

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

कारपोरेट संचार
Corporate Communication



Ref. CC/GIFT/10/2017-18
10.01.2018

Dear Sirs,

Sub: Supply of Jute Bags for BHEL

BHEL, India's largest engineering and manufacturing enterprise, has established itself as a leading international company in the field of power.

BHEL invites offer in two parts in individual sealed cover for supply of **5000 nos. jute bags** as per samples to be collected from BHEL.

Your offer in sealed cover as per instructions at Annexure – VI of **Submission of Offer**, duly super-scribed with '**Quotation for Jute Bags for BHEL**' to contain following:

- Acceptance to 'Specifications/Scope of Work' as per Annexure - I, 'Special Terms & Conditions' as per Annexure – IIA, 'General Terms & Conditions' as per Annexure – IIB and 'Delivery Schedule' as per Annexure – III, by way of signing and affixing rubber stamp on each page
- Declaration Certificate duly filled in on the bidder's letter head as per Annexure - IV
- Duly filled in Price Proforma as per Annexure – V in another sealed envelope marked with "**PRICE BID**"

Your offer should be filled in the format and submitted, after downloading the same from BHEL website www.bhel.com or e-portal (eprocure.gov.in) and should not be typed separately.

Your offer in sealed cover, in the prescribed manner as above. The envelope containing tender should be super-scribed with:

- 'Tender no. CC/GIFT/10/2017-18'
- 'Due Time/Date of Tender Submission 14:00 Hrs/31.01.2018'
- 'Due Time/Date of Tender Opening 15:00 Hrs/31.01.2018'
- 'Offer for supply of Jute Bags'

The tender should be addressed to:

**Addl. General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
BHEL House, Asian Games Village,
New Delhi-110 049**

and dropped in the tender box on or before 14:00 Hrs on 31.01.2018 or handed over to any of the following officials:

- Shri Pankaj Mehra, 011 66337365
- Shri Gaurav Verma, 011 66337380

गौरव वर्मा / GAURAV VERMA
वरिष्ठ कार्यालय / Sr. Executive
कारपोरेट संचार / Corporate Communication
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बी.एच.ई.एल. हाऊस, सीरी फोर्ट / BHEL House, Siri Fort
नई दिल्ली-110049 / New Delhi - 110049

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Please note that the tenders received beyond the specified submission time/ date i.e. 14:00 Hrs/ 31.01.2018 shall be treated as late tender and shall not be considered.

Bids shall be opened at 15.00 hrs., on the same day i.e. 31.01.2018 at the above mentioned address or on any subsequent day after prior intimation to all bidders, in the presence of the bidders, who may like to be present.

The total price quoted by the compliant bidder at sl. No.1 & 2 of the Price Bid is the criteria for evaluation of prices. Award of work will be based on the lowest price quoted.

Thanking you,

Yours faithfully,
for Bharat Heavy Electricals Limited

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कारपोरेट संचार / Corporate Communication
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नई दिल्ली-110049 / New Delhi-110049
(Gaurav Verma)
Sr. Executive (CC)

Enclosed:

Annexure – I	:	Specifications
Annexure – II A	:	Special Terms & Conditions
Annexure – II B	:	General Terms & Conditions
Annexure – III	:	Delivery Schedule
Annexure – IV	:	Declaration Certificate
Annexure – V	:	Price Proforma
Annexure-VI	:	Submission of Offer

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Annexure – I

SPECIFICATIONS/ SCOPE OF WORK

1. **Item:** Jute Bags as per sample to be collected from BHEL office at BHEL House, Asian Games Village, New Delhi – 110049. Please note, that the sample may be collected immediately to produce counter sample and submit the same along with the offer. Images of same is pasted below for your reference



Handwritten signature
गौरव वर्मा / GAUR
वरिष्ठ कार्यालय / Sr
कॉर्पोरेट संचार / Corporate
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बी.एच.ई.एल. हाउस, सीरी फोर्ट,
नई दिल्ली-110049/ New Delhi - 110049

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Office: BHEL House, Siri Fort, New Delhi-110049, Phone : 011- 66337380

