

PROCEDURE FOR SUBMISSION OF TENDERS

1. The tender is to be submitted as required in two parts in separate sealed covers **prominently superscribed as Part-1 “Techno-commercial Bid” & Part-2 “Price Bid”** and also indicating on each of the covers the tender number and due date and time as mentioned in the tender document. Envelope of Part-1 “Techno-commercial Bid” shall contain documents required in PQR and clause 4.0 below and Part-2 “Price Bid” shall contain price bid duly quoted in the **Price format (Annexure-G)**. A third sealed cover shall contain required amount of EMD and shall be super scribed as EMD. These three separate covers 1, 2 and 3 shall together be enclosed in fourth envelope and this sealed cover shall be superscribed with tender number / numbers and due date. Tenders submitted without EMD are liable to be rejected. Check list (enclosed) shall be placed inside the fourth envelope.
2. In the Price Format (**Annexure-G**), tenderers may give their quote in each box where 'Q' is mentioned for different category. No space where 'Q' is mentioned shall be left blank by the tenderers while submitting the price format along with Techno-commercial bid. In the Price bid envelope proper quoted amount in each box where 'Q' is mentioned shall be submitted.
3. Envelope No. 3 containing EMD will be opened first and after due verification of EMD as per NIT, the Part - 1 of the tender will be opened next and evaluated afterwards. Tenderers who qualify in Techno-commercial unpriced Bid (Part – 1) will only be considered for opening of Price Bid (Part – 2). The unsuccessful tenderers will be intimated through email for rejection in the technical bid. BHEL will finalize successful tenderer by opening of sealed price bid/ conducting reverse auction. Date of opening of sealed Price Bid/ reverse auction will be intimated separately to the Tenderers who qualify in the Techno-Commercial bid.

4. Documents required:-

The Tenderers should submit documents in support of possessing Pre-Qualifying requirements as under, duly certified and stamped by their authorized signatory:

- a. Copy of **income tax return** of previous three years and **work orders** and/or **completion certificates** in support of the qualifying criteria mentioned at PQR with covering letter / indexing of the same. **Tenderer shall also submit covering letter with calculation of average financial turnover of previous three years and description of jobs executing / executed in support of PQR.**
- b. Audited balance Sheet, Profit & Loss A/c for last three years as mentioned in PQR and duly certified by authorized Representative/Signatory.
- c. Tenderer has to submit a copy of registration certificate of **PAN No, ESI Registration No. & Service Tax No.**
- d. Un-priced price bid format duly signed by the tenderer shall be submitted along with Techno-commercial bid by mentioning 'Q' in the column where quote is to be offered by the party in the BOQ.

- e. A copy of tender document duly signed on each and every page shall be submitted along with Techno-commercial bid as a token of unconditional acceptance of all terms & conditions as stipulated in the tender document.
- f. Tenderer has to submit the **No Deviation Certificate** & **Declaration Certificate** duly signed in the format mentioned in **Annexure 'A'** & **Annexure - 'B'** respectively.
- g. Tender has to be submitted with contact address and e-mail ID etc. duly filled and signed as placed at **Annexure - C**
- h. Tender has to be submitted with the check List duly filled and signed as placed at **Annexure -D.**
- i. Tenderer has to submit the declaration regarding relation in BHEL duly signed in the format mentioned in **Annexure- F**
- j. Tenderer has to submit the e-payment detail duly signed by authorised person of tenderer and detail should be verified by Bank as per the format provided in NIT. The tenderer should also enclose an original cancelled cheque leaf.
- k. In case of non-submission of any documents as mentioned vide Sl.No. **(a) to (j)** above, the tender is liable for rejection.
- l. Enclosure I. II and III are formats to be filled up by successful tenderer for the manpower.