

Terms & conditions for Enquiry no. E3793029, due on 18/01/2020.

Please refer General terms and conditions of enquiry form no. BP-200102 and P.O. terms & conditions (indigenous) form no. MM 5527, Rev.03. If any deviations, please mention in your quotation otherwise it shall be taken that all terms and conditions are accepted by you.

- 1) Enquiry is to be submitted in **Two Part bid** system in separate sealed envelopes super scribing enquiry no, due date and name of vendor. (Refer Annexure - II).
- 2) Part "A" shall contain all the technical and commercial details pertaining to your offer and item description exactly as per our tender enquiry. All details must be mentioned in this bid except for the prices. The envelope shall be clearly super scribed with enquiry no, due date, name of vendor and **"Part - A – Technical and commercial Bid"**.
- 3) Part "B" shall contain only the description of the item and their corresponding rates. The envelope shall be clearly super scribed with enquiry no, due date, name of vendor and **"Part B - Price Bid"**.
- 4) Suppliers are requested to quote in two parts for 2 bid enquiries. However, for quotation submitted in single bid against our requirement of two bids will be considered only if the bid is techno-commercially accepted without seeking any clarifications from the supplier. Otherwise, the bid is liable to be rejected.
- 5) **Price :-**
BHEL will pay maximum price of **Rs. 290/- per no.** which will be inclusive of GST applicable, packing, forwarding, printing of mono / logo / slogan, plain carry bag, freight and delivery up to CRX, BHEL Bhopal.
- 6) **Pre-qualification criteria (PQC) / Past experience:-**
Supplier must submit following documents for PQC:-
 - (i) Purchase Order (PO) of sweet items having Minimum sales of **Rs. 12.00 lakhs** in one year during last 5 years from date of tender / enquiry.
Trader/Agent and non-manufacturer supplier can submit PO of their Principal/Manufacturer along with valid authorization letter.
 - (ii) Audited annual report (Profit & loss account) of last 3 years ending 31st march of the financial year 2018-19. Average annual turnover should not be less than **Rs. 12.00 lakhs** of last 3 years ending 31st march of the financial year 2018-19.

- (iii) Authorization letter of dealership from manufacturer (Applicable for non-manufacturer only).

Startups and Micro & Small Enterprises are exempted for above clauses 6 (i) & 6 (ii) only of submission of PO and proof of supply of prior experience along with proof of prior turnover.

Startup means an entity, incorporated or registered in India not prior to five years, with annual turnover not exceeding INR 25 crore in any preceding financial year, working towards innovation, development, deployment or commercialization of new products, processes or services driven by technology or intellectual property.

Provided that such entity is not formed by splitting up, or reconstruction, of a business already in existence.

Provided also that an entity shall cease to be a Startup if its turnover for the previous financial years has exceeded INR 25 crore or it has completed 5 years from the date of incorporation/ registration.

Bidders who have quoted as startups has to submit (1) Copy of incorporation / registration of their firm and (2) Audited (if audit is required as per norms) profit and loss account (Which shows annual turnover) of all financial year from date of incorporation / registration to 31st March 2019.

Supplier to submit documents for the above (Copy should be self-attested). In case of non-submission of above documents, offer shall not be considered for further procurement process.

7) Tender fees :-

The documents can be downloaded from our BHEL Bhopal website, suppliers must submit tender document fees of **Rs. 500/- (Rupees Five hundred only)** through/by online payment.

The procedure of depositing Tender Fee is reiterated below:-

- (i) For depositing amount online, depositor has to open SB-Collect through Online E-Payment option available on Internet (www.bhelbpl.co.in under caption new link).

OR

- (i) Please enter the following link in your internet address browser or click on the following link <https://www.onlinesbi.com/prelogin/icollecthome.htm>.
- (ii) Please click on "proceed" after Clicking "Check Box" to proceed for payment after reading the instruction for depositing the amount.
- (iii) EMD and Tender Fee may please be deposited separately where the EMD & Tender Fee both is applicable.

- (iv) Now, after (ii) the SBI's SB-Collect site gets opened. Please select State of Corporation as "Madhya Pradesh" and type of Corporation as "Industry" and then click on "Go" appearing on the screen.
- (v) Now select "Bharat Heavy Electricals, Bhopal" from the dropdown table appearing against "select Industry" and click Submit.
- (vi) Now select "Deposit of Tender Cost" category (for depositing Tender Fee) from the dropdown table appearing against "Select category" and click submit.
- (vii) Instruction related to fill the formats are mentioned below:

IP *	Please select "TCOST"
Name of the depositor *	Name of your firm, on whose name tender are submitting.
Supplier Address- 1 & 2	Address details of your firm, on whose name tender are submitting.
Supplier GSTIN	GSTIN of your firm, on whose name tender are submitting.
Enquiry or Tender ref no *	Enquiry No. or Notice of Tender Reference No. (i.e. "E3793029" for this tender)
Enquiry or Tender ref no Date *	Enquiry date or Notice of Tender Reference No Date.
Tender Issuing Dept. *	Department Name who invites tender (i.e. "FSX" for this tender)
Tender Fee *	Amount of tender fees.
CGST, SGST & IGST	Amount of relevant type of GST applicable.
Remarks	Additional information required to be mention, if any.

