



BHEL, BHOPAL

(TENDER No. FSX/CEMENT/2019-20/W1/R)

CENTRAL RECEIVING DIVISION

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INSTRUCTIONS TO TENDERERS

REV. 00 .

(FSX/CEMENT/2019-20/W1/R)

- 1.0** Sealed Tenders can be dropped in the Tender Box as specified in NIT.
- 2.0** Before tendering, the tenderer is advised to inspect the site of work and the environment and be acquainted with the actual working and other prevalent conditions, facilities available etc. No claim will be entertained later on grounds of lack of knowledge.
- 3.0** In case of any query/doubt on the tender specifications, bidder shall contact the concerned authority for clarification before tender submission. No **condition/deviation** w.r.t. terms & conditions of the tender are acceptable.
- 4.0 Quotations:-**
Firms are required to submit quotation in Two bid system.
- 4.a.** The bid in a Sealed envelope shall contain minimum following document:-
1. Fresh EMD of Rs.3560/- or one time EMD of Rs. 5.00 lakhs.(NA for MSME firms)
 2. DD or MR of Rs.100/- towards tender cost .(NA for MSME firms)
 3. Copy of PAN card if not submitted earlier.
 4. Declaration sheet as per proforma at Annexure-‘A’
 5. Bank Account particulars with MICR no. For Electronic Fund Transfer as per Annexure-‘B’ if not submitted earlier
 6. Copy of work order/documents in support of experience as per Annexure-‘C’
 7. Check list and schedule of general particulars as per Annexure-‘D’
 8. GST Registration.
 9. PF & ESI registration and labour licence
- *Note:-Contractors are required to submit PF, ESI and Labour Licence before the Commencement of the work. However the contractors who have these documents may Enclose them with technical bid.
- 10. Part Two:- Price bid (To be submitted in separate envelope).**
Quoted price to be written both in figures and words. In case of any ambiguity, the lower price given in word / figures shall be taken as the Quoted Price.
- 5.0** Each page of the offer shall be duly signed by an authorised person, with all formalities, in a sealed & properly super scribed envelope and shall be deposited, in tender box at the designated venue, on or before the date and time specified in NIT.
- 6.0** Offers thus received shall be opened at the designated venue on the specified date & time, in the presence of those bidders or their representatives, who choose to be present.
- 7.0** The rate shall be quoted as the final rate but **Excluding GST**. No escalation / No additional payment/ No overtime/ No waiting charges will be admissible other than the Quoted rate.



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8.0 An offer will be treated as **invalid** offer if it contains any condition, deviation or insufficiency. Quoting of any ambiguous, overwritten, unclear or erased rate in Price bid to be strictly avoided. Any such case may lead to cancellation of the offer.

9.0 Validity period of an offer shall be three months (90 Days) from the date of tender opening.

Name & signature of the bidder
(Seal)

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ANNEXURE – “A”

DECLARATION SHEET

I / We, hereby certify that, all the information and data furnished by me / us with regard to this Tender Specification (FSX/Cement/2019-20/W1/R) are true and complete to the best of my / our knowledge. I / We have gone through the NIT, Instructions to tenderers, General terms & conditions and scope of work with the requirements and intent to execute the work as per specification, without any deviation.

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

Name & signature of the bidder
(Seal)



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Annexure – B
(Not applicable if submitted earlier)

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

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

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

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

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

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

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

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

Signature of Contractor/Bidder



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REV. 00**ANNEXURE – “C”****INFORMATION OF JOBS EXECUTED IN PAST**

Type of Work: Material handling/Cement Unloading from Trucks/Railway Wagons through manual labours

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

Note: Copy of supporting documents like work order, work completion certificate may be enclosed. Bidders quoting experience of private firms may enclose supporting documents of payment details (bank transactions, TDS details, etc.) of the executed work; otherwise the bid shall be rejected.

- i) As per CVC guideline average financial turnover during the last 3 years, ending 31st March 2018 should be at least 0.62 lakhs.

AND

- ii) Experience of having successfully completed similar work of material handling/cement unloading through manual labours during last 7 years ending last day of March' - 2019 should be either of the following

a. Three similar completed works costing not less than 0.71 Lakhs.

OR

b. Two similar completed works costing not less than 0.89 Lakhs.

OR

c. One similar completed work costing not less than 1.42 Lakhs.

Seal and Signature of bidder.



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REV. 00**ANNEXURE – D****CHECKLIST & SCHEDULE OF GENERAL PARTICULARS****NOTE: - The Bidder shall fill in the following details and no column should be left blank.**

1.	Name & Address of the Bidder	
2.	Fax / Email Address	
3.	Phone No. (Office)/ Mobile nos.	
4.	Name & Designation of the official of the tenderer to whom all the references shall be made /	
5.	Tender Cost Rs.100/- (please mention details of payment)	NA
6.	Bidder's proposal No. & date	
7.	Whether EMD of Rs. 3560/- submitted (By pay order / bank draft) or one time EMD of Rs. 5.00 Lakhs. Pl. give details.	Yes/No/ NA
8.	Submission of Declaration Sheet (in the format Annexure "A")	Yes / No
9.	Submission of Bank Particulars (in the format Annexure "B") (Not required if submitted to BHEL earlier)	Yes / No
10.	Submission of details of experience (in the format Annexure "C") is mandatory requirement.	Yes / No
11.	Submission of signed and stamped downloaded copy of "Instructions to tenderer" "Scope of work" , "General terms & conditions" and "Statutory compliance	Yes / No
12.	Submission of Attested copy of power of attorney if signed by person other than the owner.	Yes / No
13.	Submission of PF, ESI, Labour licence as applicable (may be obtained before the commencement of works).	Yes / No
14.	Submission of photocopy of PAN card (not required if submitted earlier) .	Yes / No
15.	GST Registration	Yes / No
16.	Submission of price bid	Yes/No/NA
	PQR (1) Balance sheet Year 2015-16 2016-17 2017-18 (2) Copy of Previous Work Order (last 7 years from April'2012 to March' 2019) (i) 3 W.O. worth Rs. 0.71 lacs for similar work as per annexure –'C' (ii) 2 W.O. worth Rs. 0.89 lacs (iii) Similar one W.O. Rs. 1.42 lacs	

Signature of the Bidder with seal