



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

क्षेत्रीय परिचालन प्रभाग, मुंबई

Regional Operations Division, Mumbai

मानव संसाधन प्रबंध / Human Resources Management

Ref No. ROD/MUMB/HR/GNA/BIOM/2021 DATED 03.02.2021

Subject: NIT for Procure, Install, Testing and Commissioning of touch less Biometric Time attendance system at BHEL ROD Mumbai

BHEL, a Power Equipment Manufacturing Company, intends to do **Procure, Install, Testing and Commissioning of touch less Biometric Time attendance system at BHEL ROD Mumbai**. The most competitive offer is invited for the subject work in line with the terms and conditions placed in the tender specification. The tender comprises of:

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The bidders are advised to submit their most competitive offers complete in all respect and without any deviation.

The Competent Authority reserves the right to cancel the tender without assigning any reason thereof.

Details are as under:

1. Important Dates:

Last date of submission of bids: 11.02.2021 (15.00 hrs)

Date of opening of technical bids: 11.02.2021 (15.30 hrs)

Date of opening financial bids: will be intimated to techno-commercially qualified bidder

Bidders are advised to go through the tender document fully before submitting their offers our company email ID finmsrodnum@bhel.in in two part bid system i.e. Technical and price bid in separate email.

2. **SCOPE OF WORK:**

The scope of work under this specification is **Supply, Install, Testing and Commissioning of Biometric Time attendance system at BHEL ROD Mumbai.**

Location of work: BHEL, 14-15th floor, Centre 1, WTC, Colaba, Mumbai 05 (one machine is to install at 14 th floor, another to be install at 15th floor)

Scope of work

S.N	Particulars
A	<p>2 nos of Biometric Machine (facility of face/retina reader is must; Facility of finger reader/ card reader is optional/desirable without extra cost) Storage face/retina capacity: at least 50(1 :N), Transaction/log storage: at least 1,00,000 Push Data: yes It should be assessable through LAN / WIFI. Also there should be provision of USB port Display: at least 2.8 inch, Colour LCD/TFT, Power Adopter: 1</p> <p>Standard Functions: Automatic Status Switch, Self-Service Query, Work Code, SMS, DST, T9 Input, 9 Digit User ID, Scheduled Bell, Photo ID Access Control Interfaces for: 3rd Party, Electric Lock, Door Sensor, Exit Button, Alarm, Audio sound</p> <p>It should be having at least 1800 mAh Backup Battery,</p> <p>Features</p> <ul style="list-style-type: none">-Wall mount-High verification speed;-Advanced and user-friendly UI;-Easy to extend functions and customize client's requirements;-One face template is registered for one user only-able to support for producing report in XL/PDF format-Verification Speed: ≤2 sec-Warranty: at least one year
B	<p>Time Attendance Management software (Suitable to our requirement. Please see next page)</p>
C	<p>Installation Charges of complete system (2 machines and software) and Training of officers to use the system and printing of 1st report and any other admin charges (like carpenter charges for fixing machine on wall, cost of LAN cable and other expenses necessary for proper work)</p>

BHEL ROD Mumbai's Requirement Details wrt Touch less Biometric Time Attendance Management System

BHEL, ROD, Mumbai intends to procure, install and commission, a touch less Biometric Time Attendance System in the office, whose requirement details are as under.

1. We are BHEL, Regional Operations Divisions, located at Address: **14 and 15 Floor, Centre-1, WTC, Cuffe Parade, Colaba, Mumbai 400005**. We wish to install two machines (wall mount, one machine at 14th floor and another at 15th floor)
2. There are around 70 partners (44 employees and 26 contract staff/visitors) in our office. We intend to procure a **Touch-less Biometric Time Attendance Management system**. It should be having relevant original software and two nos of machine for data recording (each machine should be suitable for at least 50 persons). Machine should be LAN connected.

Ours PCs are window based. Biometric system offered by bidder must be operational on these PCs.

TAMS (Times Attendance Management System) must be compatible to show attendance record, regularization like OD, Tour, Late coming, Early Going, Punch missing etc.
HR/Time Administrator should be having authorization for report generation of all employees.
Report should be XL and/or PDF format.

