



INVITATION TO TENDER

::1::

Ref: OS/SC/2024-25/38/33

Date: 11.07.2024

Sub: Hiring of consultancy for renewal and apply for new certificates of competency for wireman and electrical supervisor– Reg.

Tenders are invited under **two parts bid system**, Techno-Commercial Bid (Part-I) and Price Bid (Part-II) from the reputed and experienced contractors with sound technical and financial capability for the subject work.

SL. NO.	NAME OF THE WORK	LAST DATE FOR RECEIPT OF TENDER
01	Hiring of consultancy for renewal and apply for new certificates of competency for wireman and electrical supervisor	22.07.2024 thru GeM Portal

1. ELIGIBILITY CRITERIA:

- I. Tenderer should enclose PAN, GSTIN registration no.,
- II. **Contractor shall have to submit a valid grade “A”/ “B” Electrical Licence issued by Andhra Pradesh/ Telangana state Licensing board/ authority along with tender documents.**
- III. **AVAILABILITY OF OFFICE OF SERVICE PROVIDER:** An office of the Service Provider must be located in Visakhapatnam, Andhra Pradesh. **Documentary evidence to be submitted.**

2. SCOPE OF WORK:

Work is to be carried out as per Scope of Work (Annexure – I) and Schedule of Quantities & Rates.

3. CONTRACT PERIOD:

Contract is valid for a period of **04 months** from the date of work order or intimation from Engineer-in-Charge, whichever is later.

All the licences (new/ renewal) are to be submitted within **three months** from the date of intimation / data provided by Engineer-in-charge).

4. PENALTY:

If delivery exceeds the stipulated job completion schedule, penalty of **0.5%** per week subject to a maximum of **10%** on the value of delayed items as per SOQR will be levied. However, time taken for the following will not be considered as delay on the part of the vendor.

- a. Intermediate operations carried out by BHEL (Time Period from the date of Handing over to BHEL to the date of Receipt after completion of intermediate operations will be excluded for the LD Calculation)

5. EARNEST MONEY DEPOSIT: Not applicable

6. SECURITY DEPOSIT: Not Applicable

7. PAYMENT TERMS:

Payment will be made after handing over of correct and valid licenses to Engineer-in-charge along with all relevant documents.

100% Payment shall be made within 45 days for MSE/ 60days for Medium / 90 days for Large Enterprises. from the date of submission Bills to Engineer-in-charge along with following documents:

- a) Invoice

- b) Job completion certificate issued by the engineer-in-charge
- c) Proof of GST payment as per Annexure - GST.
- d) NEFT/ RTGS form with bank account details of the vendor

Note: All payment will be made through online RTGS / NEFT only

8. **INCOME TAX:**

Income tax as per statutory requirement will be deducted on each payment made to the contractor and TDS certificate will be issued to this effect.

9. **TDS ON GST:**

TDS on GST amount as per statutory requirement as applicable will be deducted on each payment made to the contractor. Present TDS on GST is 2%.

10. **PRICE SCHEDULE:**

- a. Prices shall be quoted in **GEM Portal** as per price schedule attached to the tender.
- b. The quoted prices shall be inclusive of **GST**. However, GST as applicable shall be payable by contractor & the same will be reimbursed as per **Annexure - GST**.
- c. In addition to existing taxes, any new taxes imposed by Central/ State Govt. shall be payable by the contractor and same shall be reimbursed on submission of relevant documents/proof of payment.
- d. In case, any new tax is imposed instead of existing tax, difference of the amount shall be reimbursed/ recovered on submission of documentary evidence.
- e. Any new tax is imposed by Central/ State Govt. or there is any variation in taxes after expiry of delivery / contract period, the same shall be borne by contractor only.
- f. All terms & conditions of the contract in respect of taxes & duties are subject to new taxation laws introduced time to time by Govt. and terms & conditions will deemed to be modified in accordance with the provisions of New Laws (i.e., GST).
- g. The quoted prices shall be fixed & firm without any escalation during the entire period of contract and till completion of the work.**

11. **SUB-LETTING:**

In general, sub-letting of jobs will not be permitted. But in special circumstances, this may be allowed. In such case, the party should obtain written approval from BHEL-HPVP, Visakhapatnam before sub-letting.

12. **VALIDITY OF OFFER:**

The offer shall be valid for a period of **3 months** from the last date for tender submission.

13. **RISK PURCHASE:**

In case the contractor fails to execute the work due to any reason, BHEL reserves the right to get the same completed through some other party at the risk & cost of the contractor and any additional expenditure incurred due to the same shall be charged to the contractor. Risk & Cost will be implemented as per STANDARD OPERATING PROCEDURE FOR IMPLEMENTATION OF RISK & COST of BHEL.

14. **GENERAL:**

- a) **Bidders shall confirm their acceptance to all the terms & conditions of the tender enquiry.**

Deviations to the tender conditions are not acceptable and BHEL-HPVP reserves the right to reject such offers which do not meet Technical / Commercial requirements without any / further correspondence.

