

Annexure-E - Important Note to New Vendors (thro' web Viewers)

The new vendors will be required to furnish the following documentary proof/ information along with their offers:

1. Certificate of registration to supply Measuring Tap (copy of certificate given by the govt. to be submitted).
2. Banker's information (copy of bank pass book first page to be submitted).
3. MSME vendor certificate (if applicable).
4. Address of your organization (complete postal address with PINCODE).
5. Contact person's Phone No. /Mobile No. / FAX No. /E-mail ID.
6. Statutory documents – VAT / TIN / EXCISE REGISTRATION / CST REGN / SERVICE TAX REGISTRATION etc. (copy to be furnished)
7. NSIC/SSI Certificate (if applicable)
8. ISO Certificate (if applicable)
9. Experience certificate as proof of supply of similar items to any Govt. agencies / PSU / Organisations (copy of PO's to be furnished).
10. Audit Report/ IT Return (if applicable)
11. Agency agreement with manufacturer (if applicable)
12. Partnership Deed (if applicable).

The below Qualifying criteria for Soaping chemical:

- 1) The vendor shall have a manufacturing license for handling chemicals.
- 2) The vendor shall have a detailed product catalogue.
- 3) The vendor shall have copies of recent Purchase Orders for the supply of Soaping chemicals.
- 4) The vendor shall confirm to the all points of TDC.

Minimum Quantity free sample: (for Lab testing)

Soaping Chemical - 1 kg

Quantity for field trial:

Soaping Chemical -700 kg

If the new vendors fail to submit the above documentary proof/information, their offers will not be considered for this enquiry.

Processflow of OPEN TENDER		
Module	Steps	Remarks
Supplier Registration	Supplier visits EPS at https://bheleps.buyjunction.in . Clicks "NEW SUPPLIER" button for registration. Fills up the Registration form. <u>REGISTERED SUPPLIERS :</u> For registered suppliers, they can select the ENLISTED option & complete their registration with their existing vendor code. <u>UNREGISTERED SUPPLIERS :</u> For un-registered suppliers, they can select the INTERESTED option & complete their registration with their preferred Login Code.	
	Supplier maps their digital certificate at the time of registration.	
Authentication of registration	Mjunction will ensure Authentication of vendor registration as PAN BHEL basis. Supplier will login using his/her login ID & password View the RFQs under OPEN TENDER section Suppliers will show their INTEREST to participate Respond to RFQ	
Bid Submission	Upload details of TENDER FEE & EMD with the valid document proof (as attachment)	
	Uploads Pre-qualification docs, Fills Techno-commercial & Price template	
	Submits Quotation	

2. Registration of Suppliers and Flow.

unregistered Supplier: Supplier visits EPS at <https://bheleps.buyjunction.in>

- a. Supplier visits EPS at <https://bheleps.buyjunction.in>
- b. Clicks "REGISTER" for registration
- c. Fills up the Registration Page form
- d. MJ will ensure Authentication of Registration ¹
- e. Supplier logs in with the ID and password
- f. Supplier Maps the signing Certificate
- g. MJ will ensure the authentication the signing certificate ¹.
- h. Supplier Logs in to the system again and views the RFQ
- i. Supplier Attaches himself to the RFQ by clicking the Interested button
- j. Supplier fills the bid template and makes necessary attachments
- k. Supplier submits his bid by clicking CONFIRM.

