

BHARAT HEAVY ELECTRICALS LIMITED

Corporate Administration
BHEL House, Siri Fort, New Delhi-110049

Tender No. AA:GAX:19:RS:005

Dated: 17.08.2019

Due Date: 07.09.2019 by 14:00 Hrs.

Sub: Open tender for rental / hiring of multi-function photocopier machines for Delhi / NCR based offices for 3 years.

Dear Sirs,

Bharat Heavy Electricals Ltd. (A Govt. of India Undertaking) requires approx. **64 Nos. Multifunctional Digital Photocopier Machines** on monthly rental basis for a period of 3 years. The rental agreement may be extended beyond 3 years, with mutual consent.

Quotations are invited in sealed cover with Enquiry No., Enquiry Date and Quotation Due Date, legibly super-scribed on it, for the under mentioned Scope / Items subject to acceptance of the enclosed Terms and Conditions. The quotation should reach in the office of the undersigned by 14:00Hrs on or before the Due Date.

SN	Description / Instructions
1.	<p>a) Approx. 64 Nos. Multifunctional Digital Photocopier Machines (62 nos. of Cat-A & 02 nos. of Cat-B) as mentioned in the Price Format and Technical Specifications. This number is indicative and may increase or decrease by 30%, as per BHEL Requirement. The rates offered shall remain fixed during the contract period.</p> <p>b) Technical Terms & Conditions / Specifications (Annexure-"A-0 to A-3").</p> <p>c) General Terms & Conditions (Annexure-"B").</p> <p>d) Un-Priced / Price Formats (Annexure-"C1" & "C2").</p> <p>e) Commercial Terms & Conditions (Annexure-"D").</p> <p>f) Authorization Letter (Annexure-"E").</p> <p>g) Acceptance letter/No deviation certificate (Annexure-F).</p> <p>h) Declaration reg. non banning (Annexure-G).</p> <p>i) Technical Details (Annexure-"H").</p> <p>j) Bidder's Details (Annexure-"I").</p> <p>k) Checklist (Annexure-"J").</p> <p>l) NEFT Format (Annexure-"K").</p> <p>m) CA Certificate for MSEs (Annexure-"L")</p> <p>n) EMD amount of Rs. 2,00,000/- to be deposited along-with Part-I bid.</p> <p>IMPORTANT INSTRUCTIONS:</p> <p>1. Bidders must go through all these Annexures before submitting the bid.</p> <p>2. Offers should be submitted in Two Parts as described in Annexure-"D".</p> <p>3. The prices must be Quoted in the enclosed Price Format only.</p> <p>4. Quoted Rates shall remain FIXED during the entire period of three years.</p> <p>5. Price Bids of the technically & commercially acceptable parties ONLY shall be opened.</p>
2.	

Please note that offers shall be submitted ONLY by the OEMs directly or their authorized dealer with back-up guarantee from the respective OEM. In case, an OEM authorizes any of his dealers for this tender, the authorization letter issued by OEM shall be submitted along with the tender submission.

The Part-I offers of the parties, shall be opened on due date of opening, i.e. **07.09.2019 at 14:30 Hrs.** in the presence of authorized representatives of the parties who may like to be present.

Thanking you,

For & on behalf of BHEL

राहुल सिंह / RAHUL SINGH
वरिष्ठ अभियंता / Senior Engineer
कॉर्पोरेट प्रशासन एवं आई.एस.एम.जी. / Corporate Administration & ISMG
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Limited
डी.एच.ई.एल. हाउस, सीरी फोर्ट, / BHEL House, Siri Fort,
नई दिल्ली-110049 / New Delhi-110049

Rahul Singh
Senior Engineer (HR-GAX & ISMG)
BHEL Corporate Office, Siri Fort, ND-49
Off: 011 6633 7437
Email: rahulsingh@bhel.in

17/08/2019

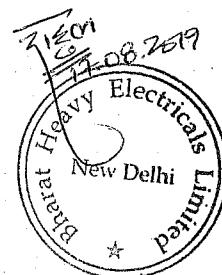
Technical Terms & Conditions / Specifications

A. PRE QUALIFYING REQUIREMENTS (PQR) :

- 1) Earnest Money Deposit (EMD) of Rs. 2,00,000.00 (Rupees Two Lakhs Only).
- 2) The bidder should have PAN and GST Registration No.
- 3) The bidder's average annual financial turnover during the last three financial years ending 31st March'19 should be at least Rs. 13.65 Lakhs.
- 4) The experience of having successfully completed similar Job / services during last 7 years ending on 31.07.2019 should be either of the following: -
 - a) Three similar completed jobs / services costing not less than Rs. 18.20 Lakhs each, annually.
 - or
 - b) Two similar completed jobs / services costing not less than Rs. 22.75 Lakhs each, annually.
 - or
 - c) One similar completed job / service costing not less than Rs. 36.40 Lakhs, annually

"Similar Job / service" refers to "(i) sales, rentals & services of photocopier machines OR (ii) operations of photocopying, reprographic & printing solutions".
- 5) Bidder must be either:
 - a. OEM (Original Equipment Manufacturer) or
 - b. an authorized dealer (of OEM(s))
(In case of participation by a dealer, authorization from OEM specific to this tender shall be required)
- 6) Compliance to technical specifications of multi-function photocopier machines in each category (A & B). Confirmation in writing shall be obtained from the OEM of the machines quoted.
- 7) Acceptance to all tender terms & conditions.
- 8) Relaxation of Norms for Startups & MSMEs: -
 - a. The condition of Prior Turnover and prior experience {as per clause no. 3 and 4 above} is relaxed for all Startups whether Micro & Small Enterprises(MSEs) or otherwise subject to meeting of quality and technical specifications in accordance with the relevant provision of GFR 2017 or latest version and other DOE-PPD notifications for relaxation norms for Startups issued from time to time.
 - b. **Start-ups** and **MSEs** are also exempted from paying of EMD (a PQR criteria as per clause no.1 above).

Ref. DPE/5(1)/2014-Fin dated 8th Nov'16 circulating Dept. of Expenditure OM No. 20/2/2014.PPD(PT.) dated 25th July, 2016.



