



ANNEXURE

QUOTATIONS:

1. a. Interested bidders / Suppliers shall submit their offer through e-Procurement mode at <https://bheleps.buyjunction.in>. Offers in any other mode will not be accepted.

For Enterprise Procurement System (EPS) Bidders/Suppliers are requested to follow these steps.

REQUIREMENTS

1. A PC with Internet connectivity.
2. DSC (Digital Signature Certificate) (Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION)
3. The site is best viewed in Internet Explorer 9.0. If you are using Internet Explorer 10 or above then enable compatibility view available under Tools menu
4. Install Java 1.8 Update 67/72/79/77 (32 OR 64 Bit)

MANDATORY REQUIREMENT:

Suppliers interested for registration for BHEL Open Tenders should have a valid DSC (Digital Signature Certificate) before Proceeding forward for Registration. Herein a Valid DSC refers to an Active and unexpired Signing and Encryption Certificate, with specification Class III SHA 2 2048 bit.

UNREGISTERED SUPPLIER IN EPS:

Procedure for Online Registration in EPS for Open Tender Suppliers for BHEL

Please follow the below steps for registration

1. Click Register Button (Top of the Screen)
2. Please input your organization PAN No (in case of Indian supplier) or click "Foreign" in case you are an overseas Supplier.
3. Click on INTERESTED Button against the respective BHEL Unit
4. Key in your desired login id (Login Code should be 8 - 24 characters in length and can only use numeric values) If you have registered by keying in PAN No. then your desired login id will be prefixed by "OTI", In case of overseas suppliers it will be prefixed with "OTF"
5. Fill in the other details.
6. Fill in the Captcha code and click next
7. Register your Signing certificate and click next
8. Select atleast one procurement category you may be dealing in.

Once the above steps are completed, your profile will be activated by mjunction within 2 business hours. After registering follow the steps provided in "For Registered Supplier" to view RFQ.

In case of any assistance, please call the following nos for support:

033-6601 1717 (From 9:30am to 5:30pm)

NB:-

1 --BHEL Administrator or user will have no role for approving Registration and Open Tenders and DSC for Any supplier who has registered himself from the front END which is in case of OT.

FOR REGISTERED SUPPLIER IN EPS:

- a. Supplier visits EPS home page
- b. Supplier signs in with their user id and password
- c. Selects the RFQ Code and views it.
- d. Attaches themselves to the RFQ by clicking the interested button
- e. Supplier fills the bid template and makes necessary attachments
- f. Supplier submits their bid by clicking CONFIRM.

In case of any assistance, please call the following Nos for support:

033-6601 1717 (From 9:30am to 5:30pm)

g. The Purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept in Part or full without assigning any reason whatsoever.

h. The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. BHEL and mjunction Services Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Purchaser for processing.

i. Before uploading scanned documents if any, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

TERMS AND CONDITIONS:

01. Offers should have a validity of minimum 90 days from the date of price bid opening. The quoted/Finalized rates shall be Firm till completion of the supplies including amendment / deviation / extension if any in quantity / date.

02. Bidders are requested to quote their offer price on F.O.R Destination (BHEL/Stores) basis only (The basic price of the material quoted in the bid should be inclusive of Packing, Forwarding, freight and transit insurance, etc.,). Ex-works offers will be summarily rejected without further clarification. However, break up for the following shall be detailed in the offer:

- i. Basic cost of cloth per Meter.
- ii. Packing & Forwarding charges if applicable.
- iii. Freight & Transit Insurance portion applicable for delivering goods to Stores / BHEL Trichy.
- iv. Taxes & Duties applicable.

03. No charges shall be indicated as "Lumpsum" or "Approximate" in absolute value. All charges like taxes and duties should be clearly specified as "percentage" of the quoted rates.

04. If any sales tax is payable as extra to the quoted price should be specifically stated in quotations along with CST & TIN no failing which the purchaser will not be liable for payment of sales tax. Our TIN No. 33243560005 Dated. 01.01.2007, CST No.239383 Dtd.11.06.1991.

