

No. Cap/OT/12

Date: 24/05/2012

**Subject: Open tender as detailed below:**

**OPEN TENDER**

1. Sealed tenders with the Tender No. and opening date clearly super scribed on the cover are invited for the supply of the following items.
2. Last date for taking tender documents and Opening of tenders is indicated against each tender. Tenders will be received up to 1.45 P.M. on opening date and opened on the same day at 2.00 P.M. in the Tender Room.
3. Intending vendors must remit the tender fee of Rs. 2,000.00 for indigenous supplies (equivalent foreign currency \$ 50.00 / € 40.00) from foreign vendors against each tender along with the requisite EMD in the form of bank draft **only (Cheque / Bank Guarantee are not acceptable)** while submitting the tender documents as detailed in "Instruction to Bidders", after down loading from this web site.
4. BHEL will not be responsible for any type of postal delay / incomplete information from vendor.
5. Other terms and conditions will be as per tender documents.

Sl. No.	Tender No.	Description of Equipment	Qty. (Nos.)	Last date to get from BHEL	Opening date
1.	C/7029/2011/4353T	COMPACT SPIROMETER (PFT) AS PER ENCLOSED SPECIFICATION	01	02/07/12	03/07/12

- Guarantee Certificate required.
- Test Certificate required
- Operation and Maintenance Manual Required
- Erection and Commissioning required at site

**O.P. Saraswat**  
**AGM (PPX-CAP, ICX)**



**BHARAT HEAVY ELECTRICALS LIMITED**  
**HEEP HARIDWAR INDIA-PIN 249403**  
**FAX NO: 0091 1334 226462**  
**PHONE NO: 0091 1334 281644 / 9411111536**

Enq. No.: C/7029/2011/4353T

Date of issue : 24/05/2012  
Due Date : 03/07/2012

M/s.....  
.....

Sub: Tender Enquiry No. C/7029/2011/4353T

Dear Sir,

We are pleased to invite your offer in TWO PARTS strictly as per enclosed terms and conditions and instruction to bidders, in sealed covers for the under mentioned equipment / systems.

Sl. No.	Description of Equipment	Qty. (Nos.)	Delivery Required	EMD (Earnest Money Deposit)
1.	COMPACT SPIROMETER (PFT) AS PER ENCLOSED SPECIFICATION	01	31.07.12	Nil

Please submit your lowest quotation / offer for the above requirement subject to our terms and conditions. Your offer should reach us on or before the due date by 1.45 PM.

**NOTE: The vendor should submit their best price at this stage itself and they will not be allowed to revise the price. Any revision / discount given by vendor subsequently will be ignored.**

Any clarification on technical specifications can be obtained from BHEL before tender opening. Vendors are welcome to have pre-bid meeting with BHEL engineers for better understanding our requirements

Part-1 bids shall be opened of those vendors **ONLY AFTER ENSURING AVAILIBLITY OF EMD AND TENDER FEE (PLEASE SUBMIT SEPARATE DRAFTS FOR EMD AND TENDER FEE {drawn in favor of BHEL Hardwar} IN ANOTHER ENVELOPE SUPERSCRIBED WITH BOLD LETTERS "EMD & TENDER FEE")** at 2 PM on the due date in the presence of authorized representatives of the bidders who may like to be present. The authorized representative should bring authority letter from their principals for attending the bid opening.

All Govt. of India / PSU / State Govt. entities / **NSIC registered vendors (if registered for tendered item)** are exempted from submission of EMD.

NSIC registered vendors (if registered for tendered item) are also exempted from submission of tender fee.

**KINDLY READ "INSTRUCTIONS TO BIDDERS" THOROUGHLY. QUOTATION NOT IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS ARE LIABLE TO BE DISQUALIFIED AND IGNORED**

Thanking You,  
Yours Faithfully,  
For & ON BEHALF OF BHEL, HARDWAR  
**AGM (Capital Purchase)**

## Instruction to bidders

### Clause 1.0 :

The tenders shall be submitted in three parts (part I Techno -Commercial Bid, part II price Bid & part III vendor evaluation form) as described below on or before the due date.

