



ISO 9001:2000  
& 14001:2004  
MAHARATNA  
COMPANY

## MATERIAL MANAGEMENT (PURCHASE)

CENTRAL FOUNDRY FORGE PLANT, BHEL HARDWAR  
RANIPUR, HARIDWAR (INDIA) – 249403

Phone No. 01334-281277/285635, FAX No. 01334-225892

e-mail : [ranjank@bhelhwr.co.in](mailto:ranjank@bhelhwr.co.in), [svn@bhelhwr.co.in](mailto:svn@bhelhwr.co.in)

**Sub: Tender Enquiry No: 5026 P/ 351/2/0890A1 due on 25/03/2013 at 2.00 PM (IST)**

Dear Sir,

We are pleased to invite offer as per enclosed specification with terms and conditions in sealed envelop for the under mentioned material.

Sl No	Tender No	Description of Material	Qty (MT)	Date & Time of Tender Opening
01	5026 P/ 351/2/0890A1	FERRO-NIOBIUM	6 MT	25/03/2013 at 2.00 PM (IST)

Kindly read terms and conditions carefully. Offer not submitted in accordance with the instructions is liable to be disqualified or ignored.

Please visit [www.bhel.com](http://www.bhel.com) or [www.bhelhwr.co.in](http://www.bhelhwr.co.in) for more details and tender documents.

Please also download Supplier Registration Form and submit same dully filled.

Thanking You,

Yours Faithfully,  
For & On behalf of CFFP BHEL Hardwar

(Ranjan Kumar)  
Sr.DGM (Purchase)

**Note: Corrigendum if any shall not be published, kindly visit web-site for any changes.**



निविदा सूचना  
**TENDER ENQUIRY**

भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
**Bharat Heavy Electricals Ltd**  
सेन्ट्रल फाउन्ड्री फोर्ज प्लांट- हरिद्वार - २४६४०३ (भारत)  
**Central Foundry Forge Plant, Haridwar-249403 (INDIA)**

Phone : (0091) 01334- 281639,281385,285336 Fax : 01334 225892 / 226458

TIN NO. 05001763485  
C S T NO. HR-5018287 Dt. 16-03-1995

निविदा सूचना सं ENQUIRY NO.*	5026 P/ 351/2/0890A1	दिनांक Date	01-03-2013
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कृपया निम्नलिखित के लिए निविदा दें। PLEASE QUOTE FOR THE FOLLOWING :

M/S. :: DUE DATE 25-03-2013  
::  
: Vendor Code 09285  
INDIA

SL	MATERIAL CODE ITEM DESCRIPTION	QUANTITY	UNIT	LOTNO	LOT DELIVERY QTY SCHEDULE
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1 FF1135784019 6 MT  
FERRO-NIOBIUM.  
Spec ~~Rev not available~~ FF05064 Rev02  
SIZE: 10-50 MM  
DIM.: S

*Delivery schedule  
mentioned below as  
special instructions  
अति भाविक  
01/03/13*

\*\* IMPORTANT: This enquiry is 2 part tender. Techno-Commercial bid (Part-1) & Price Bids (Part-2) should be submitted in separate envelopes. These two envelopes should be submitted in a common sealed envelope. Techno-Commercial Bid shall contain detailed Technical Specification, Drawings Technical documents, Catalogues, taxes & duties, payment terms, delivery period, Validity of offer, Replica of Price Bid (Copy of price bid without price part) etc. The confirmation to the special terms & conditions must be submitted alongwith Techno-Commercial bid.

Standard Instructions:  
TEST CERTIFICATE REQUIRED.  
GUARANTEE CERTIFICATE REQUIRED.  
BASIC RATES, TAXES DUTIES SEPERATELY  
CENVATABL DUPLICATE COPY OF INVOICE.  
THIRD PARY INSP PRIOR TO DESP.

Special Instructions:  
PLEASE SUBMIT ANNEXRUE "A" AND SCOPE OF THIRD PARTY INSPECTION (ENCLOSED)  
DULY FILLED, SIGNED AND STAMPED ALONGWITH TECHNO COMMERCIAL BID OF YOUR OFFER.  
IN CASE OF NON SUBMISSION OF ANNEXURE "A" YOUR OFFER IS LIABLE TO BE IGNORED.  
GENERAL TERMS & CONDITIONS ANNEXURE-B ALSO ENCLOSED.  
DELIVERY SCHEDULE (FOR DESTINATION - CFFP BHEL HARIDWAR) :-  
IN ONE LOT 6 MT WITHIN 60 DAYS FROM P. O. DATE.

