

Bharat Heavy Electricals Limited
भारत हेवी इलेक्ट्रिकल लिमिटेड



CORPORATE DIGITAL TRANSFORMATION (CDT)

कॉर्पोरेट डिजिटल ट्रांसफॉर्मेशन

**CDT Hall, 2nd Floor, HRD & ESI Complex, Plot No. 25,
Sector 16A, NOIDA, U.P.-201301**

Request for Proposal

FOR

Procurement of Air Filter System for CDT, Noida Server Room

Ref. No. AA:CDT:P32:AirFilter dated 22nd Aug 2016



BHARAT HEAVY ELECTRICALS LIMITED
भारत हैवी इलेक्ट्रिकल लिमिटेड
CORPORATE SYSTEMS & INFORMATION TECHNOLOGY
कॉर्पोरेट प्रणाली एवं सूचना प्रौद्योगिकी

Ref. No. : AA:CDT:P32:Air Filter

Date: 22nd Aug 2016

Dear Sir / Madam,

Sub: Procurement of 1 No. Air Filter System for CDT, Noida Server Room

Sealed bids are invited for the procurement of Air Filter System for CDT, Noida Server Room as per the terms and conditions of RFP enclosed.

Any clarifications / queries from the interested bidders shall be given to BHEL on or before **29.08.2016**.

Any corrigendum / notifications issued by BHEL, subsequent to RFP, shall be available / hosted on www.bhel.com. Hence all bidders are expected to keep visiting www.bhel.com for any corrigendum / notification in their own interest.

The bidders are expected to examine all instructions, formats, terms, specifications, conditions and all other information in the bidding documents. Failure to furnish all information asked for or to submit a bid not substantially responsive to the bidding documents may result in rejection of the bid as decided by the BHEL. BHEL's decision shall be final and binding.

Please ensure that your response complete in all respects in requisite format with necessary enclosures is submitted on or before the due date & time i.e., **14.09.2016 at 1600 hrs**.

Bids shall be addressed to:

DGM (CDT)
Bharat Heavy Electricals Limited,
CDT-Hall, 2nd Floor, HRD & ESI Complex,
Plot no. 25, Sector-16a, Noida (UP) – 201301.

Thanking you,
Yours faithfully,
For and on behalf of BHEL

DGM (CDT)

Ref. No. AA:CDT:P32:AirFilter dated 22nd Aug 2016

Contents

1. Introduction:	5
2. Requirement:	5
3. Eligibility Criteria:	5
4. Key Activities and Dates:	6
5. Special Terms and Conditions	6
5.1 Location details:	6
5.2 Scope of Work:	6
5.3 Technical Specifications & Requirements:	6
5.4 Warranty and Annual Maintenance Contract:	6
5.5 Delivery & Installation Period:	7
5.6 Penalty for LD:	7
5.7 Warranty Start Date:	7
5.8 Service Level Agreement (SLA):	7
5.9 Terms of Payment:	7
6. General Terms and Conditions	7
6.1 Ethical Standard:	7
6.2 Integrity Pact: (Not Applicable)	8
6.3 Non-Disclosure Agreement:	8
6.4 Cost of Bidding:	8
6.5 Procedure for Submission & Opening of Bids:	8
6.6 Marking On Envelope	9
6.7 Bid Submission	9
6.8 Bid Opening	9
6.9 Validity of Offer	10
6.10 Deviations	10
6.11 Language of the Bid & Corrections	10
6.12 Rejection of Bid and Other Conditions	11
6.13 Clarification on Bidding Documents:	11
6.14 Amendment of Bidding Documents:	12
6.15 Evaluation and Comparison of Bids:	12
6.16 Security Deposit	13
6.17 Return Of Security Deposit	15
6.18 Bank Guarantees	15
6.19 Taxes:	16
6.20 Purchaser's Right to accept or Reject any or all Bids:	16
6.21 Exclusions:	16
6.22 Statutory Obligations:	16
6.23 Liabilities from the Contract	16
6.24 Limitation of Liability:	16
6.25 Insurance:	16
6.26 Indemnity:	16



6.27	Arbitration:	16
6.28	Force Majeure:.....	17
6.29	Patent & Trademark:	17
6.30	Merger & Acquisition:	17
6.31	Sub-Contracting:	17
6.	List of Annexures:	18



1. Introduction:

BHEL is the largest engineering and manufacturing enterprise in India in the energy related / infrastructure sector, today. BHEL was established more than 50 years ago, ushering in the indigenous Heavy Electrical Equipment industry in India - a dream that has been more than realized with a well-recognized track record of performance. The company has been earning profits continuously since 1971-72 and paying dividends since 1976-77.

BHEL manufactures over 180 products under 30 major product groups and caters to core sectors of the Indian Economy viz., Power Generation & Transmission, Industry, Transportation, Telecommunication, Renewable Energy, etc. The wide network of BHEL's 17 manufacturing divisions, four Power Sector regional centers, over 100 project sites, eight service centers and 18 regional offices, enables the Company to promptly serve its customers and provide them with suitable products, Systems and services. The high level of quality & reliability of its products is due to the emphasis on design, engineering and manufacturing to international standards by acquiring and adapting some of the best technologies from leading companies in the world, together with technologies developed in its own R&D centers.

BHEL's vision is to become a world-class engineering enterprise, committed to enhancing stakeholder value. The company is striving to give shape to its aspirations and fulfill the expectations of the country to become a global player.

2. Requirement:

Supply & Installation of Air Filter System at BHEL, CDT, HRDI Building, Plot No. 25, Sector 16A, Noida - 201301 U.P.

3. Eligibility Criteria:

3.1 The bidder should be either the OEM or an authorized partner of the OEM. Documentary proof to be submitted.

3.2 The bidder should be a registered company in India under Indian Companies Act 1956/2013. Documentary proof to be submitted.

3.3 The bidder should have at least one order of minimum Rs.4 lakhs for supply of Air filter during the last 7 years ending 30.07.2016.

Or

At least two orders of supply of Air filter, each of value Rs 2.5 lakhs during the last 7 years ending 30.07.2016.

Or

At least 3 orders of supply of Air filter, each of value Rs 2 lakhs during the last 7 years ending 30.07.2016.

Order copy to be submitted.

3.4 The bidder should have its own office & service centre in Delhi / NCR. Bidder needs to submit proof for the same.

3.5 Bidder should have PF no. and ESI no. / Medical Policy for executing the contract. Letter from authority for PF and ESI No. / Medical Policy to be provided.

4. Key Activities and Dates:

S.No.	Key Activity	Date
1	Issuance of Request For Proposal (RFP)	22-08-2016
2	Last date of receiving queries from bidders	29-08-2016
4	Last date and time for submission of proposals	14-09-2016 1600hrs
5	Technical Proposal opening	14-09-2016 1630hrs
6	Commercial Proposal opening	Will be intimated later

5. Special Terms and Conditions

5.1 Location details:

S.No.	Location Name	Address
1)	BHEL CDT Noida	BHEL, HRDI Building, Plot No. 25, Sector 16A, Noida-201301, U.P

Vendors are requested to visit above location for better understanding of scope of work before submission of technical and financial offers.

