



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

CONTRACTS DEPARTMENT

Contact No. 9442502703

Email: ilango@bheltry.co.in

Tender No: PPPU: WC:15:016

Dt. 15.09.2015

Tender Notice

Sub:

Two Part OPEN Tender Inviting Technical and Price Bid for “Calibration of Instruments available at PPPU – BHEL, Thirumayam”.

Please submit your competitive bid for the following scope of work as per the conditions given in the Tender.

01. Scope of work : “Calibration of Instruments available at PPPU – BHEL, Thirumayam”.
02. Duration of Contract : 18 months
03. Commencement of Work : Within 15 Days from the date of Letter of Intent (LOI).
04. Last Date/Time for receipt of tender : **08.10.2015 at 14.00 Hrs**
05. Date/Time for opening of Technical Bid : **08.10.2015 at 14.30 Hrs**
06. Date/Time of RA / Price Bid Opening : The Bidders who are technically qualified will be called for Reverse auction / Price Bid Opening. The Date / Time of reverse auction / price bid opening will be intimated to the Qualified Bidders separately.
07. EMD : **NIL**

08. SPECIAL INSTRUCTIONS:

- (a) This Tender is subject to meeting 1. Eligibility Criteria, 2. Scope of Contract, 3. Commercial Terms & Conditions, 4. Conditions related to the Welfare of labours and 5. General Terms and Conditions.
- (b) Bidder should furnish all the General & Technical Details asked in the “TECHNICAL BID”. Bids submitted with incomplete and incorrect technical details will be liable for rejection.
- (c) The Eligibility Criteria, Scope of Contract, Commercial Terms & Conditions and General Terms and Conditions, Certificate of compliance and all General & Technical details asked in “TECHNICAL BID (Annexure-A)” shall be duly signed under Company seal in all pages and placed in One cover duly superscripting the cover “**TECHNICAL BID**” and submitted.
- (d) Bidder should furnish the RATE in the enclosed “**PRICE BID**” format (**Annexure - Z**) and the same shall be duly signed with seal and placed in a separate cover duly superscripting the cover “**PRICE BID**” and submitted.



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- (e) **Totally there will be 2 Separate covers.**
- (i). **One cover for Technical Bid,**
 - (ii). **One cover for Price Bid.**
- (f) All the 2 covers as stated in (e) shall be placed in a **common sealed cover and submitted** before the said due date as given above **superscripting the tender No. & Date and Due Date.**
- (g) **Any deviation to this tender terms & conditions and schedules of this tender will lead to total disqualification of the offer submitted.**
- (h) At the time of opening of Tender, the representatives should produce the authorization obtained from the authorized signatory of the Bidder specifying the purpose. Also the specimen signature of the representative should be attested.
- (i) BELATED and incomplete bids will not be accepted.

Thanking You,

On behalf of BHEL, Thirumayam,

A. Ilango
DGM / Contracts,
Power Plant Piping Unit
BHEL -Thirumayam - 622507
Contact No. 9442502703
Email: ilango@bheltry.co.in

Note:-

1. The bids shall be sent to the above address. It may please be noted that the tender box is kept at Contracts department, which is located at a walking distance of 10 minutes from PPPU Main entry gate. The time of submission needs to be planned accordingly.
2. The offer (Common Sealed Cover) can be sent through Post/Courier/Person and the same has to be dropped at the tender box only.



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I. PRE-QUALIFICATION CRITERIA

1. The Bidder should have valid Service Tax registration number (If applicable) otherwise has to submit a Self-Declaration of "Non Applicability of Service Tax" (Format enclosed with this tender document) on their Company's Letter Head.
2. The Bidder should have valid Income Tax **PAN Card**. Documentary proofs / Xerox copies are to be enclosed.
3. The agency could be a Proprietorship/ Partnership Firm/LLP/One person Company/Private Limited Company/Public Limited Company/Trust/Society in this line of service / business - documentary proof / Xerox copy to be enclosed.
4. The bidder should have accreditation from NABL. Copy of valid NABL certificate with the scope of accreditation shall be submitted along with offer.
5. Only those bidders, who are meeting all the above qualifying criteria, will be considered for further evaluation and others will be summarily rejected.
6. The eligibility Criteria details as per **Annexure - A** to be filled & submitted with supporting documents for BHEL reference and verification.