For new vendors who are not registered with CFFP BHEL Haridwar, duly filled up Supplier Registration Form (available at www.bhel.com) along-with all the supporting documents has to be submitted along-with techno-commercial bid of offer.

However please note that if in any case duly filled up SRF along-with all the supporting documents is not received within 15 days of tender opening, your offer will be rejected.

\* महत्वपूर्ण : कृपया कोटेशन देने से पूर्व पीछे दिए गये अनुदेशों को ध्यानपूर्वक पढ़िये।

CFP



AA-17001

निविदा सूचना  
**TENDER ENQUIRY**

भारत हैवी इलेक्ट्रिकल्स लिमिटेड  
**Bharat Heavy Electricals Ltd**

सेन्ट्रल फाउन्ड्री फॉर्ज प्लांट- हरिद्वार - २४६४०३ (भारत)  
**Central Foundry Forge Plant, Haridwar-249403 (INDIA)**

Phone : (0091) 01334- 281639,281385,285336

Fax : 01334 225892 / 226458

TIN NO. 05001763485  
CST NO. HR-5018287 Dt. 16-03-1995

निविदा सूचना सं. ENQUIRY NO.*	5026 P/ 351/2/0890A1	दिनांक Date	01-03-2013
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कृपया निम्नलिखित के लिए निविदा दें। PLEASE QUOTE FOR THE FOLLOWING :

MATERIAL CODE	QUANTITY	UNIT	LOTNO
ITEM DESCRIPTION			

## General Instructions:

1. Please submit authorization letter (format enclosed) for facilitating e-payment/electronic transfer of funds
2. 100% payment within 30 days after receipt & acceptance of material at CFFP BHEL, Haridwar through e-payment.
3. CFFP/BHEL RESERVES THE RIGHT TO PRE-INSPECT THE MATERIAL AT VENDOR'S WORKS / GODOWN/ PREMISES BEFORE DESPATCH.
4. ORIGINAL MANUFACTURER'S TEST CERTIFICATE IS REQUIRED ALONG WITH DESPATCH DOCUMENTS. IN CASE SUPPLIES ARE FROM TRADERS, IT SHALL BE THE RESPONSIBILITY OF THE TRADER TO PROVIDE ORIGINAL MANUFACTURER'S TEST CERTIFICATE WITH LINKAGE TO TRADER'S INVOICE STATING BATCH NO.
5. CFFP/BHEL Reserves the right to procure from more than one vendor.
6. Please quote prices in figures & words both. In case the prices quoted in words and figures are different, the values indicated in words will be considered for evaluation & establishing LI status.

\* The offers of the bidders who are on the banned list as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on web site [www.bhel.com](http://www.bhel.com)

राज किशोर  
RAJ KISHORE 01/03/13  
DY. MANAGER

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# PLANT PURCHASE SPECIFICATION (CFFP - HARDWAR)

FF 05064 Rev02

Page 1 of 3

## FERRO NIOBIUM

### 1. SCOPE

This specification governs the quality of Ferro Niobium with the following requirements.

### 2. APPLICATION

The material shall be used as alloying addition for the melting and refining of special alloy steel.

### 3. CONDITION OF DELIVERY

The size should be in the range of 10-50 mm. However oversized material should not exceed 10% by weight and undersize material should not exceed 5% by weight.

### 4. COMPLIANCE WITH NATIONAL STANDARDS

The specification in general is based on Indian standards specification IS 3014-1993 (Reaffirmed 1999), Grade: FeNb65.

### 5. FREEDOM FROM CONTAMINATION

The material shall be free from extraneous contamination such as slag.

### 6. CHEMICAL COMPOSITION

The material shall conform to the following chemical composition when it is analyzed in accordance with any national/ international method. The sampling shall be done as per IS: 1472.

