

NOTICE INVITING TENDER (NIT)

BIDDER TO SUBMIT OFFERS EITHER THROUGH HARD COPY OR BY E-MAIL (REFER CL. 5.0 FOR DETAILS)

Dear Sir/Madam

Sub: NOTICE INVITING TENDER

Sealed Tenders in two-part bid system are invited for the subject job by the undersigned on the behalf of BHARAT HEAVY ELECTRICALS LIMITED as per the tender document. Following points relevant to the tender may please be noted and complied with

1.0 Salient Features of NIT

SL NO	ISSUE	DESCRIPTION
i	TENDER REF NUMBER	TOAYX00022
ii	Brief Scope Of Job	"Hiring courier agency for domestic courier services of drawings/documents for a period of 02 years" for PE&SD, BHEL RC Puram Hyderabad.
iii	DETAILS OF TENDER DOCUMENT	Applicable/Not Applicable
a	Volume-IA	Technical Condition of contract for Scope of work, Technical Specification, Drawings, Procedures, Bill of Quantities, Terms of payment etc.
b	Volume-IB	Special Conditions of Contract (SCC)-Works
c	Volume-IC	General Conditions of Contract (GCC) -Works
d	Volume-ID	Forms and Procedures
e	Volume-II	Price Schedule (Absolute value) /priced bid format
iv	Issue of Tender Documents	Complete tender document can be downloaded from the website https://www.bhel.com/tenders
v	DUE DATE & TIME OF OFFER SUBMISSION	Date: 03.07.2025, Time :11:00Hrs
vi	OPENING OF TENDER	Date: 03.07.2025, Time :14.00Hrs Place: Vendor Complex, Bharat Heavy Electricals Limited, R C PURAM, HYDERABAD Notes: (1) In case the due date of opening of tender becomes a non-working day, tenders shall be opened on next working day at the same time. (2) Bidder may depute representative to witness the opening of tender with due authorization letters
vii	EMD AMOUNT	Nil
viii	COST OF TENDER DOCUMENT	NIL

ix	LAST DATE FOR SEEKING CLARIFICATION	<p><i>Date: 30.06.2025 Along with soft version also, addressing to the undersigned as per contact address given below.</i></p> <p>Mr. Imran Javed, Manager sub-Contracting, Department/PE&SD, PE&SD bldg.-Ground Floor, BHEL, R.C. Puram, Hyderabad – 502032</p> <p>Ph.: 040-23184915,23185003</p> <p>E-mail: imran@bhel.in</p> <p>kumarmanoj@bhel.in</p>	Applicable
x	SCHEDULE OF Pre Bid Discussion (PBD)	-	Not Applicable.
xi	INTEGRITY PACT & DETAILS OF INDEPENDENT EXTERNAL MONITOR (IEM)	-	Not Applicable.
xii	Latest Updates	<p><i>Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications will be e-mailed to the bidders on their registered mail id</i></p>	Applicable
xiii	Tender Submission	<p><i>Tender shall be submitted by either of following two modes (Hard copy submission/E-mail Submission):</i></p> <p>1. Hard Copy Submission:</p> <p><i>Bidder has to submit hard copies to the following address :-</i></p> <p><i>Sri Imran Javed,</i> <i>Manager/Subcontracting / PE & SD,</i> <i>Vendor complex (Tender Box)</i> <i>BHEL, R.C. Puram</i> <i>Hyderabad – 502 032</i></p> <p><i>Offer must be sent in a sealed cover on which tender enquiry number and the due date shall be super scribed and sent by appropriate mode to above address or dropped in tender box located at vendor complex on or before the specified time of submission of offers.</i></p> <p>2. E-mail submission:</p> <p><i>Bidder can also submit offer through email at his</i></p>	

