

**TENDER SPECIFICATION**  
**Tender Specification No BHE/PW/PUR/WR-RCOP/2272**

**FOR**

**PHOTOCOPYING AND ALLIED SERVICES AT BHEL PSWR HQ NAGPUR.**

**VOL-I: TECHNICAL BID SPECIFICATION**



**BHARAT HEAVY ELECTRICALS LIMITED**  
**(A Govt. of India Undertaking)**  
**POWER SECTOR - WESTERN REGION**  
**345-KINGSWAY, NAGPUR-440 001**



BHEL PAN: AAACB4146P

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2272

# NOTICE INVITING TENDER

Bharat Heavy Electricals Limited



**BHARAT HEAVY ELECTRICALS LIMITED  
POWER SECTOR WESTERN REGION, NAGPUR**

T.S. NO BHE/PW/PUR/WR-RCOP/2272

DT: 17/03/2020

NOTICE INVITING TENDER (NIT)

**NOTE: BIDDER MAY DOWNLOAD FROM WEB SITES**

Dear Sir/Madam

Sub : NOTICE INVITING TENDER

Sealed offers in two part bid (Techno-commercial Bid & Price Bid) system are invited from reputed & experienced bidders (meeting [PRE QUALIFICATION CRITERIA](#) as mentioned in Annexure-I) for the subject job by the undersigned on behalf of BHARAT HEAVY ELECTRICALS LIMITED as per the tender document. Following points relevant to the tender may please be noted and complied with.

**1.0 Salient Features of NIT**

SL NO	ISSUE	DESCRIPTION	
i	TENDER NUMBER	BHE/PW/PUR/WR-RCOP/2272	
ii	Broad Scope of job	PHOTOCOPYING AND ALLIED SERVICES AT BHEL PSWR HQ NAGPUR for a period of 24 Months.	
iii	DETAILS OF TENDER DOCUMENT		
<i>Vol-I - Tender Specification Applicable</i>			
<i>Vol-II- Price Bid Specification- Applicable</i>			
iv	Issue of Tender Documents	<b>Date: 17/03/2020</b> <i>Through BHEL Web Portal <a href="http://www.bhel.com">www.bhel.com</a></i> Tender documents will be available for downloading from website till due date of submission	<i>Applicable</i>
v	DUE DATE & TIME OF OFFER SUBMISSION	<b>Date :07/04/2020 , Time :15.00Hrs</b> <del>Email/registered post/by hand only</del> <i>Place : Through E-mail only to <a href="mailto:tapishkhandelwal@bhel.in">tapishkhandelwal@bhel.in</a> <a href="mailto:vivekjha@bhel.in">vivekjha@bhel.in</a> <a href="mailto:prchiwarkar@bhel.in">prchiwarkar@bhel.in</a> <a href="mailto:vgrathod@bhel.in">vgrathod@bhel.in</a> <a href="mailto:navinks@bhel.in">navinks@bhel.in</a></i> <b>Please note that tender has to be submitted through E-mail only. Tender in any other form shall not be accepted</b>	<i>Applicable</i>
vi	OPENING OF TENDER	<b>Date :07/04/2020 , Time :16.00Hrs</b> <i>Notes:</i> <i>(1) In case the due date of opening of tender becomes a non-working day, tenders shall be opened on next working day at the same time.</i>	<i>Applicable</i>

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		(2) Bidder may depute representative to witness the opening of tender.	
vii	<b>EMD AMOUNT</b>	<b>Rs. 18,360/- (Rupees Eighteen Thousand Three Hundred Sixty Only)</b> (MSE Bidders are exempt from paying EMD, Bidder need to furnish proof against the same)	Applicable
viii	<b>COST OF TENDER</b>	NA	Applicable
ix	<b>LAST DATE FOR SEEKING CLARIFICATION</b>	<b>Date: At least 3 days before the due date of offer submission</b> Along with soft version also, addressing to undersigned & to others as per contact address given below <b>Tapish Kumar , Dy Manager (Purchase)</b> <b>Ph: 0712-3048732/ 9010903666</b> <b>E-mail: <a href="mailto:tapishkhandelwal@bhel.in">tapishkhandelwal@bhel.in</a></b>  <b>Viveka Nand Jha, Dy Manager (Purchase)</b> <b>E-mail: <a href="mailto:vivekjha@bhel.in">vivekjha@bhel.in</a></b>	Applicable
X	<b>Pre-Bid Discussion</b>	--	Not Applicable
xi	<b>Latest updates</b>	Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications will be hosted in BHEL webpage ( <a href="http://www.bhel.com">www.bhel.com</a> -->Tender Notifications →View Corrigendums) and <b>not in the newspapers</b> . Bidders to keep themselves updated with all such information	
		<b>Contact details (BHEL-PSWR)</b> <b>Viveka Nand Jha, Dy Manager (Purchase)</b> <b>E-mail: <a href="mailto:vivekjha@bhel.in">vivekjha@bhel.in</a></b>  <b>Tapish Kumar , Dy Manager (Purchase)</b> <b>Ph: 0712-3048732 /901090366</b> <b>E-mail: <a href="mailto:tapishkhandelwal@bhel.in">tapishkhandelwal@bhel.in</a></b>	

2.0 The offer shall be submitted as per the instructions of tender document and as detailed in this NIT. Bidders to note specifically that all pages of tender document, including these NIT pages of this particular tender together with subsequent correspondences shall be submitted by them, duly signed & stamped on each page, as part of offer. Rates/Price including discounts/rebates, if any, mentioned anywhere/in any form in the techno-commercial offer other than the Price Bid, shall not be entertained.

3.0 — Unless specifically stated otherwise, bidder shall remit cost of tender and courier charges if applicable, in the form of Demand Draft drawn in favor of Bharat Heavy Electricals Ltd,

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~~payable at Power Sector Regional HQ at Nagpur issuing the Tender, along with techno-commercial offer. Bidder may also choose to deposit the Tender document cost by cash at the Cash Office as stated above against sl no iv of 1, on any working day; and in such case copy of Cash receipt is to be enclosed with the Techno Commercial offer. Sale of tender Documents shall not take place on National Holidays, holidays declared by Central or State Governments and BHEL PS HQ at Nagpur, Sundays and second/ last Saturdays~~

4.0 Unless specifically stated otherwise, bidder shall deposit EMD as per the provisions given below

- I. EMD can be paid in cash deposit (as permissible under extant Income Tax Act) before tender opening,
- II. EMD can be paid through Banker's cheque/Pay order/Demand Draft, in favour of 'Bharat Heavy Electricals Limited' and payable at Regional HQ issuing the tender (Along with the offer).
- III. Electronic Fund Transfer credited in BHEL account (before tender opening). Details of BHEL account have been furnished below.
- 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: In addition, the EMD amount in excess of Rs. Two Lakh may also be accepted in the form of Bank Guarantee from scheduled bank. The Bank Guarantee in such cases shall be valid for at-least six months.**

- V. No other form of EMD remittance shall be acceptable to BHEL

In case of remittance of EMD through Electronic Fund Transfer, Bank account details of BHEL PSWR to be used is as below:-

<b>NAME OF THE COMPANY</b>	<b>BHARAT HEAVY ELECTRICALS LTD</b>
ADDRESS OF THE COMPANY	SHREE MOHINI COMPLEX 345, KINGSWAY,NAGPUR
NAME OF BANK	STATE BANK OF INDIA
NAME OF BANK BRANCH AND BRANCH CODE	SBI,KINGSWAYBRANCH,BRANCH CODE- 00432
CITY	NAGPUR
ACCOUNT NUMBER	31380025872
ACCOUNT TYPE	CURRENT A/C
IFSC CODE OF THE BANK BRANCH	SBIN000432
MICR CODE OF THE BANK BRANCH	440002002

Above bank account, details can be used for remittance of Security Deposit as well by the successful tenderer.

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<b>Description/ Mode of Submission</b>	<b>EFT</b>	<b>Cash</b>	<b>FDR</b>	<b>DD/Pay Order</b>
Proof of EMD along with the offer	Receipt of Amount Transferred into BHEL Account	Receipt of cash deposit at BHEL office	Scan Copy has to be uploaded	Scan Copy has to be uploaded
Submission of EMD to BHEL PSWR, Nagpur			The Original FDR to be sent through Courier/Post to BHEL PSWR Nagpur.	Original DD/ Pay order to be sent through Registered Post

5.0 **Procedure for Submission of Tenders:** The Tenderers must submit their Tenders to Officer inviting Tender, as detailed below:

5.1 Bidders must submit their offer through ~~Email/registered post/by hand only~~ and following documents are required as Bidders offer:

- I. 'No deviation Certificate' as per Sl No 5.2
  - II. Proof of EMD as per Sl No 5.3 below
  - III. All documents mentioned in Check list (Annexure 4 of this NIT)
  - IV. Password Protected "Price Bid" as per SL No 5.4 (Part-II)
- } (Part-I)

**Note:** Bidder to ensure that total size of attachments in single E-mail does not exceed 18 MB. If required, bidder may send multiple E-mails for submission of offer. BHEL shall not be liable if offer is not received to BHEL before due date and late offer shall not be accepted under any circumstance. Tenders shall be sent via E-mail with due allowance for any last minute failure in internet connectivity etc.

