

PURCHASE / PSS / MATERIALS MANAGEMENT
BHARAT HEAVY ELECTRICALS LIMITED, TRICHY - 14

Ref: 89882058

16.05.17

BHEL/HPBP/TRICHY is procuring 36,000 MT of coal per year from M/s. Singareni Collieries Company Limited, Hyderabad / Ramagundam based on the purchase order placed on them. BHEL will procure the total quantity of 36,000 MT in several consignments throughout the year as 4100 MT per consignment. Each Consignment of 4100 MT coal is transported through railway wagons of M/s. South Central Railway, Secunderabad to BHEL/TRICHY.

BHEL, Trichy invites Sealed Bids from suitable vendors for the Coordination service work indicated in the scope of work. Your offer should reach our office on or before 14.00 Hrs of 09.06.17.

Approximate quantity of Coal procured by BHEL/Trichy every year – 36,000 MT. (The quantity given in this Enquiry is only approximate. The quantity may vary either side based on consumption or requirement).

Your offer should be addressed to

The DGM,
MM / PSS / PURCHASE,
24 Building (4th Floor)
Bharat Heavy Electricals Limited,
Tiruchirapalli – 620 014.

Kindly send your competitive offer along with the terms and conditions attached along with this tender.

Enclosures:

1. Annexure A
2. Annexure B
3. Annexure PQC
4. Scope of work covered in the Co-Ordination service
5. Price Bid Format.

Thanking You


16.5.17
K. RAJA PRAKASH
Engineer
MM / Purchase / PSS
BHEL, TRICHY - 620 014.

ANNEXURE –PQC

COMMERCIAL TERMS CONFIRMATION REQUIRED FROM THE SUPPLIERS TO BE SUBMITTED ALONG WITH PART – I (TECHNO COMMERCIAL BID)

S. NO	DESCRIPTION	BHEL REQUIREMENTS	SUPPLIER CONFIRMATION / DEVIATION (STRIKEOUT WHICHEVER IS NOT APPLICABLE)
1	ACCEPTENCE FOR SCOPE OF WORK INDICATED IN THIS TENDER		YES / NO
2	PRE QUALIFICATION: Experience in Coal Coordination work in the last three years by Coordinating M/s. SCCL, Hyderabad / Ramagundam mines and any Railway Zonal Office. (If YES, a Copy of Purchase Order / Service Order issued by any Government / PSU / Private Industry to be attached as a proof of Experience).		YES / NO
3	Acceptance for Deduction of Tax Payable to the Government will be Deducted in the claim made by the vendor and the TDS will be issued after every quarter		YES / NO
4	Bidders have to confirm whether they have been black-listed / kept on hold / given Business holiday for a specified period by any Public Sector Undertaking or Government Departments/any other units of BHEL.		BLACK LISTED / NOT BLACK LISTED
(Offers not received with the above document will not be considered for evaluation and liable for rejection)			

SIGN AND SEAL OF
AUTHORIZED PERSON

**BHARAT HEAVEY ELECTRICALS LIMITED
TIRUCHIRAPPALLI - 620 014**

ANNEXURE - A

TERMS AND CONDITIONS OF THE ENQUIRY (TWO PART BID)

1. The enquiry will be operated on two part bid basis i.e.
 - (I) **Techno - Commercial Bid &**
 - (II) **Price Bid.**
2. The Part - I (Techno - Commercial Bid) and Part - II (Price Bid) are to be submitted in a single envelope with the super scribed as **“Techno - Commercial Bid and Price Bid for “COAL COORDINATION SERVICES” Enquiry No: “89882058” Dt.: 16.05.17 Due Dt.: 09.06.17”**

2.1 Techno-Commercial Bid:

- a. Duly signed **Enquiry Document**
 - b. Duly signed **Annexure – A**
 - c. Duly filled and signed **Annexure – B**
 - d. Duly signed **un-filled PRICE BID**
3. You are requested to put the above documents inside a separate sealed envelope and this envelope shall be super scribed as **“Part I – Techno - Commercial bid for “COAL COORDINATION SERVICES” Enquiry No: “89882058” Dt.: 16.05.17 Due Dt.: 09.06.17”**

3.2 Price Bid:

- a. Duly signed and filled in Price bid with price details.
4. You are requested to put the price bid inside a separate sealed envelope and this envelope shall be super scribed as **“Part II – Price bid for “COAL COORDINATION SERVICES” Enquiry No: “89882058” Dt.: 16.05.17 Due Dt.: 09.06.17”**

2.3 Each envelope should be sealed with bidder's distinctive seal.

2.4 Two or more enquiry quotations should not be sent in single envelop.

2.5 Quotation against each enquiry should be sent in a separate envelope to avoid confusion.

2.6 Offer should not be addressed to any individual's name.

5. Your offer should be addressed to:
**THE DGM,
MM/PSS/PURCHASE,
24 Building (4TH Floor),
Bharat Heavy Electricals Limited,
Tiruchirappalli - 620 014**