05. The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Purchaser on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.

06. On the due date of tender opening, only technical bids will be opened. The opened technical bids will be evaluated by us and clarifications required, if any, will be called for from the bidders on technical and commercial points. If no reply is received from the vendor for the clarification raised by BHEL with in the final cut-off date those vendors offer will be processed with the documents available / submitted against this tender. Offers not meeting the required specification and technical condition will be summarily rejected. The price bids of technically suitable bidders will be opened on a later date with prior intimation to techno-commercially suitable bidders.

7. Ranking L-1, L-2 etc. shall be done for individual items for the techno-commercially acceptable offers on landed cost to BHEL, Trichy basis. In the event of more than one vendor becoming L1, than all the L1 vendors will be asked to submit the revised price bid.

8. BHEL reserves the right to negotiate with L1 vendor or re-float the tender for items where, L1 price is not the lowest acceptable price; BHEL reserves the right to increase or decrease the tender quantity.

9. TERMS OF PAYMENT: Payment will be made after 45 days from the date of receipt and acceptance of materials at BHEL Trichy. Offers quoting for Advance payment / LC / thro bank payment will be rejected. Any deviation in the payment terms below 45 days shall attract loading as below.

Base rate of SBI (as applicable on the date of bid opening; Techno-commercial bid opening in case of two part bids) +6% will be considered for the loading for the period of relaxation sought by the bidder.

10. LD clause & Risk purchase clause are applicable.

(Any deviations in the LD shall attract loading to the extent of relaxation sought to which it is not agreed by the bidder at offered value).

Single delivery schedule:

If the Supplier fails to deliver the P.O quantity within the period specified in the contract, then the Purchaser shall deduct liquidated damages, 0.5% of the total order value per week of delay or part thereof subject to a maximum of 10% of the total order value.

Liquidated Damages (LD): (Any deviations shall attract loading to the extent of relaxation sought to which it is not agreed by the bidder at offered value).

RISK PURCHASE: Alternatively the purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitutes therefor. The supplier shall be liable for any loss, which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in LD clause above.

11. CENVAT CREDIT: If any Excise Duty is payable, the Chapter Head / Sub-head reference and the rate of the duty should be quoted. If the tenderer is availing CENVAT credit for this input material, the effect of Proforma credit should be passed on to the purchaser. Tenderer under "CENVAT" shall be preferred. In case of ordering vendor should issue CENVAT invoice along with the material.

12. PACKING AND MARKING: The supplier shall arrange for securely protecting and packing the stores to avoid loss or damages during transit.

13. 20% earmarking provision to MSE suppliers (whose quoted price are coming under L1+15% price band).

1. For Enquiry sl no.20,160,170,180,190 & 200.

- MSE clause is included for PRs sl nos.
- Vendors will be required to submit the following documents along with the offer, to consider as MSE vendor:
- Attested copies of either 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 CA (Format enclosed at Annexure-1 where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial (latest audited). Date to be reckoned for determining the deemed validity will be the date of technical bid opening. All the documents should be notarized or attested by a Gazetted officer.

In case L1 vendor from MSE:

- If L1 vendor is from a Micro / Small enterprise, the 20% earmarking provision will not be applicable. In case of more than one L1 MSE, the supply shall be shared proportionately, otherwise 100% of the total ordered quantity will be placed on L1 MSE vendor.

In case L1 vendor from Non-MSE:

- If more than one Non-MSE vendor become L1 and splitting of tender quantity among L1 vendors is possible, then quantity will be shared equally.
- If more than one Non-MSE vendor become L1 and splitting of tender quantity among L1 vendors is not possible, then all L1 vendors will be asked to submit the revised price bids (If MSE is not available).
- If more than one, both Non-MSE and MSE vendor become L1 and splitting of tender quantity among L1 vendors is not possible, then divisible quantity will be shared equally and indivisible quantity will be ordered on MSE vendor.