ELEMENT	% MIN	%MAX
Niobium	60	70
Tantalum	-	0.5
Aluminium	-	2.0
Silicon	-	4.0
Titanium	-	1.0
Carbon	-	0.3
Phosphorus	-	0.1
Sulphur	-	0.1
Fin	-	0.05
Iron	-	Balance

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BY	S.R. GHOSH	WORKED BY	M.K. SAHU
DATE	SHANTANU	CHECKED BY	RAJAN
CHAIRMAN	R. PARTHASARATHY	SECRETARY	DE. M.S. RAWAT
DATE	18/08/10	APPROVED : PLANT STANDARDS COMMITTEE	
PREPARED BY: SMS TECH		ISSUED: Steel Melting Shop	DATE: 18/08/10



# PLANT PURCHASE SPECIFICATION

(CFFP - HARDWAR)

FF 05064 Rev 02

Page 2 of 3

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## 7. INSPECTION

- CFFP reserves the right to witness the testing of the material at supplier works either by CFFP or by CFFP authorized representative (including any Third Party Inspection) and therefore the supplier shall notify the readiness of the material in advance.
- CFFP may, at its discretion, test the material after receipt and acceptance of the material will be based on the CFFP's test results.
- For any deviation from this specification prior approval shall be taken by the supplier.
- For result of analysis and properties of material the decision of CFFP shall be final and binding on the supplier.

## 8. TEST CERTIFICATES

One Original and three copies of Test Certificate from the **Manufacturer** containing the following information **along with test result of clause 3,5 and the chemical composition as per clause 6** should be provided.

- Manufacturer's Name
- Name of the material
- Batch/Lot No.
- Quantity.

Note:

- A manufacturer supplying directly to BHEL should include BHEL's P.O. No. and Challan No. also in the TC.
- Any other supplier should provide a covering letter along with original Manufacturer's TC as above mentioning BHEL's P.O. No. and Challan No.

## 9. PACKING AND MARKING

The material shall be packed & sealed in **Tamper Proof Metallic drum** such as to prevent loss / deterioration in quality during handling, transport and storage. It should be in the manufacturer's packing. Each package should be marked with the following details.

- Name of the material
- Manufacturer's Name / Trade mark
- Batch/Lot No.
- Net weight.

## 10. REFERRED STANDARDS

IS: 3014 -1993, IS: 1472.

WORKED BY	M.K.SAHU	<i>M.K. Sahu</i>	18/8/10
CHECKED BY	RANJAN	<i>Ranjan</i>	18/8/10

*U. Jaiswal*  
18/08/10



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**REVISION RECORD SHEET**

SN	Revision No.	Revision date	Nature of Changes
01.	01	07.09.2009	-Clauses 8 and 9 revised incorporating requirement of manufacturer's packing and Test certificate.
02.	02	18.08.2010	<ul style="list-style-type: none"> <li>- Clause 3: Size Range redefined.</li> <li>- Clause 4: The specification was made in the year 2004 based on IS 3014-1965 Grade 02 FeNb 55. This has been changed to IS 3014-1993 Grade FeNb65.</li> <li>- Clause 6: Chemical composition redefined based on IS 3014-1993. Sampling as per IS1472.</li> <li>- Clause 8: Clause 5 included in T.C.</li> <li>- Clause 9: Tamper Proof Metallic drum incorporated.</li> </ul>

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18/08/10

WORKED BY	M.K.SAHU		18/8/10
CHECKED BY	RANIAN		18/8/10

Tender Enquiry No.: 5026 P/351/2/0890A1

Name of Vendor:.....

