

Guidance to bidders for Submission of Offer in Eprocurement

a) Invitation for bid

Tenders are invited through electronic mode from eligible suppliers in case of open tenders and from suppliers to whom the enquiry is addressed in case of Limited / Single Tender.

The offers shall be posted into the system before the date and time specified in the tender.

The offer shall be sent on single part / two part / three part basis as specified in the main tender document.

Bids shall be submitted through e-Procurement portal, <https://bheleps.buyjunction.in>, of M/s MJunctionServices Limited who are our solution provider.

b) Hardware and Software requirements for participating in e-tender

Requirement for participating in e-Procurement is as under:

i) A Computer with internet connectivity (Internet Explorer Version 7 and above.

ii) Digital Signature Certificate (Class 3- SHA2-2048 BIT- with both Signing and Encryption component separately).

iii) JAVA (Version 1.8 Update 45).

c) Instructions for Registered Suppliers

For all types of tenders (Single / Limited / Open) an automated email alert regarding issue of the Tender will be sent by the e-procurement portal to all Suppliers registered with BHEL, PC for the item/s for which the tender is issued.

In case of open tenders, Registered suppliers with registered DSC will have to login with their user id/password & DSC and search for the Open Tender. On clicking the "Interest" button, they will get attached to that particular Open Tender.

Registered suppliers without DSC will have to first register themselves in <https://bheleps.buyjunction.in> as new supplier by clicking the "New Supplier" button.

To know the procedure for obtaining Digital Signature Certificate (DSC), suppliers who are not having the DSC are advised to visit our website www.bhel.com → Tender Notifications → Sample Checklist.

d) Instructions for new suppliers wishing to bid against open tenders

New, unregistered suppliers wanting to bid against open tender/s will have to first register themselves in <https://bheleps.buyjunction.in> as new supplier by clicking the "New Supplier" button.

After entering the Income Tax Permanent Account Number (PAN) details and pressing "Enter", they have to click the "Interested" button against the respective BHEL Unit for which they want to participate in the Open Tender and also fill up other relevant Company information as a one-time activity.

Then, a box for filling in a "preferred login id" will appear at the top of the page. After giving the "preferred login id" and then clicking the "Next" button, Supplier would have to map their DSC (which will be activated by M/s MJunction Services Limited), if available. Or else, by pressing "skip" button and selecting relevant procurement category from the list available in the next page and "agreeing" to the BHEL's terms & conditions, user id and password will be generated/activated once in 2 hours and mailed to their registered email id. Using this user id and password, Supplier has to login and map the Digital Signature Certificate they have purchased to their code.

The DSC will then be activated by M/s MJunction Services Limited. As required by the tender, the necessary documents have to be filled-in online, in the provided template.

Additional documents required are to be scanned and uploaded as .pdf file. Suppliers are advised to take note that the maximum space that is provided for uploading the documents that are to be attached is 300 MB.

However the size of an individual document cannot exceed 10 MB. For any clarification on submission of offer on line, attention of the Supplier/s is invited to our document "Supplier Manual" hosted in the homepage of the e-procurement portal. During normal business hours, helpline maintained by the service provider M/s MJunction is available for clarifying any doubts of supplier/s. The helpline numbers are 09840704941 or 09500199108.

SPECIAL CONDITIONS FOR IMPORT BIDDERS

- *Bidders should submit their offer for CFR / Chennai Port basis with freight break up details and Place of delivery INTVT6 CONCOR ICD.*
- *PORT OF LOADING SHOULD BE INDICATED WITHOUT FAIL.*
- *PORT OF DISCHARGE should be CHENNAI and PLACE OF DELIVERY - INTVT6 CONCOR ICD*

CONTAINERIZED CARGO

For CFR terms, moved through CONTAINERS (Suppliers should clearly specify this in their offer) it would be presumed by BHEL that the freight charges quoted is on LILO (LINER IN LINER OUT) basis including extra charges, if any, like Container Imbalance Charges, Trade Imbalance charges or any other charges payable to the Liner. No other charges other than the quoted Freight rate will be paid by BHEL excepting applicable Terminal Handling Charges, Container cleaning Charges, DO charges to Shipping Liner at Discharge Port. 14 FREE DAYS FOR Container detention shall be provided. If any deviation is taken by Tenderer, a loading of 22% on the freight rate per MT shall be considered by BHEL for arriving at the Total landed Cost.

In case of shipment through Containers on CFR basis, the BL should bear the endorsement that "14 free days for Container Detention is applicable".

Place of delivery – INTVT6 – CONCOR ICD should be clearly specified in the Bill of Lading.

BREAKBULK CARGO

For CFR terms, moved through BREAK BULK BASIS (Suppliers should clearly specify this in their offer) it would be presumed by BHEL that the freight charges quoted is on LILO (LINER IN LINER OUT) basis.

Place of delivery – INTVT6 – CONCOR ICD should be clearly specified in the Bill of Lading.

AIR CARGO

With respect to air consignments, offers would be obtained only on FOB/(name of Loading) airport basis only. In case of any deviation from this term, the same would be clarified with vendors before opening of price bids.

INFORMATION ON REVERSE AUCTION

REVERSE AUCTION (AA: SSP: RA: 03) Issued on 26.09.2016

BHEL reserves the right to go for reverse auction (RA) (guidelines as Available on www.BHEL.com) instead of opening the sealed envelope price Bid, submitted by the bidder. This will be decided after Techno-commercial evaluation. Bidders to give their acceptance with the Offer for participation in RA. Non-acceptance to participate in RA may Result in non-consideration of their bids, in case BHEL decides to go For RA.

Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'process compliance form' (to The designated service provider) as well as 'online sealed bid' in the Reverse auction. Non-submission of 'process compliance form' or 'online Sealed bid' by the agreed bidder(s) will be considered as tampering of The tender process and will invite action by BHEL as per extant Guidelines for suspension of business dealings with suppliers/ Contractors (as available on www.BHEL.com).

The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along With the offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be Placed on lower of the two bids (RA closing price & envelope sealed Price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the Contract on thus awarded rates.

If it is found that L1 bidder has quoted higher in online sealed bid in Comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it Will be considered as fraud and will invite action by BHEL as per extant Guidelines for suspension of business dealings with suppliers/ Contractors (as available on www.BHEL.com)