

TENDER SPECIFICATION

BHEL RUDRAPUR

FOR

**01 Year Comprehensive Maintenance Contract of
Desktop, PCs, Printers, Scanners, Plotters and UPS for BHEL
RUDRAPUR**

RFQ No:201707502 dt 31.12.2017

Due Date of Submission of tender: 06.01.2018 at 1400Hours

Opening of Techno Commercial Bids: 06.01.2018 at 1500hrs



BHARAT HEAVY ELECTRICALS LIMITED

(A Government of India Undertaking)
Component Fabrication Plant,
Rudrapur, Udham Singh Nagar.
Uttarakhand

BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
Component Fabrication Plant,
Rudrapur, Udham Singh Nagar.
Uttarakhand, 263153

Open Tender Specification No.
RFQ No 201707502 Dt. 31.12.2017
FOR

**01 Year Comprehensive Maintenance Contract of
Desktop, PCs, Printers, Scanners, Plotters and UPS for BHEL
RUDRAPUR**

One set of Tender documents consisting of

- 1) Techno-commercial bid - 1 copy
- 2) Price bid for Installation Package - 1 copy

Book Sl. No.

Issued To,
M/s,
.....
.....
.....

Refer NIT for Last date of submission

Please note this tender document is not transferable.

For any query related to above tender document, please contact:

1) Ajay Kumar, Engineer (MM/WCM), Email: ajaykumar@bhel.in,
Ph: 05944-257209.

2) R..K Saxena, DGM(MM/WCM/CS), Email: Rksaxena@bhel.in,
Ph: 05944-257221.

For and on behalf of
Bharat Heavy Electricals Limited

Engineer / MM/WCM-Dept.

Place: - Rudrapur
Date:-

Registered Office : BHEL House, Siri Fort, New Delhi – 110 049, India
Website: www.bhel.com

NOTICE INVITING TENDER (NIT)
NOTE: BIDDER MAY DOWNLOAD FROM WEB SITES
OR
PURCHASE TENDERS FROM THIS OFFICE

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To,

Dear Sir / Madam

Sub : NOTICE INVITING TENDER

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

01. SAILENT FEATURE

Sl.No.	ISSUE	DESCRIPTION
I	TENDER	201707502 Dt 31.12.2017
II	BROAD SCOPE OF WORK	one year comprehensive Maintenance contract of Desktop, PCs, Printers, Scanners, plotters and UPS etc
III	DETAILS OF TENDER DOCUMENT	
(a)	Volume-IA	Technical Conditions of Contract (TCC) consisting of Scope of work, Technical Specification, Drawings, Procedures, Bill of Quantities, Terms of payment, etc
(b)	Volume-II	Price Bid
(c)	Due Date & Time of Offer Submission	Date : 06.01.2018 Time :1400 Hrs Tenders can be submitted through representative / in person at designated tender box at BHEL RUDRAPUR.
(d)	Opening of Tender	Date : 06.01.2018, Time :15. Hrs Notes:- (1) In case the due date of opening of tender becomes a non-working day, tenders shall be opened on next working day at the same time. 2) Bidder may depute representative to witness the opening of tender
(e)	EMD Amount	Rs 8215/- (Rupees Eight thousand two hundred fifteen Only)
(f)	Cost of Tender(Non Re-fundable)	NA
(g)	Last Date for Seeking Clarification	At least 4 days before the due date of offer Submission.

02. The offer shall be submitted as per the instructions of tender document and as detailed in this NIT. Bidders to note specifically that all pages of tender document, including these NIT pages of this particular tender together with

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subsequent correspondences shall be submitted by them, duly signed & stamped on each page, as part of offer. Rates / Price including discounts / rebates, if any, mentioned anywhere / in any form in the techno- commercial offer other than the Price Bid, shall not be entertained.

03. **EMD** : Unless specifically stated otherwise, bidder shall deposit EMD through Cash Deposit (as permissible under the extant Income Tax Act) (before tender opening), Electronic Fund Transfer credited in BHEL account (before Tender Opening) or Banker's Cheque/ Demand Draft/ Pay Order in favour of Bharat Heavy Electricals Ltd, payable at Rudrapur (along with offer).