3. All concerned officers should be given one day **training** for usage of system.
4. In BHEL, **SAP system** is being used for payroll administration. The Biometric Time Attendance Management system offer by bidder must be compatible for integration with SAP.
5. For data security issue, we don't prefer other's server. We have our own server. All the data it to be stored and secured on **BHEL server only**. It should be LAN connected
6. The Biometric Time Attendance Management system offer by bidder must be **Genuine** and Bidder must have OEM authorization/affiliation letter/certificate. System with feature "**Make In India**" would be preferable and desirable.
7. In case bidder is having more than one type of model, bidder should give quotation for **only ONE type of latest model**, which is best suitable to BHEL requirement at **minimum possible cost**. Please avoid giving multiple offer for multiple model.
8. Our office is near to costal area having humidity more than 75% and temperature max. 42°C. System offered by bidder must be suitable to operate in Costal Area.
9. System (including 2 machine and software) should be of warranty for at least 1 year. For period beyond initial 1 year, please give, per year AMC charges in separate sheet.
10. Note:
 - 10.1. Bidder must be having experience of installing and commissioning the biometric system successfully.
 - 10.2. BHEL reserve right to accept higher/additional specifications, without additional cost.
 - 10.3. No advance payment will be made.

- 10.4. Post 1 year, AMC cost details and any other information/catalogue if any may be given in separate attachments

Manpower, Materials and equipment required for said jobs will be arranged by bidder/vendor/contractor .

3. Eligibility Criteria for Tendering

Bidder must be having experience of executing the similar work (as mentioned in scope of work) for Government or Private Organization. Bidder/vendor/contractor must submit at **least one work order/certificate** from client and/or other document proving his works experience. In absence of this document, bids of contractor will not be considered.

Work order/testimonial to be enclosed are

One work order of at least Rs. 14000/- (excl. taxes) of similar works

OR

Two work orders of at least Rs. 8750/- (excl. taxes) of similar works

OR

Three work orders of at least Rs.7000/- (excl. taxes) of similar works

4. Information relating to submission of Bids

- a) Bidders are advised to go through the tender document fully before submitting their offers our company email ID finmsrodmum@bhel.in in two part bid system i.e. **Technical and price bid in separate email.**
- b) Bidder shall clearly mention following on subject while sending technical bid

Subject: Biometric_Technical Bid__Name of agency

Bidders are requested to **restrict attachment size in each mail to upto 10MB**. In case attachment size is more than 10 MB then techno commercial offers can be sent via part E-mails. In that case, subject for sending technical bid should be

Subject: Biometric_Technical Bid 1 of 3__Name of agency

Subject: Biometric_Technical Bid 2 of 3__Name of agency

Subject: Biometric_Technical Bid 3 of 3__Name of agency..... and so on

- c) Bidder should send price bid separately. Please don't reveal price in technical bid.
While sending price bid, please write subject as under

Subject: Biometric_Price Bid__Name of agency

- d) BHEL is not responsible for late receipt of offers due to any reason like network issue, attachment size, and wrong Email address. **Price Bid must be submitted in the prescribed format in section VII, price bid submitted in any other format will be rejected.**
- e) Bidder will be solely responsible for submission of offers before due date and time. Offers submitted after due date and time will be treated as "Late offers" and will be rejected.
- f) BHEL reserves the right to accept any tender or part of tender or to reject all tenders without assigning any reasons thereof

Email for Technical Bid should be having attachment:

- a. Work orders/certificates from client for Similar work
- b. Signed NIT copy and self declaration
- c. GST registration copy if available
- d. PAN card
- e. EMD details (UTR No. _____, Date: _____,)

5. EMD (Earnest Money Deposit) submission

- A. The EMD of Rs **350/-** to be submitted through NEFT/RTGS. The fund may be transferred to the following account.
- B. BHEL Bank Account details:
Name: BHARAT HEAVY ELECTRICALS LTD
BANK: CITIBANK, FORT BRANCH
ACCOUNT NO:0008279012
IFSC CODE: CITI0100000 MICR CODE:400037002
- C. The EMD should be submitted latest by 1500Hrs on due date of tender. UTR details shall be furnished vide email before opening of tender. NO hard copy DD shall be accepted.
- D. EMD of the Bidder will be forfeited if:
 - d.1 After opening the tender and within the offer validity period, the Bidder revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
 - d.2 The Bidder fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract
 - d.3 If the bidder declines to accept the LOI / WO or is unable to accept the work which has been awarded on the basis of the offer received from the bidder or revokes the offer within the validity period of the offer, the earnest money shall stand forfeited
 - d.4 EMD by the Bidder shall be withheld in case any action on the Bidder is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ Bidders" and forfeited/ released based on the action as determined under these guidelines.
- E. EMD of successful bidder will be adjusted towards part of the security deposit.
- F. EMD of all unsuccessful bidders shall be returned normally within fifteen days of placement of LOI/Work Order on successful bidder.
- G. EMD shall not carry any interest.

