have to enclose documentary evidence to this effect

along with the Technical Bid -Part 'A'.

(H) Penalty

Delivery period is 45 days from the date of PO for LD purpose. In case supply is delayed beyond the delivery date , BHEL reserves the right to levy LD @ $\frac{1}{2}\%$ per week of delay subject to maximum of 10% of order value.

(I) Validity of Rates

Bid, including Prices, should be valid at least for 90 days from the Opening of Technical Bid or till the completion of supply whichever is later.

Sr. Manager/ Purchase CMM

ANNEXURE-A

PRICE BID-PART 'B'

TENDER ENQUIRY NO: N2A1X38171 dtd. 26.09.2024

PRICE FORMAT

| Sl.No | Description of offered Item (s) | All inclusive Rate per unit (inclusive of all taxes/ GST, transportation, packing & forwarding charges etc. F.O.R. Delivery at RC Puram, Hyderabad In Figures (In words in brackets) |
|-------|--|---|
| 1 | 3103 Nos. of Gift items: in the category of but not limited to:- “Any item like Kitchen Appliances, Crockeries, Utensils, Bed Sheets, Carpets, Electrical appliances, Bags, Trolley bags, Mixer, Multipurpose Blender & Chopper, Grinder Sewing Machine, Garment Steamer, Home Portable LED Projector, Basic Mobile Handset, Portable Home Battery back-up, 4-Burners Glass Stove, Vacuum Cleaner, Multi- Purpose Heavy Duty Foldable Hand Truck, Tool Kits, any other Utility item or combination of items etc.,” costing maximum Rs. 2000/- per gift pack (inclusive of all taxes & freight, delivery charges etc. at BHEL, R.C. Puram Hyderabad) Brief Description of the Item: | Rs. (Rupees) |

Note: 1. Please use separate Price formats for different alternatives (i.e. alternative I, II & III)

Signature
Name & Company Seal

ANNEXURE 'B'

DECLARATION

TENDER ENQUIRY NO: N2A1X38171 dtd. 26.09.2024

I / We hereby declare that I/We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court for participating in any Tender

Signature
(Name & Address of the Bid with official seal)

Place:

Date :

ANNEXURE 'C'

TENDER ENQUIRY NO: N2A1X38171 dtd. 26.09.2024

Acceptance Certificate

We hereby accept all terms and conditions of the above tender.

Signature
With name, Designation & seal of the firm

ANNEXURE 'D'**TECHNICAL DETAILS****TENDER ENQUIRY NO: N2A1X38171 dtd. 26.09.2024**

Rs. Lacs

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|---|------------------------|------------------------|------------------------|
| TURNOVER OF THE BIDDER | 2023-24 Rs. | 2022-23 Rs. | 2021-22 Rs. |
| Copies of audited balance sheet/income statement | Enclosed/ Not Enclosed | Enclosed/ Not Enclosed | Enclosed/ Not Enclosed |

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|-------------------------------------|------------------------|
| PAN CARD NO. NO WITH CERTIFICATE | Enclosed/ Not Enclosed |
|-------------------------------------|------------------------|

| | |
|---|------------------------|
| GST REGISTRATION NO WITH CERTIFICATE | Enclosed/ Not Enclosed |
|---|------------------------|

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|------------------------------|------------------------|
| CERTIFICATE OF INCORPORATION | Enclosed/ Not Enclosed |
|------------------------------|------------------------|

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|---|------------------------|
| AUTHORISATION CERTIFICATE, if applicable | Enclosed/ Not Enclosed |
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Signature with seal of the firm