



**BHARAT HEAVY ELECTRICALS LIMITED**  
RAMACHANDRAPURAM, HYDERABAD-32

**TENDER DOCUMENTS**

FOR

**SUPPLY OF SAFETY GIFT FOR BHEL EMPLOYEES**

Broad category of Items but not limited to: - *Safety related gift article/item or any other utility gift article of reputed brand/company.*

**TENDER ENQUIRY No: M4A1T28790** dtd **23.01.2020**

**TECHNICAL & COMMERCIAL BID - PART "A"**

**(A) Scope of Supply**

Bharat Heavy Electricals Ltd. (A Govt. of India Undertaking) Unit: RC.Puram, Hyderabad require approximately **3707** Nos. of **Gift items** as per the under-mentioned scope of supply for distribution to its employees at RC Puram, Hyderabad.

Sealed quotations are invited for procurement of the above. Offers shall be uploaded only by online mode through BHEL e-tendering portal – <https://bhel.abcpurchase.com/EPROC>. Bidders need to log into the website, register for User ID & Password, search for the RFQ No and submit your quotation. Offers received through any other mode will not be considered.

| Sl. No. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | <b>3707</b> Nos. of <b>Gift items</b> :<br>in the category of but not limited to:- <i>Safety related gift article/item or any other utility gift article of reputed brand/company.</i><br>costing maximum Rs. 400/- per gift pack (inclusive of all taxes & freight, delivery charges etc. at BHEL, R.C. Puram Hyderabad)                                                                                                                                                                                                                                                                                                                                                                            |
| 2.      | <b>IMPORTANT INSTRUCTIONS: for Submitting Techno commercial Bid &amp; Processing of Tender</b> <ul style="list-style-type: none"><li>Bidders can offer any item in the above categories. They can also bundle more than one item in each as a Package</li><li>Any bidder can offer maximum three alternatives as a single item or package and quote his prices accordingly in separate sealed covers (i.e Technical Bid and Price bid separately for each of the three alternative items)</li><li>The vendors have to submit the "tender sample" for each of the Alternative(s) of his offering for display.</li><li>Delivery period is <b>6 weeks</b> from the date of PO for LD purpose.</li></ul> |

**(B) General Terms and Conditions**

**Regarding Sample:**

- ✓ BHEL logo, safety triangle and year 2020 shall be embossed/imprinted on each safety gift item.
- ✓ The gift article shall be supplied in a good quality gift box along with environment friendly carry bag.

- ✓ The safety gift article/material shall be guaranteed for 1 year for any manufacturing defects.
  - ✓ Damaged/defective gifts shall be replaced immediately.
  - ✓ Delivery date shall be within 6 weeks from the date of PO.
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- All bidders to note that the process for procurement of gift is primarily a 'sample' based procurement. Such procurement also involves selection based on various indeterminable parameters by a committee constituted by BHEL.
  - BHEL reserves the right to increase or decrease the Order quantity by plus or minus 10% as per our actual requirement.
  - The gift Items will be supplied strictly as per the 'tender sample' submitted and specifications mentioned in the offer.
  - The Gift item(s) (Bundle) will be supplied in good quality packing.
  - Delivery of the Items shall be made on FOR basis to BHEL at Ramachandrapuram, Hyderabad.
  - If any information given by the bidder is found to be incorrect at later stage, BHEL reserves the right to reject the bid submitted by bidder / cancel the award of order.
  - Suppliers shall submit samples to the following address:  
To  
The AGM/Purchase (co-ordination), vendor complex,  
Bharat Heavy Electrical Limited,  
Ramachandrapuram, Hyderabad-502032.

### **C) Pre-qualifying Criteria ( PQC)**

The pre-qualification criteria (PQC) for the vendors for supply of New Year Gift item(s) will be as follows:

- 1. The average annual turnover of the vendor during the last 3 Financial years ending 31st March,2019 should be at least Rs. 15 Lakhs**
- 2. The vendors should either have their own manufacturing facility or they should be authorized Distributor /Re-seller/agent of the manufacturers for the product samples submitted (Documentary evidence to be submitted supporting the same)**
- 3. Vendor should enclose at least one Purchase Order in the past 3 years for supply to a min of 3500 Nos of similar gift items to any company/institution/body.**

The documents as required above shall be submitted along with Part-I Bid.( **i.e Techno-commercial Bid )**

**PART- 2: Price Bid**

This part shall contain Rates only (duly filled in price bid format Annexure - 'A') and should not contain any technical details and / or Commercial Terms & Conditions. Any technical details/or Commercial Terms & Conditions, if found in this part shall be ignored and will not be considered for Tender evaluation and priority as the same are supposed to be contained in Part-I only as indicated above.

### **(D) Bid Opening**

**Part-I (Techno-Commercial Bids) only will be opened on the due date indicated in the tender.** The opening of Part-II Price Bid will be intimated separately to the shortlisted technically qualified bidder.

The samples of technically qualified bidders will be prioritized as first, second, third, fourth & fifth etc. by the Committee constituted by BHEL based on the acceptability of the item to be given as gift. Priority one will be the highest preferred, whereas "Priority Five" will be the least preferred. Price Bids of the prioritized five bidders shall be opened. The price bid of the vendor whose sample has been selected as "Priority One" will be considered for placement of purchase order provided the all-inclusive quoted rate does not exceed Rs.400/- per item for item. If the all-inclusive price quoted exceeds the limit (Rs 400) or if the committee feels the price is not reasonable, vendor may be called for negotiation and if the price is still not within the approved limit the offer stands rejected in which case the price bid of the next prioritized vendor shall be considered for placement of order subject to the above condition. This process may go on, till the shortlisted sample meets the Price condition. No comparison/evaluation of prices of the prioritized bidders will be done.