		<p>own risk. The offer to be submitted in two parts. Techno-commercial offer to be submitted to</p> <p>technicalbid_hyd@bhel.in</p> <p>And</p> <p>Price bid to be submitted to</p> <p>pricebid_hyd@bhel.in</p> <p>Interchanging the information in the mails may lead to rejection of the offer. Supplier shall have no claim on e-mail offers sent on any other e-mail ID. BHEL is no way responsible for non-receipt of offers sent thru email due to server break down/internet failure/transmission error etc. In case of e-mail offers vendor name, address including contact details shall be mentioned. In the mail, subject should contain Enquiry/NIT No. and due date.</p>	
xiv	Completion of work/Contract period	02 (Two) Years from the date of LOA/WO.	Applicable

2.0 The offer shall be submitted as per the instructions of tender document and as detailed in this NIT. Bidders to note specifically that all pages of tender document, including these NIT pages of this particular tender together with subsequent correspondences shall be submitted by them, **Rates/Price including discounts/rebates, if any, mentioned anywhere/in any form other than the Price Bid, shall not be entertained.**

3.0 Not used

4.0 Unless specifically stated otherwise, bidder shall deposit EMD/Tender Fee through Demand Draft/Pay Order in favour of Bharat Heavy Electricals Ltd, payable at Hyderabad. **Hard copy of the Demand Draft should reach BHEL Hyderabad before the due date and time of bid submission.** BHEL shall not be responsible for postal or any other delays in this regards. Unless specifically stated otherwise, bidder shall deposit EMD through Cash Deposit (as permissible under the extant Income Tax Act) (before tender opening), Electronic Fund Transfer credited in BHEL account (before Tender Opening) or Banker's Cheque/ Demand Draft/ Pay Order in favour of Bharat Heavy Electricals Ltd, payable at Hyderabad (along with offer). The EMD can also be accepted in form of FDR from scheduled Banks /Public Financial Institutions as defined in company's act (FDR should be in the name of contractor a/c BHEL)

EMD amount upto Rs. 2.0 Lacs can be submitted in the manner described in the above para and amount in excess of Rs. 2.0 lakh may be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at least six months.

Those bidders, who have already submitted EMD alongwith their offer for Tender enquiry no. TOASX00020, can opt for using the same EMD for this tender enquiry. In case of bidder opting to retain the same EMD and they have deposited the part EMD through Bank Guarantee for tender enquiry no. TASX00020 are required to request the issuing bank to endorse for transfer/extension of the existing Bank Guarantee for this enquiry.

'One Time EMD' will not be considered for this tender. All the bidders who have 'One Time EMD' with BHEL and want to participate in this tender, would also submit the requisite amount of EMD as mentioned in Clause No. 1, Salient Features of NIT, Sl. No. (vii) above.

For Electronic Fund Transfer the details are as below:-

a) Name of the Beneficiary :- Bharat Heavy Electricals Limited

b) Bank Particulars

- i). Bank Name :- State Bank of India
- ii). Bank Telephone No. (With STD code): 040 - 23027035
- iii). Branch Address:- BHEL Township, Ramachandrapuram, Medak Dist-502032
- iv). 9 Digit MICR Code of the Bank Branch :- 500004072
- v). Bank Account Number :- 62265450106
- vi). Bank Account Type :- Current Account
- vii). 11 Digit IFSC Code of Beneficiary Branch:- SBIN0020075

(Note:- In case of E-Tenders, no paper bids shall be accepted, therefore, the scanned copy of the Banker's Cheque/ Demand Draft/ Pay Order/ Details of payment made through Electronic Fund Transfer should be uploaded in the E-Procurement Portal and hard copy of the same should reach BHEL R.C.Puram Hyderabad before the due date and time of bid submission. BHEL shall not be responsible for postal or any other delays in this regard.)

For other details please refer General Conditions of Contract.

