

COMMERCIAL TENDER INVITATION

TENDER DOCUMENT NO. : ESTL-HAZ-720-MET-0110-02201399
TENDER DOCUMENT FOR: WORKSHOP & ITS ACCESSORIES.
TENDER ISSUE DATE: 07.01.2010
TENDER DUE DATE: 17.01.2010
COMMODITY GROUP MILLING INSERTS & CUTTERS
ISSUED BY: Tender Cell
TENDER FOR ITEM/PACKAGE ESTL-CGS-MECHANICAL

GLOBAL NOTICE FOR INVITATION OF TENDER

Dear Sirs,

Essar (“Buyer”) invites bids through tendering for Grinding Wheel, from competent agencies meeting the Bidder’s Eligibility Criteria as per the detailed TENDER document.

Mode of tendering: a) Commercial **unpriced** bid in electronic form at our web site.

b) **Commercial priced bid** in a sealed envelope to be couriered to address given in point 3.0

Commercial Clarification / Queries: Technical Clarification / Queries:

Contact Person : Ramesh Patel	Contact Person : Manish Thakkar
E Mail : Ramesh.Patel1@essar.com	E Mail : Manish.Thakkar@essar.com
Contact Number : Essar House - Surat	Contact Number :
Mobile No: 09879102087	Mobile No: +91 9879100512

1.0 Detailed Material Specification:

You are requested to submit your bid to the following address:

M/S, ESSAR STEEL LTD;

Mr. Ramesh Patel,

Procurement – ESSAR HOUSE – Surat – Hazira road – surat – 394270.

2.0 Commercial Unpriced Bid Submission :

2.1 Commercial **Unpriced Bid** should contain complete Technical and Commercial detail but **without price** which should be uploaded on to our website.

(<https://www.essar.com/tender>)

2.2 In case Bidder submits multiple Commercial bids, please maintain the **Revision Number and Date** on the first page of the Commercial bid uploaded on our website, only the last revision submitted shall be considered as final.

2.3 If the price is mentioned by mistake or deliberately in the Commercial Unpriced Bid, The said bid shall be liable for disqualification.

3.0 Commercial Priced Bid Submission :

Hard copy of Commercial **priced bid** in a separate sealed Envelop subscribing the **Tender Number, Tender due Date, and “Techno-commercial priced bid”** must be sent in hard copy to “**Vice President –Procurement, Essar Steel Ltd, Essar House, 27 KM from Surat Station Road, Hazira, Surat, Gujarat, India Pin 394270**” to be

received on or before the tender due date.

4.0 General:

- 4.1 All price bid must be on FOR Hazira Door Delievery basis.
- 4.2 Price quoted must be valid for 2 months from the bid closure date.
- 4.3 Buyer reserves the right to reject any or all the bids received at his discretion without assigning any reason whatsoever.
- 4.4 This Invitation for Bids / Request for Quotation (IFB / RFQ) is an integral and inseparable part of the enclosed TENDER Document.
- 4.5 Buyer reserves the right to order either in part or full of the tender quantity.

5.0 New Vendor Eligibility

- 5.1 Established vendors with minimum 3 years of operation, and their ability to meet the tender requirement / volume within the specified time.
- 5.2 Complete vendor profile must be uploaded on site and submitted along with the commercial offer for vendor evaluation by us.
- 5.3 Documentary evidence of business association with reputed customer must be submitted along with the commercial offer.

THIS IS NOT A PURCHASE ORDER

For & On Behalf of ESSAR _____

Tender Cell

Mail ID: tc.mum@essar.com

Annexures:-

- Annexure I : Instruction to Bidders (ITB)
- Annexure II : Material, Tonnage & Technical specification
- Annexure III : Tender notice & General Terms and Conditions (GTC)
- Annexure IV : Forms & Formats

Annexure I :

Instructions to Bidders for participation in Tenders

Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this TENDER invitation.

1) HOW TO SEARCH, VIEW AND DOWNLOAD TENDER?

Note: All tender documents are available on <https://www.essar.com/tender> only in soft copies as PDF / ZIP files. For viewing Tender Files, use **Adobe Acrobat 6 Reader or later version**.

2) REQUEST FOR USER ID and PASSWORD:

To participate in TENDER submission, it is mandatory on the part of Bidder(s) to have User ID and Password. In case Bidder does not have User ID and Password, Bidder must register on <https://www.essar.com/vrf/Webforms/Registration/Main.aspx>. User ID and Password will be mailed to Bidder on successful registration. Please ensure that all the mandatory fields (identified with a star mark) are filled in the webform.

