



ISO 9001 Company

# Heavy Engineering Corporation Limited

(A Govt. of India Enterprise)

FOUNDRY FORGE PLANT

CONTRACT & DISPOSAL

## OPEN TENDER NOTICE

***Tender No. FFP/Disp/Producer Ash/Tender/Feb/2020/91 dtd. 18.02.2020***

Tender No. FFP/Disp/Producer Ash/Tender/Feb/2020/91 dtd. 18.02.2020 for "Cleaning cum disposal sale of Producer Ash (mixed with semi burnt coal and clinkers) generated on regular basis by running producers of Gas Plant/FFP" is available on our website in e-procurement section i.e. <https://etenders.gov.in/eprocure/app>. Aspiring bidders may go through the tender document.

Interested bidders are requested to submit their most competitive offer through e-procurement mode only. Offer submitted through offline mode will not be considered. For more information please visit our website <https://etenders.gov.in/eprocure/app>.

Bid submission end date	17.03.2020	01:00 PM
Technical Bid Opening date	18.03.2020	03:00 PM

Prospective Tenderers are advised to get register themselves only on at NIC e-tender portal i.e. <https://etenders.gov.in/eprocure/app>, obtain 'User ID' & 'Password' and go through the 'Self Help files' available in the Home Page after log in to the portal <http://etenders.gov.in>. They should also obtain Class III Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. Detailed instructions for online bid submission are attached in **annexure-2**. No registration fee would be charged from the bidders.

Bidders are required to upload the bid along with all supporting documents including priced part (BoQ) only on the e-tendering website (<https://etenders.gov.in/eprocure/app>), on or before the due date and time for submission of bid.

### NOTE:

- 1. Any Future changes/notifications including extension of bid due date, pertaining to this tender will be published/hosted only on website & CPP Portal only.**



**Submission of tender**

The Following 2 covers shall be submitted through online CPP - portal by the bidders. Last date and time of submission of bids (cover 1, 2) is as per given dates.

**Cover – I: - Containing techno-commercial bid**

Cover – I containing

- i. Special & General Terms & Conditions duly signed by the tenderer towards acceptance of the same.
- ii. Cost of Tender Paper (downloaded from website) **Rs.500.00 + 18% GST = Rs 590** (Rupees Five Hundred Ninety only) by DD in favour of HEC Ltd., Ranchi.
- iii. Earnest Money Rs. **30,000.00** (Rupees Thirty Thousand) only by DD in favour of HEC Ltd., Ranchi. Separate DDs should be deposited for EM & Cost of Tender Paper.
- iv. Experience of similar type of work.
- v. Proof of ownership/hiring of minimum one truck/dumper in the name of firm / proprietor of the firm.
- vi. Copy of Permanent Account Number (PAN) in the name of the firm/proprietor of the firm.
- vii. Copy of GST registration certificate.

**Cover - II: Price Bid (BoQ)**

a) The tenderer shall upload the digitally signed Schedule of price bid in the form of BOQ.xls

Bidders may please note, the schedule of quantities is attached in the portal. The same (BOQ) shall be downloaded and be filled in the editable (un protected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.

**Bid Opening Process is as below:-**

**Cover-I:** Technical bid opening date will be as per given dates. If any clarification is needed from the bidder about the deficiency in his uploaded documents in Cover-I, he will be asked to provide it through Short fall documents folder in e-tendering portal one time only or through mail. The bidder shall upload the requisite clarification / documents within time specified by HEC, failing which tender will be liable for rejection.

**Cover-II:** The financial bids of the contractors / firms found to be meeting the qualifying requirements and technical criteria shall be intimated through portal. (Depending on Cover-I evaluation any changes in the date shall be intimated through e-tendering portal).