	Conditions	Vendor's Confirmation / Comments (In case of blank / no comments it shall be deemed to have been accepted by vendor)
1	Payment shall NOT be made on pro-rata basis for any element in material.	
2	Guarantee Certificate (confirming that supplied material conform specification no. FF05064 Rev 02 and PO conditions) shall be provided along with despatch documents.	
3	Original Manufacturer's Test Certificate (with linkage to supplied material) shall be provided along with dispatch documents. Material shall be supplied in original manufacturer's packing with marking as per specification.	
4	Third party inspection (before despatch) from one of the following five inspection agencies i.e. LLOYD/TUV/DNV/BVIS/ ALFRED H.KNIGHT shall be arranged by vendor at their cost. Scope of third party inspection is enclosed. Report of third party inspection shall be submitted along-with dispatch documents. Final acceptance of material will be as per inspection clause of PO specification. Vendors are advised to tie-up with inspection agencies in-advance. Non availability of inspection agency shall not be considered a reason for delivery extension. In case of rejection, material shall be replaced free of cost.	
5	Delivery of material shall be made on FOR Destination (Central Stores/CFFP/BHEL Haridwar) – door delivery basis. Quoted rate should be inclusive of all the charges like freight, insurance, etc. or else proper loading shall be done.	
6	Price bid will be opened through Reverse Auction. However BHEL may also consider opening of price bid submitted along with offer through tender box. Please confirm your acceptance for the same.	
7	Payment Terms: For Indian suppliers - 100% within 30 days after receipt & acceptance of material at CFFP / BHEL, Haridwar through e-payment or else proper loading shall be done. For foreign suppliers: Payment through USANCE LC on 70th day of bill of lading date. All bank charges shall be to vendor's account. In case vendor does not agree, proper loading shall be done. Also third party inspection shall have to be arranged by supplier from any of the five inspection agencies namely: LLOYD/TUV/DNV/BVIS/ ALFRED H.KNIGHT at their cost.	
8	Validity of offers : minimum 60 days from tender opening date	
9	BHEL may place order for part quantity. Quoted rate not to be linked with order quantity.	
10	Rates shall be Firm till execution of purchase order	
11	Material will be supplied as per delivery schedule required in tender enquiry / PO (FOR destination basis). Any request for extension in delivery schedule of Purchase Order / waiver of LD shall not be considered.	

12	LD / Penalty / Risk Purchase shall be applicable as per Purchase Order terms. LD Clause: The delivery of the goods shall be made strictly as per time limit specified in delivery schedule of Purchase Order, failure to supply within this period will make the supplier liable to a penalty of 1/2 (half) percent of the price of the goods in arrear per week subject to a maximum of 10%. In case supplier does not agree for LD clause BHEL will load maximum penalty under LD clause, to the extent the same is not agreed by the vendor, for the purpose of comparative statement. Where deliveries quoted are not suiting, BHEL may ignore the offer. Any correspondence in this regard shall not be entertained.	
13	For new vendors who are not registered with CFFP BHEL Haridwar, duly filled up "Supplier Registration Form" (available at <a href="http://www.bhel.com">www.bhel.com</a> ) along-with all the supporting documents has to be submitted along-with techno-commercial bid of offer. Please confirm that SRF is being submitted with your offer if applicable. However please note that if in any case duly filled up SRF along-with all the supporting documents is not received within 15 days of tender opening your offer may liable to be rejected.	
14	BHEL will prefer to deal directly with foreign vendor/ original manufacturer. In case, vendor engages any Indian agent or take service of any Indian agent, copy of agent agreement required along with offer in line with Annexure-IV attached.	
15	Indian Vendors shall quote their price only in INR. Foreign vendors shall quote their price only in USD, EURO, UK POUND STERLING and JAPANESE YEN.  For evaluation of price bids, exchange rate (TT selling rate of SBI) as on scheduled date of tender opening (Part-1 bid in case of two part bid) shall be considered.	
16	Vendor shall quote price both in words & figures. If there is any difference between price quoted in words & figures, price quoted in words shall prevail and binding.	
17	<p>A. In case of any difference in conditions quoted above &amp; elsewhere in the offer, terms quoted above shall be treated as final and binding on vendor.</p> <p>B. Evaluation shall be on the basis of delivered cost (i.e.) "total cost to BHEL".</p> <p>C. Non acceptance of any of the above conditions may result in rejection of your offer.</p> <p>D. Terms &amp; Conditions not specified above will be as per Annexure-B No GTCRM NO. 01 Rev.05 Date: 25.10.12 enclosed.</p>	
18	Please provide contact person name, telephone nos. , fax no. & email id	

Date:

Signature with Name of authorized signatory)  
Seal of the Company

**The scope of third party inspection shall be as under:**

1. The inspection is to be carried out as per the ordered specification ensuring original manufacturer's packing, Original manufacturer test certificates etc as per specification and the linkage.
2. The material should be identified as per the specification like original manufacturer's name, Batch/lot no, Net weight, material name. The material should be packed as per specification and sealed by the inspection agency. The seal details should be mentioned in the third party inspection report.
3. The test certificate should contain the complete witnessing of the chemical analysis of material as per IS1472 for nos of test required in a lot and their testing methodology for evaluating nos of element required by the material specification, size verification as per P.O. Specification, purchase order no, Batch/lot no of material, seal details of the inspector along with corresponding packing (packing list).