- **The Quotation should be from the Principal / Original Manufacturer, failing which the quotation is likely to be ignored.**
- Any corrections / amendments shall be properly & fully authenticated with signature.

BHEL will deal directly with the manufacturer and no correspondence with the agents will be entertained. The agents will not be permitted to visit / interact with BHEL on behalf of their principals. Subsequently also, no correspondence of any type will be made with any agents (all individuals / companies – representative / adviser / retainer ship basis or claimed to be part time employees for many OEMs / claiming to be channel or business partner for BHEL work / stockist not registered specifically etc. are agents)

The bidders (originals manufacturers) will have to submit ink-signed offer / bid in original directly to BHEL. In case the bid is submitted by fax / email, the bidders shall simultaneously ensure submission of ink-signed original bid to BHEL also in the manner prescribed in this tender. **Unsigned bids shall be ignored.**

However, the suppliers or their authorized person may be allowed to attend the tender opening, if duly authorized by their principals, through a specific letter for a particular enquiry for specific price bid opening on that particular day. General authorization letter is not acceptable.

### Clause 1.1 :

PART-I (TECHNO-COMMERCIAL BID) shall comprise of following documents:

- a) Complete Technical offer
- b) Catalogue of the Equipment, Complete reference of the past supply of equipment for the same or similar specification giving details of customer with Name of the contact person, Fax no, phone no, E-mail if available.
- c) Acceptance of commercial terms by vendor as per **Annexure I**.
- d) Deviation with reference to specification to be laid down on separate sheet.

Cost of deviation is to be submitted along with the price bid essentially, in case vendor withdraws the deviation clauses the same will be considered for final evaluation,

- e. Copy of price Bid (without prices).
- f. The rating of the company quoting for this tender from a third party (independent agency) preferably by M/s Dun and Bradstreet should be submitted. (DUNS NUMBER). **Compliance of this clause is mandatory in case of foreign supplier, Indigenous suppliers to submit the copy of balance sheets for last three years** in absence of DNB / third agency report.
- k) Any additional documents (please specify).

### Clause 1.2 : PART-II (PRICE BID)

The price Bid (with price) to be submitted with part I, for the complete scope strictly as specified in the price Format attached as Annexure-II.

Prices are to be indicated in both figures and words. In case of any discrepancy of value the prices quoted in words shall be considered for evaluation and establishing L1 status.

If price bid is not submitted along with the technical bid, the offer will be rejected outrightly.

**\*\* For evaluation, exchange rate (TT selling rate of SBI) as on scheduled date of tender opening (part –I bid in case of two part bid) shall be considered.**

**Clause 1.2.1**

a) **Foreign Suppliers** : The prices are to be quoted on C&F Mumbai (Sea) / New Delhi (Air) basis. The bidder who quote on other than C&F Mumbai / New Delhi basis then his offer will be loaded by the maximum freight, packing & forwarding charges quoted by any other bidder from the same or nearby port, against the enquiry/freight rate available with BHEL. Further non-availability of ship will not be accepted for rescheduling or waiver of penalties.

b) **Indigenous suppliers** : Vendors to quote rates on FOR destination (BHEL Haridwar) basis. However, the insurance will be arranged by BHEL. Vendor can dispatch good through any Indian Bank Association approved transporters having their branch at Haridwar / destination. For the convenience name and address of transporters approved by IBA and BHEL are posted at website [www.bhelhwr.co.in](http://www.bhelhwr.co.in). If any bidder still quotes on other than FOR destination basis, then their offer will be loaded by maximum freight, packing & forwarding charges quoted by any other vendor from the same or nearby station, against the enquiry / freight rate available with BHEL. Further, non-availability of BHEL approved transporter will not be accepted for rescheduling of delivery or waiver of penalties.

c) Insurance during transportation shall be taken care of by BHEL.

d) Applicable sales Tax, Excise duty, service tax, educational cess and any other statutory levy should be indicated separately and clearly in the quotation.

e) The comparison between foreign and indigenous bids shall be done based on the **Total** Landed price basis (FOR Destination).