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FFP/Disp/Producer Ash/Tender/Feb/2020/91

Dtd. 18.02.2020

## OPEN TENDER

### ***The details of the tender shall be as below:***

1. **CONTRACT PERIOD: 01 (one) year** from the date of issue of 1<sup>st</sup> Sale Release Order.
2. **Item Description** - Cleaning cum disposal sale of Producer Ash (mixed with semi burnt coal and clinkers) generated on regular basis by running producers of Gas Plant/FFP
3. **Quantity** : 24000 MT (approx)

### ***GENERAL TERMS AND CONDITIONS OF DISPOSAL SALE TENDER***

1. E- tenders are invited for the sale of surplus disposable materials/regular arising as per details given in the NIT, along with special terms and conditions.
2. The description and quality of the material is to be ascertained by the tenderer after inspection of the material as per the location mentioned in the schedule. The tenderers are specifically advised to inspect the materials, in their own interest, at site during Office hours on any working day before the submission of the tender. For this purpose they may obtain permission from the Sr.DGM I/c (Disp & Cont)/FFP, HEC Ltd., Ranchi-4.. It will however be deemed that the material has been inspected by the tenderers before quoting and complaints what so ever regarding any deviation/ discrepancy with respect to quality etc. would not be entertained subsequently.
3. The sale will be on "AS IS WHERE IS" and "NO COMPLAINTS BASIS " The quantities given is approximate and subject to availability at the time of delivery of material. GST and other Govt. levies/Excise duties etc, in force on the date of lifting are payable extra.
4. (a) The tender should be accompanied by Earnest Money Rs. 30,000.00 (Rupees Thirty Thousand). The Earnest Money shall be deposited in the form of D.D. drawn in favour of Heavy Engineering Corporation Ltd. Ranchi -834004. payable at any of the branches of any Nationalized Bank in Ranchi. In case of cash, the amount may be deposited with Chief Cashier/ FFP H.E.C. Ltd. Ranchi - 834004 and receipt obtained from him may be enclosed with tender paper In case of successful tenderer, the EM will be converted to Security Deposit which will be returned only after successful completion of the contract. EM of unsuccessful tenderers will be refunded. After the finalization of the tender. No interest will be paid for the amount deposited as EM/SD. Tenders must be accompanied with the required amount of Earnest Money and no adjustment of the same from the tenderer's pending bills/EM/SD deposit/ refund due etc. will be permitted under any circumstances Also no tender will be considered unless accompanied by the required amount of EM in the specified mode of deposit Cheque is not acceptable.

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- (b) Successful tenderer will be required to deposit Security Money @ 10% (Ten percent) of the total value of the offer (including the amount already deposited against Earnest Money within 15 (Fifteen) days from the date of issue of the Acceptance Letter. No interest is payable on Security Money Deposit. This payment will be in the form of Demand Draft payable to H.E.C. Ltd at any of the branches of any Nationalized Bank in Ranchi OR IN CASH with Chief Cashier/FFP as specified in the Acceptance letter.
5. The rate quoted shall be exclusive of GST and any other levies imposed by the Government. The offer must remain valid for a minimum period of 90 (Ninety) days from the date of opening of the tender, In the event of the withdrawal of the offer before expiry of the validity period or non-execution of the sale order on acceptance of the offer. The tenderer's EM/SD would stand forfeited, and any other action which deemed fit may be taken against the tender.
6. The successful tenderer is required to deposit sale value as per Contracted Rate, along with prevailing statutory GST and other Government Levies, if any, for the quantities, as mentioned in the Special Terms and Conditions enclosed herewith.
7. The payment of sale value with taxes and duties will be in the form of DD payable to Heavy Engineering Corporation Limited Ranchi- 834004 at any branch of any Nationalized Bank in Ranchi OR by online transfer in FFP/HEC's A/c as specified in the Acceptance letter. Sale Release Orders (SROs) will be obtained by the purchaser or his authorized representative from the Office of the Sr.DGM,(Disposal)/FFP,(Disposal Section)/FFP,HEC Ltd Ranchi-4 on submission of proof of deposit of the sale value and other applicable duties and taxes, in force, as required.
8. (a) Sale Release Orders for the delivery of the material will be issued limited to the quantity for which sale value with taxes & duties is actually received.
- (b) In case the purchaser fails to collect Sale Release Order (SRO) within 7 (Seven) days of the date of payment it would be posted by Registered Post to his official address given in the tender. However, lifting period will be reckoned from the date of issue of respective Sale Release orders only.
9. (a) The successful tenderer is required to start lifting of material immediately after the issue of 1<sup>st</sup>(First) Sale Release order and continue the same according to subsequent sale release orders within the specified period. The lifting period allowed will be as mentioned in special terms and conditions Any shortfall in lifting would amount to default.
- (b) In case, the buyer fails to lift the released material within the specified period mentioned in the Sale Release Order (SRO), HEC Management reserves the right to cancel the sale order or recover the ground rent @ 1% (One percent) per week or part thereof on the value of the materials not lifted within time, for any reason what-so-ever.