5.0 Procedure for Submission of Tenders:

Bidders can submit their tenders through either of two modes, i.e. Hard copy submission or E-mail submission. Detailed procedure for submission through these modes are described as under:

5.1 Hard copy submission:

The Tenderers must submit their Tenders to Officer inviting Tender, as detailed below:

- PART-I consisting of 'PART-I (Techno Commercial Bid)' sealed and superscribed envelopes (ENVELOPE-I).
- PART-II (Price Bid) – in sealed and superscribed envelope (ENVELOPE-II)

The contents for ENVELOPES and the superscription for each sealed cover/Envelope are as given below. **(All pages to be signed and stamped)**

Sl no	Description	Remarks
-------	-------------	---------

	Part-I A	
	<p><u>ENVELOPE – I superscribed as :</u> PART-I (FORWARDING LETTER/FORMS & Duly signed & stamped complete tender documents (by person having valid authorization/power of attorney) TENDER Ref NO : _____ Date: _____ NAME OF WORK : _____ PROJECT: _____ DUE DATE OF SUBMISSION: _____</p> <p>CONTAINING THE FOLLOWING:-</p>	
i.	Covering letter/Offer forwarding letter of Tenderer.	
ii.	Duly signed & stamped complete tender documents (by person having valid authorization/power of attorney)	
iii.	<p>Duly filled-in 'No Deviation Certificate' as per prescribed format to be placed after document under sl no (i) above.</p> <p><u>Note:</u></p> <ol style="list-style-type: none"> In case of any deviation, the same should be submitted separately for technical & commercial parts, indicating respective clauses of tender against which deviation is taken by bidder. The list of such deviation shall be placed after document under sl no (i) above. It shall be specifically noted that deviation recorded elsewhere shall not be entertained. BHEL reserves the right to accept/reject the deviations without assigning any reasons, and BHEL decision is final and binding. <ol style="list-style-type: none"> In case of acceptance of the deviations, appropriate loading shall be done by BHEL In case of unacceptable deviations, BHEL reserves the right to reject the tender 	
iv.	<p>Supporting documents/ annexure/ schedules/ drawing etc as required in line with TCC.</p> <p>It shall be specifically noted that all documents as per above shall be indexed properly and credential certificates issued by clients shall distinctly bear the name of organization, contact ph no, FAX no, etc.</p>	
v.	All Amendments /Correspondences /Corrigenda /Clarifications/ Changes/ Errata etc pertinent to this NIT.	
vi.	Integrity Pact Agreement (Duly signed by the authorized signatory)	If applicable
vii.	Duly filled-in annexures, formats etc as required under this Tender Specification/NIT	
viii.	Notice inviting Tender (NIT)	
ix.	Volume – I A : Technical Specification, Drawings, Procedures, Bill of Quantities, Terms of payment, etc	
x.	Volume – I B & IB1 : Special Conditions of Contract (SCC)-Works & Specific Conditions of Contract-Supplies	
xi.	Volume – I C : General Conditions of Contract (GCC)-Works & IB1 : Specific Conditions of Contract (SCC)-Works & Specific Conditions of Contract-Supplies	

xii.	Volume – I D : Forms & Procedures	
xiii.	Any other details preferred by bidder with proper indexing.	

	PART-II	
	PRICE BID consisting of the following shall be enclosed	
	ENVELOPE-II superscribed as: PART-II (PRICE BID) TENDER Ref NO: _____ Date: _____ NAME OF WORK: _____ PROJECT: _____ DUE DATE OF SUBMISSION: _____ CONTAINING THE FOLLOWING	
i	Covering letter/Offer forwarding letter of Tenderer enclosed in Part-I	
ii	Volume II – PRICE BID (Duly Filled in Schedule of Rates – rate/price to be entered in words as well as figures)	

	OUTER COVER	
	ENVELOPE-III (MAIN ENVELOPE / OUTER ENVELOPE) superscribed as: FORWARDING LETTER/FORMS, PRICE BID & EMD TENDER NO: _____ Date: _____ NAME OF WORK: _____ PROJECT: _____ DUE DATE OF SUBMISSION: _____ CONTAINING THE FOLLOWING:	
i	<ul style="list-style-type: none"> ○ Envelopes I ○ Envelopes II ○ Envelope III 	

SPECIAL NOTE: All documents/ annexures submitted with the offer shall be properly annexed and placed in respective places of the offer as per enclosure list mentioned in the covering letter. BHEL shall not be responsible for any missing documents.

