



Annexure - A
General Instruction for the Bidders

1. BHEL intends to hire 19 A/C Indica Cars vista (Diesel), on rate contract basis for deployment in Transport pool to cater the day-to-day requirement of our senior executives and other officials. These vehicles shall be at the operational disposal of BHEL.
2. Bidders are required to go through instructions carefully and complete all the formalities as required. In the event of furnishing false information/incomplete information, the offer(s) shall be rejected and no correspondence shall be entertained in this regard.
3. Bidders are required to quote number of vehicles they intend to deploy in BHEL(Maximum 07 and Minimum 02). However any bidder quoting for less than two cars shall not be considered for this tender.
4. Bidders are required to submit the offer only in two separate parts (i)Technical Bid and (ii) Price Bid. Each bid is to be kept in separate envelope, which should be properly sealed.

Both envelopes have to be put together in the large envelope supplied along with these documents.
5. Information in respect of Technical Bid and Price bid are to be submitted in the prescribed proforma as per Annexure – C and Annexure – D respectively.
6. All the entries in Technical Bid and Price Bid should be clearly written in ink or Typed and all the corrections are to be duly attested by the bidder. Bidders are also required to ensure that all the columns of Technical Bid and Price Bid are duly filled in.
7. Technical Bid should accompany the Demand Draft for Earnest Money Deposit along with other relevant supporting documents. In case of non-submission of Earnest Money Deposit along with Technical Bid, the offer is liable to be rejected.
8. Bidders are required to submit /drop duly filled in tender documents before 13: 30 Hrs on 29th march 2010 in the works contract Tender Box kept in the Tender Room, Ground Floor, Administrative Building, BHEL, Bhopal.
09. The Technical Bids shall be opened on 29th March, 2010 at 14: 00 Hrs at Tender Room, Ground Floor, Administrative Building, BHEL, Bhopal, in presence of bidders, whosoever, be present.
10. Bidders or Bidders' representatives may attend the tender opening on the above-mentioned date, time and place. No separate intimation will be given to bidders for technical bid opening.
11. The sealed Price Bids of only those offers, which are technically acceptable, shall be opened later. The bidders qualifying in Technical Bid will be intimated separately for participating in Price bid.