

**BHARAT HEAVY ELECTRICALS LIMITED
TRANSMISSION BUSINESS GROUP
SUBCONTRACTS MANAGEMENT
10TH Floor, Plot no. - C-20, 1A/1, Joy tower,
C Block, Phase 2, Industrial Area Sector-62,
Noida, Distt. - Gautam Buddh Nagar, UP- 201301**



TENDER DOCUMENTS

FOR

**TENDER FOR “RATE CONTRACT FOR PLOTTING, XEROXING,
SCANNING WORK OF ENGINEERING DRAWINGS OF SIZES A0 TO A2
FOR TWO YEARS”.**

TENDER SPEC. NO.: TBSM/RATE CONTRACT/ PLOTTING, XEROX, SCAN/2021-22/TENDER

DATED: 02.12.2021

TRANSMISSION BUSINESS GROUP
(SUBCONTRACTS MANAGEMENT)

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BHARAT HEAVY ELECTRICALS LIMITED

TRANSMISSION BUSINESS GROUP

SECTOR-62, NOIDA-201301

e-mail: paswan@bhel.in;

NOTICE INVITING TENDER

REF: TBSM/RATE CONTRACT/ PLOTTING, XEROX, SCAN/2021-22/TENDER

DATE: 02.12.2021

SUB: TENDER FOR "RATE CONTRACT FOR PLOTTING, XEROXING, SCANNING WORK OF ENGINEERING DRAWINGS OF SIZES A0 TO A2 FOR TWO YEARS"

Dear Sirs,

1. Sealed tenders are invited for the following works:

NAME OF WORK	EARNEST MONEY DEPOSIT	TENDER SUBMISSION DATE AND TIME	TENDER OPENING DATE & TIME
Tender for "Rate contract for Plotting, Xeroxing, Scanning work of engineering drawings of sizes A0 to A2 for two years"	Rs. 17,986/-	14.12.2021 14.30 hrs.	14.12.2021 15.30 hrs. (Technical bid only) and Date of opening of Reverse Auction Shall be intimated later to Techno commercially acceptable bidders.

2. Bidder has to submit offer directly through E-PROCUREMENT MODE. Bidder may visit <https://eprocurebhel.co.in>

Procedure for Submission of Tenders through e tendering : The tender is also floated online through our E-Procurement Site <https://eprocurebhel.co.in> . The bidder may respond by submitting their offer online in our e-Procurement platform at <https://eprocurebhel.co.in>

Offers are invited in two-parts only.

Documents Comprising the e-Tender

The tender shall be submitted online.

a. Technical Bid (Un priced Tender)

All Technical details (eg. Eligibility Criteria requested (as mentioned below)) should be attached in e-tendering module, failing which the tender stands invalid & may be REJECTED. Bidders shall furnish the following information along with technical tender (preferably in pdf format):

- Technical Bid (without indicating any prices).

b. Price Bid:

- Prices are to be quoted in the attached Price Bid format online on e-tender portal.
- The price should be quoted for the accounting unit indicated in the e-tender document.
- Note: It is the responsibility of tenderer to go through the Tender document to ensure furnishing all required documents in addition to above, if any. Any deviation would result in REJECTION of tender and would not be considered at a later stage at any cost by BHEL.
- A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrantee that he has

authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.

- v. A tender, which does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- c. Uploading of the price bid in prequalification bid or technical bid may RESULT IN REJECTION of the tender.
- d. Tenders shall be uploaded with all relevant PDF/zip format. The relevant tender documents should be uploaded by an authorized person having Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION digital signature certificate (DSC).

3. **Bidders may also submit their bids through unique common e mail ID.**

Procedure to submit the bid through E mail ID are as below: -

A) The bidder may also have allowed to submit their bid /offers to the common e-mail addresses as below **(Without copy to any other e mails).** Following procedure may be followed by bidders in this regard.

A.1 Bidders have to submit their bid into two parts: - Technical Bid and Price bid in two separate folders. The folders names shall be clearly specified as technical bid & Price bid in e-mail folder.

