



**BHARAT HEAVY ELECTRICALS LIMITED**  
RAMACHANDRAPURAM, HYDERABAD-32

**TENDER DOCUMENTS  
FOR  
SUPPLY OF CORA CLOTH**

**TENDER ENQUIRY No - HY/CMM/N4-CORA-CLOTH/11-12**

**CONTENTS**

**I. TECHNICAL & COMMERCIAL BID-PART- '1'**

- A- Scope of Supply and
- B-General Terms & Conditions of the Tender
- C- Pre qualifying Criteria
- D- Procedure for submission of Sealed Tenders
- E- Bid Opening
- F- Warranty
- G- Risk Purchase
- H- Terms of Payment
- I- Penalty
- J- Bid Evaluation
- K- Validity -

**II PRICE BID - PART - '2'**

**III DECLARATION in Annexure-B,C,D**

**IV DATES OF SUBMISSION & OPENING OF TENDER**

Last date for submission of sealed tenders: 20.01.2012 before 11.00 AM

Due Date of opening the tender (Techno commercial) : 20.01.2012 at 14.00 hrs

**IV Venue for opening of Tender**

Vendor Complex  
BHEL RC Puram,  
Hyderabad- 502032 (Andhra Pradesh)

## TECHNICAL & COMMERCIAL BID - PART "1"

### (A) Scope of Supply

Bharat Heavy Electricals Ltd. (A Govt. of India Undertaking) Unit: RC.Puram , Hyderabad require Cora Cloth as per the under-mentioned scope of supply. Sealed Offers in Two Part Bid system are invited to reach in the office of the undersigned by the due date mentioned in the tender documents elsewhere.

Sl. No.	Description
1.	Item required:: Cora Cloth without starch. 20SCOUT CARDED x 20SCOUT CARDED x 52WARP x 40WEFT x 105CM WIDTH. 125 Grams per square meter (+/-10%).
2.	Total Quantity:: 66000 Meters as per below delivery schedule- Delivery : quantity-16500 Meters delivery date 20.03.2012 quantity-16500 Meters delivery date 20.06.2012 quantity-16500 Meters delivery date 20.09.2012 quantity-16500 Meters delivery date 20.12.2012
3.	IMPORTANT INSTRUCTIONS: for Submitting Techno commercial Bid & Processing of Tender  1. Any bidder shall quote his prices in separate sealed covers (i.e Technical Bid(complete technical commercial bid except price) and Price bid (only price format) separately as per the price format enclosed with the tender enquiry. 2. The vendors have to submit the "tender sample" for acceptance by the committee along with the Technical Bid only. 3. The price inclusive of packing & forwarding , freight & insurance upto BHEL RC Puram Hyderabad-502032. Any taxes and duties shall be shown extra. 4. Vendors must go through all the Annexures before submitting their bid and submit the details in enclosed Annexures-B,C&D. 5. The prices must be Quoted in the enclosed Annexure-A Price Format (Price Bid Part-B) only. 6. Quoted Rates shall remain FIRM till the supply is completed. 7. Offers should be submitted in Two Parts bid manner as described in Clause-"D" - Procedure for submission of sealed tenders. 8. The successful vendor will have to deliver the items as per delivery schedule.

## **(B) General Terms and Conditions**

1. The duly completed tender shall be submitted along with a non-refundable tender cost of Rs.1000/- (Rupees One thousand only) payable by way of Demand Draft drawn on any Nationalised Bank, in favour of Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad 502032. D.D. is to be enclosed with the Technical Bid only. Tenders received without the Demand Draft of specified amount will be summarily rejected.
2. All the 'tender samples' received shall be reviewed for by the committee. For price bid opening procedure, please refer "Clause-E : Bid Opening".
4. The supplier shall have to make unconditional replacements for any damage/defects reported by BHEL during the guarantee period.
6. The offer shall remain valid for 90 days from the due date of opening of Price Bid. No request will be entertained for any increase of rates till the Ordered supply is completed.
7. Offers received after specified time and date shall be summarily rejected.
8. Rates shall be quoted in the enclosed Price Format only.
9. Bid should be free from correction and erasers. Corrections, if any, must be counter-signed. and for difference between all inclusive rate in words and figures, higher value(s) will be considered for evaluation and lower values will be considered for ordering.
10. BHEL reserves the right to increase or decrease the Order quantity by plus or minus 10% as per our actual requirement.
11. The sample of the offered item(s) (tender sample) shall be submitted along-with sealed tenders. The 'tender sample' shall be marked with permanent marker, with the following details, by the vendor.
  1. Name of supplier
  2. Tender No.
12. Vendor to clearly indicate in his offer the time required in number of weeks from the date of PO/LOI in order to complete the supplies which in any case should not exceed enquiry delivery schedule.
13. The Items will be supplied strictly as per the 'tender sample' submitted and specifications mentioned in the offer. If the supplied item(s) are found of inferior quality or not as per the approved tender sample the same will be rejected. A certificate duly endorsed by BHEL accepting authority shall be required along-

- with bill to the effect that the items supplied are as per 'tender sample' and manufacturer's specification for release of payment
14. The item(s) (Bundle) will be supplied in good quality packing.
  15. Delivery of the Items shall be made on FOR basis to BHEL at Ramachandrapuram, Hyderabad-502032. The consignee details will be given prior to supply to the successful bidder.
  16. If any information given by the bidder is found to be incorrect at later stage, BHEL reserves the right to reject the bid submitted by bidder / cancel the award of order.
  17. The procedure for submission of tender shall be as indicated in Clause 'D'.
  18. The Vendors may seek any clarifications related to this tender enquiry from The Manager / Purchase / CMM , Telephone No. 040-23183293, during normal working hours.
  19. BHEL reserves the right to cancel this tender without assigning any reason whatsoever.
  20. **Tender Documents Duly filled and complete in all respects, along with the sample to be sent either by registered post/parcel or may be submitted personally (by hand) in the Tender Box in the Vendor Complex or office of Sr. Manager (SC & SDC)/Purchase Coordination, Vendor Complex, BHEL , Ramachandrapuram, Hyderabad 502032 between 9.00 AM to 4.00 PM on any working day before the due date.**

