



HEAVY ENGINEERING CORPORATION LIMITED (HEC)
(A Government of India Enterprise)
Plant Plaza Road, Dhurwa-834004, Ranchi, Jharkhand

OPEN TENDER NOTICE

Tender No. **Tender No: HEC/HQRS/CIE/CRA3/2022-205**

Dated- 07.04.2022

Tender No. HEC/HQRS/CIE/CRA3/2022-205, Dated: 07.04.2022 for Open Tender Enquiry for awarding works contract for “Capacity Re-Assessment Study for all Plants of Heavy Engineering Corporation Limited, Ranchi” 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 22.04.2022 (upto 1 PM)

Techno-commercial Bid Opening date 23.04.2022 (at 3 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-E**. 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:

Any Future changes/notifications including extension of bid due date, pertaining to this tender will be published/hosted only on HEC’s website (www.hecltd.com) & CPP Portal (www.etenders.gov.in) only.



INSTRUCTION TO BIDDERS

1	Tender Reference no	HEC/HQRS/CIE/CRA3/2022-205, Dtd 07.04.2022
2	Cost of Tender Document / Application Fee Non refundable	Rs 295.00 in form of DD in favor of Heavy Engineering Corporation Limited, Ranchi
3	Mode of tender	E tender with e price bid (at www.etenders.gov.in)
4	Type of tender	Two bid system- Techno-commercial Bid and Price Bid
5	Tender issuing authority	Sri S Goswami Chief Industrial Engineer Heavy Engineering Corporation limited, Plant Plaza Road, Dhurwa, Ranchi – 834004 Cont No – 7547879123
6	Contact person for submission of Bid	Sri Bijay Kumar SDGM / I/c Contract & Disposal / FFP Heavy Engineering Corporation limited, Plant Plaza Road, Dhurwa, Ranchi – 834004, Cont No – 0651-2401584
7	Date from tender available at www.hecltd.com and www.etenders.gov.in	07.04.2022
8	Start of online submission of online tender	07.04.2022
9	Last date of submission of online tender	22.04.2022 upto 1 PM
10	Closing date of receipt of original copy of EMD and Tender document fee (Application fee)	Within 1 week from the date of opening of techno-commercial bid.
11	Earnest Money Deposit (to be submitted in the form of DD / BG	Rs 5000.00 in favor of Heavy Engineering Corporation Limited, payable at Ranchi
12	Validity of Bid	90 days from opening of techno-commercial bid.
13	Validity of Contract Period	6 months
14	Due date and time for the online opening of Price bid of techno-commercially suitable bidders	Will be intimated through e-tender Portal
15	Under unforeseen circumstances and if the due date falls on holiday, the tender will be opened on the next working day at same time	

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



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

- i. Cost of Tender Paper / Application Fee (downloaded from website) **Rs 295.00** (Rupees Two hundred Ninety Five only) by DD in favour of Heavy Engineering Corporation Limited. Payable at Ranchi.
- ii. Earnest Money Rs. **5000.00** (Rupees Five Thousand) only by DD or BG (Bank guarantee) in favour of Heavy Engineering Corporation Limited payable at Ranchi. Separate DDs should be deposited for EMD & Cost of Tender Paper.
- iii. Documents listed at Paragraph II (& III) of NIT.
- iv. Annexure A, B, C duly filled and signed.
- v. Tender document (HEC's NIT) duly stamped and signed.
- vi. Copy of Permanent Account Number (PAN) in the name of the firm/proprietor of company.
- vii. Copy of GST registration certificate.
- viii. Tender document (all other relevant documents as required)

Cover - II: Price Bid (BoQ)

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: Techno-commercial 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 bidder (contractors / firms) found to be fulfilling the qualifying requirements and techno-commercial criteria shall be intimated through portal. (Depending on Cover-I evaluation any changes in the date shall be intimated through e-tendering portal).