5.2 Bidder has to submit "**No deviation certificate**" on or before the due date as indicated (Note: Submission of "No deviation certificate" would imply bidder's compliance with all the NIT terms and conditions.)

5.3 Proof of EMD viz Copy of Cash receipt issued by BHEL of requisite amount, 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), copy of receipt of Electronic Fund Transfer of requisite amount or scanned copy of Banker's cheque / Pay order / FDR / Demand Draft, must be furnished through email along with 'No Deviation Certificate' and other documents on or before the due date as indicated. However In case of Demand Draft/ Payorder/FDR/BG, Original Demand Draft/ Payorder/FDR/BG shall be sent to the officer inviting tender within a reasonable time failing which the offer is liable to be rejected.

5.4 **Password Protected Price bid** shall be submitted through email (password protected) ~~in hard~~ (in separate sealed cover) on or before the due date as indicated. Password of the protected file shall be declared by the bidder upon specific request of BHEL at the specified time to be informed later. Price bid shall be opened upon completion of part - I documents.

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5.5 The email offer shall be addressed to following mail ids

I. [tapishkhandelwal@bhel.in](mailto:tapishkhandelwal@bhel.in)

II. [vivekjha@bhel.in](mailto:vivekjha@bhel.in)

III. [prchiwarkar@bhel.in](mailto:prchiwarkar@bhel.in)

IV. [navinks@bhel.in](mailto:navinks@bhel.in)

V. [manisht@bhel.in](mailto:manisht@bhel.in)

VI. [ygrathod@bhel.in](mailto:ygrathod@bhel.in)

- Bidders are not required to submit any documents other than those detailed in SI No. 5.1

The Tenderers must submit their Tenders, as detailed below:

- PART-I consisting of 'PART-I A (Techno Commercial Bid)' & 'PART-I B (EMD/COST of TENDER)'
- PART-II (Price Bid)

The contents of the offer/tender are as given below. **(All Documents to be signed, stamped and sent through E-mail)**

SN	Description	Remarks
	<b>Part-I A</b>	
i.	Covering letter/Offer forwarding letter of Tenderer (Provided elsewhere in the technical bid)	
ii.	Duly filled-in 'No Deviation Certificate' as per prescribed format. <b>Note:</b> a. In case of any deviation, the same should be submitted separately, indicating respective clauses of tender against which deviation is taken by bidder. It shall be specifically noted that deviation recorded elsewhere shall not be entertained. b. BHEL reserves the right to accept/reject the deviations without assigning any reasons, and BHEL decision is final and binding. i). In case of acceptance of the deviations, appropriate loading shall be done by BHEL ii). In case of unacceptable deviations, BHEL reserves the right to reject the tender	
iii.	Supporting documents/ annexure/ schedules/ drawing etc as required in line with Pre-Qualification criteria. It shall be specifically noted that a credential certificates issued by clients shall distinctly bear the name of organization, contact phone no, FAX no,	

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SN	Description	Remarks
	etc.	
iv.	All Amendments/Correspondences/Corrigenda/Clarifications/Changes/Errata etc. pertinent to this NIT.	
v.	<del>Integrity Pact Agreement (Duly signed by the authorized signatory)</del>	
vi.	Duly filled-in annexures, formats etc. as required under this Tender Specification/NIT	
vii.	Notice inviting Tender (NIT)	
viii.	Volume – I A : Technical Conditions of Contract (TCC) consisting of Scope of work, Technical Specification, Drawings, Procedures, Bill of Quantities, Terms of payment, etc	
ix.	<del>Volume – I B : Special Conditions of Contract (SCC)</del>	
x.	<del>Volume – I C : General Conditions of Contract (GCC)</del>	
xi.	<del>Volume – I D : Forms &amp; Procedures</del>	
xii.	<del>Volume – I E: Technical Specifications and Plot Plan</del>	
xiii.	<del>Volume – II (UNPRICED – without disclosing rates/price, but mentioning only 'QUOTED' or 'UNQUOTED' against each item</del>	
xiv.	Any other details preferred by bidder with proper indexing.	

PART-I B		
i.	<p>1. Earnest Money Deposit (EMD) in the form as indicated in this Tender <b>OR</b> <del>Documentary evidence for 'One Time EMD' with the Power Sector Region of BHEL floating the Tender</del></p> <p>2. <del>Cost of Tender ( Demand Draft or copy of Cash Receipt as the case may be)</del></p> <p>Note: Refer Clause No-3 and 4 of NIT for further details</p>	

PART-II		
ii	Volume II – PRICE BID ( Duly Filled in Schedule of Rates – rate/price to be entered in words as well as figures)	

**SPECIAL NOTE: All documents/ annexures to be submitted should be through E-mail. BHEL shall not be responsible for in-complete documents.**

6 Void

7 Deviation with respect to tender clauses and additional clauses/suggestions in Techno-commercial bid / Price bid shall NOT be considered by BHEL. Bidders are requested to positively comply with the same.

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- 8 BHEL reserves the right to accept or reject any or all Offers without assigning any reasons thereof. BHEL also reserves the right to cancel the Tender wholly or partly without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter (except for the refund of EMD).
- 9 Void.
- 10 Since the job shall be executed at site, bidders must visit site/ work area and study the job content, facilities available, availability of materials, prevailing site conditions including law & order situation, applicable wage structure, wage rules, etc before quoting for this tender. They may also consult this office before submitting their offers, for any clarifications regarding scope of work, facilities available at sites or on terms and conditions.
- 11 For any clarification on the tender document, the bidder may seek the same ~~in writing or~~ through e-mail, by mentioning NIT No, reference clause of tender document and Bidder's query within the scheduled date for seeking clarification, from the office of the undersigned. BHEL shall not be responsible for receipt of queries after due date of seeking clarification due to ~~postal~~ network delay or any other delays. Any clarification / query received after last date for seeking clarification may not be normally entertained by BHEL and no time extension will be given.
- 12 BHEL may decide holding of pre-bid discussion [PBD] with all intending bidders as per date indicated in the NIT. The bidder shall ensure participation for the same at the appointed time, date and place as may be decided by BHEL. Bidders shall plan their visit accordingly. The outcome of pre-bid discussion (PBD) shall also form part of tender.
- 13 In the event of any conflict between requirement of any clause of this specification/ documents/drawings/data sheets etc or requirements of different codes/standards specified, the same to be brought to the knowledge of BHEL in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by BHEL shall prevail. Any typing error/missing pages/ other clerical errors in the tender documents, noticed must be pointed out before pre-bid meeting/submission of offer, else BHEL's interpretation shall prevail.
- 14 Unless specifically mentioned otherwise, bidder's quoted price shall deemed to be in compliance with tender including PBD.
- 15 Bidders shall submit Integrity Pact Agreement (Duly signed by authorized signatory who signs in the offer), **if applicable**, along with techno-commercial bid. This pact shall be considered as a preliminary qualification for further participation. **The names and other details of Independent External Monitor (IEM) for the subject tender is as given at point (1) above.**
- 16 The Bidder has to satisfy the Pre-Qualifying Requirements stipulated for this Tender in order to be qualified. The Price Bids of only those bidders will be opened who will be qualified for the subject job on the basis of satisfying the Pre-Qualification Criteria specified

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in this NIT as per Annexure-1 (as applicable), past performance etc. and date of opening of price bids shall be intimated to only such bidders. BHEL reserves the right not to consider offers of parties under HOLD.