5.2 E-mail submission:

Bidder can also submit offer through email at his own risk. The offer to be submitted in two parts.

5.2.1 Part-I Techno-Commercial offer.

Bidders shall sign & stamp all the documents mentioned in Part – IA of clause 5.2 above, scan these documents and email them on mail id

technicalbid_hyd@bhel.in

Beside the above documents, bidders are also required to send proof (photo/scancopy/transaction no., etc.) of submission of Earnest Money Deposit through e-mail on the above mentioned mail id technicalbid_hyd@bhel.in along with their Techno-commercial

offer. Hard copy of the Demand Draft should reach BHEL Hyderabad before the due date and time of bid submission on following address:

Imran Javed
Manager/Subcontracting
PE & SD, BHEL
R.C. Puram, Hyderabad- 32
Ph. 040- 23184915/5003
Fax: 040-23020138

5.2.2 Part-II Price Bid:

Bidders shall sign & stamp all the documents mentioned in Part – II of clause 5.2 above, scan these documents and email them on e-mail id: **pricebid_hyd@bhel.in**

5.2.3 Special Note for E-mail submission:

Bidders shall have no claim on e-mail offers sent on any other e-mail ID. BHEL is no way responsible for non-receipt of offers sent thru email due to server break down/internet failure/transmission error etc. In case of e-mail offers vendor name, address including contact details shall be mentioned. In the mail, subject should contain Enquiry/NIT No. and due date.

6.0 Not used

7.0 Deviation with respect to tender clauses and additional clauses/suggestions in Techno-commercial bid / Price bid shall NOT be considered by BHEL. Bidders are requested to positively comply with the same.

8.0 BHEL reserves the right to accept or reject any or all Offers without assigning any reasons thereof. BHEL also reserves the right to cancel the Tender wholly or partly without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter (except for the refund of EMD).

9.0 Assessment of Capacity of Bidders: NOT APPLICABLE

10.0 Since the job shall be executed at site, bidders must visit site/ work area and study the job content, facilities available, availability of materials, prevailing site conditions including law & order situation, applicable wage structure, wage rules, etc before quoting for this tender. They may also consult this office before submitting their offers, for any clarifications regarding scope of work, facilities available at sites or on terms and conditions.

11.0 For any clarification on the tender document, the bidder may seek the same over e-procurement portal as per specified format, within the scheduled date for seeking clarification, from the office of the undersigned. BHEL shall not be responsible for receipt of queries after due date of seeking clarification due to postal delay or any other delays. Any clarification / query received after last date for seeking clarification may not be normally entertained by BHEL and no time extension will be given.

12.0 BHEL may decide holding of pre-bid discussion [PBD] with all intending bidders as per date indicated in the NIT. The bidder shall ensure participation for the same at the appointed time,

date and place as may be decided by BHEL. Bidders shall plan their visit accordingly. The outcome of pre-bid discussion (PBD) shall also form part of tender.