**Clause 1.3 :**

Part-III - Supplier Registration / evaluation form (SRF)

The SRF duly filled-up will be assessed for manufacturing capability, quality systems being followed, organizational soundness and financial worthiness

Vendor evaluation form can be downloaded from [www.bhel.com](http://www.bhel.com). BHEL registered vendors (registered with permanent code M, N, S) need not to submit SRF.

For New Vendors, the SRF is to be submitted essentially for the items having value more than Rs. 20 lacs, failing which the offer will not be considered further.

For Vendor registered with T code, VRF is to be submitted essentially along with the offer, failing which the offer will not be considered further.

**Clause 2.2 :**

PART-I containing techno-commercial part and part-III containing vendor Registration/ evaluation form will be opened on the date and time specified in the covering letter, in the presence of those **vendors**, who wish to attend **the tender opening**.

Offer should be complete in all respect (i.e. Part-I, Part-II, Part-III and Part-IV)

**Clause 2.3 :**

a. BHEL reserves the right to open the price bid (part-II) along with the opening of techno-commercial offer at its option and in that case vendor will be informed accordingly.

b. **BHEL reserves the rights to place order for tendered quantity on more than one vendor**

**Clause 2.3.1:**

The part-II price Bid along with supplementary priced bid (if necessary) will be opened at a later date of only those bidders whose techno-commercial bid and financial health has been found acceptable. **BHEL reserves the right to evaluate vendors process capability / quality systems etc by visiting vendor works (if required)**

**Clause 3.1 :**

The following shall be superscribed on the envelopes:

1. PART-I

1. TENDER NO. AND ITEMS DESCRIPTION.
2. DUE DATE FOR OPENING.
3. "TECHNO-COMMERCIAL BID PART-I"

2. PART-II

1. TENDER NO. AND ITEMS DESCRIPTION.
2. DUE DATE FOR OPENING OF PART-I.
3. "PRICE BID PART-II".

3. PART-III

1. TENDER NO. AND ITEMS DESCRIPTION.
2. DUE DATE FOR OPENING OF PART-I.
3. Vendor evaluation form can be downloaded from [www.bhel.com](http://www.bhel.com)

4. PART-IV

EMD AND TENDER FEE. : Details of Drafts attached (Amount, No, Bank, Branch, Issue date)

**Clause 3.2 :**

The part-I, part-II, part-III and part-IV shall be individually sealed and super scribed as indicated above and shall be enclosed further in the envelop duly sealed and super scribed as :

"TENDER FOR (ITEM NAME) AGAINST TENDER NO.----- DUE ON -----  
-----CONTAINING PART-I, PART-II, PART-III & PART IV OF THIS OFFER." Vendor's full name and address should be clearly mentioned on the envelope

**Clause 3.3 :**

Envelopes not marked as above are liable to be ignored and will not be opened.

**Clause No. 4: As per directives of CENTRAL VIGILANCE COMMISSION, GOVERNMENT OF INDIA, one agent can not represent two or more suppliers or quote on their behalf in a particular tender. If so found at any stage, BHEL Hardwar is likely to cancel Enquiries / POs to such suppliers. Further, such Indian Agent is likely to be de-listed (Black listed for business from BHEL)**

**Clause No. 5: The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firm, shall be rejected. The list of banned firms is available on BHEL website [www.bhel.com](http://www.bhel.com)**