II. SCOPE OF CONTRACT: Calibration of Secondary masters & other instruments

01. Temperature Calibrator:

Scope of Work	:	Calibration of Secondary Master Instrument.
Item	:	Temperature calibrator
Make	:	KUSAM-MECO
Model	:	KM-CAL-902
Sl. No.	:	995117184
Unique Instrument ID	:	PUSM-001
Range:		
Measurement mode	:	0-1 V
Source mode	:	0-30 V
Suitable for thermocouples 'K', 'S', 'R', 'T'		
(Minimum 5 readings required covering this range)		
Instrument accuracy level	:	+/- 0.5% of fsv
Required validity of calibration	:	1 Year

02. Infra-Red Radiation Thermometer - 1:

Scope of Work	:	Calibration of IR radiation Thermometer
Item Description	:	IR Radiation Thermometer with indicator
Make	:	IRCON Modline 5
Model	:	5R-1410000
Sl. No.	:	1784007
Unique Instrument ID	:	PUPM-001
Range	:	600-1400°C
Validity of calibration	:	1 Year

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03. Infra-Red Radiation Thermometer - 2 :

Scope of Work	:	Calibration of IR radiation Thermometer
Item Description	:	IR Radiation Thermometer with indicator
Make	:	IRCON Modline 5
Model	:	5R-1410000
Sl. No.	:	1784001
Unique Instrument ID	:	PUPM-002
Range	:	600-1400°C
Validity of calibration	:	1 Year

04. Infra-Red Radiation Thermometer -3 :

Scope of Work	:	Calibration of IR radiation Thermometer
Item Description	:	IR Radiation Thermometer with indicator
Make	:	IRCON Modline 5
Model	:	5R-1410000
Sl. No.	:	1783002
Unique Instrument ID	:	PUPM-003
Range	:	600-1400°C
Validity of calibration	:	1 Year

05. Infra-Red Radiation Thermometer-4 :

Scope of Work	:	Calibration of IR radiation Thermometer
Item Description	:	IR Radiation Thermometer with indicator
Make	:	IRCON Modline 5
Model	:	5R-1410000
Sl. No.	:	1784003
Unique Instrument ID	:	PUPM-004
Range	:	600-1400°C
Validity of calibration	:	1 Year

06. Digital Lux Meter - 1 :

Scope of Work	:	Calibration of Digital Lux Meter
Item	:	Digital Lux Meter
Make	:	Kusam Mecco
Model	:	KM-LUX-99
Sl. No.	:	128156
Range	:	0 to 50000 lux.
Unique Instrument ID	:	PULM-001
Required validity of calibration	:	1 Year

07. Digital Lux Meter - 2 :

Scope of Work	:	Calibration of Digital Lux Meter
Item	:	Digital Lux Meter
Make	:	General
Model	:	DLM2000
Sl No.	:	110304886
Range	:	0 to 20000 lux.

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Unique Instrument ID : PULM-002
Required validity of calibration : 1 Year

08. Digital Lux Meter - 3:

Scope of Work : Calibration of Digital Lux Meter
Item : Digital Lux Meter
Make : General
Model : DLM2000
SI No. : 110304884
Range : 0 to 20000 lux.
Unique Instrument ID : PULM-003
Required validity of calibration : 1 Year

09. UV Light Meter - 1 :

Scope of Work : Calibration of UV Light Meter
Item : UV Light Meter
Make : General
Model : UV513AB
SI No. : 1132002945
Unique Instrument ID : PULM-004
Required validity of calibration : 1 Year

10. UV Light Meter - 2 :

Scope of Work : Calibration of UV Light Meter
Item : UV Light Meter
Make : General
Model : UV513AB
SI No. : 1132002926
Unique Instrument ID : PULM-005
Required validity of calibration : 1 Year

11. Multifunction calibrator:

Scope of Work : Calibration of Secondary Master Instrument.
Item : Multifunction calibrator
Make : Yokogawa
Model : CA150
SI. No. : 23P9071
Unique Instrument ID : PUSM-002
Range:
Measurement mode : 0-35 V
24 V loop measurement
Source mode : 0-30 V, 0-20 mA
Suitable for thermocouples 'K', 'S', 'R', 'T'
(Minimum 5 readings required covering this range)
Instrument accuracy level : +/- 0.5% of fsv
Required validity of calibration : 1 Year

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General Conditions:

1. The accuracy of reference masters used for calibration shall have minimum FOUR times better accuracy than BHEL's instrument under calibration.
2. The calibration certificates should be traceable to NABL or suitable National/ International standards.
3. The calibration certificate should incorporate all the below mentioned details:
 - i. The name and unique sl.no of BHEL's instrument.
 - ii. Date of calibration and the due date for next calibration.
 - iii. Name and address of the customer has to be mentioned in the certificate as "M/s BHEL, M&S Department, Thirumayam- 622507".
 - iv. The details of the reference masters used for calibration like sl. no., range, accuracy etc.
 - v. Details of traceability for the reference master instruments.
 - vi. Standards/ procedure followed for calibration.
 - vii. Required calibration points must cover at least 5 readings for the entire range and must be incorporated in the calibration certificate.
4. Handing over of the instrument for calibration & collection of the same from the calibration lab will be in the scope of BHEL.
5. Calibrated instruments and calibration certificates should be delivered within a week after the instrument is handed over at vendor's works.
6. Note:
Total no. of instruments = 11
No. of times each instrument is calibrated during contract period = 2 times.
Therefore, total quantity = 11 x 2 = 22 Nos.

III. COMMERCIAL TERMS & CONDITIONS:

- Sealed Tenders for the work enclosed are hereby invited from contractors meeting the qualifying criteria and experienced in works of similar kind and magnitude.
- For Limited / Single Tenders, vendors not contacted through post and submitting bids by seeing the CPP portal will be considered only for vendor evaluation. Their price bid will not be considered for ordering.
- Tenderers should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents and sign each and every page of the tender document including corrigendum & the drawing attached if any, while submitting their bid.

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01. RATE:

- a) Unit rates should be quoted in figures as well as in words with reference to the item shown in the attached schedule. These rates shall be for the specified work in site.
 - b) Rate for the item of the tender schedule should be quoted in Rupees and paise only as per the Work / Rate schedule both in figures and words. In case any difference in rates quoted to figures and in words, the rate quoted in words will be taken as the tendered rate.
 - c) If in the price structure quoted for the required goods services works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
 - d) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - e) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (c) and (d) above.
 - f) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
 - g) The rates quoted should be exclusive of service tax and inclusive of any other taxes & duties levied or to be levied both by Central and State Government Authorities. Such levies should be borne by the Contractor.
 - h) All entries in the tender documents should be made in one ink. Erasure and over-writing are not permitted. All cancellations and insertions should be duly signed by the Tenderer concerned.
 - i) Before tendering, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other relevant conditions, position of materials and labour.
 - j) The rates quoted in the tender shall remain valid initially for a period of at least "THREE MONTHS" from the date of opening of Technical Bid. After successful award of contract, the rates shall be firm throughout the contract period.
 - k) Service Tax Payment will be reimbursed as per statutory provisions, subject to production of proof of payment / remittances.
- Should a tenderer find discrepancies or omissions in the drawings or any of the tender documents should be in doubts as to their meaning; he should at once address the authority inviting the tender for clarifications. Every endeavor is made to avoid any error which can materially affect the basis of

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the tender but the successful tenderer shall be taken upon himself to provide for the risk or any error which may be subsequently discovered and shall make no subsequent claim on account thereof.

- Conditional and late tenders, tenders containing prima-facie absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions herein contained and the tenders not in original are liable to be rejected.
- Canvassing in any form w.r.t. tenders is strictly prohibited and the tenders submitted by contractors who resort to canvassing are liable for rejection.
- In the event of tender being submitted by the firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of attorney on behalf of the firm concerned. In the latter case, a copy of the power of attorney duly attested by a Gazetted Officer must accompany the tender.
- Every tender must be accompanied by Deposit receipt for the amount mentioned in this tender notice as Earnest Money Deposit in the form of Pay order or Demand Draft duly pledged in favour of BHEL, Thirumayam. EMD shall not carry any interest. One time EMD of ₹ 2 lakhs can also be paid.
- This Earnest Money Deposit will be refunded to the unsuccessful tenderers within 15 days on finalization of the award of work. In the case of successful tender, the earnest Money Deposit will be retained as part of the Security Deposits for satisfactory completion of the work. If the bidder withdraws his offer after submission of tender or after acceptance of tender or fails to start the work, the EMD shall be forfeited.
- BHEL reserves the right to
 - i. Cancel the tender at any stage.
 - ii. Finalize the contract through Reverse Auction / Price Bid Opening.
 - iii. Negotiate or refloat the tender opened if L1 price is not the lowest acceptable price to BHEL inter-alia other reasons.
 - iv. Decide on equally distributing and awarding the work to two or more vendors if same L1 rate is quoted by many vendors.
- BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders have to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
- In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
- All payments from BHEL in view of the execution of the contract are liable for IT (TDS), Service Tax, PF & Group Insurance and all other statutory provisions as applicable. Hence, bidders shall confirm that they have suitable mechanism for effective compliance to the same.

