



An ISO 9001  
Company

## Bharat Heavy Electricals Limited

(High Pressure Boiler Plant)

Tiruchirappalli – 620014, TAMIL NADU, INDIA

CAPITAL EQUIPMENT/ MATERIALS MANAGEMENT

### ENQUIRY

### NOTICE INVITING TENDER

Phone: +91 431 257 7938

Fax : +91 431 252 0031

Email : [tvenkat@bheltry.co.in](mailto:tvenkat@bheltry.co.in)

Web : [www.bhel.com](http://www.bhel.com)

#### TWO PART BID

Tender to be submitted in two parts.

Enquiry  
Number:

**2631200065**

Enquiry  
Date:

**28.11.12**

Due date for submission  
of quotation:

**28.12.12**

You are requested to quote the Enquiry number, date and due date in all your correspondences. This is only a request for quotation and not an order.

Please note that under any circumstances both **delayed offer** and **late offers** will not be considered. Hence vendors are requested to ensure that the offer is reaching physically our office before 14.00 hrs on the Date of tender opening.

Item	Description	Quantity	Delivery (Item required at BHEL on)
10	<b>Kitchen Exhaust and Fresh Air Ventilation System</b> as per the technical specification, BHEL commercial terms & conditions applicable (to be downloaded from web site <a href="http://www.bhel.com">www.bhel.com</a> or <a href="http://tenders.gov.in">http://tenders.gov.in</a> )	<b>1 No.</b>	<b>24.01.13</b>

#### Important points to be taken care during submission of offer

1. Checklist to be duly filled and enclosed along with your offer, failing which the offer will not be considered for evaluation.
2. Subsequent to the hosting of this Enquiry, any corrigendum to the Enquiry that may be hosted in the BHEL Web-site as well as Government Tenders-portal shall be viewed by the vendors regularly to know the details of corrigendum. In case if any vendor without seeing the corrigendum quoted as per original Enquiry and intimate that they have wrongly quoted will not be considered and rejected. However as per the appropriate Policy of BHEL action will be taken on them in this regard.

BHEL's General guidelines / instructions including bank guarantee formats and list of consortium banks, commercial terms check-list can be downloaded from BHEL web site <http://www.bhel.com> or from the Government tender website <http://tenders.gov.in> (public sector units) Bharat Heavy Electricals Limited page) under Enquiry reference "**2631200065**".

Tenders should reach us before 14:00 hours on the due date  
Tenders will be opened at 14:30 hours on the due date  
Tenders would be opened in presence of the tenderers who have submitted their offers and who may like to be present

Yours faithfully,  
For BHARAT HEAVY ELECTRICALS LIMITED

Sr.Manager / MM / Capital Equipment

**Supply,erection,testing and commissioning of suitable capacity KITCHEN EXHAUST AND FRESH AIR VENTILATION SYSTEM FOR CANTEEN .**

Location: Building No.24 Ground floor (**Ref.enclosed drawing**)

Application : To let out the fumes generated in the Dosa plates area & Chicory(frying pans) area at canteen and supply of fresh air in to the same area.

Canteen equipment details:

Dimension of Dosa plate area : 9 m x 4 m x 4.5 m height (Ref.enclosed drawing)

Dosa plate size : 2 m x 1.25 m - 4nos.

Dimension of Frying pans (Chicory ) area : Ref.enclosed drawing

Frying pans size : 1m dia - 14 Nos

**a)Supply of Exhaust system for the following areas (Ref.enclosed drawing)**

**I.DOSA PLATES AREA**

1.Centrifugal blower:

Type of drive : 'V' belt drive type

Capacity : Minimum 30000 cmh

Static pressure : 75 mm wg

Material of construction: MS ,

thickness not less than 12G

Motor make: CROMPTON/KIRLOSKAR/ABB/SIEMENS/ALSTOM

Motor details : TEFC, 3ph, 415V, 50 hz,IP-55, Class 'F' insulation

Starter : DOL Star delta starter

Starter make : SIEMENS/L&T

Electrical cable : should be copper cable

2.Hoods:

Material of construction: SS 202 grade

thickness not less than 20G

3.Oil Grease Filters:

Material of construction: SS 202 grade,

thickness not less than 24G

4.Ducting:

Material of construction: GI sheet with angle frames,

thickness not less than 22G for main duct

and 24G for bends,

provision of rain protect bend&bird screen at the duct outlet point to be considered.

## **II.CHICORY(FRYING PANS) AREA**

### 1.Centrifugal blower :

Type of drive : 'V' belt drive type

Capacity : Minimum 40000 cmh

Static pressure : 75 mm wg

Material of construction: MS

thickness not less than 12G

Motor make: CROMPTON/KIRLOSKAR/ABB/SIEMENS/ALSTOM

Motor details : TEFC, 3ph, 415V, 50 hz,IP-55, Class 'F' insulation

Starter : DOL Star delta starter

Starter make : SIEMENS/L&T

Electrical cable : should be copper cable

### 2.Hoods :

Material of construction: SS 202 grade

thickness not less than 20G

### 3.Oil Grease Filters:

with oil dripping pan arrangement, baffle filters detachable and cleanable,  
and oil collecting cups at the ends.

Oil Filters :

Material of construction: SS-202 grade

thickness not less than 24G

### 4.Ducting:

Material of construction: GI sheet with angle frames,

thickness not less than 22G for main duct

and 24G for bends,

provision of rain protect bend&bird screen at the duct outlet point to be considered.

## **b)Supply of Fresh Air System(supply air) for the following areas(Ref.enclosed drawing)**

### **I.Dosa plates area**

#### 1.Axial flow fan :

Capacity: Minimum 8200 cmh

Static pressure : 35 mm wg

Type of drive : 'V' belt drive type

Material of construction : M.S

thickness not less than 12G

Motor make: CROMPTON/KIRLOSKAR/ABB/SIEMENS/ALSTOM

Motor details : TEFC, 3ph, 415V, 50 hz,IP-55, Class 'F' insulation

Starter : DOL Star delta starter

Starter make : SIEMENS/L&T

Electrical cable : should be copper cable

2. Supply air Grills with double deflection arrangement and VCD dampers:  
Material of construction : powder coated aluminium louers

3. Air intake louers :  
Material of construction: GI sheet  
thickness not less than 22G

4. Fresh air Filters : 6 microns  
(with housing)

5. Ducting:  
Material of construction: GI sheet with angle frames,  
thickness not less than 22G for main duct  
and 24G for bends,  
provision of rain protect bend & bird screen at the duct inlet point to be considered.