'One Time EMD' will not be considered for this tender. All the bidders who have 'One Time EMD' with BHEL and want to participate in this tender, would also submit the requisite amount of EMD as mentioned in Clause No. 1, Salient Features of NIT, Sl. No. (vii) above.

However, the One Time EMD can be adjusted against the EMD applicable against this tender on specific request of bidder.

For Electronic Fund Transfer the details are as below:-

- a. **Beneficiary** :- Bharat Heavy Electricals Limited

Bank Particulars

- | | | |
|--------|--|---|
| i). | Bank Name :- | STATE BANK OF INDIA |
| ii). | Bank Telephone No.(with STD code):- | '05944 - 247678 / 247646/ 243843 |
| iii). | Branch Address:- | INDIRA CHORAHA RUDRAPUR ,US NAGAR
PIN 263153 |
| iv). | Bank Fax No. (with STD code) :- | ' 05944 - 243454 |
| v). | 9 Digit MICR Code of the Bank Branch :- | 263002001 |
| vi). | Bank Account Number :- | 10672521208 |
| vii). | Bank Account Type :- | CASH CREDIT |
| viii). | 11 Digit IFSC Code of Beneficiary Branch:- | SBIN000708 |

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

- PART-I consisting of 'PART-I A (Techno Commercial Bid) & 'PART-I B (EMD) in two separate sealed and super scribed envelopes (ENVELOPE-I & ENVELOPE-II)
- PART-II (Vol-II-Price Bid for package) – In sealed and super scribed envelope (ENVELOPE-III)
- One set of each document shall be retained by the bidder for their reference.

05. The contents for ENVELOPES and the superscription for each sealed cover / Envelope are as given below. (All pages to be signed and stamped)

Sl.NO.	Description	Remarks
	PART I A	
	ENVELOPE – I super scribed as : PART-IA (TECHNO COMMERCIAL BID) TENDER NO : NAME OF WORK : PROJECT: DUE DATE OF SUBMISSION: CONTAINING THE FOLLOWING:-	
i	Covering letter / Offer forwarding letter of Tenderer.	
ii	Duly filled-in 'No Deviation Certificate' as per prescribed format to be placed after document under sl no (i) above. Note: a. In case of any deviation, the same should be submitted separately for technical & commercial parts, indicating respective clauses of tender against which deviation is taken by bidder. The list of such deviation shall be placed after document under sl no (i) above. It shall be specifically noted that deviation recorded elsewhere shall not be entertained. b. BHEL reserves the right to accept / reject the deviations without assigning any reasons, and BHEL decision is final and binding.	

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	i). In case of acceptance of the deviations, appropriate loading shall be done by BHEL ii). In case of unacceptable deviations, BHEL reserves the right to reject the tender.	
iii.	Supporting documents/ annexure/ schedules/ drawing etc as required in line with Qualification criteria. It shall be specifically noted that all documents as per above shall be indexed properly and credential certificates issued by clients shall distinctly bear the name of organization, contact ph no, FAX no, etc.	
iv	All Amendments / Correspondences / Corrigenda / Clarifications / Changes / Errata etc., pertinent to this NIT.	
v	Integrity Pact Agreement (Duly signed by the authorized signatory)	Not applicable
Vi	Notice inviting Tender (NIT)	
VII	Volume – II : Price Bid(annexure V)	

PART I B

	ENVELOPE – II super scribed as: PART-IB (EMD / COST of TENDER) TENDER NO : NAME OF WORK : PROJECT: DUE DATE OF SUBMISSION: CONTAINING THE FOLLOWING:-	
i	Earnest Money Deposit (EMD) in the form as indicated in this Tender OR Documentary evidence for 'One Time EMD' with BHEL Rudrapur.	