Tender No. **HEC/HQRS/CIE/CRA3/2022-205**

Dtd **07.04.2022**

Sub: Open Tender Enquiry for awarding works contract for “Capacity Re-Assessment Study for all Plants of Heavy Engineering Corporation Limited, Ranchi”

Online Tenders through www.etender.gov.in is invited from the eligible tenderers for **for awarding works contract for “Capacity Re-Assessment Study for all Plants of Heavy Engineering Corporation Limited, Ranchi”** The details of the tender are given below:

(I) Introduction:

Heavy Engineering Corporation Limited, Ranchi has been established in the year 1958 as one of the largest Integrated Engineering Complex in India. HMBP, HMTP & FFP are the three Plants of HEC. It manufactures and supplies capital equipments, machineries, spares and renders project execution required for core sector industries.

(II) Eligibility criteria:

- (A)** The Technical Qualification of the Consultants entrusted with this job should be at least Graduate degree in Industrial / Production / Mechanical Engineering.
- (B)** The consultants should have at least 12 years of post-technical-qualification experience.
- (C)** The bidder should have been actively associated and successfully completed at least five (5) Consultancy projects with total work orders value of at least 50 Lacs in the field of Industrial Engineering in Engineering / Manufacturing / Steel Industry in the last five financial years.
- (D)** The annual turnover for any three companies (out of above consultancy projects) for which the bidder has successfully executed such Consultancy Projects, should not be less than Rupees 100 crores.

(III) Evaluation criteria of Bids :

1. The Bidder shall submit the following documents for evaluation of their Techno-commercial Bids:
 - a) Tenderer’s profile (refer Annexure-A given hereinafter). Supporting document w.r.t. tenderer status is to be submitted by tenderer.
 - b) Cost of Tender Documents
 - c) Earnest Money Deposit (EMD).
 - d) Requisite documents for proof of fulfillment of -qualification criteria mentioned at para (II) above.



- f) Copy of Goods & Services Tax Registration No. (GSTIN), etc.
- g) Copy of PAN Card related to Income Tax.
2. Corporation reserve the right to ask for any document in original which may be required for evaluation/ Clarification / Verification of the techno-commercial bid.
3. Submission of any document after opening of bid shall not be allowed unless asked for in writing.
4. Copy of NIT duly signed and stamped by tenderer is to be submitted as a acceptance of all terms and conditions as per NIT. Any deviation in NIT terms is to be mentioned clearly in Annexure B only.
5. Conditional offer in techno-commercial bid will be liable for rejection.
6. Conditional offer in price bid shall be straight away rejected.
7. For evaluation of techno-commercial / price bid and for execution of contract, the Corporation shall be guided by the General Conditions of Contract of HEC as in force at that point of time.

(A) Requirement and mode of depositing Non-Refundable Application Fee (Cost of tender paper)

The Application Fee (non-refundable) is **295.00** (Rupees Two Hundred Ninety Five) only, which is payable in the form of a Demand Draft (DD) issued by any schedule bank drawn in favour of "Heavy Engineering Corporation Ltd" payable at Ranchi . The Bidder shall download Tender Documents from our website www.hecltd.com (Central Public Procurement Portal - www.etenders.gov.in).

(B) Requirement and mode of depositing Earnest Money (EMD)

1. The Earnest money payable is **Rs 5000/-** (Rupees Five thousand) only, which is payable in the form of Demand Draft or Bank Guarantee issued by any schedule bank drawn in favour of "Heavy Engineering Corporation Limited", Payable at Ranchi.
2. No interest shall be payable on Earnest Money deposit.
3. Earnest Money of the unsuccessful bidders will be refunded after finalization of the contract on receiving a written request from the bidders within maximum 15 days.



4. If the successful bidder fails to execute the contract agreement, then the Earnest Money amount will be forfeited.

(c) Exemption in submission of Cost of tender paper (Application fee) and EMD

The registered MSME / SSI / NSIC bidders will be exempted from deposition of application fee (cost of tender paper) and EMD on submission of valid documents as per prevailing Govt Rule.

Original copy of both Cost of tender paper (DD) and EMD (DD or BG) is to be submitted by the tenderer to the office of under signed within maximum 1 week from the date of tender opening date. Scan copy of above documents is to be uploaded at web portal www.etenders.gov.in during submission of offer only.

Without submission of above documents as mentioned above, the offer shall be rejected.

