



**BHARAT HEAVY ELECTRICALS LIMITED,  
TIRUCHIRAPPALLI 620 014  
OUTSOURCING DEPARTMENT**

**INSTRUCTION TO VENDOR FOR SUBMISSION OF OFFER**  
**FOR E-NIT: 2023OVM018**

1. E-NIT: **2023OVM018** is for **Fabrication and supply of CEILING GIRDERS for MEL Adani Project through OVM route with Vendor's material.**
2. This NIT is a **two-part bid E-NIT**.
  - **Part I** (Techno - Commercial bid)
  - **Part II** (Price bid)
3. Vendor shall ensure all the documents are uploaded in **E-Procurement System (EPS)** as per instructions given below: (EPS Website: <https://eprocurebhel.co.in/nicgep/app>)

Sl. No.	Type	DESCRIPTION	REMARKS
<b>Part I (Techno - Commercial bid)</b>			
1	<b>Mandatory</b> Fill and upload	Pre-Qualification Requirements (PQR) – Annexure A for Ceiling Girder	Firm shall duly fill and upload the Pre-Qualification Requirement (PQR) as given in <b>Annexure A</b> for Ceiling Girder
2	<b>Mandatory</b> Fill and upload	Annexure B for Financial Soundness	Firm shall fill and upload the details for Financial Soundness as in <b>Annexure B</b> . Authorized signatory shall sign the document and company seal shall be affixed. Firm shall scan the document and upload the same in EPS.
3	<b>Mandatory</b> Fill and upload	Annexure C - Conflict of Interest	Firm shall fill and upload the details as per <b>Annexure C</b> . Authorized signatory shall sign the document and company seal shall be affixed. Firm shall scan the document and upload the same in EPS.
4	<b>Mandatory</b> Fill and upload	Section IX - <b>Integrity Pact (IP)</b>	Firm shall download the IP, fill in necessary details. Authorized signatory shall sign the document and company seal shall be affixed on all pages of Integrity Pact. Firm shall then upload the dully filled document in EPS.
8	<b>Mandatory</b> Fill and upload	Section XI- <b>Non-Disclosure Agreement (NDA)</b>	Firm shall Print the document, fill in necessary details (Name, Company, Place, Date, Month, Year). Authorized signatory shall sign the document and company seal shall be affixed. Firm shall then upload the dully filled document in EPS.
9	<b>Mandatory</b> Fill and upload	Section XII- <b>GST details</b>	Firm shall Print the document, fill in necessary details like Vendor name, Vendor code (If registered with BHEL, Trichy), GST No., GST % etc. Authorized signatory shall sign the document and company seal shall be affixed. Firm shall then upload the dully filled document in EPS.
10	<b>Mandatory</b> Fill and upload	Section XIII - <b>Declaration by bidder</b>	Firm shall print the document on their company's letter head, fill in necessary details (Name, Company, etc.,). Authorized signatory shall sign the document and company seal shall be affixed. Firm shall then upload the dully filled document in EPS.
11	<b>Mandatory</b> Fill and upload	Local Content Certificate as defined in Public Procurement (Preference to Make in India), Order 2017	Vendor to submit percentage of local content certificate issued by the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant during submission of its offer.
12	<b>Mandatory</b> Fill and upload	<b>MSE certificate</b>	Firm to upload <b>UDYAM REGISTRATION CERTIFICATE (URC)</b> for MSE certificate in EPS. CA certificate for declaring a Firm as MSE is NOT required.

			In case a Firm is NON-MSE then Firm shall declare in their company's letter head that they are NON MSE and upload the same in EPS.
<b>Part II (Price bid)</b>			
1	<b>Mandatory</b> Fill and upload	Price Bid	<p>Firm shall download the Price bid format (an excel sheet) from EPS. In the excel sheet,</p> <ul style="list-style-type: none"> <li>• Fill in their Vendor code (if registered with BHEL) and Vendor name in the space provided.</li> <li>• Fill in the Rate in <b>Rs. per UoM</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> <p>Firm not willing to quote for any particular rate schedule are advised to leave the space blank for that particular rate schedule in the price bid.</p>

4. In case of non-submission of above documents in requisite manner, offer submitted by Vendor shall be rejected.
5. Conditional offers, offers which are incomplete or defective and offers not in accordance with the Tender conditions shall be rejected.
6. 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.
7. Any new Vendor (not registered with Outsourcing department of BHEL/Trichy) meeting Qualification criteria is also eligible to participate in this tender enquiry.
8. The Techno Commercial bids shall be opened as specified in the EPS portal. Opening of price bids shall be done through EPS only for technically qualified Vendor.
9. Only those Firms who have submitted the offer as per BHEL's tender conditions and submission of completely filled documents, shall be considered for evaluation and further processing.
10. Clarification required from Vendor by BHEL, if any, shall be furnished by Vendor within the time specified and delayed responses beyond the stipulated time lines are liable to be rejected. Vendor failing to submit the requisite documents will not be considered for Price bid opening (Part 2 opening.)
11. Offer with deviation shall be rejected.
12. Offer not submitted in the required format or incomplete bids are liable to be rejected.
13. Offer of Vendor which are not Techno-Commercially/Part-1 qualified will be rejected and the same will be communicated to those Vendor with reasons.
14. To enable Vendor for submission of error-free offer, the following checklist has been provided. Vendor may refer the same before submission of offer.

Sl. No.	CHECKLIST FOR SUBMISSION OF OFFER BY VENDOR
1	Read and understand scope of work.
2	Refer drawings, quality documents and painting scheme before quoting price.
3	Note the Unit of Measurement (UOM) in this tender for each item. Care to be taken before quoting price.
4	Note the offer validity and contract validity.
5	Note the Delivery period.
6	Note the Distribution of load and conditions for counter offering (if applicable) as given in tender.
7	Note the conditions w.r.to BG requirement before submission of offer.
8	Note that the price shall be finalized through RA.
9	Declare % of local content (Make in India) along with offer, if applicable.
10	Read and understand the GST clause.

Sl. No.	CHECKLIST FOR SUBMISSION OF OFFER BY VENDOR
11	Read and understand LD, Risk Purchase Clause.
12	Note the applicability of extras for each RS.
13	Note the Payment terms and other terms & conditions as given in all sections of this NIT.
14	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	Terms & conditions given in the NIT shall be final and binding on the subcontractors.
3	Subcontractor is strictly advised to read and understand terms & conditions given in all the sections of the NIT before submission of offer.
4	Any changes to offer after bid opening will NOT be entertained.

**For any clarifications, kindly contact:**

Dy. Manager / Contracts / OS

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