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- 1.0** Sealed Tenders can be dropped in the Tender Box as specified in NIT.
- 2.0** Before tendering, the tenderer is advised to inspect the site of work and the environment and be acquainted with the actual working and other prevalent conditions, facilities available 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 in **two parts bid system**, as per below details.
- 4.a.** The **Part-I** Techno-commercial bid in a **sealed envelope** shall contain minimum documents following but not limited to :
1. Fresh EMD of Rs. 28778/- or one time EMD of Rs 5 lakhs.
  2. DD or MR of Rs.500+12% GST = Rs. 560/- towards tender cost.
  3. **\*Copy of Labour license as applicable**
  4. Copy of PAN card. If not submitted earlier
  5. Declaration sheet as per proforma at Annexure-‘A’
  6. Bank Account particulars with MICR no. for Electronic Fund Transfer as per Annexure-‘B’ If not submitted earlier
  7. Copy of work order/documents in support of experience as per Annexure-‘C’
  8. Check list and schedule of general particulars as per Annexure-‘D’
  9. GST Registration certificate.
  10. **\*Copy of PF & ESI Registration and labour license.**
  11. **Balance Sheet of last three years ending on 31<sup>st</sup> March2018 (FY. 15-16, 16-17 & 17-18 )**
- \*Note: Contractors are required to submit copy of PF registration, ESI registration and labour licence before the commencement of the work. However the contractors who have these documents may enclose them with technical bid (ESI & P.F Registrations )
- 4.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 technically and commercially acceptable in **Part-1 (Techno-commercial bid)**.
- Quoted price to be written both in figures and words. In case of any ambiguity the lower price given in words shall be taken as the quoted price.
- 5.0** Each page of the offer shall be duly signed by an authorised person, with all formalities, in a sealed & properly super scribed envelope and shall be deposited, in tender box at the designated venue, on or before the date and time as specified in NIT.

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- 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 but **Excluding GST**. No 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. Quoting of any ambiguous, **overwritten**, unclear or **erased rate** in Price bid to be strictly avoided. Any such case may lead to cancellation of the offer /bid .
- 9.0** Validity period of an offer shall be three months (90 Days) from the date of tender opening.

Signature of Contractor/Bidder  
(Seal)

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## **ANNEXURE – A**

### **Declaration Sheet**

I / We, ..... hereby certify that, all the information and data furnished by me / us with regard to this Tender Specification (CRX/Unloading/2019-20/W2) are true and complete to the best of my / our knowledge. I / We have gone through the NIT, Instructions to tenderers, General terms & conditions and Scope of work and Statutory compliances with the requirements and intent to execute the work as per specification, without any deviation.

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.

Signature of Contractor/Bidder(Seal)

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## **ANNEXURE – B**

### **Bank Account particulars with MICR no. for Electronic Fund Transfer**

BHEL has decided to make all payments through Electronic Fund Transfer. Bidders are requested to give the following details along with your quotations so that this can be stored in our records for effecting Electronic Fund Transfer. Please note that hence forth we propose to make all payments through EFT.

Following data is required to enable processing of e-payments to vendors.

1. Name of the Supplier (max 60 char.)
2. Account Number (max 17 char)
3. Name of the bank, branch, city (max 0 char, max 40 char, max 20 char)
4. Branch Code ( max 5 char)
5. MICR Code (max 30 char)
6. IFSC Code (max 30 char) (Every NEFT enabled bank /branch has a unique IFSC Code(Indian financial security code, this code may differ from RTGS IFSC code)

**VENDORS /BIDDERS ARE SUPPOSED TO SUBMIT THE INFORMATION ON FIRM'S LETTER HEAD DULY ENDORSED AND STAMPED BY THEIR BANKERS.**

Those who had already sent the EFT details may please reconfirm/check the details (it is available in your B2B login)


Vendors /bidders may please further note that the above requirements are deemed to be part of the Tenderer / purchase enquiries issued by BHEL Bhopal even if it is not explicitly stated in the printed Tender / purchase enquiry form.

In addition to the above information please also furnish the following details to enable faster clearance of bills.

7. Email address (max 40 char Compulsory)
8. Details of TIN No (11 char)
9. Micro Small Medium (MSMED)Certificate (if applicable)

Note : Not Required if Submitted Earlier

Signature of Contractor/Bidder  
(Seal)

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### **ANNEXURE – C**

#### **Information of Jobs Executed In Past Seven Years (01.04.12 to 31.03.19)**

Type of Work: Material handling (loading, unloading, stacking packing etc.) through labours / Crane.

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

Note: Copy of supporting documents like work order, work completion TDS certificate may be enclosed.

- i) As per CVC guideline average financial turnover during the last 3 years, ending 31<sup>st</sup> March 2018 (previous financial year), should be at least 4.32 Lacs.

**AND**

- ii) Experience of having successfully completed similar work of material handling (loading, unloading, stacking etc.) during last 7 years ending last day of April, 19 should be either of the following

a. Three similar completed works costing not less than 5.76 Lacs.

**OR**

b. Two similar completed works costing not less than 7.19 Lacs.

**OR**

c. One similar completed work having volume not less than 11.51 Lacs.

Signature of Contractor/Bidder  
(Seal)


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**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.	Tender Cost Rs.500+12% GST= 560/-	
6.	Bidder's proposal No. & date	
7.	Whether EMD of Rs. 28778/- submitted (By pay order/ bank draft) or one time EMD of Rs. Five Lakh. Pl. give details.	Yes/No/ NA
8.	Submission of Declaration Sheet (in the format Annexure "A")	Yes / No
9.	Submission of Bank Particulars (in the format Annexure "B")	Yes / No/ NA
10.	Submission of signed and stamped downloaded copy of documents "A" Instructions to tenderer "B" Scope of work and special conditions "C" General terms & conditions "D" Statutory compliances.	Yes / No
11.	Submission of Attested copy of power of attorney if signed by person other than the owner.	Yes / No/NA
12.	Submission of copy of PF, ESI and Labour licence as applicable	Yes / No
13.	Submission of photocopy of PAN card	Yes / No
14.	GST Registration	Yes / No
15.	Submission of price bid in another sealed envelope	Yes/ No
16.	<b>PQC (Pre qualifying Criterion)</b>	
17.	Submission of details of experience (in the format Annexure "C")- if required a separate sheet can be enclosed	Yes / No
18.	Details of Experience: Successfully Completed similar work of Loading unloading in 07 years ending March 2019 (a) There works costing not less than 5.76 lacs Or (b) Two works costing not less than 7.19 lacs Or (c) One works costing not less than 11.51 lacs	
19.	Submission of Balance Sheet(FY15-16, 16-17 &17-18) Minimum Rs. 4.32 lakhs	Yes/ No

Signature of Contractor/Bidder  
(Seal)

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