- (c) The goods sold shall be removed by the buyer from the site of accumulation/ Location given in the Schedule within the period specified in the respective Sale Release Order .Delivery will be made only during the working hours on all working days on presentation of Sale Release Order. The purchaser shall make his own arrangements for transport. The corporation shall in no case provide any transport whatsoever.

The purchaser shall always issue necessary authority to the person for collection/lifting of the materials from the site.

10. HEC Management reserves the right to split the Quantity tendered for sale between two or more parties as it may deem fit and proper and any dispute raised by the tenderers on this ground shall not be entertained.
11. (a) The materials will be delivered on “AS IS WHERE” IS AND “ NO COMPLAINTS” BASIS. No picking/choosing will be allowed.  
(b) The workmen employed by the purchaser will be permitted to enter and work in the premises within the area specified and during working hours fixed by the Corporation. They will not be allowed to loiter here and there or to touch any other materials.  
(c) The purchaser will be permitted to retain a maximum of Two care takers only and will have to give the names and addresses of all the workmen and caretakers employed by him. The purchaser will be responsible for their satisfactory conduct otherwise they/ he may be turned out of the premises and legal action would be taken accordingly.  
(d) The purchaser will be solely responsible for all the claims and compensation claimed by or on behalf of any workmen/coolie/caretakers employed by him for any injury or death caused by any accident during the operation of the contract.
12. (a) The material as per Sale Release Orders shall be loaded in trucks/ tanker (in case of coal tar) in the presence of the representative of FFP/HMBP/HMTP Stores. Holding Deptt. & CISF Guard and will be weighed on FFP/HMBP/HMTP WEIGH BRIDGE. The weight recorded at HEC Weigh Bridge will be taken as correct and final for all purposes.  
(b) Arrangements for collection of the materials will be made solely by the purchaser from the specified lots mentioned in the SRO. All expenses for collection, booking, transportation etc. shall be entirely at the purchasers cost and expenses. All unforeseen incidental charges will also be to his account.
13. For any damage caused to the properties or premises of the HEC Ltd., during the course of execution of the contract, the party will be liable to indemnity such damage or damages and without prejudice to any action which may be taken on this behalf, the Corporation reserves the right to recover the cost of such damage/damages from the E.M./S.D. of the party in part or in full after due notice.
14. In case the tenderer fails to deposit the amount (i.e. sale value deposit along with the applicable levies, duties and taxes in force as per the Acceptance letter) within the



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stipulated period or fails to remove the material in time there after as stated in the S.R.O. HEC reserves the right to short close / terminate the contract and to FORFEIT the E.M./Security money deposit with TEN DAYS NOTICE.

15. Re-sale / Sub contracting will not be recognized / permitted and Sale Release Order will be made in the name of actual purchaser only.
16. (a) While quoting, the tenderer should furnish the list of their firm's branches/partners etc. with whom he/they is/are associated. In-correct statements may render the contract liable for termination forfeiture of the E.M./S.D.
  - (b) Tenders with erasing or overwriting are likely to be rejected unless all correction have been authenticated with tenderer's signature. The tender document have to be submitted intact without any mutilation or alteration and correctly filled in along with the tenderer's signature and stamp at the bottom of each and every page of the tender documents, otherwise they are liable to be rejected.
  - (c) Conditional tenders or deviation from HEC's Tender Terms and conditions shall be liable for rejection, without assigning any reason there-to.

## 17. FORCE MAJURE

The Corporation shall not be liable for non performance of the contract either wholly or in part, for any delay in performance, resulting from or due to any cause, beyond the Corporation's control including fires, strike, go-low lockout, closure, dispute with workmen, uncertain labour situation war, riots, civil commotion, pestilence, epidemics, floods, accidents, damages or accidents or breakdown of machineries, shortage of fuel, shortage or any raw-materials or other materials, shortage of labour. Government or Railway restrictions, acts, demands or requirements or Governments, force majeure or any circumstances beyond the control of the Corporation whether directly due to or in consequence of the aforesaid causes or not and the existence of such cause or consequences shall operate the extent' the time of the performance on the part of the Corporation by such periods as may be necessary to enable the Corporation to effect performance after the cause of the delay shall have ceased to Exist. Should the Corporation so determines, it shall be entitled at any time on notice to the purchaser, to cancel any contract, the performance of which is likely to be delayed by any of the causes aforesaid and in such cases the purchaser shall have no claim upon the Corporation of any kind.