- 17 In case BHEL decides on a 'Public Opening', the date & time of opening of the sealed PRICE BID shall be intimated to the qualified bidders and in such a case, bidder may depute one authorized representative to witness the price bid opening. BHEL reserves the right to open 'in-camera' the 'PRICE BID' of any or all Unsuccessful/Disqualified bidders under intimation to the respective bidders.
- 18 Validity of the offer shall be for **Six months** from the latest due date of offer submission (including extension, if any) unless specified otherwise.
- ~~19 BHEL reserves the right to decide the successful bidder on the basis of Reverse Auction process. In such case all qualified bidders will be intimated regarding procedure/modality for Reverse Auction process prior to Reverse Auction and price will be decided as per the rules for Reverse Auction.~~
- ~~However, if reverse auction process is unsuccessful as defined in the RA rules/procedures, or for whatsoever reason, then the sealed 'PRICE BIDS' will be opened for deciding the successful bidder. BHEL's decision in this regard will be final and binding on bidder.~~
- 20 On submission of offer, further consideration will be subject to compliance to tender & qualifying requirement and customer's acceptance, as applicable.
- 21 In case the bidder is an "Indian Agent of Foreign Principals", 'Agency agreement has to be submitted along with Bid, detailing the role of the agent along with the terms of payment for agency commission in INR, along with supporting documents. For the tenders requiring services of Original supplier of equipment/services, offer is preferred from the OEM/Principal. However, if the OEM/Principal insists on engaging the services of an agent, such agent shall not be allowed to represent more than one manufacturer/supplier in the same tender. Moreover, either the agent could bid on behalf of manufacturer / supplier or manufacturer / supplier could bid directly but not both. In case bids are received from both manufacturer / supplier and the agent, bid from agent shall be ignored.
- 22 The bidders shall not enter into any undisclosed M.O.U. or any understanding amongst themselves with respect to tender.
- ~~23 Consortium Bidding (or Technical Tie up) shall be allowed only if specified in Pre Qualifying Requirement (PQR) criteria, and in such a case the following shall be complied with:~~
- 24 The bidder shall submit documents in support of possession of 'Qualifying Requirements' duly self-certified and stamped by the authorized signatory, indexed and properly linked in the format for PQR. In case BHEL requires any other documents/proofs, these shall be submitted immediately.
- 25 The bidder may have to produce original document for verification if so decided by BHEL.

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26 Order of Precedence

In the event of any ambiguity or conflict between the Tender Documents, the order of precedence shall be in the order below:

- a. Amendments/Clarifications/Corrigenda/Errata etc issued in respect of the tender documents by BHEL
- b. Notice Inviting Tender (NIT)
- c. Price Bid
- d. Technical Conditions of Contract (TCC)—Volume-1A
- e. ~~Special Conditions of Contract (SCC)—Volume-1B~~
- f. ~~General Conditions of Contract (GCC)—Volume-1C~~
- g. ~~Forms and Procedures—Volume-1D~~

It may please be noted that guidelines/rules in respect of suspension of business dealings', 'Vendor evaluation format', 'Quality, Safety & HSE guidelines', etc may undergo change from time to time and the latest one shall be followed.

for BHARAT HEAVY ELECTRICALS LTD

AGM Purchase

**Enclosure**

01. Annexure-1: Pre Qualifying criteria
02. Annexure-2: Important Information.
03. Annexure-3 : MSE Declaration
04. Annexure-4: Check List
- 05 Other Tender documents as per this NIT

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**PRE QUALIFYING REQUIREMENTS (Annexure-1)**

JOB	PHOTOCOPYING AND ALLIED SERVICES AT BHEL PSWR HQ NAGPUR for a period of 24 Months.
TENDER NO	<b>BHE/PW/PUR/WR-RCOP/2272</b>

SL NO	PRE QUALIFICATION CRITERIA	Bidders claim in respect of fulfilling the PQR Criteria	
		Name and Description of qualifying criteria	Remarks
A	Submission of Integrity Pact duly signed (if applicable)	NOT APPLICABLE	
B	<p><b><u>Technical</u></b> Bidder must have executed the similar job i.e. photocopying service / photocopying &amp; allied services as per the followings in last 07 (Seven) years from latest due date of offer submission: B.1.1) Executed the Similar job of value not less than Rs. 7.35 Lakhs (Incl. tax) against single work order. OR B.1.2) Two Similar jobs each of value not less than Rs. 4.59 Lakhs (Incl. tax) against 2 work orders. OR B.1.3) Three Similar jobs each of value not less than Rs. 3.68 Lakhs (Incl. tax) against 3 work orders.</p>	APPLICABLE	Bidder to furnish work order & proof of work execution to establish the Technical qualifying Criteria.
C	<p><b><u>FINANCIAL</u></b> <b><u>C.1) TURNOVER</u></b> Bidders must have achieved an average annual financial turnover of <b>Rs. 2.76 Lakhs</b> or more over last three Financial Years (FY ) i.e. Financial Years <b>2016-2017, 2017-2018 &amp; 2018-19.</b></p>	APPLICABLE	
	<p><b><u>C.2) NETWORTH (only in case of Companies)</u></b> Net worth of the Bidder based on the latest Audited Accounts as furnished for 'C-1' above should be positive.</p>	APPLICABLE	
	<p><b><u>C.3) PROFIT</u></b> Bidder must have earned cash profit in any one of the three Financial Years as applicable in the last three Financial Years defined in 'C-1' above based on latest Audited Accounts.</p>	APPLICABLE	

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	<b>C.4)</b> Bidder must not be under Bankruptcy Code Proceedings (IBC) by NCLT or under Liquidation / BIFR, which will render him ineligible for participation in this tender, and shall submit undertaking to this effect.	APPLICABLE	
D	Assessment of Capacity of Bidder to execute the work as per sl no 9 of NIT (if applicable)	NOT APPLICABLE	
E	<b>Price Bid Opening</b> <b>Note:</b> Price Bids of only those bidders shall be opened who stand qualified after compliance of criteria A to E	APPLICABLE	BY BHEL
F	Consortium criteria	NOT APPLICABLE	
<p><b><u>Explanatory Notes for the PQR (unless otherwise specified in the PQR):</u></b></p> <ol style="list-style-type: none"> <li>1. For evaluation of PQR, the credentials of the Bidder alone, and not that of the Group Company shall be considered.</li> <li>2. Completion date for achievement of the technical criteria specified in the Common QR should be in the last 7 years ending on the 'latest date of Bid Submission' of Tender irrespective of date of the start of work.</li> <li>3. "Executed" means the bidder should have achieved the technical criteria specified in the Technical criteria of PQR (as in 'B' above) even if the Contract has not been completed or closed.</li> <li>4. <b>Bidder to submit Audited Balance Sheet and Profit and Loss Account</b> for the respective years as indicated against C-1 above along with all annexures.</li> <li>5. In case audited financial statements have not been submitted for all the three years as indicated against C-1 above, then the applicable audited statements submitted by the bidders against the requisite three years, will be averaged for three years i.e total divided by three.</li> <li>6. If financial statements are not required to be audited statutorily, then instead of audited financial statements, financial statements are required to be certified by Chartered Accountant.</li> <li>7. C-2:-<b>NETWORTH:</b> Shall be calculated based on the latest Audited Accounts as furnished for C-1 above. Net worth = Paid up share capital + Reserves. (Net worth is required to be evaluated in case of companies) .</li> <li>8. C-3:- <b>PROFIT</b> : shall be NET profit (PAT + Non cash expenditure viz depreciation) earned during any one of the three financial years as in C-1 above.</li> <li>9. Time period for achievement of the 'Technical' criteria of PQR (as in 'B' above) will be the last 7 years ending on the 'latest date' of Bid submission.</li> <li>10. 'EXECUTED' means the Vendor should have achieved the criteria specified in the <b>Technical criteria of PQR (as in 'B' above) even if the Contract has not been completed or closed</b></li> </ol>			

BIDDER SHALL SUBMIT ABOVE PRE-QUALIFICATION CRITERIA FORMAT, DULY FILLED-IN, SPECIFYING RESPECTIVE ANNEXURE NUMBER AGAINST EACH CRITERIA AND FURNISH RELEVANT DOCUMENT INCLUSIVE OF WORK ORDER AND WORK COMPLETION CERTIFICATE ETC IN THE RESPECTIVE ANNEXURES IN THEIR OFFER.

**Annexure -2**

**IMPORTANT INFORMATION**

**Tender** for this work is invited by BHEL PSWR NAGPUR and offer shall be submitted through E-mail only. All correspondences regarding this tender shall be through E-mail only.

