



**BHARAT HEAVY ELECTRICALS LIMITED**  
CORPORATE RESEARCH & DEVELOPMENT DIVISION  
VIKASNAGAR, HYDERABAD - 500 093, INDIA

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**ENQUIRY**

Ref: 591480651

Date 10-02-2015

Enquiry for **AMC for HP Workstations,Dell Monitor & Peripherals**

Enquiry No:591480651      Enquiry Date : 10-02-2015      Due Date: 12-03-2015      Indicative Delivery Date : 24-03-2015

Sl.No	Item Description	Unit	Qty
1	HP XW4100 Workstation with 19" TFT/20"TFT/22"CRT Professional Monitor	NO	8
2	HP XW 4200 Workstation with 19" TFT/20"TFT/22"CRT Professional Monitor	NO	5
3	HP XW4300 Workstation with 19" TFT/20"TFT/22"CRT Professional Monitor	NO	6
4	HP XW6200 workstation with 19" TFT/20"TFT/22"CRT Professional Monitor	NO	1
5	HP XW6400 Workstation with HP LP 2065 TFT Monitor	NO	3
6	HP XW6600 Workstation with HP 20" Professional TFT Monitor	NO	3
7	HP DC 73 Blade client	NO	2
8	HP DC 7800 Ultraslim Desktops	NO	5
9	HP DX 6120MT Desktop with HP 1940 TFT Monitor	NO	1
10	HP z600 workstation SGH131Q3NP	NO	1
11	HP z800 workstation SGH204R276 & SGH204R277	NO	2
12	HP COMPAQ 8200 DESKTOP	NO	1
13	HP COMPAQ 8300 ELITE DESKTOP	NO	1
14	Peripherals as per item specifications	LOT	1
15	Anti Virus Software for the Workstations(50 User License)	NO	1

Please submit your quotation for the above material in sealed cover superscribed with enquiry no, enquiry date and due date subject to our enclosed terms and conditions. The quotations shall reach us on or before the due date by 12 noon. The tenders can also be dropped in the tender box kept at the security gate,BHEL R&D. In case you are not in position to submit the offer,please send reply suitably specifying the reasons.

Sl.No	Description	Document Ref.
01	Enquiry, General Terms & Conditions, Commercial Terms & Conditions etc.	Volume - 1
02	Technical specifications, Scope of Supply etc.	Volume - 2

N Venkateswara Rao  
Administrative Officer





## ENQUIRY & QUALIFYING CRITERIA

Volume - 1  
Enquiry No  
591480651

AMC for HP Workstations,Dell Monitor & Peripherals

1	Tendor inviting officer / Authority, Designation and Address	Additional General Manager(MM) BHEL R & D, Vikas Nagar (Near Balanagar), Hyderabad -500093
2	Item Description - Qty	1) HP XW4100 Workstation with 19" TFT/20"TFT/22"CRT Professional Monitor - 8 NO 2) HP XW 4200 Workstation with 19" TFT/20"TFT/22"CRT Professional Monitor - 5 NO 3) HP XW4300 Workstation with 19" TFT/20"TFT/22"CRT Professional Monitor - 6 NO 4) HP XW6200 workstation with 19" TFT/20"TFT/22"CRT Professional Monitor - 1 NO 5) HP XW6400 Workstation with HP LP 2065 TFT Monitor - 3 NO 6) HP XW6600 Workstation with HP 20" Professional TFT Monitor - 3 NO 7) HP DC 73 Blade client - 2 NO 8) HP DC 7800 Ultraslim Desktops - 5 NO 9) HP DX 6120MT Desktop with HP 1940 TFT Monitor - 1 NO 10) HP z600 workstation SGH131Q3NP - 1 NO 11) HP z800 workstation SGH204R276 & SGH204R277 - 2 NO 12) HP COMPAQ 8200 DESKTOP - 1 NO 13) HP COMPAQ 8300 ELITE DESKTOP - 1 NO 14) Peripherals as per item specifications - 1 LOT 15) Anti Virus Software for the Workstations(50 User License) - 1 NO
3	Enquiry Reference no.	591480651
4	Indicative Delivery Date	24-03-2015
5	Due date, Time and place for submission of tender	12-03-2015 upto 12 noon. Sealed Quotations shall be addressed to AGM(MM), BHEL R & D Division, Vikas Nagar (Near Balanagar), Hyderabad AP,India Pin - 500 093 Quotations can also be deposited in the Tender box located at Security Gate of BHEL R & D BHEL shall not be responsible for any postal/courier delay.
6	Place, Date and time of Tech.Bid opening	Tender Opening Cell (Sangam) BHEL R & D Office. 12-03-2015, 2 PM
		Please submit your offer in one common sealed cover containing two parts in separate sealed covers as detailed below. 1. First Cover shall contain: a. Technical & Commercial bid. b. Filled in commercial complaince statement(mandatory) c. Copy of Price-bid with price(s) cells blank (un-priced price bid) 2. Second cover shall contain Price Bid. Price Bid Containing Price quotes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man-day or charges per engineer per day