18. (a) Not with standing any other relief or remedy available to the Corporation as per Law or Business practice or terms & conditions of this sale, in case, the customer or the customer's representative or agent is found guilty of misappropriation, pilfering or abetting misappropriation or pilfering of Corporation's property or any such attempt.

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- (b) Offering illegal gratifications including offering bribe, reward or advantage etc. pecuniary or otherwise to any officer or employee of the Corporation,

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- (c) Indulging in any malpractice namely, but not limited to forgery, falsification or fabrication of document including bills, vouchers, indents etc, in support of any



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claim against the Corporation or indulging in any other act which is an offence under the provision of the Indian penal code.

- (d) The corporation without prejudice to its any other rights be entitled to summarily Terminate the Contract of Sale or Forfeit the Security Money. The decision of the Corporation in this respect shall be final and binding on the customer (Purchaser).
19. HEC Management do not bind themselves, to accept the highest tender or any tender and also reserves their right not to sell the material or to sell the material in part or full quantity or to defer or to stagger the finalization of the sale, without assigning any reason there to.

## **ARBITRATION:**

20. All dispute and differences arising out of or, in, any way touching, or, concerning this agreement what so ever shall be refer to the sole Arbitration of any person nominated by the Chairman – cum- Managing Director, Heavy Engineering Corporation Limited, Ranchi- 834004 the award of such Arbitration shall be final and binding on the party/parties to this agreement.
21. Employees of the Corporation are prohibited from participating in this tender sale and acquiring the item either directly or indirectly.
22. Tenderers would be submitted in sealed cover super scribing there on tender no and date and the date of opening of the tender in the office of the Sr.DGM(Contract & Disposal) 100 Building/FFP HEC Ltd., Ranchi-834004 on or before the time and date given at the top of this tender paper and the tenders will be opened at the time and date mentioned in the tender room/Disposal and Contract/100 Bldg.,/FFP/HEC Ltd., Ranchi-834004 in the presence of attending tenderers.
23. The sale will be governed by the General Conditions of contract of HEC Ltd., pertaining to the Contract & Disposal Division.

For & on behalf of H.E.C. Ltd.

Sr.DGM I/c(Cont. & Disp.)/FFP



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## **TENDER'S DECLARATION FORM**

I/We have gone through the tender conditions regarding materials under disposal. I/ We hereby agree to the above terms and conditions and accordingly offer to purchase the material at the rate mentioned by me/ us against the sale in the annexed Schedule of this Tender.

Signature of the Tenderer

Date: \_\_\_\_\_

1. Full Name of the Tenderer and Address :

2. Status within the Firm :

3. Seal of the Tenderer/Firm :





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## **SPECIAL TERMS AND CONDITIONS OF TENDER**