In case of online payment, e-receipt must be submitted along with Part – A (Techno-commercial bid).

- (viii) After filling of Formats please enter your Name, Date of Birth & Mobile Number. This is required to reprint your e-receipt / remittance (PAP) form, if the need arises.
- (ix) Please enter text appearing in "Box" and click "Submit".
- (x) Before click to "Confirm" please verify the details already entered therein.
- (xi) If confirmation given then payment template will appear for chosen mode of payment.
- (xii) After making payment against the chosen mode a confirmation copy will generate. Kindly keep the same for its further use.

(xiii) As and when credit received in BHEL account, automatic mail is sent to the depositor.

Note: - After submitting the Deposit Slip a control number will be generated through system which can be used for getting print out from the system.

"EMD/SD/Tender Fee will be accepted only in electronic Mode, which can be deposited on line through following link as mentioned below :

<https://www.bhelbpl.co.in/qcins/iccs.htm>

E-receipt must be submitted along with offer. *In case of any difficulty*, please click "Help Document for First time Users" on the webpage of above mentioned link.

Without tender fees offer shall be rejected. MSE suppliers are exempted from tender fees.

8) Earnest Money Deposit (EMD):-

Suppliers to furnish EMD of **Rs. 25,000.00 (Twenty five thousand only)** with Part – A (Techno-commercial bid).

(i). EMD can be deposited through/by digital payment at BHEL cash office, Ground floor, Admin. Building, BHEL, Piplani, Bhopal – 462022 or through/by online payment. The procedure of online depositing EMD is same as mentioned above for tender fee submission.

(ii). EMD by the tenderer will be forfeited if, the successful bidder(S)/Supplier(S) refuses to honor the order after award of the same on him and / or withdraws his bid and / or unilaterally changes the offer and / or any of its terms & conditions within the validity period.

(iii). EMD given by all unsuccessful tenderers shall be refunded on acceptance of award / LOI / PO by successful tenderer(S). The EMD of successful bidder(S) on whom purchase order (PO) is placed will be returned after acceptance of 1st Lot of Material.

(iv). EMD shall not carry any interest.

(v). Without EMD offer shall be rejected.

(vi). No need to submit EMD in following cases:-

A). Central / State – PSUs / Government Departments,

B). MSE Suppliers.

9) Payment term:-

Full payment will be made within 90 days after receipt and acceptance of material in BHEL. For MSE suppliers, payment can be released within 45 days after receipt and acceptance of material in BHEL.

Note:- MSE suppliers can avail the intended benefit only if they submit along with the 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 attested copy of a CA certificate (where deemed validity of EM II certificate of five years has expired) as per BHEL format (Format will be provided on request or can be downloaded from the link of www.bhelbpl.co.in/mm/MSME_Annl_cert2.pdf) applicable for the relevant financial year (Latest audited). Date to be reckoned for determining the deemed validity will be the tender opening date / enquiry due date. Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiencies in above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted Officer.

Note: - MSE suppliers can avail the intended benefit only if they submit Udyog Aadhaar Memorandum along with the offer.

10) Terms of Delivery:-

Terms of delivery should be **F O R Destination** on Door delivery basis at CRX, BHEL Bhopal. The same is mentioned in Part – A (Techno-commercial bid) of your offer otherwise it shall be taken FOR destination. Offers on **F O R Destination** on Door delivery basis at CRX, BHEL Bhopal will only be accepted, ***if you quote Ex-Works, freight by BHEL or Ex-Works, freight prepaid your quotation will be commercially rejected.***

11) Delivery Period:-

Suppliers to clearly indicate the time required in number of weeks from the date of PO/LOI in order to complete the supplies, which in any case, should not exceed **20/03/2020**. Any deviation to the commitment of delivery shall result in rejection of quotation.

12) Item type and HSN Code:-

Kindly mention HSN code of the item & the percentage (%) of GST applicable in your offer.

13) Validity of offer:-

Validity of offer must be clearly mentioned in your quotation. If not mentioned, it shall be as taken 90 days from the date of opening of tender.

14) Liquidated Damages / Penalty Clause:-

- I. For any late delivery beyond the scheduled delivery date as per PO, penalty @ ½ % per week & maximum up to 10% of the total PO value will be imposed on the balance value of the material.

