



BHEL, BHOPAL

PRODUCT STANDARD R&M SYSTEMS GROUP

RMSG 09 282

Page 1 of 14

INSTRUCTIONS TO TENDERERS

REV. 00

NIT NO. RMSG/MM&WC/RC/T-03

SUB: Rate Contract for two years for carrying out General Civil works for present and future projects of RMSG in Odisha, West Bengal, Jharkhand and Bihar.

1.0 The bid is invited in two parts viz. Part-I: Techno-commercial Bid; Part-II: Price Bid.

1.1 Part-I (Techno-commercial) Bid : Techno-commercial bid should contain documents in the same order as listed below:

- 1.1.1 Covering letter as per Annexure "A"
- 1.1.2 Check List as per Annexure "B"
- 1.1.3 Tender Fee in the prescribed form
- 1.1.4 EMD in the prescribed form
- 1.1.5 No deviation certificate- Technical-ANNEXURE-H
- 1.1.6 No deviation certificate- Commercial-ANNEXURE-I
- 1.1.7 Certificate conforming knowledge about site conditions – ANNEXURE – J-**Not Applicable** .
- 1.1.8 This bid document, each page signed and stamped with all tables/Declaration forms/information sheets (Annexure A to Annexure J) duly filled in legible writing
- 1.1.9 Copy of work orders and completion certificates in support of past relevant work experience as per requirement of clause 3.1 to 3.3 of Special Conditions of this tender document
- 1.1.10 Copy of duly audited balance sheet and Profit & Loss A/c of past three years ending 31st March 2014.
- 1.1.11 Banker's certificate to prove bidder's financial strength to undertake the work duly indicating the financial limits the bidder enjoys.
- 1.1.12 An attested copy of the Power of Attorney, in case an individual other than the sole Proprietor signs the tender
- 1.1.13 Type of Firm with supporting documents
- 1.1.13.1 IN CASE OF AN INDIVIDUAL: His full name, experience, address and nature of business.
- 1.1.13.2 IN CASE OF PARTNERSHIP FIRMS: The names of all the partners with addresses and their experience. A copy of the partnership deed/ Instrument of Partnership duly certified by a Notary Public shall be enclosed.
- 1.1.13.3 IN CASE OF COMPANIES: Date and place of registration including date of commencement certificate in case of public companies and the nature of business carried on by the Company. Certified copies of memorandum and Articles of Association are also to be furnished. Also indicate names, addresses and experience of the Directors.
- 1.1.14 Human Resource totally available with the bidder with organisation structure
- 1.1.15 Photocopy of PAN card in which PAN is readable
- 1.1.16 Copy of Service Tax Registration if applicable

Note:

- (i) Any deviation written elsewhere in the offer other than that in the document specified at Sl. No. 1.1.5 & 1.1.6 shall be treated as unread and shall not be considered for any purpose.
- (ii) The bidder should not give their price offer in Techno-commercial Bid. The techno-commercial bid containing price offer shall be rejected .

1.2 Part-II(Price) Bid: Price bid should contain only Price Offer to be submitted strictly as per enclosed Price Schedule. The Price Bid not submitted as per Price Schedule may not be considered.

Prepared by

Approved by

Date of Issue .