**Tender No. FFP/Disp/Producer Ash/Tender/Feb/2020/91, dtd. 18.02.2020**

- 1) The special terms and conditions shall be read along-with the annexed General terms and condition of the disposal sale tender. Where any clause is mentioned in both, the clause as incorporated in the special terms and conditions shall prevail, otherwise all the terms and conditions mentioned in both shall be applicable.
- 2) **After purchase of the tender papers, the tenderers are requested to go through the “Special terms and conditions for cleaning cum disposal sale of producer ash from Gas Plant/FFP” and to visit the site (Gas Plant/FFP) and understand the details of the work involved from Sr. DGM (I/c)/Gas Plant or his representative available at the site before submission of their offer.**
- 3) **Labour Licence : Labour licence if required to be submitted by the successful tenderer within 20(twenty) days from the date of issue of Acceptance Letter cum Work Order.**
- 4) Successful tenderer must strictly follow and adhere to the labour laws, statutory obligations, safety rules etc of Govt. of India & Jharkhand Govt. for their workmen engaged by them. Workmen engaged for this work must be covered under insurance at the cost of the contractor.
- 5) **In case H-1 party is found defaulter (i.e. backs out from the tender or fails to execute the work during the contract period) then the next higher bidder may be given opportunity to execute the work at H-1 rate and so on and EM/S.D. of the defaulter firm will be forfeited.**
- 6) **DETAILS OF THE WORK INVOLVED :**
  - i) The primary work is the regular and continuous cleaning & removal of producer ash of Gas Plant/FFP and transportation of the cleaned/removed ash.
  - ii) a) Regular and continuous removal of producer ash mixed with semi burnt Coal and Clinkers, from the producers of Gas Plant/FFP around the clock in both Day and Night shifts or as per direction of the Incharge Gas Plant.  
b) Transportation of the material will be allowed only between 8.00 A.M. to 5.00 P.M. out side the Plant. Both of the works mentioned above at a) and b) is to be done by the Contractor at his risk and cost.  
c) The cleaned & collected producer ash shall be allowed to be transported and taken out side the Plant only against the Sale Release Order issued by the Disposal Deptt./FFP.  
d) The tenderer has to quote the rate per M.T. (exclusive of the applicable taxes and duties) towards the cost of the material taken outside, after considering the cost to be born by him in the execution of the works mentioned at a) and b) both as above.
  - iii) a) **Day shift work :-** During day time the contractor will have to ensure continuous cleaning of the producers all around and simultaneously transportation of the cleaned and collected material outside the plant between 8 A.M. to 5 P.M. everyday.



- b) **Night shift work** : The contractor is required to do cleaning work in Night Shift (i.e. 5.00 PM to 8.00 AM) also subject to clearance from I/c Gas Plant. During night shift the contractor will have to ensure the following works, by starting the work of cleaning strictly at 5 P.M. and continue the work of cleaning up to 8 A.M. next day morning.
- A) Ash removal (mixed with semi burnt coal and clinkers) from all the running producers in night (during 5 P.M. to 8 A.M. next day) by trollies and transport the cleaned/collected material next day during 8 A.M to 5 PM.

B) In case of emergency due to breakdown of tripper trollies/Crane no, 1, or any unforeseen situation causing problem in the movement of Tripper trollies, ash removal (mixed with semi burnt coal and clinkers) may be required to be done (from all the running producers located in the Northern/Southern side of the plant) by head load/manually with the help of male mazdoors as per the instructions of the shift incharge.

iv) **Lifting/Transportation of Producer Ash :-**

**For old side producers** : The producer ash will be removed by trollies and dump the same in Ash pit located in the East (termed as eastern pit). Contractor will be responsible for repairing / maintenance of the trolley provided by FFP/HEC as his cost.

The trolley operation is to be continued till the pit is completely filled up all around. To make this operation successful, requisite number of labourers are to be engaged by the contractor for pushing the ash inside the pit till it is completely filled up. This dumped material in the eastern pit shall be loaded on the contractor's trucks/Dumpers by using the departmental crane, and for this no loading charge shall be payable by the contractor.

**For new side producers** : The producer ash will manually loaded on truck/Dumper and will be either dumped into the Ash Pit or transported outside FFP by the contractor.

**Transportation of ash by truck / dumper will be allowed in day time only (i.e. 8 AM to 5PM). Trolley & its availability should not be an excuse for poor / unsatisfactory performance. We are not imposing charge of crane, hence, the contractor shall repair and maintain the tripper trollies on their own for regular ash removal. Our prime & only motto is cleaning of ash.**

For carrying out the Day shift & Night shift cleaning works, the Contractors will have to engage requisite number of mazdoors in their shifts (minimum 20-25 mazdoors in days shift and minimum 12 to 15 mazdoors in night shifts including Sundays and holidays). But in no case the female mazdoors will be allowed to be deployed during the period 5 P.M. to 8 A.M. (Night Shift). All tools for carrying out the work involved are to be arranged by the contractor.

Any dispute raised by the contractor at any stage towards the quality of the sold material (Producer Ash mixed with semi burnt coal and clinkers generated after cleaning by the contractor at his risk and cost) like less percentage of semi burnt coal, more percentage of clinkers in the lot etc., shall not be entertained and the Contractor will be required to remove the producer ash and transport the total removed material i.e. Producer Ash as per the tender.

- v) IT MAY PLEASE BE NOTED THAT THE GAS PLANT OFFICIALS SHALL HAVE FULL RIGHT NOT TO ISSUE THE CHALLAN/GATE PASS TO THE CONTRACTORS IF THEY ARE NOT SATISFIED WITH THE CLEANING WORK.