A.2 Folders of Technical Bid and Price Bids are to be submitted separately at two different e-mail ids as per procedure mentioned below:

A.2.1 Submission of Technical Bid

- i) Folder containing Technical Bid shall be submitted to Common E Mail Address: **tbsmtenderbox@bhel.in.**
- ii) The subject of the e-mail for offer submission shall be clearly specified as **“Rate contract for Plotting, Xeroxing, Scanning work of engineering drawings of sizes A0 to A2 for two years”**
- iii) All the works credentials relevant for meeting PQR shall be submitted in Technical bid folder.
- iv) The technical bid shall be in **Pdf or in Zip forms and the capacity of the folder should not be more than 10 MB.**
- v) If the capacity of the folder shall be more than 10 MB, the technical bid folder shall be split into like the folders **“Technical Bid- Part-1, Part-2, part -3, part4 and shall be submitted through subsequent e mails mentioning Mail – part-1 of total nos of mail, Mail-Part-2 of total nos of e mails ”**
- vi) Offers sent to any other e-mail IDs shall not considered for evaluation purpose.
- vii) Please note that Price Bid Folder is not to be submitted at E Mail id **tbsmtenderbox@bhel.in.** Price bid is to be submitted at separately as per details given below.

A.2.2 Submission of Price Bid: -

- i) Folder containing **Price Bid** shall be submitted to Common E Mail Address:

A) tbsmtender.pricebidbox@bhel.in.

- ii) The subject of the e-mail for offer submission shall be clearly specified as “**PRICE BID for “Rate contract for Plotting, Xeroxing, Scanning work of engineering drawings of sizes A0 to A2 for two years”**”

Same shall be submitted simultaneously along with the Technical bid.

- iii) The price bid shall be in Pdf or in Zip forms and the capacity of the folder should not be more than 10 MB.
- iv) Price bid sent to any other e-mail IDs shall not considered for evaluation purpose.

A.2.3 Summary: -

Thus from above, bidders may clearly note that for submission of complete offer, bidders have to use below mentioned emails: -

(a) Mail For Technical Bid on :- tbsmtenderbox@bhel.in

(b) Mail for Price Bid on:- tbsmtender.pricebidbox@bhel.in

A.2.4 Apart from above e mails, Bidders are requested to “**intimate the submission of their bid without attaching any tender documents**” to the e- mail “paswan@bhel.in” . Bidders may also inform over phone to the concerned executive on the “date of opening of the tender” in this regard.

A.2.5 In case, “the bid of any bidder was left to open / process” due to non-availability of the intimations as mentioned in point no. – A.2.4 above, BHEL shall not be responsible and their bid shall not be considered for further processing.

BHEL’s decision for all the points mentioned in “A” under head “**Procedure to submit the bid through E mail ID**” shall be final in case of any disputes and is binding to the bidders.

4. Tender must be accompanied by the prescribed amount of Earnest Money Deposit (EMD) in the manner described in “Terms and Conditions “which shall be part of the Technical Bid.

In case of E-Tenders, no paper bids shall be accepted, therefore, the scanned copy of the Banker’s Cheque/ Demand Draft/ Pay Order/ Details of payment made through Electronic Fund Transfer/ Fixed Deposit Receipt (FDR) / Bank Guarantee should be uploaded in the E-Procurement Portal and hard copy of the same should reach to following address at before the due date and time of bid submission. BHEL shall not be responsible for postal or any other delays in this regard.)

TENDER NO.: TBSM/RATE CONTRACT/ PLOTTING, XEROX, SCAN/2021-22/TENDER, DATE: 02.12.2021 TO,

**Mukesh Paswan
AGM (TBSM)**

**BHARAT HEAVY ELECTRICALS LIMITED,
TRANSMISSION BUSINESS GROUP,
10TH Floor, Plot no.: - C-20, 1A/1, Joy tower,
C Block, Phase 2, Industrial Area
Sector-62, Noida, Distt. Gautambudh Nagar, UP-201309
TELEPHONE: 0120-6748454, 6748448,9560989092, 9711297880 FAX: 0120-6748579
E-mail: paswan@bhel.in**

5. Bidders may please note that no other mode of bid submission shall be considered for evaluation apart from Clause no. 02 to 04 mentioned above.

6. The prospective bidders who have downloaded the tender documents are requested to send their acknowledgement and willingness to participate in the tender to the undersigned, through email.
7. Offers should be strictly in accordance with the Tender Specifications and General Instructions to Tenderer enclosed herewith.
8. BHEL shall be resorting to Reverse Auction (RA) (Guidelines as available on www.bhel.com) for this tender. RA shall be conducted among all the techno-commercially qualified bidders.

Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered for RA. In case any bidder(s) do(es) not participate in online Reverse Auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking.

