

Self-Certification on the letter head of the company

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017, P-45021/2/2017-PP (BE-II) dated 28.05.2018, P-45021/2/2017-PP (BE-II) dated 29.05.2019 and P-45021/2/2017-PP (BE-II) dated 16.09.2020, we hereby certify that

.....
(Supplier name) are local supplier meeting requirement of minimum local content (50%) defined in as above orders for the material against Enquiry No

.....
.....
.....
Details of location at which local value addition will be made is as follows:

.....
.....
.....
We also understand, false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Date:
Place:

Signature:
Name and Designation:
Mobile no:
Office Telephone No:
Email ID:
Office Seal:

ANNEXURE C

List of Documents to be submitted by Vendors/Subcontractors for SPV Contracts.		Confirmation on submission	DEVIATION OR REMARKS
IR Documents (Type - A): For all Civil & I&C & O&M			
Sl No.	Documents		
1	Wage Sheet (Form 17)	YES	
2	Attendance Register (w.r.t Sl No.1)	YES	
3	Workman Policy & Additional Insurance (Automotive Liability, Group Service Insurance Policy etc)	YES	
4	PF Challan	YES	
5	ESI (Employee State Insurance)	YES	
6	ECR (Electronic Challan Receipt)	YES	
7	Bank Statement for PF deposit	YES	
8	RCS (Remittance Confirmation Slip)	YES	
Quality Documents (Type - B): For all MMS Civil Works			
Sl No.	Documents		
1	FQA (Field Quality Assurance)	NA	
2	Field Content, Slump Test	NA	
3	Gradation of Aggregate (10mm, 20mm)	NA	
4	Fine Aggregate Test (for Sand)	NA	
5	Cube Test Registered	NA	
6	Material Test Certificate for Steel & Cement	NA	
7	Consumption Register for Steel & Invoice	NA	
8	Pour Card for Concreting purpose	NA	
9	Royalty Reports (10mm, 20mm, Sand)	NA	
10	Sand Soundness Test Reports	NA	
11	Slump Test Register	NA	
12	Sieve Analysis, Flakiness Index, Elongation Index - Register to be maintained	NA	
13	Moisture Content Coarse and Fine Aggregate - Register to be maintained	NA	
14	Water Test Report for Concrete	NA	
15	Design Mix Report for Concrete	NA	
Quality Documents (Type - B): For all Civil related Works			
Sl No	Documents		
1	FQA (Field Quality Assurance)	NA	
2	Field Content, Slump Test	NA	
3	Gradation of Aggregate (10mm, 20mm)	NA	
4	Fine Aggregate Test (for Sand)	NA	
5	Cube Test Registered	NA	
6	Material Test Certificate for Steel & Cement	NA	
7	Consumption Register for Steel & Invoice	NA	
8	Pour Card for Concreting purpose	NA	
9	Royalty Reports (10mm, 20mm, Sand)	NA	
10	Sand Soundness Test Reports	NA	
11	Warpage of Bricks Test Reports	NA	
12	Core Cutting (Compaction Test) - Roads & Pathways	NA	
13	Slump Test Register	NA	
14	Sieve Analysis, Flakiness Index, Elongation Index - Register to be maintained	NA	
15	Moisture Content Coarse and Fine Aggregate - Register to be maintained*	NA	
16	Brick Test Reports	NA	
17	Plastering profile and thickness	NA	
18	Compaction test beneath floor of all buildings. - Reports	NA	
19	Test Certificates for Paint, Glan, Glazing, etc.	NA	
20	Test Certificates Aluminium Section for doors and windows (Anodisation Certificates also)	NA	
21	BBS for Buildings	NA	
22	Water Test Report for Concrete	NA	
23	Design Mix Report for Concrete	NA	

Quality Documents: for Electrical & Mechanical Installation Works (BOS)			
Sl No	Documents		
1	FQA (Field Quality Assurance)	YES	
2	Inspection Reports	YES	
3	Guarantee Certificates	YES	
4	Factory Acceptance Test Reports	YES	
5	Commissioning Reports	YES	

NOTE:

* This list of documents is indicative and intended towards all Solar Projects.

* Apart from the above, any other document required by the Customer and which are mandatory for Billing by BHEL to the Customer, the same respective vendors.



GUIDELINES FOR REVERSE AUCTION - 2020

**(AA:SSP:RA:04)
revised as on 04.03.2020**

(applicable for all NITs issued on or after 04.06.2020)

Note: Abridged version for information of the bidders

**SOURCING STRATEGY & POLICY
CORPORATE OPERATIONS MANAGEMENT**

BHARAT HEAVY ELECTRICALS LIMITED

Regd. Office: BHEL House, Siri Fort, New Delhi – 110049, India

Website: www.bhel.com

CIN: L74899DL1964GOI004281

1.0 Scope

This document describes the guidelines to be followed by each Unit/ Division/ Region for conducting Reverse Auction (RA) for procurement of material/ works/ services. These guidelines will be applicable for all purchases/ contracts to be awarded under Purchase/ Works policy and the RA shall follow the philosophy of English Reverse (No ties).

