

**BHARAT HEAVY ELECTRICALS LIMITED
TRANSMISSION BUSINESS GROUP
SUBCONTRACTS MANAGEMENT
SECTOR-142, EXPRESSWAY NOIDA-201305**



TENDER DOCUMENTS

FOR

**RATE CONTRACT FOR PLOTTING, XEROXING AND SCANNING OF
ENGINEERING DRAWINGS**

TENDER SPEC. NO.: TBSM/RATE CONTRACT/PLOTTING/TENDER

DATED: 28.04.2014

TRANSMISSION BUSINESS GROUP
SUBCONTRACTS MANAGEMENT

INDEX

Sl. No.	Description	No. of Pages
1.0	Notice Inviting Tender	08
2.0	Pre-Qualifying Requirements	02
3.0	Procedure for submission of sealed Tenders	01
4.0	Terms & Conditions of contract	06
5.0	Technical Specification	02
6.0	Bill of Quantity cum rate schedule	02
7.0	No Deviation Certificate	01
8.0	Declaration for relation in BHEL	01



BHARAT HEAVY ELECTRICALS LIMITED

TRANSMISSION BUSINESS GROUP

SECTOR-142, EXPRESSWAY NOIDA, NOIDA-201305

e-mail: -hitender@bhel.in

NOTICE INVITING TENDER

REF.: TBSM/RATE CONTRACT/PLOTTING/TENDER

DATE: 28.04.14

SUB: RATE CONTRACT FOR PLOTTING, XEROXING AND SCANNING OF ENGINEERING DRAWINGS.

Dear Sirs,

1. Sealed tenders are invited for the following:

NAME OF WORK	EARNEST MONEY DEPOSIT (Rs.)	TENDER SUBMISSION DATE AND TIME	TENDER OPENING DATE & TIME
Rate contract for plotting, xeroxing and scanning of Engineering Drawings	NIL	16.05.2014 15.00 hrs.	16.05.2014 15.30 hrs. (Technical bid only) and Price bid opening/ RA date will be intimated later to Techno commercially acceptable parties

2. ADDRESS FOR SUBMISSION AND OPENING OF TENDER:

HITENDER BHALLA,
SR.MANAGER (TBSM)
BHARAT HEAVY ELECTRICALS LIMITED,
TRANSMISSION BUSINESS GROUP,
5TH FLOOR, ADVANT NAVIS IT BUSINESS PARK,
PLOT No-7, SECTOR-142, EXPRESSWAY NOIDA,
NOIDA-201305
DISTT- G.B.NAGAR (UTTAR PRADESH)
PHONE NO. 0120-6748447

E-mail: hitender@bhel.in

- The prospective bidders who have downloaded the tender documents from our website are requested to send their acknowledgement and willingness to participate in the tender to the undersigned, through fax or email.
- Offers should be strictly in accordance with the Tender Specifications and General Instructions to Tenderer enclosed herewith.

Regd.Office : BHEL House, Siri Fort, New Delhi – 110049

5. BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

6. **Price to be filled strictly as per "Bill of Quantity cum Rate Schedule enclosed. Change in Proforma is not allowed.**
7. No revision of prices will be entertained after tenders are opened.
8. 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. For any technical clarification please contract Sh. Dipak Mandal, DGM (TBEM), Ph. No. 0120-6748134.
9. 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. Bidders representative may be present during technical bid opening for technical discussion, if required. The price bids will be opened subsequently, after Technical Bids of all the bidders have been evaluated and frozen. 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".
10. 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.
11. Late tenders are liable to be rejected.
12. Quotation should be valid for at least four months from date of tender opening.
13. No information contained in any of our documents, in full or part, shall be shared with any third party under any circumstances.
14. Offers will be scrutinized based on the qualifying requirements and only those who are technically and financially capable to execute the Job and who fulfil the Pre-Qualifying Requirements (PQR) are eligible to quote against the above NIT. Decision of BHEL shall be final and binding on the Vendor.
15. 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.

16. The purchase preference for central P.S.U.s shall be given as per the prevailing Government policy.
17. 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.
18. In case the Proprietor, Partner or Director of the Company / Firm submitting the Tender, has any relative or relation employed in BHEL, the authority inviting the Tender shall be informed of the fact as per specified format, along with the Offer. Failing to do so, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money / Security Deposit.
19. The bidder representative may be called for discussion with the committee. In addition to above their organisation chart and detail list of manpower, tools & plants and technical capability will be discussed and ascertained by the committee.

Thanking you,

Yours faithfully,
For and on behalf of BHEL,

(Hitender Bhalla)
Sr. Manager /TBSM

TO BE FILLED BY TENDERER

Certified that General Instructions and Information for tenderer have been read/ complied/ agreed to and each page of tender offer has been initialled and stamped.

(Signature of Tenderer)

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

GENERAL TERMS AND CONDITIONS OF REVERSE AUCTION (RA)

Against this enquiry for the subject item/ system with detailed scope of as per enquiry specifications, BHEL may resort to “REVERSE AUCTION PROCEDURE” i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit ‘online sealed bid’ in the Reverse Auction. Non-submission of ‘online sealed bid’ by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (annexure VI) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, the bidder has to quote total Price inclusive of all taxes and duties except service tax for the subject work in Indian Rupees (INR), which is to be worked out as per the BOQ (Rate Schedule) given in tender enquiry and subsequent changes made, if any.
8. Evaluation will be done on total value of the work bid.
9. Reverse auction will be conducted on scheduled date & time.
10. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
11. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.

12. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
13. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the „Business Rules of Reverse Auction“ , which will be communicated before the Reverse Auction.
14. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
15. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
16. In case BHEL decides to go for reverse auction, the H1 bidder(s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

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, WHEREFROM S/HE WILL PARTICIPATE IN THE REVERSE AUCTION	