## **II. Frying pans area**

1. Axial flow fan :

Capacity: Minimum 25000 cmh  
Static pressure : 35 mm wg  
Type of drive : 'V' belt drive type  
Material of construction : M.S  
thickness not less than 12G  
Motor make: CROMPTON/KIRLOSKAR/ABB/SIEMENS/ALSTOM  
Motor details : TEFC, 3ph, 415V, 50 hz, IP-55, Class 'F' insulation  
Starter : DOL Star delta starter  
Starter make : SIEMENS/L&T  
Electrical cable : should be copper cable

2. Supply air Grills with double deflection arrangement and VCD dampers:  
Material of construction : powder coated aluminium louers

3. Air intake louers :  
Material of construction: GI sheet  
thickness not less than 22G

4. Fresh air Filters : 6 microns  
(with housing)

5. Ducting:  
Material of construction: GI sheet with angle frames,  
thickness not less than 22G for main duct  
and 24G for bends,  
provision of rain protect bend & bird screen at the duct inlet point to be considered.

NOTE: Necessary care should be taken by the vendor for the following points:

1. Suitable anti vibration mount for the blowers/fans.
2. Suitable support structure and clamping arrangements for hoods & ducting etc.
3. Any other left out items which are required for the satisfactory performance of the above system.
4. Fasteners like bolt, nut, washer etc required for connecting the ducts should be stainless steel and ducting joints should be leak proof.
5. Provision of flexible connection wherever required.
6. Provision of dampers at the appropriate locations in the ducting.
7. Blower mounting base frames along with suitable foundation bolts and nuts.
8. Guard for motors and belts.
9. Electrical cable for connecting the starters and motors should be copper cable.

**c) Installation, testing and commissioning of those items which are specified in 'a' & 'b'.**

**Note:** Exhaust and fresh air blowers are to be installed on the terrace of ground floor.

**Terms and conditions:**

1. Vendors are advised to visit BHEL to assess the nature of site condition before giving their offer.
2. Minimum one-year guarantee required for their equipment and materials.
3. During guarantee period four quarterly free check up and service should be done by the supplier.
4. Necessary tools and tackles, welding machine, welding consumables, gas etc; required for this work are in the scope of vendor.
5. Supplier should adhere necessary safety precautions while carrying out this work.
6. Three set of catalogue, operating manual should be supplied along with their equipments.
7. Necessary power supply required for this work will be given by BHEL on free of cost.
8. Electrical work like cable laying up to main switch boxes will be done by BHEL.
9. Vendors should furnish the scope of work like civil concrete foundation etc. well in advance with details.
10. Civil work like grouting foundation bolts, foundation for installing the blowers, wall opening if required shall be done by BHEL.
11. Pre-despatch inspection will be done by the BHEL engineers at vendor's works.

**Supply, Installation, Testing & Commissioning of Kitchen Exhaust and Fresh Air System for Kitchen of Administrative Building at BHEL Trichy.**

**QUALIFICATION CRITERIA**

S.No	Description	Vendor to specify details
1	Only those vendors, who have Supplied and commissioned such type of Kitchen Exhaust and Fresh Air system for at least two companies in the past five years and such item should be working satisfactorily for a minimum period of one year after completion of commissioning as on the date of opening of this tender.	
2	The vendor should submit following details which are necessary for qualifying their offer.	
2.1	Name and postal address of the customer / company where similar equipment commissioned.	
2.2	Name and designation of the contact person of the customer.	
2.3	Phone, FAX no and email address of the contact person of the customer.	
2.4	Along with Technical offer, the Vendor should submit performance certificate from minimum one customer for the satisfactory performance of the same, applied to them in the customers letter head.	

BHEL reserves the right to verify the information provided by vendor. In case the information provided by vendor is found to be false / incorrect, the offer shall be rejected.

**MM : CAPITAL EQUIPMENT**

**Bharat Heavy Electricals Limited, Tiruchirapalli – 620 014  
(To be filled and submitted along with Technical Bid ( Part - I )**

**BHEL Enquiry No. 2631200065**

**Date: 28.11.12**

<b>BHEL Commercial Terms and Conditions for IMPORT SUPPLIES</b>	Vendor's Confirmation / Comments
Technical confirmation to BHEL's Specification as called for in BHEL Format shall be furnished. If needed additional sheets shall be used.	<b>Accepted</b>
<b>Prices</b> shall be <b>quoted item wise</b> only as per the model format enclosed.	<b>Accepted</b>
<b>Delivery terms:</b> Vendors should quote for delivery on <b>CFR/CIF Chennai Sea Port /Air port</b> as the case may be based on Incoterms 2000. However, price break-up details like FOB price, ocean freight/air freight etc., should be indicated in the offer. The transfer of title of the goods supplied by the vendor takes place in line with the Incoterms 2000.	<b>Accepted</b>
<b>Validity of offer</b> shall be for a minimum period of 120 days from the date of Tender opening	<b>Accepted</b>
<b>Delivery period</b> from the date of Letter of Intent shall be clearly mentioned in the offer.	_____ <b>Weeks</b>
<b>Liquidated damages</b> Delivery of the goods specified in the purchase order should be made within the time prescribed. Failure to dispatch the materials in the time as per the delivery indicated in our Purchase Order would make the supplier liable to an un-conditional penalty @ ½% of the value of goods for each week of delay subject to a maximum of 10% of the Purchase Order value. For the purpose of imposing LD, B/L or AWB date shall be considered.	<b>Accepted</b>
<b>Following Risk Purchase clause</b> shall be applicable: The Purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated or if the same were not available , the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the Purchaser may sustain by reason of such risk purchases.	<b>Accepted</b>
<b>Payment terms for Foreign vendor (Principal):</b> 80% value of the goods will be paid through an irrevocable Letter of Credit established by our bankers. Balance 20% will be paid against acceptance / commissioning of goods for which supplementary invoice and PBG for 10% of total Purchase order value shall be submitted. <b>All bank charges outside India are to vendor's account only.</b>	<b>Accepted</b>
<b>Payment terms for Indian Agent:</b> Indian Agency commission, if any, shall be clearly specified in the offer and the same will be paid in Indian Rupees against acceptance / commissioning of the equipment.	<b>Accepted</b>
<b>Erection / commissioning:</b> Erection / commissioning charges shall be quoted separately.	<b>Accepted</b>
<b>Submission of Performance Bank Guarantee (PBG):</b> Vendor should provide a performance bank guarantee(PBG) for 10% of the total Purchase order value covering the agreed Guarantee period with an additional claim period of 2 months. This PBG shall form part one of the documents for effecting the balance 20% payment.	<b>Accepted</b>
<b>Submission of Contract Execution Bank Guarantee (CEBG):</b> Vendor shall furnish a Contract Execution Bank Guarantee (CEBG) from any one of the ' Consortium Banks' of BHEL for 5% of the Purchase Order Value in the BHEL format covering the agreed delivery period ( FOR Works delivery / LWB date) with additional 2 months as claim period. The CEBG shall be furnished within 30 days from the date of Purchase Order. BHEL reserves the right to cancel the Purchase Order if the vendor fails to submit the CEBG within 30 days from Purchase Order date.	<b>Accepted</b>
The equipment shall be guaranteed for a period of 12 months from the date of commissioning or 18 months from the date of dispatch whichever is earlier.	<b>Accepted</b>