PART II A

	PRICE BID for package consisting of the following shall be enclosed	
	ENVELOPE-III super scribed as: PART-II A (PRICE BID for package) TENDER NO : NAME OF WORK : PROJECT: DUE DATE OF SUBMISSION: CONTAINING THE FOLLOWING	
i	Covering letter / Offer forwarding letter of Tenderer enclosed in Part-I	
ii	Volume II – PRICE BID for package(Duly Filled in Schedule of Rates – rate / price to be entered in words as well as figures)	
	OUTER COVER	
	ENVELOPE-IV (MAIN ENVELOPE / OUTER ENVELOPE) superscribed as: TECHNO-COMMERCIAL BID, PRICE BID & EMD TENDER NO: NAME OF WORK: PROJECT: DUE DATE OF SUBMISSION: CONTAINING THE FOLLOWING:	
I	o Envelope I o Envelope II o Envelope III	

SPECIAL NOTE:

All documents / annexures submitted with the offer shall be properly annexed and placed in respective places of the offer as per enclosure list mentioned in the covering letter. BHEL shall not be responsible for any missing documents

06. SECURITY DEPOSIT

- Upon acceptance of Tender, the successful Tenderer should deposit the required amount of Security Deposit towards fulfilment of any obligations in terms of the provisions of the contract. The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.
- The security Deposit should be furnished before start of the work by the contractor.

The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms.

- i) Cash (as permissible under the extant Income Tax Act)
- ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL.
- iii) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL).
- iv) 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.
- v) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL).
- vi) Security deposit can also be recovered at the rate of 10% of the gross amount progressively from each of the running bills of the contractor till the total amount of the required security deposit is collected. However in such cases at least 50% of the required Security Deposit, including the EMD, should be deposited in any form as prescribed before start of the work and the balance 50% may be recovered from the running bills as described above.

(Note: In case of small value contracts not exceeding INR 20 lakhs, work can be started before the required Security Deposit is collected. However, payment can be released only after collection/ recovery of initial 50% Security Deposit).

Note: 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.

- The Security Deposit shall not carry any interest.
- In case the value of work exceeds / reduces from the awarded / accepted value, the Security Deposit shall be correspondingly enhanced / reduced as given below:
 - i) The enhanced part of the Security Deposit shall be immediately deposited by the Contractor or adjusted against payments due to the Contractor.
 - ii) 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.
 - iii) In case of reduction, the reduced Contract value shall be certified by BHEL Construction Manager after ascertaining / freezing of BOQ / Drawings from the Design / Engineering Centre. 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 Construction Manager. 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.**
 - iv) 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 manday rates.
 - v) The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of BHEL.
- The validity of Bank Guarantees towards Security Deposit shall be initially upto the completion period as stipulated in the Letter of Intent/ Award + 3 months, and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the Contractor, by BHEL.

- BHEL reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the Contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract. BHEL reserves the right to set off the Security Deposit against any claims of other contracts with BHEL.

6.1 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.

07. Deviation with respect to tender clauses and additional clauses/suggestions in Techno-commercial bid / Price bid shall NOT be considered by BHEL. Bidders are requested to positively comply with the same.
08. BHEL reserves the right to accept or reject any or all Offers without assigning any reasons thereof. BHEL also reserves the right to cancel the Tender wholly or partly without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter (except for the refund of EMD).
09. **Payment Terms:**
The payment shall be released on progressively after submission of monthly RA bill with CENVARIABLE invoice/bill (in Three Copies) and based on WAM and measurement of work on MB book within 45 days from the date of Submission of proper bill through e-payment mode for which the contractor need to provide following detail/documents:
 1. Original Invoice in Triplicate.
 2. Copy of work order.
 3. Copy of work allocation annexure.
 4. Copy of work completion certificate as per WAM-6/WAM-7
 5. Copy payment receipt of PF & ESI of Contractor Employee of work execution period.
 6. Copy Gate Attendance register.
 7. Copy of wage register(form-17).

