

## **INSTRUCTIONS TO THE TENDERS**

1. The bid is invited in two parts viz. Part-I: Techno-commercial Bid; Part-II: Price Bid.
2. Part-I (Techno-commercial) Bid: Techno-commercial bid should contain documents in the same order as listed below:
3. Fully filled technical bid pro forma along with the required photocopies.
4. Enclose the photocopies of work orders awarded to contractor for work of Preventive Maintenance of machines in BHEL Bhopal.
5. EMD in the prescribed form.
6. This bid document, each page signed and stamped with all proformas/ photocopies/annexure duly filled in legible writing.

**Note: - The bidder should not give their price offer in Techno-commercial Bid.**

**The techno-commercial bid containing price offer shall be rejected.**

- i **Part-II Price Bid: Price bid should contain only Price Offer to be submitted strictly as per enclosed piece wise break up.** The Price must be quoted for the total quantity of the work mentioned in the scope along with the piecewise breakup. Rate quoted will be considered up to two places of decimal.
  - ii Part-I and Part-II Bids should be put in separately sealed envelopes and each envelope must be marked clearly as Techno-commercial Bid or Price Bid as the case may be. NIT Number and bidder's name & address should also be clearly mentioned on these envelopes. These two envelopes must be put in a bigger envelope and sealed properly. Top of the outer cover/envelop should contain following information: -
    - a. NIT No. & Title of Work
    - b. Bid Opening date & time
    - c. Address/Venue of Bid Submission
    - d. Bidder's Name & Address
7. The complete offer with tender specification including all documents submitted in response to this tender shall be duly signed and sent in a sealed cover super-scribing the name of work as given in the tender notice.
  8. Looking into the technical expertise required for the job and complicity involved in the process the whole order will be placed on one party only.
  9. Earnest money will be refunded to the unsuccessful tenderers. In case of successful tender, it will be adjusted with the security deposit.
  10. The offers should justifiably meet the statutory requirements of different labour laws & provisions and meet other expenditures of the contract. Offers of those Parties who fail to justify their rates accordingly, will be rejected. For guidance, the expenditures to be included for calculation of cost of labour are mentioned in the annexure –VII. The basic labour rates should include minimum wage as per Govt. rates and additional amount as per BHEL provisions.
  11. Validity of offer should be at least for 3 months. BHEL Bhopal does not bind itself to accept the lowest or any other tender or to give reason for their decision. BHEL Bhopal reserves the right to accept the whole or any part of the offer and the contractors shall be bound to perform the same at their quoted rates.
  12. The contractors should submit their offer in the attached Performa along with all the annexure duly signed for acceptance of the quantum of work and conditions. These annexures will form a part of the contract agreement to be signed between you and BHEL. in case, any terms and conditions are not acceptable to the tenders, the same should be clearly stated. The tender document may be sent to the place mentioned above and by the time mentioned above. The tenderer may depute their representative at the time of opening of the tender.