B. DOCUMENTS REQUIRED IN SUPPORT OF PRE-QUALIFYING REQUIREMENT:

- 1) EMD of Rs. 2,00,000.00 (Rupees Two Lakhs Only) is to be submitted through one of the following modes ONLY:
 - i. Cash deposit as permissible under the extant Income Tax Act (before tender opening).
 - ii. Electronic Fund Transfer credited in BHEL Account (before tender opening).

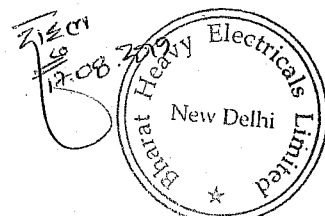
BHEL Account Details placed below:
BANK ACCOUNT NAME: BHARAT HEAVY ELECTRICALS LIMITED
BANK NAME: KOTAK MAHINDRA BANK
CA NO.: 9011196535 (CURRENT ACCOUNT)
BRANCH CODE: 000172
MICR: 110485003
IFSC: KKBK0000172
PAN: AAACB4146P
 - iii. Banker's cheque / Pay order / Demand Draft, in favour of BHEL (along with offer)
 - iv. Fixed Deposit Receipt (FDR) issued by Scheduled banks / Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the contractor, a/c BHEL)

Note: EMD in any other forms/modes except the forms/modes mentioned above will lead to the rejection of bid. Also, if less than required EMD is submitted, the bid shall not be considered for further evaluation.

- 2) Copy of valid PAN Card & GST Registration, duly signed and stamped by the bidder.
- 3) (i) Self-attested copy of audited of Balance Sheet and profits & loss Account statements of last three financial years i.e. FY 2016-17, 2017-18 & 2018-19. In case of unavailability of audited Balance Sheet & Profit & Loss statement, CA certificate for the same shall be furnished.
(ii) Copy of acknowledgements of IT return of last three assessment years i.e. AY 2016-17, 2017-18 & 2018-19.
All documents shall be signed & stamped by the bidder.
- 4) Copies of Work Orders / award letters / agreement / contract along with certificates / communication of successful completion in support of proof of experience & executed value for the jobs / services executed by the bidders during last 7 years ending on 31.07.2019 as against SNo.4 of Pre-Qualifying Criteria.

Note: Contact details of the issuing authority(s) shall be submitted for verification purpose.

- 5) If the bidder is an OEM of the offered machines (against NIT), letter of confirmation on the OEM's letter head shall be submitted. If the bidder is an authorized dealer, letter of authorization from the OEM on its letter head shall be submitted. The authorization letter shall be specific to this tender or else it shall be treated as invalid.
- 6) For proof of compliance to all technical specifications (of the machines) under 2 categories (A & B), the following shall be submitted:
 - a. Annexure-A1 & A2 shall be duly filled, signed & stamped by the bidder.
 - b. OEM's confirmation of compliance of all technical parameters as per Annexure-A1 & A2. This shall be required on the OEM's letter head, duly signed & stamped by an authorized representative.
 - c. Annexure-C (Un-priced bid) shall be duly filled, signed & stamped by the bidder.
- 7) As an acceptance of all tender terms & conditions, all pages of tender documents (except Price Bids) duly signed & stamped by an authorized representative of the bidder on all pages shall be submitted in Part-I bid.
- 8) Bidder who intends to participate as "Startups" company should fulfil all the conditions of Startups as directed by Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce & Industry, Govt. of India and his eligibility shall be valid as on bid closing date. They will also enclose the Certificate of Recognition issued by DIPP.



Further necessarily, they have to submit the declaration to the effect on their letter head as prescribed below and must be signed and stamped by the authorized person.

DECLARATION IN CASE OF START-UP COMPANIES

We are a "Start-up" company and we are meeting all conditions and therefore eligible as Start-up company as on the date of tender bid closing.

We are also enclosing copy of certificate of recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.

For benefits & relaxations to MSEs, ref. Clause C below.

Note: BHEL reserves the right to verify the correctness of the documents submitted against fulfilling the PQR criteria.

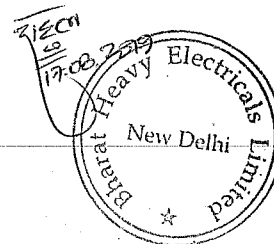
C. PROVISIONS FOR MICRO AND SMALL ENTERPRISES (MSEs)

Any Bidder falling under MSE category, shall furnish the following details & submit documentary evidence/ Govt. Certificate etc. in support of the same along with their techno-commercial offer.

Type under MSE			SC/ST owned	Others
Micro				
Small				

Note: - If the bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSE category.

- a) MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either Udyog Aadhaar or 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 (format enclosed as **Annexure-L**) where deemed validity of EM-II certificate of five years has expired applicable for the last audited financial year. Date to be reckoned for determining the deemed validity will be the last date of Bid submission. Non-submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for this enquiry if the above required documents are not submitted along with offer. If the tender is to be submitted through e-procurement/tendering portal, then the above required documents are to be uploaded on the portal.
- b) **MSEs shall be exempted from payment of earnest money at the time of tender submission. However, there is no exemption of security deposit submission.**
- c) Participating MSEs quoting price within price band of L1+15 % shall be considered for award of complete scope of work by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE. In case of more than one such MSE, MSE with lowest price shall be given the first option to match the L1 price. However, MSEs owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs shall be given the preference for matching the L1 price irrespective of their standing in comparative statement of MSE bidders within price band of L1+15 %.
- d) However, credentials of all MSE suppliers will be verified before considering the intended benefits for MSE suppliers at the time of tender evaluation.