(Note: Without above documents bill cannot be processed for payment)

Payment towards work satisfactorily executed will be made to the contractor through e-payment to contractor's account with 45 days(bill processing time shall be 10 days by MNT deptt. & 35 days by FIN deptt.) of submission of bill & verification of work by BHEL (executive level person) on monthly basis. Payments shall be made in line with the rates provided by the bidder in the detailed billing breakup which is in line with BOQ. All payments will be subject to deduction of income tax at source as per applicable income tax rules and service tax shall be payable as per service tax rules
10. Since the job shall be executed at BHEL/site, bidders must visit site/ work area and study the job content, facilities available, availability of materials, prevailing site conditions including law & order situation, applicable wage structure, wage rules, etc before quoting for this tender. They may also consult this office before submitting their offers, for any clarifications regarding scope of work, facilities available at sites or on terms and conditions.
11. For any clarification on the tender document, the bidder may seek the same over e-mail, within the scheduled date for seeking clarification, from the office of the undersigned. BHEL shall not be responsible for receipt of queries after due date of seeking clarification due to postal delay or any other delays. Any clarification / query received after last date for seeking clarification may not be normally entertained by BHEL and no time extension will be given.
12. BHEL may decide holding of pre-bid discussion [PBD] with all intending bidders as per date indicated in the NIT. The bidder shall ensure participation for the same at the appointed time, date and place as may be decided by BHEL. Bidders shall plan their visit accordingly. The outcome of pre-bid discussion (PBD) shall also form part of tender.
13. In the event of any conflict between requirement of any clause of this specification/ documents/drawings/data sheets etc or requirements of different codes/standards specified, the same to be brought to the knowledge of

BHEL in writing for clarification before due date of seeking clarification (whichever is applicable), otherwise, interpretation by BHEL shall prevail. Any typing error/missing pages/ other clerical errors in the tender documents, noticed must be pointed out before pre-bid meeting/submission of offer, else BHEL's interpretation shall prevail.

14. Unless specifically mentioned otherwise, bidder's quoted price shall be deemed to be in compliance with tender including PBD.
15. Bidders shall submit Integrity Pact Agreement (Duly signed by authorized signatory who signs in the offer), if applicable, along with techno-commercial bid. This pact shall be considered as a preliminary qualification for further participation. The names and other details of Independent External Monitor (IEM) for the subject tender is as given at Clause No. 1, Salient Features of NIT, Sl. No. (xi) above.

15a. **Integrity Pact (IP)**

- i) IP is a tool to ensure that activities and transactions between the Company and its Bidders / Contractors are handled in a fair, transparent and corruption free manner. A panel of Independent External Monitors (IEMs) have been appointed to oversee implementation of IP in BHEL.

The IP as enclosed with the tender is to be submitted (duly signed by authorized signatory who signs in the offer) along with techno-commercial bid. Only those bidders who have entered into such an IP with BHEL would be competent to participate in the bidding. In other words, entering into this Pact would be a preliminary qualification. Details of IEM for this tender is given at point 1 (xi) above.

- ii) Please refer Section-8 of the IP for Role and Responsibilities of IEMs. In case of any complaint arising out of the tendering process, the matter may be referred to the IEM mentioned in the tender.

No routine correspondence shall be addressed to the IEM (phone / post / email) regarding the clarifications, time extensions or any other administrative queries, etc. on the tender issued. All such clarification / issues shall be addressed directly to the tender issuing (procurement) department.

16. The Bidder has to satisfy the Pre Qualifying Requirements stipulated for this Tender in order to be qualified. The Price Bids of only those bidders will be opened who will be qualified for the subject job on the basis of satisfying the Pre Qualification Criteria specified in this NIT as per Annexure-I (as applicable), past performance etc. and date of opening of price bids shall be intimated to only such bidders. BHEL reserves the right not to consider offers of parties under HOLD.
17. In case BHEL decides on a 'Public Opening', the date & time of opening of the PRICE BID shall be intimated to the qualified bidders and in such a case, bidder may depute one authorised representative to witness the price bid opening. BHEL reserves the right to open 'in-camera' the 'PRICE BID' of any or all Unsuccessful/Disqualified bidders under intimation to the respective bidders.
18. Validity of the offer shall be for six months from the latest due date of offer submission (including extension, if any) unless specified otherwise
19. BHEL reserves the right to decide the successful bidder on the basis of Reverse Auction process. In such case all qualified bidders will be intimated regarding procedure/ modality for Reverse Auction process prior to Reverse Auction and price will be decided as per the rules for Reverse Auction. .