Any clarifications related to the enquiry should be addressed to **pgavictor@bheltry.co.in**

6. Please submit point wise compliance to our specifications, terms and conditions. Otherwise it will be presumed that you are accepting BHEL's terms and conditions.
7. The offer along with the sample if insisted in the Enquiry should reach our office on or before the due date as mentioned in the enquiry by 14.00 Hrs. Offers received after 14.00 Hrs will not be considered for evaluation and it will be summarily rejected. Offers through E-Mail/Fax will not be accepted. Any techno commercial clarifications/request for tender due date extensions with valid acceptable reasons to be addressed to BHEL prior to 48 hours of tender due date. BHEL reserves the rights to extend the due date as per their discretion.
8. Tender will be opened on the due date as mentioned in the enquiry. If the due date falls on holiday, the tender document will be opened immediately on the next working day.
9. Quoted price/rate should be valid for minimum of 90 days from the date of price bid opening. The quoted/Finalized rates shall be Firm till the completion of the supplies.

10. The rates are to be quoted on F.O.R. destination basis only. It should be inclusive of Packing & Forwarding and Freight & Insurance. Other delivery conditions like Ex-works / Ex-Godown will be summarily rejected.
11. Offers should be **free** from **CORRECTION and ERASURES**.
- Corrections if any must be attested;
 - All amounts shall be indicated both in words as well as in figures.
 - If there is difference between amount quoted in words and figures, amount quoted in words shall only be considered.
 - If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price with the quantity), the unit price shall prevail and the total price will be corrected accordingly, unless in the opinion of the purchaser that there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price will be corrected accordingly.
 - If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected accordingly.
 - If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (d) and (e) above.
12. No revision of prices will be entertained after enquiry is opened.
- 13. Payment Terms (Indigenous):**
Payment term is 100% direct payment after 15 days from the date of satisfactory completion of works (i.e Receipt of materials / documents) at BHEL Trichy. No Advance payment will be made on any circumstances. Offers with Advance payment will summarily be rejected.
- 14. SERVICE TAX:**
If any service tax is applicable the same has to be distinctly indicated in the offer.
15. On the due date of enquiry opening, only the Techno - Commercial bids will be opened. Techno - Commercial bids will be evaluated by us and clarifications required, if any, will be called for from the bidders on technical and commercial points. The price bids of techno-commercially suitable bidders will be opened on a later date with prior intimation to respective bidders.
16. Ranking L-1, L-2 etc. shall be done for individual items for the techno-commercially acceptable offers based on the landed cost to BHEL, Trichy and BHEL reserves the right to place order for individual items with different vendors.
17. In the event of more than one vendor becoming L1 for any of the item / items, the enquiry quantity for those item / items will be shared equally among all the L1 vendors.
18. Lowest price received against BHEL enquiry need not be the technically acceptable one and in that case BHEL reserves the rights to not to consider the same. The purchaser shall be under no obligation to accept the lowest or any other offer and shall be entitled to accept or reject any offer in part or full without assigning any reason whatsoever.
19. BHEL reserves the right to negotiate or re-float the enquiry opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.
20. Any other conditions which might have been quoted by the seller and are in contravention to the terms and prescribed in the enquiry and which have not been specifically accepted by purchaser will not be applicable to the contract.
21. Any corrigendum related to the enquiry will be hosted in the BHEL website only, Bidders should visit the website(s) to keep themselves updated.
22. The correspondence between the bidder and BHEL through email is considered as valid document legally though it is not signed. It is treated as valid confirmations made on behalf of the respective company and comes under the legal ambit of the business transaction and hence binding on both the parties.

23. Bidders participating in the enquiry should declare in their technical bid whether they have been black-listed / kept on hold / given Business holiday for a specified period by any Public Sector Undertaking or Government Departments. The reasons for such action with complete details and the current status of such hold shall be clearly furnished to BHEL. If no such details are mentioned in the offer, it will be construed that the bidder is not under any such hold.

However, at a later date if it comes to the notice of BHEL about any such hold under enforcement, BHEL reserves the right to reject the offer at any point of time and also at any stage of the finalization of the enquiry. Such bidders will not be permitted to participate in the further enquiry proceedings and will be communicated suitably.