(IV) Date, time and Place of submission of Tender Bids

1. The tender bids shall be submitted in two parts at the CPP portal (www.etenders.gov.in) :

COVER- I Techno-commercial Bid	COVER – II titled Price Bid
Documents: a) Reference of cost of tender document Fee b) Reference of Earnest Money Deposit c) Documents listed at paragraph II & III d) Annexure A, B, C duly filled and signed. e) Tender documents duly signed by the Bidder with date & seal on each page f) Copy of Permanent Account Number (PAN) in the name of the company/proprietor of the firm. g) Copy of GST registration certificate. h) Tender document (all other relevant documents as required)	Price Bid as per BOQ

2. The tender without application fee and earnest money or valid exemption documents as per clause no E above shall be rejected.

(V) Date, time and Place of opening of bids

Techno-commercial Bid will be opened on **23.04.2022 at 3 PM** at CPP portal www.etenders.gov.in



Technical Details

1.0 OBJECTIVE OF THE STUDY

To re-assess the Capacity for all plants of HEC, Ranchi for a given product mix considering existing constraints / bottlenecks including equipment degradation / availability etc. as per the following scope of work.

2.0 SCOPE OF WORK

The bidders may visit HEC Ranchi before submission of their bids in order to get clarity towards assessment of the work to be carried out.

- 2.1 To carry out capacity re-assessment study for all plants of HEC, Ranchi based on the representative product mix, machine taken under production, shift wise utilization of machine, working hours / availability of component direct workmen / operation and life of machines as suggested by HEC.
- 2.2 To carry out assessment mostly based on online discussion(s) with the top executives and shop floor management and data /information supplied by HEC. However, where specific data /parameters are not available, The firm (Agency) will conduct shop floor studies in HEC.
- 2.3 The impact of change in factors on capacity assessment to be carried out for Foundry Forge Plant (FFP), Heavy Machine Building Plant (HMBP) and Heavy Machine Tools Plant (HMTP). The factors to be considered are “the change in product mix proportions”, “the scope and feasibility of outsourcing of bottleneck facilities” and “the Availability, Utilisation and Life of machines due to Machine / Equipment degradation and other factors” as stated in this Work Order.
- 2.4 The study will only be restricted to incorporation of impact of change(s) in report. However it should be holistically compiled and consolidated report with firm’s findings, all basic data(s), calculation(s), assumption(s) and analysis on which the capacity re-assessment will be done.
- 2.5 The study should also take into account changes in basic factors like addition or deletion of machine(s) / new product(s) / product line(s) as well as manpower requirement for achieving optimum capacity with the existing machineries / equipments.
- 2.6 The current and forecasted demand pattern.



- 2.7 Existing Infrastructure facilities in all production shops as per supplied list.
- 2.8 The study will be based on basic data like proposed product–mix, their corresponding Standard Man Hours (SMH) and utilization , availability of direct workers, machinery condition and life of Machineries as provided by HEC.
- 2.9 Discussion with the concerned personnel for validation of study findings and observations and incorporation of organizational view points.
- 2.10 Reassess the capacity based on existing facilities and resources, state of machineries, existing condition(s) of plant(s) / equipment(s) and available manpower resource / human capital.
- 2.11 Preparation of draft report and submission to HEC management for comments.
- 2.12 Preparation of final report after incorporation of required changes and making final presentation to HEC Management.
- 2.13 Additional presentation to be given in the meeting of Board of Directors of H.E.C Ltd. and editing of final report, if required.

3.0 METHODOLOGY

- 3.1 Initial discussion with the concerned managerial staffs on study background, Terms of Reference (TOR), Scope of work & methodology, data requirement and roles & responsibilities to all concerned Head of Departments (HODs) / Section heads.
- 3.2 Online / Offline submission of historical production data, utilization figures, production norms along with standard time, shop wise breakdown patterns of machines, Standard Man Hours (SMH) and other operational parameters in the prescribed format at the start of the study by HEC.
- 3.3 Evolving detailed schedules for the study, understanding & analyzing the entire manufacturing process of the products, the proposed product mix, the current work practices, working conditions and constraints based on discussion / consultation with concerned departmental / sectional heads.
- 3.4 Review & analyze the previous capacity assessment studies.



