



BHEL, BHOPAL

(TENDER No. HSE/AIR/2020-21/W5)  
HEALTH SAFETY & ENVIRONMENT ENGINEERING

Page 1 of 5

INSTRUCTIONS TO TENDERERS

REV. 00

(HSE/AIR/2020-21/W5)

- 1.0** Sealed Tenders can be dropped in the Tender Box specified in NIT.
- 2.0** Before tendering, the tenderer is advised to inspect the site of work and the environment and be acquainted with the actual working and other prevalent conditions, facilities available etc. No claim will be entertained later on grounds of lack of knowledge.
- 3.0** In case of any query/doubt on the tender specifications, bidder shall contact the concerned authority for clarification before tender submission. No **condition/deviation** w.r.t. terms & conditions of the tender are acceptable.
- 4.0 Quotations:-**  
Firms are required to submit quotation as per the two part bid system.
- 4. a.** The **Part-I** technical bid in a sealed envelope shall contain the following only:-
1. Fresh EMD or one time EMD of ₹ 5 lacs.
  2. Tender cost
  3. Copy of PAN card.
  4. Declaration sheet as per proforma at Annexure-‘A’
  5. Bank Account particulars with MICR no. For Electronic Fund Transfer as per Annexure-‘B’
  6. Copy of work order/documents in support of experience
  7. Check list and schedule of general particulars as per Annexure-‘C’
  8. GST Registration.
- 4. b.** The **Part-II** shall contain only **Price bid** in a separate sealed envelope.  
Price bid will be opened for only those firms which are found to be technically and commercially acceptable in Part-1 (Technical bid).
- Quoted price to be written both in figures and words. In case of any ambiguity the price given in words shall be taken as the quoted price.
- 5.0** Each page of the offer shall be duly signed by an authorised person, with all formalities, in a sealed & properly super scribed envelope and shall be deposited, in tender box at the designated venue, on or before the date and time specified in NIT.
- 6.0** Offers thus received shall be opened at the designated venue on the specified date & time, in the presence of those bidders or their representatives, who choose to be present.
- 7.0** Rate shall be including all taxes and duties but excluding GST. No escalation/additional/ overtime/ waiting charges will be paid other than the Quoted rate.
- 8.0** An offer will be treated as **invalid** offer if it contains any condition, deviation or insufficiency. Quoting of any ambiguous, overwritten, unclear or erased rate in Price bid to be strictly avoided. Any such case may lead to cancellation of the offer.



BHEL, BHOPAL

(TENDER No. HSE/AIR/2020-21/W5)

**HEALTH SAFETY & ENVIRONMENT ENGINEERING  
INSTRUCTIONS TO TENDERERS**

Page 2 of 5

**REV. 00** .

**9.0** Validity period of an offer shall be three months (90 Days) from the date of tender opening.

Name & signature of the bidder  
(Seal)

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BHEL, BHOPAL

(TENDER No. HSE/AIR/2020-21/W5)

**HEALTH SAFETY & ENVIRONMENT ENGINEERING  
INSTRUCTIONS TO TENDERERS**

Page 3 of 5

**REV. 00** .

**ANNEXURE – “A”**

**DECLARATION SHEET**

I / We, ..... hereby certify that, all the information and data furnished by me / us with regard to this Tender Specification (HSE/AIR/2020-21/W5) are true and complete to the best of my / our knowledge. I / We have gone through the NIT, Instructions to tenderers, General terms & conditions and scope of work with the requirements and intent to execute the work as per specification, without any deviation.

I / We, further certify that I / we am / are the duly authorised representative(s) of the under mentioned tenderer and a valid power of attorney to this effect is also enclosed.

Name & signature of the bidder  
(Seal)



BHEL, BHOPAL

(TENDER No. HSE/AIR/2020-21/W5)  
HEALTH SAFETY & ENVIRONMENT ENGINEERING

Page 4 of 5

INSTRUCTIONS TO TENDERERS

REV. 00 .

**Annexure – B**  
**(Not applicable if submitted earlier)**

BHEL has decided to make all payments through Electronic Fund Transfer. Bidders are requested to give the following details along with your quotations so that this can be stored in our records for effecting Electronic Fund Transfer. Please note that hence forth we propose to make all payments through EFT.

Following data is required to enable processing of e-payments to vendors.

1. Name of the Supplier (max 60 char.)
2. Account Number (max 17 char)
3. Name of the bank, branch, city (max 0 char, max 40 char, max 20 char)
4. Branch Code ( max 5 char)
5. MICR Code (max 30 char)
6. IFSC Code (max 30 char) (Every NEFT enabled bank /branch has a unique IFCS Code(Indian financial security code, this code may differ from RTGS IFSC code)

**VENDORS /BIDDERS ARE SUPPOSED TO SUBMIT THE INFORMATION ON FIRM'S LETTER HEAD DULY ENDORSED AND STAMPED BY THEIR BANKERS.**

Those who had already sent the EFT details may please reconfirm/check the details (it is available in your B2B login)

Vendors /bidders may please further note that the above requirements are deemed to be part of the Tenderer / purchase enquiries issued by BHEL Bhopal even if it is not explicitly stated in the printed Tender / purchase enquiry form.

In addition to the above information please also furnish the following details to enable faster clearance of bills.

7. Email address (max 40 char Compulsory)
8. Details of TIN No (11 char)
9. Micro Small Medium (MSMED)Certificate (if applicable)

Signature of Contractor/Bidder



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**(TENDER No. HSE/AIR/2020-21/W5)**  
**HEALTH SAFETY & ENVIRONMENT ENGINEERING**  
**INSTRUCTIONS TO TENDERERS**

Page 5 of 5

REV. 00

**ANNEXURE – C**

**CHECKLIST & SCHEDULE OF GENERAL PARTICULARS**

NOTE : - Bidder shall fill in the following details and no column should be left blank.

1.	Name & Address of the Bidder	
2.	Fax / Email Address	
3.	Phone No. (Office)/ Mobile nos.	
4.	Name & designation of the official of the tenderer to whom all the references shall be made	
5.	Tender Cost Rs.1000/- (GST Extra)	
6.	Bidder's proposal No. & date	
7.	Whether EMD submitted or one time EMD of Rs. Five Lacs . Pl. give details.	Yes/No/ NA
8.	Submission of Declaration Sheet (in the format Annexure "A")	Yes / No
9.	Submission of Bank Particulars (in the format Annexure "B")	Yes / No
10.	Submission of signed and stamped downloaded copy of "Instructions to tenderer" "Scope of work" and "General terms & conditions".	Yes / No
11.	Submission of Attested copy of power of attorney if signed by person other than the owner.	Yes / No
12.	Submission of photocopy of PAN card	Yes / No
13.	GST Registration	Yes / No
14.	Submission of price bid in another sealed envelope	Yes/No
15.	Submission of experience criteria	Yes/No

**Signature of the Bidder with seal**