Annexure A1

Tender No. AA:GAX:19:RS:005

Dated: 17.08.2019

Category A (25 CPM or above): Technical Specifications

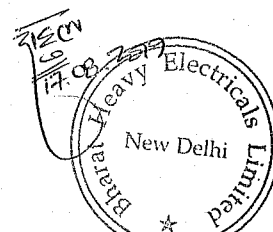
Proposed MFD Photocopier (mention brand & unique model number)		
Required Feature	Technical specification as per BHEL Requirement	Features available in the proposed MFD Photocopier
Speed - A-4 paper	minimum 25 CPM	
Memory	min. 1 GB RAM & min. 1GB Hard Disk to cater to approx. 35 workstations seamlessly	
Printing & photocopying	Black & White	
DADF	Required for scanning of double side document	
Duplexing	Required	
Set making feature	Required	
Original Paper size acceptance (Printing / Recording size range)	A-5 to A-3	
No. of Input Trays	Minimum 02 nos. base trays with min. 500 pages (A4 / A3) capacity of each tray and minimum 01 no. additional by-pass / multi-purpose tray	
Fax Card	Required	
Network Printing	Hardware & software required to facilitate the use as network printer for approx. 35 workstations seamlessly	
Scanner	Full colour scan (in pdf or jpg) with PUSH (to email) & PULL scan required	
Resolution (Print & Scan)	600 x 600 dpi or higher	
Operation Panel / Display	Multi-colour touch screen display / UI for user-friendly operation	
Operating system compatibility	Windows 10/8.1/8/7/Vista/Windows Server 2008 or any higher version(s)	
Password protection for operations	Option shall be available for use as per requirement at different locations	
Automatic service request	For quick resolution to toner exhaustion, spares & downtime	
Energy Saver	Auto Shut-Off and Standby Mode	

Note: In case the bidder opts to quote for multiple models (maximum 3 nos.) in this category, the bidder shall submit this annexure for each of the quoted models.

Name and Rubber Seal of the Bidder

Signature

Name



Annexure A2

Tender No. AA:GAX:19:RS:005

Dated: 17.08.2019

Category B (65 CPM or above): Technical Specifications

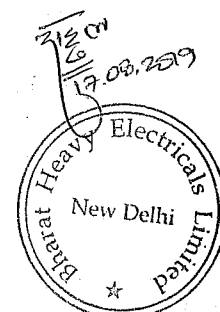
Proposed MFD Photocopier (mention brand & unique model number)		
Required Feature	Technical specification as per BHEL Requirement	Features available in the proposed MFD Photocopier
Speed - A-4 paper	minimum 65 CPM	
Memory	min. 2 GB RAM & 2 GB Hard Disk	
Printing & photocopying	Black & White	
DADF / SPDF	Required for scanning of double side document in single pass	
Duplexing	Required	
Set making feature	Required	
Document finisher	Required	
Original Paper size acceptance (Printing / Recording size range)	A-5 to A-3	
No. of Input Trays	Minimum 02 nos. base trays with min. 1000 pages (A4) capacity of each tray and minimum 01 no. additional by-pass / multi-purpose tray.	
Fax Card	Not required	
Network Printing	Hardware & software required to facilitate the use as network printer and to manage big jobs	
Scanner	Full colour scan (in pdf or jpg) with PUSH (to email) & PULL scan required	
Resolution (Print & Scan)	600 x 600 dpi or higher	
Operation Panel / Display	Multi-colour touch screen panel / UI for user-friendly operation	
Operating system compatibility	Windows 10/8.1/8/7/Vista/Windows Server 2008 or any higher version(s)	
Password protection for operations	Secure printing required	
Automatic service request	For quick resolution to toner exhaustion, spares & downtime	
Energy Saver	Auto Shut-Off and Standby Mode	

Note: In case the bidder opts to quote for multiple models (maximum 3 nos.) in this category, the bidder shall submit this annexure for each of the quoted models.

Name and Rubber Seal of the Bidder

Signature

Name



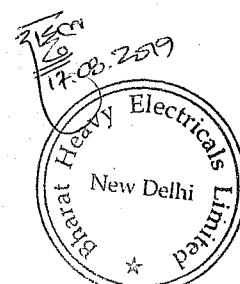
Annexure-B

Tender No. AA:GAX:19:RS:005

Dated: 17.08.2019

General Terms & Conditions

1. Bidders can quote for maximum 3 different models of machines under the two categories of machines, i.e. A & B. This shall be indicated in the Un-Priced Bid format at Annexure-C submitted with Part-I bid. Bidders opting to quote for 2 different models of machines shall submit Price Bids at Annexure-C1 & C2 for Option 1 & 2 respectively. Annexure-C3 in this case shall be cancelled and submitted.
2. Technical data / brochure shall be furnished along with techno commercial bid for the model of machines offered.
3. The category wise quantities indicated are subject to an increase / decrease by 30% as per BHEL requirement. The additional machines (over & above the initially ordered quantity) shall be provided on the same rates, terms and conditions by the successful bidder during the contract period of 3 years, extendable upon mutual consent. Contract validity for these additional machines shall be for a period of 3 years (and extension period, if any) from the date of successful installation.
4. Delayed / Incomplete offers are liable to be rejected.
5. Rates shall remain fixed for the contract period of **Three** years. The agreement shall be extendable on mutual consent basis. No request will be entertained for any increase of rates in between the contract period whatsoever may be the reason.
6. In case any typing error / other clerical error in the tender document is noticed by the bidder, the same shall be pointed out & got clarified before submission of offer, or else, BHEL's interpretation shall prevail & shall be binding on the bidder(s).
7. The offer shall remain valid for 90 days from the date of opening of Part-I Bid & 60 days from the date of RA / Price Bid opening, whichever is later.
8. Manufacturer's name, trade Mark or Patent No. if any, should be specified.
9. Bid should be free from correction, overwriting, using corrective fluid, etc. Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the bid else bid shall be liable for rejection. All overwriting / cutting, etc. will be numbered by bid opening officials and announced during bid opening.
10. BHEL reserves the right to split the order & also increase or decrease the quantity.
11. **BHEL reserves the right to have free practical demonstration of the quoted machine(s) at BHEL office before opening of Price Bids.**
12. The offers of the bidders who are on the banned list as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com
13. Post techno – commercial evaluation of the bidders, BHEL may either opt for holding Reverse Auction or open the submitted Price Bids (Part-II Bids). For this, BHEL decision shall be final & binding.



14. Evaluation Criteria of Price Bids:

P1. for 25 CPM or above	= Monthly Rent + (2,900 x 1(a))
P2. for 65 CPM or above (all-inclusive rates)	= Monthly Rent + (39,400 x 2(a))

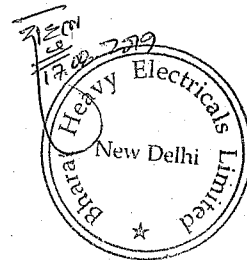
Where, values P1, P2, 1(a) & 2(a) shall be obtained from Annexure-C1, C2 & C3 (Price Bid Formats). The values 2,900 and 39,400 used above are the respective monthly loads per machine, which is based on past consumption data.

Evaluation shall be done on the basis of "Cost to BHEL" including GST as applicable.