Thanking You,

Yours faithfully,  
For & on behalf of BHEL, Hardwar.  
**AGM (PPX-CAP)**

**ANNEXURE – I: - ACCEPTANCE OF COMMERCIAL TERMS BY VENDOR**

Present Tender document Terms	Vendor's Acceptance
<p><b>1. Payment terms:</b></p> <p><b><u>For indigenous supply :</u></b> 80% of material cost + 100 % Taxes &amp; Duties to be paid against dispatch documents through bank and balance 20% of material cost + E&amp;C charges (all the services provided at BHEL) will be paid after satisfactory erection &amp; Commissioning.</p> <p><b><u>For import supply :</u></b> 80% of FOB value + 100% sea freight charges to be paid through 1<sup>st</sup> L/C against dispatch documents through bank and balance 20% of FOB value + E&amp;C charges (all the services provided at BHEL) will be paid after satisfactory erection &amp; Commissioning.</p>	
<p><b>Note (for import supply only) :</b></p> <p>a) 1<sup>st</sup> L/C for 80% material cost and sea freight charges shall be opened for 3 months i.e. 2 months before dispatch and shall be valid till 1 month after dispatch for negotiation.</p> <p>b) 2nd L/C for 20% of material cost + E&amp;C charges (all the services provided at BHEL) shall be opened before vendor's E&amp;C personnel starts for BHEL Haridwar.</p> <p>c) First LC will be opened after receipt of clean order acceptance.</p> <p><b>If above payment terms are not agreed by vendor, loading on vendor's price will be as per following :</b></p> <p><b>Payment at the time of dispatch against shipping/dispatch documents (Amount Y):</b></p> <p>"1.5% per month for the amount Y exceeding 80% of contract value i.e. 1.5% of <b>(Y-0.8Z)</b> where Z is the contract value. As such loading of 6% will be done for imported (<b>considering 4 months needed from the date of dispatch to final acceptance of machine/material</b>) and 3% for indigenous items. (<b>considering 2 months from the date of dispatch to final acceptance of machine/material</b>) "</p>	
<p><b>2. CURRENCY OF PAYMENT:</b> (Euro / Dollar / CHF/ Rs. etc.)</p>	
<p><b>3. For indigenous supply the currency shall be</b> Indian Rupees</p>	

Present Tender document Terms	Vendor's Acceptance
<p><b>4. CHARGES FOR SERVICES AT BHEL HARIDWAR :</b>  Services to be rendered at BHEL Haridwar like E&amp;C, proving, training to operators, supervising foundation work etc.</p> <p>For Indian Suppliers: It should be quoted in Rupees.</p> <p>For Foreign suppliers: If supervision is being carried out by persons residing in India, it should be quoted in Indian Rupees.</p> <p>These charges are essentially to be indicated separately in price bid. Vendor to confirm</p> <p>BHEL will not provide boarding, lodging, travel cost (Air ticket, local transport etc.) to vendor's representatives visiting BHEL Haridwar for Erection &amp; Commissioning</p>	
<p><b>5. TAXES :</b></p> <p>All statutory taxes, if any, will be deducted at source &amp; to be borne by the beneficiary. Tax deduction certificate shall be issued at the end of financial year if required.</p> <p>Quantum of TDS will be as per prevailing rates based on Availability / Non-availability of PAN. At present TDS rate without PAN is 20% and with PAN as per DTAA with the particular country.</p>	
<p><b>6. ORDER ACCEPTANCE:</b> Order acceptance (ink-signed) will be submitted within 30 days from the date of PO.</p>	
<p><b>7. Late delivery penalty Clause (LD):</b> Penalty for late delivery shall be applicable @ 0.5% per week and part thereof subject to a maximum of 10% for total Contract value (Total contract value Includes Total material cost + packing &amp; forwarding + freight + E&amp;C charges) / LOT value (If BHEL accepts delivery in lots ). For LD purpose lot value will include proportionate value of material cost + packing &amp; forwarding + freight + E&amp;C charges. If any vendor does not accept the LD @ of 0.5% per week and part thereof subject to a maximum of 5% of total contract / lot value, their offer will be ignored.</p> <p>Vendors accepting LD terms different from the proposed terms of 0.5% maximum 10%, their prices (FOB for imported and ex-factory for indigenous) will be loaded @ %age deviation from BHEL requirement of maximum 10%. If</p>	

Present Tender document Terms	Vendor's Acceptance
<p>the vendor does not accept the above, their offer is likely to be ignored and technical bid will not be processed.</p> <p>For calculating Late Delivery penalty delivery date shall be considered as per following :</p> <p>1. <u>Indigenous Suppliers:</u></p> <p>a. Delivery Ex-works:- Date of GR /LR</p> <p>b. Delivery FOR vendor works:- Date of GR/LR</p> <p>c. Delivery FOR Destination:- Date of receipt at BHEL Hardwar (if supply is direct to BHEL) or date of GR + one week (if documents are through bank)</p> <p>2. <u>Import Supply:</u></p> <p>a. Delivery FOB / FCA port of discharge:- Date of BL/AWB</p> <p>b. Delivery C&amp;F/CPT port of destination:- Date of AWB/BL</p>	

