

SECTION-IV - Instructions for Bidding & Tender Evaluation **for Ceiling Girders for Uppur & North Chennai**

1.0 Bid Evaluation:-

- 1.1 “Bids” submitted through EPS portal shall consist of all the documents as specified under Sl.No.1.2 of this Section. Offers to be submitted with necessary supporting documents, wherever asked for, in the enquiry.
- 1.2 The Bid cover shall comprise of only the following documents duly filled, Signed with seal by authorized person.
- Section II : Salient features of the tender
 - Section V : Terms & conditions of tender
 - Section VI A : General Conditions of the Contract
 - Annexure A : Facility Checklist for Ceiling Girders
 - Annexure B : Checklist for Qualification Criteria
 - Annexure C : Declaration by the bidder
 - Annexure D : Affidavit
 - Annexure E : Integrity Pact
 - Annexure F : Checklist of Techno-Commercial offer
 - Annexure G : MSME Certificate certified by CA
 - Annexure H : Facility Checklist for Shot Blasting & Painting (Optional)
 - Annexure J : Summary of Packages quoted
 - Annexure K : Price Format
 - Annexure L : Third Party Non-Disclosure Agreement

2.0 PRICE BID:

The Price bid shall be submitted by bidders on Per MT basis for Packages in the format provided in [Annexure K](#). Quoted Rates shall be subjected to PVC. The rates quoted in price bid shall be both in words and figures. In case of dispute, the amount in words shall be considered for evaluation.

3.0 PERSON AUTHORIZED FOR SIGNING THE OFFER/QUOTATION:

- 3.1. The Tender documents shall be signed by the Authorized Signatory only. Authorized signatory shall be the person holding “power of attorney” on behalf of the firm/company/Bidder-concerned and authorized/empowered, by MD or Board of Directors or owner of the firm, to act on behalf of the firm for quoting this Tender and all proceedings connected with, till finalization and execution of the Contract.
- 3.2. In case of Single Ownership / Proprietorship establishment, the Tender shall be signed by the Owner / Proprietor Only.
- 3.3. In case the Bidder is a Partnership Firm under Partnership Act, the Tender shall be signed by all the Partners of the firm or by the Managing Partner who have Signature and Seal of the Firm authorized to do so or by a person holding the Power of Attorney on behalf of the Partnership

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Firm. Recent FORM-A should be enclosed.

- 3.4. A copy of the Partnership Deed and/or a copy of the Power of Attorney attested by a Public Notary shall accompany the Tender.

4.0 TENDER DUE DATE & VENUE OF TENDER OPENING:

- 4.1. The completed offers shall have to be submitted as per E-procurement procedure on or before 10.00 hrs on 15.06.2017.
- 4.2. Techno-commercial bids received will be opened on 15.06.2017 at 10:30 hours.
- 4.3. Late offers received after the specified time of submission of offer will be rejected.
- 4.4. It is in their own interest of the bidders to ensure that the Tenders are submitted within the specified time.
- 4.5. Tenders not submitted in the prescribed forms or incomplete Tenders are liable to be rejected.

5.0 EVALUATION OF TECHNO COMMERCIAL BID :

- 5.1 Firms submitting the offer shall be subjected to evaluation as per the Facilities Checklist [Annexure A & Checklist for Qualification Criteria (Annexure B)] filled by the vendor with supporting documents (& spot evaluation for firms, if necessary) for considering their price bid.
- 5.2 Only those firms who have submitted the offer as per BHEL tender conditions & who satisfy the technical requirements as per [Annexure A](#) and [Annexure B](#) shall be considered for further processing.
- 5.3 Price bids of only those vendors meeting all the technical and commercial conditions shall be considered for evaluation.
- 5.4 Offers of vendors not technically qualified will be rejected and the same will be communicated to those vendors with reasons.
- 5.5 Offers with deviation in payment terms shall be rejected.
- 5.6 No advance payment or LC payment shall be accepted, and offers with such payment terms shall be rejected.

6.0 PRICE BID OPENING:

Price bids of technically qualified bidders shall be opened on a later date. The date / time of Price Bid opening will be communicated separately to the technically qualified Bidders only.

7.0 OTHER INSTRUCTIONS FOR BIDDERS:

- 7.1. It will be the bidders responsibility to ensure that the tender documents, Rate Schedules, drawings, Quality documents and related technical & commercial conditions are studied and understood fully before submitting the offer (Refer all Sections & Annexures).
- 7.2. BHEL will conclude that the offer has been submitted by the bidder fully understanding all the requirements both explicit and implied and other conditions and accepting the same. After tender opening, the bidders are not allowed to change / alter any of the conditions either partly or fully.

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- 7.3. Offer with deviation in payment terms shall be rejected. No advance payment or LC payment shall be accepted, and offers with such payment terms shall be rejected.
- 7.4. While quoting their rates, the Bidders are advised to take into account the market trend of materials, likely expenditure, escalations, statutory requirements & levies, labor laws, safety requirements, taxes, etc. during the tenure of the Contract.
- 7.5. Rates should be quoted as per the Price Bid format ([Annexure K](#)) in Rate/MT. Rates quoted in any other format/ in any other units (other than MT) will not be accepted and will be rejected. Offers shall be in original & Xerox copies of offers shall not be accepted.
- 7.6. If a Bidder is found to have given false information / documents as a part of their offer, such offers shall be rejected / the contract shall be terminated and the firm shall be banned from getting business from all BHEL units.
- 7.7. If a Bidder's /Contractor's or a firm of Contractors/any of its shareholder's or shareholder's RELATIVE is EMPLOYED in BHEL, the authority inviting the Tenders shall be informed in writing of this fact at the time of submission of the Tender. If such a fact comes to light subsequently, the Contract may be cancelled and the firm may be banned.
- 7.8. The entire terms and Conditions contained in all the [Sections](#) & Annexures of this tender shall be deemed to form an integral part of the Contract to be entered.
- 7.9. In case BHEL finds that vendors join together, form cartel, or influence others / new vendors to submit offers in their favor, then BHEL will take severe action against such vendors including permanent blacklisting / banning of such vendors for BHEL's Business.
- 7.10. Bidders will be disqualified from BHEL vendors list and business with them will be suspended by BHEL, if it is found that they indulge / carry out activities / business which are in direct competition or detrimental to BHEL business and accordingly such firms will be banned.
- 7.11. ***DECLARATION (as per [ANNEXURE "C"](#)) is to be attached with the offer to the effect that the Enquiry terms and conditions have been fully read and understood and the prices quoted are in accordance with the same.***
- 7.12. As a policy, BHEL is not registering any power of attorney issued by contractors/suppliers in favor of their bank for the collection of invoice amounts on behalf of contractors/suppliers. Merely, because BHEL had acted upon any such request by the party or their bankers does not constitute any legal right or binding on BHEL for any acts of omissions and commissions or failure to act upon it or for any payment made directly to the party. If any banker includes BHEL also as a ***party*** to any such dispute between the banker and the ***party***, all legal and incidental expenses thereof will be recovered from the concerned parties only.
- 7.13. Vendors are instructed to fill the details ONLY in the space provided in all Annexures. **Changing the Tender formats, modifying the contents of formats or any other insertions/ deletions will be construed as tampering of BHEL's Tender process, and the offer of the concerned vendor is liable for rejection.**