5.2 Scope of Work:

- 5.2.1 Supply & installation of the Air Filter at BHEL site as per clause 5.1.
- 5.2.2 Maintenance and repair of Air filter during the warranty and AMC period.
- 5.2.3 Replacement of any faulty spare parts with new ones during the warranty and AMC period.

5.3 Technical Specifications & Requirements:

As per Annexure-I

5.4 Warranty and Annual Maintenance Contract:

- 5.4.1 The vendor should provide OEM warranty support for a minimum period of one year from the date of acceptance at BHEL CDT Noida.
- 5.4.2 The vendor shall be providing AMC Services for the unit for 2 Years after the expiry of warranty period of one year. During AMC Period vendor will be responsible for:
 - Checking the motors and starter/contactors.
 - Checking the operation & proper functioning of controls.
 - Inspection & cleaning the air filters.
 - Attend to service call for the trouble diagnosis / break down of the unit.
 - Quarterly media sampling.
- 5.4.3 The vendor should clearly provide customer care no. and escalation matrix.



5.5 Delivery & Installation Period:

Two (2) months from date of issue of Purchase order by BHEL.

5.6 Penalty for LD:

If the successful vendor fails to complete the delivery and execution within 2 months after acceptance of order, a penalty of 0.5% per week (or part thereof) subject to maximum of 10% of the total order value for the delay will be charged. This penalty will be deducted from the amount payable to the successful vendor after completion of work.

5.7 Warranty Start Date:

The warranty shall be deemed to start from the date of successfully installation of the Air Filter. An installation report may be signed by BHEL official.

5.8 Service Level Agreement (SLA):

Response Time:

Vendor shall ensure that a complaint once registered is attended to within one business day and resolved within maximum 2 business days.

Penalty for SLA Non-Conformance:

If a complaint is not resolved within two business days, then the deduction for downtime after two business days will be Rs.100 per day. Less or equal to 6 hrs will be rounded down and more than 6 hours will be rounded up to a full day. The maximum deduction is limited to the 10% of the order value which will be deducted from the remaining payment or from the BG submitted.

5.9 Terms of Payment:

- a) 90% on successful installation as per scope of work within 45 days of submission of invoices in triplicate.
- b) Remaining 10% after one year or on submission of BG equivalent to 10% of purchase value
- c) AMC Payment shall be on quarterly deferred basis i.e. payment for AMC shall be released at the end of each quarter.

6. General Terms and Conditions

6.1 Ethical Standard:

Bidders are expected to observe the highest standard of ethics during the procurement and execution of this Contract. In pursuit of this policy, the Purchaser will reject a proposal for award if it finds out that the Bidder being considered for award has engaged in corrupt or fraudulent practices in competing for the Contract. For the purposes of this provision, the terms set forth below are defined as follows:

- a) **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action in the procurement process or in Contract execution; and



b) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process including collusive practices designed to establish bid prices at artificial, non-competitive levels to deprive the Purchaser of the benefits of competition;

By signing the Bid Forwarding Letter, the Bidder represents that for the software it supplies, it is the owner of the Intellectual Property Rights in the software. Willful misrepresentation of these facts shall be considered a fraudulent practice without prejudice to other remedies that the Purchaser may take.

6.2 Integrity Pact: (Not Applicable)

The bidder shall sign an Integrity Pact, to comply with the requirements of the Transparency International Limited (TIL) and the Central Vigilance Commission (CVC) guidelines to ensure an ethical and corruption-free business environment.

6.3 Non-Disclosure Agreement:

The bidder shall sign a Non-Disclosure Agreement (NDA) with BHEL. By signing the NDA, the bidder agrees not to disclose any confidential information, business or proprietary, as covered by the agreement. The proforma for the Non-Disclosure Agreement is attached as **Annexure-V**.

6.4 Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its bid and the Purchaser will in no case be responsible or liable for those costs.

6.5 Procedure for Submission & Opening of Bids:

Bids shall be accepted by the official inviting the tenders, in two parts, as described below, on or before the due date & time indicated in the Tender Notice.

Part-I : Techno-Commercial Bid

This part shall consist of the following:

- 1) Bounded volume of:

Technical offer/details including literature/leaflets with page no. marked on all pages. The bidder can offer only as per technical specifications of the equipment. BHEL reserves the right to accept or reject the technical offer. Price bids of only techno-commercially short listed vendors will be opened.

- i. Enclosures as defined in checklist of enclosures.
- ii. Make & mode offered as per format enclosed as Annexure-II.
- iii. Checklist of PRICE BID (Unpriced Copy) as per format enclosed as Annexure-III.
- iv. No Deviation Certificate as per format enclosed as Annexure-IV.
- v. A copy of complete RFP where each page is signed & stamped by the bidder.

Part-II : Price Bid



Price bid containing PRICES only is to be submitted (in the Price Schedule format enclosed as Annexure-III only). Prices shall be quoted in Indian Rupees only. Bidder shall give details of Direct Applicable Taxes (between Bidder & BHEL as asked in the Price Bid Format) clearly. Any changes in these Direct Applicable Tax rates during the complete contract period will only be payable as per actuals, subject to submission of documentary evidence. Any other taxes, duties, levies and charges assessed on the bidder by local, national or any statutory authorities will not be payable by BHEL.

Price Bid should not contain any technical details and/or Commercial Terms & Conditions as the same are supposed to be contained in PART-I only, so that the same can be evaluated before opening of Price Bid(s).

6.6 Marking On Envelope

Part-I and Part-II offers shall be submitted in two separate sealed envelopes with bidder's distinctive SEAL and super-scribed as follows:

Part-I : 1. Tender Enquiry No. and Its Description

2. Due Date of Opening

3. "Techno-Commercial Bid".

Part-II : 1. Tender Enquiry No. and Its Description

2. Due Date of Opening

3. "Price Bid" as per enclosed Format.

Un-sealed envelopes or envelopes not super-scribed as above may not be accepted/considered.

6.7 Bid Submission

- 6.7.1 Bids shall be addressed to the official inviting Bids by name and designation and sent at the following address:

DGM (CDT)
Bharat Heavy Electricals Limited,
CDT Hall, 2nd Floor, HRD & ESI Complex, Plot No. 25,
Sector – 16A, Noida (UP) 201301
Telephone no. : (0120) 2416496
Email : shivali@bhel.in
ajay@bhel.in

- 6.7.2 Bids can also be delivered in person in the tender box placed at CDT, Noida.

- 6.7.3 Bids submitted by post shall be sent by "REGISTERED POST" only and shall be posted with due allowance for any postal delay.

6.8 Bid Opening

- 6.8.1 PART-I (Techno-commercial Bid) may be opened on the due date and time as specified in the Enquiry Letter, in the presence of bidders who may like to attend. Part-II (Price Bid) shall be opened subsequently. However, Purchaser reserves the right to open both the parts simultaneously i.e. Part-I and Part-II together.

- 6.8.2 In case of public opening, date and time of Price Bid (Part-II) opening shall be intimated to the technically and commercially acceptable bidders only.