2. For Enquiry sl no.10,30,40,50,60,70,80,90,100,110,120,130,140,150& 210.

- In view of meagre tender quantity, special provision for MSE (20% earmarking to MSE whose prices are coming L1+15% price band) is not included for above PRS sl nos.
- If more than one vendor become L1 and splitting of tender quantity among L1 vendors is possible, then quantity will be shared equally.
- If more than one vendor become L1 and splitting of tender quantity among L1 vendors is not possible, then all L1 vendors will be asked to submit the revised price bids.

14. Conditional offers are likely to be rejected.

15. The correspondences between the bidder and BHEL through email are considered as valid document legally though not signed. It is treated as valid confirmations made on behalf of the respective company and comes under the legal ambit of the business transaction and hence binding on both the parties.

16. Disclaimer Clause: Neither the Organization (Bharat Heavy Electricals Ltd.) nor the service provider (mjunction Services Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

17. Bidders participating in the tender should declare in their technical bid whether they have been black-listed / kept on hold / given Business holiday for a specified period by any Public Sector Undertaking or Government Departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to BHEL. If no such details are mentioned in the offer, it will be construed that the bidder is not under any such hold. However, at a later date if it comes to the notice of BHEL about any such hold under enforcement, BHEL reserves the right to reject the offer at any point of time and also under any stage of the finalization of the tender. Such bidders will not be permitted to participate in the further tender proceedings and will be communicated suitably.

18. BHEL reserves the right to negotiate or re-float the enquiry opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.

19. The correspondence between the bidder and BHEL through email is considered as valid document legally though it is not signed. It is treated as valid confirmations made on behalf of the respective company and comes under the legal ambit of the business transaction and hence binding on both the parties.

20. In the case of rejection, the replacement supply has to be done within 10 days from the date of intimation of rejection and also the responsibility lies with Seller to take back the rejected lot within 10 days from the date of intimation of rejection, otherwise the materials will be scrapped.

21. Unloading at BHEL has to be done by the suppliers and BHEL will not be in a position to provide any handling / unloading facilities.

22. Bidders not confirming to the enquiry specifications will be disqualified.

23. The vendor should submit the following attachments along with the technical bid, duly filled in ,sealed and signed by the vendor (part-I).

- Annexure A (Vendor's Data).

-Annexure B (Commercial confirmation Format).

- Annexure I (CA certificate).

24. Any communication should be addressed to the following address:

The Dy. General Manager,
Purchase Department/ PSS,
Materials Management/Raw Materials,
24 Building (4th Floor),
Bharat Heavy Electricals Limited,
Tiruchirappalli - 620 014.
Email:pgavictor@bheltry.co.in
Phone no.0431-2577645

25. The new vendors for Trichy unit will be required to furnish the following documentary proof/information along with their offers:

1. Certificate of Registration (copy of Certificate to be submitted).
2. PAN Card (copy to be submitted).
3. Banker's Information (copy of Bank Pass Book first Page to be submitted).
4. MSE Vendor Certificate/ NSIC/SSI Certificate.
5. Address of your organization (Complete Postal Address with PIN Code)
6. Contact Person/s, Phone No., Mobile No., FAX No., E-mail ID.
7. Statutory documents —VAT/TIN/EXCISE REGISTRATION/SERVICE TAX REGISTRATION/CST REGN etc (copy to be furnished).

If the new vendors for Trichy unit fail to submit the above documentary proof/information, their offers will not be considered for this enquiry.

The new vendors for Trichy unit will be required to furnish the following documentary proof/information **if applicable**, along with their offers:

1. ISO Certificate (if applicable)
2. Experience certificate as proof of supply of similar item to any Govt.agencies/PSU/Organisations. (Copy of POs to be furnished).
3. Audit Report / IT Return (If applicable).
4. Agency Agreement with manufacturer.
5. Partnership Deed (if applicable)

26. Vendors have to submit the sample/s for technical evaluation.

27. Offer without sample/s will be summarily rejected.

28. Each sample should be super scribed with correct tender no., item of supply, vendor name and due date of opening. Sample/s should be sent to the following address and it should reach on or before due date of the tender. Sample/s should be sent to the following address:

Tender Opening Cell/MM
Room No.26,
24 Building (Ground Floor), competent
Bharat Heavy Electricals Limited,
Tiruchirappalli - 620 014.