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- Service Tax shall be shown extra in the bid. Bharat Heavy Electricals Limited, Thirumayam will not entertain any claim what so ever in this respect after opening the tenders. Also Service Tax Registration form / Self-declaration for non-applicability of Service Tax have to be provided as applicable.

02. PAYMENT TERMS:

- a) The consolidated statement and bills in triplicate shall be prepared by the contractor & can submitted to **M&S Department** for the payment of completed portion of the work once in a month on pro-rata basis & after due certification from **M&S dept.**, the bills will be forwarded to Accounts section. The payment will be made through RTGS/EFT to the contractor immediately after the receipt of error free bill. It is to be noted that it will take around ten days to process the bill at the End user and Accounts section after submission.
- b) Invoice shall indicate W.O and WO Sl. No in all Invoices for processing payment.
- c) SERVICE TAX payment will be reimbursed as per statutory provisions, subject to production of proof of payment/remittances.

Note: Three copies of INVOICE with original signature to be submitted every month on completion of work.

03. CONTRACT PERIOD

- (a) The contract execution period will be for a period of **18 Months** from the date of commencement of work.
- (b) If required, BHEL reserves the right to extend this subject contract for a further period under same terms and conditions subject to mutual acceptance of both parties.
- (c) The contract may be terminated by BHEL due to violations or non-performance of the Contract conditions by giving one month's notice. In the event of contractor requiring termination, he has to provide 4 months' notice to BHEL.

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VI. GENERAL TERMS & CONDITIONS:

01. DEFINITION: - In these General Conditions of Contract, the following terms shall have the meaning hereby assigned to them, except where the context otherwise requires:

- a) The "**Contract**" means, the documents forming the tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to contract. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
- b) The "**work**" means, the work described in the tender documents in individual work-orders as may be issued from time to time to the contractor by the Officer In-charge within the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of contract.
- c) The "**contractor**" means, the individual Firm or Company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or Company or the successors of the firm or company and the permitted assigns of such individual or firm or Company.
- d) "The **Officer-In charge**" means, the Officer deputed by the Head of Dept./Executing Dept., to supervise the work or part of the work.
- e) "**Approved**" and "**Directed**" means, the approval or direction of Head of Unit/PPPU-THIRUMAYAM, or person deputed by him for the particular purposes.
- f) "BHARAT HEAVY ELECTRICALS LIMITED" (herein after referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or other Administrative Officer of the said Company including Executive/CONTRACTS/PPPU authorized to invite tenders and enter into contract for works on behalf of the Company.
- g) The "**Contract sum**" means, the sum accepted or the sum calculated in accordance with the prices accepted in tender and / or the contract rates as payable to the contractor for the execution of the work during the currency of the contract.
- h) A "**week**" means, Seven Days, without regard to the number of hours worked or not worked in any day in that week.
- i) A "**day**" means, the day of 24 hours (TWENTY FOUR) irrespective of the number of hours worked or not worked in that day.
- j) A "**working day**" means, any day other than that prescribed by the NEGOTIABLE INSTRUMENTS ACT as being a Holiday, and consists of the number of hours of labour as commonly recognized by good employers in the trade in the district where the work is carried out or as laid down in the BHEL regulations.

02. HEADING TO THE CONTRACT CONDITIONS: - The heading to these conditions shall not affect the interpretations thereof.

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03. WORK TO BE CARRIED OUT:- The Contract shall, include all labour, materials, tools, plant, equipment and transport which may be required for the execution of the work. The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the work. No extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.

04. DEVIATIONS:- The contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of HOD/Contracts Dept. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.

05. ASSIGNMENT OF TRANSFER OF CONTRACT:- The Contractor shall not without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.

06. SUB-CONTRACT:- The Contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL.

07. COMPLIANCE TO REGULATIONS AND BY-LAWS:- The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye-Laws of any local authority. The Contractor shall be bound to give all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.

08. SECURITY DEPOSIT:-

Security Deposit should be paid by the contractor. Security Deposit shall be collected from the successful tenderer as shown below:

Contract Value Up to ₹.10 Lakhs	10% of the contract value
For Contract Valued above ₹.10.00 Lakh upto 50.00 Lakhs	1 lakh plus 7.5% on the balance of the Contract value.
For Contracts valued above ₹.50.00 Lakhs	₹.4 lakhs + Plus 5% on the balance of the contract value.