However, if reverse auction process is unsuccessful as defined in the RA rules/procedures, or for whatsoever reason, then the sealed 'PRICE BIDS' will be opened for deciding the successful bidder. BHEL's decision in this regard will be final and binding on bidder.
20. On submission of offer, further consideration will be subject to compliance to tender & qualifying requirement and customer's acceptance, as applicable.
21. In case the bidder is an "Indian Agent of Foreign Principals", 'Agency agreement has to be submitted along with Bid, detailing the role of the agent along with the terms of payment for agency commission in INR, along with supporting documents.

22. The bidders shall not enter into any undisclosed M.O.U. or any understanding amongst themselves with respect to tender.
23. Consortium Bidding (or Technical Tie up) shall be allowed only if specified in Pre Qualifying Requirement (PQR) criteria, and in such a case the following shall be complied with:
- 23.1 Prime Bidder and Consortium Partner or partners are required to enter into a consortium agreement with a validity period of six months initially. In case the consortium is awarded the contract, then the Consortium Agreement between the Prime Bidder and Consortium Partner or partners shall be extended till contractual completion period including extension periods if any applicable.
- 23.2 'Stand-alone' bidder cannot become a 'Prime Bidder' or a 'Consortium bidder' or 'Technical Tie up bidder' in a consortium (or Technical Tie up) bidding. Prime bidder shall neither be a consortium partner to other prime bidder nor take any other consortium partners. However, consortium partner may enter into consortium agreement with other prime bidders. In case of non compliance, consortium bids of such Prime bidders will be rejected.
- 23.3 Number of partners for a consortium Bidding (or Technical Tie up) shall be as specified in the PQR
- 23.4 Prime Bidder shall be as specified in the Pre Qualification Requirement, else the bidder who has the major share of work
- 23.5 In order to be qualified for the tender, Prime Bidder and Consortium partner or partners shall satisfy (i) the Technical 'Pre Qualifying Requirements' specified for the respective package, (ii) "Assessment of Capacity of Bidder" as specified in clause 9.0
- 23.6 Prime Bidder shall comply with additional 'Technical' criteria of PQR as defined in 'Explanatory Notes for the PQR'
- 23.7 Prime Bidder shall comply with all other Pre Qualifying criteria for the Tender unless otherwise specified
- 23.8 In case customer approval is required, then Prime Bidder and Consortium Partner or partners shall have to be individually approved by Customer for being considered for the tender.
- 23.9 Prime Bidder shall be responsible for the overall execution of the contract
- 23.10 In case of award of job, Performance shall be evaluated for Prime Bidder and Consortium Partner or partners for their respective scope of work(s) as per prescribed formats
- 23.11 In case the Consortium partner or partners back out, their SDs shall be encashed by BHEL. In such a case, other consortium partner or partners meeting the PQR have to be engaged by the Prime Bidder, and if not, the respective work will be withdrawn and executed on risk and cost basis of the Prime Bidder. The new consortium partner or partners shall submit fresh SDs as applicable.
- 23.12 In case the prime Bidder withdraws, the whole contract shall be considered cancelled and short closed.
- 23.13 After execution of work, the work experience shall be assigned to the Prime Bidder and the consortium partner or partners for their respective scope of work. After successful execution of two similar works with the same consortium partner or partners under direct orders of BHEL, the Prime Bidder shall be eligible for becoming a 'stand alone' bidder for similar works, subject to certification from BHEL about the active involvement of the Prime Bidder for satisfactory execution of the works.
- 23.14 The consortium partner shall submit SD equivalent to 2% of the total contract value in addition to the SD to be submitted by the prime Bidder for the total contract value. In case there are two consortium partners, then each partner shall submit SD equivalent to 1% of the total contract value in addition to the SD to be submitted by the prime Bidder for the total contract value.
- 23.15 In case of a Technical Tie up, all the clauses applicable for the Consortium partner shall be applicable for

the Technical Tie up partner also

24. The bidder shall upload documents in support of possession of 'Qualifying Requirements' duly self-certified and stamped by the authorized signatory, indexed and properly linked in the format for PQR. In case BHEL requires any other documents/proofs, these shall be submitted immediately.
25. The bidder may have to produce original document for verification if so decided by BHEL.
26. The offers of the bidders who are on the banned/ hold list as also the offer of the bidders, who engage the services of the banned/ hold firms, shall be rejected. The list of banned/ hold firms is available on BHEL web site www.bhel.com.
- 27.0 BHEL reserves the right to go for Reverse Auction (RA) instead of opening the price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit „online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue"