Order shall be placed on Category-wise L-1 rates (Cost to BHEL)

In the event of more than one bidder having quoted identical lowest rates and there is a tie amongst the bidders, the respective bidders would be asked to submit their revised rates. This process would continue till the distinct L1 rate is arrived.

15. BHEL reserves the right to accept / reject any offer without disclosing any reason.



UN-PRICED FORMAT

NO RATES SHALL BE QUOTED IN THIS ANNEXURE.

SN	Machine Description	Nos.
(i)	Category-A, i.e. 25 CPM or above	62
(ii)	Category-B, i.e. 65 CPM or above	2

Brand & Unique Model Number of the machine offered:

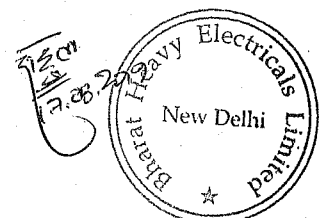
1. Category-A, i.e. 25 CPM or above Option 1:
Option 2:
Option 3:
2. Category-B, i.e. 65 CPM or above Option 1:
Option 2:
Option 3:

The bidders are required to circle & tick Q or NQ in the table below, where,
Q means – The bidder has QUOTED for the category of machine
NQ means – The bidder has NOT QUOTED for the category of machine

S.No.	DESCRIPTION	"Q" / "NQ" (No rates to be quoted)
1.	Basic monthly rental charges per machine for Category-A, i.e. 25 CPM or above machines (62 Nos.), inclusive of taxes	Q / NQ
1(a).	Per copy rate for Category-A, i.e. 25 CPM or above Machines (62 Nos.)	
P1	For Category-A, i.e. 25 CPM or above machine {S.No. 1 + 2900 X S.No. 1(a)}	
2.	Basic monthly rental charges per machine for Category-B, i.e. 65 CPM or above machines (2 Nos.)	Q / NQ
2(a)	Per copy rate for Category-B, i.e. 65 CPM or above Machines (2 Nos.)	
P2	For Category-B, i.e. 65 CPM or above machine {S.No. 2 + 39400 X S.No. 2(a)}	

Note:

1. Bidders can quote for maximum 3 different models of machines under the two categories of machines, i.e. A & B. This shall be indicated in the Un-Priced Bid format at Annexure-C submitted with Part-I bid.
2. Bidders option to quote for 2 different models of machines shall submit Price Bids at Annexure-C1 & C2 for Option 1 & 2 respectively. Annexure-C3 in this case shall be cancelled and submitted.



PRICE FORMAT

SN	Machine Description	Nos.
A	64 machines (for 3 years from date of AOC i.e. 36 months)	
(i)	20 CPM or above	62
(ii)	65 CPM or above	2

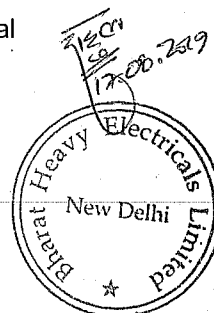
Brand & Unique Model Number of the machine offered:

1. Category-A, i.e. 25 CPM or above Option 1:
2. Category-B, i.e. 65 CPM or above Option 1:

S.No.	DESCRIPTION	Rates, all-inclusive (in Rs.)	Description of included taxes (in %)
1.	Basic monthly rental charges per machine for Category-A, i.e. 25 CPM or above machines (62 Nos.)		
1(a).	Per copy rate for Category-A, i.e. 25 CPM or above Machines (62 Nos.)		
P1	For Category-A, i.e. 25 CPM or above machine {S.No. 1 + 2900 X S.No. 1(a)}		
2.	Basic monthly rental charges per machine for Category-B, i.e. 65 CPM or above machines (2 Nos.)		
2(a)	Per copy rate for Category-B, i.e. 65 CPM or above Machines (2 Nos.)		
P2	For Category-B, i.e. 65 CPM or above machine {S.No. 2 + 39400 X S.No. 2(a)}		

Note: Evaluation shall be based on the values of P1 & P2 above. Ref. Evaluation Criteria, Clause No. 14, Annexure-B.

Signature
Name & Company Seal



PRICE FORMAT

SN	Machine Description	Nos.
A	64 machines (for 3 years from date of AOC i.e. 36 months)	
(i)	20 CPM or above	62
(ii)	65 CPM or above	2

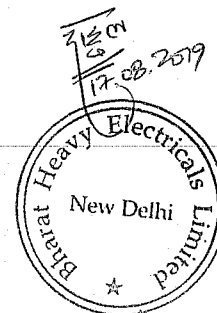
Brand & Unique Model Number of the machine offered:

1. Category-A, i.e. 25 CPM or above Option 2:
2. Category-B, i.e. 65 CPM or above Option 2:

S.No.	DESCRIPTION	Rates, all-inclusive (in Rs.)	Description of included taxes (in %)
1.	Basic monthly rental charges per machine for Category-A, i.e. 25 CPM or above machines (62 Nos.)		
1(a).	Per copy rate for Category-A, i.e. 25 CPM or above Machines (62 Nos.)		
P1	For Category-A, i.e. 25 CPM or above machine {S.No. 1 + 2900 X S.No. 1(a)}		
2.	Basic monthly rental charges per machine for Category-B, i.e. 65 CPM or above machines (2 Nos.)		
2(a)	Per copy rate for Category-B, i.e. 65 CPM or above Machines (2 Nos.)		
P2	For Category-B, i.e. 65 CPM or above machine {S.No. 2 + 39400 X S.No. 2(a)}		

Note: Evaluation shall be based on the values of P1 & P2 above. Ref. Evaluation Criteria, Clause No. 14, Annexure-B.