<p><b>Reverse Auction (RA):</b></p> <p>BHEL reserves their right to conduct on-line internet Reverse Auction for finalizing the Tender. This decision will be communicated to the technically qualified vendors after technical evaluation. Details / General terms / guidelines for conduct of RA have been given in the 'General guidelines &amp; instructions to bidders' enclosed as a part of NIT.</p> <p>Vendors are requested to confirm their acceptance for BHEL proceeding with RA route for finalization of the enquiry.</p> <p>BHEL reserves the right not to consider offers from vendors not accepting to the RA process for finalization of the enquiry.</p>	<p><b>Accepted</b></p>
<p>Part Shipment or Transshipment is not permissible.</p>	<p><b>Accepted</b></p>
<p>In case of any short shipment in the main equipment / spares, where separate rates are not available in the contract, the customs duty levied on such supplies , shall be borne by the supplier / Indian agent.</p>	<p><b>Accepted</b></p>
<p>Any warranty replacement during warranty period shall be supplied free of charge on FOR BHEL, Trichy basis.</p>	<p><b>Accepted</b></p>
<p>Equipment will be inspected and proved at vendor's works prior to dispatch. However final inspection and acceptance of equipment will be after installation at BHEL, Trichy.</p>	<p><b>Accepted</b></p>
<p>The vendor shall provide necessary drawings, Test Certificates and Operating Maintenance Manuals etc., as called for in the Technical Specification, in the required number of copies at no extra cost.</p>	<p><b>Accepted</b></p>
<p><b>Offers</b> should be submitted only in <b>sealed cover super-scribing clearly the Enquiry reference and due date.</b></p>	<p><b>Accepted</b></p>
<p><b>Contacts &amp; Other Details:</b></p> <p>Details of contact person's name, designation, department with complete postal and email address along with phone and fax numbers to be mentioned.</p> <p>Name:  Designation:  Email ID:  Phone No.:  Fax No.:  Address to which order will be placed:</p>	

**NOTE:** Your specific acceptance to BHEL Payment terms, LD, Risk Purchase Clause & Submission of PBG for 10% of the order value is essential for consideration of your offer otherwise your offer is liable for rejection.

**DECLARATION:** It is confirmed that all the terms and conditions stipulated in the Enquiry have been fully understood by us and all clarifications & details have been obtained.

Signature & Seal of the vendor

BHEL Enquiry No. & Date		Vendor's Offer Ref No. & Date			
<b>MODEL PRICE BID FORMAT FOR IMPORT VENDORS</b>					
Sl No.	Description	Unit	Qty	Rate Currency	Value Currency
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	Total Ex-works Value in currency				
	Add Packing & Forwarding Charges if extra				
	Approximate Freight Charges in Currency				
	Approximate Transit Insurance Charges in Currency				
	CIF Chennai Airport/ Seaport Value in Currency				
	Installation / Commissioning Charges in Currency (If extra applicable )				
	% Service Tax (if extra applicable )				
	<b>Consignment Package Details</b>				
	Approximate Net / Gross Weight in Kgs				
	Dimension of Consignment				
					<b>Signature &amp; Seal of Vendor</b>
<b>NOTE: The Price break up must be clearly indicated in the above format only.</b>					

**MM:CAPITAL EQUIPMENT**  
**Bharat Heavy Electricals Limited, Trichirapalli – 620 014**  
**(To be filled and submitted along with offer)**

**BHEL Enquiry No. 2631200065**

**Date: 28.11.12**

<b>BHEL Commercial Terms and Conditions for INDIGENOUS SUPPLIES</b>	<b>Vendor's Confirmation / Comments ( To be furnished along with Technical Bid Copy ( Part No - I )</b>
Technical confirmation to BHEL's Specification as called for in BHEL Format shall be furnished. If needed additional sheets shall be used.	<b>Accepted</b>
<b>Prices</b> shall be <b>quoted item wise</b> only as per the model format enclosed.	<b>Accepted</b>
Prices shall be quoted on " <b>FIRM PRICE</b> " basis only. Vendors should quote for delivery on FOR BHEL, Trichy basis only. However, price break-up details like Ex-Works price, P&F charges, and freight charges, insurance charges, taxes & duties etc., should be indicated in the offer clearly.	<b>Accepted</b>
<b>Validity of offer</b> shall be for a minimum period of 120 days from the date of Tender opening	<b>Accepted</b>
<b>Delivery period</b> from the date of Letter of Intent shall be clearly mentioned in the offer.	_____Weeks
<b>Liquidated damages:</b> Delivery of the goods specified in the purchase order should be made within the time prescribed. Failure to dispatch the materials in time as per the delivery indicated in our Purchase Order would make the supplier liable to an un-conditional penalty @ ½% of the value of goods for each week of delay subject to a maximum of 10% of the Purchase Order value. For the purpose of imposing LD, the FOR BHEL, Trichy (LWB) date shall be considered.	<b>Accepted</b>
<b>Following Risk Purchase clause</b> shall be applicable: If the vendor fails to deliver the goods within the delivery specified in the Purchase Order, BHEL will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the supplier either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the delivery period mentioned in the Purchase Order.	<b>Accepted</b>
<b>Submission of Performance Bank Guarantee (PBG):</b> Vendor should provide a performance bank guarantee (PBG) for 10% of the total Purchase order value valid for agreed Guarantee Period with an additional claim period of 2 months. This PBG shall form one of the documents for effecting payment. The PBG shall be submitted in non-judicial stamp paper value of not less than Rs.80/- issued by any one of the following banks who is a member bank in our consortium of banks ( List is attached).	<b>Accepted</b>