Information and General Terms and Conditions governing RA shall form part of the RFQ/ Enquiry.

- 28.0 It may please be noted that guidelines/rules in respect of Suspension of Business dealings', 'Vendor evaluation format', 'Quality, Safety & HSE guidelines', milestone/ completion certificate, etc may undergo change from time to time and the latest one shall be followed. The abridge version of extant 'Guidelines for suspension of business dealings with suppliers/ contractors' is available on www.bhel.com on "supplier registration page".

29.1 Micro and Small Enterprises (MSE)

Any Bidder falling under MSE category, shall furnish the following details & submit documentary evidence/ Govt. Certificate etc. in support of the same along with their techno-commercial offer

Type under MSE	SC/ST owned	Others
Micro		
Small		

Note: - If the bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSE category.

- a) MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either Udyog Aadhaar or EM-II certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM-II certificate along with attested copy of a CA certificate (format enclosed as Annexure – 3) where deemed validity of EM-II certificate of five years has expired applicable for the last audited financial year. Date to be reckoned for determining the deemed validity will be the last date of Technical Bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for this enquiry if the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal.
- b) MSEs shall be exempted from payment of tender fee.
- c) MSEs shall be exempted from payment of earnest money at the time of tender deposit. However, there is no exemption of security deposit submission.
- d) Participating MSEs quoting price within price band of L1+15 % shall be considered for award of 20% of complete scope of work by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE. In case of more than one such MSE, MSE with lowest price shall be given the first option to match the L1 price. However, MSEs owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs shall be given the preference for matching the L1 price irrespective of their standing in comparative statement

of MSE bidders within price band of L1+15 %.

30.0 The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

31.1 Order of Precedence

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

- a. Amendments/Clarifications/Corrigenda/Errata etc issued in respect of the tender documents by BHEL
- b. Notice Inviting Tender (NIT)
- c. Price Bid

for BHARAT HEAVY ELECTRICALS LTD

Enclosure:-

- (i) Annexure-1: Pre Qualifying criteria.
- (ii) Annexure-2: Chartered Accountant certificate for MSMED
- (iii) Annexure-3: General Terms and Conditions of Reverse Auction (RA)
- (iv) Annexure 4: TCC (Technical Conditions of the Contract) & contractual Obligations
- (v) Annexure 5: Price Bid

PRE QUALIFYING REQUIREMENTS(PQR)

JOB	One year comprehensive Maintenance contract of Desktop,PCs,Printers,Scanners,plottersand UPS etc
TENDER NO	201707502 Dt 31.12.2017

SL NO	NAME AND DESCRIPTION OF PRE QUALIFICATION CRITERIA		Checklist
A	Acceptance of BHEL's terms and conditions of the NIT(bidder shall submit signed and stamped copy of BHEL's Terms and conditions of NIT)	applicable	Document Submitted Y/N
B	Submission of EMD as specified on the page no 3 of the NIT	Applicable	Document Submitted Y/N
C C-1	Technical Bidder who wish to participate should have: Experience of having successfully 'Executed' Similar Works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:	applicable	Document Submitted Y/N
C-1.1	Three (03) similar works each costing not less than the basic amount equal to Rs. 158868.		
C-1.2	OR Two (02) similar works each costing not less than the basic amount equal to Rs.198586.		
C-1.3	OR One (01) similar work costing not less than basic amount equal to Rs. 317737		
	Explanatory Notes for 'C' - The word 'Executed' means the bidder should have achieved the Technical Criteria, specified in the PQR (as in 'C' above), even if the total contract has not been completed or closed. (The Bidder shall submit the work completion certificate issued by Customer / Contractor.) - If the Qualifying work is executed in the last seven years' period, as specified above, even if it has been started earlier, the same will also be considered meeting the qualifying requirements. Definition of similar work(s): Maintenance of Desktop,PCs,Printers,Scanners,plottersand UPS etc		
D	Submission of PAN,GST registration Nos along with copies of the same	Applicable	Document Submitted Y/N
E-1	Financial TURNOVER: Bidders must have achieved an average annual financial turnover (Audited) of Rs. 119151 or more over last three Financial Years (FY) i.e. (2016-17, 2015-16, 2014-2015). Bidder shall submit audited accounts (balance sheets and profit &	applicable	Document Submitted Y/N