The Security Deposit shall be deposited before start of the Work. Failure to remit the Security Deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract and the bidder shall be liable to compensate BHEL for any loss. EMD in such cases shall be forfeited.

The Security Deposit may be furnished in any one of the following forms:

- i) Cash (as permissible under the Income Tax Act) – at present not applicable to BHEL/Thirumayam.
- ii) Pay Order, Demand Draft in favour of BHEL.
- iii) Local cheques of scheduled banks, subject to realization.

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- iv) Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- v) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL and with minimum validity covering the contract period + 2 months & maintenance period if any.
- vi) In order to ensure the genuineness of BG's, the BG's are to be sent directly by the concerned bank through registered post to CONTRACTS DEPT/PPPU, BHEL Thirumayam.
- vii) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back and with minimum validity covering the contract period & maintenance period if any.
- viii) Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be paid before commencement of work (any of the above form) and the balance 50% may be recovered from the running bills.

The security deposit shall not carry any interest.

Security Deposit shall not be refunded except in accordance with the terms of the Contract or Agreement.

No interest shall be allowed on Security Deposits. BHEL shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.

All compensation or other sums of money payable by the Contractor to BHEL under the terms of this contract or under any other contract with BHEL may be deducted from the Security Deposit or realised by the sale of the securities or from the interest arising there from or from any sums which may be due or may become due to the contractor by BHEL and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.

09. REFUND OF SECURITY DEPOSIT:- Security Deposit will be refunded on completion of the work and after the expiry of the maintenance period, if any, provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NO DEMAND CERTIFICATE". In case no maintenance period is applicable, then 100% of security Deposit will be refunded after providing "No Demand" certificate by the contractor as per the "Refund of Security Deposit" format.

10. ORDERS UNDER THE CONTRACT:- All orders, notices etc. to be given under the contract shall be in writing, type-script or printed and if sent by registered post to the address given in the tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.

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- 11. CONTRACTOR'S SUPERVISION:-** The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to the HOD/Executing Dept., to act in his stead.
- Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself.
 - The Contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the Executive/CONTRACTS or the OFFICER-INCHARGE, to receive instructions.
 - BHEL-PPPU, THIRUMAYAM shall have full powers and without assigning any reason, require the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.
- 12. LABOUR:-** The Contractor shall remain liable for the payment of all wages or other moneys to his work-people or employees under the payment of Wages Act 1936, Employees Liability Act. 1938, Workmen's Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, there under from time to time.
- 13. PRECAUTIONS AGAINST RISK: -** The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.
- 14. DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO WORKMEN :-** The Contractor shall at his own expense reinstate and make good to the satisfaction of the HOD/Executing Dept., and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.
- 15. LAWS GOVERNING THE CONTRACT:-** The contract shall be governed by the Indian Laws for time being in force.
- (i) Should a tenderer or a contractor has a dependent/relative or in the case of a partnership firm, any of its partners or dependents of partners employed in BHEL, the authority inviting tenders should be informed of this fact at the time of submission of the tender failing which tender may be disqualified or if such fact subsequently come to light, the contract may be cancelled.
 - (ii) No BHEL employee and their dependents are eligible to submit their offer against this tender.
- 16. CANCELLATION OF CONTRACT FOR CORRUPT ACTS:-** BHEL, whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to BHEL cancel the contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extend as provided in the case of cancellation for default.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu

CONTRACTS DEPARTMENT

Contact No. 9442502703

Email: ilango@bheltry.co.in

Tender No: PPPU: WC:15:016

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If the Contractor shall:-

- Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service,
OR
- enter in to a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL.
OR
- obtain a contract with BHEL as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to BHEL.

17. CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-LETTING OF CONTRACT :-

BHEL, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL shall cancel the contract in any of the following cases:

If the Contractor,

- being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors
OR
- being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,
OR
- Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the BHEL.
OR
- Fails to carry out the work and unauthorized absence for more than 3 days.

Whenever BHEL exercise the authority to cancel the contract under these conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by EXECUTIVE/CONTRACTS/PPPU which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by HOD/Contracts Dept. or his authorized representative, or the same shall be recovered from the Contractor by other means.

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Date

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In case the BHEL carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the HOD/Executing Dept. & Contracts Dept., whose decision shall be final and conclusive.

