

Date: **20/8/2010**

**Subject: Open Tender no. E/3610/10/0200/Y/2**

Dear Sir,

We are pleased to invite your lowest offer for the under-mentioned items, strictly in TWO PARTS as per attached terms and conditions and instructions.

Description of Item	Qty. (Nos.)	Delivery Required	Enquiry Due date	Tender fee	EMD value
1. Design and Manufacture of Compound die for punching of single stamping per stroke for stamping Drawing no. JTD/SK/0489	1	Before 31/12/2010	14/9/2009	INR 2000/- Or EURO 40/-	INR 50,000/-
2. Design and Manufacture of Compound die for punching of two stampings per stroke for stamping Drawing no. 01350401100	1	Before 31/12/2010			

**Vendors 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 & their offer is likely to be rejected.**

[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](#)

Tender fee and EMD amount is indicated above. Both 'Tender fee' and 'EMD' to be furnished in the form of separate bank drafts only. Any other mode viz. cheque, BG etc. is not acceptable. These drafts to be necessarily submitted while submitting Tender in line with 'Instructions to the bidder' after downloading from the respective tender at [www.bhel.com](http://www.bhel.com).

Offers will be received up to 1.45 P.M. on the due date and shall be opened on the same day at 2.00 P.M. in the Tender Room 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. Specific authorization particular to this tender shall be required to produce for attending the bid opening. General authorization shall not be accepted.

Part-I (Techno-commercial) bids shall be opened of only those vendors who have submitted The Tender Fee and EMD in separate envelope as detailed in 'Instructions to the bidder'.

Please read "Instructions to Bidders" thoroughly. Offers not in accordance with these instructions are liable to be disqualified and ignored.

BHEL will not be responsible for any type of postal delay / incomplete information from vendor.

For & on behalf of BHEL, Haridwar.

**(Manoj Sharma)**  
**Senior Manager / MM-EM**

## INSTRUCTIONS TO BIDDERS FOR OPEN TENDER

The offer is to be submitted in two parts as detailed below –

### PART- I (comprising three envelopes)

Envelope 'A' - TECHNO-COMMERCIAL BID shall comprise of following -

- a) Complete Technical offer in TWO sets (one original + one copy).
- b) Catalogue of the item offered.
- c) 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.
- d) Acceptance of commercial terms by vendor as per **Annexure I**.
- e) Deviation, if any, with reference to specification on separate sheet.
- f) Copy / replica of price Bid (without prices).
- g) Any additional documents (please specify).

Envelope 'B' shall contain the bank drafts towards 'Tender fee' and 'EMD'.

Envelope 'C' shall contain the filled up Vendor registration/Evaluation form. This form can be downloaded from [www.bhel.com](http://www.bhel.com)

### PART- II (comprising one envelope)

Envelope 'D' - PRICE BID shall comprise of -

The price Bid (with price) to be submitted along with part I, for the complete scope **strictly** as specified in the price schedule attached as **Annexure-II**. Individual prices must also be mentioned against each clause of tender specification.

Prices are to be indicated in both figures and words.

**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 waiving of penalties. Transit insurance will be arranged by BHEL.

**Indigenous suppliers:** Vendors to quote rates on FOR destination 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 waiving of penalties

**Insurance during transportation** shall be taken care of by BHEL.

Applicable sales Tax, Excise duty, service tax, educational cess and any other statutory levy should be indicated separately and clearly in the quotation, else it will be concluded that the offer is inclusive of all taxes and duties.

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

## **Making and Marking of Envelopes**

Four Envelopes – ‘A’, ‘B’, ‘C’ and ‘D’ shall be made and individually marked and sealed. These four envelopes shall then be enclosed in a bigger envelope, marked and sealed.