Bids not accompanied with requisite documents, delayed bids, incomplete / conditional offers, bids not conforming to the terms & conditions specified in the tender documents are liable for rejection.

- b) **BHEL reserves the right to modify or cancel or short close the tender at any stage at its discretion without assigning any reason thereof.**
- c) The bidders shall study the tender documents and all other relevant documents in detail for understanding the scope of work involved in various items before submission of offers.
For any clarifications required on this tender document, scope of work etc., the bidders shall depute their authorized representatives to HPVP, Visakhapatnam with prior intimation to get clarifications from concerned authorities.
- d) **Manager (WE-EM)** shall be the Engineer-in-charge for herein after referred to as such in the tender. Contact details: Ph: 0891- 288 1375, email: ravikumardl@bhel.in
- e) Lowest offer need not be the rate acceptable to BHEL-HPVP and BHEL-HPVP reserves the right for negotiation with the L1 bidder.
- f) **The following documents (enclosed) shall be part of the contract including Notice Inviting Tender and duly signed copy is to be submitted along with required documents in GEM Portal within due date and time.**

PART - I: TECHNO COMMERCIAL BID

- a) Scope of Work : Annexure – I
- b) Acceptance to the tender terms & conditions : Annexure – II
- c) Contractor Information : Annexure – III
- d) Check List : Annexure – IV
- e) Service Level agreement & GTC of GeM: to be downloaded from GeM Portal.

PART - II: PRICE BID

- f) Price Bid (Schedule of Quantities & Rates) : Annexure – V

15. Submission of offer by a tenderer implies that all the tender documents were read by the tenderer and the tenderer is aware of the scope and specifications of the work and other factors having bearing on the execution of the work.

16. OPENING OF TENDERS:

Techno-commercial Bids will be opened on **22.07.2024** at prescribed time in GeM Portal

17. REVERSE AUCTION: Not Applicable.

18. The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines.

SCOPE OF WORK

::1::

Sub: Hiring of consultancy for renewal and apply for new certificates of competency for wireman and electrical supervisor- Reg

1. Processing of applications for renewals of existing expired certificates and new applicants.
2. All required payments / fees with outside agencies to be done by the vendor for getting the certificates.
3. Necessary data will be provided by BHEL for obtaining required licences.
4. Details of licences are to be obtained as follows:
 - a) Renewal of 33KV Electrical supervisory certificates (Date of Issue of certificates: 27.04.2018): **Qty-02**
 - b) Renewal of Wireman certificates (Date of issue if certificate:02.08.2016: **Qty-02**
 - c) Processing for New wireman certificate: **Qty-02**
 - d) Processing of New 33KV Electrical supervisory certificate: **Qty-01**

Sub: Hiring of consultancy for renewal and apply for new certificates of competency for wireman and electrical supervisor – Reg.

ACCEPTANCE TO TENDER TERMS & CONDITIONS

I / We hereby confirm that the Tender documents, all Annexures etc. have been studied in detail and we have fully understood the scope of work.

I / We accept to all the **Terms and Conditions** of the Tender Enquiry and the prices quoted are in accordance with the same.

I / We accept to offer valid for a period of **2 months** from the last date for tender submission.

Tender documents duly signed on all the pages by the Owner / authorized representative of the bidder are attached herewith.

SIGNATURE OF THE TENDERER WITH SEAL

CONTRACTOR INFORMATION

Sl. No.	Particulars	To be Filled by Bidder
01.	Name of the Contractor	
02.	Nature of Firm / Concern (Proprietor/Partnership/Pvt. Limited/Public Ltd.) Note: In case of partnership concern, please enclose photo copies of the partnership deed	
03.	Full address	
04.	Name of the Proprietor/Partner	
05.	Name of the Person(s) and designation authorized for signing the contract/dealing with BHEL	
06.	Telephone No. of the firm	
07.	Fax No.	
08.	Mobile No.	
09.	E-mail ID	
10.	HSN Code./ SAC Code	
11.	Organizational structure with name and designation	

CHECK LIST

Sl. No.	Particulars	Document Enclosed (Yes / No)	Document No
01.	Name of the Contractor		
02.	Tender Document Signed & Stamped		
03.	GSTIN Registration Certificate		
04.	PAN Number		
05.	HSN / SAC Code		
06.	valid grade "A"/ "B" Electrical Licence issued by Andhra Pradesh/ Telangana state Licensing board/ authority		
07	Documentary evidence of Local office address at Visakhapatnam, Andhra Pradesh		
08	MSE Registration Document: Valid Udyam Registration Certificate		

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS / NEFT TRANSFER

01	NAME & ADDRESS OF THE SUPPLIER / SUBCONTRACTOR	
02	VENDOR CODE ASSIGNED BY BHEL-HPVP LTD	

DETAILS OF BANK ACCOUNT

03	NAME & ADDRESS OF THE BANK	
04	NAME OF THE BRANCH	
05	BRANCH CODE	
06	MICR CODE	
07	ACCOUNT NUMBER	
08	TYPE OF ACCOUNT	
09	BENEFICIARY'S NAME	
10	IFSC CODE OF THE BRANCH	
11	EMAIL ID	
12	TELEPHONE / MOBILE NUMBER	

CERTIFICATE

I / We here by agree to receive the payments due from M/s Bharat Heavy Electricals Ltd., by the National Electronic Fund Transfer / or RTGS Transfer mode by credit to my / our above-mentioned Bank account. I / We also agree that payments made to the above-mentioned account are a valid discharge of the liability of M/s Bharat Heavy Electricals Ltd. I / We also agree to bear the applicable Bank charges for the above mode of transfer. A copy of the Cheque leaf/ cancelled Cheque leaf of the above account is sent herewith.