Signature
Name & Company Seal



PRICE FORMAT

SN	Machine Description	Nos.
A	64 machines (for 3 years from date of AOC i.e. 36 months)	
(i)	20 CPM or above	62
(ii)	65 CPM or above	2

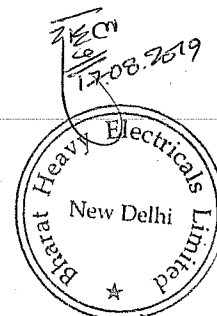
Brand & Unique Model Number of the machine offered:

1. Category-A, i.e. 25 CPM or above Option 3:
2. Category-B, i.e. 65 CPM or above Option 3:

S.No.	DESCRIPTION	Rates, all-inclusive (in Rs.)	Description of included taxes (in %)
1.	Basic monthly rental charges per machine for Category-A, i.e. 25 CPM or above machines (62 Nos.)		
1(a).	Per copy rate for Category-A, i.e. 25 CPM or above Machines (62 Nos.)		
P1	For Category-A, i.e. 25 CPM or above machine {S.No. 1 + 2900 X S.No. 1(a)}		
2.	Basic monthly rental charges per machine for Category-B, i.e. 65 CPM or above machines (2 Nos.)		
2(a)	Per copy rate for Category-B, i.e. 65 CPM or above Machines (2 Nos.)		
P2	For Category-B, i.e. 65 CPM or above machine {S.No. 2 + 39400 X S.No. 2(a)}		

Note: Evaluation shall be based on the values of P1 & P2 above. Ref. Evaluation Criteria, Clause No. 14, Annexure-B.

Signature
Name & Company Seal



Annexure-D

Tender No. AA:GAX:19:RS:005

Dated: 17.08.2019

Commercial Terms & Conditions

BID SUBMISSION

Bids shall be submitted latest by 14:00 Hrs. on or before the due date, in two parts as follows:

PART-I : TECHNO-COMMERCIAL BID This part shall contain the following:

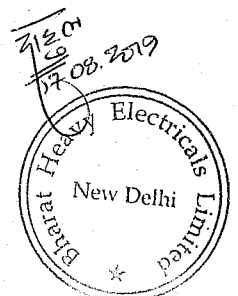
- a. Complete tender document in all respects, duly signed & stamped on each and every page by the authorized signatory of the bidder as a token of acceptance of all the terms and conditions of tender. **Price Bids (Annexure-C1, C2 & C3 shall not be submitted in Part-I submission).**
- b. Technical Terms & Conditions / Specifications (Annexure A, A1 & A2).
- c. General Terms & Conditions (Annexure-B).
- d. Un-Priced Format (Annexure-C).
- e. Commercial Terms & Conditions (Annexure-D).
- f. Authorization Letter (Annexure-E).
- g. Deviation letter - The bidder generally should accept all terms and conditions of the tender unconditionally. Tenders with deviations from terms and conditions are likely to be rejected. Deviations, if any, are to be listed / indicated in this annexure ONLY. Deviations mentioned elsewhere shall not be considered. (Annexure -F)
- h. Declaration reg. non banning, (Annexure-G).
- i. Technical Details (Annexure-H).
- j. Bidder's Details (Annexure-I).
- k. Checklist (Annexure-J).
- l. NEFT Format (Annexure-K).
- m. CA Certificate for MSEs (Annexure-L).
- n. **EMD:** The bidders shall furnish, as a part of the response, EMD amount of Rs. 2,00,000/- (Rupees Two Lakhs Only) in the form as stipulated at Clause B(1), Annexure-A.

EMD given by all unsuccessful bidders shall be refunded normally within fifteen days from award of work. EMD shall not carry any interest.

EMD by the Bidder will be forfeited, if:

- i) After opening the tender and within the offer validity period, the bidder revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- ii) The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.
- iii) EMD by the bidder shall be withheld in case any action on the bidder is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.

- f. All documents as required against the defined PQR as per Annexure-A.



PART-II: PRICE BID

Part-II shall contain **Prices only** as per Price Format (Annexure—C1, C2 & C3) and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details and / or Commercial Terms & Conditions, if found in this part shall be ignored as the same are supposed to be contained in Part-I only as indicated above.

This part shall be submitted in a Sealed Cover with bidder's Seal super-scribed with correct Enquiry No., due date of opening and '**Part-II: PRICE BID**'.

IMPORTANT NOTE: No additional documents shall be submitted with Part-I and Part-II bid other than the documents enlisted above for both bids. Ordered / indexed / numbered bids are expected from all the bidders. Additional documents if found any, shall not be considered for evaluation purpose.

1. Bid Opening

Part-I (Techno-Commercial Bids) will be opened at 14:30 Hrs. on the due date in the presence of bidders who may like to be present. Part-II (Price Bids) shall be opened of those bidders only who will be technically & commercially qualified vendors / parties in Part-I bid. Date and time of opening of Part-II (Price Bids) shall be communicated separately.

BHEL reserves to right to finalize the contract by conducting **Reverse Auction** which can be either category wise bidding or integrated category bidding. The Reverse Auction shall be conducted for Techno-Commercially qualified / acceptable bidders post evaluation of Part-I bids submitted before / on due date / time of submission.

2. Delivery of machines

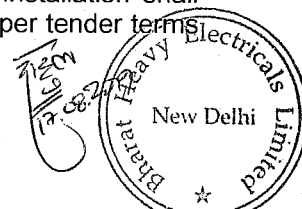
The brand new machines shall be delivered at the locations as specified by BHEL within 21 days of the placement of order or as specified in the LOI / AOC. However, efforts shall be made to deliver the machines well before the last date of delivery. Delayed delivery shall be addressed as per Penalty Clauses at S.No.7 below.

3. Installation of machines

- a. Installation of the machines shall be done within 7 days of the delivery of machines, or as indicated in the LOI / AOC.
- b. Delayed installation shall be addressed by Penalty Clauses at S.No. 7 below.
- c. Installation of machines shall include un-boxing, assembling & making machines functional for use. Installation of machines at specified locations within the mentioned offices, configuration of the machines over the LAN and all connected workstations shall be done by the vendor. It will be the responsibility of the vendor to make each machine available to all nearby workstations through LAN.
- d. During the course of the contract a few machines may be shifted from one office location to other office location after initial installation with in Delhi/NCR. If shifted, technical support for re-installation and re-configuration over LAN shall be under the scope of the successful bidder. Re-installation / re-configuration shall not have any financial implications on BHEL.

4. Payment Terms

- a. Bill (on monthly basis) complete in all respect along with all the requisite documents submitted by the service provider(s) to BHEL fortnightly will be paid within 30 days of its receipt and final acceptance of BHEL.
- b. Monthly rental shall be payable from the date of installation of machines. Installation shall include un-boxing, assembling & making the machines functional for use, as per tender terms.



& conditions. For this, installation reports duly certified by BHEL shall be submitted with the first month bills.