<p><b>Submission of Contract Execution Bank Guarantee (CEBG):</b> Vendor shall furnish a Contract Execution Bank Guarantee (CEBG) from any one of the ' Consortium Banks' of BHEL for 5% of the Purchase Order Value in the BHEL format covering the agreed delivery period ( FOR Works delivery / LWB date) with additional 2 months as claim period. The CEBG shall be furnished within 30 days from the date of Purchase Order. BHEL reserves the right to cancel the Purchase Order if the vendor fails to submit the CEBG within 30 days from Purchase Order date.</p>	<p><b>Accepted</b></p>
<p><b>Payment terms for supply portion:</b></p> <p>a) <b>100%</b> payment will be made within 45 days after acceptance / commissioning of goods at BHEL against submission of PBG for 10% of Order value with required validity. <b>(or )</b></p> <p>b) <b>80%</b> value of the goods will be paid against receipt of material within 45 days. Balance <b>20%</b> will be paid within 45 days from the date of commissioning / acceptance of goods against submission of original supplementary invoice in triplicate and also against submission of PBG for 10% of Order value with required validity.</p> <p><b>NOTE:</b> All direct Payment of more than one lakh will be made through <b>E-mode Payment</b>. As per BHEL e-mode Format, which will be given at time of ordering along with order copy. (Original filled <b>E-mode payment format</b> is to be get it signed by the both vendor's authorized signatory and their banker's along with a copy of <b>cheque leaf / cancelled cheque</b> leaf for the respective account number and forward the original hard copy to BHEL/Trichy to process invoices for making payment, after supplies are made).</p>	<p><b>Accepted Option a)</b></p> <p><b>Accepted Option b)</b></p>
<p><b>Erection / commissioning:</b> Erection / commissioning charges shall be quoted separately.</p>	<p><b>Accepted</b></p>
<p><b>Guarantee:</b> The equipment shall be guaranteed for a period of 12 months from the date of commissioning or 18 months from the date of dispatch whichever is earlier.</p>	<p><b>Accepted</b></p>
<p><b>Reverse Auction (RA):</b> BHEL reserves their right to conduct on-line internet Reverse Auction for finalizing the Tender. This decision will be communicated to the technically qualified vendors after technical evaluation. Details / General terms / guidelines for conduct of RA have been given in the 'General guidelines &amp; instructions to bidders' enclosed as a part of NIT. Vendors are requested to confirm their acceptance for BHEL proceeding with RA route for finalization of the enquiry. BHEL reserves the right not to consider offers from vendors not accepting to the RA process for finalization of the enquiry.</p>	<p><b>Accepted</b></p>
<p>Equipment will be inspected and proved at vendor's works prior to dispatch. However final inspection and acceptance of equipment will be after installation at BHEL,Trichy.</p>	<p><b>Accepted</b></p>

The vendor shall provide necessary drawings, Test Certificates and Operating Maintenance Manuals etc., as called for in the Technical Specification, in the required number of copies at no extra cost.	<b>Accepted</b>
Any warranty replacement during warranty period shall be supplied free of charge on FOR BHEL, Trichy basis.	<b>Accepted</b>
<b>Offers</b> should be submitted only in <b>sealed cover super-scribing clearly the Enquiry reference and due date.</b>	<b>Accepted</b>
<p><b>Contacts &amp; Other Details:</b></p> <p>Details of contact person's name, designation, department with complete postal and email address along with phone and fax numbers to be mentioned.</p> <p>Name:  Designation:  Email ID:  Phone No.:  Fax No.:  Address to which order will be placed:</p> <p>CST No. :  TIN No. :  PAN No. :</p>	

NOTE: - Your specific acceptance to the BHEL Payment terms, LD, Risk Purchase Clause & submission of PBG and CEBG for 10% of the order value is essential for consideration of your offer otherwise your offer is liable for rejection.

**DECLARATION: - It is confirmed that all the terms and conditions stipulated in the Enquiry have been fully understood by us and all clarifications & details have been obtained.**

Signature & Office Seal of the vendor





An ISO 9001 Company

Bharat Heavy Electricals Limited  
(High Pressure Boiler Plant)  
Tiruchirappalli-620014, Tamil Nadu, India  
MM/CAPITAL EQUIPMENT/MODERNISATION

Document No.MM/CE/GT/001

## **GENERAL GUIDELINES & INSTRUCTIONS TO BIDDERS FOR SUBMITTING OFFER**

**Vendors are requested to read the following points / guidelines / instructions and ensure that the offer is prepared and submitted strictly as per the requirements. Offers with insufficient details would not be considered for evaluation. The following points / guidelines / instructions are part and parcel of the tender and non-compliance will result in rejection of offer.**

### **1.0 QUOTATIONS**

Considering the nature of procurement which requires a good amount of technical details, brochures, catalogues etc., to be submitted along with the offer as well as the confidentiality required to be maintained during the offer evaluation process, bidders are requested to submit their offers only through sealed bids. As the part II (the price bid) would not be opened before the technical evaluation is completed, bidders are requested not to submit their bids through email / fax etc.

Bidders shall submit the offer in **TWO INNER ENVELOPES** as indicated below which shall be sealed in one outer envelope.