- 3.5 Discussion with the shop floor management for analysis of utilization patterns of load centers and assessment of bottle neck activities.
- 3.6 Data analysis for capacity assessment of suggested product mix after making provisions for various applicable allowances as per International Labour Organization (ILO) guidelines.
- 3.7 The assessment will be based on prevalent operating procedures, processes and past production and operating data.
- 3.8 Preparation of draft report and its submission to management of HEC for comments.
- 3.9 Preparation of final report after incorporation of suggestions / comments and submission of the final report.

4.0 DURATION OF THE STUDY:

- The field study must be completed in about 8-10 weeks followed by data analysis and report preparation which should not take more than another 2 weeks.
- The draft report must be submitted within 3 weeks after completion of the field study. The final report will be submitted within 2 weeks after receiving comments from HEC, Ranchi. Thereafter, the final presentation to the Senior Executives & the Board of Directors shall be given by agency preferably within 4 weeks of submission of the final report.
- Total support and cooperation from Management of HEC will be provided for successful completion within scheduled time as prescribed.

5.0 PAYMENT TERM

The terms of payment will be as follows:

- First installment @ 25% of total cost plus 18% GST will be payable after completion of field study.
- Second Installment @ 25% of total cost plus 18% GST will be payable after submission of draft report of the study.



- Third Installment @ 25% of total cost plus 18% GST will be payable after submission of final report of the study.
- Balance payment of 25% of total plus 18% GST will be payable after final presentation to the Senior Executives & Board of Directors of HEC.
- All the bills shall be payable within a period of 30 days from the date of receipt of the bill. Bills are to be submitted in GST format along with work completion (stage wise) certificate of issued by CIE/HEC.
- Please note that prior to each and every stage of payment as stated above, part bills are required to be submitted by successful bidder to HEC.

6.0 DELIVERABLES

A comprehensive Report on “**Capacity Re-Assessment Study for all Plants of Heavy Engineering Corporation Limited (HEC)**” as per the Scope of Work, as mentioned in this letter. The report shall be in the form of both soft copies & hard copies (two nos.) as stated above. Further, the soft copies of final report should be in PDF format as well as in their original WORD / EXCEL format and should also contain all base data, detailed calculations, assumptions & information used for arriving at the final Report.

7.0 PERIOD OF CONTRACT

The period of this contract will be valid for six (6) months from the date of issue of Work Order subject to the issue of Completion Certificate as stated above

8.0 Schedule of deviations :

Deviation, if any may be furnished by the Bidder in Annexure-C. The deviations projected by the tenderer should be related to the system laid down for smooth performance of the contract. The Management reserves the right to accept or reject the deviations of any Bidder wholly or in part without affecting the Tender Bids.

9.0 Security Deposit:

1. Security Deposit will be 10% of the work order Value. The amount deposited as EMD will become part of Initial Security Deposit (ISD). 10% SD will be deducted from each bills till it is completed as 10% of work order value.



2. The security deposit will be refunded after successful completion of work order and after issuance of No-claim Certificate by the Controlling Officer.
3. No interest shall be payable on Security Deposit.

10.0 Liquidated Damages:

If the Contractor fails to complete the work within the stipulated period, the Contractor shall be liable to pay Liquidated Damages @ 0.5% of the value of unfinished part of work per week of delay or part thereof maximum to 10% of the total contract value. _

11.0 Interpretation & Saving:

- a) In case of any ambiguity with regard to interpretation of any clause of this contract the interpretation given by the Competent Authority shall be final and binding to the tenderer / contractor.
- b) M/s HEC Limited does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tender bids without assigning any reasons thereof and may divide the work among two or more tenderers. The decision of the Corporation in this regard shall be final.

12.0 RESPONSIBILITY & AUTHORITY

- (a) The Chief Industrial Engineer (CIE) or his authorised representative will be responsible for coordinating with the SUCCESSFUL BIDDER team. CIE in association with Chief of Plants (COPs) shall ensure that the required data is provided to the SUCCESSFUL BIDDER team on time as demanded by them.
- (b) The CIE will also be responsible for signing any document including Agreement on behalf of HEC Ltd in this regard.
- (c) The CIE will be the Competent Authority for issuing Work Completion Certificate in this regard after this work is successfully completed by SUCCESSFUL BIDDER as per the satisfaction of HEC.
- (d) The Incharge of Finance department of HEC Headquarters will be the paying authority in this regard.