**Postal Address:**

AGM /Purchase BHEL PSWR,  
SRIMOHINI COMPLEX, 345 KINGSWAY, NAGPUR 440001, INDIA

Following are the concerned BHEL officials to whom bidders can contact in case of any difficulty:

- a) AGM Purchase, Email id: [prchiwarkar@bhel.in](mailto:prchiwarkar@bhel.in) Ph: +91 – 712 – 3048633
- b) Dy Manager Purchase, Email: [tapishkhandelwal@bhel.in](mailto:tapishkhandelwal@bhel.in) Ph: +91-712-3048732/9010903666
- c) Dy Manager Purchase, Email: [vivekjha@bhel.in](mailto:vivekjha@bhel.in) : +91 – 9429198214

1. **The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site ([www.bhel.com](http://www.bhel.com) ---> Tender Notification -> List of Banned Firms)**
2. **Refer Suspension of Business Dealings: The abridged version of extant 'Guidelines for suspension of business dealings with suppliers/ contractors' has now been uploaded on [www.bhel.com](http://www.bhel.com) on "supplier registration page" at the following link: [http://www.bhel.com/vender\\_registration/pdf/Suspension\\_guidelines\\_adbridged.pdf](http://www.bhel.com/vender_registration/pdf/Suspension_guidelines_adbridged.pdf)**
3. **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 web site [www.bhel.com](http://www.bhel.com).**

1.0 Integrity commitment, performance of the contract and punitive action thereof:

1.1. 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.

1.2. Commitment by Bidder/ Supplier/ Contractor:

1.2.1. 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

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punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.

1.2.2. 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.

1.2.3. 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 www.bhel.com and/or under applicable legal provisions”.

**4. All Statutory Requirements as applicable for this project shall be complied with.**

**5. BHEL Fraud Prevention Policy, "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."**

**~~6. Following clause shall form part of the HSE documents issued under Chapter IX of Volume IB 'Special Conditions of Contract'~~**

~~“In case of any financial deduction made by Customer for lapses of safety other than what is provided elsewhere in the contract, the same shall be charged on back-to-back basis on the defaulting contractor without prejudice to any other right spelt anywhere in the tender /contract”~~

**~~7. Please take note of following Revised Tender Clauses:~~**

- ~~i) Notice Inviting Tender: Sl No 4 and corresponding Changes in GCC Clause No 1.9 regarding EMD~~
- ~~ii) General conditions of Contract: Clause 1.10, 2.13, 1.15.11, Clause No 2.7.10 (New), Clause No 2.28.5 (New)~~

**8. MSE Vendors:**

***Micro & Small Enterprises (MSE) is exempted from Payment of Tender Fees (as in Sl No 1 viii of NIT) and Earnest Money deposit (EMD) (as in Sl No 1 vii of NIT.)***

To avail the above benefit, participating MSEs should be registered with District Industries Centers

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or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or Udyog Aadhaar Memorandum or any other body specified by Ministry of Micro Small and Medium Enterprises.

MSE bidders can avail the above benefit only if they submit along with the offer, **copies of either Udyog Aadhaar Memorandum 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 copy of a CA certificate** (format enclosed at Annexure- 3 where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (part 1 in case of two part bid). Non submission of said documents will lead to consideration of their bid at par with other bidders in terms of EMD. No benefit shall be applicable for this enquiry, if any deficiency in the above required documents is not submitted before price bid opening. ~~If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal.~~

**Note:** Non submission of said documents by bidders will lead to consideration of their bids at par with other bidders in terms of EMD & cost of tender.

**FORFEITURE OF EMD:**

EMD by the Tenderer will be forfeited as per Tender Documents if:

- I. After opening the tender and within the offer validity period, the tenderer 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 recommended work commencement date.

EMD by the tenderer shall be withheld in case any action on the tenderer 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.

EMD given by all unsuccessful tenderers shall be refunded after of award of work.

EMD shall not carry any interest.

EMD of successful tenderer will be retained as part of Security Deposit.

**9. Security deposit**

- Security Deposit means the security provided by the Contractor towards fulfilment of any obligations in terms of the provision of the contract. Upon acceptance of Tender, the successful Tenderer should deposit the required amount of Security Deposit for satisfactory completion of work. The total amount of Security Deposit will be **5 % of the order Value**. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.

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- **Modes of Security Deposit:** The balance amount to make up the required Security Deposit of 5 % of the contract Value may be furnished in any one of the following forms

i) Cash (as permissible under the extant Income Tax Act)

ii) Local cheques of scheduled banks (subject to realization) / Pay Order / Demand Draft / Electronic

Fund Transfer, in favour of BHEL.

iii) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies

Act. The Bank Guarantee format for Security Deposit shall be in the prescribed formats.

iv) Fixed Deposit Receipt issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL.

v) Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc.

(Certificates should be held in the name of Contractor furnishing the security and duly endorsed/hypothecated/pledged, as applicable, in favour of BHEL).

- **Remittance of Security Deposit:** At least 50 % of the required Security Deposit, including the EMD, shall be submitted **before start of work**. Balance of the Security Deposit can be submitted by way of deduction of 10% of the gross amount progressively from each running bills of the contractor till the total amount of the required Security Deposit is collected.

In case the value of work exceeds from the awarded / accepted value, the Security Deposit shall be correspondingly enhanced as given below:

The enhanced part of the Security Deposit shall be immediately deposited by the Contractor or adjusted against payments due to the Contractor.

- **Delay in 1st submission of SD:** SD is to be furnished by the vendor before start of work. No payment will be released till SD is submitted by the vendor.

However if requested by the vendor, cash recovery equivalent to SD value to be made from the running bills submitted by the vendor. In such case, recovery of interest calculated @SBI PLR +2% on amount equivalent to SD value to be made for the gap period (difference between date of start of work and date of submission of BG/ cash recovery).

- The Security Deposit shall not carry any interest
- The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee (by contractor) in acceptable form, but only once, before completion of work, at the discretion of BHEL.
- The validity of Bank Guarantees towards Security Deposit shall be initially upto the completion period as stipulated in the Letter of Intent/Award + 3 months, and the same shall be kept valid by proper renewal till the fulfillment of all contractual obligations as per terms of the contract.
- BHEL reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the Contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract. BHEL reserves the right to set off the Security Deposit against any claims of other contracts with BHEL.
- **RETURN OF SECURITY DEPOSIT** Security Deposit shall be refunded/Bank Guarantee(s) released to the Contractor upon fulfilment of contractual obligations as per terms of contract, after deducting all expenses / other amounts due to BHEL under the contract / other contracts entered into with them by BHEL.

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**Note:**

1. Format for BG in lieu of Security deposit shall be provided on request.
2. BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.
3. Security Deposit shall not carry any interest.
4. It may please be noted that the contract execution will be done in two parts i.e. 03 months' trial period and 21 months after successful completion of the trial period, Accordingly the SD shall be collected in Two parts i.e. EMD Conversion in to SD for the first three months' work and for remaining 21 months, balance SD amount may be submitted by above mentioned means. Total SD amount shall be @ 5% (Five Percentage) of the order value.

10. **AUTHORISATION & ATTESTATION:** Tenders shall be signed by persons duly authorised/empowered to do so. Certified copies of such authority and relevant documents shall be submitted along with the tenders.

11. **EXECUTION OF CONTRACT AGREEMENT:** The successful tenderer's responsibility under this contract commences from the date of issue of the Letter of Intent by Bharat Heavy Electricals Limited. The Tenderer shall submit an unqualified acceptance to the Letter of Intent/Award within the period stipulated therein.

The successful tenderer shall be required to execute an agreement in the prescribed form, with BHEL, within a reasonable time after the acceptance of the Letter of Intent/Award, and in any case before releasing the first running bill. The contract agreement shall be signed by a person duly authorized/empowered by the tenderer. The expenses for preparation of agreement document shall be borne by BHEL

12. **REJECTION OF TENDER & OTHER CONDITIONS:**

The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves thereof rights for the following without assigning any reason whatsoever.

- a) To reject any or all of the tenders
- b) To split up the work amongst two or more bidders.
- c) To award the work in part

13. Conditional tenders containing absurd or unworkable rates and amounts and tenders which are incomplete and otherwise defective and tenders which are not in accordance with the tender conditions and specifications, etc. are liable to be rejected.

14. If a Bidder expires after his submission of the tender or after the acceptance of his tender, BHEL may at their own discretion, cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of tender, BHEL may cancel such tender at their discretion unless the firm retains its character.

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15. If the Bidder deliberately gives wrong information in this Tender, BHEL reserves the right to reject such Tender at any stage or to cancel the contract, if awarded and forfeit the EMD/Security Deposit.

16. Should a Bidder or contractor or in the case of a firm or company one or more of its partners/shareholders/Directors have relatives employed in the capacity of an Officer in BHEL, the authority in BHEL inviting the Tender shall be informed of the fact along with name of the Officer, failing which BHEL may at its sole discretion reject the Tender or cancel the contract and may forfeit the EMD/SD.

17. The successful Bidders should not sub-contract the part or complete the work detailed in this tender specification undertaken by him. The Bidder is solely responsible to BHEL for the work awarded to him. Any deviation in this regard will entail termination of such contract by BHEL at the risk and responsibility of the contractor.