	loss account) in support of this. Note : all the three years as indicated above, then the applicable audited statements submitted by the bidders against the requisite three years, will be averaged for three years i.e. total divided by three		
E-2	Net worth: Net worth of the Bidder based on the latest Audited Accounts as furnished for 'E-1' above should be positive.	applicable	Document Submitted Y/N
E-3	Net Worth = Paid up share capital + Reserves. (Net worth is required to be evaluated in case of companies) Note: Profit: Bidder should have earned cash profit in any one of the three financial years as applicable in the last three financial years defined in 'E-1' above based on latest Audited accounts. depreciation) earned during any one of the three financial years as in 'E-1' above The Bidders to enclose the copies of profit and loss statement of Balance sheet in support of above.	applicable	Document Submitted Y/N

CERTIFICATE BY CHARTERED ACCOUNTANT ON LETTER HEAD

This is to Certify that M/S....., (hereinafter referred to as 'company') having its registered office at..... is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part—II) dtd:....., Category:(Micro/Small)). (Copy enclosed). Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year..... as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No. S.O.1722 (E) dated October 5, 2006: Rs..... Lacs.
2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act,2006: Rs.....Lacs (Strike off which is not applicable) The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs for Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006. Or the company has been graduated from its original category (Micro/Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number -
Seal of Chartered Accountant

GENERAL TERMS AND CONDITIONS OF REVERSE AUCTION

- A. BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

Those bidders who have given their acceptance to participate in reverse auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'online sealed bid' in the reverse auction. Non submission of the 'Process compliance form' or 'online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per the extant guidelines for suspension of the business dealings with the suppliers/contractors (as available on www.bhel.com).

The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. The envelope sealed price bid of successful L-1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on the lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.

If it is found that the L-1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/contractors (as available on www.bhel.com)

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on Internet.
4. BHEL will inform the vendor in writing in case reverse auction, the details of service provider to enable them to contact and get trained.
5. Business rules like event date, time, start price, bid decrement, extensions, etc. also will be communicated through service provider for compliance.
6. Vendors have to fax the compliance form in the prescribed (provided by service provider) before start of Reverse auction. Without this the vendor will not be eligible to participate in the event.
7. BHEL will provide the calculation sheet (e.g.: EXCEL sheet) which will help to arrive at "Total Cost to BHEL".
8. Reverse auction will be conducted on schedule date & time.
9. At the end of reverse auction event, the lowest bidder value will be known on the network.
10. The lowest bidder has to fax the duly signed filled-in prescribed format as provided on case-to-case basis to BHEL through service provider within 24 hours of action without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the „Business Rules of Reverse Auction“, which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

Special terms and condition

1-Contractor must possess valid certificate of **authorised service centre** from at least one of below mentioned company-

- a) HP
- b) Lenovo
- c) Vertiv (Emerson)
- d) HCL

A copy of authorisation certificate to be submitted by the bidder along with technical bid. Authorised dealer certificate will not be consider serviced.

2- Contractor shall provide and replace all spare parts as may be required in the equipment (except consumables like cartridge and in case of Physical damage) to keep all the equipment in proper working condition. Hence, vendor to ensure to maintain adequate stock and availability of all the required spares. **NEW PART NO. MUST BE SAME (Part no. and make should be same) IN CASE OF REPLACEMENT OF DEFECTIVE PARTS, OEM/OTHER BRAND PARTS ARE NOT ACCAPTABLE.**

A) Printer- Fuser Assy. will also be a part of CMC and will be consider as consumable.

