

ANNEXURE - I

ENQUIRY NO.- E6203003 FOR SUPPLY OF PINE WOOD PACKING CASES SMALL WITH GI SHEET

INSTRUCTIONS FOR SUBMITTING QUOTATION AGAINST “TWO PART BID” SYSTEM

- 1) Sealed tenders are invited in Two-Part Bid system for supply of **Pine Wood Packing cases small with GI sheet** as mentioned in Enquiry, BHEL's specification and terms & conditions as per Annexure 'II' enclosed.
- 2) Rates to be quoted in terms of **Rupees per Cu. m.** basis for above item as per detail given in our Enquiry sheet.
- 3) Quotations should be submitted in two parts, namely:
 - a) **PART -- I : Techno- Commercial bid**
Part - I bid shall be submitted through E-procurement.
 - b) **PART -- II : Price Bid**
Part - II bid shall be submitted through E-procurement.
The price bids of only techno commercial acceptable tenders(s) shall be considered.

BHEL shall be resorting to Reverse Auction (RA) (Guidelines as available on www.bhel.com) for this tender. RA shall be conducted among all the techno-commercially qualified bidders.

Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered as initial bids of bidders in RA. In case any bidder(s) do(es) not participate in online Reverse Auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking._

Note :-

- 1) Please note that RA shall be conducted as per new RA guidelines. All vendors are requested to visit www.bhel.com for detailed guidelines for reverse auction.
- 2) Online sealed bid auction has been deleted from Reverse Auction process as per new guide lines.

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Terms & conditions Of Enquiry for "Finish basis jobs" in addition to indigenous terms and conditions from BP-200102 & PO terms and conditions form No. MM5527

1.0 SCOPE OF WORK:-

- 1.1 Sealed tenders are invited for supply of Pine Wood packing case small with GI sheet as mentioned in the enquiry to various sizes and BHEL specifications.
- 1.2 Scope of work shall include completion of all the work operations as per BHEL drawings, specifications and delivery of the goods to BHEL stores in accordance with the drawings specification, technical scope, annexure & other relevant documents etc. of our enquiry.
- 1.3 All technical requirements should be as per Enquiry & specification with latest revision and dimension should be maintained as per PO requirement.
- 1.4 Supplier has to ensure identification on each Packing box which includes Name of Supplier, BHEL PO no, TFC no. BHEL reserves the right to reject the wood on account of non - available of aforesaid information.
- 1.5 TC (test report) will have to be furnished as per QP along with the supply. Finished items must be protected properly to avoid dent or damage during handing / transportation.
- 1.6 BHEL reserves the right to reject each pine wood packing case small with GI sheet subject to unsatisfactory/Quality on receipt at BHEL.
- 1.7 Soon after rejection of item, it is to be ensured by supplier that item should be taken back within one week after communication for replacement if possible. In the event of non-lifting of rejected material by supplier, BHEL will not be responsible for loss of such items to the supplier in any case.
- 1.8 All tenderers are advised to thoroughly study the technical scope/ document and ascertain all required details in their own interest. In case of any discrepancies it should be immediately informed in writing to the tender issuing authority clearly indicating the discrepancies before submitting the offers.

2.0 RATES:-

- 2.1 Rates should be quoted in **Rs per Cu. m.** F.O.R BHEL Stores (inclusive of P & F and transportation), exclusive of taxes & duties. Refer Annexure III for rate calculation sheet.
- 2.2 Rates shall remain firm during execution of the Purchase order.
- 2.3 Rates shall be FOR BHEL, Bhopal.
Note : As per BHEL's terms and conditions of enquiry (BP 200102), for FOR Destination supply Insurance shall be done by the vendor.
- 2.4 Rates should be quoted after considering the benefits arising out GST regime.

3.0 TAXES & DUTIES:-

- 3.1 Applicable duties & taxes which BHEL is required to pay, should be clearly declared considering the offered validity and quoted delivery period. Otherwise BHEL will not be responsible for payment of any kind of duties & taxes.

- 3.2 Vendor to ensure timely remittance of SGST, CGST, IGST, UGST as applicable in time as per law.
- 3.3 Vendor to ensure TAX INVOICE submission along with consignment.
- 3.4 Parties shall declare GSTIN, HSN/ SAC Code, IT PAN and SSI registration details and also communicate subsequent changes,
- 3.5 Any loss / damages / penalties that are suffered by BHEL on any statutory Duties and levies due to delay in deliveries by the subcontractor shall be deducted from the subcontractor's bill/account.
- 3.6 No rejection allowance is permissible.