18. 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, recognize such power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.

**19. LANGUAGE** 19.1) The tenderer shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. For the purpose of the tenders, the metric system of units shall be used.

19.2) All entries in the tender shall either be typed (in case of E tender, E portal shall be used) or written legibly in ink. Erasing and over-writing is not permitted and may render such tenders liable for rejection. All cancellations and insertions shall be duly attested by the tenderer.

**20. Price Discrepancy:** In the case of price bid opening if there are differences between the rates given by the tenderer in words and figures then amount given in words shall be given priority.

**21. EVALUATION OF BIDS**

**i)** Technical Bids submitted by the tenderer will be opened first (ONLINE) and evaluated for fulfilling the Pre Qualification criteria and other conditions in NIT/Tender documents, based on documentary evidences submitted/Uploaded along with the offer

**ii)** In case the same qualifying experience is claimed by more than one agency, then the agency who has executed the work as per documentary evidence submitted shall only be qualified. Scope of qualifying work should be totally with the agency who has executed and in case it is only labour+consumables without T&P, then the responsibility of execution is assigned to the first agency and not to the agency who has executed only as labour supply contractor. Further, BHEL reserves the right to ask for further proofs including submission of TDS certificates for the said job

**iii)** In case the qualifying experience is claimed by private organizations based on Work Order and completion certificates from another private organization, BHEL reserves the right to ask for further proofs including submission of TDS certificates for the said job

**iv)** Assessing Bidder Capacity for executing the current tender shall be as per Notice Inviting Tender

**v)** Price Bids of shortlisted bidders shall only be opened through the conventional price bid opening/ (Online) ~~/or through electronic Reverse Auction~~, at the discretion of BHEL

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**vi)** 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 L-1 status even after soliciting discounts, the L-1 bidder shall be decided by 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 situation shall be final and binding.

**vii)** Price Bids of unqualified bidders shall not be opened. Reasons for rejection shall be intimated in due course after issue of LOI/LOA to successful bidder and receipt of unqualified acceptance from the successful bidder.

**22. Documentary proof to be submitted against type of firm**

- i) **IN CASE OF INDIVIDUAL TENDERER:** His / her full name, address and place & nature of business.
- ii) **IN CASE OF PARTNERSHIP FIRM:** The names of all the partners and their addresses, A copy of the partnership deed/instrument of partnership duly certified by the Notary Public shall be enclosed.
- iii) **IN CASE OF COMPANIES:**
  - a. Date and place of registration including date of commencement certificate in case of Public Companies (certified copies of Memorandum and articles of Association are also to be furnished).
  - b. Nature of business carried on by the Company and the provisions of the Memorandum relating thereof.

**23. The Following Bank Guarantees shall be acceptable:**

“Bank Guarantee issued by:

- a. Any of the BHEL consortium bank listed below:
  - State Bank of India
  - ABN Amro Bank N.V.
  - Bank of Baroda
  - Canara Bank
  - Citi Bank N.A.
  - Corporation Bank
  - Deutsche Bank
  - HDFC Bank Ltd.
  - The Hongkong and Shanghai Banking Corporation Ltd
  - ICICI Bank Ltd.
  - IDBI Ltd.
  - Punjab National Bank
  - Standard Chartered Bank
  - State Bank of Travancore
  - State Bank of Hyderabad
  - Syndicate Bank
- b. Any public sector Bank (other than consortium banks) with a clause in the text of Bank Guarantee that “**It is enforceable at Nagpur, Maharashtra**”.
- c. Any private sector banks, with a clause in the text of Bank Guarantee that “**It is enforceable by being presented at any branch of the bank**”.

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**Note: “Bank Guarantees issued by Co-operative Banks are not acceptable”.**

Where ever Bank Guarantees are to be furnished/ submitted by the contractor, the following shall be complied with

- i) Bank Guarantees shall be from Scheduled Banks / Public Financial Institutions as defined in the Companies Act.
- ii) The Bank Guarantees shall be as per prescribed formats. (Format shall be provided at the request of successful bidder)
- iii) It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period (subject to a minimum period of six months), as per the advice of BHEL in-charge. BHEL shall not be liable for issue of any reminders regarding expiry of the Bank Guarantees.
- iv) In case extension/further extensions of any Bank Guarantees are not required, the bidders shall ensure that the same is explicitly endorsed by the concerned in-charge and submitted.
- v) In case the Bank Guarantees are not extended before the expiry date, BHEL reserves the right to invoke the same by informing the concerned Bank in writing, without any advance notice/communication to the concerned bidder.
- vi) Bidders to note that any corrections to Bank Guarantees shall be done by the issuing Bank, only through an amendment in an appropriate non judicial stamp paper.
- vii) The Original Bank Guarantee/any extensions/amendments shall be sent directly by the Bank to BHEL under Registered Post (Acknowledgement Due), addressed to the Subcontracting Department of the respective Region.

24.) 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.

**25.) VALIDITY OF OFFER:**

The rates in the Tender shall be kept open for acceptance for a minimum period of six months from the date of opening of tenders. If a Bidder withdraws or revokes his tender or revised the tender rates and/or conditions for any item within the aforesaid period, his Earnest Money Deposit is liable to be forfeited. In case BHEL calls for negotiations, such negotiation shall not amount to cancellation or withdrawal of the original offer which shall be binding on the bidders.

**26. ) Compensation in case of Death/ Permanent Incapacitation of Person:** BHEL shall recover the amount of compensation paid to victim (s) by BHEL towards loss of life/ permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employee as detailed below:

- a) Victim: Any person who suffers permanent disablement of dies in an accident as defined below.
- b) Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing/ operation and works incidental thereto at BHEL factories/ offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance

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guarantee testing undertaken by the company or during any works/ during working at BHEL Units/ Offices/ townships and premises/ Project sites.

c) Compensation in respect of each of the victims:

- (i) In the event of death or **permanent disability** resulting from **Loss of both limbs**: Rs 10,00,000/- (**Rs Ten Lakh**)
- (ii) In the event of **other permanent disability**: Rs 7,00,000/- (**Rs Seven Lakh**)

Permanent Disablement: A disablement that is classified as a permanent total disablement under the proviso to Section 2(I) of the Employee's Compensation Act, 1923.

**27.) QUALIFICATION OF TENDERERS**

**A.** Offers from tenderers who do not have proven and established experience in the field shall not be Considered.

**B.** Offers from tenderers who are under suspension (banned) by any Unit/Region/Division of BHEL shall not be considered.

**C.** Offers from tenderers who do not comply with the latest guidelines of Ministry/Commissions of Govt of India shall not be considered.

**D.** Only tenderers who have previous experience in the work of the nature and description detailed in the Notice Inviting Tender and/or tender specification are expected to quote for this work duly detailing their experience along with offer.

**28.) a)** Any discount/revised offer submitted by a bidder on its own shall be accepted provided it is received on or before the due date and time of offer / Bid submission (i.e Part-I bid). The discount shall be applied on pro-rata basis to all items unless specified otherwise by the bidder. However incase the bidder offering the discount on specific item(s) becomes L-1 and work gets awarded, BHEL shall ensure that L-1 status of the bidder remains unchanged during execution of the contract due to quantity variation by reduction in contract value to the extent required. No further discount shall be applied by BHEL for evaluation.

b) Unsolicited discounts/revised offers received after the due date and time of offer / Bid Submission (i.e Part-I bid) shall not be considered for evaluation. However, if the party who has submitted the unsolicited **discount/rebate** becomes the L-I party, then the awarded price i.e contract value shall be worked out after considering the discount so offered. (This clause shall not be applicable incase the unsolicited revised offer is towards enhancement of rates/price)

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**Annexure-3**

**MSE ANNEX**

**To be Certificate by Chartered Accountant on letter head**

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-II) \_\_\_\_\_ dtd: \_\_\_\_\_,

Category: \_\_\_\_\_ (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as on date \_\_\_\_\_ as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (Le. 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 \_\_\_\_\_ Lakhs

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 \_\_\_\_\_ Lakhs

The above investment of Rs \_\_\_\_\_ Lakhs is within permissible limit of Rs \_\_\_\_\_ Lakhs for \_\_\_\_\_ Micro / 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 5.0. 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**