Present Tender document Terms	Vendor's Acceptance
<p><b>8. Delivery of the equipment:</b></p> <ul style="list-style-type: none"> <li>• Delivery must essentially be C&amp;F Mumbai Sea port for import and FOR BHEL Haridwar for indigenous. Sea freight charges for import and freight charges for indigenous items must essentially be quoted and indicated separately in price bid.</li> <li>• Categorically indicate time period required for delivery of the equipment.</li> <li>• Firm delivery period for the equipment to be stated w.e.f. date of LOI/ Order.</li> </ul> <p>Commissioning &amp; handing over of complete system in weeks.</p>	
<p><b>9. Settlement of Disputes:</b></p> <ul style="list-style-type: none"> <li>• Settlement of disputes through arbitration shall be in accordance with Arbitration Rules of Conciliation and Arbitration of the ICC, Paris. The venue of arbitration shall be Delhi. The courts of Delhi shall have exclusive jurisdiction.</li> <li>• For Indigenous Source. The venue of arbitration shall be Haridwar Courts, which will have exclusive jurisdiction.</li> </ul>	
<p><b>10. Authorization for pre-inspection:</b></p> <p>BHEL is authorized to pre inspect the material at vendor's works. The material will be dispatched only after getting clearance from BHEL.</p> <p>Indigenous suppliers should give Pre-Dispatch Inspection (PDI) call at least 15 days in advance and foreign suppliers should give PDI call at least 45 days in advance. If supplier fails to give pre-inspection call with in stipulated time, this will not be a reason of penalty waiver or delivery extension.</p> <p>Travel, Lodging &amp; Boarding charges of BHEL inspectors / trainees during pre-inspection and training will be borne by BHEL.</p>	
<p><b>11. Drawing / data approval :</b></p> <p>Any drawing / data approval required from BHEL after placement of order Shall be the responsibility of the vendor and any delay on account of the same shall be the responsibility of the vendor and have no bearing on the penalty applicable.</p>	
<p><b>12. Drawing / design / information use:</b></p> <p>The vendor will have to give an undertaking that the drawing / design / information enclosed with the enquiry / proposed order will not be</p>	

Present Tender document Terms	Vendor's Acceptance
<p>parted to any other agency and will also not be used for manufacturing for any other customer.</p>	
<p><b>13. Time period for Foundation /Erection &amp; Commission:</b>  Vendor will have to ensure deputation of their people for erection &amp; commissioning or for attending to any complaint during guarantee period within 7 days of intimation. In case of delay BHEL will be within their rights to get the job completed at the risk and cost of the supplier.</p>	
<p><b>14. 5 Sets of O&amp;M Manual:</b>  5 Sets of Operation &amp; Maintenance Manual shall have to be supplied along with the equipment. Final payment will be released only after receipt of the required documentation.</p>	
<p><b>15. Training:</b>  Vendor shall provide required training to BHEL personnel as per technical specifications.</p>	
<p><b>16. Purchasing of BOI items:</b>  Vendor shall purchase the BOUGHT OUT ITEMS only from vendors of repute and indicate the same to BHEL at the time of approval of GA drawing. BHEL reserves the right to visit / inspect the works of supplier and that of their sub contractors before or after placement of order.</p>	
<p><b>17. Spares, tooling, jigs and fixtures:</b>  The equipment being new, above items shall be needed in bulk at a later stage. However two separate lists of spares, tooling, jigs and fixtures should be sent along with quotation.</p> <ol style="list-style-type: none"> <li>1. Items which you recommend very necessary to be available along with the equipment.</li> <li>2. Item which may be required at a later stage. (The price validity of these items should be for a minimum period of two years from the date of commissioning of the equipment).</li> </ol>	
<p><b>18.</b> Details of Contact person Name, Designation, Department complete postal, E-mail address &amp; Fax no, phone, Mobile no. to be mentioned.</p>	
<p><b>19. Import Supply:</b>  <b>a.</b> Phyto-sanitary Certificate essential for packages (Wooden)  <b>b.</b> Country or origin certificate: Vendor to furnish the country of origin certificate from Chamber of Commerce with dispatch documents.</p>	