- c. For monthly payment against rental & consumption in terms of pages printed, machine print counters duly certified by BHEL, shall be submitted along with the bills. Payment against number of copies shall be done after deducting 1% wastage.
- d. No interest shall be payable for delay in making the payment. The service provider(s) shall not be entitled to any interest with respect to any money which may be due to him from BHEL.

5. Taxes & Duties

- a. Contractor shall submit GST compliant invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Payment shall be made to the contractor only after submission of GST complaint invoice. The successful service provider(s) shall raise GST compliant invoice affixing GSTIN of BHEL's unit availing the services.
- b. BHEL reserves the right to protect its interest against any loss on account of availability of GST credit, wherever such GST ITC is available as per GST Law provisions.
- c. GSTIN of BHEL will be provided to the service provider(s) along with the work order.
- d. Any new/change in statutory levy as and when made applicable by the Government shall become applicable against documentary evidence.
- e. Payment to the service provider(s) will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act & GST, as amended from time to time and a certificate to this effect shall be provided to the service provider(s) by BHEL.
- f. Applicable GST shall also be recoverable from the service provider(s) in case of LD recovery/penalty on account of breach of terms of contract.

6. Maintenance

- a. Successful Bidder shall maintain the machines to BHEL's entire satisfaction. All consumables and spares shall be provided by the successful bidder. Consumables shall be arranged well in advance. If a machine stops functioning due to unavailability of consumables (toner, drum, etc.), downtime as per Penalty Clauses at S.No. 7 below shall be charged.
- b. Vendor shall be responsible for all preventive and corrective maintenance of the machines inclusive of supply of spares and consumables during the entire contract period (incl. extension period, if any).
- c. Only Paper, Electricity and Operator will not be in the scope of the service provider.

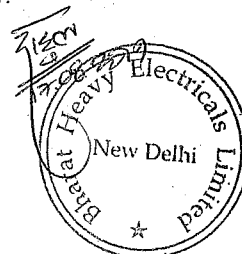
7. Penalty Clauses

- a. In case the installation of machines is delayed**, which is attributable to service provider, downtime as per S.No.(b) above shall be chargeable as penalty till the successful installation for each un-installed machine.

*** Installation of machine shall be done within 7 days of delivery of the machine or as indicated in the Award of Contract.*

- b. Any machine on complaint reported by BHEL shall be set right within 24 hours of reporting the complaint, failing which deduction & penalty will be made as placed below:

i. Monthly rental deduction = (Monthly Rent x Downtime (days##) / 24)



No. of days for which the machine was down / unavailable exclusive of the day of reporting the complaint and the day on which the machine was set right but inclusive of intervening holidays.

- ii. In addition to the above, a penalty / fine of Rs. 500.00 per day shall be charged. The same shall be deducted from the monthly bills of the provider.
- c. The service provider has to provide the best of his services during the contract period. BHEL reserves the right to terminate the contract by giving one month's notice to the service provider, if the performance of the machines or services is found to be unsatisfactory (duly certified by respective execution in-charge(s)). Indicative definitions of unsatisfactory machines & services is placed below:
 - i. Unsatisfactory machines: Machine issues like repeated downtime, machine stalls, interrupted service to users, un-availability of spares & consumables, mechanical issues, etc. shall be considered.
 - ii. Unsatisfactory services: Issues like delayed repairs, delayed spares & consumables (toners, cartridges, etc.), etc. incl. all other non-compliances to the tender terms & conditions shall be considered.

8. Damage to machines

Any damage caused due to fire, flooding, short circuiting, any natural calamity or due to long time use, etc. shall be borne by the vendor only. The insurance of the machines shall be in the scope of the vendor. In such cases, the vendor shall replace the machines if destroyed beyond recovery and repaired if damaged, within a period of 07 days from the date of intimation from BHEL. Beyond this time of 07 days, deduction shall be charged on downtime basis, as per Penalty Clauses at S.No. 7 above.

9. Location & Consignee

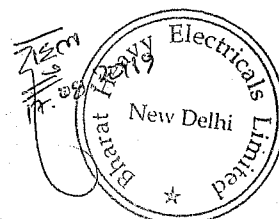
Maximum number of machines will be installed in BHEL House, at Siri Fort, New Delhi. A few machines shall be installed at Parliament Street, Udyog Bhawan, Noida and Greater Noida. However, final delivery details shall be shared at the stage of Award of Contract.

10. Training

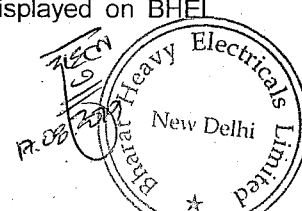
Vendor will provide necessary training to the users so as to train them in the day to day operation of the machine(s) so that they are able to use the machines properly resulting in less machine down time. Operation and Maintenance manual(s) shall be supplied with each machine without any extra charges.

11. REJECTION OF TENDER

- i. BHEL reserve the right to cancel the tender or reject the lowest or any tender or accept any tender in full or in part without assigning any reasons whatsoever at any stage.
- ii. BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case bidder shall have no claim arising out of such action by BHEL. The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights for the following without assigning any reasons whatsoever:
 - a. To reject any or all of the tenders.
 - b. To split up the work amongst two or more bidders as per NIT
 - c. To award the work in part if specified in NIT
 - d. In case of either of the contingencies stated in (b) and (c) above, the time for completion as stipulated in the tender shall be applicable.



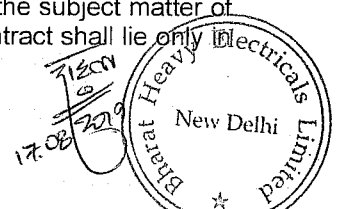
- iii. Conditional tenders, unsolicited tenders, tenders which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the tender conditions, specifications etc., are liable to be rejected.
 - iv. Tenders are liable to be rejected in case of unsatisfactory performance of the tenderer with BHEL, or tenderer under suspension (hold/banning /delisted) by any Unit / Region / Division of BHEL or tenderers who do not comply with the latest guidelines of Ministry/Commissions of Govt. of India.
 - v. If a bidder who is a proprietor expires after the submission of his tender or after the acceptance of his tender, BHEL may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, BHEL may then cancel such tender at their discretion, unless the firm retains its character.
 - vi. BHEL will not be bound by any Power of Attorney granted by changes in the composition of the firm made subsequent to the execution of the contract. They may, however, recognise such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
 - vii. 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 Earnest Money/Security Deposit/any other money due.
 - viii. Canvassing in any form in connection with the tenders submitted by the Tenderer shall make his offer liable to rejection.
 - ix. In case the Proprietor, Partner or Director of the Company/Firm submitting the Tender, has any relative or relation employed in BHEL, the authority inviting the Tender shall be informed of the fact as per specified format, along with the Offer. Failing to do so, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money/Security Deposit.
12. "The offers of the bidders who are under suspension as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com.
13. Integrity commitment, performance of the contract and punitive action thereof:
COMMITMENT BY BHEL: BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.
COMMITMENT BY BIDDER/ SUPPLIER/ CONTRACTOR: The bidder/ supplier/ contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.
- The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.
- The bidder/ supplier/ contractor will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.
- If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/ supplier/ contractor as per extant guidelines of the company available on <http://www.bhel.com> and/or under applicable legal provisions".
14. The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to **BHEL Fraud Prevention Policy** displayed on BHEL



website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

15. RISK & COST: This clause, in line with other Conditions of Contract will be invoked in any of the following cases. In any of the following cases, the Contractor shall pay the complete / excess cost to be incurred for the completion of the Contract.

- i. Contractor/ supplier's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor/ supplier including unexecuted portion of work/ supply does not appear to be executable within balance available period (#) considering its performance of execution.
 - ii. Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
 - iii. Non-completion of work/ Non-supply by the Contractor/ supplier within scheduled completion/delivery period as per Contract or as extended from time to time, for the reasons attributable to the contractor/ supplier.
 - iv. Termination of Contract on account of any other reason (s) attributable to Contractor/ Supplier.
 - v. Assignment, transfer, subletting of Contract without BHEL's written permission resulting in termination of Contract or part thereof by BHEL.
 - vi. Non-compliance to any contractual condition or any other default attributable to Contractor/ Supplier.
- 16.** The Tender submitted by a techno commercially qualified bidder shall become the property of BHEL who shall be under no obligation to return the same to the bidder. However unopened price bids and late tenders shall be returned to the bidders.
- 17.** Unsolicited discount received after the due date and time of Bid Submission shall not be considered for evaluation. However, if the party who has submitted the unsolicited discount/rebate becomes the L-1 party, then the awarded price i.e. contract value shall be worked out after considering the discount so offered.
- 18.** BHEL shall not be liable for any expenses incurred by the bidder in the preparation of the tender irrespective of whether the tender is accepted or not.
- 19.** The tender schedule and the tender shall be deemed to form an integral part of the contract to be entered into for this work.
- 20. SUBLETING:** The successful bidder should not sub-contract part or complete work detailed in the tender specification undertaken by him without written permission of BHEL. The bidder is solely responsible to BHEL for the work awarded to him.
- 21. TERMINATION OF CONTRACT ON DEATH:** Without prejudice to any of the rights or remedies under this contract, if the contractor dies, the accepting officer shall have the option of terminating the contract without compensation to the contractor's authorized survivors.
- 22. RECOVERY FROM CONTRACTOR:** Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.
- 23.** Lowest prices/service charge received against Tender need not be the acceptable to BHEL and in that case BHEL would not be considered the same for award of Contract. BHEL would negotiate or re-float the Tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons. In the event of the final L1 prices are not reasonable / acceptable to BHEL, BHEL also may resort to short closure of this Tender.
- 24. JURISDICTION:** Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract shall lie only in



the court of competent civil jurisdiction in this behalf at **DELHI** (where this Contract has been signed on behalf of the CONTRACTOR) and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

25. ARBITRATION:

- i. Both the Company and Contractor hereby agree that In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider/ Contractor in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL. The venue of arbitration shall be in **DELHI** and the Arbitrator's decision shall be final and binding on both the parties.

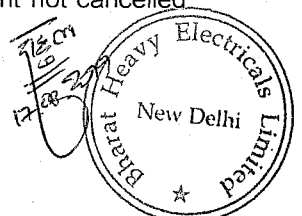
Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

- ii. In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable: -

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

26. DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

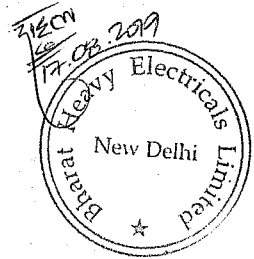
- a. If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled.



under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

- b. Cost of the purchases/service made by the Purchaser/Service taker at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

27. FORCE MAJEURE: The conditions of Force Majeure shall mean the events beyond control of the parties effected such as act of God, Earthquake, Flood, Devastating fire, War, Civil Commotion, Cyclone, Industrial Lockout and Statutory Act of the Government having bearing on the performance of the Contract. The party affected by Force Majeure shall be obliged to notify the other party within 48 hours, by fax/cable, of the commencement and the end of the Force Majeure circumstances preventing its performance of all or any of its obligations under this order. If performance of obligations under this order is delayed for more than one months due to a continuous Force Majeure, the party not affected by Force Majeure may at any time thereafter while such Force Majeure continues, by notice in writing forth with terminate all or any part of the unperformed portion this order. If this order or any portion thereof is terminated under Force Majeure conditions, the Contractor shall be liable to the COMPANY for any damages, losses or liabilities as result thereof.



Annexure-E

Tender No. AA:GAX:19:RS:005
Dated: 17.08.2019

Authorization Letter by OEM (on OEM's letter head)
(To be submitted, in case, bid is submitted by an authorized dealer)

We hereby authorize M/s. to quote rates, supply and maintain photocopier machines, raise bills, receive payments as per agreed tender terms & conditions and provide the services as per BHEL requirement.

This authorization is specific for BHEL Tender No. AA:GAX:19:RS:005 dated 17.08.2019.

In the event of award of contract, we further undertake full responsibility to provide services / spares and adhere with all the terms and conditions of above referred tender for the entire contract period, in case, M/s. will fail to do so, at any stage, during the entire contract period post award of contract.

Signature:

Name:

Designation:

Contact Details:

Contact no.(Offc):

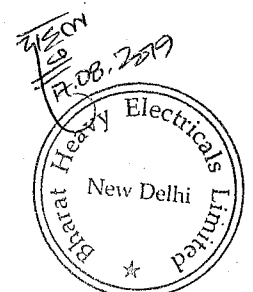
Contact no.(Mob):

Email ID:

Address:

Company / OEM Seal:

Date:



Annexure-F

Tender No. AA:GAX:19:RS:005

Dated: 17.08.2019

Acceptance Letter / No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender. We confirm that machines offered by us are conforming to the specifications mentioned in Annexure-A-1 to A-3.