29. The confirmation of sample/s submission with valid proof should be intimated in the technical bid.

Annexure-1

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-11) dt.....

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:

- **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

- **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 whichever 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

Annexure A (Vendor's Data)

 429 - 030/D1	BHARAT HEAVY ELECTRICALS LIMITED TIRUCHIRAPPALLI - 620 014 PURCHASE REQUEST FOR ENLISTMENT OF VENDORS (MFG / FB / VALVES / SB / FBC & HRSG, MISC)	FORM - B
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Ref:

Date:

SUB : REQUEST FOR REGISTRATION OF NEW VENDOR / CHANGE OF ADDRESS / ADDL. OFFICE.

SYSTEM UPDATION	STATUS		ITEMS	
NEW CODE ADDITION		TRADER/AGENT		RAW MATERIAL
CHANGE OF NAME / ADDRESS		MANUFACTURER		SUB-DELEVERIES
ADDITIONAL OFFICE		ORDER		PSS
CHANGE/ ADDITION OF AGENT		TRIAL ENQUIRY		CP&SP
				R&D

ITEM CATEGORY	CRITICAL	NON-CRITICAL	MISC(*)

ITEM DESCRIPTION:	CST No.:
	TIN No. :
VENDOR NAME : ADDRESS:	☎ :
	Mobile:
	Fax No.:
	E mail id :
PINCODE:	PAN No:
STATE :	
MSME Type (Please Tick the type of MSME) or Non-MSME	Micro/Small/Medium/Non-MSME
MSME Certificate no/Date (Details must be given) for MSME vendor. Certificate needs to be attached	
Whether SC/ST (please tick the relevant category) (Community Certificate issued by competent authority shall be attached)	SC / ST
If the Firm is SC/ST category, whether Proprietary or Partnership	Proprietary / Partnership
If partnership firm, % share held (Value must be entered)	

VENDOR CODE :

Vendor's seal & signature

EXECUTIVE / PURCHASE

APPROVED BY SDC

HEAD / PURCHASE

Annexure-B (Commercial terms confirmation Format)

SL. NO	Description	BHEL Requirements	Supplier Confirmation
1	VALIDITY	90 days from the date of tender opening	
2	PRICE QUOTED	FOR DESTINATION BHEL STORES TRICHY- 620014	
3	PACKING & FORWARDING (Whether inclusive or extra) Clearly mention the percentage or amount.	Supplier Option	INCLUDED / EXTRA (INCASE OF EXTRA MENTION THE PERCENTAGE _____)
4	EXCISE DUTY WITH CESS (Whether inclusive or extra) Clearly mention the percentage or amount.	Supplier Option	INCLUDED / EXTRA (INCASE OF EXTRA MENTION THE PERCENTAGE _____)
5	VAT / CST Clearly mention the percentage	Supplier Option	INCLUDED / EXTRA (INCASE OF EXTRA CLEARLY MENTION THE PERCENTAGE _____)
6	FREIGHT (Whether inclusive or extra) Clearly mention the percentage or amount.	Supplier Option	INCLUDED / EXTRA (INCASE OF EXTRA MENTION THE PERCENTAGE _____)
7	DELIVERY SCHEDULE	AS PER BHEL SCHEDULE	
8	PAYMENT TERMS	As per TERMS AND CONDITION clause no.09	
9	LD CLAUSE	As per TERMS AND CONDITION clause no.10	
10	MSE CERTIFICATION	To be attached and please submit annexure- 1	ATTACHED / NOT ATTACHED
11	CONTACT PERSON DETAILS	NAME: MOBILE NO.: EMAIL:	
12	FOR NEW VENDOR	Documents mentioned in clause no.25 should be submitted along with the offer.	