18. CANCELLATION OF CONTRACT IN PART OR FULL FOR CONTRACATOR'S DEFAULT:

If the Contractor:

- o makes default in carrying out the work as directed and continues in that state after a reasonable notice from HOD/Executing Dept., or his authorised representative;
- o fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued there under ;
- o BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercise the authority to cancel the contract as whole or part under this condition BHEL may complete the work at the contractor's risk and cost (as certified by HOD/Executing Dept., which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the moneys due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by HOD/Contracts Dept. or his authorized representative or the same shall be recovered from the Contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the HOD/Executing Dept. & Contracts Dept., whose decision shall be final and conclusive.

19. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR. :-

Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated, BHEL shall have the option of terminating the contract without compensation to the Contractor.

20. SPECIAL POWER TO TERMINATION:- If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out, the HOD/Contracts Dept. or his authorized representative, shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

21. SUBMISSION OF BILLS BY CONTRACTOR:- The Contractor at the end of each month shall submit a bill in triplicate detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the Officer In-charge, separately details of his claims for the work done by him up to and including the previous month which are not covered by his contract agreement in any of the following respects:

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Date

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- o Deviation from the items provided in the contract documents.
- o Extra items / new items of work.
- o Items in-respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done up to and including the period under report.

22. PAYMENT OF BILLS:- All payments to be made to the Contractor, under this contract shall be through Electronic Fund Transfer within a reasonable time after the certification of bills by the competent authority.

23. RECOVERY FROM CONTRACTOR:- Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.

24. POST TECHNICAL AUDIT OF WORK AND BILLS:- BHEL reserves the right to carry out the post payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub-paragraphs. However no such recovery shall be enforced after three years of passing the final bill.

25. FORCE MAJEURE CLAUSE:- If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earth Quake etc.) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefore neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the Executive/Contracts/PPPU subject to prompt notification by the contractor.

26. ARBITRATION: - All disputes between the parties to the contract, arising out-of or relating to the contract, other than those for which the decision of the HOD/Executing Dept. / Contracts Dept., or Accepting Officer of the contract expressed to be final and conclusive shall be after written notice by either parties to the contract be referred to the sole Arbitration of Head of Unit / PPPU-BHEL, or other Officers of BHEL appointed as Arbitrator, by the Head of Unit of PPPU-BHEL in his sole discretion.

Unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work of the determination of the contract. The venue of Arbitration shall be such a place or places as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final, conclusive and binding on both parties to the contract.

Place
Date

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27. SIGNING OF CONTRACT:- Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorised representative followed by the name and designation of the persons so signing. Contracts by a Company shall be signed with the name of the Company by a person authorised in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.

28. STATUTORY REQUIREMENTS:

- o All statutory requirements under Minimum Wages Act 1948, Factories Act 1948, Workmen Compensation Act 1923, Employees Provident Fund and Miscellaneous Provisions Act, 1952, Payment of Gratuity Act 1972, Employee State Insurance Act 1948, Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the Contractor.
- o Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
- o Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- o Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provide a copy of the same to BHEL.
- o Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

29. REGISTERS & RECORDS:- The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documentation on the part of the Contractor.

30. MOTOR VEHICLE ACT:- The transporter shall carry the weight of the consignment to the rated capacity of the vehicle only and Honour the Supreme Court Judgment by not carrying Over Weight and comply with the relevant Motor Vehicle Act and other statutory requirement.

31. REMOTE TRANSACTIONS:- The Contractor shall agree to and comply with all such terms and conditions as BHEL may prescribe from time to time and shall confirm that all transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, call centers, teleservice operations (whether voice, video, data or combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done.

Place
Date

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32. CHANGE IN CONSTITUTION OF FIRM: - Changes in constitution of firm whenever it is made after submission of application or during currency of the contract, the existing firm has to duly inform the proposed changes to contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (Partners etc.) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL may reserve its rights for suspending or terminating the contract.

33. LIEN OF CONSIGNMENTS:- The Contractor shall have no 'lien' of any kind over the consignments entrusted for transportation. Any dispute with the Contractor and the consignees shall be settled on negotiations but under no circumstances, delivery of the materials shall be withheld by the Contractor. Contractor shall watch and safeguard Employer's interests during the performance of the work. The Contractor shall carefully check each consignment with the relevant dispatch documents to ensure correctness of each dispatch and each delivery.

34. FRAUD PREVENTION POLICY:- The Bidder along with its associate / collaborators / sub-contractors / sub-vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

35. SAFETY CONDITIONS: Tamil Nadu Factories Rules, 1950

- Rule 61F: Methods of Work: No process or work shall be carried on in any factory in such a manner as to cause risk of bodily injury.
- Rule 61G: Stacking and storing of materials etc.: No materials or Equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.
- Rule 61-N and Rule 61- O: Workers to be provided with Personal Protective equipment suitable for the hazards and should be of good quality / have certification by Indian Standard Institute.
- Rule 96: Notification of Accidents: Shall be complied with as required in the Factories Act (Section 88 and Section 88A) and Tamil Nadu Factories Rules.