B) In case of physical damage, only part cost will be given extra. No engineer visit charge will be payable

3- **Breakdown restore schedule:** Service response time by the contractor against breakdown notice by BHEL shall be the essence of the contract. Hence, breakdown/service requirement of any item must be attended & resolved within **48 Hours** (BHEL off days excluded) of intimation by BHEL through e-mail/phone.

4 – **Penalty: 3 times** of daily-based annual CMC charge will be deducted from vendor bill if problem does not restore as per breakdown restore schedule.(Considering 365 days/year)

5 – **Risk Purchase:** In case, contractor does not carry out the services/repair as per Breakdown restore schedule, in order to safeguard its interest under the contract, BHEL, at its own discretion, may get the services/repair/replacement of spares done through suitable alternative source(s) at risk & cost of the contractor. In such cases, any cost incurred to BHEL over and above contracted rates shall be recovered from dues payable to the contractor and no claim of compensation of loss, whatsoever, incurred by the contractor due to such recovery, shall be entertained by BHEL.

6- Contractor shall maintain minimum single qty. stock of the following spares for each model no., of items at BHEL Rudrapur.

- a) Motherboard (Desktop/Laptop)
- b) Power supply /adapter (Desktop/Laptop/Printer)
- c) Hard drive (Desktop/Laptop)
- d) Monitor(Desktop)
- e) Mouse/keyboard (Desktop)

The unused stock items shall be returned to the vendor on completion of contract.

7- Contractor must have its service centre in Rudrapur. The following details of service centre to be provided by bidder:

- (a) Address of service centre :
- (b) Name of Contact person :
- (c) Contact phone no. / e-mail ID:


श्याम सुन्दर पाल Shyam Sunder Pal
Dy. Mgr. (MNT. / CIVIL / IT)
BHEL, Rudrapur
Uttarakhand-263153

BOQ**“ 1 year CMC for IT peripheral equipment at BHEL-CFP Rudrapur ”**

Sl. Nos	Details	Unit	Qty.(X)
1	HP Server HP Proliant DL380 G7 (160*6 HDD)	Nos.	4
2	HCL Desktop INFINITI TRU SL 1300 with Monitor	Nos.	36
3	LENOVO Desktop THINK CENTER M91P with Lenovo Monitor	Nos.	38
4	LENOVO L420 LAPTOP	Nos.	2
5	HP PRINTER LASERJET P2055 DN	Nos.	19
6	HP PRINTER LASERJET 9040 DN	Nos.	2
7	HP DESIGN JET PLOTTER 500/510 PLUS	Nos.	2
8	HP SCANNER SCANJET N8420	Nos.	2
9	HP SCANNER SCANJET ENTERPRISE Flow 7500	Nos.	1
10	EMERSON ONLINE UPS GTX MT LB+ 2KVA	Nos.	2
11	EMERSON ONLINE UPS S410D 10KVA	Nos.	2
12	EMERSON ONLINE UPS ITA 6KVA	Nos.	1

Price Bid

" 1 year CMC for IT peripheral equipment at BHEL-CFP Rudrapur "

Sl. Nos	Details	Unit	Qty.(X)	Amount(Rs.)(XxY)
1	HP Server HP Proliant DL380 G7 (160*6 HDD)	Nos.	4	
2	HCL Desktop INFINITI TRU SL 1300 with Monitor	Nos.	36	
3	LENOVO Desktop THINK CENTER M91P with Lenovo Monitor	Nos.	38	
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9	HP SCANNER SCANJET ENTERPRISE Flow 7500	Nos.	1	
10	EMERSON ONLINE UPS GTX MT LB+ 2KVA	Nos.	2	
11	EMERSON ONLINE UPS S410D 10KVA	Nos.	2	
12	EMERSON ONLINE UPS ITA 6KVA	Nos.	1	

In words _____

Bidders sign and seal