



BHEL, BHOPAL

## TRANSFORMER MANUFACTURING DIVISION

Page 1 of 6

### INSTRUCTIONS TO TENDERERS

REV. 00

- 1.0** Tenders can be submitted personally or by courier/post. Tenders submitted by post should be sent preferably as “REGISTERED POST ACKNOWLEDGEMENT DUE / SPEED POST”. Tenders should be posted with due allowance for any postal delay. The tenders received after the due date and time of submission are liable to be rejected.
- 2.0** Before submission, the bidder is advised to inspect the site of work & the environments and be acquainted with the actual working, accessories to be handled, routes clearances, facilities available, other prevalent conditions etc. No claim will be entertained later on grounds of lack of knowledge.
- 3.0** In case of any query/doubt on the tender specifications, bidder shall contact the concerned authority for clarification before tender submission. No **condition/ deviation** w.r.t. terms & conditions of the tender are acceptable.
- 4.0 Quotations :-**  
Firms are required to submit quotation as per the two parts bid system.  
(a) The **Part-I** Technical bid in a sealed envelope shall contain the followings only:-
1. Tender Fee, MSME Certificate as applicable.
  2. Fresh EMD/One Time EMD slip
  3. Copy of ESI certificate,
  4. Copy of PF certificate(after award of work)
  5. Copy of Labour license (as applicable, after award of Work order),
  6. Copy of PAN,GSTIN
  7. Copy of Balance sheet and profit & loss account and also ITR for last three years ending **March 2019** for fulfilling NIT **cl.1.2(b)**
  8. List of works successfully executed by the bidder, **as per NIT cl.1.2(c)** at **Annexure-‘A’** (Supporting documents/W.O./ work completion cum performance certificates, copy should be enclosed. For consideration of running work order, the value completed upto last day of month, previous to the one in which applications are invited will be considered. In case of BHEL Work Order, the work completion cum performance certificate should be signed by HR/CLC official of the rank not below than DGM, and in case of work order other than BHEL, submit the TDS certificate corresponding to the duration of the work order along with the performance certificate from the employer.)
  9. Documents to prove type of ownership such as private/ partnership deed/ proprietorship /articles of memorandum of association/ JV agreement/ certificate of incorporation/ certificate of registration etc. whichever is applicable,
  10. Details of vehicles which will be deployed for this job, as per **Annexure-‘B’**, with supporting documents of ownership, valid registration and valid insurance,
  11. An attested copy of the Power of Attorney, in case an individual other than the sole Proprietor signs the tender.
  12. Declaration sheet as per proforma at **Annexure – ‘C’**.
  13. Check list and schedule of general particulars as per **Annexure-‘D’**.
  14. Undertaking as per Annexure –”E” from General terms & Conditions.
  15. Signed and stamped copy of NIT, supporting documents, special conditions, instructions to tenderers and General terms, conditions & statutory compliances.
- (b) The **Part-II** shall contain only **Price bid** in a separate sealed envelope.  
Price bid will be opened for only those firms which are found to be technically competent in Part-1 (Technical bid).
- 5.0** An offer, **each page duly signed**(including supporting documents) by an authorised person, with all formalities, in a sealed & properly super scribed envelope, shall be deposited, in tender box at the central designated venue, on or before the date and time specified in NIT.



- 6.0 Offers thus received shall be opened at the designated venue on the specified date & time, in the presence of those bidders or their representatives, who choose to be present.
- 7.0 The rate shall be quoted as the Final rate including of PF, ESI, Bonus all other statutory payments, levies and all other Govt. taxes but **Excluding of GST**. No any escalation/ additional / overtime/ waiting charges will be paid other than the quoted rate.
- 8.0 An offer will be treated as **invalid** offer if it contains any condition, deviation, or insufficiency or not meeting NIT. Quoting of any ambiguous, overwritten, unclear or erased rate in Price bid shall be strictly avoided. Any such case may lead to cancellation of the offer.
- 9.0 Validity period of an offer shall be up to six months after the submission date.
- 10.0 EVALUATION OF THE OFFER**  
The bidders offer may be rejected based on unsatisfactory past performance in any of the contracts of BHEL Bhopal or any of its units.
- 11.0 If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Security Deposit.
- 12.0 Special conditions:-**
- a) Payments by BHEL will be made on the basis of the deployment of vehicle. The absenteeism of driver means no deployment of vehicle and no payment shall be made for vehicle.
  - b) **“Contractor shall ensure the payment of statutory minimum wages as well as additional wages recommended by BHEL”.**
  - c) **The bidder shall follow BHEL norms prevailing for wages to be paid to the Contract workers as flashed by HR-CLC.**  
**A copy of HR-CLC site for wages to be paid, is attached herewith.**
  - d) **“Contractor shall also ensure hike in statutory minimum wages in October month & April month with additional wages recommended by BHEL”**
  - e) **The bidder is also requested to pay their workers through Bank to ascertain the wages paid after award of work.**
  - f) **The successful bidder should follow the set guide line of BHEL-HR(CLC), the final bill shall be released only after meeting all the compliances and payment of bonus to the workmen.**  
**The contractor shall follow current PF and ESI contribution guide lines applicable on above wage rate and also liable to pay further hike in wage of workmen as applicable. (min wage of MP Govt + addl BHEL payment).**
  - g) **Every person deployed by contractor shall have valid ESI no.**
  - h) Daily work report to be intimated to the respective person of TRM. A daily log book shall be maintained by firm for vehicle and manpower deployment and to be verified by shop executives.
- 12.0 BHEL reserves the right to accept or reject any of the bid /all bids or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder, indenting bidders shall have any claim arising out of such action by BHEL. BHEL reserves the right to accept the offers in part or full, cancel the Tender enquiry or short close the contract without assigning any reason.
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**ANNEXURE – “A”****INFORMATION OF WORK EXECUTED IN PAST SEVEN YEARS**