13.0 ACCEPTANCE LETTER & AGREEMENT

- (a) Successful bidder shall execute an agreement / contract with HEC on a **Non-Judicial Stamp Paper** of requisite value as per the **Indian Stamp Act** on the Proforma prescribed by HEC within a period of 30 days from the date of issue of this Work Order.
- (b) In addition to above. the General Conditions of Contract of HEC (GCC) for Works Contract given in HEC website [www.hecltd.com](http://hecltd.com) should also be deemed to form and be read and construed as part of the agreement. Refer http://hecltd.com/download/tenders/WM_GCC_Anx-II.pdf
- (c) If there is any subsequent change or modification (increase / decrease) of scope of the said work or the terms & conditions of the contract at any point of time during the period of this Agreement or Contract, the same will be given effect / effectuated subject to the mutual acceptance of the same by both the parties (i.e. Successful bidder & HEC) and also subject to making suitable amendments to the contract or Agreement signed between both the parties.

14.0 DISPUTE RESOLUTION & ARBITRATION CLAUSE (For Public Enterprises / and Government Departments)

In the event of any despite or differences relating to the interpretation and application of the commercial contract(s) between Central Public Sector Enterprises (CPSEs) inter se and CPSE(s) and Government Department(s) / Organization(s) / Port Trusts (excluding disputes concerning Railways, Income Tax, Customs, Excise), such disputes and differences shall be taken up by either party for resolution through the Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as per the guidelines of Department of Public Enterprises (DPE), Ministry of Heavy Industries and Public Enterprises, Government of India vide its Office Memorandum No. 4(1)2013-DPE(GM)/FTS-1835 dated 22nd May 2018.

15.0 TERMINATION OF CONTRACT AND RISK & COST FACTOR

In the event of the termination of this contract in part/full due to violation of any of the Terms and conditions of this contract by Successful bidder, HEC reserves the right to complete the work in part / full from any other agency at Successful bidder's cost and risk as per clause nos. 7, 7.1, 7.2 & 7.3 of the General Conditions of Contract for Works Contract (available at our website www.hecltd.com)



16.0 ACCIDENT / INSURANCE / SAFETY

In case of occurrence of any injury/ accident involving Successful bidder's staff / officers during their work at HEC under this contract, Successful bidder is liable to arrange for prompt medical attendance and care of their injured person and also are liable to make payment of compensation / insurance as per the relevant laws / Act in vogue. All expenses on this account and coverage of persons under Life / accidental Insurance will be Successful bidder's sole responsibility and shall be strictly borne by Successful bidder. However, first aid in the Plant / First Aid Post, treatment at HEC Wellness Centre and Ambulance facility shall be provided to SUCCESSFUL BIDDER's employees on chargeable basis. The Corporation (HEC) shall not bear any responsibility for payment of compensation / medical expenses in case of accidents/death of Successful bidder 's employee(s).

17.0 OTHER TERMS AND CONDITIONS:

- ❖ HEC management shall nominate a Senior Officer to co-ordinate with successful bidder's officials during the study period.
- ❖ HEC management shall provide requisite details of operation, SOPs, technical details and all other relevant information to successful bidder's Officials as and when required.
- ❖ Successful bidder shall comply with any other instructions as mutually agreed upon which may be issued to them by HEC from time to time.
- ❖ HEC management shall provide the necessary safety gear / equipments for the successful bidder's officials, during the course of the study.
- ❖ HEC management shall provide a separate office space for successful bidder's officials. Further, till the completion of the present assignment, usual hospitality will be extended to the visiting successful bidder's Officials.
- ❖ HEC management shall provide free of cost decent boarding & lodging, preferably for a maximum of two consultants at HEC Guest House, pick up & drop facility from Ranchi airport / railway station and local transport to successful bidder's officials during the assignment.
- ❖ HEC management shall ensure proper cooperation from all concerned labour unions (if any), during the study.