6. Taxes and duties

- 6.1 All taxes .excluding GST , GST cess but including, royalties, fees, license, deposits, commission, any state or central levy and other charges whatsoever, if any, shall be borne by bidder and shall not be payable extra.
- 6.2 The successful bidder shall furnish proof of GST registration, if registered , along with cess (as applicable) legally leviable & payable by the successful bidder as per GST law, shall be paid by BHEL
Hence bidder shall not include GST along with Cess (as applicable) in their quoted price in tender,
- 6.3 GST charged in, the "tax invoice by the contractor shall be released along with Tax invoice; but contractor has to ensure of filing of GSTR-I on regular basis and availing GST input credit by BHEL and details of such invoice should match with corresponding details of outward supply of the

contractor and has paid the GST at the time of filing the regular return.

6.4 Bidder shall note that the GST tax invoice complying with GST invoice rules (section 31 of - GST act & rules referred there under) wherein the 'bill to' details will as below

NAME /ADDRESS -- BHARAT HEAVY ELECTRICALS LIMITED --

15 Floor, World Trade Centre-I, Cuffe Parade, Colaba, Mumbai

6.5 case of raising any supplementary tax invoice (debit / credit note) bidder shall issue the same containing all the details as referred to in section 34.read with rule 53.

6.6 Bidder shall note that in case GST credit is delayed/ denied to BHEL due to delayed / 11011 receipt of goods and /01' tax invoice or expiry of the timeline prescribed in GST law for availing such itc, or any other reasons riot attributable: to BHEL, GST amount shall be recoverable from the vendor along with interest levied / leviable on BHEL, as the case may be.

6.7 Bidder shall upload the invoices raised on BHEL in gstr-I within the prescribed time as given in the GST act. bidder shall note that in case of delay in declaring such invoice in bidder's return and GST credit availed by BHEL. is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ut's reversal as 'per GST law shall be recoverable from the bidder along with interest levied / Leviable on BHEL.

6.8 New taxes and duties-any new taxes & duties, if imposed subsequent to due date of offer submission as per NIT, by statutory authority during contract period including extension, if the same is not attributable to contractor, shall be reimbursed by BHEL on production of relevant supporting document to the satisfaction of BHEL. However, Bidder shall obtain prior approval from BHEL before depositing new taxes and duties. Benefits and/or abolition of all existing taxes must be passed on to BHEL against new taxes, if any, proposed to be introduced at a later date.

Any new taxes & duties, if imposed subsequent to the due date of offer submission as per NIT &TCN, by statutory authority during contract period (including extensions for which delay is not attributable to the bidder), shall be reimbursed by BHEL on production of relevant supporting document to the satisfaction of BHEL. However, bidder shall obtain prior approval from BHEL before depositing any such new taxes and duties. Benefits and/or abolition of all existing taxes must be passed on to BHEL against new taxes, if any, introduced at a later date.

7. Bid evaluation

- A. Price bids of only those agencies will be opened who qualify in the Technical bids. The information of the same will be given to firms on later date.
- B. Bid will be evaluated based on total lump sum price (excluding GST) for entire job mentioned in scope of work
- C. Bidder who quotes lowest price will be L1/successful bidder and will be called for awarding the contract. In case, it is found that, more than one bidder, have quoted same lowest price, the lottery system will be used to decide the successful bidder. The decision of BHEL will be final in this regards.

8. COMPLETION SCHEDULE

All works covered under scope of the tender is to be completed within 30 days from the date of issue of work order. Successful bidder should commence the work within 7 days of issue of work order.