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GENERAL TERMS AND CONDITIONS OF TENDER ENQUIRY  
ANNEXURE-B

01 Submit the tender in two parts i.e.

**Part-I Techno-Commercial Bid**

**Part-II Price Bid**

Techno - Commercial (part one) Price Bid (part two) should be put in separate sealed envelopes. Both envelopes should be super scribed with **Tender Number, Date of opening & Technical / Commercial Bid and Price Bid** respectively along with name of firm.

Both the envelopes i.e. containing Techno-Commercial Bid and Price Bid should again be kept in one envelope super scribed again with Tender No. and Date of opening and the name of firm submitting the tender and send it to **AGM (MM), Purchase Department, CFFP/BHEL, Hardwar, Ranipur, Hardwar 249403, Uttarakhand, India before due date / tender opening date & time**. Normally tender opening time is 2.00 PM on due date or as mentioned in enquiry.

**Responsibility for submission of tender in time solely lies with vendor. Late offers received after specified time / Date shall not be considered.**

1. Part-I Envelopes super scribed with **Techno-Commercial Bid** must contain all information especially-
  - (a) Specification of the material offered should be strictly as per CFFP/BHEL specifications of enquired material in tender documents **Deviations if any must be indicated clearly in the offer. Rates to be quoted on For Destination Basis.**
  - (b) All commercial terms i.e. packing, forwarding Custom duty, Additional Duty, ST/STT/VAT/CST, Excise Duty/CVD, Bank charges, payment terms & insurance etc as applicable (**except price**) should be clearly mentioned in Techno-Commercial bid. Also mention present rate of applicable taxes & duties even if inclusive in rates along with the concessional forms required if any.
  - (c) Confirm to submit all required commercial documents (tax invoice centvatable duplicate copy of invoice, packing list, transit sale agreement etc.) & technical documents (TC/GC/QP etc).
  - (d) Registration Numbers of SSI, Central Excise, Sales tax, Income Tax, DGS & D.ECC etc.
  - (e) **Un-priced copy of Price Bid.**

Part-II Envelopes super scribed with Price Bid should contain priced copy of Price Bid. The price should be mentioned both in figures and words.

2. Authorized Signatory should authenticate all tender documents.
3. **Techno-commercial bid (Part-I)** will be opened on the due date at 2.00 PM in the presence of participating vendors or authorized representatives, who may wish to be present. Representative deputed to witness tender opening must produce an authority letter from the signatory of offer. After evaluation of technical bids & finalization of technical, commercial terms & conditions, price bid of only successful vendors will be opened. Priced bid opening date shall be intimated separately.
4. The material offered must conform to the required BHEL specifications and drawings as well as instructions and details made available.
5. For new vendors, Vendor Registration from duly filled must be submitted along with the offer which can be downloaded from our web site [www.bhel.com](http://www.bhel.com) or [www.bhelhwr.co.in](http://www.bhelhwr.co.in).
6. Original manufacturer's Test Certificate is required along with dispatch documents. In case supplies are from traders, it shall be the responsibility of the trader to provide original manufacture's test certificate with linkage to traders invoice stating batch no.
7. **Validity** of offers should be minimum 90 working days from the date of tender (Techno-Commercial Bid) opening.

8. **Delivery** in the promised period is the essence of contract. Confirm to supply according to delivery schedule mentioned.
9. **Payment terms:**  
For indigenous suppliers: 100% within 30 days after receipt & acceptance of material at CFFP / BHEL, Haridwar through e-payment.  
For foreign suppliers: Payment through USANCE LC on 70<sup>th</sup> day of bill of lading date. All bank charges shall be to vendor's account.  
  
