

BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)
"BEML SOUDHA " 23/1, 4TH Main, S.R. Nagar, Bangalore 560027
Phone: 080 22963179 / 22963315. FAX: 080 22963283. TIN : 29040051691

TENDER NOTICE

Ref: CM/Annual-XBRL/2020

Date: 21/07/2020

Dear Sir,

Please submit your lowest quotation for supply of the following items, **before 2:00 PM on 31/07/2020**

Sl No	Description	Qty
1	Annual Accounts to be filed in XBRL for FY 2019-20	01 No

Quotations to be submitted in three parts i.e;

PART-A (Submission of Earnest Money Deposit) through Manual Mode

PART-B (Submission of Technical Bid) through Manual Mode

PART-C (Submission of Commercial Bid) through Manual Mode

For Details Please refer **"Annexure-A"**

Yours faithfully,
For **BEML LIMITED**

Asst. Manager
(Corporate Materials)

Terms & Conditions

Annexure – “A”

1. Part – A (Submission of EMD) through Manual Mode.

- a) Earnest Money Deposit (EMD) should be submitted for the value of **Rs. 400/- (Rupees Four hundred Only)** in the form of Demand Draft / Banker’s Cheque only drawn in favour of BEML Ltd., Bangalore, payable at Bangalore. Vendors exempted from EMD shall attach exemption certificate from competent authority.
- b) EMD submitted in any other form will not be accepted and the quotation will be rejected.
- c) EMD in the form of DD lesser than Rs.400/- will not be accepted and the quotation is liable to be rejected.
- d) EMD of the unsuccessful bidder will be returned and EMD of successful bidder will be returned after completion of job work duly certified by User Department.
- e) EMD does not carry any interest on return.
- f) EMD will be forfeited if any firm withdraws the tender submitted or refuses to execute the order for reasons whatsoever.
- g) Suppliers exempted for EMD shall attach Exemption Certificate from Competent Authority.

Online Payment of EMD amount can be made as mentioned below:

- i) Open the following link:
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=9359>
- ii) Read the terms & conditions, tick the acceptance box and click on Proceed.
- iii) In ‘Select State’ dropdown, select All India and click on the Go button.
- iv) In ‘Select Payment Category’, select EMD/ Tender Fee.
- v) Enter details of payment, details of Bank Account for refund and click on Submit to make the online payment of the required EMD amount of **Rs.400/-**.

Please ensure that online payment of EMD amount is made well ahead of the EMD Submission Date & Time mentioned in the Tender.

Please attach the details duly filled-up for refund of EMD amount in the following format along with the DD / Banker’s Cheque for EMD:

BANK NAME	
BRANCH NAME	
CITY	
IFSC CODE	
ACCOUNT NO	
BENEFICIARY NAME	

The above sealed envelope has to reach the address as mentioned below on or before the closing date & time of the tender.

General Manager (Corporate Materials)
BEML LIMITED., Room No.1
BEML SOUDHA, 23/1, 4th Main,
S.R. Nagar, Bangalore – 560 027
KARNATAKA, India

Alternatively it can also be dropped in the Tender Box which is kept in Room No.1, Ground Floor, BEML Soudha, SR Nagar, Bangalore.

- a) Bidders exempted from Earnest Money Deposit (EMD) shall submit exemption certificate from competent authority.

Note: Bidder shall ensure that their EMD (DD)/EMD Exemption Certificate/ Online payment is dispatched well in advance so that it reaches this office before the time and date stipulated. Requests will NOT be entertained for late receipts.

General Instructions with regard to EMD:

- a) Quotation submitted online without submission of EMD/EMD Exemption Certificate/ Online payment in-time will not be considered.
- b) EMD submitted in any other form will not be accepted and the offer is liable to be rejected.
- c) EMD lesser than Rs.400/- will not be accepted and the quotation is liable to be rejected.
- d) EMD of technical disqualified bidder's will be returned. EMD of successful bidder will be released after supply & installation of items.
- e) EMD does not carry any interest on return.
- f) EMD will be forfeited if any firm withdraws the tender submitted or refuses to execute the order for reasons whatsoever.
- g) EMD in the form of online payment is to be made before the bid closing date and time. EMD in the form of DD / Banker's Cheque / NSIC certificate,/ MSME Certificate/ Online payment (firms claiming EMD exemption) etc to be submitted through courier/post in a sealed cover, super scribing the bid number and closing date, address etc. before the bid closing date. Failure to do so will result in rejection of the bid.
- h) Tender shall be opened **on closing date i.e 31.07.2020 @ 15:00hrs**
- i) No responsibility will be taken for postal or non-delivery/non receipt of EMD/firms claiming EMD exemption.

Note :

The above said Demand Drafts (DDs) / Banker's Cheque shall be submitted in sealed envelope duly superscribing the Tender Notice CM/Annual-XBRL/2020 Dated: 21/07/2020, **Closing date 31/07/2020 Time 14.00 Hrs** at the top of the envelope. The words "**PART- A (Submission of EMD)**" shall also be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or written legibly on the left hand bottom corner of the envelope.

The prescribed EMD amount of Rs. 400/- in the form of Demand Draft / Banker Cheque in favour of "BEML Limited" payable at Bangalore should be dropped in the tender box placed in the Corporate Materials Department (Room No.1) at the below address.