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**Check List (Annexure-4)**

**Bidder should duly fill all information in table given below:**

1	<b>Name and Address of the Tenderer</b>		
2	<b>Details about type of the Firm/Company</b>	Private Limited/ Partnership/ Proprietorship ( <u>Please tick (√) whichever applicable</u> )	
3	<b>Details of Contact person for this Tender</b>	Name : Mr/Ms Designation: Telephone No: Mobile No: <b>E-mail ID:</b>	
4	<b>EMD DETAILS</b>	DD No:                      Date : Bank :                      Amount:	
		APPLICABILITY	BIDDER REPLY
6	Whether the format for compliance with <b>PRE QUALIFICATION CRITERIA</b> is understood and filled with proper supporting documents referenced in the specified format	Applicable	YES / NO
7	Audited profit and Loss Account for the last three years submitted	Applicable	YES/NO
8	Copy of PAN Card submitted	Applicable	YES/NO
9	Whether all pages of the Tender documents including annexures, appendices etc are read understood and signed	Applicable/ <del>Not Applicable</del>	YES/NO
10	Declaration confirming knowledge about site condition	Applicable	YES/NO
11	Declaration by Authorised Signatory submitted	Applicable	YES/NO
12	No Deviation Certificate submitted	Applicable	YES/NO
13	Declaration for relation in BHEL submitted	Applicable	YES/NO
14	Copy of GST registration Certificate	Applicable	YES/NO
15	Bank Account Details for E-Payment submitted	Applicable	YES/NO

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16	Power of Attorney for Submission of Tender (Id tender is signed other than Proprietor, Managing Partner, Director)	Applicable	YES/NO
17	Copy of proof of PF registration	Applicable	YES/NO
18	Undertaking for not being under Bankruptcy code proceeding	Applicable	YES/NO
19	Offer Forwarding Letter	Applicable	YES/NO
20	Non-Disclosure certificate	Applicable	YES/NO

NOTE : STRIKE OFF 'YES' OR 'NO', AS APPLICABLE

NON-SUBMISSION OF ANY DOCUMENTS AS REQUIRED BY ABOVE CHECKLIST MAY LEAD TO REJECTION OF THE OFFER

AUTHORIZED SIGNATORY

DATE :

2272

# TECHNICAL CONDITIONS OF CONTRACT (TCC)

BHARAT HEAVY ELECTRICALS  
LIMITED



## **Chapter I- Scope of Work**

### **1 Scope of work and Terms and Conditions of Tender:**

The terms, conditions and important instruction in respect of this tender are as follows:

A. Sealed tenders on behalf of BHEL/PSWR are invited for installation of two/three new, good quality Digital Photocopying Machine, at BHEL/PSWR premises to meet day to day requirement of photocopying. The number of machines may be increased during the tenure of contract, in case of requirement, which should be provided by the tenderer at the same cost.

B. The make, type, model of machine to be used by the service provider must be mentioned in the technical bid.

C. The specification of paper to be used for photocopying / printing shall be of at least 75 GSM Bilt graphic paper of reputed brands.

However, BHEL shall approve one or two brands of 75 GSM paper. Upon approval the tenderer shall have the right to use any of the approved paper.

D. Photocopying Machine is required to be installed at the cost of service provider. Service Provider is required to submit rates for different services in the financial bid document. The rates will be settled per copy basis. The rates will be inclusive of operator wage (employed by Service Provider) and all the consumables required for photocopying.

E. The operating hours shall be from 9.00 am to 6.00 pm. The working days of the week will be six days, Monday through Saturday. In case of any additional and emergency work when the machine(s) need to be operated beyond the normal working hours or holidays, the service provider will have to provide such services at no extra cost.

F. Service Provider shall provide adequate competent fulltime staff who will be responsible on site for all aspects of running and managing the facility.

G. Service Provider will provide substitute fully trained staff whenever the regular operator is on leave due to absenteeism or sickness. Any such replacement will be fully conversant with the operation of the photocopy machine/equipment and all relevant procedure. The cost of providing such replacement will be borne by service provider.

H. Service provider will be responsible for arranging all equipment, service and maintenance to meet high standard of consistent quality.

I. Service Provider will maintain a stock control system and provide all relevant supplies including paper, stapler pins, toner and all consumables necessary to run the photocopy machine/ equipment.

J. All equipment and staff utilized in this service will be totally dedicated for exclusive use of BHEL and no outside work will be undertaken.

K. In case of machine break down, service provider will provide immediate backup machine so that the down time is minimized to less than 4 hours and work of BHEL/PSWR is not held up.

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L. Security of all documents will be protected and under no circumstances papers given for photocopy or copies thereof shall be taken out of the premises or given to persons not authorized by BHEL.

M. It shall be the sole responsibility and liability of the service provider to carry out the obligations arising out of various labour legislations such as Contract Labour (Regulation and Abolition) Act 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, Industrial Disputes Act 1947, Employee Provident Fund and Misc. Provisions Act 1952, Employees' State Insurance Act 1948, Women's Compensation Act 1923, Child Labour (Prohibition and Regulation) Act 1986 and such other relevant enactment are in force from time to time in respect of staff engaged by the service provider to provide the service.

N. Service Provider shall raise bill on monthly basis and submit the same succeeding month for payment. BHEL will normally settle the bill within 30 days from the receipt of the bill. However for delayed payment, the service provider will not charge any penalty or interest to BHEL.

O. BHEL/PSWR will provide suitable space along with supply of 16 Amps / 240 volts electricity supply.

P. The space to install the machine and to keep material such as paper and ink etc. will be provided by BHEL/PSWR.

Q. If the user department would like to have photocopy only in one page material of two pages of the text to be photocopied, it would have to be done accordingly.

R. BHEL may terminate the agreement with one month notice in case the services are not found satisfactory or otherwise. In such a case, BHEL will pay on actual work basis for the duration for which the services were used during the period in question. Similarly the service provider may also terminate the agreement by giving Two month notice.

S. The insurance of the equipment and staff utilized in this service will be borne by the service provider only. BHEL is in no way concerned with extending such facility to contractor staff.

T. BHEL will not be responsible for any damage to the machine arising out of unusual occurrences for example voltage fluctuations, seepage of water etc.

U. Periodic service of photocopying machine is to be undertaken by the service provider to ensure uninterrupted quality.

V. The Service Provider will also arrange for the photocopy and other services associated with this contract not covered under this agreement, however, the rates for that will be certified by Head of concerning department and bills will be paid accordingly.

W. The period of contract would be for two years from the date of award of the contract.

**2. Important Information for the Bidders:**

All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of the Bid shall be borne by the Bidder. BHEL in no case shall be responsible or liable for these costs regardless of the outcome of the bidding process.

**3. Penalty:-**

The tenderer should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the BHEL, which also includes monetary penalty not exceeding 5% of total monthly bill payable by BHEL to the service provider.

Failure of service and negligence shall be measured in terms of the following:

- 1.The service provider delivers poor quality of copies / prints to the user even after receiving written notice by BHEL regarding poor copy / print quality.
- 2.If the copy/printing activity stops due to service provider's failure in supplying paper, toner, and other consumables required to run the machines.
- 3.Service provider provides copy/printing services to any individual / organization not authorized by BHEL.
- 4.The service provider fails to supply paper as per specification.
- 5.Operators are not available during the stipulated timings.
- 6.All the machine fails and not even a single machine is rectified within 4 hours of breakdown.
- 7.Breach of any clause of tender / agreement even after receiving prior written notice by BHEL.
- 8.Any other matter which is an act of negligence or breach of ethics by the service provider.

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**4. Specifications of Photocopy Machine:**

The machines should be of standard brands digital heavy duty machines The machines to be installed in the campus may be mentioned clearly with brand name, model, year of manufacturing etc. The brochure of the machine containing pictures and specifications should also be enclosed. The details should be provided in the format given below:-

Sl.No	Specification of Machine Required for Photocopying	
1	Machine Name	
2	Brand	
3	Model	
4	Year of purchase/manufacturing	
5	Function	
6	Memory	
7	HDD	
8	Document feeder	
9	Copy/print/scan resolution	
10	Continuous copy	
11	Warm Up time	
12	Size	
13	Zoom ratio	
14	Paper capacity	
15	User code	
16	Interface	
17	Network operating system	
18	Scan feature	
19	Scan output format	
20	Any other specification	

I hereby certify that the above mentioned specifications/particulars are true and correct to my knowledge.