4.0 BASIS OF EVALUTION:-

- 4.1 Only offers received before due date & time and meeting the terms and conditions of the enquiry will be considered.
- 4.2 `In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders. In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L1 bidder shall be decided by a toss/ draw of lots, in the presence of the respective L-1 bidder(s) or their representative(s). Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding_ [This point is applicable in place of point 2 (P) sheet 2 of 10 of GTC]
- 4.3 GST shall be taken wherever it is not indicated in the offer for arriving the price to BHEL Bhopal.
- 4.4 All the offer shall be compared for total landed cost to BHEL at BHEL stores (HESG basis) The tender evaluation will be done on total landed cost to BHEL.
- 4.5 Offers having deviations to terms and conditions are liable to be rejection.
- 4.6 **BHEL reserves the right to reject the offer of vendor who are under consideration/process of hold/banning as per BHEL guidelines. BHEL's decision in such situations shall be final and binding.**
- 4.7 **Offer of supplier against whom disciplinary action has been taken by BHEL, shall not be considered for evaluation.**

5.0 SUPPLY CAPACITY:-

The suppliers must indicate their capacity to supply of pine wood packing cases small with GI sheet in **Cu.m. per month** keeping in view the work load already in hand and shall be committed to BHEL for supply as per the capacity indicated by them. **Minimum monthly capacity of vendor should not be less than 150 Cu M .**

6.0 NUMBER OF SUPPLIERS:-

- a)** BHEL reserves the right to split the ordering of the tendered quantity, hence your offer should be valid for part quantity also. Distribution of the tendered quantity is envisaged among three vendors with order quantity in the ratio of L1=48%, L2=32%, & L3=20% and the same would be based on their standing position after RA/ envelope sealed bid. No supplier can refuse the less quantity allocated.
- b)** On acceptance of the L1 rate, other parties may be considered for ordering at L1 rates.
- c)** In case L2, & L3 vendors do not accept the counter offer of L1 rates, then the counter offer shall be made to other vendors sequentially as per their ranking in RA followed by their ranking in enveloped sealed bids. At the end, however, if it is observed that less than two vendors (excluding L1 vendor) has agreed to L1

ANNEXURE - II

rates, then the order shall be finalized with only those vendors who accepts L1 rates. The quantity distribution then shall be revised as follows:

- a. 2 vendors: 65:35%
- b. 1 vendor: 100% (In case if none of the vendors accept L1 rate, then whole order quantity will be placed on L1 vendor)

Whenever the numbers of qualified vendors are three the quantity distribution shall be limited to two qualified vendors as per above. In case of two qualified vendors, 100% quantity may be given to L1.

7.0 **TERMS OF PAYMENT:-**

As per BHEL norms, 100% payment shall be made within 90 days after receipt and acceptance of material at BHEL BHOPAL against Stores Receipt Voucher. Those who covered in MSMED act 2006 and proper documents already given to BHEL, they will be paid within 45 days. Any offer indicating payment terms other than stated above will be suitably loaded.

As per BHEL circular, to ensure the latest/updated/revised MSME status of supplier, please arrange to furnish any of the following documents to get the benefit of MSE act (i.e. micro or small).

(i) Entrepreneurs Memorandum part II (EM II) Certificate with deemed validity of 2 years. **OR**

(ii) EM II Certificate with Chartered Accountant (CA) Certificate as per prescribed format for the year. **OR**

(iii) Valid NSIC Certificate.

If you produce any of the above documents, then only you will be eligible for MSE benefits like payment within 45 days etc. under MSME Act 2006 & Public Procurement Policy for MSE, 2012.

8.0 **DELIVERY PERIOD:-**

Packing Box is used for packing and dispatch of equipment having substantial value and there its availability is very critical. Supply must be made depending upon the allocation given to vendor on day to day basis and must be completed within 8 (eight) days from the delivery date mentioned in the allocation failing which LD as per BHEL norms shall be levied. For delay in supply LD shall be levied as per BHEL norms. In case supplier fail to deliver the boxes in time, we may take alternate procurement action at supplier's risk and cost.

9.0 **VALIDITY OF OFFER:-** Quotation should be valid for a period of minimum 90 days from the date of opening of tender and subsequently from the date of RA.

10.0 **INSPECTION:-**

Inspection would be done by Third party nominated by BHEL as per drawing/doc/QA plan as applicable.

Loading factor for inspection charges done by BHEL :Stage and final inspection is in BHEL scope hence a loading factor @Inspection Charges (0.305% - loading on basic rate) for local inspection and for outside bhopal inspection @ 0.261% - loading on basic rate will be done to arrive at landed cost to BHEL hence Pls take cognizance of loading factor for Inspection Charges while submitting your quotations.