9. Payment Term

- A. No advance will be paid.
- B. The payment to be made to contractor will be based on completion of entire job in all respect and handing over of system to BHEL and its verification and recommendation by BHEL representative. Payment would be made based on actual work completed by bidder and certified by BHEL representative.
- C. In case of bill having GST No, it should be in name of BHEL bearing GST No. 27AAACB4146P1ZF. The GST amount would be released once it is reflected on GST portal.
- D. The taxes and duties including, royalties, fees, license, deposits, commission, any state or central levy and other charges whatsoever, if any, shall be borne by contractor and shall not be payable extra.
- E. Payment (excluding GST) will be made online through NEFT/RTGS to contractor bank account within 30 days of submission of bill and its verification. Successful bidder must give bank details for NEFT/RTGS in prescribed format. GST amount will be paid once it is reflected on BHEL GST portal.

10. Liquidated damages

In case of delay of the work, The Contractor shall pay liquidated damages to BHEL at the rate 5% of contract value per week. The total amount of liquidated damages shall not exceed the 10% of Contract Value. BHEL may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages does not affect the Contractor's liabilities.

11. Security Deposit

- A. Total amount of security deposit is **5% of the contract value.**
- B. As a guarantee towards due performance and compliance of the contract work, the successful bidder or lowest bidder shall deposit an amount equivalent to 5% of Contract Value towards Security Deposit by way of online money transfer to BHEL or demand draft in favor of "BHEL" drawn on any Nationalized Bank/ Scheduled Bank payable at Mumbai.
- C. BHEL reserves the right of forfeiture of Security Deposit in case of non-satisfactory outcome of the jobs
- D. **RETURN OF SECURITY DEPOSIT:** If the contractor duly performs and completes the work in all respects to the entire satisfaction of BHEL, Security Deposit will be released to the contractor **after 12 months** of job completion. No interest shall be payable by BHEL on Security Deposit or on any money due to the contractor.

12. Bid Validity:

- A. The bid shall be valid and open for the acceptance of the Competent Authority of BHEL for a period of 1 month from the date of opening of the tenders and no request for any variation in quoted rates and/ withdrawal of tender on any ground by successful bidder shall be entertained.
- B. The bid shall be valid and firm till completion of entire job in all respect
- C. The rate quoted by contractor shall be firm irrespective of any upward variation in the price of

manpower or material.

13. General Terms & Conditions

- A. The bidder should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this tender. There should be no case (pending and/or convicted) with the Court of Law against the proprietor /Firm/Partner or the Company.
- B. The works to be performed in the above construction includes execution of the work including providing of all labour, supervision, materials; equipment, tools and supplies, transportation, all incidental items necessary for successful completion of the work including contractor's supervision and in strict accordance with the safety norms and labour laws.
- C. The Bidder shall indemnify BHEL against any violation of safety laws, rules and regulations while carrying-out operations as required by the contract. The Bidder shall be liable for the consequences of faulty design and specifications, lack of care and negligence for that part of the Works, which was designed and specified by the Bidder for the period specified. The Bidder shall indemnify and keep indemnified BHEL all losses, claims etc. arising out of any of his acts or out of the acts of his agents or associates or servants during the the contract.
- D. Good quality material shall be used the bidder for these jobs. Well trained worker/manpower shall be deployed by bidder for these jobs.
- E. BHEL reserves the right to accept or reject any or all bids without assigning any reasons. BHEL also reserves the right to reject any bid which in its opinion is non- responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
- F. All cost incurred in connection with submission of bids like preparation, submissions, any personal visits for seeing the location, submitting the bids personally, subsequent processing etc shall be borne by the bidder. BHEL will not be responsible/ liable for the same regardless of the outcome of the tendering process.
- G. The period of offer of under the scope of work shall be valid for 1 month from date of opening of bid.
- H. Staff deployed must have expertise in Biometric related work and they must be of good conduct and physically fit for the work. Bidder should be having required labor license.
- I. Bidder must ensure that workers are not having cough, cold , fever and /or pneumonia like symptoms at the time of execution of jobs. Bidder must also ensure that workers must use proper mask, gloves and other necessary PPE at the time of execution of job. They must ensure social distancing norms as work place.
- J. Obtain necessary license, permit, consent, sanction, etc., as may be required or called for from/ by local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time of State or local Govt. as applicable to him or to this contract without any liability and responsibility to BHEL whatsoever it may be.
- K. Bidder shall bear all taxes, rates charges, levies or claims, whatsoever, as may be imposed by

the State/Central Government/any local body or authority. To furnish such proof of payment of compliance or the obligations including registration certificates, receipts licenses, clearance certificates etc. as may be required by the BHEL, from time to time.