English Reverse (No ties) is a type of auction where the starting price and bid decrement are announced before start of online reverse auction. The interested bidders can thereupon start bidding in an iterative process wherein the lowest bidder at any given moment can be displaced by an even lower bid of a competing bidder, within a given time frame. The bidding is with reference to the current lowest bid in the reverse auction. All bidders will see the current lowest quoted price and their rank. The term 'No ties' is used since more than one bidder cannot give an identical price, at a given instant, during the reverse auction. In other words, there shall never be a tie in the bids.

3.0 Upfront declaration in NIT

Wherever it is felt that procurement may be done through Reverse Auction, the bids shall be invited in two parts/ three parts or single part bid (Price Bid) where Techno-Commercial MoU already exists. Wherever, the evaluation is done for individual line item, separate sealed envelope price bid for each line item shall be taken.

Decision to go for RA would be taken before floating of the tender. In case it is decided to go for RA, same shall be declared upfront in NIT by inserting the following **clause**:

"BHEL shall be resorting to Reverse Auction (RA) (Guidelines as available on www.bhel.com) for this tender. RA shall be conducted among all the techno-commercially qualified bidders.

Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered as initial bids of bidders in RA. In case any bidder(s) do(es) not participate in online Reverse Auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking."

6.0 Business rules for RA

Model Annexure-I is attached.

7.0 Role of Service Provider

- Acknowledge the receipt of mandate from BHEL.
- Contact the bidders, provide business rules and train them, as required.
- Get the process compliance form signed by all the participating bidders before RA event.
- Conduct the event as per the contract and business rules.
- Submit the Login Reports, Results, History sheet and authorized final bid from the bidders.
- To obtain price breakup from successful bidder and submit the same to BHEL.

10.0 Reverse Auction Process

10.1 Reverse Auction will be conducted if three or more bidders are techno-commercially qualified. In case of more than four techno-commercially qualified bidders, H1 bidder (whose quote is highest in sealed envelope price bid) shall not be allowed to participate in RA. However, there will be no H1 removal in case H1 happens to be MSE or qualifying under PPP-MII, Order 2017 irrespective of the number of bidders qualifying techno-commercially.

In case of multiple H1 bidders, all H1 bidders (excluding MSEs and bidders qualifying under PPP-MII, Order 2017) shall be removed provided minimum three bidders remain in fray, else no H1 removal.

10.2 During RA, all bidders will see their rank and current L1 price and their ranking L1, L2 etc. on the screen. Once the RA is done, the ranking status would be based on the last quoted price of the bidder(s) irrespective of the quote received in RA or sealed envelope price bid.

10.3 No bidder shall be allowed to lower its bid below the current L1 by more than 5 decrements at one go.

13.0 Processing of case after RA

- 13.1 Wherever the evaluation is done on total cost basis, after Reverse Auction, prices of individual line items shall be reduced on pro-rata basis.
- 13.2 In case of splitting requirement, H1 bidder(s) who were removed from participation in RA may also be considered for counter offer if the pre-stated (NIT) numbers of suppliers do not accept the counter offer.

15.0 Others

- 15.2 In case of enquiry through e-Procurement, the sealed electronic price bid (e-bid) is to be treated as sealed envelope price bid.
- 15.3 BHEL will inform bidders the details of service provider who will provide business rules, all necessary training and assistance before commencement of online bidding.
- 15.4 Bidders are advised to read the 'Business Rules' indicating details of RA event carefully, before reverse auction event.

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Guidelines for Reverse Auction – 2020

Doc. No. AA:SSP:RA:04
Dated: 04.03.2020

Business Rules for Reverse Auction

Annexure – I

This has reference to tender no **{tender number....date...}**. BHEL shall finalise the Rates for the supply of **{item name}** through Reverse Auction mode. BHEL has made arrangement with M/s. **{Service provider}**, who shall be BHEL's authorized service provider for the same. Bidders should go through the instructions given below and submit acceptance of the same.

The technical & commercial terms are as per (a) BHEL Tender Enq. No. {...} dated {...}, (b) Bidders' technical & commercial bid (in case of two part bid) and (c) subsequent correspondences between BHEL and the bidders, if any.