Envelope ‘A’ shall contain Techno-commercial bid and shall be marked with -

“Part-I (Techno-commercial bid)”

Tender no. \_\_\_\_\_

Tender item \_\_\_\_\_

Tender due date \_\_\_\_\_

Envelope ‘B’ shall contain Tender fee and EMD drafts and shall be marked with -

Part-I (Tender fee and EMD drafts)

Tender no. \_\_\_\_\_

Tender item \_\_\_\_\_

Tender due date \_\_\_\_\_

Envelope ‘C’ shall contain Vendor registration and evaluation form and shall be marked with -

Part-I (Vendor registration and evaluation form)

Tender no. \_\_\_\_\_

Tender item \_\_\_\_\_

Tender due date \_\_\_\_\_

Envelope ‘D’ shall contain Price bid and shall be marked with -

“Part-II (Price bid)

Tender no. \_\_\_\_\_

Tender item \_\_\_\_\_

Tender due date \_\_\_\_\_

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

- **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. Subsequently also, no correspondence of any type will be made with any 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.
- Tenders when finalized shall be in the name of the bidder only. Any change of name during tender evaluation or after finalization without certificate from the registrar of company shall not be entertained.

For & on behalf of BHEL, Haridwar.

**(Manoj Sharma)**  
**Senior Manager / MM-EM**

## ANNEXURE - I

### ACCEPTANCE OF COMMERCIAL TERMS BY VENDOR

<p><b><u>Payment terms:</u></b></p> <p>90% of the item cost shall be paid after receipt and acceptance of material at BHEL. Balance 10% of the item cost along with Commissioning charges, if applicable shall be paid after successful Commissioning against performance bank guarantee. Payment term 'Advance is not accepted.</p> <p><u>If you don't agree for payment after receipt and acceptance, 90% of your quoted rates shall be loaded by 1.25% for indigenous supply and 2.5% for imported supply for comparison purpose.</u></p> <p><u>If you don't agree to furnish PBG, your rates will be loaded by 10% for comparison purpose.</u></p>	<p><b>VENDOR'S CONFIRMATION</b></p> <p><b>YES / NO</b></p>
<p><b><u>Security Deposit :</u></b></p> <p>Security equal to 5% of the total order value in the same currency as of order will have to be submitted within 15 days of receipt of order in the form of Bank Guarantee in the format (available at <a href="http://www/bhelweb/uploads/pbg.pdf">http://www/bhelweb/uploads/pbg.pdf</a>) The BG shall be got issued by any of the consortium banks (list of consortium banks available at <a href="http://www/bhelweb/uploads/lcb.pdf">http://www/bhelweb/uploads/lcb.pdf</a>) and valid up to two months beyond despatch date.</p> <p><u>If you don't agree to furnish Security deposit, your rates will be loaded by 5% for comparison purpose.</u></p>	<p><b>YES / NO</b></p>
<p><b><u>Performance Bank Guarantee:</u></b></p> <p>Performance Bank Guarantee shall be in the format (available at <a href="http://www/bhelweb/uploads/pbg.pdf">http://www/bhelweb/uploads/pbg.pdf</a>). The BG shall be got issued by any of the consortium banks (list of consortium banks available at <a href="http://www/bhelweb/uploads/lcb.pdf">http://www/bhelweb/uploads/lcb.pdf</a>) and valid upto guarantee period.</p> <p><u>If you don't agree to furnish PBG, your rates will be loaded by 10% for comparison purpose.</u></p>	<p><b>YES / NO</b></p>
<p><b><u>Item wise rates to be quoted</u></b></p> <p>Confirm that item wise rates have been quoted in part-II bid if the item in enquiry is made up of many separate items.</p>	<p><b>YES / NO</b></p>
<p><b><u>Rates of Taxes/Duties/Octroi:</u></b></p> <p>Excise Duty/Custom Duty Sates Tax Other taxes/Octori ED, if applicable is cenvatable</p> <p>Rates of applicable taxes and duties are to be clearly mentioned, else it will be concluded that the offered rates are inclusive of all taxes and duties.</p>	<p>_____</p> <p>_____</p>
<p><b><u>Delivery period:</u></b></p> <p>We require the material to be despatched within 8 weeks from the date of receipt of order. Mention the minimum delivery period of the material in weeks from receipt of the order.</p>	<p>_____</p>
<p><b><u>Penalty for late deliveries:</u></b></p> <p>Penalty shall be livable for delayed delivery @ 0.5% per week and part thereof subject to a maximum of 10% of the value of unexecuted portion of the order.</p> <p>Loading of penalty for the purpose of comparison shall be done to the extent same is not agreed. E.g. if you don't accept penalty clause, a loading of 10% shall be done. If you accept the maximum penalty of 6% only, a loading of 4% shall be done. Specific acceptance / non acceptance to penalty clause is required.</p>	<p><b>Accepted /</b></p> <p><b>Not accepted</b></p>