Date  
Place

Sign & Seal of the bidder

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**Chapter II (TAXES, DUTIES & LEVIES)**

**TAXES, DUTIES, LEVIES (Rev 13 dated 05/11/2018)**

- I. All taxes excluding GST, GST Cess & BOCW Cess **but including, Royalties, fees, license, deposits, commission, any State or Central Levy and other charges whatsoever, if any, shall be borne by you and shall not be payable extra.**
- II. Any increase of the taxes excluding GST, GST Cess & BOCW Cess, at any stage during execution including extension of the contract shall have to be borne by the contractor. Quoted/ accepted rates/ price shall be inclusive of all such requirements. Please note that since GST on output will be paid by BHEL separately as enumerated below, your quoted rates/ price should be after considering the Input Credit under GST law at your end.
- III. **GST** :  
The successful bidder shall furnish proof of GST registration .GST along with Cess (as applicable) legally leviable & payable by the successful bidder as per GST Law, shall be paid by BHEL. Hence Bidder shall not include GST along with Cess (as applicable) in their quoted price.
- IV. GST charged in the Tax Invoice/Debit note by the contractor shall be released separately to the contractor only after contractor files the outward supply details in GSTR-1 on GSTN portal and input tax credit of such invoice is matched with corresponding details of outward supply of the contractor and has paid the GST at the time of filing the monthly return
- V. Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules (Section 31 of GST Act & Rules referred there under) wherein the 'Bill To' details will as below:  
BHEL GSTN – As per **Annexure -1**  
NAME -- Bharat Heavy Electricals Limited  
ADDRESS – Site address
- VI. Bidder to immediately intimate on the day of removal of Goods (in case of any supply of goods) to BHEL along with all relevant details and a scanned copy of Tax Invoice to below email ids to enable BHEL to meet its GST related compliances :-  
Email id ---- to be intimated later on.  
  
In case of delay in submission of the abovementioned documents on the date of dispatch, BHEL may incur penalty /interest for not adhering to Invoicing Rules under GST Law. The same will be liable to be recovered from the successful bidder, if such delay is not attributable to BHEL.
- VII. In case of raising any Supplementary Tax Invoice (Debit / Credit Note) Bidder shall issue the same containing all the details as referred to in Section 34 read with Rule 53.
- VIII. Bidder shall note that in case GST credit is delayed/ denied to BHEL due to delayed / non receipt of goods and /or tax invoice or expiry of the timeline prescribed in GST Law for availing such ITC, or any other reasons not attributable to BHEL, GST amount shall be

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recoverable from the vendor along with interest levied / leviable on BHEL, as the case may be.

- IX. Bidder shall upload the Invoices raised on BHEL in GSTR-1 within the prescribed time as given in the GST Act. Bidder shall note that in case of delay in declaring such invoice in your return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law , GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from the bidder along with interest levied / leviable on BHEL.
- X. Way Bill: Successful Bidder to arrange for way bill / e-waybill for any transfer of goods for the execution of the contract.  
The Bidder has to make their own arrangement at their cost for completing the formalities, if required, with Issuing Authorities, for bringing materials, plants & machinery at site for execution of the works under this contract, Road Permit/ Way Bill, if required, shall be arranged by the contractor and BHEL will not supply any Road Permit/ Way Bill for this purpose.
- XI. **New taxes and duties:-**Any New taxes & duties, if imposed subsequent to due date of offer submission as per NIT & TCN, by statutory authority during contract period including extension, if the same is not attributable to you, shall be reimbursed by BHEL on production of relevant supporting document to the satisfaction of BHEL. However, you shall obtain prior approval from BHEL before depositing new taxes and duties.  
Benefits and/or abolition of all existing taxes must be passed on to BHEL against new Taxes, if any, proposed to be introduced at a later date.  
In case any new tax/levy/duty etc. becomes applicable after the date of bidder's offer but before opening of the price bid, the bidder must convey its impact on his price duly substantiated by documentary evidence in support of the same before opening of the price bids. Claim for any such impact after opening the price bid will not be considered by BHEL for reimbursement of tax or reassessment of offer.
- XII. For transportation work, bidder shall declare in his quotation whether he is registered under GST, if yes, whether he intends to claim GST on forward charge basis. In absence of this declaration, BHEL will proceed further with the assumption that bidder intends not to claim GST on forward charge basis. However, in case of GST registered transporter, the amount to the extent of goods and service tax will be retained till BHEL avails the credit of GST. Further, transporter shall issue tax invoice which inter alia includes gross weight of the consignment, name of the consigner and the consignee, registration number of vehicle in which the goods are transported, details of goods transported, details of place of origin and destination, GSTIN of the person liable for paying tax whether as consigner, consignee or goods transport agency, and also containing other information as mentioned under rule 46.
- XIII. **TDS under Income Tax shall be deducted at prevailing rates on gross invoice value from the running bills unless exemption certificate from the appropriate authority/ authorities is furnished.**
- XIV. **TDS under GST shall be deducted at prevailing rates on applicable value from the running bills.**
- XV. Refer Annexure – 2 for BOCW Act & Cess Act.

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**ANNEXURE-1**

**State wise GSTIN no.s of BHEL**

<b>Sl. No</b>	<b>Projects under state</b>	<b>GSTIN</b>
1	Andhra Pradesh	37AAACB4146P7Z8
2	Bihar	10AAACB4146P1ZU
3	Chhattisgarh	22AAACB4146P1ZP
4	Gujarat	24AAACB4146P1ZL
5	Jharkhand	20AAACB4146P5ZP
6	Madhya Pradesh	23AAACB4146P1ZN
7	Maharashtra	27AAACB4146P1ZF
8	Orissa	21AAACB4146P1ZR
9	Telangana	36AAACB4146P1ZG

**ANNEXURE-2**

**BOCW Act & Cess Act**

Bidder may please note that the sub-contractor/bidder of BHEL engaging building or construction worker in connection with building or other construction work, are required to follow the procedures enumerated below:

- I. It shall be the sole responsibility of the contractor as employer to ensure compliance of all the statutory obligations under the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder.
- II. It shall be sole responsibility of the contractor engaging Building Workers in connection with the building or other construction works in the capacity of employer to apply and obtain registration certificate specifying the scope of work under the relevant provisions of the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 from the appropriate Authorities.
- III. It shall be responsibility of the contractor to furnish a copy of such Registration Certificate within a period of one month from the date of commencement of Work.
- IV. It is responsibility of the contractor to register under the Building and other Construction Workers' Welfare Cess Act, 1996 and deposit the required Cess for the purposes of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 at such rate as the Central Government may , by notification in the Official Gazette, from time to time specify. However, before registering and deposit of Cess under the Building and other Construction Workers' Welfare Cess Act, 1996, the contractor will seek written prior approval from the Construction Manager.
- V. It shall be sole responsibility of the contractor as employer to get registered every Building Worker, who is between the age of 18 to 60 years of age and who has been engaged in any building or other construction work for not less than ninety days during the preceding twelve

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- months as Beneficiary under the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996.
- VI. It shall be sole responsibility of the contractor as employer to maintain all the registers, records, notices and submit returns under the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder.
- VII. It shall be sole responsibility of the contractor as employer to provide notice of poisoning or occupation notifiable diseases, to report of accident and dangerous occurrences to the concerned authorities under the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the rules made thereunder and to make payment of all statutory payments & compensation under the Employees' Compensation Act, 1923.
- VIII. It shall be the responsibility of the sub-contractor as employer to make payment/deposit of applicable cess amount on the extent of work involving building or construction workers engaged by the sub-contractor within a period of one month from the receipt of payment. It shall also be responsibility of the Contractor to furnish BHEL on monthly basis, Receipts/ Challans towards Deposit of the Cess under the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder along with following statistics :
- (i) Number of Building Workers employed during preceding one month.
  - (ii) Number of Building workers registered as Beneficiary during preceding one month.
  - (iii) Disbursement of Wages made to the Building Workers for preceding wage month.
  - (iv) Remittance of Contribution of Beneficiaries made during the preceding month
- IX. BHEL shall reimburse the contractor the Cess amount deposited for the purposes of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 under the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder. However, BHEL shall not reimburse the Fee paid towards the registration of establishment, fees paid towards registration of Beneficiaries and Contribution of Beneficiaries remitted.
- X. It shall be responsibility of the Building Worker engaged by the Contractor and registered as a beneficiary under the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 to contribute to the Fund at such rate per mensem as may be specified by the State government by notification in the Official Gazette. Where such beneficiary authorizes the contractor being his employer to deduct his contribution from his monthly wages and to remit the same, the contractor shall remit such contribution to the Building and other construction Workers' Welfare Board in such manner as may be directed by the Board , within the fifteen days from such deduction.
- XI. Bidders may please note that though the quoted price is exclusive of BOCW (which will be reimbursed by BHEL as per sub-clause 9 above) , however, If at any point of time during the contract period, non-compliance of the provisions of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the Building and

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other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder is observed, BHEL reserves the right to deduct the applicable cess (1%) on the contract value and penalty ( if any, imposed by Cess Authorities) from the payables on account of non-compliance.

- XII. The contractor shall declare to undertake any liability or claim arising out of employment of building workers and shall indemnify BHEL from all consequences / liabilities / penalties in case of non-compliance of the provisions of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the Building and other Construction Workers' Welfare Cess Act, 1996 and the rules made thereunder.