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- ❖ Successful bidder will submit two copies of each of the Draft report and final report along with soft copy as specified above under the head “Deliverables”.
- ❖ Any conditions stipulated in successful bidder’s offer (proposal) which stand in variance with the Corporation’s (HEC’s) standard Terms & Conditions or this Work Order, may be treated as Null & Void.
- ❖ Person deployed by successful bidder for study in HEC must be technically skilled & experienced with similar type of job as specified above under the head “Technical Qualification & Experience” and should follow the safety rules for safe execution of the work.
- ❖ Any claim on account of idle manpower, interruption of work or any other expenses if incurred by successful bidder for any reasons whatsoever will not be entertained by HEC.
- ❖ The work should be executed at the firm rate as stipulated above without any escalation.
- ❖ No additional compensation as laid down and agreed upon will be given by HEC for any rework or repeat work if done by successful bidder to meet the scope of work.
- ❖ Successful bidder will not disclose official secret documents, classified documents, drawings, layouts, processes or any other technical / commercial / operational details to any other agencies / individuals / organizations.
- ❖ Successful bidder will have to abide by All Statutory Rules & Regulations, Govt. Acts., Law, Guidelines etc. issued by Central & State Governments. Also the guidelines / Instructions issued by HEC from time to time in concerned matters shall be followed by successful bidder for this work.

For & on behalf of HEC Limited

(S.Goswami)
Chief Industrial Engineer / HEC



Annexure-A

TENDERER'S PROFILE

The tenderers are to furnish the following particulars.

1. Name of the tenderer:
2. Status of the tenderer (Individual / Proprietary Business concern / Partnership firm / Cooperative Society/ Registered Society / Company / Woman Entrepreneurship / (SC/ST) Entrepreneurship etc). Supporting document is to be submitted by tenderer.
3. Name & address of the Proprietor/Partner/Directors alongwith contact phone No.(If required separate sheet may be attached):
4. Office-post/title or the position held by the tenderer:
5. Office Address of the tenderer and its Phone No., Fax & e-mail, etc.:
6. Local address, if any, for immediate contact,:
7. Name, full address and contact phone number of Incharge of the tenderer:
8. Name, full address and contact phone number of Legal heirs, particularly first class, of the tenderer (if required separate sheet may be attached) whose status is individual or proprietary business concern.
9. Any other information:

Signature of Tenderer.

Name:

Date:

Seal:



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Annexure-B

SCHEDULE OF DEVIATIONS

I have gone through the contents of Tender Documents and the following Clauses of the Tender Documents are **not acceptable** to me.

Sl.	Clause No.	Details of deviation required
....-

Signature of Tenderer.

Name:

Date:

Seal:



TECHNO-COMMERICAL BID

Annexure-C

LIST OF DOCUMENTS AND ENCLOSURES ATTACHED

I/We have gone through the Tender Documents and I/we am/are submitting my/our offer for doing the work as specified in the tender documents. I/we am/are submitting the following documents for your kind consideration:

SI	Documents required as enclosures	Particulars of documents
1	Demand Draft / BG towards Earnest Money	
2	Demand Draft towards Application fee for tender	
3	Income tax returns pertaining to last 3 years	
4	Copies of Contract Completion / Work Order / Performance Certificates in support of experiences of "similar work" executed during last seven years attached to a list of such copies	
5	Tenderer's Profile (Annexure – A)	
6	Schedule of Deviations (Annexure – B)	
7	Acceptance of GCC of HEC	
7	GST Registration Certificate	
8	Tenderer must declare that he/his organization has not been convicted or blacklisted by any PSU or Govt.	
9	PAN No.	

*to be submitted consequent to award of contract

I/We confirm that the information furnished in the documents enclosed with the tender are correct to the best of my/our knowledge and I/We agree to comply with all the conditions stipulated in the Tender Documents.

Signature of Tenderer.

Name:

Date:

Seal:



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Annexure D
BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(to be issued by any Nationalized bank preferably State bank of India negotiable at their counters in Ranchi)

NO.

Dated:

TO,
M/S HEAVY ENGINEERING CORPORATION LIMITED
PLANT PLAZA ROAD,
DHURWA,
RANCHI – 4

Dear Sirs,

In consideration of your agreeing to accept the Earnest money deposit of Rs.------(Rs---
-----) furnish able to you by M/s-----
------(Hereinafter Referred to As
Contractor) In terms of the Enquiry No. ----- Dtd. -----
--- for Supply of ----- (Hereinafter Referred to as the Contract)
in the form of a Bank Guarantee in the Manner hereinafter contained we -----
-----, having registered office at -----do
hereby covenant and agree with you as follows.