**Envelope I** This sealed envelope should contain all the copies of technical bid together with un-priced commercial bid. This envelope should be clearly marked "**Part I - Technical and Un-priced commercial bid**", indicating Enquiry No., Due Date, Address & Reference of the Bidder.

**Envelope II** This sealed envelope should contain **price details**. This envelope should be clearly marked "**Part II - Price bid**", indicating Enquiry No., Due Date, Address & Reference of the Bidder

Both the envelopes (Part I & II) shall be put in one cover, duly sealed, super scribing as Part I and Part II indicating Enquiry No., Due Date, Address & Reference of the Bidder.

The above tender (envelope containing Part I & II) should reach this office on or before the due date by 14.00 Hrs (IST). Tenders received after 14.00 Hrs (IST) will not be considered for evaluation.

Tender should not be addressed to any Individual's name but only by designation to:

**AGM / MM / CAPITAL EQUIPMENT / MODERNISATION  
1<sup>th</sup> Floor – IC Building,  
BHARAT HEAVY ELECTRICALS LIMITED  
HIGH PRESSURE BOILER PLANT  
TIRUCHIRAPALLI – 620 014  
TAMIL NADU, INDIA**

Tenders should be free from **CORRECTION AND ERASURES**, Corrections if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.

Tenders should be in **ENGLISH** and accompanied by detailed technical literature, catalogue and detailed dimensional drawings in **ENGLISH** or otherwise, the tenders will not be considered for evaluation.

**Tenders will have to be submitted by the Original Equipment Manufacturer only.**

If the past performance of a vendor in any of the previous Purchase orders/contracts/in any projects, of BHEL Units, and NON-BHEL, is not satisfactory BHEL then reserves the full right to reject such offers of those vendors straightaway irrespective of their suitability and will not be considered for further processing of the tender.

<b>2.0</b>	<b>PART I (TECHNICAL &amp; UN-PRICED COMMERCIAL BID)</b>
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<b>2.1</b>	<b>Technical</b>
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This part shall include / indicate the following:

2.1.1	Tenders should contain complete scope of supply with all technical details, specifications, delivery and other commercial terms and conditions.
2.1.2	Point by point confirmation for the Technical Specification enclosed is to be provided. If there are any deviations, the same should be clearly specified. Tenders received without confirmation to our specification will be rejected.
2.1.3	List of customers to whom same or similar equipment have been supplied along with performance certificates are to be enclosed.
2.1.4	Relevant catalogues to be attached
2.1.5	List of spares parts (with part numbers) for two years operation and maintenance should be attached.
2.1.6	Information on shipping weight and cubage (length, width & height) to be provided.

<b>2.2</b>	<b>Un-Priced Commercial</b>
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This part shall include / indicate the following:

2.2.1	Acceptance of commercial terms and conditions by the bidders (in the check-list enclosed)
2.2.2	Port of shipment / Station of despatch
2.2.3	Terms of payment
2.2.4	CFR price up to Chennai port (for foreign bidders). FOR BHEL, Tiruchy price (for Indian bidders)
2.2.5	Taxes, Service tax & duties including cess applicable.
2.2.6	Delivery Schedule from the date of Purchase Order
2.2.7	Offer validity
2.2.8	Country of origin
2.2.9	Currency in which the price has been indicated.
2.2.10	Percentage of agency commission if any along with a copy of Agency agreement.

	The CFR prices quoted shall include the agency commission.
2.2.11	A copy of "Un-Priced Part II" i.e., a copy of the Price Bid <b>without the price details</b> to be enclosed.

### **3.0 OPENING OF TENDERS**

The Part I - Technical & Un-priced commercial bid alone would be opened on the Tender opening date.

The Part II – The Part I would be evaluated and bidders qualifying alone will be considered for further processing. BHEL would proceed with Reverse Auction route or Price Bid opening route for finalizing the tender, which would be intimated to the qualified bidders after completion of the techno-commercial evaluation.

**BHEL reserves the right to go for a Reverse Auction (RA)** instead of Opening the Price Bid submitted, which will be decided after the techno-commercial evaluation. Information and general terms and conditions governing RA are given below.

#### GENERAL TERMS AND CONDITIONS OF RA

- Against this enquiry for the subject item/system with detailed scope of supply as per enquiry specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ON LINE BIDDING ON INTERNET.
- For the proposed RA, technically and commercially acceptable bidders only shall be eligible to participate.
- In case of RA, BHEL will engage the services of a service provider for conduct of the RA who will provide all necessary training and assistance to the bidders before commencement of on line bidding on internet.
- Business rules governing the RA will be communicated to the bidders through service provider for compliance.
- Vendors have to fax the Compliance form in the prescribed format (provided by Service provider) before start of RA. Without the compliance, the vendor will not be eligible to participate in the event.
- BHEL will provide a sample calculation sheet (in EXCEL format) which would help the bidders to arrive at "Net Cash outflow to BHEL" considering various price / cost elements like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) etc. for each of the bidders to enable them to arrive at "Net Cash outflow to BHEL" which is the amount the bidder would be bidding during the RA.
- RA will be conducted on scheduled date & time and at the end of event, the lowest bidder value will be known on the network.
- The lowest bidder has to Fax the duly signed "Price Break-up" in prescribed format as provided on case-to-case basis to BHEL through Service provider within 24 hours of Auction without fail.

- Any variation between the on-line bid value and the signed document will be considered as sabotaging the tender process and will invite disqualification of vendor to conduct further business with BHEL, as per the prevailing procedure.
- BHEL reserves the right to negotiate if need be, with the “L1” vendor of the Reverse Auction

<b>4.0</b>	<b>DEFINITIONS &amp; OTHER TERMS</b>
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**Fixed price:** Prices quoted by the bidder shall be fixed and not subject to any escalation whatsoever during the period of bid validity and execution of the Purchase Order. A bid submitted with an adjustable price will be treated as non-responsive and rejected. Prices shall be written in words and figures. In the event of difference, the price written in words shall be valid and binding.

**Bid currency:** Indian bidders should submit the prices only in Indian Rupees. Foreign bidders may submit the bid in their home currency, which should be clearly indicated in the un-priced commercial bid as well as in the price bid.