11.0 Other requirements :- In case of any deviation in the terms and conditions of the enquiry or the general conditions of purchase order, offer may be summarily rejected. However if deviating from the enquiry conditions be unavoidable, the same should be clearly spelt in offer.

12.0 PENALTY :-

The delay in delivery would be subject to penalty @ 1/2% per week subject to max. 10% of PO value as per BHEL 's standard PO terms and condition OR as revised by BHEL time to Time.

13.0 BHEL RESEVERS RIGHT TO :-

- i) Cancel our requirement part or full at any stage the tender finalization (or) even after finalization of tender.
- ii) Cancel or forfeit the change in tender , any vendor (s) found to be "unsatisfactory" during or assessment processes/ non - compliance of statutory requirement etc. as required for " vendor registration " during / after the processes of finalization of contract.
- iii) Cancel the order (S) if any vendor (s) found to be "unsatisfactory" during or periodical assessment process / review of assessment process / non - compliance of statutory requirement etc. As required for " vendor registration " during the executing of order (s).
- iv) Divert order (s) in case of non - submission / delay in submission/ /delay in lifting the material / delay in completing the work / in- sufficient amount of bank guarantee / non / execution of order by vendor (s) at the risk and cost of vendor(s).
- v) Cancel the contract or forfeit the chance in tender , if any vender (s) disposed off units /found to be sick / running under unrest /declared insolvency /non renewal lease deed during /after finalization process during the validity of the contract without assigning any reasons thereafter.

14.0 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 - I (Techno-commercial bid) of your offer:-

(1) Copy of PAN no.

(2) Copy of GSTIN, if applicable.

RTGS/EFT details as per BHEL format must be submitted immediately after placement of order who have yet not submitted to BHEL, Bhopal. Format of RTSG / EFT detail can be obtained from us or downloaded from link <https://www.bhelbpl.co.in/mm/EFTFormat.pdf>.

15.0 Apart from the above, Terms & conditions of indigenous enquiry and P.O. issued by material management department also refer BP 200102 (latest revision) and 5527 (latest revision) enclosed. In case of any dispute regarding terms & condition GTC (BP200102) will prevail.

Confidentially agreement: Without prior permission of BHEL, NIT related documents shall not be used for any other purpose.

(Sunita Rai Shekwar)
DGM (ASC)

ANNEXURE - III

Price Calculation Sheet-E6203003

		Intra state Supplier (MP)	Inter state supplier
S.No.		Rate (Rs. Per CuM)	Rate (Rs. Per CuM)
1	Basic Rate (inclusive of Packing & Forwarding and To & Fro Transportation)	100.00	100.00
2	CGST = 6% of basic rate (if applicable)	6.00	0.00
3	Subtotal (1+2) (if applicable)	106.00	100.00
4	SGST = 6% of basic rate (if applicable)	6.00	0.00
5	Subtotal (3+4)	112.00	100.00
6	IGST = 12% of basic rate (if applicable)	0.00	12.00
7	Subtotal (5+6)	112.00	112.00
8	TPIA charges = 0.305/0.261% of basic rate	0.305	0.261
9	Subtotal (7+8)	112.305	112.261
10	Less (CGST + SGST)/(IGST) =(2+4)/(6)	12.00	12.00
11	Total cost to BHEL (9510)	100.305	100.261

NOTE:

1. Vendors have to quote rate in Rs per CuM as per Sl. No. 11 above i.e. Total cost to BHEL.
2. For PO placement (in case of order), Basic rate (inclusive of Packing & Forwarding and To & Fro Transportation) will be derived from **total cost to BHEL**.
3. Rates appeared in above table are only for reference purpose only.

Ref No: ASC/ E6203003

Dated: 30/06/2020

Pre-Qualification Requirements (PQR) for “Pine Wood Packing case Small with GI sheet”

Vendor should comply with the following clauses in order to qualify for supply of Pine Wood packing case small with GI sheet (duly filled PQR shall be submitted along with the offer by vendor):

PQR:

S. NO.	Description for BHEL requirement	Action by vendor	Offered	Deviations	Remarks
1	" Pinewood packing cases small with GI sheet (upto 3660 mm long), as per spec. no AA51401 rev-03. and BP 0851499 rev -03 and GI will be as per specn no AA 10166 rev 06.	Vendor to confirm			
2	Only those bidder will be entertained, who have supplied at least 120 Cu-mtr. Pine wood loose/ pine wood boxes/ pine wood boxes with GI in last 2 years till the tender opening date (Due date). PO copy and proof of supply Tax invoice/ SRV (Store receive voucher) copy etc. have to be submitted with the technical bid.	Vendor to confirm and furnish required documents			
3	Average annual Financial turnover during the last three years, ending 31 st march, 2019 {i.e. 2016-17 (audited), 2017-18 (audited) & 2018-19 (audited) as applicable} shall not be less than Rs. 45 lakhs [Supporting documents (profit/loss statement and balance sheet) shall be submitted by the tenderer in this regard].	Vendor to confirm and furnish required documents			
4	Party quoting must be authorized wooden boxes manufacturer. Valid authorization certificate (approved by competent authority) is to be	Vendor to confirm and furnish			

Sign and Seal of Authorized representative of vendor.

Annexure -IV
(For uploading along with the enquiry)

	submitted by party with the technical bid.	required documents			
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Notes-:

1. Clause by clause confirmation to PQR or Signed & Sealed copy of PQR symbolizing compliance to be submitted. Compliance of all the points in above PQR is mandatory. In absence of compliance of above, vendor's offer is liable to be rejected.
2. BHEL reserve the right to verify the information submitted by the vendor or seek for clarification. In case the information submitted is found False or incorrect, the offer is liable to be rejected and suitable action will be taken against vendor as deemed fit by BHEL.
3. Startups and Micro & Small Enterprises are exempted from above PQR (only point no. 2 & 3 of PQR) of submission of PO and proof of supply of prior experience, however it is mandatory to submit registration certificate, startup of business, MSME certificate & Udyog Adhaar.
4. All document is to be filled and submitted along with the offer duly signed by authorized representative of the vendor and should contain the name of representative & seal of the company.

Sign and Seal of Authorized representative of vendor.

Bharat Heavy Electrical Limited Bhopal
Ancillary & Subcontracting Department
Tender Notice No: ASC /E6203003

- Sealed e-tender are invited in **Two-Part Bid** for `Pine Wood packing cases small with GI sheet. _ As per Enquiry No. E6203003. All annexures enclosed, should be **signed, sealed/ stamped & submitted** along with techno-commercial bid (Part I). **Vendor has to be submit quotation through e-procurement site <https://bhel.abcprocure.com>**

Procedure to submit tender:- Quotations should be submitted in two parts. Tender is to be submitted through online mode only by logging into BHEL e-procurement website <https://bhel.abcprocure.com/> till due date. Offers can be submitted through online process only and thus vendor necessarily require to buy Class-III Digital signature certificates (DSC) issued by certifying authorities in India (for details visit <http://www.cca.gov.in>) with signing and encryption facility.

- Tender cost of Rs. 1000/- is to be deposited by Demand Draft/ Cheque in favor of `BHEL Bhopal_ payable at Bhopal and copy of same is to be attached with technical bid (Part-I) and original copy is to be sent to BHEL Bhopal. Scanned copy is to be attached along with tender or tender fee can be submitted online <https://www.onlinesbi.com/prelogin/icollecthome.htm> and their receipt is to be attached in E-tender. MSE including NSIC/ Udyog Aadhar registered vendors are exempted from submission of tender fees subjected to submission of valid UAM, MSE and NSIC certificate as a proof. In case tender fee is submitted in the form of DD, original copy is to be sent to BHEL Bhopal.

- **Procedure for Online submission of Tender Fee is given below:-**

- (i) Please enter the following link in your internet address browser or click on the following link <https://www.onlinesbi.com/prelogin/icollecthome.htm>. Please click on `proceed\_ after clicking `Check Box_ to proceed for payment.
- (ii) Now 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.
- (iii) Now select `Bharat Heavy Electricals, Bhopal\_ from the dropdown table appearing against `Select Industry_ and click submit.
- (iv) Now select `Deposit of Tender Cost\_ category from the dropdown table appearing against `select category_ and click submit.

Note :-

- 1) Paper bid is not acceptable, tender should be submitted online (e-procurement portal)
- 2) Duly filled registration form (available at www.bhel.com) should be submitted by non registered vendor, however parties registered with BHEL ,Bhopal are exempted for registration form submission.
- 3) In case of online payment, e-receipt must be submitted along with Part-I (Techno-commercial bid).
- 4) All documents uploaded in e-portal along with the offer should be signed and sealed on each page.
- 5) All corrigenda, addenda, amendments, time extensions, clarifications, etc. to the tender will be hosted on BHEL websites (www.bhelbpl.co.in and www.bhel.com) only. Bidders should regularly visit web sites to keep themselves updated.