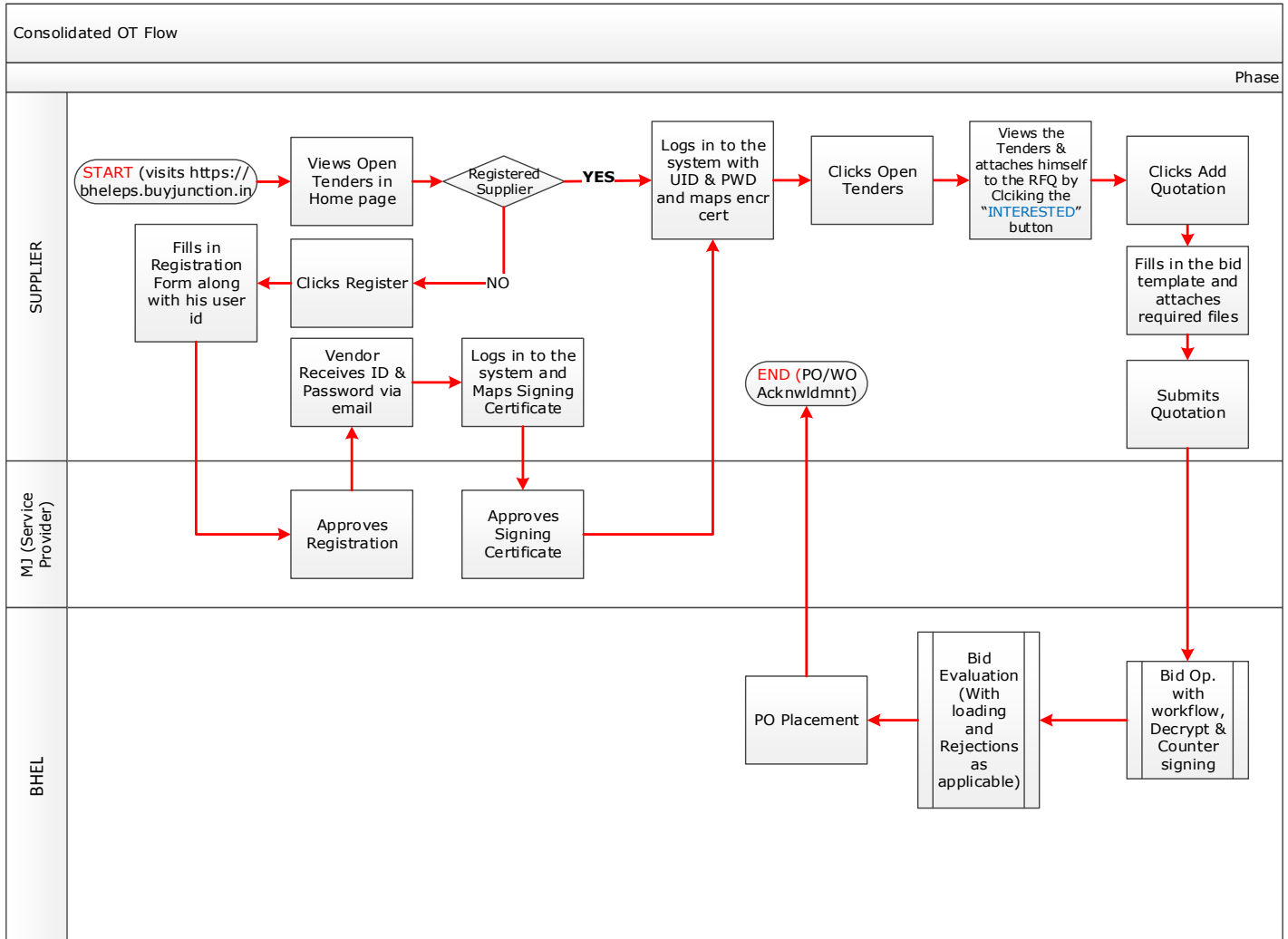
NB:-

¹ -- BHEL Administrator or user will have no role for approving Registration and Open Tenders and DSC for Any supplier who has registered himself from the front END which is in case of OT.

- **For registered Supplier:**

- Supplier visits EPS home page
- Supplier signs in with his/her user id and password
- Selects the RFQ Code and views it.
- Attaches himself to the RFQ by clicking the Interested button
- Supplier fills the bid template and makes necessary attachments
- Supplier submits his bid by clicking CONFIRM.

12. Consolidated Flow Diagram of OT process



13. Requirement of Regions

As suggested by PSER

- All the tenders will be 2 part tenders. Where Pre-qualification & Techno-commercial will come under PART I & Price will come under PART II.
- While creating RFQ, Buyer will upload the Pre-qualification, Techno-commercial & Price bid Formats their own format. i.e Xls mechanism is preferred over template based mechanism in regions.
- Tender Fee & EMD value will be mentioned by the RFQ Owner during the RFQ creation.

IMPORTANT NOTE TO TENDERERS

This Tender is floated on TWO–BID System. Tenders are requested to submit their offers in TWO-BIDS (Part I: Un priced bid and Part II: Price Bid) separately in a sealed cover as follows.

1. **Part I: UN PRICED BID:** (Complete with technical & Commercial conditions as per enquiry including un priced copy of price schedule i.e. identical to part II with prices blanked and replaced by “Quoted”) .

The Tenderer should confirm their acceptance / comments to the Enquiry along with other commercial Terms & Conditions of the Tender. In case any deviation is taken by the Tenderer from the Tender requirements, it is to be clearly indicated in the offer with reference to the particular clause. If such deviations are not explicitly indicated in the offer, it will be construed by BHEL that the Tenderer is complying with Annexure Clause(s), Commercial terms & conditions and other conditions in full.