- 13.0 In the event of any conflict between requirement of any clause of this specification/ documents/drawings/data sheets etc. or requirements of different codes/standards specified, the same to be brought to the knowledge of BHEL in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by BHEL shall prevail. Any typing error/missing pages/ other clerical errors in the tender documents, noticed must be pointed out before pre-bid meeting/submission of offer, else BHEL's interpretation shall prevail.
- 14.0 Unless specifically mentioned otherwise, bidder's quoted price shall deemed to be in compliance with tender including PBD.
- 15.0 **Integrity pact (Not applicable for this tender):**
- 16.0 The Bidder has to satisfy the requirements stipulated for this Tender in order to be qualified. The Price Bids of only those bidders will be opened who will be qualified for the subject job on the basis of satisfying the NIT terms & conditions and date of opening of price bids shall be intimated to only such bidders. BHEL reserves the right not to consider offers of parties under HOLD.
- 17.0 In case BHEL decides on a 'Public Opening', the date & time of opening of the sealed PRICE BID shall be intimated to the qualified bidders and in such a case, bidder may depute one authorized representative to witness the price bid opening. BHEL reserves the right to open 'in-camera' the 'PRICE BID' of any or all Unsuccessful/Disqualified bidders under intimation to the respective bidders.
- 18.0 Validity of the offer shall be for **six months** from the latest due date of offer submission (including extension, if any) unless specified otherwise.
- 19.0 **Reverse auction (Not applicable for this tender):** BHEL shall be resorting to Reverse Auction (RA) (Guidelines as available on www.bhel.com on "supplier registration page") for this tender. RA shall be conducted among all the techno-commercially qualified bidders. Price Bids of all the techno-commercially qualified bidders shall be opened and same shall be considered as initial bids of bidders in RA. In case any bidder(s) do(es) not participate in online Reverse Auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking.
- 20.0 On submission of offer, further consideration will be subject to compliance to tender & qualifying requirement and customer's acceptance, as applicable.
- 21.0 In case the bidder is an "Indian Agent of Foreign Principals", 'Agency agreement has to be submitted along with Bid, detailing the role of the agent along with the terms of payment for agency commission in INR, along with supporting documents.
- 22.0 The bidders shall not enter into any undisclosed M.O.U. or any understanding amongst themselves with respect to tender.
- 23.0 Consortium Bidding (or Technical Tie up): Not Applicable
- 24.0 Not used

- 25.0 The bidder shall submit documents in support of possession of 'tender requirements' duly self-certified and stamped by the authorized signatory, indexed and properly linked in the format. In case BHEL requires any other documents/proofs, these shall be submitted immediately.
- 26.0 The bidder may have to produce original document for verification if so decided by BHEL.
- 27.0 The offers of the bidders who are on the banned/ hold list and also the offer of the bidders, who engage the services of the banned/ hold firms, shall be rejected. The list of banned/ hold firms is available on BHEL web site www.bhel.com".
- 28.0 It may please be noted that guidelines/rules in respect of 'Suspension of Business dealings', = 'Vendor evaluation format', = 'Quality, Safety & HSE guidelines', etc may undergo change from time to time and the latest one shall be followed. The abridge version of extant 'Guidelines for suspension of business dealings with suppliers/ contractors' is available on www.bhel.com on "supplier registration page".

28.0 Integrity commitment, performance of the contract and punitive action thereof:

Commitment by BHEL:

28.1.1 BHEL commits to take all measures necessary to prevent corruption in connection with the tender Process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.

28.1.2 Commitment by Bidder/ Supplier/ Contractor:

- (i) The bidder/ supplier/ contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.
- (ii) The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.
- (iii) The bidder/ supplier/ contractor will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.

If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the prices or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/ supplier/ contractor as per extent guidelines of the company available on www.bhel.com and / or under applicable legal provisions

- 29.0 The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <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.

- 30.0 In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders.

In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss/ draw of lots, in the presence of the respective L-1 bidder(s) or their representative(s).

Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.

31.0 Order of Precedence

In the event of any ambiguity or conflict between the Tender Documents, the order of precedence shall be in the order below:

- a. Amendments/Clarifications/Corrigenda/Errata etc issued in respect of the tender documents by BHEL
- b. Notice Inviting Tender (NIT)
- c. Price Bid Specification –Volume-II
- d. Technical Conditions of Contract (TCC)—Volume-IA
- e. Special Conditions of Contract (SCC) —Volume-IB
- f. General Conditions of Contract (GCC) —Volume-IC
- g. Forms and Procedures —Volume-ID

For Bharat Heavy Electricals Ltd

Imran Javed
Manager/Subcontracting
PE & SD, BHEL
R.C. Puram, Hyderabad- 32
Ph. **040- 23184915/5003**

E-mail: imran@bhel.in , kumarmanoj@bhel.in

Enclosure

- 01. Check List
- 02. Other Tender documents as per this NIT.