\* In case vendor does not agree, proper loading shall be done. Also in that case, third party inspection shall have to be arranged by supplier from any of the five inspection agencies namely: LRS/ BVQI/ DNV/ TUV/ Alfred H Knight at their cost.
10. CFFP/BHEL, Hardwar reserves the right to accept or reject any or all tenders without assigning any reason thereof.
11. Tenders not submitted in the prescribed manner are likely to be ignored / rejected.
12. Agent/Agency Commissioning: Payment of any kind at any stage will not be made to agent on account of agent commission or otherwise by CFFP/BHEL, Hardwar.
13. CFFP/BHEL, Hardwar may opt for E-auction/Reverse auction for obtaining best prices for part or full tendered quantity. BHEL also reserve the right to negotiate price with L1 vendor after reverse auction.
14. Please do intimate the personal contact details like Name, Mobile Number, Email-id etc of authorized executive for correspondence.
15. **Penalty:** Orders placed against this enquiry will be subject to normal clauses for imposing penalty. Liquidated Damages, Risk purchases, cancellation, arbitration as per terms and conditions of Tender Enquiry and Purchase orders in case of delay in effecting supply and/ or other defaults.  
**Liquidated damage:** The delivery of the goods shall be made strictly as per time limit specified in delivery schedule, failure to supply within this period will make the supplier liable to an conditional penalty of 1/2 (half) percent of the price of the goods in arrears per week subject to a maximum of 10%.
16. **Inspection:** Final inspection of material shall be done after receipt of material at CFFP/BHEL, Hardwar. Acceptance of material shall be after final inspection and shall be binding. However, CFFP reserves the right to pre Inspect the material at supplier works. In case material is found defective during warranty period, the same will be returned for repair and/ or replacement. For this vendor has to bear all the charges such as Freight, to and fro insurance etc. Bank Guarantee for the equal amount to the cost of the item is to be furnished by vendor. In case the repair is done at CFFP/BHEL the amount on actual shall have to be reimbursed by the Vendor and or adjusted on actual from their bill.
17. **Currency of Payment:** Mention the currency in which payment has to be made. For evaluation of price bids, exchange rate (TT selling rate of SBI) as on scheduled date of tender opening (Part-1 bid in case of two part bid) shall be considered.
18. Traders should submit authorization letter from their principal alongwith offer.
19. Disputes: In event of any dispute arising out of contractual obligation, the order being finalized at Hardwar, India will be subject to Indian Laws and falls under jurisdiction of the court of Law at Haridwar, India. The overseas supplier hereafter referred to as "Vendor" shall therefore abide by the verdict of Court of Law at Hardwar, India.  
OR  
All disputes arising out of or in connection with the present contract, if any shall be finally settled under the rules of arbitration of International chamber of commerce by one or more arbitrator appointed in accordance with the said Rules in India.
20. BHEL reserves the right to place P.O. for part / full qty and on one or more than one sources.
21. Any Term & condition of the specific tender (if specified in tender & contradicts with above term) will supersede the above general terms & conditions.

**Terms and conditions regarding Indian agent of foreign suppliers:**

01. BHEL shall deal directly with foreign vendors, wherever required, for procurement of goods. However, if the foreign principal desires to avail of the services of an Indian agent, then the foreign principal should ensure compliance to regulatory guidelines- which require mandatory submission of an Agency agreement.
02. It shall be incumbent on the Indian agent and the foreign principal to adhere to the relevant guidelines of Government of India, issued from time to time.
03. The agency agreement should specify the precise relationship between the foreign OEM/Foreign principal and their Indian agent and their mutual interest in the business. All services to be rendered by agent/associate, whether of general nature or in relation to the particular contract, must be clearly stated by the foreign supplier / Indian agent. Any payment, which the agent or associate receives in India or aboard from the OEM, whether as commission or as a general retainer fee should be brought on record in the agreement and be made explicit in order to ensure compliance to laws of the country.
04. Any agency commission to be paid by BHEL to the Indian agent shall be in Indian currency only.
05. Tax deduction at source is applicable to the agency commission paid to the Indian agent as per the prevailing rules.
06. In the absence of any agency agreement, BHEL shall not deal with any Indian agent (authorized representatives/ associate/consultant, or by whatever name called) and shall deal directly with the foreign principal only for all correspondence and business purposes.
07. The "Guidelines for Indian Agents of Foreign Suppliers" enclosed at annexure- 'A' shall apply in all such cases.
08. The supply and execution of the Purchase Order (including indigenous suppliers/service) shall be in the scope of the OEM/ Foreign principal. The OEM/ Foreign principal should submit their offer inclusive of all indigenous suppliers/services and evaluation will be based on 'total cost to BHEL'. In case OEM/ foreign principal recommends placement of order(s) towards indigenous portion of supplies/services on Indian Supplier (s)/ agent on their behalf, the credentials/capacity/capability of the Indian Supplier (s)/ agent to make the supplies/Services shall be checked by BHEL as per the extant guidelines of Supplier Evaluation, Approval and Review Procedure (SEARP), before opening of price bids. In this regards, details may be checked as per Annexure- 'B' (copy enclosed). It will be the responsibility of the OEM/ Foreign Principal to get acquainted with the evaluation requirements of Indian supplier/agent as per SEARP available on [www.bhel.com](http://www.bhel.com).