2. **Part II: PRICE BID:** Price (with break-up details wherever required) to be indicated.
3. **Both Un priced Bid and Price Bid is** to be submitted in a single envelop before 1400 hours (Indian Time) on tender Due Date.
4. The **Unpriced Bid** shall be put in a separate sealed cover superscribed with Tender number, Tender Date & Tender Due Date and also the cover should be clearly marked with “UNPRICED BID”.
5. The **Price Bid** shall be put in a separate sealed cover superscribed with Tender number, Tender Date & Tender Due Date & the cover should be clearly marked with “PRICE BID”.
6. Both the individually enveloped **UNPRICED BID** and **PRICE BID** covers as mentioned above, have to be put in another single bigger cover clearly indicating Tender number, Tender Date & Tender Due Date at the top of the cover.
This cover is to be addressed to

Purchase Executive,
Purchase Department,
Seamless Steel Tube Plant (SSTP),
BHEL, Tiruchirapalli-620014, India.
Phone No: 91 431 2578502, 2578491
7. Unpriced Bid shall only be opened on the Tender Due Date mentioned in the Tender, in the presence of Tenderers / their Authorized Representative, who may like to be present for such opening. The price bid will NOT be opened on the date of tender opening.
8. After opening the Unpriced Bid, they shall be evaluated by BHEL for their suitability. BHEL shall hold discussions with the responded Tenderers on the Technical and Commercial terms and freeze the terms & conditions of the offer. These frozen technical specifications will be communicated to responded tenderers.
9. BHEL shall offer opportunity to the responded and technically / commercially suitable Tenderers, to submit their latest Price Bid/ Impact of prices, if any in line with the frozen technical, commercial, delivery conditions.
10. This latest Price Bid & the Impact of prices for the frozen technical specifications submitted by the Tenderers will be opened in the presence of Tenderers. Based on the above, the ranking of the Tenderers shall be made and accordingly the Tender shall be finalized.

Important Note to MSE Vendors

1. 20% of the tendered quantity is earmarked for MSE suppliers in this tender.
2. Out of the 20% tendered quantity reserved for MSE suppliers, 4% shall be earmarked for procurement from MSE owned by SC / ST entrepreneurs.
3. In case MSE vendor participating in the tender quotes within the price band of L1 + 15%, they will be allowed to supply the portion of the requirement subject to acceptance of L1 price by MSE vendor. In case of more than one such MSE, the supply shall be shared proportionately.
4. MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with CA certificate (Format enclosed) applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) where the deemed validity of EM IIs over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents.

Certificate by Chartered Accountant

This is to Certify that M/S,
(hereinafter referred to as 'company') having its registered office at
..... is registered under MSMED Act 2006, (Entrepreneur
MeMemorandum No (Part—II).....dtd:.....,
Category:. (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as on
date as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises: Investment in plant and machinery** (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.5.0.1722(E) dated October 5, 2006:

Rs. Lacs

2. **For Service Enterprises: Investment in equipment** (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:

Rs. Lacs

The above investment of Rs Lacs is within permissible limit of

Rs Lacs for Micro / Small (Strike off which is not applicable)
Category under MSMED Act 2006.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

Annexure – B.
Technical Conditions

Vendor Code:	Vendor Name:	
Tender No.:	Tender Date:	Tender Due Date:

Sl.No.	Technical Requirement	Accepted
B.1.	To supply of Materials as per Tender Specifications, without any deviation.	
B.2.	Point by Point Acceptance of TDC	
B.3.	To supply of materials with suitable preservation and packing.	
<u>Deviations, if any (attach additional sheet, if reqd) :</u>		

Signature :

Date :

Seal :

Annexure – C.
Commercial Conditions
(Page No. 2 of 2)

Vendor Code:	Vendor Name:	
Tender No.:	Tender Date:	Tender Due Date:

Sl.No.	Commercial Terms	Accepted
B1.	<u>Delivery Terms</u> : Free delivery at BHEL/SSTP Stores.	
B2.	Validity of Offer – minimum 60 Days from the Date of Tender Opening.	
B3.	<u>LIQUIDATED DAMAGES:</u> It is clearly understood among the parties to the Contract that TIME IS THE ESSENCE OF THE CONTRACT. Therefore, the delivery of the goods specified in the Purchase Order shall be made within the time prescribed. Where the Seller supplies or despatches the goods, beyond the delivery period specified, and the Purchaser will have no obligation to accept the goods. If accepted, Liquidated Damages at the rate of 0.5% (Zero point five Percent) of the value of goods delayed, per week of delay, subject to a maximum of 10% (Ten Percent) or part thereof, will be levied without prejudice to any other relief or compensation due to the Purchaser under any other conditions of the Contract. <u>RISK PURCHASE:</u> Alternatively, the Purchaser, at his option, will be entitled to terminate the Contract and to purchase elsewhere at the risk and cost of Seller, either the whole of the goods or any part, which the Seller has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available the best and nearest available substitute thereof. The Seller shall be liable for any loss, which the Purchaser may sustain by reason of such Risk Purchase(s), in addition to penalty at the rate mentioned as above.	
B.4.	<u>Delivery period required</u> : - Lot -1 – 7 Days from PO. Quantity will be informed at the time of ordering. Balance - Staggered delivery as and when required.	
B.5.	<u>Payment</u> : 100% after 45 days after receipt and acceptance of materials by BHEL	