**Taxes and Duties:** All Taxes and Duties payable as extra to the quoted price should be specifically stated in offers along with CST & TIN No / Tariff No. etc., failing which BHEL will not be liable for payment of such Taxes and Duties. Our TIN No. 33243560005, TNGST No. 3560005, CST. No. 239383 Dt. 11-06-1991 & BHEL ECC No. AAACB4146PXM012, Assessment circle Tiruverumbur. Our I E Code: 0588138690.

For services rendered by the foreign vendor in India (like Erection & Commission supervision etc.) Income Tax (IT) shall become payable by the Foreign vendor. Hence, Foreign bidders are requested to take care of the IT payment during submission of tender.

**Cenvat & VAT credit:** (applicable for Indian Bidders only) the quotation must indicate Tariff item number and rate of Excise Duty applicable. The original Excise Duty Gate Pass will be required to be furnished in case Excise Duty is applicable. If the bidder is availing Cenvat credit for his input materials, the effect of proforma credit should be passed on to BHEL.

**Packing:** The Supplier shall arrange for packing suitably in all respects considering the peculiarity of the material involved for normal safe transport by sea / air / rail / road and suitably protected against effect of tropical salt laden atmosphere in the event of shipment being delayed at ports.

**Salient points of HSE** (Health Safety & Environment) that are to be considered while submission of offer are:

- Consumption benchmarks related to output shall be provided wherever applicable for key input resources (energy/fuel/chemicals)
- Competency requirements for operation, maintenance and calibration, if any, shall be communicated
- If any hazardous chemicals as per MSIHC (Manufacturing, Storage and import of such Hazardous Chemicals) Rules 1989/94/2000 are used, the MSDS shall be provided along with On site & Off site emergency plan (as applicable)
- The noise level at operator level shall be within 80 dBA
- OH&S (Occupational Health and Safety) control measures for safe working of machine as applicable shall be specified.
- The machine / equipment shall be fitted with guard for rolling and moving parts and shall comply with applicable OH&S legislations and Factories Act 1948

- The supplier shall submit the layout drawing of operating controls, displays etc. Along with operating instructions to enable ergonomics evaluation and approval.
- The recommended list of PPE (Personal Protective Equipment) for the equipment shall be furnished.
- Alarm system (both visual and audible) and Automatic switch off of the equipment shall be provided for any intrusion, overloading, short circuiting or any malfunctioning of the equipment
- Details of all hazardous / harmful substances discharged as by-products / wastes during operations of the machine / equipment, such as fumes, gases, dust particles, aerosols UV/IR (Ultra violet / infra red) radiations etc., shall be furnished along with their concentrations and their TLV, (Threshold Limit Value).
- Appropriate pollution control measures shall be proposed to keep the emissions from the machinery / processes within the prescribed limit as stated in Environment Protection Rules 1986.
- All furnaces, process units, DG sets, paint booths, shot blasting chambers, etc. shall be provided with stack(s) of sufficient height as per guidelines laid down in the Environment Protection Rules 1986.
- Wherever industry specific standards are not available for control of pollutants, general emission standards shall be used.
- Chemicals banned due to their negative impact on the environment shall not be used in the process.
- Fuels with sulphur content less than 0.05% shall be proposed.
- Details regarding nature of waste generated and appropriate disposal practices available shall be provided, along with the operation procedure of the plant / process. Hazardous chemicals and flammable substances shall be transported only through authorized transporters and all safety practices as laid down in applicable legislative requirements such as Central Motor Vehicle Rules, Manufacture, Storage and Import of Hazardous Chemical 1989, etc. shall be followed
- Primary materials used in the equipment shall be specified and they shall be eco-friendly

**Force Majeure clause:** If at any time during the continuance of the contract the performance in whole or in part by either party of any obligations under the contract is prevented or delayed by reason, of any war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine, restrictions or acts of GOD (hereinafter referred to as events) and notice of happening of any such events is given by either party to other within twenty one days from the date of occurrence thereof then neither party shall by reason of such events be entitled to terminate the contract. If the performance in whole or part of any obligation under this contract is prevented or delayed by reason of occurrence of such events, then claims for extension of time shall be granted for period considered reasonable by the purchaser subject to prompt notification by the seller to the purchaser the particulars of the events, if required with supporting evidence. Any waiver of time in respect of partial instalment shall not be deemed to be a waiver of time in respect of remaining deliveries.

**Agency agreement from foreign suppliers for their Indian agents:** Based on Ministry of Finance vide circular dated 31/01/1989 the following are compulsory:

- Registration of Indian agents of a foreign supplier.
- Precise relationship between foreign suppliers and their Indian agents and their mutual interest in the business, should be clearly spelt out.
- Any payment, which the agent receives in India or abroad, from the foreign supplier, whether as a commission or as a general retainer fee, also needs to be brought on record and made explicit so as to ensure compliance to tax laws and to prevent leakage of foreign exchange.

- All services to be rendered by the agent, whether of general nature or in relation to the particular contract, must be clearly stated by the foreign supplier and the Indian agent.
- The amount of agency commission agreed to between the foreign principal and the Indian agent should be specifically disclosed and the agency commission will be paid in Indian Rupees only.

**Short shipment / Warrantee replacement:** In case of any short-shipment during initially supply, subsequently dispatched by the supplier or any warrantee replacement dispatched during the warrantee period shall be dispatched on “DDP – Delivered Duty Paid BHEL Stores” basis for foreign suppliers and “FOR BHEL Stores” basis for Indian suppliers.

**Inspection & Testing:** All goods shall be subject to inspection by BHEL or its authorized representatives at supplier’s works or at BHEL Stores. The supplier will not charge for the facilities provided for inspection of goods. In case of machine tools, the machine would be inspected and proved at supplier’s works prior to dispatch. However, final inspection and acceptance of the machine will be carried after installation of the machine BHEL.

<b>5.0</b>	<b>GENERAL</b>
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**Tenders will have to be submitted by the Original Equipment Manufacturers only and the offered equipment shall be “New”.** Offers for Re-built / Re-conditioned / Used equipments will not be accepted. Incomplete offers will not be considered for evaluation.