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MSE VENDORS:-

The MSE status is based on acknowledgement of Entrepreneur Memorandum Part II (hereinafter referred as EM II Certificate), the validity of such EM II certificate will be **deemed as 2 years** from the date of acknowledgement of the EM II certificate, unless it is accompanied by a CA certificate, certifying that investment in plant & machinery of the supplier is within the permissible limits as per the MSME Act for relevant status (Micro or Small).

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (Five years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format is provided below where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.

Certificate by Chartered Accountant on letter head

This is to certify that M/s. _____ (hereinafter referred to as 'company') having its registered office at _____ is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part II)) _____ dtd. _____, Category : _____ (Micro/Small). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year _____ as per MSMED Act 2006 is as follows:

- 1. For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No. S.O.1722(E) dated October 5, 2006):
₹ _____ Lacs
- 2. For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act 2006):
₹ _____ Lacs

(Strike off whichever is not applicable)

The above investment of ₹ _____ Lacs is within permissible limit of ₹ _____ Lacs for _____ Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name:

Membership number:

Seal of Chartered Accountant

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



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CERTIFICATE OF COMPLIANCE

To

DGM / Contracts
Power Plant Piping Unit,
BHEL – Thirumayam-622 507.

Sir,

We have carefully read the tender specifications connected with the above tender and have understood the technical requirements and conditions to the above tender which consists of

1. Eligibility Criteria,
2. Scope of Contract,
3. Commercial terms & conditions,
4. General Terms and Conditions.
5. Technical Bid - Annexure – (A),
6. PRICE BID Format – Annexure – (Z)
7. Total No. of Pages – 24+1 (RTGS/NEFT Format)
8. RTGS/NEFT Format

We agree to carry out the contract tendered at the rates as offered by us in the Price Bid (Rate Schedules) submitted by us and in accordance to the terms and conditions of the subject tender.

If the contract is awarded to us the prices shall be kept firm till the completion of contract.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)



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TECHNICAL BID

A1. PRE-QUALIFICATION CRITERIA DETAILS:

ANNEXURE – A

S NO	ELIGIBILITY CRITERIA	BIDDER's RESPONSE	
*01	Income Tax PAN No. Proprietorship - PAN card on owner Name For others - PAN card on company/Firm/Business	PAN No. – _____ PROOF ATTACHED / PROOF NOT ATTACHED	
*02	Service Tax Regn. No. (Proof to be Attached) #If not applicable, please furnish the details in the attached below format	Regn No : _____ PROOF ATTACHED / PROOF NOT ATTACHED	
*03	Company Status (Proprietorship/ Partnership Firm/LLP/One person Company/Private Limited Company/Public Limited Company/Trust/Society) (Proof to be attached)	Company status : _____ PROOF ATTACHED / PROOF NOT ATTACHED	
*04	The bidder should have accreditation from NABL. Copy of valid NABL certificate with the scope of accreditation shall be submitted along with offer.	Attached	Not Attached
05	Willingness to participate in Reverse Auction(RA)	Accepted	Not Accepted

*These items are essential for qualifying the vendor and those qualified offers only will be considered for evaluation.

Place
Date

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For Vendors whose taxable services have not exceeded Rs. 9 Lakhs & Service Tax is not applicable to them.

(FORMAT IS TO BE TYPED ON COMPANY'S LETTER HEAD ONLY)

To,
DGM
Contracts / PPPU
BHEL, Thirumayam

Date - __/__/2015

REF: Tender No. **PPPU:WC:15:016** Dt. **15.09.2015** for "Calibration of Instruments available at PPPU – BHEL, Thirumayam".

DECLARATION

I, _____, Proprietor/Managing Partner/Managing Director/CMD of M/s _____ whose registered address is _____, hereby declare that the aggregate value of the taxable services provided during the financial year 2014-15 has not exceeded Rs. 9 Lakhs. Therefore, I/We have not registered with Superintendent of Central Excise as per Section 66B of finance act 1994 read with Notification No 26/2005-ST dated 07.06.2005.

I/We also certify that our aggregate value of taxable services provided from 01.04.2015 till date has not exceeded the above threshold limit.