1. We hereby undertake to indemnify you up to a sum of Rs. ----- (Rs. -----
----- only) against any loss or damage caused to or suffered by you or that
may be caused to or suffered by you by reason of any breach or breaches on the part of the
contractor of any of the terms and conditions contained in the said contract and in the event
the Contractor shall make any default or defaults in carrying out any of the works under the
said contract or otherwise in the observance and performance of any of the terms and
conditions relating thereto in accordance with the true intent and meaning thereof, we shall
forthwith on demand and without any protest or demur pay to you such sum or sums not
exceeding in total the said sum of Rs.----- (Rs. -----amount-----
only) as may be claimed by you as your losses and/or damages, costs, charges or expenses
by reason of such default or defaults on the part of the contractor.

2. Notwithstanding anything to the contrary contained in this guarantee your decision as to
whether the contractor has made any such default or defaults and the amount or amounts to
which you are entitled by reasons thereof will be binding on us and we shall not be entitled to
ask you to establish your claim or claims or damages or losses suffered by you but will pay the
amount demanded by you under this guarantee forthwith on your demand without any protest
or demur.



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3. This guarantee shall continue and hold good until it is released by you on the application by the contractor after expiry of the related warranty period of the said contract and after the contractor have discharged all their obligations under the said contract and produced a certificate of due completion of the work under the said contract and submitted a "NO Demand Certificate" provided always that this guarantee shall in no event remain in force after the date of----- without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us not withstanding that the same is or are enforced after the said date.
4. We-----, further undertake to extend the validity of this beyond the period prescribed in clause 3 or as extended from time to time for such further period as may be required in writing before the Expiry of this and upon such extension(s), all terms and conditions of this shall remain in full force till the expiry of this extended period(s).
5. You will have the fullest liberty without affecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the contractor or to postpone for any time or from time to time any of your rights or powers against the contractor and either to enforce or forbear to enforce any of the terms and conditions of the said contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the contractor or any other forbearance, act or omission on your part or any indulgence by you to the contractor or by any other variation or modification of the said contract or any other act, matter or things whatsoever, which, under the law relating to sureties, would but for the provisions hereof, have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of Rs. -----(Rs.-----) as aforesaid or extend the period of the guarantee beyond the said Date of -----unless expressly agreed to by us in writing in terms of clause 4 hereof.
6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be of the contractor.
7. In order to give full effect to the guarantee herein contained, you shall be entitled to act as if we are your principal debtors in respect of all your claims against the contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of suretyship and other rights, if any, which are in any ways inconsistent with any of the provisions of this guarantee.
8. Subject to the maximum limit of our liability as aforesaid this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.



HEAVY ENGINEERING CORPORATION LIMITED (HEC)
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9. Any notice by way of demand or otherwise hereunder shall be in writing and may be sent by special Courier or Telefax to us or our Local Address as aforesaid.
10. This guarantee and the powers & provisions herein contained are in addition to and not by way of limitation or substitution for any other guarantee or guarantees heretofore given to you by us whether jointly with others or alone and now existing uncanceled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.
11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any Amalgamation or absorption thereof or therewith but will ensure for the benefit or and be available to and enforceable by the absorbing or amalgamated company or concern.
12. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.
13. We further agree and undertake to pay you the amount demanded by you in writing irrespective of any dispute or controversy between you and the contractor or any reference to arbitration of the said dispute/controversy pending or a civil suit filed by the contract or in respect of the dispute or controversy.
14. Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs.----- (Rs. -----only) and this guarantee shall remain in force until -----unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry of this guarantee . i.e. On or before-----all your rights under this guarantee shall be forfeited and we shall be deemed to have released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.
15. We have power to issue this guarantee in your favour under the memorandum and articles of association of the bank and the undersigned has full power to execute this guarantee under the power of Attorney Granted to them by the Bank.

FOR AND ON BEHALF OF



Annexure - E

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.

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