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Gaurav Verma
गौरव वर्मा / GAURAV VERMA
वरिष्ठ कार्यालय / Sr. Executive
कारपोरेट संचार / Corporate Communication
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नई दिल्ली-110049/ New Delhi - 110049

2. **Dimensions:** Height: 38cm approx.; Width: 30.5cm approx.; Depth: 12cm approx.
3. **Quantity:** 5000 Nos. (Five Thousand only)
4. Printing of logo & border as per sample in approx. size 15cm X 12cm & border on 3 sides of approx. width of 1.5 cm. BHEL logo color in CMYK (100:90:30:0). BHEL logo file in png format can be requested from BHEL which will be provided on email.
5.
 - a. Cotton dori & a wooden button for closing the bag
 - b. Handle made out of cotton dori of approx. width of 2 cm and height of approx. 23 cm
6. **Sample Collection:** Bidders are requested to collect the sample from BHEL office immediately so as to submit the counter sample immediately. For bidders outside of

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NCR, a sample bag can be couriered by BHEL on bidders request, however, delay in receipt of same leading to non-participation of the bidder won't be the responsibility of BHEL. Hence, it is advisable to arrange the collection of sample bag by their Delhi representative.

7. **Delivery:** At BHEL House, Asian Games Village, New Delhi – 110049 or any other address in Delhi NCR as communicated by BHEL by way of bidder's own arrangement

Gaurav
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वरिष्ठ कार्यालय / Sr. Executive
कारपोरेट संचार / Corporate Communication
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Annexure – II A

SPECIAL TERMS & CONDITIONS

1.0	ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)	
	Only those bidders who meet the PRE QUALIFICATION REQUIREMENT (PQR) in terms of INFRASTRUCTURE/ CAPABILITY/ EXPERIENCE/ FINANCIAL/ PAST PERFORMANCE as specified below, are eligible to quote:	
1.2	EXPERIENCE	
1.2.1	Similar experience of at least 3 (three) years in supply of Jute bags	Self-attested copy of AT LEAST One such SINGLE LOT Purchase Order for supply of Jute Bags for value of Rs.4.8 lakh/4000 nos. OR Two such Purchase Orders for supply of Jute Bags for value of Rs.3.0 lakh/2500 nos. each OR Three such Purchase Orders for supply of Jute Bags for value of Rs.2.4 lakh/ 2000 nos. each completed in the past 3 (three) years wrt date of publication of this tender. Note: In case of PO submitted for the current year, bidder is also required to submit the Work Completion certificate for the same.
	FINANCIAL	
1.3.1	Average Annual financial turnover of bidders of last three years should be more than Rs.6.0 lakh	Certified true copy of audited Balance Sheet, Profit & Loss Account and Income Tax Returns duly vetted by CA (as may be applicable in the individual bidder's case) are required to be submitted by the bidder for the last three years. – Same is not required from Govt. emporiums/PSUs empanelled with BHEL for supply of Gift Items
1.3.2	Registration for GST	Self-attested copies of Pan Card & Proof of Registration with Registration number for GST.

2.0 AWARD OF WORK

2.1 For selection of the final bidder on whom the order would be placed, following procedure shall be adopted:

2.1.1 **PART I (TECHNO-COMMERCIAL BID)** Opening comprising:

Part I (Techno-Commercial Bid) in a Separate Sealed Envelope containing:

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- a. Documents and information required for ascertaining the qualification of the bidder as per clause 1.0 of Annexure-IIA of Eligibility Conditions/ Pre- Qualification Requirement.
- b. Declaration Certificate as per Annexure-IV
- c. Acceptance to 'BHEL Special Terms & Conditions' (Annexure-IIA); 'BHEL General Terms & Conditions' (Annexure-IIB); 'Delivery Schedule' (Annexure-III) and Conformity to 'Specifications/ Scope of Work' (Annexure-I), by way of signing and affixing rubber stamp on each page.
- d. Counter sample for Jute Bag same as the one collected from our office and meeting the requirements as per Specifications at Annexure - I.

Note:

- a. Bidders to ensure that their offers are complete in all respects. Any deviation or non-compliance may lead to rejection of their offer at any stage.

2.1.2 PART II (PRICE BID) COMPRISING:

Price Bid in a separate Sealed Envelope duly super scribed with **PART II (PRICE BID)**, should contain following:

- a. Price Bid as per Performa given in **Annexure V**.

Note: PART II to have prices only. Any comments / deviations in this Part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

- 2.1.3 **AWARD OF WORK** shall be made on the overall lowest bidder.

3.0 PRICE EVALUATION

- 3.1 Prices to be submitted in a separate sealed cover in the enclosed Price Performa (Annexure - V)
- 3.2 Price evaluation of the lowest bidder (L-1) would be on the basis of the **Combined Total Price** of **estimated 5000 nos. of Jute Bags** (as per specifications given in Annexure-I and as per sample collected from BHEL) given in SI. No. 3 of Price Performa (Annexure-V).

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नई दिल्ली-110049 / New Delhi - 110049

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4.0 DELIVERY SCHEDULE

- 4.1 Delivery schedule has to be strictly adhered to as per the Schedule given in the enclosed Annexure-III.

5.0 PENALTY – QUALITY

- 5.1 Each & every item and service to conform to International Standards of Quality or else liable for rejection at no costs thereon

6.0 PENALTY – DELAY

- 6.1 The schedule given at Annexure-III will have to be strictly adhered to.
- 6.2 Any delay beyond specified schedule for completion of dispatches or job, as applicable, will invite imposition of penalty.
- 6.3 LD shall be @ 1% of the undelivered quantities per day.
- 6.4 In case of any amendment/revision, the LD shall be linked to the amended/ revised PO value.
- 6.5 BHEL reserves the right to refuse to accept delivery beyond delay of two weeks.

7.0 DESPATCH

- 7.1 The vendor shall be responsible for dispatches of the ordered quantity duly packed to BHEL office at "BHEL house, Asian Games Village, New Delhi – 110 049". Dispatches to be carried out by the successful bidder at no extra cost, through its own arrangements, the price quoted should be inclusive of the same including charges towards labor deployed for loading on the trucks/ vehicles & handling, etc.

8.0 LATEST UPDATES

- 8.1 All corrigenda, addenda, amendments, time extensions, correspondences, clarifications, changes, errata, revisions etc. to the tender will be hosted on the websites (www.bhel.com and

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<http://eprocure.gov.in>) only. Bidders should regularly visit the websites till the date of submission of the bids to keep themselves updated.

(Signature of Printer with Seal)


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Annexure – II B

GENERAL TERMS & CONDITIONS

1.0 SUBMISSION OF OFFER

- 1.1 Your offer should be complete in all respects.
- 1.2 Offer should be either typed or written legibly in English. Alterations/ over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc., not authenticated as above may be rejected by BHEL.

2.0 PRICE

- 2.1 Price quoted should be firm
- 2.2 All prices quoted should be all inclusive, but except GST, if applicable, which should be indicated separately in the column provided in the Price Performa enclosed as Annexure-V.
- 2.3 If in the price structure quoted for the items, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- 2.4 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to **Sl. No. 2.3** above.
- 2.5 If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- 2.6 Price to be filled-in as per the Price Performa enclosed as Annexure-V. Change in Performa is not allowed.
- 2.7 Offers not fulfilling any of the above conditions are liable for rejection.

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3.0 TAXES

- 3.1 It is mandatory to comply with all taxes applicable for the required services. Your price should be all inclusive, **except GST**. The amount towards GST should be indicated separately in the specified place in Price Performa enclosed as **Annexure- V**.
- 3.2 To enable BHEL to avail GST Input tax credit, contractor shall submit GST complaint Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit in the name of BHEL Corporate Office, BHEL House, Siri Fort, New Delhi.
- 3.3 Payment shall be made to contractor only after submission of GST complaint tax invoice as mentioned above and other relevant documents. However, to protect BHEL's interest for GST input tax credit, GST portion amount along with notional interest on GST credit for 2 months' period (presently rate of interest is @ 24%) shall be withheld and the same shall be released only after confirmation from GST website/portal that such invoice has been declared in GSTR-1 return filed by contractor within the stipulated time for relevant period and tax amount thereon has been paid by contractor to Govt. within the stipulated time period as per GST Law.
- 3.4 In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL due to non/delay in filing of GSTR-1 Return or delay in/non-payment of tax to Govt. by contractor or for any other reasons not attributable to BHEL, in such case any financial implication on BHEL on account of delay/loss/recovery from BHEL of such GST Credit along with interest levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from the contractor's bill and/or adjusted against GST amount not paid as indicated above.
- 3.5 Irrespective of refund of GST Credit and interest thereon to BHEL by GST portal upon subsequent declaration of such invoice by contractor in his GSTR-1 for any period after due date of such return and/or payment of GST thereon by contractor on GST portal, the notional interest for delayed period of GST credit (i.e. delay for the period when GST credit is actually allowed and the period when GST credit should have been allowed had contractor declared such invoice in his GSTR-1 and paid tax thereon in the relevant month as per GST law) shall be recovered from contractor.

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3.6 GSTIN of BHEL will be provided to the contractor by respective office of BHEL within 30 days from the placement work order.

4.0 PRICE ESCALATION CLAUSE

4.1 All the prices quoted by the bidders shall be in Indian Rupees and shall be final and binding and not subject to any price escalation.

5.0 VALIDITY OF OFFER

5.1 Your offer should be valid for at least 60 days from the date of opening of the Bid.

6.0 TERMS OF PAYMENT

100% payment shall be made within 30 days from the date of receipt of bills duly supported with the acknowledge copies of challans for receipt of quantities in good conditions. All payments shall be subject to Statutory Deductions as per norms.

BHEL reserves the right to make payment through e-mode.

Successful bidder shall be required to furnish the following information upon placement of order **on their letter head**:

Re: EFT Payments

Please find enclosed the relevant details of my bank account for receiving NEFT credits from BHEL.

BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	
IFSC CODE	
PARTY'S E-MAIL – ID	
PAN NO.	

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GST REGISTRATION NO.	
PARTY's NAME & ADDRESS	

Also, please find enclosed a photocopy / cancelled copy of one leaf from our cheque book for the codes required above.

We hereby confirm that the above mentioned particulars are in order. To facilitate EFT credits, we will inform BHEL in case of any changes in the Bank particulars at a future date.

Thanking you,

Yours sincerely

7.0 CHARGES FOR COLLECTION OF SAMPLE

7.1 Collection of sample of Jute Bags from our office at BHEL, Delhi would be the Bidder's responsibility and all the expenses on this shall be borne by the Bidder.

8.0 RISK PURCHASE

8.1 In the event the bidder has failed to deliver or dispatch whole of the goods or any part within the time stipulated, BHEL may purchase/arrange it from elsewhere at the risk and the cost of the seller. BHEL at its option will be entitled to terminate the contract and bidder shall be liable for any loss which BHEL may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clauses 5.0 & 6.0 in Annexure II A.

8.2 If the bidder fails to deliver goods or any installment thereof within the period fixed for such delivery and failing to adhere to the contract specifications or at any time repudiates or refuses or is unable to supply goods or materials covered by the Order either in whole or in part or commits any breach of order not herein specifically provided for or in the event, BHEL shall be entitled to cancel the order either in whole or portion thereof without compensation to bidder.

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and if BHEL so desires, may procure upon such terms and in such manner as deemed appropriate, at the risk and cost of the bidder and the bidder shall be liable to BHEL for any excess costs provided that the bidder shall continue the performance of the order to the extent not cancelled under the provisions of this clause. Bidder shall on no account be entitled to any gain on such repurchases.

9.0 FORCE MAJEURE

- 9.1 "Force Majeure" shall mean any event beyond the reasonable control of the Purchaser or of the Seller/Contractor including but not limited to fire, flood, earthquake or other acts of God, war, riots, civil war and restraints of Governing States, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected. The following events are explicitly excluded from Force Majeure and are solely the responsibilities of the non-performing party: a) any strike, work-to-rule action, go-slow or similar labour difficulty (b) late delivery of equipment or material (unless caused by Force Majeure event) and (c) economic hardship.
- 9.2 If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances thereof within 02 (two) days after the occurrence of such event.
- 9.3 The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed. The Time for Completion shall be extended by a period of time equal to period of delay caused due to such Force Majeure event.
- 9.4 Delay or non-performance by either party hereto caused by the occurrence of any event of Force Majeure shall not (a) Constitute a default or breach of the Contract. (b) Give rise to any claim for damages or additional cost or expense occasioned thereby, if and to the extent that such delay or non-performance is caused by the occurrence of an event of Force Majeure.
- 9.5 A bidder shall not be liable for any failure of or delay in the performance of this contract for the period that such failure or delay is due to causes beyond its reasonable control, including but

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not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure event.

10.0 CHANGE IN THE ORDERED QUANTITY

- 10.1 BHEL reserves the right to increase or decrease the ordered quantity by $\pm 10\%$.
- 10.2 For increase/ decrease in quantity (s) of any item, unit rate quoted/ approved shall apply.
- 10.3 In case of increase in quantity beyond 10%, prices shall be discussed and mutually settled.

11.0 ACCEPTANCE OF TERMS AND CONDITIONS

- 11.1 The Bidder should accept all the terms and conditions described above, including the penalty clauses, unconditionally.
- 11.2 Any deviation to BHEL terms and conditions or counter terms and conditions prescribed by the bidder in the Tender shall not be considered and may lead to outright rejection of such offer.

12.0 INCOMPLETE TENDERS

- 12.1 Incomplete tenders, which do not contain all the information called for, are liable to be rejected.
- 12.2 The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.

13.0 VENDORS FOR ACTIVITIES/ ITEMS TO BE OUTSOURCED

- 13.1 Please ensure to use only top class vendors for any or all activities or items to be outsourced, in case applicable.
- 13.2 However, based on output/ performance of the existing vendor(s), in case not found up to the mark, BHEL may intervene and seek appropriate substitution for due consideration of the bidder and bidder has to make alternative arrangements.

Handwritten signature: Gaurav Verma
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वरिष्ठ कार्यालय / Sr. Executive
कारपोरेट संचार / Corporate Communication
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14.0 CONTRACT TERMINATION

- 14.1 BHEL reserves the right to terminate the contract any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to.

15.0 BHEL's FRAUD PREVENTION POLICY

- 15.1 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

16.0 ARBITRATION

- 16.1 In case of failure to arrive at amicable settlement, dispute of any kind whatsoever which arise between BHEL and the bidder in connection with or arising out of the Order / Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contractual obligations whether before or after the termination, abandonment or breach of the Contract, shall be referred through prior notice in writing by either party to Arbitration.

- 16.2 Any dispute in respect of which a notice to commence arbitration has been given, in accordance with Sub-Clause 17.1, shall be finally settled by Arbitration.

- 16.3 Any dispute shall be referred to the sole arbitration of Head of Corporate Communication of BHEL or his nominee, within 45 days of the receipt of the notice invoking arbitration.

- 16.4 Subject as aforesaid, the Arbitration proceedings shall be conducted;

16.4.1 In accordance with the rules of procedure of the Indian Arbitration and Conciliation Act 1996.

16.4.2 The place of Arbitration shall be the place from which the contract is issued or such other place as the Arbitrator at his discretion may determine.

16.4.3 The language of the Arbitration proceedings shall be English.

16.4.4 The law governing the arbitration proceeding shall be the Indian law and

16.4.5 The cost of arbitration shall be borne equally by the parties.

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The award of the Arbitrator shall be final and binding upon the parties to the dispute and shall be enforceable in any court of competent jurisdiction as decree of the court.

16.5 Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract not affected by the issues governing arbitration unless they otherwise agree.

17.0 EFFECT AND JURISDICTION OF CONTRACT

17.1 The law applicable to this contract shall be the laws in force in India. The courts in Delhi, India, shall have exclusive jurisdiction in all matters arising under and on account of this contract.

18.0 AUTHORISED OFFICER

18.1 The General Manager (Corporate Communication) / BHEL, or any other officer nominated by BHEL, shall be the authorized officer with regard to the Contract. The decision of the authorized officer shall be final and binding on the bidder. The authorized officer shall hold all the meetings in Delhi only.

19.0 CONTACT PERSONS:

For any clarification, bidders may contact the following officials of BHEL:

- Mr. Pankaj Mehra, Dy. Engineer (CC)
Tel: 011 – 66337365,
Mobile: 09910997299 Email: pmehra@bhel.in
- Mr. Gaurav Verma- Sr. Executive (CC)
Tel: 011-66337380 Email: gauravv@bhel.in
- Sh. Ajay Gupta – DGM (CC)
Tel.: 011-66337370, Email: ccag@bhel.in
Fax: 011-66337563


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BHEL House, Siri Fort
New Delhi - 110049

Signature of Bidder with Seal

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Annexure - III

DELIVERY SCHEDULE FOR JUTE BAGS

- | | | |
|--|---|---|
| 1. Placement of Order | : | 0 th day |
| 2. Submission of Sample complete in all respect after desired changes/inputs from BHEL | : | 15 th day |
| 3. Approval of sample by BHEL | : | 16 th day |
| 4. Completion of dispatch of 1000 nos. Jute Bags | : | 30 th day from the approval at sl. No. 3 |
| 5. Completion of dispatch of next lot of 1500 nos. Jute Bags | : | 45 th day from the approval at sl. No. 3 |
| 6. Completion of dispatch of entire quantity | : | 60 th day from the approval at sl. No. 3 |

Note: Penalty is applicable from 31st, 46th & 61st day (Days are calendar days basis) of the above schedule at sl.no. 4, 5 & 6 for respective quantities

Signature of Bidder with Seal

Gaurav
गौरव वर्मा / GAURAV VERMA
वरिष्ठ कार्यकारी अधिकारी
कारपोरेट संचार
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Annexure – IV

DECLARATION CERTIFICATE
(To be printed on bidder's Letterhead)

I / We hereby declare that I/We have not been banned and delisted by any PSU / other Govt. Department/ Financial institution / Court.

Authorized signatory
(With Seal)


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Annexure - V

PRICE PROFORMA FOR JUTE BAGS (Price for Evaluation)

S.No.	Items Description	Quantity	Unit Rate incl. items as per description	Amount incl. items as per description
1	Jute Bags as per BHEL sample bag to be collected by the bidder from BHEL office before final submission of bid	5000 nos.		
2	GST, if any			
3	Net Amount (1+2)			
	Net amount in words			

Note: Evaluation will be based on the total amount quoted at sl. No. 3 above

Signature of Bidder with Seal


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Annexure – VI

SUBMISSION OF OFFER

Your offer has to be submitted in **two parts** as follows:

i) PART "I": TECHNO-COMMERCIAL BID (Sealed Envelope)

Envelope super scribed with "Part I", should contain:

- Documents and information required for ascertaining the qualification of the bidder as per Clause 1.0 of **Annexure-IIA of Eligibility Conditions/ Pre-Qualification Requirement (PQR)**.
- Declaration Certificate** as per **Annexure-IV**
- Acceptance to "**BHEL Special Terms & Conditions**" as per **Annexure-IIA**, "**BHEL General Terms & Conditions**" as per **Annexure-IIB**, "**Delivery Schedule**" as per **Annexure-III** and conformity to "**Specifications**" as per **Annexure-I**, by way of signing and affixing rubber stamp on each page.
- Counter sample of Jute Bag** as per sample collected from BHEL.

Note: Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance may lead to rejection of their offer at any stage.

ii) PART – "II": PRICE BID (Sealed Envelope)

Envelope duly sealed and super scribed with '**PART II**', should contain the following:

- Price Bid as per Performa given in **Annexure V**.

Note: PART "II" to have prices only. Any comments / deviations in this Part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

All Parts of the offer, i.e. **Part I and II** in an individual sealed covers, to be placed in a single sealed envelope, duly super scribed with:

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Handwritten signature: Gaurav Verma
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- 'Tender no. CC/GIFT/10/2017-18'
- 'Due Time/ Date of Tender Submission 14:00 HRS/ 31.01.2018'
- 'Due Time/ Date of Tender Opening (Part I of the offer) 15:00HRS/31.01.2018'
- 'Offer for supply of Jute Bags for BHEL'


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