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- vi) Contractors will be given working off on one day only i.e. on VISHWAKARMA PUJA. The rest other days of the year shall be working days unless otherwise specifically informed by the holding department in advance. Even on Vishwakarma Puja / holidays, the contractors may be called in case of need and for this no extra claim shall be entertained. In case of off being given on Vishwakarma Puja, the contractor shall have to ensure that on the next working day, complete removal of ash is done in their respective shifts. In case of failure to do so, the contractor may be debarred from getting any holiday throughout the year and this may be made applicable any time on a short notice of 07 (seven) days, issued by the holding department.
- vii) As the engagement of labourers / mazdoors is involved in the execution of the work, the contractors will have to ensure that the existing labour laws are properly followed/implemented. Any violation of the same shall be entirely at the risk and cost of the contractor and he will be solely responsible for any lapses in this regard.
- 7) **QUANTITY :** Approximate quantity expected to be generated for sale during the contract period 24,000 M.T. at the expected generation of 65 MT per day. This quantity may slightly increase or decrease depending upon operation of producers. HEC will not be responsible for generation of less quantity than tendered quantity.
- 8) **CONTRACT PERIOD :**
- i) **The contract period shall be for a period of 01 (one) year starting from the date of issue of first S.R.O.** The contractor shall be required to clean the producers till the last day of the contract period. The material collected by cleaning up to the last day of the contract period shall be allowed to be lifted by the contractor for further one day after the last day of the contract.
- ii) To maintain continuity in Gas Plant operation, the work may be required to be continued even after expiry of the contract period till finalization of new contract at the same rate & terms & conditions.
- 9) **TERMINATION OF CONTRACT :**
- If performance of the contractor will not be satisfactory within the contractual period, the contract will be terminated and E.M./S.D. will be forfeited after completing the following formalities:-
- i) The holding department shall serve a notice of 07 days in writing to the contractor for improvement in his performance to the satisfaction of the site I/c/Gas Plant.
- ii) If the contractor still fails to improve upon, he will be served another notice of 07 days in writing by the holding department to improve his performance, failing which the contract will be terminated and his Security deposit shall be forfeited and the work will be allotted to next higher bidder at his cost.
- iii) Even after this, if the Contractor does not improve and work continue to suffer, based on the report of the holding department to this effect (enclosed with copies of the letters issued as notice); the contract will be terminated after taking a formal approval of the COP/FFP.

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## *DECLARATION BY THE TENDERER*

I / we have gone through the Special terms and conditions of the tender as well as General terms & conditions of the disposal sale tender regarding the material under disposal sale. I/we agree to the above terms and conditions and accordingly offer to purchase & cleaning/ removal of Producer Ash mixed with semi burnt Coal and Clinkers of running Producers of Gas Plant at the rate mentioned by me/us in the schedule of the tender.

Date

Signature of the tenderer with rubber seal.



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## Annexure - 1

### PART-II (Price Bid)

The tenderer shall upload the digitally signed Schedule of price bid in the form of BOQ.xls

Bidders may please note, the schedule of quantities is attached in the portal. The same (BOQ) shall be downloaded and be filled in the editable (unprotected) cells only and they should necessarily submit their financial bids in the format provided after entering the financial quotes, name of the bidder etc.



**Annexure-2**

**Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- (v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be



moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

### **SUBMISSION OF BIDS**

- i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.



- iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by as specified in the tender documents. The details of the DD / any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- vi) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- x) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.





ISO 9001 Company

# Heavy Engineering Corporation Limited

(A Govt. of India Enterprise)

FOUNDRY FORGE PLANT

CONTRACT & DISPOSAL

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## ASSISTANCE TO BIDDERS

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 **CPP Portal** Helpdesk.

Note: For any query related to registration and processing on the Portal please visit  
FAQ available at

<https://etenders.gov.in/eprocure/app?page=FAQFrontEnd&service=page>

You may call the Helpdesk. The 24 x 7 Help Desk Numbers are  
0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787  
E-Mail: [support-eproc@nic.in](mailto:support-eproc@nic.in)

**Or**

You may call to our service provider, Mr.Kushal (7903884318)  
E-Mail: [kushalniccl@gmail.com](mailto:kushalniccl@gmail.com)

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