S.No.	Agency by whom awarded	Location of the Project	Particulars of the works awarded	Value of Contract executed	Date of completion

Name &amp; signature of the bidder

(Seal)



BHEL, BHOPAL

**TRANSFORMER MANUFACTURING DIVISION**

Page 4 of 6

**INSTRUCTIONS TO TENDERERS****REV. 00****ANNEXURE "B"**

Details of vehicles:-

**1.0 TRAILER OF 20 T CAP WITH SUITABLE HORSE- 2 Nos.**

	DESCRIPTION (First Vehicle)	AS BEING OFFERED BY BIDDER	SUPPORTING DOCUMENT REF.
1	NAME OF MANUFACTURER		
2	YEAR OF MANUFACTURE		
3	MAXIMUM RATED CAPACITY IN HP		
	DESCRIPTION (Second vehicle)	AS BEING OFFERED BY BIDDER	SUPPORTING DOCUMENT REF.
1	NAME OF MANUFACTURER		
2	YEAR OF MANUFACTURE		
3	MAXIMUM RATED CAPACITY IN HP		

**2.0 PULLER- min 180BHP-1 Nos.**

SN	DESCRIPTION	AS BEING OFFERED BY BIDDER	SUPPORTING DOCUMENT REF.
01	NAME OF MANUFACTURER		
02	YEAR OF MANUFACTURE		
03	MAXIMUM RATED CAPACITY		

**Signature of the Bidder with seal**

**ANNEXURE – “C”**

**DECLARATION CUM UNDERTAKING SHEET**

I / We, .....  
hereby certify that, all the information and data furnished by me / us with regard to this Tender Specification **NIT:-** ..... are true and complete to the best of my / our knowledge. I / We have gone through the NIT, Instructions to tenderers, General terms & conditions, Statutory compliances and stipulations in detail and agree to comply with the requirements and intent of specification, without any deviation.

I / We, hereby give undertaking that I / We will submit the copy of PF certificate, to BHEL, before deployment of labours. I / We further take full responsibility to submit PF certificate at the earliest, to BHEL.

I / We, further certify that I / we am / are the duly authorised representative(s) of the under mentioned tenderer and a valid power of attorney to this effect is also enclosed.

Bidder's Name & Address:

Name & signature of the bidder  
(Seal)



BHEL, BHOPAL

**TRANSFORMER MANUFACTURING DIVISION**

Page 6 of 6

**INSTRUCTIONS TO TENDERERS****REV. 00****ANNEXURE – “D”****CHECKLIST & SCHEDULE OF GENERAL PARTICULARS:-**

NOTE : - Bidder shall fill in the following details and no column should be left blank.

1.	Name & Address of the Bidder	
2.	Fax / Email Address	
3.	Phone No. (Office)/ Mobile nos.	
4.	Name & designation of the official of the tenderer to whom all the references shall be made	
5.	Bidder's proposal No. & date	
6.	Whether tender fee submitted Pl. give details.	Yes / No
7.	Whether fresh EMD submitted Pl. give details.	Yes / No
8.	Copy of PAN.	Yes / No
9.	Submission of balance sheet & profit and loss account and ITR for last 3years upto Mar-2019	Yes / No
10.	Submission of Details of experience (in the format Annexure "A") and supporting documents.	Yes / No
11.	Submission of signed and stamped downloaded copy of "NIT", "instructions to tenderer", "Statutory compliances" and "General terms & conditions" BHEL norms, Annexure –I, J, K & L.	Yes / No
12.	Details offered vehicles (in the format Annexure "B" )	Yes / No
13.	Submission of documents of RTO compliance of offered vehicle such as :- RTO Registration, Valid Insurance Policy	Yes / No
14.	Submission of Attested copy of power of attorney if signed by person other than the owner.	Yes / No
15.	Submission of Details about type of ownership of the firm.	Yes / No
16.	Submission of copy of ESI certificates	Yes / No
17.	Submission of Declaration sheet (in the format Annexure –"C")	Yes / No
18.	Submission of Part-II(Price bid) <b>in a separate sealed envelop.</b>	Yes / No
19.	Submission Of Undertaking(in the format Annexure – "E" from General terms & Conditions)	

**Signature of the Bidder with seal**