(Authorized Signatories with Name & Seal)

BANKER'S CERTIFICATION

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (name of account holder), the signature of authorized signatory and the MICR and IFSC codes of our branch mentioned above are correct.

Place:

Bank Manager / Officer

Date:

Signature with Bank stamp and Name seal

FORWARDED TO ACCOUNTS DEPARTMENT / CASH SECTION

We confirm the above details are verified with the records available with us

Signature of BHEL Official with Name & Seal

Operating the contract / Services

GST COMPLIANCE FOR INDIGENOUS SUPPLIERS / CONTRACTORS

1. In Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GSTIN which should be clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.
2. Supplier shall mention their GSTIN in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.
3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
4. A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal & all tax liability as per GST rules and regulations have been and will be discharged, shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of BHEL.
5. All documents like Test Certificate, LR copy, Guarantee/Warranty certificate, work completion certificate, any other document mentioned in PO, shall be sent along with the vehicle/consignment where ever applicable. For all consignments received within the calendar month, input credit will be availed within that month in line with monthly returns filing cycle. In case of any discrepancy in the document or non-submission of documents mentioned in the PO, then BHEL will not be able to accept or account the material, in such case availing of tax credit will be deferred to next month or so.
6. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) for the shortages or rejections in the suppliers, within the calendar month notified by BHEL.
7. For any such delay in availing of tax credit for reasons attributable to supplier (as mentioned above), interest (calculated @ SBI Base Rate + 6%) along with penalty if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.
8. Under GST regime, BHEL has to discharge GST liability on LD recovered from suppliers/ contractors. Hence applicable GST shall also be recoverable from suppliers/contractors on LD amount. For this Debit note will be issued by BHEL indicating the respective supply invoice number.
9. This is to inform that GST portion of invoice, shall be released only upon Vendor declaring such invoice in his GSTR-1 and receipt of goods and Tax invoice by BHEL and Confirmation of payment of GST thereon by vendor on GSTN portal. Alternatively, BG of appropriate value may be obtained from vendor which shall be valid At least one month after the confirmation of date of payment of GST by vendor on GSTN portal and receipt of Tax invoice and receipt of goods, whichever is later. Above is subject to receipt of goods/service and tax invoice thereof along with vendor declaring invoice in his return and paying GST within timeline prescribed for availing ITC by BHEL.
10. That in case vendor delays Declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from vendor/contractor along with interest levied/ leviable on BHEL.

Note: The above will be followed strictly for Processing vendor payments to ensure GST Compliance.

**BHARAT HEAVY ELECTRICALS LIMITED
HEAVY PLATES & VESSELS PLANT
VISAKHAPATNAM – 530 012**

PRICE BID**PART-II**

NAME OF WORK: Hiring of consultancy for renewal and apply for new certificates of competency for wireman and electrical supervisor – Reg.

Tender Enquiry No: OS/SC/2024-25/38/33, **Date:** 11.07.2024

SCHEDULE OF QUANTITIES & RATES (SOQR)

SL. NO	DESCRIPTION OF WORK	QTY in Nos (a)	UNIT RATE in ₹ (b)	TOTAL AMOUNT in ₹ (c)= (a) X (b)
1	Processing including renewal fees etc. for renewal of 33 KV Electrical supervisory certificate. Date of issue of certificate: 27.04.2018	2		
2	Processing including renewal fees etc. for renewal of wireman certificate. Date of issue of certificate: 02.08.2016	2		
3	Processing including fees etc. for New wireman certificate	2		
4	Processing including fees etc. for New 33KV Electrical supervisory certificate	1		
5.	Total Amount in ₹			
6.	GST @ 18% on Total Amount at Sl. No. 5			₹ _____
7.	Total Amount including GST (Sl. No. 5 + Sl. No. 6) in ₹ This amount is to be quoted in GeM Portal			₹ _____

Total Amount in Words:

NOTE:

- 1) The prices shall remain fixed and firm for an entire period of contract & No additional payment shall be made to contractor over and above the quoted price.
- 2) GST as applicable shall be paid by contractor and same shall be reimbursed on submission of proof of payment.
- 3) The quantity indicated in the schedule is indicative only and may increase/ decrease or be deleted but total value of contract will not exceed the awarded value, unless otherwise order is amended. However, payment shall be made for the actual quantities executed only.
- 4) **L1 evaluation shall be done on total amount quoted at sl. No. 7 (same value is to be entered in GEM portal).**

SIGNATURE OF THE TENDERER WITH SEAL