

<b><u>STEAM TURBINE MANUFACTURING</u></b>
<b><u>DETAIL MACHINE SHOP</u></b>
<b>TENDER ENQUIRY NO: STM/WC/DMS/1920/LATHE, DATED: 08/11/2019</b>
<b><u>ANNEXURE – I : TENDER GUIDELINES AND PROCEDURES</u></b>

**(1) TENDER GUIDELINES :**

- 1.1) Contractor who are interested to submit the tender, are required to pay Rs.500/- towards Tender cost with GST Extra.( Tender cost is to be furnished through e- mode (i.e. NEFT/RTGS/Net Banking/PoS/SB Collect only) Tender received without tender cost shall be rejected.
- 1.2) Earnest Money Deposit: 20700(Twenty Thousand Seven Hundred Rs only) INR by tenderers for securing fulfilment of any obligations in terms of NIT, EMD is to be furnished through e- Mode (i.e. NEFT/RTGS/Net Banking/PoS/SBCollect etc.) Only.  
The following link to be followed for SB Collect platform  
<https://www.bhelbpl.co.in/qcins/iccs.htm>. or One Time EMD of 500000/- INR. Offer without EMD will be rejected. No EMD is to be submitted by MSMEs subject to submission of MSME certificate along with the bid.
- 1.3) Tender documents can also be downloaded from our website: [www.bhelbpl.co.in](http://www.bhelbpl.co.in) / [www.bhel.com](http://www.bhel.com) Tender documents should then be duly signed & sealed for bid submission.
- 1.4) Before tendering, the tenderer if wants can inspect the site of work and the environments and be acquainted with the actual working and other prevalent conditions, facilities available etc. No claim will be entertained later on grounds of lack of Knowledge.  
Detailed information regarding bidding document or clarifications w.r.t. tender if required can be obtained from Shri Suresh Singh Soy, Mgr. (STM) (STM-Tel: 0755-2502111/2392), Email: [sureshsoy@bhel.in](mailto:sureshsoy@bhel.in) in between from 7AM to 5PM on all working days.

All corrections/corrigendum will be given on our website [www.bhel.in](http://www.bhel.in). Therefore all the tenderers /bidders are requested to be in touch with our website [www.bhel.in](http://www.bhel.in) till the last date and time of submission of tender. Visit our website [www.bhel.in](http://www.bhel.in) for detailed information.

**(2) PROCEDURE FOR SUBMISSION & OPENING OF BIDS:.**

**PART-I: TECHNO-COMMERCIAL BID**

This part shall consist of the following:

- 2.1. Fresh EMD/One Time EMD and tender fee,
- 2.2. Copy of PF & ESI certificate,
- 2.3. Copy of Labour License, as applicable (after award & before starting of work)
- 2.4. I/Tax PAN no & GST Registration Certificate.
- 2.5. An attested copy of the Power of Attorney, in case an individual other than the sole proprietor signs the tender,
- 2.6. Check list and schedule of general particulars & declaration sheet as per Annexure--Vø
- 2.7. Signed & stamped copy on each page of NIT & all enclosed annexures.

**Sign and seal of contractor**

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**PART-II: PRICE BID**

Price Format containing PRICES only (to be furnished in the enclosed Price Bid Format (Annexure-IV) **must be submitted in separate envelope**. Prices shall be quoted in Indian Rupees only. Price Bid should not contain any technical details and/or Commercial Terms & Conditions as the same are supposed to be contained in PART-I only so that the same can be evaluated before opening of Price Bid(s).Rate quoted will be considered up to two places of decimal.

**(3) MARKING ON ENVELOPE**

Sealed envelope should have bidder's distinctive SEAL and should be super-scribed as follows:-

<b>TENDER ENQUIRY NO: STM/WC/DMS/1920/LATHE,</b>	<b>DATED: 08/11/2019</b>
<b>WORKS CONTRACT FOR “OPERATION OF CENTRE LATHE, CAPSTAN LATHE AND TURRET LATHE MACHINES IN DETAIL MACHINE SHOP (DMS) OF STEAM TURBINE MANUFACTURING (STM) DIVISION, BHEL, BHOPAL FOR THE PERIOD UP TO 30 JUNE 2020.”</b>	
<b>DUE DATE OF TENDER OPENING : 02/12/2019</b>	

This main envelope should contain 2 No. sealed envelope marked as Part-I & Part-II. Part-I and Part-II separate sealed envelopes should have bidder's distinctive SEAL super-scribed as follows:

**PART-I: TECHNO-COMMERCIAL**

<b>TENDER ENQUIRY NO: STM/WC/DMS/1920/ LATHE,</b>	<b>DATED: 08/11/2019</b>
<b>WORKS CONTRACT FOR “OPERATION OF CENTRE LATHE, CAPSTAN LATHE AND TURRET LATHE MACHINES IN DETAIL MACHINE SHOP (DMS) OF STEAM TURBINE MANUFACTURING (STM) DIVISION, BHEL, BHOPAL FOR THE PERIOD UP TO 30 JUNE 2020.”</b>	
<b>DUE DATE OF TENDER OPENING : 02/12/2019</b>	

**PART II: PRICE BID**

<b>TENDER ENQUIRY NO: STM/WC/DMS/1920/ LATHE,</b>	<b>DATED: 08/11/2019</b>
<b>WORKS CONTRACT FOR “OPERATION OF CENTRE LATHE, CAPSTAN LATHE AND TURRET LATHE MACHINES IN DETAIL MACHINE SHOP (DMS) OF STEAM TURBINE MANUFACTURING (STM) DIVISION, BHEL, BHOPAL FOR THE PERIOD UP TO 30 JUNE 2020.”</b>	

Un-sealed envelopes or envelopes not super-scribed as above may not be accepted/considered.

**Price bids of only techno-commercially qualified bidder shall be opened.**

**Sign and seal of contractor**

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**(4) BID SUBMISSION:**

- 4.1) Tender should be dropped in the tender box (Works Contract) at the address mentioned below:

<b>Tender Box (WORKS CONTRACT), Tender Room,</b>
<b>Ground Floor, ADMINISTRATIVE Building,</b>
<b>Bharat Heavy Electricals Limited, Piplani</b>
<b>BHEL, Bhopal, M.P. - 462022</b>

- 4.2) Tender can be submitted personally or by courier/post. Tenders submitted by post should be sent preferably as REGISTERED POST ACKNOWLEDGEMENT DUE / SPEED POST. Tenders should be posted with due allowance for any postal delay. The tender received after the due date and time of submission is liable to be rejected. Offers received by telex / fax and email will not be considered.

**(5) BID OPENING:**

- 5.1) PART-I (Techno-commercial bid with Tender cost and EMD) is to be opened by authorized officer of BHEL at the above mentioned address Ref. at the Time and date specified in the notice Inviting Tender in the presence of such of those tenderer or their authorized representative who may like to be present.
- 5.2) Part-II (Price Bid) shall be opened subsequently. Date and time of Price Bid (Part-II) opening shall be intimated to the technically and commercially qualified bidders only.
- 5.3) Not more than two representatives will be permitted to be present for the tender opening.
- 5.4) No correspondence shall be entertained from the bidders after the opening of Price bid(s).
- 5.5) Standard pre-printed conditions of the bidders attached to the offer will not be accepted and only those mentioned in the body of his offer will be considered.
- 5.6) Revised Price Bids also, shall not be entertained at any stage of the tendering process.
- 5.7) BHEL reserves the right to go further for price negotiation after opening of price bid if needed.
- 5.8) Vendor not submitting EMD and Tender Fee, their offer- PART II will not be opened.

**(6) LANGUAGE AND CORRECTION**

- 6.1) The bidder shall quote the rates in English Language & International Numerals only.
- 6.2) Bidder shall fill the original tender documents issued by BHEL. All entries and Signatures in the bid shall be in Blue ink only; each page of the bid shall be signed & stamped using official seal of the company by the bidder.
- 6.3) All entries shall be filled in neat & legible handwriting. No over-writings erasures & corrections are permitted and may render such bid liable for rejection.
- 6.4) However, if any cancellations, corrections & insertions are in the bid, the bidder shall duly attest the same.
- 6.5) The Rate quoted shall be deemed to cover working under adverse conditions as well as supervision from the contractor side, Risk and overheads of all kinds. The Rate quoted shall take into account all labour, Income Tax, GST & restrictions involved in carrying the work.

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**(7) VALIDITY OF OFFER:**

The offer shall be kept open for acceptance for a period of six months from the date of opening of tender, In case Bharat Heavy Electrical Limited calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer, which shall be binding, on the tenderer. All expenses for attending such negotiations are to be borne by the tenderer.

**(8) TENDER EVALUATION:**

Total / Gross Total of Prices should be indicated both in words as well as in figures. If there is a difference between prices quoted in words and figures or if there is any other price discrepancy, lower value(s) will be considered for evaluation & ordering.

L1 (Lowest Bid) will be evaluated based on Lump-sum basis (i.e. Lowest total cost to BHEL, Bhopal including taxes and duties).

**(9) DEVIATIONS**

Bids shall be submitted strictly in accordance with the Technical specification and Term & Conditions of the Tender Enquiry. No Deviation is allowed.

**Sign and seal of contractor**