Evaluation of offers shall be on “Net Cash Outflow to BHEL basis”.

BHEL reserves its right to allow to the Public Sector Enterprises ordering and price preference facilities as admissible under the existing policy.

BHEL reserves its right to reject a tender due to unsatisfactory past performance in the execution of a contract at any of BHEL projects / Units.

BHEL shall be at liberty to reject or accept any tender, part or in full, at their own discretion and any such action is not liable for any question or claim against BHEL.

The correspondence exchanged against the tender between the bidder and BHEL through email are considered as valid document legally though it is not signed. It is treated as valid confirmations made on behalf of the respective company and very much comes under the legal ambit of the business transaction and hence it is binding on both the parties to the business.

Any transaction / communication pertaining to the tender carried out by the bidder and BHEL round the clock irrespective of the office or business hours of the companies, are valid legally and binding on both the parties. This applies to the extent only in such cases where deadline time for transaction is not specifically declared by either or both the parties to the business.

In case Letter of Intent (LoI) is issued through email, the computer generated time and date of mail shall be construed as the official time and date of release of LoI. In as much as this date is within the last date of validity given by the bidder the LoI is said to have been issued within the validity period and shall be binding on both the parties to the business.

Bidders participating in the tender should declare in their technical bid that whether they have been black-listed / kept on hold for a specified period / given Business holiday for a specified period by any Public sector undertaking or Government departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to BHEL. If no such details are mentioned in the offer then it will be construed that the subject bidder is not under any such hold. But at a later date if it comes to the notice of BHEL about any such hold under enforcement on the subject bidder, BHEL will have every right to reject the offer of such vendors at any point of time and also under any stage of the finalisation of the subject tender irrespective of the status of the subject bidder in that tender. Such bidders will not be permitted to participate in the further tender proceedings and will be communicated suitably. They will not be also considered for any ongoing enquiries even if participated till the hold is officially lifted and confirmed in writing.

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## **CONTRACT EXECUTION BANK GUARANTEE BOND**

This deed of guarantee made this ..... day of ..... 200. by the..... Bank Ltd, (hereinafter referred to as "the Bank") in favour of Bharat Heavy Electricals Limited, Tiruchirappalli having its registered Office at New Delhi with its Unit Office at Tiruchirappalli where as M/s..... having its registered office at ..... (hereafter called the "the Contractor") have entered in to contract with Bharat Heavy Electricals Limited, Tiruchirappalli for the supply of ..... vide Purchase Order No ..... dated .....

1. We ..... Bank Ltd, do hereby undertake to pay to Bharat Heavy Electricals Limited, Tiruchirappalli an amount not exceeding Rs..... against any loss or damage caused to or suffered or would be caused to or suffered by Bharat Heavy Electricals Limited, Tiruchirappalli by reason of any breach by the said Contractor of any of the terms or conditions contained in the said Purchase Order.

2. We, ..... Bank Ltd, do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from Bharat Heavy Electricals Limited, Tiruchirappalli stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by Bharat Heavy Electricals Limited, Tiruchirappalli by reason of any breach by the said Contractor of any of the terms or conditions contained in the said Purchase Order or by reason of the Contractor's failure to perform the said Purchase Order. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

3. We, ..... Bank Ltd, further agree to the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Purchase Order and that it shall continue to be enforceable till all the dues of Bharat Heavy Electricals Limited, Tiruchirappalli under or by virtue of the said Purchase Order have been fully paid and its claims satisfied or discharged or till Bharat Heavy Electricals Limited, Tiruchirappalli certifies that the terms and conditions of the said Purchase Order have been fully and properly carried out by the said Contractor and accordingly discharges the guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the ..... we shall be discharged from all liability under this guarantee thereafter. But where such claim or demand has been preferred by the Company with the Bank before the expiry of the said date the claim shall be enforceable **and Payable only by any one of the BHEL Consortium Banks in India (List is attached herewith)** notwithstanding the fact that the said enforcement is effected after the said date

For the purpose of this clause, any letter making demand on the Bank by Bharat Heavy Electricals Limited, Tiruchirappalli dispatched by Registered Post with Ack. Due or by Telegram or by any Electronic media addressed to the Bank **(any one of the BHEL Consortium Banks as per list attached as selected by the vendor)** shall be deemed to be the claim / demand in writing referred to above irrespective of the fact as to whether and when the said letter reaches the Bank, as also any letter containing the said demand or claim is lodged with the Bank personally.

4. We,.....Bank Ltd, further agree with Bharat Heavy Electricals Limited, Tiruchirappalli that Bharat Heavy Electricals Limited, Tiruchirappalli shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Purchase Order or to extend time of performance by the said contractor from time to time or to postpone for any time or from time

to time any of the powers exercisable by Bharat Heavy Electricals Limited, Tiruchirappalli against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Purchase Order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or omission on the part of Bharat Heavy Electricals Limited, Tiruchirappalli or any indulgence by Bharat Heavy Electricals Limited, Tiruchirappalli to the said Contractor or by any such matter of thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

5. Any claim or dispute arising under the terms of this document shall only be enforced or settled in the Courts at Tiruchirappalli.

We, ..... Bank Ltd, lastly undertake not to revoke this guarantee during its currency except with the previous consent of Bharat Heavy Electricals Limited, Tiruchirappalli in writing.

In witness whereof we..... (indicate the name of Bank) have hereunto set out  
Bank Seal the..... day ..... month 200

**The contact details of the Issuing Bank such as Email ID, Phone No. and Fax No. should be indicated in the CEBG. Also please note that the CEBG should be forwarded to us with the covering letter of the issuing Bank with signature and seal.**

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1) It should be typed in the Rs. 100 value of stamp paper.

(2) It should be signed by TWO bank officials with Rubber stamp containing names & employee numbers of bank officials.

(3) It should be submitted with bank covering letter with sign and seal of the bank official.