I/We also certify that in future during the running period of the contract if the aggregate value of the taxable services exceeds the threshold limit as per the above mentioned notification, we will register and submit the copy of certificate of registration-ST-2.

Authorized Signatory with address

* Person providing taxable services in excess of rupees Nine Lakhs per annum (but less than Rupees Ten Lakhs) will have to register with Superintendent of Central Excise under Service Tax Provisions [Notification No. 26/2005-ST, dated 7-6-2005], though they will be eligible for exemption if turnover is less than Rupees Ten Lakhs per annum.

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)

**Bharat Heavy Electricals Limited****(A Govt. of India Undertaking)****Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu****CONTRACTS DEPARTMENT****Contact No. 9442502703****Email: ilango@bheltry.co.in****Tender No: PPPU: WC:15:016****Dt. 15.09.2015****A2. GENERAL DETAILS:**

01	Name and full address of the Company / Firm	
02	Name of contact Person with Designation	
03	Contact Details:	
	Landline No.	
	Mobile No.	
	email ID:	
04	Local Office Address with Contact person, Phone No., Mobile No., email ID, Fax No. (If any)	

Declaration:

- (i) I/We (including all partners) certify that I/We have read the Terms and conditions and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I/We am/are liable to be debarred.
- (iii) I/We certify that I/We will not get myself / ourselves registered as contractor(s) in BHEL under more than one name.

Place
DateSignature of the Bidder
(NAME & ADDRESS WITH SEAL)



Bharat Heavy Electricals Limited
(A Govt. of India Undertaking)
Power Plant Piping Unit, Thirumayam – 622 507, Tamil Nadu
CONTRACTS DEPARTMENT
Contact No. 9442502703 Email: ilango@bheltry.co.in

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PRICE BID FORMAT

Annexure - Z

S. No.	Descriptions	Quantity in No. (A)	Frequency of calibration for each instrument in 18 Months (B)	Calibration Charges for ONE TIME PER INSTRUMENT (Exclusive of Service Tax) (C)	Total charges for calibration of instruments (Exclusive of Service Tax) (D = A x B x C)
01	Temperature Calibrator	1	2	₹ _____/- (Rupees _____ ONLY)	₹ _____/- (Rupees _____ ONLY)
02	Infra-Red Radiation Thermometer	4	2	₹ _____/- (Rupees _____ ONLY)	₹ _____/- (Rupees _____ ONLY)
03	Digital Lux Meter	3	2	₹ _____/- (Rupees _____ ONLY)	₹ _____/- (Rupees _____ ONLY)
04	UV Light Meter	2	2	₹ _____/- (Rupees _____ ONLY)	₹ _____/- (Rupees _____ ONLY)
05	Multifunction Calibrator	1	2	₹ _____/- (Rupees _____ ONLY)	₹ _____/- (Rupees _____ ONLY)

IMPORTANT NOTE:

- **L1 will be decided based on the minimum total value of '(D = A x B x C)' of the Price bid format on Single Vendor basis.**
- Rates should be quoted in figures and words and are to be identical. There should not be any corrections/over writing in price bid, wherever there is a difference in the two, **the rates in words will be taken as final.**

Place
Date

Signature of the Bidder
(NAME & ADDRESS WITH SEAL)

RTGS/NEFT FORM

To
THE PURCHASE/CONTRACT EXECUTING AGENCY/BHEL

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER

01	Name & Address of the Supplier / Sub-contractor										
02	VENDOR CODE assigned by BHEL										
03	BENEFICIERY'S NAME										
04	ACCOUNT TYPE (SB/CA/CC/OD)										
05	BANK ACCOUNT NUMBER										
06	NAME & ADDRESS OF THE BANK										
07	BRANCH CODE										
08	BRANCH IFSC CODE									X	X
09	BRANCH MICR CODE										
10	NAME OF AUTHORISED SIGNATORY										
11	EMAIL ID										
12	PAN NO.										
13	TELEPHONE/MOBILE NO.										

CERTIFICATE

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED by the National Electronic Funds Transfer and / or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited. I / We also agree to bear the applicable Bank Charges for the above mode of transfer. **Original cheque leaf/cancelled cheque leaf of the above account is sent herewith.**

AUTHORISED SIGNATORY WITH NAME SEAL

Banker's Certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:
DATE:

(Manager / Officer's)
Signature Under Bank stamp and Name Seal
with Membership No.....
(Telephone / Mobile No)

Forwarded to Accounts Dept.

We confirm the above details are verified with the records available with us.

Signature of Contracts

Finance/Bank