II. GST is applicable on LD also.

15) Sample:-

The supplier shall submit two non-returnable packets of each variety of sweet packages as samples. The samples must be exactly of the same type and size as would be supplied in bulk order.

Each sample should be clearly identified with name of item, manufacturer's name, quantity, packing type etc.

Minimum one kg of sweet/ sweets are compulsory in each combination of sweet package.

Suppliers have to specify the total net weight of combination package and net weight of each constituent to be specified.

The supplier must confirm that:

- a. Permissible harmless food colors/preservatives as per FPO standards shall be used.
- b. The shelf life of the items offered should be for a minimum of 90 days.
- c. The packet shall clearly indicate the date of manufacture and the expiry date.

Without Sample, offers will not be considered for further procurement process.

Samples must reach the undersigned by 11.00 am of tender opening date. Each item must be clearly identified physically as well as on paper quotation.

16) Packing:-

In case, the packet consists of more than one sweet item (combination pack), the same shall be packed in a single box.

During final supply, each sweet item should be individually packed within the single box to avoid transit damage. Suitable non-plastic carry bag should be given for each packet.

17) Printing:-

The manufacturer should emboss / print BHEL monogram / logo / slogan on the carton box or products as per our instruction. The color / detail and size of the mono and logo shall be issued at the time of placement of order.

18) Final / bulk Supply:-

Final / bulk supplies shall be made as per selected sample only. Any changes will only be acceptable, after mutual agreement with BHEL & Supplier.

19) Quantity Variation:-

A provision of **15% quantity variation** (increase) of order quantity within months if required after accessing actual requirement shall be applicable.

20) Replacement:-

In case the quality of the items supplied are found inferior/ or not consumable, bidder shall be required to give entire replacement for the entire quantity without asking for the return of supplied inferior / or non-consumable items.

21) The pack containing the sweet item shall be supplied in a suitable non-plastic carry bag.

22) Un-registered suppliers of BHEL, Bhopal :-

Suppliers who are not yet registered with BHEL, Bhopal must submit following documents for one time code along with Part – A (Techno-commercial bid) of your offer:-

- (1) Copy of PAN no.
- (2) Copy GSTIN registration certificate.
- (3) The percentage (%) of GST applicable
- (4) Copy of MSMED/ NSIC certificate, if applicable
- (5) EFT details as given at BHEL, B2B site (<https://www.bhelbpl.co.in/mm/>) to be submitted by L1 supplier after placement of order.

23) Preferably, MRP of the item shall not appear on the item or packet.

24) Quality :-

Sample submitted by suppliers shall be checked for quality by the BHEL Bhopal. Items (Sweet combo) received against order will be thoroughly checked in line with submitted sample earlier and also quality to be compared with same make/brand if available in the market. In case, any discrepancy found in quality either it will be rejected or accepted with suitable deductions.

Therefore, quality is the essence of this order.

25) All the above points must be explicitly confirmed in the "Part A" of offer. If any point not confirm in "Part A" of your offer, it shall be taken that it is acceptable to you. In case of non-acceptance above points / fail to submit sample / documents as per our tender / specification requirement, your offer may be rejected.

26) Opening of price bid:-The price bid quotation of the suppliers whose technical and commercial offer is completely acceptable to us in all respects and whose samples are selected by BHEL Bhopal, will only be opened at a later date for finalization of Purchase Order.

27) BHEL Bhopal reserves the right for rejecting any / all of the samples without assigning any reason, whatsoever.

28) In case you feel that your quotation will not reach on due date by post/register A.D./Speed post, please email your quotation **on email ID of Tender Room, mmtender.bpl@bhel.in** before 11:00 AM on or before due date.

Suppliers who submit bids by email are advised to keep the e-mail size to minimum possible and avoid attaching brochures / catalogues etc. Suppliers choosing to submit bids by email run the risk of bids not being received / late receipt at tender room email id on account of internet link failure / spam filtering / hardware malfunction / mail over quota or other unforeseen reason. BHEL shall not be responsible in any way for such loss of opportunity to suppliers.

Important: - It is supplier's responsibility to ensure that the samples and quotations reach BHEL Bhopal on or before 11:00 AM of tender opening date. Under no circumstances, late offers shall be considered.

Suppliers seeking clarification may communicate the undersigned through email as given below.

E-Mail Id: kcmeena@bhel.in, nilamwar@bhel.in

1. Quotation shall have to be addressed to:

IN charge

Tender Room

Ground Floor, Administration Building

Piplani, BHEL, Bhopal – 462022

2. Samples shall have to be addressed to:

Sr. DGM (MM-CRX & FSX)

Block - 7 Annexe, Eastern Wing,

Ground Floor, Piplani,

BHEL, Bhopal 462022,

Ph. No. 0755-2505018, 2503750

KAILASH CHANDRA MEENA

Sr. Engr. (MM-FSX)

Phone: 0755-2503750