



**BHARAT HEAVY ELECTRICALS LIMITED,
RANIPET 632 406
PART PROCESSING DEPARTMENT**

**INSTRUCTION TO SUBCONTRACTOR FOR SUBMISSION OF OFFER FOR
TENDER ENQUIRY: 664004E**

Tender ID: **2024_BHEL_42728_1**

e-NIT: 664004E is for Supplementary Annual Rate Contract for the year 2024-25 for Fabrication and Assembly of FANs (Industrial Fans) components in accordance with the Technical Specification/BHEL Engineering Drawings/Quality Documents out of materials/components to be supplied by BHEL/Ranipet as free issue.

1. This NIT is a Three-part bid NIT.
 - **Part I** (Valid MSE document / EMD for non MSE vendors)
 - **Part II** (Techno - Commercial bid)
 - **Part III** (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
Part I (Submission of valid MSE Document /EMD for Non MSE vendors)			
1	Fill and upload	Annexure –A Check list for Cover-I	Firm shall fill up the details along with supporting document (MSME certificate /EMD of Rs.2 lakhs for Non MSE vendor. Medium category/Non MSE vendor need to submit the EMD. Authorized signatory shall sign the document and company seal shall be affixed. Firm to upload UDYAM REGISTRATION CERTIFICATE (URC) in EPS. Firm shall scan the document and upload the same in EPS.
Part II (Techno commercial)			
2	Fill and upload	Annexure –B Check list for Cover-II	Firm shall fill up the details in respective annexure. Authorized signatory shall sign the document and company seal shall be affixed. Firm shall scan the document along with all supporting documents and upload the same in EPS.
3	Fill and upload	Annexure –C Technical bid format	
4	Fill and upload	Annexure –E Standard Commercial Terms & Conditions	
5	Fill and upload	Annexure –F Manufacturing facility & eligibility criteria	
6	Fill and upload	Annexure –I 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.
7	Fill and upload	Annexure –J 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.
8	Fill and upload	Annexure –K Vendor registration Forms for New vendor only	Firm shall fill up the details along with supporting documents . Authorized signatory shall sign the document and company seal shall be affixed. Firm shall scan the document and upload the same in EPS.
Part III (Price bid)			
9	Fill and upload	Annexure –D BOQ (Price Bid)	Firm shall download the Price bid format from EPS. In the excel sheet, <ul style="list-style-type: none">• Fill in their vendor code and name in the space provided.• Fill in the Rate in Rs per UoM in the appropriate space given for the RS for which TECHNICAL BID is submitted .• Validate the Excel sheet• Save the excel sheet• The Excel sheet shall be uploaded in EPS. After uploading, firm has to digitally sign the document using the option available in EPS.

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	Declare % of local content (Make in India) along with offer
7	Note the applicability of extras for each RS
8	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
9	Read and Understand the BHEL Guidelines for Suspension of business dealings with suppliers/contractors (available at www.bhel.com) fully.
Note:	
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:

Sr.Manager / PP

Ground Floor, Part Processing Department

Bharat Heavy Electricals Limited, Ranipet-632406

Phone: 04172-284256, 284902

E-Mail: tsch@bhel.in, sarav@bhel.in