- L. Bidder shall be Responsible for compliance to the provisions of various labour laws relating to the personnel deployed by the Agency.
- M. For any accident happened during execution of the job, the BHEL shall not be liable to bear any expense in this regard. Bidder must take liability of the same.
- N. The personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the BHEL / Govt. of India/ any State/or any Union Territory.
- O. Good standard of services shall be maintained as indicated.
- P. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.
- Q. The decision of BHEL in regard to interpretation of the Terms & Conditions shall be final and binding on the Agency.
- R. All disputes concerning questions of fact arising under the Contract shall be decided by the Head of ROD Mumbai subject to a written appeal by the Bidder to the Head ROD Mumbai whose decision shall be final to the parties hereto. If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration/court and it shall be subject to the jurisdiction of court at Mumbai.

14. Corruption And Fraud Prevention

- A. Bidder along with its associate/ collaborators/ sub-Bidders/ sub vendors/ consultants/ service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL web site <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.
- B. Canvassing in any form or any attempt to influence directly or indirectly any official of BHEL will lead to rejection of the bid and forfeiture of the Earnest Money Deposit.
- C. BHEL shall be entitled to cancel the contract and to recover from the Bidder the amount of any loss resulting from such cancellation, if the Bidder has offered or given any person any gift or consideration of any kind as an inducement or reward for doing or intending to do any action in relation to the obtaining or the execution of the contract or any other contract with BHEL or for showing or intending to show favor or disfavor to any person in relation to the contract with BHEL, if the like acts shall have been done by any persons employed by him or acting on his behalf whether with or without the knowledge of the Bidder in relation to this or any other contract with BHEL.

15. Guarantee

The bidder shall guarantee the work under the scope of contract for a period of 12 months from date of start and shall rectify free of cost all defect due to faulty supply or work done, if any

16. Termination

The contract may be terminated by BHEL, giving 7 days' notice, in case the agency:

- A. Assigns or sub-contract of this service.
- B. Violation/ contravention of any of the terms and conditions mentioned herein.
- C. Does not improve the performance of the services in spite of instructions.
- D. Any violation of instructions/agreement of suppression of facts.

17. Technical Bid (Company's Letter Head)

Tender for Supply, Install, Testing and Commissioning of Biometric Time attendance system at BHEL ROD
Mumbai

<p>1. Name of firm/agency:</p> <p>2. Address of the Agency:</p> <p>3. Name of Representative of Agency:</p> <p>4. Designation:</p> <p>5. Mobile/phone number:</p> <p>6. e-mail</p> <p>7. GST Registration, if available</p> <p>8. Pan Card</p> <p>9. EMD details--</p>				
<p>10. Experience in the Biometric Time Mgt related works (Attach work order/certificates, testimonials)</p> <p>One work order of at least Rs. _____/- (excl. taxes) of similar works</p> <p>OR</p> <p>Two work orders of at least Rs. _____/- (excl. taxes) of similar works</p> <p>OR</p> <p>Three work orders of at least Rs. _____/- (excl. taxes) of similar works</p>				
Name of Organization with complete address & Telephone number	Nature of work done	Year of work done	Contract Value (Rs)	Status of work (completed/in progress/with drawn)

18. Declaration(Company's Letter Head)

Declaration

I/We, Name: _____; representative/proprietor
of agency/firm _____ hereby confirm and declare

that there is availability of adequate experienced trained manpower for deployment for the
job mentioned in the NIT **for Supply, Install, Testing and Commissioning of Biometric Time
attendance system at BHEL ROD Mumbai**

That none of our officials is related to board member or employees of BHEL.

That there is no legal case/litigation in any court of law is pending/convicted/initiated
against us.

That have read and fully understood all clauses of this NIT including the terms and conditions
contained herein and undertake myself/ourselves to abide by them.

That our representative **has visited the site and understood the detailed scope of work and
requirement of BHEL** and we are capable of doing the said job.

That we will follow all local laws / acts / rules prevailing during execution of job and
indemnify BHEL from any mishap / claims while undertaking the work.