Note: Without login I.D Bidder cannot upload the Technical bid for tender. There will be single login I.D for each Bidder. In case you do not get an email containing userid / password or forgot user ID / Password, send your request email to vmanagement@essar.com

3) SUBMISSION OF DOCUMENTS:

Bidders are required to upload only the Techno Commercial **unpriced Bid** details and Support documents which form part of the TENDER in the website . Only files in the PDF format to be uploaded. (**Max file size 5MB**). Drawings can be uploaded in ZIP file (Max file size 5MB). In case the file size exceeds the above limit, split document in to multiple files. Please also maintain the Revision Number of each Techno – commercial bid uploaded.

4) ONE TENDER PER BIDDER

A Bidder submitting multiple Techno – Commercial bid shall be liable to be rejected for all the bids.

5) COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the TENDER, and BUYER, will in no case be responsible or liable for this cost, regardless of the conduct or outcome of the bidding process.

6) CLARIFICATION ON TENDER DOCUMENT

A prospective bidder requiring any clarification(s) of the Bidding Documents may contact Essar Personnel referred to, on Page 01 of this document.

7) LANGUAGE OF TENDER

The TENDER prepared by the bidder, all correspondence documents relating to the TENDER exchanged by the bidder shall be in English.

Metric measurement system shall be applied unless otherwise specified.

8) DOCUMENTS COMPRISING THE TENDER

The TENDER prepared by the bidder shall comprise the following:

- (a) Covering letter
- (b) Bidder's General Details/information
- (c) Copies of documents as specified.
- (d) Copy of Schedule of Price, Schedule mentioning "Quoted / Not Quoted" along with all Taxes / duties considered.
- (e) Document establishing the eligibility and conformity to the TENDER Documents of all Goods, which the bidder proposes to supply under the award.

Note: All pages of the Techno - Commercial bid are to be signed and sealed by authorized person of the bidder.

9) TENDER CURRENCIES:

Bidders may submit TENDER in the currency Euro / US\$ / INR.

10) PERIOD OF VALIDITY OF TENDER

The TENDER shall remain valid for acceptance as mentioned in point 4.2 from the TENDER due date. Buyer shall reject a TENDER valid for a shorter period being non-responsive. The Bidder shall not be entitled during the said period as mentioned in point 4.2, revoke or cancel its TENDER or to vary the TENDER given or any term thereof.

In exceptional circumstances, prior to expiry of the original TENDER validity period, the Buyer may request that the bidder extend the period of validity for a specified additional period. The requests and the responses thereto shall be made in writing to the contact person as mentioned on Page 01.

11) CORRUPT AND FRAUDULENT PRACTICES

The Buyer requires that Bidders/Consultant observe the highest standard of ethics during the execution of Contract. In pursuance of this policy, the Buyer defines, for the purposes of this provision, the terms set forth below as follows:

i) "Corrupt Practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of official in contract execution; and

ii) "Fraudulent Practice" means a misrepresentation of facts in order to influence the execution of a Contract to the detriment of the Buyer, and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Buyer of the benefits of free and open competition;

The Buyer will reject a proposal for award if it determines that the bidder recommended for award has engaged corrupt or fraudulent practices in competing for the Tender in question:

12) Do's and Don'ts for Bidders

- **Do's :-**
- File upload should be done before the bid closing date.

- Submission of softcopy of unpriced Commercial offer is mandatory.
 - Follow the uploading procedure guidelines correctly
 - Incomplete bid will be rejected
 - Field marked ‘ * ’ shall be compulsorily filled
 - Bidder shall clearly provide the Contact Person name , address , email ID, and contact numbers for the technical / commercial clarifications
 - You must check the confirmation messages which will popup after successful upload of the document.
 - All text files in the PDF format shall be uploaded. (Max file size 5mb). In case the file size exceeds the above limit, split document in multiple files. All Drawing files must be zipped before upload. Hard Copy of document must be submitted as per details given in point 1.0 and 2.0
 - Please provide tender ref. no. in all communication.
 - Bidder may use download manager or equivalent for downloading the file.
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- **Don'ts:-**
 - Don't upload incomplete document both commercial / technical quotes
 - Don't wait for last minute submission of the Bid.
 - Don't exceed file size as this may disrupt document upload.