Sl.No.	Commercial Terms	
B6.	a. Excise Duty Tariff Heading	
	b. Excise Duty (%)	
	c. CESS on ED (%)	
	d. Total of ED and CESS (%)	
B7.	a. TVNAT (%)	
	b. TIN No & PAN No.	
	c. CST (%)	
B8.	Other Cost (if any) - % (or) Rs.	
B9.	Are you Micro/Small/Medium Industry? (If YES, please furnish MSM Regn.No., along with a copy of MSM Certificate)	YES / NO MSM No. MSM Certificate enclosed(Yes/NO)

Signature with Date & Seal ::

Qualifying Criteria for the supply of Phosphating & Soaping chemicals to SSTP/BHEL.				
Sl No	Criteria to be confirmed by the vendor	Supplier's comments		Remarks
	(Applicable to new vendor)			
1	Compliance to all TDC clauses Ref : SSTP ; Chem : Phosphate : 01 dt 18.1.2014 / SSTP ; Chem : Soap : 01 dt 18.1.2014	Yes	No	
2	Should have manufacturing license & copy of the certificate to be attached	Submitted	Not submitted	
3	Vendor to submit the product catalogue	Submitted	Not submitted	
4	Vendor to submit the recent Po copy of any customer as a proof of supply	Submitted	Not submitted	
5	Free sample to be supplied for lab testing (Phosphating chemical:1 liter, Soaping chemical:1 Kg)	agreed	not agreed	
6	For process trial, phosphating chemical 2500 liters & soaping chemical 700 kg to be supplied by the new vendor matching with L1 price of that tender against development PO.	agreed	not agreed	
7	Vendor will be qualified upon satisfactory result of both lab test & process trial	agreed	not agreed	
8	Trial result will be known in a months time	agreed	not agreed	



BHARAT HEAVY ELECTRICALS LIMITED
SEAMLESS STEEL TUBE PLANT
Cold Mill Production

Ref. No. SSTP:Chem:Soap:01
Rev: 00
Date: 18-01-2014
Page: 01 of 02

Requirements for Luba (Soap) for cold drawing of tubes

Purpose: To form smooth and uniform coating of lubricant for smooth cold drawing of tubes

1	Appearance	White or pale yellow powder
2	PH Value of 4% solution	9.5 to 10
3	Free Acid	0.0 to 1.0 Points
4	Concentration of operating bath	4 % Min (40 GMs per Litre)
5	Temperature of bath preparation in ° C	75 to 85
6	Operating temperature of bath in °C	65 to 75
7	Solubility in water (Hot)	Must be completely soluble at 75°C to 85°C without lumps.
8	Application method	Dipping
9	Soaking Time	10 - 15 Minutes (for all Grades)
10	Soap coating test	Smooth uniform white coating of soap shall be formed on the surface of phosphate treated test piece
11	Coating Thickness in Microns	Min 18
12	Compatibility with luba supplied by other suppliers (Established suppliers at SSTP/BHEL)	Compatible
13	Keeping property (Shelf life) in months	12
14	Packing	The Soap (Luba) shall be supplied in water proof HDPE 25 Kg bags with inner lining. The following marking shall be made on bags 1. Soaping chemical for SSTP/BHEL use only 2. Supplier Name 3. Batch No. & Date 4. Quantity 5. Shelf Life 6. BHEL Specn. SSTP:CHEM:Soap
15	Material Safety Data Sheet (MSDS)	Relevant MSDS shall be furnished
16	Test Certificate	The supplier shall furnish test certificate for the above requirements along with supply.



BHARAT HEAVY ELECTRICALS LIMITED
SEAMLESS STEEL TUBE PLANT
Tiruchirappalli-14

Ref. No. SSTP:Chem:Soap:01
Rev: 00
Date: 18-01-2014
Page: 02 of 02

17.0	Product Performance Evaluation	
17.1	Sample Test at SSTP Lab (For preliminary testing before qualifying for field trials)	1. New vendors are required to supply sample quantity and these samples will be tested in BHEL/SSTP laboratory for compliance to the above requirements (SI No. 1 to 16). 2. If test results meet our requirements, the same will be informed to the vendor through Purchase for further field trial
17.2	Field trial	The vendors to supply Soap against a trial order for field trial and trial will be strictly done in accordance with our Vendor Development procedure Ref. SSTP:CMP:Trial (Latest)

Note:

1. For existing vendors who have already been qualified through samples tested at SSTP Lab and subsequent field trial, the above requirements (1 to 16) are alone applicable. However, the qualification shall be re-ascertained once in 3 years again through field trial.
2. For new vendors under development, all requirements (1 to 17) are applicable. This has to be established through samples tested at SSTP lab and subsequently product performance evaluation through field trial.

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