Sign and Seal of Bidder Representative

19. Letter of compliance (Company's Letter Head)

Ref No:

Date:

To,

M/s Bharat Heavy Electricals Limited,
15th Floor, World Trade Centre-1,
Cuffe Parade, Mumbai –5

Sub : Letter of compliance FOR Tender for Supply, Install, Testing and Commissioning of Biometric Time attendance system at BHEL ROD Mumbai

Dear Sir,

With reference to your above tender, we have carefully read and understood the tender terms & conditions and hereby confirm that all the terms and conditions of your above tender are acceptable to us and our offer is based on the same.

In view of the above confirmation, any deviation mentioned by us anywhere in the tender is not valid and is to be ignored by BHEL while finalizing the Tender.

Further, it is also confirmed that we have submitted the price bid in your price bid format only without any deviations / conditions.

In case, any deviation is observed in the financial bid the same is not be entertained / considered by BHEL.

Thanking you,

Yours faithfully,

Name/Signature of the signatory.

Stamp.

20. Price Bid Format

Annexure 1

(Price BID)

Sl.N	Particulars	Amount in Rs.	Remarks
A	<p>2 nos of biometric machine (facility of face/retina reader is must; Facility of finger reader/ card reader is optional/desirable without extra cost) Storage face/retina capacity: at least 50(1 :N), Transaction/log storage: at least 1,00,000 Push Data: yes It should be assessable through LAN / WIFI. Also there should be provision of USB port Display: at least 2.8 inch, Colour LCD/TFT, Power Adapter: 1</p> <p>Standard Functions: Automatic Status Switch, Self-Service Query, Work Code, SMS, DST, T9 Input, 9 Digit User ID, Scheduled Bell, Photo ID Access Control Interfaces for: 3rd Party, Electric Lock, Door Sensor, Exit Button, Alarm, Audio sound</p> <p>It should be having at least 1800 mAh Backup Battery,</p> <p>Features -Wall mount -High verification speed; -Advanced and user-friendly UI; -Easy to extend functions and customize client's requirements; -One face template is registered for one user only -able to support for producing report in XL/PDF format -Verification Speed: ≤2 sec -Warranty: at least one year</p>		<p>Here, Please mention Name, Model No. and Make/Brand offered by vendor:</p> <p>Name:</p> <p>Model No:</p> <p>Make/Brand:</p> <p>Fulfilling BHEL requirement: Yes</p>
B	Time Attendance Management software (As per Client requirement)		<p>Here, Please mention Name and Make of software offered by vendor:</p> <p>Name:</p> <p>Make/Brand:</p> <p>Fulfilling BHEL requirement: Yes</p>
C	Installation Charges of complete system (machine and software) and Training of officers to use the system and printing of 1 st report and any other admin charges		
	Total: A+B+C (Excluding GST) in Rs		GST would be paid extra
	GST amount		
	Total cost including GST in Rs		

Date:

Sign and stamp of representative of agency/bidder:

Name and Contact of representative of agency/bidder:

Name, Address and contact details of agency:

Check list

(Technical Bid) Separate Email

Subject: Bioemtric Technical Bid Name of Agency

- (a) EMD details (Amount, UTR No, Date)
- (b) PAN Card
- (c) GST Registration certificate if available
- (d) Workorder/certificates/testimonials from the client for whom bidder has done the similar works
- (e) Signed copy of NIT (all pages 1 to 14) Please keep price bid blank in NIT. Don't reveal price in technical bid. Please print of page no 10,11,12 on Company's letter head separately and fill the required details and place sign/stamp
- (f) Declaration and Compliance Certificate
No legal case is pending with the police/Court against the proprietor/Firm/Partner or the company
No bidder official is related to BHEL officials
availability of the adequate manpower with the requisite experience for deployment
visit to site and understood the scope of work
- (g) Any other information brochure/document that bidder wants to share

Each page (front and back) must be signed and stamped by bidder.

(Price Bid) Separate Email

Subject: Biometric Price Bid Name of Agency

Please take print of Page 13 on company's letter separately. Fill it. Sign and Stamp it and send the scanned copy to given email id.

Price bid should contain only one document i.e. Price Bid with clear mentioned of rate as prescribed format Annexure 1 (Page 13) with signature/date/seal at the bottom.

Please don't overwrite. Please don't ambiguously. If price written is not clear, bid will be rejected outrightly.