Asst. Manager
#23/1, 4th Main S.R. Nagar
Corporate Materials
BEML Limited, BEML Soudha
Bangalore-560027

2. Part – B (Technical Bid) through Manual Mode:

The following documents should be Submitted as a part of technical bid:

- a) 1) General Data in respected of your company i.e., company profile, bank details, PAN Number, GST Number should be submitted as per **Annexure 'E'**.
- b) 2) Filling of XBRL Accounts for atleast One year for a listed company having a minimum turnover of Rs 100 Crs (Stand along basis). Relevant documentary evidence to be provided i.e., PO copy and turnover details of the firm.
- 3) Acceptance of Scope of work as per **Annexure-B**

Note :

- 1) Technical Bid will be opened first subject to receipt of EMD / Exemption Certificate.
- 2) Please ensure that no price details are mentioned in the technical bid. Offers with price details in the technical bid will not be considered and their offers will be rejected.
- 3) The above said Technical Bid (PART-B) should be submitted in separate sealed cover superscribed the tender notice CM/Annual-XBRL/2020 Dated: 21/07/2020 Closing at 2.00PM on 31/07/2020 at the top of the envelope. The words "PART-B (Submission of Technical Bid)" shall also be written in bold letters at the top of the envelope. The name and address of the bidder shall be printed or writing legibly on the left hand bottom corner of the envelope.

3. Part – C (Commercial Bid) through Manual Mode:

Commercial Bid should contain price details, taxes, time period and other relevant commercial issues as per **Annexure 'C'**. Firms to quote separately for BEML, VIL and MIL as per the format stated at **Annexure 'D'**.

The quotation in separate sealed envelopes viz., **Part –A (EMD)** duly super scribing CM/Annual-XBRL/2020 Dated: 21/07/2020- **TECHNICAL BID, Part – B (Technical Bid)** duly super scribing CM/Annual-XBRL/2020 Dated: 21/07/2020 on 31/07/2020 **TECHNICAL BID" and Part-C (Commercial Bid)** duly super scribing CM/Annual-XBRL/2020 Dated 21/07/2020 **COMMERCIAL BID"** should be submitted before **2 PM on or before 31/07/2020** to the following address.

Asst. Manager
#23/1, 4th Main S.R. Nagar
Corporate Materials
BEML Limited, BEML Soudha
Bangalore-560027

The bids which are not submitted in a separate sealed envelope will be summarily rejected.

Offers received after the due date shall not be accepted and BEML reserves the right to accept or reject any bid without assigning any reason.

Technical bid (Part A) will be opened first and the Commercial bid (Part-B) of only technically accepted offers will be opened subsequently.

Please refer **Annexure-B** for Scope of Work and **Annexure-C** for Commercial terms and Conditions.

Kindly note :

- 1) If payment terms are not acceptable/stated in the quote, it will be considered as per tender terms and conditions i.e., 60 days credit
- 2) If taxes are not mentioned separately it will be considered as the price quoted is inclusive of taxes
- 3) If validity of the offer is not mentioned in the bidder's remarks, it will be considered as per terms and conditions of the tender enquiry i.e., 90 days.

Signature of the firm with company seal

Scope of Work

Work involved for filing of Annual Account in XBRL format:

- BEML, VIL and MIL financials are prepared in 'word' and 'excel' formats should be mapped, tagged and then validated through the taxonomy to create instance documents.
- Subsequently, the validated instance documents should be converted into separate XML file for Balance Sheet and P&L A/c.
- Prepare Form AOC-4 XBRL/AOC-4 CFS for BEML, VIL and MIL, attach the XML document concerned, and get the forms digitally signed by BEML, VIL and MIL respectively.
- The e-Forms should be certified by the consultant by digitally signing the said forms.
- The consultant has to upload the forms (form AOC-4 XBRL/AOC-4 CFS) through MCA Website along with requisite fee payment by the consultant.
- Consultant to provide the requisite Challans and Forms for releasing the payment.

Signature of firm with company Seal

ANNEXURE 'C'

Commercial Terms & Conditions

Price details indicating Basic price, Taxes and other relevant commercial issues.

The quoted price should be kept valid for 90 days from the tender opening date. However, on placement of PO the vendor should keep the price valid till the completion of the scope of work.

Duration: The successful bidder has to complete the work within Fifteen (15) days from the date of PO.

Payment terms: 100% payment will be made on 60th day after the date of completion of work duly certified by our user department.

Right of Buyer: BEML reserves the right to accept or reject any/all bids partially or totally without assigning any reason whatsoever.

Signature of firm with company seal

Ref: CM/Annual -XBRL/2020

Date: 21/07/2020

ANNEXURE 'D'

PRICE BID FORMAT

Sl. No.	Company Name	Amount, Rs	Taxes, if any	Total Amount, Rs
1	BEML			
2	VIL			
3	MIL			

Signature of firm with company seal

Ref: CM/Annual-XBRL/2020

Date: 21/07/2020

ANNEXURE 'E'

General Data in respect of your Company (i.e., company profile).

Sl. No.	Description	To be Filled and/ or documents to be uploaded
1	Name of Bidder	
2	Company Address Telephone no: Contact Person Mobile No. e-mail ID.	
3	Bank account numbers with Banker's Name, Address & Contact Number:	Bank account number :- Bank Name :- Address :- IFSC code:
4	PAN Number	
5	GST Number	
6	Description of Business & Business background	

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____