**Please note that issuance of the CEBG without meeting the above requirement will render the document invalid.**

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## PERFORMANCE BANK GUARANTEE BOND

In accordance of M/s. Bharat Heavy Electricals Limited (A Government of India undertaking, a company incorporated under the Companies Act 1956 having its Registered Office at "BHEL House", SIRI Fort, New Delhi 110 049) through its High Pressure Boiler Plant Division located at Tiruverumbur, Tiruchirappalli- 620014 (hereinafter called 'the Company') having entered into a contract with .....hereinafter called 'the said Supplier and under the terms and conditions of the Purchase Order No..... Dt ..... Between BHEL, Tiruchy and as per the Purchase Order, the Supplier is to furnish a performance Bank guarantee for Rs. .... for the due performance of the equipment to be supplied under the above referred Purchase Order and for the fulfilment of all the terms and conditions of the Purchase Order, We .....(indicate the name of the bank) (herein after referred to as the bank) at the request of ..... (Supplier) do here by undertake to pay the Company an amount not exceeding Rs.....against any loss or damage caused to or suffered or would be caused to or suffered by the Company by reason of any breach by the said Supplier of any of the terms and conditions contained in the said Purchase Order.

2. We .....(indicate the name of the bank with full address), do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Company stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Company by reason of breach by the said Supplier of any of the terms and conditions contained in the said Purchase Order or by the reason of the Supplier's 'failure to perform' the said Purchase Order. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

3. We undertake to pay unconditionally to the Company any money so demanded notwithstanding any dispute(s) raised by the Supplier in any suit, or proceedings pending before any Court or Tribunal or Arbitration or before any other authority relating thereto our liability under this present being absolute and unequivocal. The payment under this guarantee would not wait till the disputes have been decided by any Court or Tribunal or in the arbitration proceedings or by any other authority. The payment so made by us under this Bond shall be a valid discharge of liability for payment there under and the Supplier shall have no claim against us for making such payment.

4. We.....(indicate the name of Bank), further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Purchase Order and that it shall continue to be enforceable till all the dues of the Company under or by virtue of the said Purchase Order have been fully paid and its claims satisfied or discharged or till ..... Office / Department / Division of the Company certify that the terms and conditions of the said Purchase Order have been fully and properly carried out by the said Supplier and accordingly discharge this guarantee.5. (i) Unless a demand or claim under this guarantee is made on us in writing on or before the ..... we shall be discharged from all the liability under this guarantee thereafter. But where such claim or demand has been preferred by the Company with the Bank before the expiry of the said date, the claim shall be enforceable **and Payable only by any one of the BHEL Consortium Banks in India (List is attached herewith)** notwithstanding the fact that the said enforcement is effected after the said date.

(ii) For the purpose of this clause, any letter making demand on the Bank by BHEL dispatched by Registered Post with Ack. Due or by Telegram or by any Electronic media

addressed to the Bank **(any one of the BHEL Consortium Banks as per list attached as selected by the vendor)** shall be deemed to be the claim / demand in writing referred to above irrespective of the fact as to whether and when the said letter reaches the Bank, as also any letter containing the said demand or claim is lodged with the Bank personally.

6. We .....(indicate the name of Bank), further agree with the Company that the Company shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Purchase Order or to extend time of performance by the said Supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by the Company against the said Supplier and to forbear or enforce any of the terms and conditions relating to the said Purchase Order and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said Supplier or for any forbearance, act or omission on the part of the Company or any indulgence by the Company to the said Supplier or by any such matter or thing whatsoever which under the law relating would, but for this provision, have effect of not so relieving us.

7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier.

8. It shall not be necessary for the Company to proceed against the Supplier before proceeding against the guarantor--Bank and the guarantee herein contained shall be enforceable against them notwithstanding any security, which the Company may have obtained or obtain from the Supplier shall, at the time when proceedings are taken against the guarantor hereunder be outstanding or unrealised.

9. Any claim or dispute arising under the terms of this document shall only be enforced or settled in the Courts at Tiruchirappalli.

10. The guarantor hereby declare that it has power to execute this guarantee and the executants has full powers to do so on its behalf under the proper authorities granted to him/them by the guarantor.

11. We ..... (indicate the name of Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Company in writing.

In witness whereof we..... (indicate the name of Bank) have hereunto set out Bank Seal the..... day ..... month 200

**The contact details of the Issuing Bank such as Email ID, Phone No. And Fax No. Should be indicated in the PBG Also please note that the PBG should be forwarded to us with the covering letter of the issuing Bank with signature and seal.**

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1) It should be typed in the Rs. 100 value of stamp paper.

(2) It should be signed by TWO bank officials with Rubber stamp containing names & employee numbers of bank officials.

(3) It should be submitted with bank covering letter with sign and seal of the bank official.

**Please note that issuance of the PBG without meeting the above requirement will render the document invalid.**

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The Bank Guarantee bonds (BG) are to be submitted on non-judicial stamp paper of Rs. 100/- and should be only from any one of the below mentioned Banks in India,

### **LIST OF CONSORTIUM BANKS IN INDIA**

(as on 15.12.2011)

<b>List of Consortium Bank</b>			
	<b>Nationalised Bank</b>		<b>Nationalised Bank</b>
1	Allahabad bank	19	Vijaya Bank
2	Andhra bank		<b>Public Sector Banks</b>
3	Bank of Baroda	20	IDBI
4	Canara Bank		<b>Foreign bank</b>
5	Corporation bank	21	CITI Bank N.A
6	Central bank	22	Deutsche Bank AG
7	Indian Bank	23	The Hongkong and Shanghai Banking Corporation Limited
8	Indian Oversea Bank	24	Standard Chartered Bank
9	Oriental bank of Commerce	25	The Royal Bank of Scotland N.V.
10	Punjab National Bank	26	J P Morgan
11	Punjab & Sindh Bank		<b>Private bank</b>
12	State Bank of India	27	Axis Bank
13	State Bank of Hyderabad	28	The Federal Bank Limited
14	Syndicate Bank	29	HDFC
15	State Bank of Travancore	30	Kotak Mahindra Bank
16	UCO Bank	31	ICICI
17	Union Bank of India	32	Indusind Bank
18	United Bank of India	33	Yes Bank

- 1) It should be typed in the **Rs. 100 value of stamp paper.**
- 2) It should be **signed by TWO bank officials** with Rubber stamp containing names & employee numbers of bank officials.
- 3) It should be submitted with bank covering letter with sign and seal of the bank official.