

Office Circular
Materials Management – Purchase
HEEP – Haridwar

MM/ADMN/COVID-19/BID-OPENING/2020-21
Dated: 07/May/2020

Subject: - Bid Opening during Lockdown due to COVID19

Due to lockdown / COVID-19, a few vendors are unable to submit hard copy of their bids. To cope up with the situation, a parallel system is being developed so that vendors can submit their offers/ bids through an E-mail pre-specified in the NIT, which will have controlled joint access to identified Purchase and Finance executives.

Purchase Policy – 2013, Clause 8.3 also permits for the same.

Quote

Fax/ E-Mail/ Internet/ EDI offer received in time shall be considered only when such offers are complete in all respects. In case of offers through E-mail, suppliers shall be asked to send the offers to an E-mail id pre-specified in the NIT, which will have controlled joint access to identified Purchase and Finance executives.

Un-Quote

All vendors submitting their bids through e-mail may be advised to have following clear subject line :-

1. Tender Enquiry Reference No. _____
2. Bid Opening Date (Part 1, Techno-Commercial). _____

Vendor to submit their bids as attachment (pdf format) with password protection and share the password through mail (tendercell.heep@bhel.in) after 1.45 pm (IST) on the day of bid opening, however if no password is received up to 4.00 pm(IST) bids will not be opened and will be ignored. Submission of bids through email shall be considered as consent to open the bid without physically witnessing the event.

Roaster of the Bid-Openers (Purchase and Finance Executives) will be fed to the system developed by DTG. Auto-mail for the system generated password (broken into two segments) to open the Mail Tender Box (tendercell.heep@bhel.in) will be triggered at 1.45 pm (IST) every day to the bid openers.

A Super Admin will supervise the entire process and shall have access to the system for any change in roaster due to unforeseen reasons.

This arrangement of receiving bids through E-Mail will be reviewed after lockdown.

SK Baveja
15.5.2020
GM (HR, TAX, MM & PPX-BOI)

Distribution;

1. **AGM** (PPX-EM)/ (PPX-T&D)/ (PPX-BOI)/ (PPX-F&B)/ (PPX-MM)/ (PPX-DABG)
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4. **SA to ED** : For kind information of Executive Director.