

INSTRUCTIONS TO THE TENDERERS

Enquiry No.: FDX/PRM/310/19-20/W-05; Date: 06.02.2020
Due Date: 28.02.2020

- 1.0** The sealed bid is invited in two-part basis viz. Part-I: Techno-commercial Bid; Part-II: Price Bid.
- 1.1 Part-I (Techno-commercial) Bid:** Techno-commercial bid should contain documents in the same order as listed below:
- 1.1.1** Fully filled techno-commercial bid proforma along with the required photocopies.
 - 1.1.2** Tender Fee **Rs. 200/-** (GST shall be extra) in the prescribed form and only in electronic mode.
 - 1.1.3** **Interest-free EMD** in the prescribed form. EMD for this contract is **Rs. 20,578/-**. One time EMD of Rs. Five Lakhs also acceptable. Payment shall be made in electronic mode and the proof of payment has to be enclosed with the offer:
 - 1.1.4** This bid document, each page signed and stamped with all proformas/ photocopies/annexure duly filled in legible writing.
 - 1.1.5** Enclose the photocopies of work orders awarded to contractor for work of Preventive Maintenance of machines in BHEL Bhopal
- Note:** The bidder should not give their price offer in Techno-commercial Bid. The techno-commercial bid containing price offer will be rejected.
- 1.2 Part-II (Price) Bid:** Price bid should contain only Price Offer to be submitted strictly as per enclosed preforma. The Price must be quoted for one preventive maintenance of one plant of the work mentioned in the scope and the total quantity of work. Rate quoted will be considered up to two places of decimal. The quoted item rates should remain firm irrespective of variations in the labor rates or quantities mentioned in the NIT/Work order.
- Note:** Bid should be **free from correction, overwriting, using corrective fluid, etc.** Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection.
All overwriting/cutting, etc. will be numbered by bid opening officials and announced during bid opening.
- 1.3 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/envelope should contain following information:
- i. NIT No. & Title of Work
 - ii. Bid Opening date & time
 - iii. Address/Venue of Bid Submission
 - iv. Bidder's Name & Address
- 2.0** 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.
- 3.0** 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.
- 4.0** Earnest money will be refunded to the unsuccessful tenderers. In case of successful tender it will be adjusted with the security deposit.
- 5.0** 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 general terms & conditions (Annexure-E). The basic labour rates should include minimum wage as per Govt. rates and additional amount as per BHEL provision
- 6.0** 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.
- 7.0** 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 annexure 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.