



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

**INSTRUCTION TO SUBCONTRACTOR FOR SUBMISSION  
OF OFFER FOR NIT: 2024OSB008**

1. **E-NIT: 2024OSB008** is for **Fabrication & Supply of Rigid Strut Assembly with BHEL's materials (OSB model) (OSB - OUTSOURCING WITH BHEL MATERIAL)**. This NIT is a **two-part bid E-NIT**.
  - **Part I** (Techno - Commercial bid)
  - **Part II** (Price bid)
2. Subcontractor 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	Annexure A - <b>Pre-qualification Requirement</b>	Firm shall attach necessary documentary evidence as sought in Annexure A. Firm shall scan the document and upload the same in EPS.
2	<b>Mandatory</b> Fill and upload	Annexure B - <b>Financial Soundness</b>	Firm shall print the document on their company's letter head, fill in necessary details. Authorized signatory shall sign the document and company seal shall be affixed. Firm shall attach necessary documentary evidence.
3	<b>Mandatory</b> Fill and upload	Annexure C - <b>Conflict of Interest</b>	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.
3	<b>Mandatory</b> Fill and upload	Section VIII - <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 scan the document and upload the same in EPS.
4	<b>Mandatory</b> Fill and upload	Section VI - <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 scan the document and upload the same in EPS.
5	<b>Mandatory</b> Document to be uploaded	<b>MSE certificate</b>	Firm to upload <b>UDYAM REGISTRATION CERTIFICATE (URC)</b> for MSE certificate in EPS.  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.
6	<b>Mandatory</b> Document to be uploaded	Section IV - <b>GST Details</b>	Firm shall Print the document, fill in necessary details (Name, Company, GST No., GST %). Authorized signatory shall sign the document and company seal shall be affixed. Firm shall scan the document and upload the same in EPS.
<b>Part II (Price bid)</b>			
1	Fill and upload	Price Bid	Firm shall download the Price bid format (an excel sheet) from EPS. In the excel sheet, <ul style="list-style-type: none"><li>• Fill in their vendor code and 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> 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.

**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. To enable subcontractor for submission of error-free offer, the following checklist has been provided. Subcontractor may refer the same before submission of offer.

Sl. No.	CHECKLIST FOR SUBMISSION OF OFFER BY SUBCONTRACTORS
1	Read and understand scope of work
2	Refer drawings, quality documents before quoting price
3	Note the Unit of measurement in this tender. Care to be taken before quoting price
4	Note the Offer validity and contract validity
5	Note that the Price to be quoted on "FIRM" price basis. PVC not applicable.
6	Note the Delivery period
7	Note the Distribution of load and conditions for counter offering (if applicable) as given in tender
8	Note the conditions w.r.to BG requirement before submission of offer
9	Note that the price shall be finalized through RA
10	Declare % of local content (Make in India) along with offer, if applicable.
11	Read and understand the GST clause
12	Read and understand LD, Risk Purchase Clause
13	Note the Payment terms, Safe custody of materials issued by BHEL 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:**

Engineer/ Contracts / OS

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