S K DASH

A MANDAL

01.02.2015



BHEL, BHOPAL

**PRODUCT STANDARD
R&M SYSTEMS GROUP**

RMSG 09 282

Page 2 of 14

INSTRUCTIONS TO TENDERERS

REV. 00

- 1.3 Part-I and Part-II Bids should be put in separately sealed envelopes and each envelopes must be marked clearly as Techno-commercial Bid or Price Bid as the case may be. NIT Number and bidder's name & address should also be clearly mentioned on these envelopes. These two envelopes must be put in a bigger envelope and sealed properly. Top of the outer cover/envelop should contain following information :**
- 1. NIT No. & Title of Work**
 - 2. Bid Opening date & time**
 - 3. Address/Venue of Bid Submission**
 - 4. Bidder's Name & Address**
- 2.0** The address / venue for bid submission is as follows –
**RMSG (Formerly PDX Division),
Block-7, Annexe, Gr. Floor, Central Wing
BHEL, Piplani, Bhopal-462022(MP) .**
- 3.0** The bidder has to ensure that the tender is submitted on or before the time & date specified in NIT.
- 4.0 TENDERS RECEIVED AFTER 2.00 PM SHALL BE TREATED AS LATE TENDER AND THE SAME SHALL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCE.**
- 5.0** All the envelopes will be removed from the tender box at 2.00 PM for numbering and entering in the register in presence of authorized representative of the department.
- 6.0** Opening of tender will start at 2.30 PM and only techno-commercial bid (Part-I) shall be opened on the date of opening.
- 7.0** Price bids (Part-II) will be opened for only those bidders who are found qualified after scrutiny of techno-commercial bid.
- 8.0** The representative of the bidder should have authority letter from their principal / company for witnessing the tender opening.
- 9.0** Bidders or their authorised representative will be permitted in tender room to witness the tender opening from 2.30 PM onwards only.
- 10.0** The tenderer shall closely peruse all the clauses, specifications and drawings indicated in the Tender Documents before quoting. The offers should be strictly in accordance with the tender specifications & General Instructions to the tenderer. Should the tenderer require any clarification on the tender specification, or is interested in offering any deviation from the tender specification, he shall contact the authority inviting the tender for clarification before submission of the tender. **No deviation w.r.t. terms & conditions of the tender are acceptable.**
- 11.0** If there are varying or conflicting provisions made in any of the documents forming part of the tender, the accepting authority shall be deciding authority with regard to the intension of the document.
- 12.0** Before submission of the bid, the bidder is advised to inspect the site of work and the environments and be acquainted with the actual working and other prevalent conditions, facilities available etc.
- 13.0** Tenderer must fill up all the schedules and furnish all the required information as per the instructions given in various sections of the tender specification. **Each and every page of the Tender Specification must be SIGNED, STAMPED AND SUBMITTED ALONG**



BHEL, BHOPAL

**PRODUCT STANDARD
R&M SYSTEMS GROUP**

RMSG 09 282

Page 3 of 14

INSTRUCTIONS TO TENDERERS

REV. 00

WITH THE TECHNO-COMMERCIAL OFFER by the tenderer in token of complete acceptance thereof. The information furnished shall be complete in itself.

14.0 The tenderer shall quote the rates in figures (international numerals to be used) as well as in words (English language to be used). If on check there are found to be differences between the rates given by the contractor in words and figures or in the amount worked out by him in the schedule of quantities and general summary, the same shall be adjusted in accordance with the following rules:

- (a) In the event of a discrepancy between rates quoted in words and figures by tenderer, the rate quoted in words shall be taken as correct.
- (b) In the event of an error occurring in the amount column of Schedule of Quantities because of wrong extension of the unit rate and quantity, the unit rate shall be regarded as firm and extension shall be amended on the basis of the rate.
- (c) All errors in totalling in the amount column and in carrying forward totals shall be corrected.

15.0 In case of repetition of some items in different sections, the lowest rate quoted by the Contractor for such item of work in any section / sub-head of schedule of quantities shall be considered as the quoted rate for the item in all the different section/sub-head for payment.

16.0 All entries in the tender shall either be typed or be written in ink. Erasures and overwriting are not permitted and may render such tenders liable to rejection. The tenderer shall duly attest all cancellations and insertions.

17.0 Only tenderer who have previous experience in the work of the nature & description detailed in this tender specification are expected to quote for this work. Offer from tenderer who does not have a proven and established experience in the field is not likely to be considered.

18.0 The tenderer shall give full information in respect of the following: -

- 18.1 Permanent Account Number as allotted by the Income Tax Department.
- 18.2 Service Tax Registration Number if applicable .
- 18.3 Financial viability as per proforma enclosed as per Annexure – 'C'.
- 18.4 A statement giving particulars of the various services rendered / in progress for similar works by the tenderers indicating the particulars & value of each work, site location, duration, date of completion as per Annexure – 'D'.
- 18.5 The human resource/manpower that are totally available with him, & that will be employed by the tenderer for this work in the form of month-wise & category-wise deployment plan duly indicating the no. of Engineers, Supervisors, skilled & unskilled workers etc. as per proforma at Annexure – 'E'.
- 18.6 A list of Tools & Tackles that the tenderer is having & those which will be deployed on this job as per proforma as per Annexure-'F'.
- 18.7 An attested copy of the Power of Attorney, in case an individual other than the sole Proprietor/Director/Partner signs the tender.
- 18.8 Declaration sheet as per proforma at Annexure – 'G'.
- 18.9 Check list and schedule of general particulars, duly filled in, signed and stamped as per Annexure-'B'.