1. Procedure of Reverse Auctioning

- i. Price bids of all techno-commercially qualified bidders shall be opened.
- ii. **Online Reverse Auction:** The 'bid decrement' will be decided by BHEL.
- iv. Bidders by offering a minimum bid decrement or the multiples thereof can displace a standing lowest bid and become "L1" and this continues as an iterative process. However, no bidder shall be allowed to lower its bid below the current L1 by more than 5 decrements at one go.
- v. After the completion of the online reverse auction, the Closing Price (CP) shall be available for further processing.
- vi. Wherever the evaluation is done on total cost basis, after Reverse Auction, prices of individual line items shall be reduced on pro-rata basis.

2. Schedule for reverse auction: The Reverse Auction is tentatively scheduled on {date}: ;{start time}: ;{Close Time: }.

3. Auction extension time: If a bidder places a bid in the last {...} minutes of closing of the Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for another {...} minutes, for the entire auction (i.e. for all the items in the auction), from the time that bid comes in. Please note that the auto-extension will take place only if a bid comes in those last {...} minutes and if that bid gets accepted as the lowest bid. If the bid does not get accepted as the lowest bid, the auto-extension will not take place even if that bid might have come in the last {...} minutes. In case, there is no bid in the last {...} minutes of closing of Reverse

Guidelines for Reverse Auction – 2020

Doc. No. AA:SSP:RA:04
Dated: 04.03.2020

Business Rules for Reverse Auction

Annexure – I

Auction, the auction shall get closed automatically without any extension. However, bidders are advised not to wait till the last minute or last few seconds to enter their bid during the auto-extension period to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.

The above process will continue till completion of Reverse Auction.

Complaints/ Grievances, if any, regarding denial of service or any related issue should be given in writing thru e-mail/ fax to M/s. {Service provider} with a copy to BHEL within 15 minutes prior to initial closing time of Online Reverse Auction.

4. **Bid price:** The Bidder has to quote the {.....} Price inclusive of Packing & Forwarding charges, all the routine & type tests as per tender scope, taxes, duties, freight and insurance as specified in tender document, including loading (if indicated by BHEL due to deviations in technical/ commercial terms) for the Items specified. Details are as shown in Excel Sheet for calculation of total cost to BHEL (To be specified by Unit as per NIT conditions).
5. **Bidding currency and unit of measurement:** Bidding will be conducted in Indian Rupees per Unit of the material as per the specifications {...}

In case of foreign currency bids, exchange rate (TT selling rate of State Bank of India) as on scheduled date of tender opening (Part-I bid) shall be considered for conversion in Indian Rupees. If the relevant day happens to be a Bank holiday, then the forex rate as on the previous bank (SBI) working day shall be taken.
6. **Validity of bids:** Price shall be valid for {... days} from the date of reverse auction. These shall not be subjected to any change whatsoever.
7. **Lowest bid of a bidder:** In case the bidder submits more than one bid, the lowest bid at the end of Online Reverse Auction will be considered as the bidder's final offer to execute the work.
8. Unique user IDs shall be used by bidders during bidding process. All bids made from the Login ID given to the bidders will be deemed to have been

Guidelines for Reverse Auction – 2020

Doc. No. AA:SSP:RA:04
Dated: 04.03.2020

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Annexure – I

made by the bidders/ bidders' company.

- 9. Post auction procedure:** BHEL will proceed with the Lowest Bid in the Reverse Auction for further processing.
11. Computerized reverse auction shall be conducted by BHEL (through M/s {Service Provider}), on pre-specified date, while the bidders shall be quoting from their own offices/ place of their choice. Internet connectivity shall have to be ensured by bidders themselves.

During the RA process if a bidder is not able to bid and requests for extension of time by FAX/ email/ phone then time extension of additional 15 minutes will be given by the service provider provided such requests come before 5 minutes of auction closing time. However, only one such request per bidder can be entertained.

In order to ward-off contingent situation of connectivity failure bidders are requested to make all the necessary arrangements/ alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the reverse auction successfully. Failure of power or loss of connectivity at the premises of bidders during the Reverse auction cannot be the cause for not participating in the reverse auction. On account of this, the time for the auction cannot be extended and neither BHEL nor M/s. {Service provider} is responsible for such eventualities.

12. Proxy bids: Proxy bidding feature is a pro-bidder feature to safe guard the bidder's interest of any internet failure or to avoid last minute rush. The proxy feature allows bidders to place an automated bid in the system directly in an auction and bid without having to enter a new amount each time a competing bidder submits a new offer. The bid amount that a bidder enters is the minimum that the bidder is willing to offer. Here the software bids on behalf of the bidder. This obviates the need for the bidder participating in the bidding process until the proxy bid amount is decrementally reached by other bidders. When proxy bid amount is reached, the bidder (who has submitted the proxy bid) has an option to start participating in the bidding process.

The proxy amount is the minimum amount that the bidder is willing to offer. During the course of bidding, the bidder cannot delete or change the