- 6.8.3 Purchaser also reserves the right to open the earlier i.e. superseded price bids, if any, submitted by the bidder(s), if required.
- 6.8.4 No correspondence shall be entertained from the bidders after the opening of Price Bid(s).
- 6.8.5 Standard pre-printed conditions of the bidders attached to the offer will not be accepted and only those mentioned in the body of his offer will be considered.
- 6.8.6 Unsolicited bids shall not be entertained. Unsolicited revised Price Bids also, shall not be entertained at any stage of the tendering process and will lead to automatic disqualification of the party's bid.
- 6.8.7 No Literature, Pamphlets other than what is specified is to be enclosed. All such enclosures shall be considered as unread and also will not be considered as part of the quotation.
- 6.8.8 Manufacturer's name, trade Mark or Patent No., if any, should be specified.
- 6.8.9 Purchaser reserves the right to negotiate the tender, if required.

6.9 Validity of Offer

Offer shall be kept valid for FOUR months from the due date of tender opening (Part-I) for Purchaser acceptance.

6.10 Deviations

Bids shall be submitted strictly in accordance with the requirements and terms & conditions of the Tender Enquiry. Vendors have to submit a "No Deviation Certificate" in Part-I of the offer as per **Annexure-IV**.

Technical & Commercial - No deviation is acceptable.

6.11 Language of the Bid & Corrections

- 6.11.1 The bidder shall quote the rates in Hindi/English language and international numerals only. The metric system of units shall be used, for the purpose of tender.
- 6.11.2 Bidder shall fill the tender documents as per formats enclosed in this tender enquiry. All entries and signatures in the bid shall be in BLUE/BLACK INK only. Each page of the bid shall be signed and stamped using official seal of the company by the bidder.
- 6.11.3 All entries shall be filled in neat and legible handwriting. No over-writings, erasures and corrections are permitted and may render such bids liable for rejection.
- 6.11.4 However, if any cancellations, corrections and insertions are in the bid, the same shall be duly attested by the bidder.



6.12 Rejection of Bid and Other Conditions

- 6.12.1 Any format not properly filled, partially filled or not filled will make the bid liable for rejection. Bidders are requested to note that all columns, rows and spaces provided to fill up the data must be filled with relevant data without fail. In case any bidder fails to do so or fills up irrelevant data, BHEL is not bound to seek clarifications on such items and will be free to reject the tender summarily.
- 6.12.2 No change in specifications, clauses of contract, Terms and Conditions, etc. shall be entertained by BHEL under any circumstances.
- 6.12.3 Canvassing in any way concerning this tender, wrong declaration, incorrect information, misleading or incorrect certifications, etc. shall make the Bidder debarred to participate in this tender and also for a further period of 3 years in any tender of any of the BHEL units.
- 6.12.4 The acceptance of bid will rest with the Purchaser and does not bind him to accept the lowest or any bid. The Purchaser reserves to itself, full rights for the following without assigning any reasons, whatsoever:
- a) to reject any or all the bids.
 - b) to increase or decrease the quantities.
- 6.12.5 Late Bids: Any proposal received by BHEL after the deadline for submission of proposal shall be summarily rejected and returned unopened to the bidder.
- 6.12.6 The offer is liable to be rejected, if it is found after the Price Bid Opening that the Checklist of Price Bid submitted by the bidder, as a part of Part-I offer, is different from the actual Price Bid.
- 6.12.7 If the bidder deliberately gives wrong information in his bid, Purchaser reserves the right to reject such a bid at any stage or to cancel the Order/Contract, if awarded and forfeit the EMD/ security deposit/ Performance Bank Guarantee, if any.
- 6.12.8 If the Prices/Rates of one or more of the enquired equipment have not been quoted, the offer is liable to be rejected.
- 6.12.9 Non-compliance with any of the requirements and instructions of the Tender Enquiry may result in the rejection of the bid.

6.13 Clarification on Bidding Documents:

The Bidder is expected to carefully go through this Tender Document and understand the functional requirements thoroughly before submitting their offer. All legitimate queries and clarifications regarding this tender must be submitted in writing to the undersigned and to the authorized representatives (shivali@bhel.in/ ajay@bhel.in) by **29.08.2016**. BHEL will not entertain or respond to bidders' queries received after **29.08.2016**.



6.14 Amendment of Bidding Documents:

The Purchaser may at its sole discretion amend the Bidding Documents at any time prior to the deadline for submission of bids. However, in case of such amendment, the bid submission date may be extended at the discretion of the purchaser.

Amendments made prior to submission of bid will be provided in the form of Addenda / Corrigendum to the Bidding Documents and will be posted on the BHEL website (<http://www.bhel.com>) in Tender Notification section under the original tender enquiry number.

6.15 Evaluation and Comparison of Bids:

- 6.15.1 Total / Gross Total of Prices should be indicated both in words as well as in figures. If there is a difference between price quoted in words and figures or if there is any other price discrepancy, higher value(s) will be considered for evaluation and lower values will be considered for ordering.
- 6.15.2 Though offer of higher warranty/configuration/rating, than what is required as per tender specifications, may be accepted, no extra weightage or preference will be given for the same.
- 6.15.3 Prices of optional items, if any, shall also be considered for Price evaluation and comparison, unless stated otherwise.
- 6.15.4 Purchase preference would be extended to Central Public Sector Enterprises (CPSE's). Accordingly, where all things being equal, purchase preference will be granted to the CPSE's at the lowest valid price bid (L1). This preference would be available to CPSE's provided there is valid Office memorandum to this effect from the concerned Ministry.
- 6.15.5 After finalizing the techno-commercial offers, BHEL may adopt Reverse Auction process for arriving at the lowest price offer. BHEL will also claim depreciation as per provisions of the Income Tax Act.
- 6.15.6 The Purchaser will evaluate and compare the bids that have been determined to be substantially responsive. The bidding evaluation is based on L1 criteria. Further the tender is NOT divisible. The evaluation of responsive bids shall be done in 3 stages:

Stage-I: Evaluation of Response To Eligibility Criteria:

These are mandatory requirements to be met by the Bidder. Only those Bidders who meet all the requirements as per eligibility criteria shall be considered for stage II evaluation.

Stage-II: Evaluation of Technical & Commercial Bids:

This shall be the second stage of the evaluation by the Purchaser. Only those Bidders who adhere to the purchaser's technical and commercial requirements shall be considered for next stage of evaluation.



Commercial and Technical bid of the vendor shall be opened and evaluated for acceptability of commercial terms, deviations and technical suitability. The Bidders should meet the commercial conditions as defined in the bidding documents.

After the evaluation of commercial conditions, the technical bids submitted by the bidders will be evaluated. During the Technical Evaluation of the bid, the purchaser may ask for additional information / resources to validate the bid. These may include technical documents / white papers from OEM or third party, references, demonstration of a proof of concept or solution, visit to supplier's lab or their clients reference site, etc.

Stage –III: Evaluation of the Price Bid:

The price bids of only those bidders will be opened who will have qualified in the Techno-Commercial evaluation. The order will be placed on L1 bidder considering following:

- i. Total cash outflow including duties, taxes, warranty & support for the entire contract period.
- ii. The bid having the least total cash outflow will be considered L1 bidder. Evaluation of L1 ranking will be based on net of CENVAT/VAT basis, if any. The L1 Bidder shall be eligible for award of contract.