The responsibility for successful execution of the contract (including indigenous supplies/services) lies with the OEM/ foreign principal. All bank guarantees to this effect shall be in the scope of the OEM/Foreign principal.

**Guidelines for Indian Agents of Foreign Suppliers**

- 1.0 There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender. An agent who is not registered with BHEL shall apply for registration in the registration form in line with SEARP.
- 1.1 Registered agents will file an authenticated Photostat copy duly attested by a Notary Public/Original certificate of the Principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission/ remuneration/ salary/ retainership being paid by the principal to the agent before the placement of order by BHEL.
- 1.2 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.
- 2.0 **Disclosure of particulars of agents/ representatives in India, if any.**
- 2.1 Tenderers of Foreign nationality shall furnish the following details in their offers:
  - 2.1.1 The Bidder(s)/ Contractor(s) of foreign origin shall disclose the name and address of the agents/ representatives in India if any and the extent of authorization and authority given to commit the Principals. In case the agent/ representative be a foreign Company, it shall be confirmed whether it is existing Company and details of the same shall be furnished.
  - 2.1.2 The amount of commission/ remuneration included in the quoted price(s) for such agents/ representatives in India.
  - 2.1.3 Confirmation of the Tenderer that the commission/ remuneration, if any, payable to his agents/ representatives in India, may be paid by BHEL in Indian Rupees only.
- 2.2 Tenderers of Indian Nationality shall furnish the following details in their offers:
  - 2.2.1 The Bidder(s)/ Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any, indicating their nationality as well as their status, i.e. whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents/ representatives.
  - 2.2.2 The amount of commission/ remuneration included in the price (s) quoted by the Tenderer for himself.
  - 2.2.3 Confirmation of the foreign principals of the Tenderer that the commission/ remuneration, if any, reserved for the Tenderer in the quoted price(s), may be paid by BHEL in India in equivalent Indian Rupees on satisfactory completion of the Project or supplies of Stores and Spares in case of operation items.
- 2.3 In either case, in the event of contract materializing, the terms of payment will provide for payment of the commission/ remuneration, if any payable to the agents/ representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.
- 2.4 Failure to furnish correct and detailed information as called for in paragraph 2.0 above will render the concerned tender liable to rejection or in the event of a contract materializing, the same liable to termination by BHEL. Besides this there would be a penalty of banning business dealings with BHEL or damage or payment of a named sum.

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This format is applicable only to Indian Suppliers/ Agents supplying indigenous portion of Foreign Purchases.

\* In all other cases, extant guidelines of SEARP, 2010 are to be followed.

SEARP (SRF) Clause No	Detail
	<b>Name &amp; address of the firm</b>
1.0	<b>Products/ Systems / Services being considered for</b>
2.0	<b>General Information</b>
2.2	Name of Chief Executive
2.3	Details of authorized signatory
3.0	<b>Ownership Information</b>
3.1	Type of firm
3.2	Nature of Business <ul style="list-style-type: none"> <li>• Attach <b>authorization letter</b> and <b>agency agreement</b> from Principal ( from whom capital equipment is procured)</li> <li>• Attach copy of declaration from Foreign Principal for <b>total guarantee/ warranty of indigenous supplies</b></li> </ul>
3.3	Year of establishment
3.4	Year of commencement of business
4.0	<b>Registration particulars</b>
4.1	Permanent Account No.
4.2 / 4.3	Sales Tax / TIN no
4.6	Service tax no. (in case of E&C)
5.0	<b>Organisational strength</b>
6.0	<b>Other particulars</b>
6.1	If the company is already registered with other units
6.2	Directors/ Partners, if related to any BHEL Employee
6.9	If any Ex BHEL Personnel employed by the Company
6.12	Details of pending legal issues with BHEL
6.13	Bank Account information
9.0	<b>Financial information</b>
9.6	Sales/ Turnover details of last 3 years (or from the date of incorporation whichever is less )

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