9. All documents submitted with the offer shall be signed and stamped in each page by authorized representative of the bidder.
10. Clarifications, if any, can be obtained from the undersigned but such requests should be submitted well before the due date for submission of tenders. Due date for submission and opening of tenders will not be extended on such grounds.
11. Late tenders are liable to be rejected.
12. Price to be filled strictly as per pro-forma given in NIT (Annexure II). Change in Pro-forma is not allowed.
13. No revision of prices will be entertained after tenders are opened.
14. Tender Enquiry No. & due date must be legibly super scribed on all the envelopes.
15. Quotation should be valid for at least four months from date of tender opening.
16. BHEL will not be responsible for the postal delay / mutilated tenders under any circumstances for non-receipt of Tenders/submission of filled in tender documents by due date & time.
17. Technical Bid will be opened in the office of undersigned. If required, technical discussions will be held with only those bidders who have taken any deviations. Bidder's representative may be present during technical bid opening for technical discussion, if required. The price bids will be opened/ reverse auction will be conducted subsequently, after Technical Bids of all the Tenderers which have been evaluated and freezed. Bidders should quote their most competitive rates as there will not be any price negotiation. However, if felt necessary by BHEL, price negotiation will be held with lowest bidder (L-1) only. **IT WOULD BE PREFERRED THAT YOUR OFFER IS WITHOUT ANY DEVIATION w.r.t. TENDER SPECIFICATIONS AND THE SAME MAY BE CLEARLY MENTIONED ON THE COVERING LETTER ACCOMPANYING THE TECHNICAL BID.** Offers with deviations are likely to be rejected. However, if the bidder insists on any technical or commercial deviations, from the specification and/or tender conditions, the price implication if any, of withdrawing the deviations must be submitted along with the price bid in a separate sealed envelope superscribed "Price Implication for withdrawal of deviations".

18. BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept, reject any tender in part or full without assigning any reason whatsoever.
19. BHEL reserves the right to accept or reject any of the tender / all tenders with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
20. The offers of the bidders who are under suspension as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site www.bhel.com.
21. The evaluation currency for this tender shall be INR.
22. In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders.

In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by toss/ draw of lots, in the presence of the respective L-1 bidder(s) or their representative(s).

Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.

23. Integrity commitment, performance of the contract and punitive action thereof:

23.1 Commitment by BHEL:

BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.

23.2 Commitment by Bidder/ Supplier/ Contractor:

- 1) The bidder/ supplier/ contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.
- 2) The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.
- 3) The bidder/ supplier/ contractor will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.

If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/ supplier/ contractor as per extant guidelines of the company available on [www. bhel.com](http://www.bhel.com) and/or under applicable legal provisions”.

24. In case any adverse information is received concerning performance, capability or conduct of the bidder after issue of tender enquiry, BHEL reserves the right to reject the offer at any stage as deemed fit.
25. The purchase preference for central P.S.U.s shall be given as per the prevailing Government policy.
26. In case an offer is not being submitted by the prospective bidders against this tender, they may send their “regret” letter to this office, for information.
27. The bidder representative may be called for discussion with the committee. His originals may be verified by the committee. In addition to above their organisation chart and detail list of manpower, tools & plants and technically capability will be discussed and ascertained by the committee.

Thanking you,

Yours faithfully,
For and on behalf of BHEL,

(Mukesh Paswan)
AGM /TBSM

TO BE FILLED BY TENDERER OVER THEIR LETTERHEAD

REF.: TBSM/RATE CONTRACT/ PLOTTING, XEROX, SCAN/2021-22/TENDER, DATE: 02.12.2021

SUB: TENDER FOR “RATE CONTRACT FOR PLOTTING, XEROXING, SCANNING WORK OF ENGINEERING DRAWINGS OF SIZES A0 TO A2 FOR TWO YEARS”.

It is certified that General Instructions and Information for tenderer have been read/ complied/ agreed to and each page of tender offer has been signed and stamped.

Also It is being declares that we (.....Bidder Name) will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines

(Signature of Tenderer)

Name and Designation of Authorised person (s)
Signing the tender on behalf of the tenderer

Authorization of representative who will participate in the on line Reverse Auction Process:

1	NAME & DESIGNATION OF OFFICIAL	
2	POSTAL ADDRESS (COMPLETE)	
3	TELEPHONE NOS. (LAND LINE & MOBILE BOTH)	
4	FAX NO.	
5	E-MAIL ADDRESS	
6	NAME OF PLACE / STATE / COUNTRY, FROM WHERE HE/SHE WILL PARTICIPATE IN THE REVERSE AUCTION	