6.16 Security Deposit

6.16.1 Upon acceptance of Tender, the successful Tenderer should deposit the required amount of Security Deposit for satisfactory completion of work, as per the rates given below:

S. No.	Contract Value	Security Deposit Amount
1	Up to Rs. 10 lakhs	10% of Contract Value
2	Above Rs. 10 lakhs upto Rs.50 lakhs	1 lakh + 7.5% of the Contract Value exceeding Rs.10 lakhs.
3	Above Rs. 50 lakhs	Rs 4 lakhs + 5% of the Contract Value exceeding Rs. 50 lakhs.

6.16.2 The security Deposit should be submitted within one week of the award of Purchase order.

6.16.3 Security Deposit may be furnished in any one of the following forms:

6.16.3.1 Cash (as permissible under the Income Tax Act)

6.16.3.2 Pay Order / Demand Draft in favour of BHEL.

6.16.3.3 Local cheques of scheduled banks, subject to realization.

6.16.3.4 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 pledged in favour of BHEL and discharged on the back).

- 6.16.3.5 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.
- 6.16.3.6 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, duly discharged on the back.
- 6.16.3.7 Security deposit can also be recovered at the rate of 10% from the running bills. However, in such cases at least 50% of the Security Deposit should be deposited in any form as prescribed before start of the work and the balance 50% may be recovered from the running bills.
- 6.16.3.8 EMD of the successful bidder can be converted and adjusted against the cash portion of Security Deposit excepting for such bidders who have remitted One Time EMD.

NOTE: Acceptance of Security Deposit against Sl. No. (6.16.3.4) and (6.16.3.6) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, 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.

- 6.16.4 The Security Deposit shall not carry any interest.
- 6.16.5 In case the value of work exceeds / reduces from the awarded / accepted value, the Security Deposit shall be correspondingly enhanced / reduced as given below:
 - 6.16.5.1 The enhanced part of the Security Deposit shall be immediately deposited by the Contractor or adjusted against payments due to the Contractor.
 - 6.16.5.2 There will be no reduction in Security Deposit value in case of variation in contract value upto the lower limit specified in Quantity variation clause. In case of reduction of contract value beyond the lower limit specified in Quantity Variation clause, then the Security Deposit shall be re adjusted in proportion.
 - 6.16.5.3 In case of reduction, the reduced Contract value shall be certified by BHEL representative. The reduced Security Deposit value can only be considered after taking into account the adequacy of the securities held by BHEL to meet the liabilities of the contractor for the contract, and the performance of the contract in general.

In such cases, the revised value of Security Deposit shall be worked out only after execution of not less than the lower limit of the revised scope of work/contract value as per quantity variation clause, and as certified by BHEL representative. This reduction in value of Security Deposit shall not entitle the contractor to any amendment of Contract and shall be operated at the discretion of BHEL



- 6.16.6 Contract value for the purpose of operating the reduced / increased value of Security Deposit due to Quantity Variation, shall be exclusive of Price Variation Clause, Over Run Compensation and Extra works done on man day rates.
- 6.16.7 The validity of Bank Guarantees towards Security Deposit shall be initially up to 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 acceptance of Final Bills of the Contractor, by BHEL.
- 6.16.8 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 fulfil 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.

6.17 Return Of Security Deposit

Security Deposit shall be refunded/Bank Guarantee(s) released to the Contractor along with the „Final Bill“ after deducting all expenses / other amounts due to BHEL under the contract / other contracts entered into with them by BHEL.

6.18 Bank Guarantees

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

- 6.18.1 Bank Guarantees shall be from Scheduled Banks / Public Financial Institutions as defined in the Companies Act.
- 6.18.2 The Bank Guarantees shall be as per prescribed formats.
- 6.18.3 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 executive. BHEL shall not be liable for issue of any reminders regarding expiry of the Bank Guarantees.
- 6.18.4 In case extension / further extensions of any Bank Guarantees are not required, the bidders shall ensure that the same is explicitly endorsed by the BHEL executive and submitted to the issuing official of the LOI/LOA.
- 6.18.5 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.
- 6.18.6 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.
- 6.18.7 The Original Bank Guarantee shall be sent directly by the Bank to BHEL under Registered Post Acknowledgement Due), addressed to the Subcontracting Department of the respective Region.



6.19 Taxes:

The bidder shall clearly specify the current applicable taxes and their current rates. Any taxes currently applicable but not specified in the bid/offers will not be paid by BHEL.

6.20 Purchaser's Right to accept or Reject any or all Bids:

The Purchaser reserves the full right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

6.21 Exclusions:

The Bidder shall clearly indicate the items under "Exclusions" head, which are excluded from the scope of Bidder's work, if any.

6.22 Statutory Obligations:

All statutory obligations arising out of this contract (like Insurance, PF, etc. of man power deployed by the bidder) shall rest with the successful bidder.

6.23 Liabilities from the Contract

Any liabilities arising out of this contract (like injury, fatal/non-fatal, to the personnel of the successful bidder or any third party/contractor employed by the bidder) shall be to the successful bidder's account only. BHEL shall not be liable in any such eventuality.

6.24 Limitation of Liability:

The vendor's liability shall be limited to the value of this contract only.

6.25 Insurance:

Insurance for the complete Systems/ Goods shall be arranged by the Vendor at his own risk and cost during transit, movement and upto the installation period.

6.26 Indemnity:

Vendor shall fully indemnify and keep indemnified the Purchaser against all claims which may be made in respect of the use of System / Software / Item(s) / services supplied / rendered by the Vendor, for infringement of any rights protected by patent, registration of designs or trademarks and legality of the Software. However, the Vendor will have no obligation for any claim of infringement arising from third party products not supplied in the order, modifications and technical information/ instructions advised by purchaser and use of products prohibited by product manuals.

All such claims in this regard will be settled as per Indian Laws.

In the event of any such claims being made against the Purchaser, Purchaser will inform in writing to the Vendor who shall at his own risk and cost either settle any such dispute or conduct any litigation that may arise there from.

6.27 Arbitration:

In all cases of disputes emanating from and in reference to this contract, the matter shall be referred to the arbitration. All disputes or differences between the parties will be resolved through arbitration governed by "The Arbitration and Conciliation Act, 1996" as amended from time to time. The venue of arbitration shall be in New Delhi. However, till the time the decision of the arbitrator is not announced, the Bidder/Vendor shall continue to provide its services to BHEL as per the contract.



6.28 Force Majeure:

Vendor shall not be responsible for delay in delivery resulting from acts/events beyond his control, provided notice of the happening of any such act/event is given by the Vendor to the Purchaser within 15 days from the date of its occurrence. Such acts/events shall include but not be limited to acts of God, war, floods, earthquakes, strikes, lockouts, epidemics, riots, fire or Governmental regulations superimposed after the date of order/contract.

6.29 Patent & Trademark:

Vendor shall at all times indemnify the Purchaser against all claims which may be made in respect of the Systems/goods/Software supplied by the Vendor, for infringement of any right protected by patent, registration of designs or trademarks and legality of usage of Software. In the event of any such claims being made against the Purchaser, Purchaser will inform the Vendor who shall at his own cost either settle any such dispute or conduct any litigation that may arise there from.

6.30 Merger & Acquisition:

In case of merger / acquisition of the bidder / OEM during the contract period, all commitments and liabilities with respect to this contract will pass on to the acquiring entity.

6.31 Sub-Contracting:

Order / contract or any part thereof shall not be sub-contracted, assigned or otherwise transferred to any third party without prior written consent of the Purchaser.



6. List of Annexures:

6.1 Annexure-I: Technical Specifications and Requirements

6.2 Annexure-II: Make and Model offered

6.3 Annexure-III: Price Bid Format.

6.4 Annexure-IV: No-Deviation Certificate Format

6.5 Annexure-V: Non-Disclosure Agreement Format

6.6 Annexure-VI: Business Rules for RA



Checklist of Enclosures

S. No.	Annexure to be attached	Format attached as Annexure	Whether attached or not (Yes/NO) Page No. Ref.
1.	Eligibility Criteria (Clause 3)		
	Documentary Proof as per Clause 3.1		
	Documentary Proof as per Clause 3.2		
	Documentary Proof as per Clause 3.3		
	Documentary Proof as per Clause 3.4		
	Documentary Proof as per Clause 3.5		
2.	Format for Make & Model Offered	Annexure II	
3.	Price Bid Format	Annexure III	
4.	Format for No Deviation Certificate	Annexure IV	

Signed By:

Name: _____

Designation: _____

Organization: _____

Date & Place: _____

Phone/Fax/Mobile/Email: _____

Stamp & Seal: _____



Technical Specifications and Requirements

S. No.	Feature / Parameters	Bidder's Remark (Yes / No)
1.	The Air filter should be designed to remove atmospheric pollution such as H ₂ S, SO ₂ and other vapours or gaseous odours prevalent at site. The inlet air quality to be considered as GX/G3 level and the leaving air should be of G1 class.	
2.	Minimum CFM (Cubic feet per minute) Required - 500CFM	
3.	The Chemical Filter should be floor mounted and suitable for vertical installation.	
4.	The cabinet should be powder coated and have a textured finish.	
5.	Unit must be provided with CE certified main power line supervisor switch to monitor under voltage/overvoltage/phase reversal of incoming power supply. The switch provided must be of reputed make and complying with EU norms.	
6.	Noise level of the Unit should be less than 55db at average speed.	
7.	The unit should be accessed from front to enable access to all the main components of the machine from the front for installation purposes and routine servicing.	
8.	The unit should be serviceable from the front.	
9.	The purifier should be in line with international safety standards.	
10.	The electrical features of the air filter (voltage, frequency, plugs, etc.) must be compatible with Indian standards.	
11.	The air purifier should deliver high clean air flow but should not produce any kind of harmful gasses which could induce hazards for health.	
12.	The chemical media should be Non-flammable & should have maximum contaminant removal capacity for Hydrogen sulfide & Sulfur dioxide.	
13.	The chemical media should be safe to handle before, during, and after use and safe for the environment.	
14.	The Air Filter should have a front panel to display information on: ▪ Temperature ▪ RH ▪ Air Quality – 0 to 1000 ppm (VOC) ▪ Stage 1 Chemical Filter Pressure Drop ▪ Stage 2 Chemical Filter Pressure Drop ▪ Operating status of the fan ▪ Alarm if any	



Make and Model Offered

S. No.	Item	Qty.	Make and Model Offered
1	Air Filter System	1	



Price Bid Format

S.No.	Item	Qty.	Charges (excluding taxes)
1	Air Filter System as per Annexure I (A)	1	
2	Per year AMC charges for S.No.1 (B)		
3	AMC charges for 2 years (C=Bx2)		
Total Offered Price (D=A+C)			

S.No.	Applicable Taxes	%age

Note :

1. The rate should be quoted in Indian Rupees.
2. L1 will be decided on the basis of total offered amount (Excluding Taxes) (D).
3. The total cost should be mentioned in this format. The prices should be fixed and should avoid use of vague terms as "Extra as applicable".

Seal & Signature of the Company



No Deviation Certificate

This is to certify that our offer is exactly in line with your tender enquiry no. **AA:CDT:P32:AirFilter, dated 22nd Aug 2016**. This is to expressly certify that our offer contains no deviation either Technical or Commercial in either direct or indirect form.

Signed By:

Name: _____

Designation: _____

Organization: _____

Date & Place: _____

Phone/Fax/Mobile/Email: _____

Stamp & Seal: _____



MUTUAL NON-DISCLOSURE AGREEMENT

This Agreement is made and entered into as of the last date signed below (the "Effective Date") by and between **Bharat Heavy Electricals Ltd.(BHEL)**, a Public Sector Organization having its principal place of business at BHEL House, Siri Fort, New Delhi - 110049 and _____, a _____ corporation, hereinafter called "The Bidder", whose principal mailing address is _____.

WHEREAS in order to pursue the mutual business purpose of this particular project as specified in Bid document for Air Filter System, **BHEL** and the Bidder have an interest in participating in discussions wherein either Party might share information with the other that the disclosing Party considers to be proprietary and confidential to itself ("Confidential Information"); and

WHEREAS the Parties agree that Confidential Information of a Party might include, but not be limited to that Party's:

1. business plans, methods, and practices;
2. personnel, customers, and suppliers;
3. inventions, processes, methods, products, patent applications, and other proprietary rights; or
4. specifications, drawings, sketches, models, samples, tools, computer programs, technical information, or other related information;

NOW, THEREFORE, the Parties agree as follows:

1. Either Party may disclose Confidential Information to the other Party in confidence provided that the disclosing Party identifies such information as proprietary and confidential either by marking it, in the case of written materials, or, in the case of information that is disclosed orally or written materials that are not marked, by notifying the other Party of the proprietary and confidential nature of the information, such notification to be done orally, by e-mail or written correspondence, or via other means of communication as might be appropriate.
2. When informed of the proprietary and confidential nature of Confidential Information that has been disclosed by the other Party, the receiving Party ("Recipient") shall, for a period of three (3) years from the date of disclosure, refrain from disclosing such Confidential Information to any contractor or other third party without prior, written approval from the disclosing Party and shall protect such Confidential Information from inadvertent disclosure to a third party using the same care and diligence that the Recipient uses to protect its own proprietary and confidential information, but in no case less than reasonable care. The Recipient shall ensure that each of its employees, officers, directors, or agents who has access to Confidential Information disclosed under this Agreement is informed of its proprietary and confidential nature and is required to abide by the terms of this Agreement. The Recipient of Confidential Information disclosed under this Agreement shall promptly notify the disclosing Party of any disclosure of such Confidential Information in violation of this Agreement or of



any subpoena or other legal process requiring production or disclosure of said Confidential Information.

3. All Confidential Information disclosed under this Agreement shall be and remain the property of the disclosing Party and nothing contained in this Agreement shall be construed as granting or conferring any rights to such Confidential Information on the other Party. The Recipient shall honor any request from the disclosing Party to promptly return or destroy all copies of Confidential Information disclosed under this Agreement and all notes related to such Confidential Information. The Parties agree that the disclosing Party will suffer irreparable injury if its Confidential Information is made public, released to a third party, or otherwise disclosed in breach of this Agreement and that the disclosing Party shall be entitled to obtain injunctive relief against a threatened breach or continuation of any such breach and, in the event of such breach, an award of actual and exemplary damages from any court of competent jurisdiction.
4. The terms of this Agreement shall not be construed to limit either Party's right to develop independently or acquire products without use of the other Party's Confidential Information. The disclosing party acknowledges that the Recipient may currently or in the future be developing information internally, or receiving information from other parties, that is similar to the Confidential Information. Nothing in this Agreement will prohibit the Recipient from developing or having developed for it products, concepts, systems or techniques that are similar to or compete with the products, concepts, systems or techniques contemplated by or embodied in the Confidential Information provided that the Recipient does not violate any of its obligations under this Agreement in connection with such development.
5. Notwithstanding the above, the Parties agree that information shall not be deemed Confidential Information and the Recipient shall have no obligation to hold in confidence such information, where such information:
 - 5.1. Is already known to the Recipient, having been disclosed to the Recipient by a third party without such third party having an obligation of confidentiality to the disclosing Party; or
 - 5.2. Is or becomes publicly known through no wrongful act of the Recipient, its employees, officers, directors, or agents; or
 - 5.3. Is independently developed by the Recipient without reference to any Confidential Information disclosed hereunder; or
 - 5.4. Is approved for release (and only to the extent so approved) by the disclosing Party; or
 - 5.5. Is disclosed pursuant to the lawful requirement of a court or governmental agency or where required by operation of law.
6. Nothing in this Agreement shall be construed to constitute an agency, partnership, joint venture, or other similar relationship between the Parties.
7. Neither Party will, without prior approval of the other Party, make any public announcement of or otherwise disclose the existence or the terms of this Agreement.



8. This Agreement contains the entire agreement between the Parties and in no way creates an obligation for either Party to disclose information to the other Party or to enter into any other agreement.
9. This Agreement shall remain in effect for a period of one year from the Effective Date unless otherwise terminated by either Party giving notice to the other of its desire to terminate this Agreement. The requirement to protect Confidential Information disclosed under this Agreement shall survive termination of this Agreement.

IN WITNESS WHEREOF:

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF

BHARAT HEAVY ELECTRICALS LTD.

Signature: _____

Signature: _____

Name: _____

Name : _____

Designation: _____

Designation: _____

Date: _____

Date: _____

Witness

1.

2.

Witness

1.

2.



Annexure-VI

Business Rules, Terms & Conditions of Online Reverse Auction for the “Procurement of 1no. Air Filter System for CDT Noida” vide tender enquiry ref. no. AA:CDT:P32:AirFilter, dated 22.08.2016

BUYER'S NAME	Bharat Heavy Electricals Limited Corporate Systems & Information Technology
AUCTION TO BE CONDUCTED BY	BOB eProcure Solutions Pvt.Ltd. #4, 100 ft Ring Road, BTM Stage 1, Phase 1, Bangalore - 560068.
DATE & TIME OF AUCTION	Auction Date : (xx.xx.xxxx) Online Sealed Bid Time : xxxxxx Online Reverse Auction Time : xxxxxxxx Auction website : https://bhel.erpoc.in
DOCUMENTS ATTACHED	1) Business rules for reverse auction 2) Terms & conditions of reverse auction 3) Process Compliance Statement (Annexure II as per RA Business Rules) 4) Final Price Confirmation (Annexure III as per RA Business rules) 5) Final Price Breakup (Price Bid Format)- Annexure-III as per tender enquiry. 6) Contact Information

Business Rules for finalization of the procurement



BHEL shall finalize the procurement of the items against this Tender through reverse auction mode. BHEL has made arrangement with **BOB eProcure Solutions Pvt.Ltd.** who shall be BHEL's authorized service provider for the same. Please go through the guidelines given below and submit your acceptance to the same along with your Commercial Bid.

Computerized reverse auction shall be conducted by BHEL, on pre-specified date, while the vendors shall be quoting from their own offices / place of their choice. Internet connectivity shall have to be ensured by vendors themselves. In extreme case of failure of Internet connectivity, (due to any reason whatsoever may be) it is the bidders' responsibility / decision to send fax communication immediately to **BOB eProcure Solutions Pvt.Ltd.** furnishing the price the bidder wants to bid online with a request to the service provider to upload the faxed price on line so that the service provider will upload that price on line on behalf of the Bidder. It shall be noted clearly that the concerned bidder communicating this price to service provider has to solely ensure that the fax message is received by the service provider in a readable / legible form and also the Bidder should simultaneously check up with service provider about the clear receipt of the price faxed. It shall also be clearly understood that the bidder shall be at liberty to send such fax communications of prices to be up loaded by the service provider only within the closure of Bid time and under no circumstance it shall be allowed beyond the closure of Bid time / reverse auction. It shall also be noted that the service provider should be given a reasonable required time by the bidders, to upload such prices online and if such required time is not available at the disposal of the Service provider at the time of receipt of the fax message from the bidders, the service provider will not be uploading the prices and either BHEL or the service provider are not responsible for this unforeseen circumstances. In order to ward-off such contingent situation, bidders are requested to make all the necessary arrangements / alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the reverse auction successfully. Failure of power at the premises of vendors during the Reverse auction cannot be the cause for not participating in the reverse auction. On account of this, the time for the auction cannot be extended and neither BHEL nor **BOB eProcure Solutions Pvt.Ltd.** is responsible for such eventualities.

1. **BOB eProcure Solutions Pvt.Ltd.** shall arrange to train your nominated person (s), without any cost to you. They shall also explain you, all the Rules related to the Reverse Auction / Business Rules Document to be adopted along with bid manual. You are required to give your compliance on it before start of bid process.
2. **Material For Bid:** Network structured cabling against tender enquiry ref. no. AA:CDT:P32:AIRFILTER dated 22.08.2016 with all amendments, discussions and minutes of meetings, if any.
3. **Starting Bid/Bid Decrement:** The opening price of the RA and the bid decrement value shall be available to the bidders before 05 minutes of the start of the auction and same shall be displayed on the auction website.



4. **Bidding Currency and Unit of Measurement:** Bidding and evaluation will be conducted in **Indian Rupees (INR)** of the item. The price bid placed during the “Sealed Bid Auction” as well as “Reverse Auction” shall be the total price for the Items, as per finalized specifications during techno commercial evaluation, mentioned in **Annexure-I**.
5. **Bid Price:** The Bidder has to quote the F.O.R. destination Price which is inclusive of all prevailing levies and taxes i.e. Excise Duty, Custom Duty, Packing & Forwarding, freight and insurance etc and excluding of VAT / Lease Tax, Service Tax and octroi, if any. The successful bidder is to submit the break up of price after completion of reverse auction.
6. The technical & commercial terms are as per BHEL Tender Enquiry No. AA:CDT:P32:AIRFILTER dated 22.08.2016, subsequent corrigendum along with vendors' technical and commercial bid and subsequent correspondences between BHEL and the vendors regarding commercial terms & conditions.
7. **Validity of Bids:** The Bid price shall be firm for a period of **120 days** and shall not be subjected to any change whatsoever.

At the end of the reverse auction, bidder has to provide a final price confirmation & a detailed break-up & confirmation (as per BHEL's price excel sheet (Annexure-III)) for his lowest offer within 24 hours of the reverse auction to **BOB eProcure Solutions Pvt.Ltd.**

8. **Procedure of Reverse Auctioning:**

- i. **Online Initial Sealed Bid:** The opening bid (In the initial auction) of the bidders shall be same as that quoted in their Final Sealed price submitted to BHEL or lesser. The bidders shall confirm in writing to BHEL that their opening bid shall be same or lesser as that quoted in their final sealed price bid submitted against Tender Enquiry No. AA:CDT:P32:AIRFILTER, dated 22.08.2016. If it is found to be otherwise at a later date, the bidder will be disqualified from the tender.
- ii. **Online English Reverse (no ties) Auction {Reverse Auction}:** BHEL will declare its **Opening Price (OP)**, which shall be visible to the all vendors during the start of the reverse Auction. You will be required to start bidding after announcement of Opening Price and decrement amount. Also, please note that the start price of an item in online reverse auction is open to all the participating bidders. Any bidder can start bidding, in the online reverse auction, from the start price itself. If the start price is your own price, you still need to bid in the online reverse auction. Also, please note that the first online bid that comes in the system during the online reverse auction can be equal to the auction's start price, or lesser than the auction's start price by one decrement, or lesser than the auction's start price by multiples of decrement. The second online bid and onwards will have to be lesser than the L1 rate



by one decrement value, or lesser than the L1 rate by multiples of the decrement value.

- iii. Those vendors who have participated in the Initial Sealed Bid Auction, will only be eligible to participate in the subsequent English Reverse Auction.
 - iv. Online Initial Sealed Bid will be for **30 minutes** and Online English Reverse (no ties) Auction shall be for a **period of one hour**. If a bidder places a bid in the last 10 minutes of closing of the Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for another 10 minutes, for the entire auction (i.e. for all the items in the auction), from the time that bid comes in. Please note that the auto-extension will take place only if a bid comes in those last 10 minutes and if that bid gets accepted. If the bid does not get accepted, the auto-extension will not take place even if that bid might have come in the last 10 minutes. In case, there is no bid in the last 10 minutes of closing of Reverse Auction, the auction shall get closed automatically without any extension. However, vendors are advised not to wait till the last minute or last few seconds to enter their bid during the auto-extension period to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.
 - v. The bid decrement amount shall be specified by BHEL before start of bidding.
 - vi. Any commercial loading shall be intimated to bidders in advance and it shall be added to price during dynamic auction process. For evaluation purpose, commercial loading if any, shall be added to the quoted price of respective bidder. However for ordering only the final bid placed by you shall be considered.
 - vii. After the completion of English No Ties Reverse Auction, the **Closing Price (CP)** shall be available. In case, any commercial loading was made to L1 bidder's price, it shall be de-loaded from the closing price of L1 bidder (**CP**) for further processing.
9. Successful vendor shall be required to submit the final prices, quoted during the English No Ties Reverse Auction, as per BHEL's price excel sheet (Annexure-III), within 24 hours of the reverse auction, duly signed and stamped as token of acceptance without any new condition other than those already agreed to before the start of auction.
10. During the Online English No Ties Reverse Auction, if no bid is received in the auction system / website within the specified time duration of the reverse auction, then **BHEL**, at its discretion, may decide to revise the auction's Opening Price / scrap the online



reverse auction process / proceed with the conventional mode of tendering (opening of the hard copy final bids submitted by you earlier to BHEL).

11. Your bid will be taken as an offer to supply. Bids once made by you, cannot be cancelled / withdrawn and you shall be bound to supply as mentioned above at your final bid price.

Should you back out and not supply as per the rates quoted, BHEL shall take action as appropriate.

You shall be assigned a **Unique User Name & Password** by BHEL or by **M BOB eProcure Solutions Pvt.Ltd.** You are advised to **change the Password** and edit the information in the Registration Page after the receipt of initial Password from **BHEL / BOB eProcure Solutions Pvt.Ltd.** to ensure confidentiality. All bids made from the Login ID given to you will be deemed to have been made by your company.

12. You will be able to view the following on your screen along with the necessary fields in the English No Ties Reverse Auction:
 - a. Leading Bid in the Auction (only total price)
 - b. Bid Placed by you
 - c. Your Own Rank
 - d. Opening Price & Bid Decrement value.
13. At the end of the Reverse Auction, BHEL will decide upon the winner. BHEL's decision on award of Contract shall be final and binding on all the Bidders.
14. BHEL shall be at liberty to cancel the reverse auction process / tender at any time, before ordering, without assigning any reason.
15. BHEL shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
16. Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.
17. You are required to submit your acceptance (Process Compliance Form—Annexure II) to the terms / conditions / modality given above before participating in the reverse auction.

Terms & Conditions of Reverse Auction



LOG IN NAME & PASSWORD: Each Bidder is assigned a Unique User Name & Password by **BOB eProcure Solutions Pvt.Ltd.** The Bidders are requested to change the Password and edit the information in the Registration Page after the receipt of initial Password from **BOB eProcure Solutions Pvt.Ltd.** All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.

BIDS PLACED BY BIDDER: The bid of the bidder will be taken to be an offer to execute the work. Bids once made by the bidder cannot be cancelled. The bidder is bound to execute the work as mentioned above at the price that they bid. Should any bidder back out and not make the supplies at per the rates quoted, **BHEL** and / or **BOB eProcure Solutions Pvt.Ltd.** shall take action as appropriate.

1. **LOWEST BID OF A BIDDER:** In case the bidder submits more than one bid, the lowest bid will be considered as the bidder's final offer to execute the work.
2. **AUCTION TYPE:** 1). Online Initial Sealed Bid
2). Online English No Ties Reverse Auction
3. **DURATION OF AUCTION:** The duration of Auction will be for one hour. If a bidder places a bid in the last 10 minutes of closing of the Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for another 10 minutes, for the entire auction (i.e. for all the items in the auction), from the time that bid comes in. Please note that the auto-extension will take place only if a bid comes in those last 10 minutes and if that bid gets accepted. If the bid does not get accepted, the auto-extension will not take place even if that bid might have come in the last 10 minutes. In case, there is no bid in the last 10 minutes of closing of Reverse Auction, the auction shall get closed automatically without any extension. However, vendors are advised not to wait till the last minute or last few seconds to enter their bid during the auto-extension period to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc. (THIS SCHEDULE IS TENTATIVE. IF ANY CHANGE IN SCHEDULE, THE SAME SHALL BE COMMUNICATED TO YOU)
4. **BID DECREMENT:** The minimum Bid decrement shall be available to the Bidders at the start of the auction. The bidder can view the same by clicking on the Item details at the start of the auction. The bidder can bid lower than the Lowest Bid in the auction by a decrement, multiple of the minimum Bid decrement or at least of minimum bid decrement plus multiples of Bid Decrement. Also, please note that the start price of an item in online reverse auction is open to all the participating bidders. Any bidder can start bidding, in the online reverse auction, from the start price itself. If the start price is your own price, you still need to bid in the online reverse auction. Also, please note that the first online bid that comes in the system during the online reverse auction can be equal to the auction's start price, or lesser than the auction's start price by one decrement, or lesser than the auction's start price by multiples of decrement. The second online bid and onwards will have to be lesser than the L1 rate by one decrement value, or lesser than the L1 rate by multiples of the decrement value.