Present Tender document Terms	Vendor's Acceptance
<p><b>20. Validity:</b> Validity of the offer should be 180 days from tender opening date.</p>	
<p><b>21. Bank Charges:</b> Bank Charges on either side. Or your prices will be loaded suitably</p>	
<p><b>22. Participation in Reverse Auction:</b> BHEL may decide to process the case through RA (As per Annexure-V attached). Vendors to give their confirmation for participation in Reverse Auction process.</p>	
<p><b>23. Beneficiary of PO: Please confirm the beneficiary of PO along with the complete address</b></p>	
<p><b>24. Foreign Suppliers:</b> Dispatching port &amp; Country to be mentioned essentially</p>	
<p><b>25.</b> Total weight -- /Gross / Net in Kg, package size essentially should be indicated (if not exact then approximate.)</p>	
<p><b>26.</b> Bar Chart / Progress Chart of the project execution:- Detailed activity chart will be submitted within 30 days of placement of PO and the progress chart of the project will be submitted monthly.</p>	
<p><b>27. Risk Purchase Clause:</b> In case of delays in supplies / defective supplies or non-fulfillment of any other terms and conditions given in the Purchase Order the purchaser may cancel the purchase order in full or part thereof, and may also make the purchase of such material from elsewhere / alternative source at the risk and cost of the supplier.</p> <p>Vendor does not agree to above risk purchase clause, their offer is liable to be rejected. In case any vendor accepts risk purchase clause initially and subsequently declines to honour the term in the eventuality of RISK PURCHASE, they may be banned for business with BHEL.</p>	
<p><b>28. Force Majeure Clause:</b></p> <p>a. Either party shall be entitled to suspend performance of his obligations under the contract to the extent that such performance is impeded or made unreasonably onerous by any of the following circumstances: fire, war, flood, riots, earthquake etc.</p> <p>b. The party claiming to be affected by force majeure shall notify the other party in writing immediately without delay on the intervention and on the cessation of such circumstances. If force majeure prevents the purchaser from fulfilling his obligations, he shall not be forced to compensate the contractor for expenses.</p> <p>c. Regardless of what might otherwise follow from</p>	

<b>Present Tender document Terms</b>	<b>Vendor's Acceptance</b>
<p>these general conditions, either party shall be entitled to terminate the contract by notice in writing to the other party if performance of the contract remains suspended under Clause Force Majeure for more than 6 months.</p> <p>d. Evidence for this would be "Force Majeure" certificate issued by chamber of commerce of the concerned country.</p>	
<p><b>Note:</b> Attach separate sheet for additional information if necessary. The above terms &amp; condition supersedes the terms &amp; conditions found contradictory written elsewhere in the tender enquiry</p>	

**For import supply**

<b>Description</b>	<b>Price (in foreign currency)</b>
Basic m/c and equipment as per tech. specification covering all features (ex-works) Please attach un-priced copy of your price bid with technical bid. The sequence of price and other details shall be kept same as stated in the specifications.	
Essential Toolings / Consumables (ex-works) – item wise price break-up to be indicated against each clause of technical specification.	
Spares (ex-works) – item wise price break-up to be indicated against each clause of technical specification.	
Total Services at vendors works (training, pre-acceptance etc.) Item wise break-up to be submitted as per technical specification	
Packing & Forwarding charges (FOB Charges)	
Sea freight upto Mumbai Seaport or Air Freight upto New Delhi Airport	
<b>Total C&amp;F cost =</b>	
Total Services including E&C, training etc. at BHEL Haridwar (price break-up to be indicated against corresponding clauses of technical specification)	
Service Tax on Service charges @ 10.3% or prevailing rate	
<b>Total Service at BHEL =</b>	