Note:- All the data required to be enclosed with the tender as per the requirements of this section need to be furnished neatly typed, signed and stamped in the given formats only & wherever necessary documentary proof also needs to be enclosed. In the absence of the above information the tender may be considered as incomplete and may lead to rejection .

19.0 The offer shall be kept open for acceptance for a period of 06 (Six) months from the date of opening of techno-commercial offer. In case Bharat Heavy Electricals Limited



BHEL, BHOPAL

**PRODUCT STANDARD
R&M SYSTEMS GROUP**

RMSG 09 282

Page 4 of 14

INSTRUCTIONS TO TENDERERS

REV. 00

calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer, which shall be binding, on the tenderer. All expenses for attending such negotiations are to be borne by the tenderer.

- 20.0** The acceptance of Tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights to reject any or all the tenders.
- 21.0** The tenderers are required to quote for the complete scope of work with the lowest possible rate. The tenderers quoting for part of the work or incomplete in any respect are likely to be rejected. **The work tendered out is indivisible in nature and the same shall be awarded to a single party.**
- 22.0** Conditional and unsigned tenders, tenders containing absurd or unworkable rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions, specifications, etc., are liable to be rejected .
- 23.0** If a tenderer expires after the submission of his tender or after the acceptance of his tender, BHEL may at its discretion, cancel such tender. If a partner of a firm expires after the submission of the tender or after the acceptance of the tender, BHEL may cancel such tender at its discretion unless the firm retains its character.
- 24.0** BHEL will not be bound by any Power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. BHEL may, however, recognise such Power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
- 25.0** If the tenderer deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money / Security Deposit / any other moneys due.
- 26.0** Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the Contractor who resorts to canvassing are liable to be rejected.
- 27.0** Should a tenderer or, in the case of a firm or Company, its Partner(s) / major shareholder(s) / Director(s) have relation(s) employed in BHEL, the authority inviting tender shall be informed of the fact along with the offer. Otherwise, BHEL may at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money / Security Deposit.
- 28.0** BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by BHEL.



BHEL, BHOPAL

**PRODUCT STANDARD
R&M SYSTEMS GROUP**

RMSG 09 282

Page 5 of 14

INSTRUCTIONS TO TENDERERS

REV. 00

ANNEXURE "A"

OFFER OF THE CONTRACTOR

Sh. Ashis Mandal
AGM (RMSG)
Block-VII Annexe,
Gr. Floor, Central Wing,
BHEL, Piplani, Bhopal-462022

Dear Sir,

I/We hereby offer to carry out the work detailed in Tender Specification No. (NIT No.) RMSG/MM&WC/RC/T-03 issued by Bharat Heavy Electricals Limited BHOPAL 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. Instructions to Tenderers
2. General Terms and Conditions
3. Special Conditions
4. Technical Specifications
5. Price Schedule

I/We have deposited / forwarded here with the Tender Fee and Earnest Money deposit. Details of Tender Fee and EMD payment are furnished in the check list.

EMD shall be refunded should our offer not be accepted. Should our offer be accepted, I/We further agree to deposit the required amount of Security Deposit for the work as provided for in the tender specification with in the stipulated time as may be indicated by BHEL BHOPAL.

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

Signature of the Tenderer
Address

PLACE :
DATE :



BHEL, BHOPAL

**PRODUCT STANDARD
R&M SYSTEMS GROUP****RMSG 09 282**

Page 6 of 14

INSTRUCTIONS TO TENDERERS**REV. 00****ANNEXURE – "B"****CHECKLIST & SCHEDULE OF GENERAL PARTICULARS**

NOTE : - Bidder shall fill in the following details and no column should be left blank.