24. Bidders not confirming to the enquiry specifications will be disqualified.

25. Conditional offers will be rejected.

ANNEXURE –B

COMMERCIAL TERMS CONFIRMATION REQUIRED FROM THE SUPPLIERS TO BE SUBMITTED ALONG WITH PART – I (TECHNO COMMERCIAL BID)

S. NO	DESCRIPTION	BHEL REQUIREMENTS	SUPPLIER CONFIRMATION / DEVIATION (STRIKEOUT WHICHEVER IS NOT APPLICABLE)
1	VALIDITY	90 DAYS FROM DATE OF PRICE BID OPENING	NON DEVIATABLE
2	SERVICE TAX	SUPPLIER OPTION	INCLUSIVE / EXTRA (PLEASE QUOTE % BELOW) _____ %
3	PAYMENT TERMS	AFTER 15 DAYS FROM THE DATE OF SATISFACTORY COMPLETION OF WORK (i.e Receipt of Materials / Documents) AT BHEL / HPBP / TIRUCHIRAPALLI (NO ADVANCE PAYMENT WILL BE MADE ON ANY CIRCUMSTANCES. OFFERS WITH ADVANCE PAYMENT WILL SUMMARILY BE REJECTED)	ACCEPTED / NOT ACCEPTED
4	CONTACT PERSON DETAILS	NAME: MOBILE NO: EMAIL :	
5	ACCEPTENCE FOR SCOPE OF WORK INDICATED IN THIS TENDER	YES / NO	

(Offers not received with the above document will not be considered for evaluation and liable for rejection)

SIGN AND SEAL OF
AUTHORIZED PERSON

PRICE BID

(PRICE BID SHALL BE AS PER BHEL FORMAT ONLY)

DESCRIPTION OF MATERIAL: COAL COORDINATION SERVICES (INDICATED IN THE TENDER)		
TOTAL QUANTITY: 36,000 MT		
S. NO	DETAILS	SERVIC CHARGE PER METRIC TON
1	COORDINATION SERVICE CHARGE AS PER SCOPE OF WORK INDICATED	ACCEPTED / NOT ACCEPTED
2	SERVICE TAX @ _____ % IF APPLICABLE	
3	OTHER CHARGES IF ANY PER METRIC TON	

NOTE:

1. NO ADVANCE PAYMENT WILL BE MADE ON ANY CIRCUMSTANCES
2. BEFORE QUOTING THE PRICE THE TENDERER SHOULD HAVE THE FULL UNDERSTANDING ABOUT BHEL TERMS.

SCOPE OF WORK OF THE COORDINATION

- INFORMING BHEL COAL REQUIREMENT TO M/S.SCCL AFTER MAKING PAYMENT TO M/S. SCCL HANDING OVER THE DD'S TO RAILWAYS (OR) INFORMING RAILWAYS ABOUT BHEL EFT PAYMENT AND GETTING WAGONS ALLOTMENT FROM RAILWAYS FOR LOADING OF COAL ON PRIORITY BASIS AND FOLLOW-UP WITH M/S. SCCL FOR LOADING THE COAL FROM THE ALLOTTED COAL MINES OF HYDERABAD /RAMAKUNDAM.
- NOTIFYING BHEL ABOUT EACH PROGRESS IN THE COAL ALLOTMENT TO LOADING TILL DISPATCH OF THE SAME.
- FORWARDING THE DOCUMENTS TO BHEL SUCH AS BILLS/SERVICE CERTIFICATE/UNSPENT DD'S/SETTING THE EXCESS PAYMENT BACK TO BHEL (FREIGHT AMOUNT).
- COORDINATING IN MAKING THE AGREEMENT FOR COAL/FREIGHT BETWEEN BHEL AND M/S. SCCL / M/S. SOUTHERN CENTRAL RAILWAYS. ANY OTHER DOCUMENTS TRANSACTION BETWEEN M/S SCCL AND M/S. SCR RELATED TO MOVEMENT OF COAL.
- MOREOVER COLLECTION OF UNSPENT DD'S/REFUND OF EXCESS PAYMENT FROM RAILWAYS AND HANDING OVER THE SAME TO BHEL ACCOUNT.

IMPORTANT NOTE:

THE NEW VENDORS ARE REQUIRED TO FURNISH THE FOLLOWING DOCUMENTARY PROOF (IF APPLICABLE)/INFORMATION ALONG WITH THEIR OFFERS.

1. CERTIFICATE OF REGISTRATION (IF APPLICABLE)
2. BANKER'S INFORMATION (COPY OF BANK PASS BOOK FIRST PAGE TO BE SUBMITTED)
3. ADDRESS OF YOUR ORGANISATION (COMPLETE POSTAL ADDRESS WITH PIN CODE)
4. CONTACT PERSON/S, PHONE NO., MOBILE NO., FAX NO., E MAIL-ID.
5. STATUTORY DOCUMENTS (WHICHEVER IS APPLICABLE)-VAT/TIN/EXCISE REGISTRATION/SERVICE TAX REGISTRATION/CST REGN ETC.
6. AUDIT REPORT/IT RETURN (IF APPLICABLE)
7. COPY OF PERMANENT ACCOUNT NUMBER.

UNDER TAKING

I hereby agree for the BHEL terms & conditions indicated in the Coal Coordination Services under tender. Moreover, I abide to the actions taken by BHEL for the loss of revenue to BHEL by this activity of coordination (i.e. misplacement of documents such as DD/CHEQUE or other documents in which revenue/money is involved).

Sign and seal of the bidder

Date:

NAME:

address:

CONTACT NUMBER: