

**BHARAT HEAVY ELECTRICALS LIMITED  
TRANSMISSION BUSINESS GROUP  
(SUBCONTRACTS MANAGEMENT)  
SECTOR-142, EXPRESSWAY NOIDA-201305**



# **TENDER DOCUMENTS**

**FOR**

**TENDER FOR “RATE CONTRACT FOR PLOTTING, XEROXING,  
SCANNING WORK OF ENGINEERING DRAWINGS OF SIZES A2 TO A0  
FOR TWO YEARS”.**

**TENDER SPEC. NO. : TBSM/RATE CONTRACT/ PLOTTING, XEROX, SCAN/2019-2021/TENDER**

**DATED: 01.04.2019**

**TRANSMISSION BUSINESS GROUP**  
**(SUBCONTRACTS MANAGEMENT)**

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# BHARAT HEAVY ELECTRICALS LIMITED

TRANSMISSION BUSINESS GROUP  
SECTOR-142, EXPRESSWAY NOIDA, NOIDA-201305

e-mail: [paswan@bhel.in](mailto:paswan@bhel.in);

## NOTICE INVITING TENDER

REF: TBSM/RATE CONTRACT/ PLOTTING, XEROX, SCAN/2019-2021/TENDER

DATE: 01.04.2019

**SUB: TENDER FOR "RATE CONTRACT FOR PLOTTING, XEROXING, SCANNING WORK OF ENGINEERING DRAWINGS OF SIZES A2 TO A0 FOR TWO YEARS"**

Dear Sirs,

1. Sealed tenders are invited for the following works:

NAME OF WORK	EARNEST MONEY DEPOSIT	TENDER SUBMISSION DATE AND TIME	TENDER OPENING DATE & TIME
Tender for "Rate contract for Plotting, Xeroxing, Scanning work of engineering drawings of sizes A2 to A0 for two years"	NIL	16.04.2019 14.30 hrs.	16.04.2019 15.30 hrs. (Technical bid only) and Date of opening of Price bid / RA Shall be informed to tenderer subject to techno commercial acceptance of offer.

2. The sealed bid should be dropped in the TBSM Tender Box kept at lobby area in BHEL, TBG office located at 5<sup>th</sup> floor, Advant Navis IT Business Park, Plot No-7, Sector-142, Expressway Noida, and Noida-201305 (UP).

3. Offers can also be sent by courier/ registered post at the below address:

**TENDER SPEC. NO.: TBSM/RATE CONTRACT/ PLOTTING, XEROX, SCAN/2019-2021/TENDER  
DATE: - 01.04.2019**

**TO,**

**Mukesh Paswan**

**Sr DGM (TBSM )**

**BHARAT HEAVY ELECTRICALS LIMITED,  
TRANSMISSION BUSINESS GROUP,  
5TH FLOOR, ADVANT NAVIS IT BUSINESS PARK,  
PLOT No-7, SECTOR-142, EXPRESSWAY NOIDA,  
NOIDA-201305**

**DISTT- G.B.NAGAR (UTTAR PRADESH)**

**TELEPHONE: 0120-6748454, 6748590 FAX: 0120-6748579**

**E-mail: [paswan@bhel.in](mailto:paswan@bhel.in)**

4. The prospective bidders who have downloaded the tender documents are requested to send their acknowledgement and willingness to participate in the tender to the undersigned, through fax or email.
5. Offers should be strictly in accordance with the Tender Specifications and General Instructions to Tenderer enclosed herewith.
6. "BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on [www.bhel.com](http://www.bhel.com)) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer 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 '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 extant guidelines for suspension of business dealings with suppliers/ contractors (as available on [www.bhel.com](http://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 L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on 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 L1 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](http://www.bhel.com)).

7. All documents submitted with the offer shall be signed and stamped in each page by authorized representative of the bidder.
8. Clarifications, if any, can be obtained from the undersigned but such requests should be submitted well before the due date for submission of tenders. Due date for submission and opening of tenders will not be extended on such grounds.
9. Late tenders are liable to be rejected.
10. Price to be filled strictly as per proforma given in NIT (Annexure I, II & III)). Change in Proforma is not allowed.
11. No revision of prices will be entertained after tenders are opened.
12. Tender Enquiry No. & due date must be legibly super scribed on all the envelopes.
13. Quotation should be valid for at least four months from date of tender opening.

14. BHEL will not be responsible for the postal delay / mutilated tenders under any circumstances for non-receipt of Tenders/submission of filled in tender documents by due date & time.
15. Technical Bid will be opened in the office of undersigned. If required, technical discussions will be held with only those bidders who have taken any deviations. Bidder's representative may be present during technical bid opening for technical discussion, if required. The price bids will be opened/ reverse auction will be conducted subsequently, after Technical Bids of all the Tenderers which have been evaluated and freezed. Bidders should quote their most competitive rates as there will not be any price negotiation. However if felt necessary by BHEL, price negotiation will be held with lowest bidder (L-1) only. IT WOULD BE PREFERRED THAT YOUR OFFER IS WITHOUT ANY DEVIATION w.r.t. TENDER SPECIFICATIONS AND THE SAME MAY BE CLEARLY MENTIONED ON THE COVERING LETTER ACCOMPANYING THE TECHNICAL BID. Offers with deviations are likely to be rejected. However if the bidder insists on any technical or commercial deviations, from the specification and/or tender conditions, the price implication if any, of withdrawing the deviations must be submitted along with the price bid in a separate sealed envelope superscribed "Price Implication for withdrawal of deviations".
16. BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept, reject any tender in part or full without assigning any reason whatsoever.
17. BHEL reserves the right to accept or reject any of the tender / all tenders with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
18. The offers of the bidders who are under suspension as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site [www.bhel.com](http://www.bhel.com).

19. Integrity commitment, performance of the contract and punitive action thereof:

19.1 Commitment by BHEL:

BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.

19.2 Commitment by Bidder/ Supplier/ Contractor:

- 1) The bidder/ supplier/ contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.
- 2) The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or

any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.

- 3) The bidder/ supplier/ contractor will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.

If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/ supplier/ contractor as per extant guidelines of the company available on [www. bhel.com](http://www.bhel.com) and/or under applicable legal provisions”.

20. Also, offer of the bidders who are suspended (under hold/ delist) for business dealings by BHEL, TBG shall not be considered. Please note that lifting/ restoration of suspension (Ban/Hold/ De-list) of business dealing is not automatic after expiry of specified suspension period. Hence, vendor shall be considered as suspended for business till suspension is lifted by BHEL in writing on specific request of the vendor as per extant guidelines.
21. BHEL Fraud Prevention Policy, "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."
22. Offers will be scrutinized based on the qualifying requirements and only those who are technically and financially capable to execute the Job and who fulfil the Pre-Qualifying Requirements (PQR) are eligible to quote against the above NIT. Decision of BHEL shall be final and binding on the bidder.
23. Details of qualifying work(s) executed by the bidder will be forwarded to the principal employer for verification of the work with respect to completion, commencement & completion date and value of the work executed. Performance feedback of the bidder may also be sought from the principal employer.
24. In case any adverse information is received concerning performance, capability or conduct of the bidder after issue of tender enquiry, BHEL reserves the right to reject the offer at any stage as deemed fit.
25. The purchase preference for central P.S.U.s shall be given as per the prevailing Government policy.
26. In case the Proprietor, Partner or Director of the Company / Firm submitting the Tender, has any relative or relation employed in BHEL, the authority inviting the Tender shall be

informed of the fact as per specified format, along with the Offer. Failing to do so, BHEL may, at its sole discretion, reject the tender or cancel the contract and forfeit the Earnest Money / Security Deposit.

27. The bidder representative may be called for discussion with the committee. In addition to above their organisation chart and detail list of manpower, tools & plants and technically capability will be discussed and ascertained by the committee.
28. The tenderer shall be deemed to have visited the site and studied the specifications and details of job / services to be done in the desired manner and to have acquainted themselves of the conditions prevailing as on date in the respective premises.

Thanking you,

Yours faithfully,  
For and on behalf of BHEL,

**(Mukesh Paswan)**  
**Sr DGM /TBSM**

**TO BE FILLED BY TENDERER**

Certified that General Instructions and Information for tenderer have been read/ complied/ agreed to and each page of tender offer has been initialled and stamped.

(Signature of Tenderer)

Name and Designation of Authorised person (s)  
Signing the tender on behalf of the tenderer.



**Authorization of representative who will participate in the on line Reverse Auction Process:**

1	NAME & DESIGNATION OF OFFICIAL	
2	POSTAL ADDRESS (COMPLETE)	
3	TELEPHONE NOS. (LAND LINE & MOBILE BOTH)	
4	FAX NO.	
5	E-MAIL ADDRESS	
6	NAME OF PLACE / STATE / COUNTRY, WHEREFROM S/HE WILL PARTICIPATE IN THE REVERSE AUCTION	