1.	Name & Address of the Bidder	
2.	Fax / Email Address	
3.	Phone No. (Office)	
4.	Name & designation of the official of the tenderer to whom all the references shall be made	
5.	Bidder's proposal No. & date	
6.	Whether Tender Fee submitted (By cash / Bank Draft) Please give details.	
7.	Whether EMD submitted (By cash / bank draft). Pl. give details.	
8.	Validity of offer for six months from the date of opening of techno-commercial offer .	Yes / No
9.	PAN No. Photocopy enclosed	Yes / No (PAN NO. -----)
10.	Service Tax Registration No.(if Applicable) photocopy enclosed	
11.	Financial status in the format at Annexure "C"	Yes / No
12.	Detail of experience in the format at Annexure "D"	Yes / No
13.	Month wise Manpower Deployment Plan in the format Annexure "E"	Yes / No
14.	List of tools& tackles in the format at Annexure "F"	Yes / No
15.	Attested copy of power of attorney	Yes / No
16.	Details about type of the firm with relevant supporting document	Yes / No
17.	Declaration sheet in the format at Annexure –"G")	Yes / No
18.	Whether signed copy of tender document submitted	Yes/NO
19.	No Deviation Filled (Technical) as per Annexure "H"	Yes / No
20.	No Deviation Filled (Commercial) as per Annexure "I"	Yes / No
21.	Certificate conforming knowledge about site condition as per Annexure "J"	Not Applicable

Signature of the Bidder with seal



BHEL, BHOPAL

**PRODUCT STANDARD
R&M SYSTEMS GROUP**

RMSG 09 282

Page 7 of 14

INSTRUCTIONS TO TENDERERS

REV. 00

ANNEXURE – “C”

FINANCIAL VIABILITY

- | | | | |
|----|--|---------|-----|
| 1. | Owner's capital in the business (in case of partnership, please mention percentage shares and amounts) | | Rs. |
| 2. | Quantum of business done during the : Three financial years | 2013-14 | Rs. |
| | | 2012-13 | Rs. |
| | | 2011-12 | Rs. |
| 3. | Value of fixed assets of the businesses in last three financial years | 2013-14 | Rs. |
| | | 2012-13 | Rs. |
| | | 2011-12 | Rs. |
| 4. | Guarantee limits (if any) enjoyed by the firm | | Rs. |
| 5. | Over draft limits (if any)enjoyed by the firm | | Rs. |
| 6. | Please enclose audited profit and loss account and balance sheet for last 3 years (indicate no. of sheets) | | |

Note:-

1. All the above documents should be duly certified by auditors / Bank as may be applicable.

Name & signature of the bidder
(seal)



BHEL, BHOPAL

PRODUCT STANDARD
R&M SYSTEMS GROUP

INSTRUCTIONS TO TENDERERS

RMSG 09 282

Page 8 of 14

REV. 00

ANNEXURE – “D”

INFORMATION OF SIMILAR JOBS EXECUTED / IN PROGRESS IN PAST

Sr.No.	Agency by whom awarded with name & contact no. of concerned person	Particulars of the works awarded	Work Order No. with Date	Work Order value	Date of completion

Name & signature of the bidder

(Seal)



BHEL, BHOPAL

PRODUCT STANDARD
R&M SYSTEMS GROUP**INSTRUCTIONS TO TENDERERS****RMSG 09 282**

Page 9 of 14

REV. 00**ANNEXURE – “E”****MONTHWISE MANPOWER DEPLOYMENT PLAN**

Sl. No.	Category		Manpower Deployment Schedule		
			1 st	2 nd	3 rd and so on
1	Engineer (Mech./ Elect / Civil.)				
2	Supervisor (Mech./Elect./Civil)				
3	Skilled Workers				
	a)	Electrician			
	b)	Welder			
	c)	Crane operator			
	d)	Driver			
	e)				
	f)				
	g)				
	h)				
	i)				
4	Unskilled workers				
5	Manpower of any other category required for the work				

Name & signature of the bidder

(Seal)



BHEL, BHOPAL

PRODUCT STANDARD
R&M SYSTEMS GROUP

INSTRUCTIONS TO TENDERERS

RMSG 09 282
Page 10 of 14

REV. 00

ANNEXURE – “F”

LIST OF TOOLS AND TACKLES

Sl. No.	Name of equipment	Quantity Owned	Quantity proposed to be deployed for this job

