



**BHARAT HEAVY ELECTRICALS LIMITED,  
RANIPET 632 406  
OUTSOURCING DEPARTMENT**

**INSTRUCTION TO SUBCONTRACTOR FOR SUBMISSION OF OFFER FOR TENDER**  
**ENQUIRY: 651001E**

Tender ID: **2021\_BHEL\_5694\_1**

**e-NIT: 651001E** is for Annual rate contract for Galvanizing of Hand Rail Tubes, Hand rail bends (tube dia 27.3 to 76.1) and other components like flats and ladder, structures of galleries and platforms, Plate/sheet formed structures etc.

1. This NIT is a Two part bid NIT.
  - **Part I** (Valid MSE document / EMD for non MSE vendors & Techno commercial offer)
  - **Part II** (Price bid)
2. Subcontractor shall ensure all the documents are uploaded in E-Procurement System (EPS) as per below instructions given below: (EPS Website: <https://eprocurebhel.co.in/nicgep/app>)

Sl. No.	Type	DESCRIPTION	REMARKS
<b>Part I (Submission of valid MSE Document /EMD for Non MSE vendors) &amp; Techno commercial offer</b>			
1	Fill and upload	Valid MSE document /EMD	Firm shall scan and attach the valid MSE document (MSME certificate) /EMD of Rs.2 lakhs for Non MSE vendor. Medium category/Non MSE vendor need to submit the EMD. Firm to upload <b>UDYAM REGISTRATION CERTIFICATE (URC)</b> in EPS. Firm can also upload UAM along with CA certificate (or) Attested copy of EM Part II along with CA certificate. In case UAM/EM Part II is submitted by subcontractor then CA certificate is required as per <b>Annexure M</b> . CA certificate must be for the year up to March 2021 or later.
2	Fill and upload	Annexure A-Check list for Cover –I	Firm shall fill the necessary details and upload along with the supporting documents other than annexures
3	Fill and upload	Section –VIII Techno commercial bid	Firm shall fill up the required details and get authorized signatory as per attached annexure. Firm shall scan the document and upload the same in EPS.
4	Fill and upload	Annexure B - Evaluation criteria	Firm shall fill up the details in annexure. Authorized signatory shall sign the document and company seal shall be affixed. Firm shall scan the document and upload the same in EPS.
5	Fill and upload	Annexure D –Address for communication	Firm shall fill the necessary details and upload
6	Fill and upload	Annexure E - Vendor registration Forms for New vendor	Firm shall fill up the details along with <b>supporting documents</b> . Authorized signatory shall sign the document and company seal shall be affixed. Firm shall scan the document and upload the same in EPS.
7	Fill and upload	Annexure F – Declaration by bidder	Firm shall print the document on their company's letter head, fill in necessary details. Authorized signatory shall sign the document and company seal shall be affixed. Firm shall scan the document and upload the same in EPS.
8	Fill and upload	Annexure G -Affidavit	Firm shall print the document in Rs.100 stamp paper. Authorized signatory shall sign the document and company seal shall be affixed. Firm shall scan the document and upload the same in EPS
9	Fill and upload	Annexure –H Integrity pact	Authorized Signatory of the Vendor should sign along with seal on all the pages. Firm shall scan the document and upload the same in EPS.
10	Fill and upload	Annexure –R Power of attorney (if applicable)	Firm shall fill up the required details and get authorized signatory as per attached format. Firm shall scan the document and upload the same in EPS.
<b>Part II (Price bid)</b>			
11	Fill and upload	<b>(Price Bid )</b>	Firm shall download the Price bid format from EPS. In the excel sheet, <ul style="list-style-type: none"> <li>• Fill in their vendor code and name in the space provided.</li> <li>• Fill in the Rate in <b>Rs. per MT</b> in the appropriate space given.</li> <li>• Validate the Excel sheet</li> <li>• Save the excel sheet</li> <li>• The Excel sheet shall be uploaded in EPS. After uploading, firm has to digitally sign the document using the option available in EPS.</li> </ul>

**Note: All documents given above are mandatory.**

3. In case of non-submission of above documents in requisite manner, offer submitted by subcontractor shall be rejected.
4. Conditional offers, offers which are incomplete or defective and offers not in accordance with the Tender conditions shall be rejected.
5. **As this tender enquiry is an E-Tender enquiry hence offer shall only be submitted in EPS only. No other mode of offer submission shall be entertained.**
6. **For participating in the e-tender, Digital Signature Certificate Class III is mandatory for the subcontractor to quote.**
7. The offer should be submitted on or before the due date & time mentioned in the E procurement portal. Further tender due date extension, if any, will be communicated through E-procurement portal only.
8. In order to enable subcontractor for submission of error-free offer, the following checklist has been provided. Subcontractor may refer the same before submission of offer.

No.	CHECKLIST FOR SUBMISSION OF OFFER BY SUBCONTRACTORS
1	Read and understand scope of work
2	Vendor to take care of the Unit of measurement in this tender before quoting price
3	Note the Offer validity and contract validity
4	Note that the Price to be quoted on "FIRM" price basis
5	Note the Conditions w.r.to BG requirement before submission of offer
6	Note that the price shall be finalized through RA
7	Declare % of local content (Make in India) along with offer
8	Note the applicability of extras for each RS
9	Note the Payment terms, Safe custody of materials issued by BHEL, Material accounting and other terms & conditions as given in all sections mentioned in this NIT
10	Read and Understand the BHEL Guidelines for Suspension of business dealings with suppliers/contractors (available at <a href="http://www.bhel.com">www.bhel.com</a> ) fully.
<b>Note:</b>	
1	The above checklist is only indicative and not exhaustive.
2	Subcontractor is strictly advised to read and understand terms & conditions given in all the sections of the NIT before submission of offer.
3	Any changes to offer after bid opening will NOT be entertained.

For any clarifications, kindly contact:

Manager / Contracts

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