**For indigenous supply**

<b>Description</b>	<b>Price (in Indian rupees)</b>
Basic m/c and equipment as per tech. specification covering all features (ex-works) Please attach un-priced copy of your price bid with technical bid. The sequence of price and other details shall be kept same as stated in the technical specifications.	
Essential Toolings / Consumables (ex-works) – item wise price break-up to be indicated against each clause of technical specification.	
Spares (ex-works) – item wise price break-up to be indicated against each clause of technical specification.	
Packing charges	
Excise duty : @12.36% or prevailing rate	
CST @ prevailing rate	
Forwarding charges	
Freight up to BHEL Haridwar stores	
<b>Total supply cost at BHEL Haridwar =</b>	
Total services including E&C charges & training etc. (price break-up to be indicated against corresponding clauses of technical specification)	
Service Tax @12.36% or prevailing rate	
<b>Total service charges =</b>	

**NOTE :**

- a) Item wise breakup of the prices shall be furnished as per TECH. SPECIFICATION / DISCUSSIONS; ELSE, THE BID IS LIABLE FOR REJECTION. Wherever the prices mentioned are unit prices, it should be clearly specified.
- b) Per person per week rates against each category of training at vendor's work must be mentioned separately in Technical Specification.
- c) Bidder to note that total price indicated above shall be considered for evaluation and hence should be complete in all respects for the full scope defined and considering all terms and conditions. Optionals as indicated in specification will not be taken for evaluation.
- d) Any item not included in this price quoted above and shown separately will not be taken cognizance of and shall be ignored while evaluation.
- e) Following details shall be provided in separate Annexure.
  - A) Unit prices for variable items.
  - B) Prices for any other OPTIONAL items.
- f) **Excise duty:** Concession forms requirements etc. to be stated wherever applicable.
- g) Transit insurance shall be arranged by BHEL

**NOTE:**

1. BHEL will evaluate the technical bids against essential criteria/requirements. BHEL may seek clarifications, if required, from the qualified bidders only. These clarifications will be communicated to the eligible vendors and they will be asked to attend techno-commercial discussions on specified dates. The bidders will be given 15 days notice to come prepared with the required documents/ clarifications. No extension will be given. **The offers of those bidders, who are unable to respond in this time frame, are likely to be ignored.**
2. The vendors found technically acceptable against their original technical offer and subsequent technical discussion BHEL will communicate equivalent scope of supply to the qualified bidders who will be required to submit their supplementary technical bid along with impact in the form of addition and deletion in their price bid in separate sealed envelopes. They will also be required to submit copy of un-priced price bid of these impacts in a 3<sup>rd</sup> sealed envelope duly super-scribed. These will be submitted within 15 days. The technical bid along with un-priced price bid of impact will be opened on the communicated date and no extension in this time will be given.

**It is clarified that no correspondence, technical or commercial, other than the above bids is permissible. In case any uncalled for correspondence, technical or commercial, is received, the same will be ignored and entire bid also may be ignored. It is also clarified that no commercial discount will be acceptable.**

3. All the bidders whose offers have been accepted by BHEL will be given notice for opening of their original price bid and supplementary impact.

**Date** :

**Signature** :

**Name** :

**Designation** :

**Department** :

M/s

**GENERAL TERMS AND CONDITIONS OF REVERSE AUCTIONING**

Against this enquiry for the subject item /system with detailed scope of supply as per enquiry specifications, BHEL may resort to “REVERSE AUCTION PROCEDURE” i.e., ON LINE BIDDING ON INTERNET.

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
3. BHEL will inform the vendor in writing in case of reverse auction, the details of Service Provider to enable them to contact & get trained.
4. Business rules like event date, time, start price, bid decrement, extensions etc. also will be communicated through service provider for compliance.
5. Vendors have to fax the Compliance form in the prescribed format (provided by Service provider) before start of Reverse auction. Without this, the vendor will not be eligible to participate in the event.
6. BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at “Total Cost to BHEL” like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the vendor to enable them to fill-in the price and keep it ready for keying in during the Auction.
7. Reverse auction will be conducted on scheduled date & time.
8. At the end of Reverse Auction event, the lowest bidder value will be known on the network.
9. The lowest bidder has to Fax the duly signed Filled-in prescribed format as provided on case-to-case basis to BHEL through Service provider within 24 hours of Auction without fail.
10. Any variation between the on-line bid value and the signed document will be considered as sabotaging the tender process and will invite disqualification of vendor to conduct business with BHEL as per prevailing procedure.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL’s standard practice.