5. **VISIBILITY TO BIDDER:** The Bidder shall be able to view the following on his screen along with the necessary fields during English Reverse –NO ties Auction:

- Leading Bid in the Auction
- Bid Placed by him
- His Own Rank
- Start Price & Bid Decrement Value

6. **AUCTION WINNER:** At the end of the Reverse Auction, BHEL will evaluate all the bids submitted and will decide upon the winner.

7. **PROXY BIDS:** Proxy bidding feature is a pro-supplier feature to safe guard the supplier's interest of any Internet failure or to avoid last minute rush. The Proxy feature allows Bidders to place an automated bid against other Bidders in an auction and bid without having to enter a new amount each time a competing Bidder submits a new offer.

The bid amount that a Bidder enters is the minimum that the Bidder is willing to offer. Here the software bids on behalf of the supplier.

- The proxy amount is the minimum amount that the Bidder is willing to offer. During the course of bidding, the Bidder cannot delete or change the amount of a Proxy Bid.
- Bids are submitted in decrements (decreasing bid amounts). The application automates proxy bidding by processing proxy bids automatically, according to the decrement that
- The auction originator originally established when creating the auction, submitting offers to the next bid decrement each time a competing Bidder bids, regardless if competing bids are submitted as proxy or standard bids.

GENERAL TERMS & CONDITIONS: Bidders are required to read the "Terms and Conditions" section of the auction website (<https://bhel.eproc.com>) using the Login IDs and passwords given to them.

8. OTHER TERMS & CONDITIONS:

- The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.

- The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
- BHEL's decision on award of Contract shall be final and binding on all the Bidders.
- BHEL along with **M/s Bob eProcure Solutions Pvt. Ltd.** can decide to extend, reschedule or cancel any Auction. Any changes made by **BHEL** and / or **M/s Bob eProcure Solutions Pvt. Ltd.**, after the first posting will have to be accepted if the Bidder continues to access the site after that time.
- **M/s Bob eProcure Solutions Pvt.Ltd** shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
- **M/s Bob eProcure Solutions Pvt.Ltd** is not responsible for any damages, including damages that result from, but are not limited to negligence.
- **M/s Bob eProcure Solutions Pvt.Ltd** will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

N.B.

- All the Bidders are required to submit the Agreement Form / Process Compliance Form (**Annexure- II**) duly signed to **M/s Bob eProcure Solutions Pvt.Ltd.**, before the due date (xx.xx.xxxx). After the receipt of the Agreement Form, Login ID & Password shall be allotted to the suppliers (bidders).
- After the completion of the Auction event, all the Bidders have to submit the Price Break-up & confirmation (as per BHEL's price excel sheet (Annexure-III)) within 24 hours of the reverse auction to **M/s Bob eProcure Solutions Pvt.Ltd** for further proceedings.

ANNEXURE - I

Item Description:

As per tender enquiry ref. no. AA:CDT:P32:AirFilter, dated 22.08.2016 (along with amendments / corrigendum and clarifications).

Details as per "PRICE BID FORMAT" of the tender enquiry (along with clarifications).

After the reverse auction, the L1 bidder shall submit the item wise price breakup as per original price bid format (Annexure – III) which shall include applicable service tax, if any.



Process Compliance Form

(The bidders are required to print this on their company's letterhead, sign & stamp before emailing a scanned copy)

**M/s Bob eProcure Solutions Pvt Ltd,
#4, 100 ft Ring Road, BTM Stage 1,
Phase 1, Bangalore - 560068.
Ph No: 080 4900 0213, Fax No: 080 4200 1251 / 080 4900 0211**

Sub: Agreement to the Process related Terms and Conditions for the Reverse Auction
Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the Tender document for the '**Procurement of 1 no. Air Filter System for CDT Noida**' against tender enquiry ref. no. AA: CDT:P32:AirFilter, dated 22.08.2016 and subsequent corrigendum.

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Reverse Auction Terms & Conditions and the Business rules governing the Reverse Auction as mentioned in your letter and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We also confirm that we will email a scanned copy or fax the price confirmation & break-up of our online quoted price, within 24 hours of the reverse auction, as per BHEL's price excel sheet (Annexure-IX) & the Annexure III formats.
- 5) We, hereby, confirm that we will honor the Bids placed by us during the auction process.
- 6) We also confirm that we will accept our Rank / Position that will be displayed when the 'Bidding Time is Over' of the Online Reverse Auction.
- 7) We confirm that we have changed the password on the auction website after first log in.

With regards,

Signature with company seal

Name –

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –



**M/s Bob eProcure Solutions Pvt Ltd,
#4, 100 ft Ring Road, BTM Stage 1,
Phase 1, Bangalore - 560068.
Ph No: 080 4900 0213, Fax No: 080 4200 1251 / 080 4900 0211**

Sub: Final price quoted during reverse auction and price break-up & confirmation

Ref:

- 1. BHEL Tender No. AA:CDT:P32:AirFilter, dated 22.08.2016**
- 2. Reverse Auction dtd. Xx.xx.xxxx**
- 3. Our Offer No. _____ dtd. _____**

Dear Sir,

We confirm that we have quoted for the “**Procurement of 1No. Air Filter System for CDT Noida**” and Rs. _____ (Rupees _____) is our **Final Total Charges (including all taxes except service tax)** during the reverse auction conducted on xx.xx.xxxx.

The breakup of prices as per Price Bid Format (Annexure-I) is also enclosed.

It is also confirmed that final rate in respect of each item is either equal or lower as compared to rate offered in the sealed bid.

Thanking you and looking forward to the valuable order from BHEL.

Yours sincerely,

For _____

Name:

Company:

Date:

Seal:



CONTACT INFORMATION

M/s Bob eProcure Solutions Pvt.Ltd	Bharat Heavy Electricals Limited, Corporate Systems & Information Technology, Noida
R Marita #4, 100 ft Ring Road, BTM Stage 1, Phase 1, Bangalore - 560068. Ph No: 080 4900 0213, Fax No: 080 4200 1251 / 080 4900 0211 Cell : 09739490066 PH : 080-49000213 E-MAIL : marita.ravi@bobeprocure.com	Shivali Arya Dy. Manager. (CS&IT) CDT Hall, 2nd Floor, BHEL, HRD & ESI Complex, Plot No. 25, Sector-16A, Noida (UP) - 201301 PH : 0120 2416496 E-MAIL : shivali@bhel.in