In the event of more than one vendor getting tagged as same "Priority" reason being manufacturer same, item also similar but offered by different vendors, the price bids of all the vendors whose sample has been tagged as same "Priority" will be opened and the order will be considered for placement on the Vendor who has quoted the LOWEST (L1) rate subject to the condition that the rate quoted is not in excess of the prescribed amount.

The 'tender sample' submitted by the successful bidder will be preserved by for inspection/ random checking of the final incoming supply. The colour/look/design/quality of the item to be supplied shall be exactly as per the sample submitted, otherwise it will be rejected. The Vendor should emboss/print BHEL monogram/logo/slogan on the Carton Box or on the gift item as per our instruction.

The 'tender samples of the unsuccessful bidders shall be collected by suppliers representative after finalization of the tender.

#### **(E) Warranty Period**

The offered items by the bidders shall be warranted for a minimum period of one year.

#### **(F) Risk Purchase Clause**

BHEL reserves the right to cancel the Order due to any failure on the part of the Vendor in discharging his obligations as per terms & conditions of Order or for poor quality of supplies or in the event of his becoming insolvent or going into liquidation. The decision of BHEL about the failure on the part of the Vendor shall be final and binding on the vendor. In the eventuality of action under this clause BHEL shall be free to procure the gift items from any alternative source of its choice and recover additional cost, if any, from the Vendor.

#### **(G) Terms of Payment**

The payment will be made within 75 days after satisfactory supply completion of total Order quantity and submission of bill to this office. However, if the vendor is a SSI unit the payment can be released within 45 days after receipt and acceptance of material in BHEL. Vendor shall have to enclose documentary evidence to this effect along with the Technical Bid -Part 'A'.

#### **( H ) Penalty**

Delivery period is 6 weeks from the date of PO for LD purpose. In case supply is delayed beyond the delivery date , BHEL reserves the right to levy LD @ ½% per week of delay subject to maximum of 10% of order value.

#### **(I) Validity of Rates**

Bid, including Prices, should be valid at least for 90 days from the Opening of Technical Bid or till the completion of supply whichever is later.

Dy Manager Purchase/CMM

## ANNEXURE-A

## PRICE BID-PART 'B'

TENDER ENQUIRY NO: **M4A1T28790 dtd 23.01.2020**

## PRICE FORMAT

| Sl.No | Description of offered Item (s)                                                                                                                                                                                                                                                                                                                            | All inclusive Rate per unit<br>(inclusive of all taxes/ GST, transportation, packing & forwarding charges etc.<br>F.O.R. Delivery at RC Puram, Hyderabad<br><br>In Figures<br><br>(In words in brackets ) |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | <b>3707</b> Nos. of <b>Gift items:</b><br>in the category of but not limited to:-<br><i>Safety related gift article/item or any other utility gift article of reputed brand/company.</i> costing maximum Rs. 400/- per gift pack (inclusive of all taxes & freight, delivery charges etc. at BHEL, R.C. Puram Hyderabad)<br>Brief Description of the Item: | Rs.<br><br>(Rupees )                                                                                                                                                                                      |

Note: 1. Please use separate Price formats for different alternatives (i.e. alternative I, II &amp; III)

Signature  
Name & Company Seal

**ANNEXURE 'B'**

**DECLARATION**

**TENDER ENQUIRY NO: M4A1T28790 dtd 23.01.2020**

I / We hereby declare that I/We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court for participating in any Tender

Signature  
(Name & Address of the Bid with official seal)

Place:  
Date :

**ANNEXURE 'C'**

**TENDER ENQUIRY NO: M4A1T28790 dtd 23.01.2020**

**Acceptance Certificate**

We hereby accept all terms and conditions of the above tender.

Signature  
With name, Designation & seal of the firm

**ANNEXURE 'D'****TECHNICAL DETAILS****TENDER ENQUIRY NO: M4A1T28790 dtd 23.01.2020**

Rs. Lacs

I

|                                                  |                        |                        |                        |
|--------------------------------------------------|------------------------|------------------------|------------------------|
| TURNOVER OF THE BIDDER                           | 2018-19<br>Rs.         | 2017-18<br>Rs.         | 2016-17<br>Rs.         |
| Copies of audited balance sheet/income statement | Enclosed/ Not Enclosed | Enclosed/ Not Enclosed | Enclosed/ Not Enclosed |

|                                  |                        |
|----------------------------------|------------------------|
| PAN CARD NO. NO WITH CERTIFICATE | Enclosed/ Not Enclosed |
|----------------------------------|------------------------|

|                                      |                        |
|--------------------------------------|------------------------|
| GST REGISTRATION NO WITH CERTIFICATE | Enclosed/ Not Enclosed |
|--------------------------------------|------------------------|

|                              |                        |
|------------------------------|------------------------|
| CERTIFICATE OF INCORPORATION | Enclosed/ Not Enclosed |
|------------------------------|------------------------|

|                                          |                        |
|------------------------------------------|------------------------|
| AUTHORISATION CERTIFICATE, if applicable | Enclosed/ Not Enclosed |
|------------------------------------------|------------------------|

Signature with seal of the firm