Manager/PUR /CMM

### **(C) Pre-qualifying Criteria ( PQ)**

The pre-qualification criteria (PQ) for the vendors will be as follows:

Sl. No.	Qualifying Requirement	Documents to be submitted in support of proof
a.	The average annual turnover of the vendor during the last 3 Financial years ending 31 <sup>st</sup> March 2011 should be at least Rs.10 Lacs.	Copies of audited balance sheet/profit & loss account for the last three years.
b.	The vendors should be resourceful and capable, having experience in manufacturing/supply & execution of similar contracts for reputed PSUs & Government departments or Institutions. They should submit the list of clients to whom they have supplied the items during the last 2 Financial years.	The vendors should submit the following documents: <ol style="list-style-type: none"><li>1. Copy of certificate of incorporation</li><li>2. Copy of PAN Card</li><li>3. Copy of Income tax returns for last three years.</li><li>4. Copy of purchase orders executed</li></ol>
c.	The vendors should either have their own manufacturing facility or they should be authorized Distributor /Re-seller of the manufacturers for the product samples submitted	Documentary evidence must be furnished to this effect.

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

#### **(D) Procedure for submission of sealed Tenders**

Bids shall be submitted in two separate envelopes (Part-I and Part-2) **which will be put in a common third envelope**, as follows:

PART-I : Techno - Commercial Bid - This part shall contain the following:

- a. Techno commercial offer/details
- b. Acceptance of terms and conditions - Annexure - 'C'
- c. Demand Draft for Rs.1000/- favouring BHEL towards non-refundable cost of tender documents.
- d. 'Tender Sample' of the Item.
- e. The following Documents are to be annexed with Techno-Commercial Bid :
  1. Certified copies of audited Balance sheets / Profit & loss account for the last three years .
  2. Copy of certificate of incorporation.
  3. Copy of the PAN card.
  4. Copies of income tax returns for the last three years.
  5. Copies of purchase orders executed by the vendors.
  6. Documentary evidence for the effect that the bidder is either having their own manufacturing facility or is an authorized re-seller of the renowned manufacturers.

PART- 2: Price Bid

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

***Each of the three above covers shall be sealed. Each of the three covers shall be superscribed with (PartI&2 / part-I / Part-2 as applicable), Tender No., Tender due date, vendor's address.***

**(E) Bid Opening**

Part-I (Techno-Commercial Bids) only will be opened on the due date in the presence of bidders who may like to be present at vendor complex. Date & Time for opening of Part-II Price Bid will be intimated separately to the shortlisted technically qualified bidder.

The techno-commercial bids of all the vendors will be scrutinized and evaluated based on acceptance of the sample by the committee. The order will be placed on the lowest qualified bidder.

The item to be supplied shall be exactly as per the sample submitted, otherwise it will be rejected.

**(F) Warranty Period**

The offered items by the bidders shall be warranted for a minimum period of one year or more as per the normal terms of warranty offered by the manufacturer.

**(G) Risk Purchase Clause**

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

**(H) Terms of Payment**

The payment will be made within 90 days after satisfactory supply completion of total Order quantity and submission of bill to this office. No advance payment shall be made and no additional charges on any account will be paid by BHEL. However, if the vendor is a manufacturer and is covered under MSMED Act 2006, payment can be released within 45 days after receipt and acceptance of material in BHEL. Vendor shall have to enclose documentary evidence to this effect along with the Technical Bid -Part 'A'.

**( I ) Penalty**

The ordered items shall be supplied by the vendor not later than 25.12.2011. In case supply is delayed beyond this date , BHEL reserves the right to levy LD @ ½% per week of delay subject to maximum of 10% of order value.

**(J) Bid Evaluation**

The order will be placed on the bidder from amongst the selected 'tender samples' of technically qualified bidders, as specified in Clause-E.

**(K) Validity of Rates**

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

Manager/PUR /CMM



**PRICE BID-PART '2'**

ANNEXURE-A

PRICE FORMAT

Sl.No	Description of offered Item (s) Cora Cloth as per Tender	(All inclusive Rate per meter; Inclusive of Packing & forwarding charges, Freight & Insurance F.O.R. Delivery at BHEL RC Puram, Hyderabad)  In Figures  (In words in brackets )
	Excise Duty with Edu cess & H. Edu Cess	
	2% CST against Form 'C' / VAT	
	Any Other Tax if any	

Signature  
Name & Company Seal

**ANNEXURE 'B'**

**DECLARATION**

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

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

Place:  
Date :

**ANNEXURE 'C'**

**Acceptance Certificate**

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

Signature

With name, Designation & seal of the firm

**ANNEXURE 'D'****TECHNICAL DETAILS**

Rs. Lacs

I	TURNOVER OF THE BIDDER	2010-11 Rs.	2009-10 Rs.	2008-09 Rs.	
	Copies of Income tax returns	Enclosed/ Not Enclosed	Enclosed/ Not Enclosed	Enclosed/ Not Enclosed	
II	EXPERIENCE	Details of orders executed successfully	Value	Customer's Name	
III	SUPPLY OF SIMILAR ITEMS	Similar orders	No. of orders	Value	Customer's Name
IV	PAN CARD NO.				
V	VAT REGISTRATION NO.				
VI	CERTIFICATE OF INCORPORATION		Enclosed/ Not Enclosed		

Signature with seal of the firm