Or

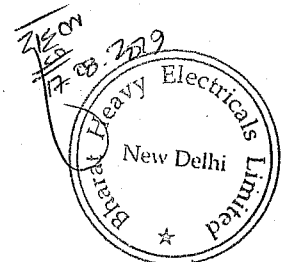
We hereby accept all terms and conditions of the above tender except the following:
(Give reference to Clause Nos. of Terms & Conditions which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.

Note : Deviations may or may not be accepted by BHEL.

Signature

With name, Designation & seal of the firm



Annexure-G

Tender No. AA:GAX:19:RS:005

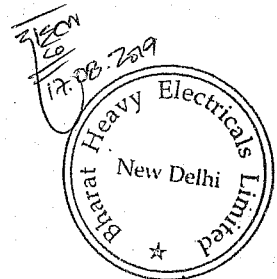
Dated: 17.08.2019

DECLARATION

I/ We hereby declare that I / we have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / court against our firm/ partner or the company.

Signature

With name, Designation & seal of the firm



Annexure-H

Tender No. AA:GAX:19:RS:005

Dated: 17.08.2019

TECHNICAL DETAILS

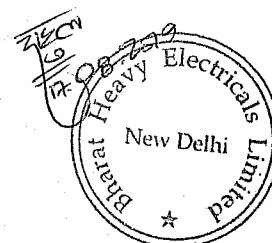
TURNOVER (F.Y.)	2015-16	2014-15	2013-14
Rs. (Lacs)			

Work Experience fulfilling PQR Criteria (As per work orders and work completion certificate submitted in Part-I Bid)

EXPERIENCE	No. of Work	Value	Customer's Name
1.			
2.			
3.			

PAN Card No. / Name on PAN Card	
Service Tax No. / Taxable Services	

Income Tax Return (F.Y.)	2014-15	2013-14	2012-2013
EMD Details	DD/ PO No.	Date	Amount (Rs.)

(Signature & seal of the contractor)

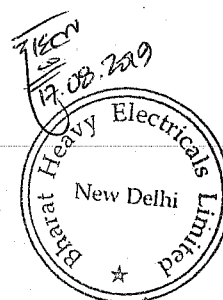
Annexure-I

Tender No. AA:GAX:19:RS:005

Dated: 17.08.2019

BIDDER'S DETAILS

Name of the Contractor /Party/ Firm	
Name of Authorized Representative	
Phone Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	

(Signature & seal of the contractor)

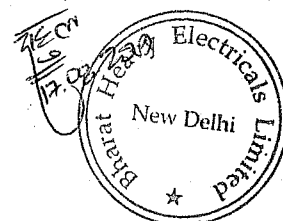
Annexure-J

Tender No. AA:GAX:19:RS:005
Dated: 17.08.2019

CHECK-LIST (Part-I Bid)**SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

SNo.	Description of requirement	Yes/ No/NA	Page Nos.
1	EMD of Rs. 2,00,000/- (Rupees Two Lakhs Only)		
2	Details of work experience, satisfactory work performance certificates.		
3	Certified & audited Balance Sheet and Profit & Loss Account statements of last three financial years i.e. FY 2016-17, 2017-18 & 2018-19. CA Certificate is acceptable where Balance Sheet & P/L statement is not available.		
4	Acknowledgement of I-T return of last three assessment years i.e. AY 2016-17, 2017-18 & 2018-19		
5	Copy of the PAN card.		
6	Copy of GST Registration No.		
7	Technical Terms & Conditions / Specifications (Annexure-A, A1 & A2).		
8	General Terms & Conditions (Annexure-B).		
9	Un-priced Copy of the Price Bid (Annexure-C).		
10	Commercial Terms & Conditions (Annexure-D).		
11	Authorization Letter (Annexure-E).		
12	Deviation letter (Annexure –F)		
13	Declaration reg. non banning (Annexure-G).		
14	Technical Details (Annexure-H).		
15	Bidder's Details (Annexure-I).		
16	Checklist (Annexure-J)		
17	NEFT Format (Annexure-K)		
18	CA Certificate for MSEs (Annexure – L)		

(Signature & seal of the contractor)



Annexure-K

Tender No. AA:GAX:19:RS:005
Dated: 17.08.2019

NEFT Format

Beneficiary Name	
Beneficiary Bank Name	
Beneficiary Bank address	
IFSC CODE of the bank	
Beneficiary Account Number	
Email ID	
PAN	

Enclosed: A photocopy/cancelled copy of one leaf from my cheque book for the codes required above.

I hereby confirm that the above mentioned particulars are in order. To facilitate NEFT credits, I will inform BHEL in case of any changes in the Bank Particulars at a future date.

Thanking you,

Yours sincerely.

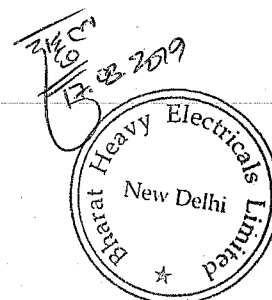
Signature:

Name:

Designation:

Company Seal:

Date:



Annexure-L

Tender No. AA:GAX:19:RS:005

Dated: 17.08.2019

Certificate by Chartered Accountant on letter head
(only for those who are submitting EM-II Certificate)
(To be submitted along with Part-1 Bid)

This is to certify that M/s, (hereinafter referred to as 'company')
having its registered office at is registered under MSMED Act-
2006, (Entrepreneur Memorandum No (Part-11)
dtd:, Category: (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited
financial yearas per MSMED Act-2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006: Rs.....Lacs
2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006: Rs.....Lacs (Strike off whichever is not applicable)

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs
forMicro / Small (Strike off which is not applicable) Category under MSMED
Act-2006. Or The company has been graduated from its original category (Micro/ Small) (Strike off which
is not applicable) and the date of graduation of such enterprise from its original category is
(dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its
original category as notified vide S.O.No.3322(E) dated 01.11.2013 published in the gazette notification
dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name

Membership number-

Seal of Chartered Accountant