Name & Signature of the bidder
(Seal)



BHEL, BHOPAL

**PRODUCT STANDARD
R&M SYSTEMS GROUP**

RMSG 09 282
Page 11 of 14

INSTRUCTIONS TO TENDERERS

REV. 00

ANNEXURE – “G”

DECLARATION SHEET

I / We, (NAME OF THE FIRM)
hereby certify that, all the information and data furnished by me / us with regard to this
Tender Specification (NIT No.) are true and
complete to the best of my / our knowledge. I / We have gone through the specification,
conditions and stipulations in detail and agree to comply with the requirements and intent
of specification.

I / We, further certify that I / we am / are the duly authorised representative(s) of the
under mentioned tenderer and a valid power of attorney to this effect is also enclosed.

I / We, hereby declare that I / we shall treat the tender documents, drawings,
specifications and other records connected with the work as secret / confidential and shall
not communicate information / derived there from to any persons other than a person to
whom I / We am / are authorised to communicate the same or use the information in any
manner prejudicial to the safety of the same.

Tenderer's Name & Address:

Name & signature of the bidder
(Seal)



BHEL, BHOPAL

PRODUCT STANDARD
R&M SYSTEMS GROUP

INSTRUCTIONS TO TENDERERS

RMSG 09 282
Page 12 of 14

REV. 00

ANNEXURE – “H”

CERTIFICATE OF NO-DEVIATION (TECHNICAL)

I/WE, M/s

HEREBY CERTIFY THAT NOTWITHSTANDING ANY CONTRARY INDICATIONS/ CONDITIONS ELSEWHERE IN OUR OFFER DOCUMENTS, I/WE HAVE NEITHER SET ANY TERMS AND CONDITIONS NOR THERE IS ANY DEVIATION TAKEN FROM THE CONDITIONS OF BHEL'S TENDER SPECIFICATIONS- TECHNICAL OTHER THAN MENTIONED BELOW AND I/WE AGREE TO ALL OTHER TERMS AND CONDITIONS MENTIONED IN BHEL'S TENDER SPECIFICATION-TECHNICAL WITH ASSOCIATED AMENDMENTS AND CLARIFICATIONS:

S.N.	Tender Spec. Ref doc.	Clause Reference	Clause description as appearing in tender document	Deviation
1.0				
2.0				
3.0				
4.0				
5.0				
6.0				
7.0				

SIGNATURE OF THE BIDDER WITH SEAL



BHEL, BHOPAL

PRODUCT STANDARD
R&M SYSTEMS GROUP

INSTRUCTIONS TO TENDERERS

RMSG 09 282
Page 13 of 14

REV. 00

ANNEXURE – “I”

CERTIFICATE OF NO-DEVIATION (COMMERCIAL)

I/WE, M/s

HEREBY CERTIFY THAT NOTWITHSTANDING ANY CONTRARY INDICATIONS/ CONDITIONS ELSEWHERE IN OUR OFFER DOCUMENTS, I/WE HAVE NEITHER SET ANY TERMS AND CONDITIONS NOR THERE IS ANY DEVIATION TAKEN FROM THE CONDITIONS OF BHEL'S TENDER SPECIFICATIONS-COMMERCIAL OTHER THAN WHAT ARE MENTIONED BELOW AND I/WE AGREE TO ALL OTHER TERMS AND CONDITIONS MENTIONED IN BHEL'S TENDER SPECIFICATION-COMMERCIAL WITH ASSOCIATED AMENDMENTS AND CLARIFICATIONS:

S.N.	Tender Spec. Ref doc.	Clause Reference	Clause description as appearing in tender document	Deviation
1.0				
2.0				
3.0				
4.0				
5.0				
6.0				
7.0				

SIGNATURE OF THE BIDDER WITH SEAL



BHEL, BHOPAL

PRODUCT STANDARD
R&M SYSTEMS GROUP

INSTRUCTIONS TO TENDERERS

RMSG 09 282
Page 14 of 14

REV. 00

ANNEXURE – “J”

CERTIFICATE CONFORMING KNOWLEDGE
ABOUT SITE CONDITION

NOT APPLICABLE

SIGNATURE OF THE BIDDER WITH SEAL