<p><b><u>Delivery terms:</u></b></p> <p>1) <u>Indigenous supplier</u></p> <p>Rates to be necessarily quoted on FOR, Hardwar basis and in Indian Rupees only.</p> <p>2) <u>Foreign supplier</u></p> <p>Rates to be necessarily quoted on FCA/FOB originating port basis in foreign currency.</p> <p>If quoted otherwise, freight rates as per BHEL transport contract shall be taken in consideration to evaluate bids on landed price basis.</p>	<p>_____</p> <p>_____</p>
<p><b><u>Freight and Insurance :</u></b></p> <p>Freight shall be on borne by you and to be quoted separately. Insurance shall be arrange by BHEL and hence need not be quoted.</p>	<p>YES / NO</p>
<p><b><u>O&amp;M Manual:</u></b> Operation &amp; Maintenance Manual, if required as per specification, shall have to be supplied along with the item/system.</p>	<p>YES / NO</p>
<p><b><u>Conformance to Specification :</u></b></p> <p>Confirm that item/system quoted confirms to our specification in totality. If not detail the deviation clearly.</p>	<p>YES / NO</p>
<p><b><u>Pre despatch inspection :</u></b></p> <p>BHEL reserves the right to inspect the material before despatch. Inspection call is to be given at least 2 weeks prior to the readiness of material for inspection.</p>	<p>YES / NO</p>
<p><b><u>Commissioning:</u></b></p> <p>Commissioning, if required as per specification, is to be quoted separately on <u>lump sum basis</u>. Confirm that commissioning charges have been quoted in part-II bid.</p>	<p>YES / NO</p>
<p><b><u>Guarantee:</u></b></p> <p>Item / system has to be guaranteed for at least 18 months from the date of despatch or 12 months from the date of commissioning, whichever earlier.</p>	<p>YES / NO</p>
<p><b><u>Test Certificate and Guarantee Certificate:</u></b></p> <p>Test Certificate for the tests detailed in specification and Guarantee certificate for the guarantee period shall be required alongwith despatch documents. Confirm the same.</p>	<p>YES / NO</p>
<p><b><u>Validity:</u></b></p> <p>Validity of the offer should be minimum 120 days from the due date of the enquiry.</p>	<p>YES / NO</p>

Seal with Name, Designation and Vendor's name

Dated

## ANNEXURE - II

### PRICE SCHEDULE (Un-priced copy of this to be attached with Techno-commercial bid)

#### For import supply

Description	Price (in foreign currency)
Cost of the item as per tech. specification covering all features <b>(FOB price)</b>	
Cost of accessories, if any <b>(FOB price)</b>	
Cost of spares, if any <b>(FOB price)</b>	
Air freight / Sea freight	
<b>Total C&amp;F cost =</b>	
Total Services to be rendered at BHEL Haridwar like Installation / Commissioning on lump sum basis.	
Service Tax @10.3% or as per prevailing rate	
<b>Total Service at BHEL =</b>	

#### For indigenous supply

Description	Price (in Indian rupees)
Cost of the item as per tech. specification covering all features <b>(Ex works price)</b>	
Cost of accessories, if any ( <b>Ex works price</b> )	
Cost of spares, if any <b>(Ex works price)</b>	
Packing charges	
Excise duty : @ <b>10.30%</b> or prevailing rate	
CST @ <b>2%</b> or prevailing rate against form 'C'	
Forwarding charges	
Freight up to BHEL Haridwar stores	
<b>Total supply cost =</b>	
Total Services to be rendered at BHEL Haridwar like Installation / Commissioning on lump sum basis.	
Service Tax @10.3% or as per prevailing rate	
<b>Total service charges =</b>	

BHEL will evaluate the technical bids against essential criteria / requirements. BHEL may seek clarifications on technical bid, if required, from the qualified bidders only. **The offers of those bidders, who are unable to respond in the given time, are likely to be ignored.**

All the bidders whose offers have been accepted by BHEL will be given prior notice regarding opening of their original price bid.

Seal with Name, Designation and Vendor's name

Dated