BHARAT HEAVY ELECTRICALS LIMITED  
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**Forms**

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<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
<b>1</b>	<b>Name of the Tenderer</b>	
<b>2</b>	<b>Address of the Tenderer</b>	
<b>3</b>	<b>Contact Person's Name</b>	
<b>4</b>	<b>Cell No. of Contact Person</b>	
<b>5</b>	<b>Land Line No.</b>	
<b>6</b>	<b>FAX No.</b>	
<b>7</b>	<b>E-mail ID of the Party</b>	
<b>8</b>	<b>PAN No.</b>	
<b>10</b>	<b>GST Registration No.</b>	

**(Signature With name, Designation & seal of the firm)**

BHARAT HEAVY ELECTRICALS LIMITED  
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**Forms**

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**BANK ACCOUNT DETAILS FOR E-PAYMENT**

(To be given on Letter head of the Company /Firm of Bidder, and **ENDORSED (SIGNED & STAMPED) BY THE BANK** to enable BHEL release payments through Electronic Fund Transfer (EFT/RTGS)

---

1. Beneficiary Name :
2. Beneficiary Account No. :
3. Bank Name & Branch :
4. City/Place :
5. 9 digit M ICR Code of Bank Branch :
6. IFSC Code of Bank Branch :
7. Beneficiary E-mail ID :  
(for payment confirmation)

NOTE: In case Bank endorsed certificate regarding above has already been submitted earlier, kindly submit photocopy of the same.

**Forms**

**OFFER FORWARDING LETTER / TENDER SUBMISSION LETTER**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

Offer Reference No:.....

Date:.....

To,  
AGM, Purchase  
BHEL-PSWR  
345, Kingsway  
Shreemohini Complex  
Nagpur  
Dear Sir,

Sub : Submission of Offer against Tender Specification No: .....

I/We hereby offer to carry out the work detailed in the Tender Specification issued by Bharat Heavy Electricals Limited, Power Sector-....., in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the above work and agree to abide by the same.

1. Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the Tender documents by BHEL
2. Notice Inviting Tender (NIT)
3. Price Bid
4. Technical Conditions of Contract
5. ~~Special Conditions of Contract~~
6. ~~General Conditions of Contract~~
7. ~~Forms and Procedures~~

Should our Offer be accepted by BHEL for Award, I/we further agree to furnish 'Security Deposit' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by BHEL.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.

I/We have deposited/depositing herewith the requisite Earnest Money Deposit (EMD) as per details furnished in the Check List.

**Authorised Representative of Bidder**

Signature:

Name :

Address :

Place:

**Forms**

**NON DISCLOSURE CERTIFICATE**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

I/We understand that BHEL PSWR is committed to Information Security Management System as per their Information Security Policy.

Hence, I/We M/s..... who are submitting offer for providing services to BHEL PS \_\_ against Tender Specification No: \_\_\_\_\_, hereby undertake to comply with the following in line with Information Security Policy of BHEL PS \_\_,  
\_\_\_\_\_

To maintain confidentiality of documents & information which shall be used during the execution of the Contract.

The documents & information shall not be revealed to or shared with third party which shall not be in the business interest of BHEL PS\_\_.

(Signature, date & seal of Authorized

Signatory of the bidder)

Date:

**Forms**

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**NO DEVIATION CERTIFICATE**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

To,  
AGM, Purchase  
BHEL-PSWR  
345, Kingsway  
Shreemohini Complex  
Nagpur

Dear Sir,

Sub : **No Deviation Certificate**

Ref : 1) NIT/Tender Specification No: .....,  
2) All other pertinent issues till date

We hereby confirm that we have not changed/ modified/materially altered any of the tender documents as downloaded from the website/ issued by BHEL and in case of such observance at any stage, it shall be treated as null and void.

We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

We further confirm our unqualified acceptance to all Terms and Conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable) ~~and acceptance to Reverse Auctioning process.~~

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid references.

Thanking you,

Yours faith

(Signature, date & seal of authorized representative of the bidder)

**Forms**

**DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

To,

AGM, Purchase  
BHEL-PSWR  
345, Kingsway  
Shreemohini Complex  
Nagpur

Dear Sir,

Sub : **Declaration confirming knowledge about Site conditions**

Ref : 1) NIT/Tender Specification No: .....,  
2) All other pertinent issues till date

I/We, \_\_\_\_\_ hereby declare and confirm that we have visited the Project Site as referred in BHEL Tender Specifications and acquired full knowledge and information about the Site conditions including Wage structure, Industrial Climate, the Law & Order and other conditions prevalent at and around the Site. We further confirm that the above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

I/We, hereby offer to carry out work as detailed in above mentioned Tender Specification, in accordance with Terms & Conditions thereof.

Yours faithfully,

(Signature, Date & Seal of Authorized  
Representative of the Bidder)

Date :

Place:

**Forms**

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**UNDERTAKING**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

**To,**

AGM, Purchase  
PHEL-PSWR  
345, Kingsway  
Shreemohini Complex  
Nagpur

Dear Sir,

**Sub: Declaration for not being under Bankruptcy Code Proceedings (IBC) by NCLT or under Liquidation / BIFR**

**Ref:** NIT/Tender Specification No: -----

We, \_\_\_\_\_ declare that we are not under Bankruptcy Code Proceedings (IBC) by NCLT or under Liquidation / BIFR, which will render us ineligible for participation in this tender.

Yours Faithfully,

(Signature, Date & Seal of Authorized Representative of the Bidder)

Date:

**Forms**

**DECLARATION FOR RELATION IN BHEL**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

To,

AGM, Purchase  
PHEL-PSWR  
345, Kingsway  
Shreemohini Complex  
Nagpur

Dear Sir,

Sub : **Declaration for relation in BHEL**

Ref : 1) NIT/Tender Specification No: .....

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner(s)/Director(s) employed in BHEL

**Tick(√) any one as applicable:**

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in BHEL

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm HAVE relation/relatives employed in BHEL and their particulars are as below:

(i)

(ii)

Signature of the Authorised Signatory

Note:

1. Attach separate sheet, if necessary.
2. If BHEL Management comes to know at a later date that the information furnished by the Bidder is false, BHEL reserves the right to take suitable against the Bidder/Contractor.

**Forms**

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**DECLARATION BY AUTHORISED SIGNATORY OF BIDDER**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

To,  
AGM, Purchase  
PHEL-PSWR  
345, Kingsway  
Shreemohini Complex  
Nagpur  
Dear Sir,

Sub : **Declaration by Authorised Signatory**

Ref : 1) NIT/Tender Specification No: .....,

2) All other pertinent issues till date

I/We, hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, conditions, stipulations and all other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorised to represent on behalf of my Company/Firm for the above mentioned tender and a valid Power of Attorney to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized  
Signatory of the Bidder)

Date:

**Enclosed: Power of Attorney**

**Forms**

**POWER OF ATTORNEY for SUBMISSION OF TENDER**

**(To be typed on non judicial Stamp Papers of appropriate value as applicable and Notarised)**

KNOW ALL MEN BY THESE PRESENTS, that I/We do hereby make, nominate, constitute and appoint Mr ..... , whose signature given below herewith to be true and lawful Attorney of M/s..... hereinafter called 'Company', for submitting Tender/entering into Contract and inter alia, sign, execute all papers and to do necessary lawful acts on behalf of Company with M/s Bharat Heavy Electricals Ltd, Power Sector \_\_\_\_\_ Region, \_\_\_\_\_, in connection with \_\_\_\_\_  
..... vide Tender Specification No : \_\_\_\_\_, dated \_\_\_\_\_.

And the Company do hereby agree to ratify and confirm all acts, deeds, things or proceedings as may be lawfully done by the said attorney and by or on behalf of the company and in the name of the company, by virtue of the powers conferred herein and the same shall be binding on the company and shall have full force and effect.

IN WITNESS WHEREOF the common seal of the company has been hereunto affixed in the manner hereinafter appearing on the document.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_

Director/CMD/Partner/Proprietor

Signature of Mr.....(Attorney)

Attested by: Director/CMD/Partner/Proprietor

Witness

Notary Public

BHARAT HEAVY ELECTRICALS LIMITED  
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**Forms**

*FORMAT FOR SEEKING CLARIFICATION*

JOB: PREPARATION AND SERVING OF LUNCH AT BHEL/PSWR HEADQUARTER, NAGPUR.

TENDER DOCUMENT NO: BHE/PW/PUR/HQ-CATERING/

Sl. No.	Ref. Clause of Tender Document	Existing provision	Bidder's Query	BHEL's Clarification