7	Mode of Submission of Tender	<p>etc.</p> <p>If the price bid was found later to be different from the unpriced pricebid format in any way, the offer will be rejected summarily. The rates shall be quoted both in figures and in words.</p> <p>The offers can also be submitted through e-mail and have to be sent in PDF format (files with PDF extension only). Files having extensions other than PDF like RAR, EXE, JPEG etc. and with external links will not be considered. They have to be sent to e-mail id: 'eoffers@bhelrnd.co.in' only. Copies should not be marked to anyone. If the offers are marked to anyone other than to eoffers, their offer will not be considered.</p> <p>The e-mail offers should have two attachments. One attachment shall contain a) Technical &amp; Commercial bid b) Filled in Commercial Compliance Statement (mandatory) and c) Copy of price bid with price(s) cells blank (un-priced price bid). The second attachment shall contain price bid.</p> <p>The subject of the e-mail should contain Enquiry No, Enquiry Date and Due date.</p>
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## GENERAL TERMS & CONDITIONS (GTC)

Volume - 1  
Enquiry No  
591480651

AMC for HP Workstations, Dell Monitor & Peripherals

SL.No.	Clause	BHEL REQUIREMENT
1	General	<p>a. All offers must include name of the contact person, phone no/mobile no, Fax no, email-id. Unsigned offers are liable for rejection.</p> <p>b. We, BHEL R&amp;D, is registered with Department of Scientific and Industrial Research (DSIR) for the purpose of availing Customs Duty exemption in terms of Government Notification no.24/2007-Customs dated 01-Mar-2007 &amp; Central Excise Duty Exemption in terms of Government Notification No. 16/2007-Central Excise dated 01-Mar-2007 as amended from time to time. Hence suppliers are requested to submit their bids clearly stating applicable taxes/duties. All foreign quotes will be evaluated with custom duty @ 5.15% for cost comparison.</p> <p>c. Taxes &amp; Duties quoted will be taken for evaluation of landed cost &amp; order placement and no change will be entertained later except in the case of changes made by the government. However please note that we are availing cenvat credit for service tax and hence service tax will be excluded in calculation of landed cost to BHEL.</p> <p>In case any Taxes/ Duties exempted, a self declaration for the same may be attached to the offer. Changes in taxes and duties because of the changes in turn over etc will be to supplier's account.</p> <p>d. Where ever vendor registration form and EFT details have been submitted earlier, the same need not be submitted again unless there is a change.</p> <p>e. BHEL R&amp;D do not issue 'C' form .</p> <p>f. L1 status shall be decided on Cost to BHEL Basis.</p>
2	Late Tenders	Tenders received after due date/time(12:00hrs) will not be considered
3	Discrepancy in words and figures	<p>(a) 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.</p> <p>(b) 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</p> <p>(c). 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 (a) and (b) above.</p> <p>(d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto 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.</p>
4	Two Part bid clarifications	In the case of Two-part bid, the vendor should furnish technical and commercial clarifications, if any, within stipulated time mentioned, failing which, it will be construed that the vendor is not interested in the tender and BHEL shall not consider the offer for further evaluation.
5	Price Impacts	In the event of any bidder, after finalizing the technical specifications and scope of supply, opting to revise their original bid, they have to submit the Price-Impact only. The Original price bid along with Price-Impact bid shall be opened during price bid opening. Unsolicited price impacts will not be considered.
6	Price bid evaluation	All offers in price bid opening or reverse auction shall be evaluated in Indian currency based on unit price, packing & forwarding, taxes/duties, freight charges if any, exchange rate. Loading due to non-acceptance of our standard commercial terms will be evaluated as per the LOADING FACTORS form as enclosed along with the enquiry. The exchange rate declared by State Bank of India under TT Selling rate on the technical bid open date shall be adopted for evaluating foreign currency bids.
7	Over All L1	Order will be placed on overall L1 basis. Vendors should quote for all items, otherwise the offer will be rejected.
8	Security Deposit	<p>Successful bidder shall submit a security deposit at the time of release of order and the amount will not carry any interest.</p> <p>The amount of security deposit will be as below:</p> <ul style="list-style-type: none"> <li>- Upto Rs 10 Lakhs : 10%.</li> <li>- Above Rs 10 Lakhs and upto Rs 50 Lakhs : Rs 1 Lakhs + 7.5% of amount exceeding Rs 10 Lakhs.</li> <li>- Above Rs 50 Lakhs: Rs 4 Lakhs + 5% of amount exceeding Rs 50 Lakhs.</li> </ul>

9	EMD	Submission of earnest money deposite (EMD) along with offer is required. EMD is to be deposited in cash (as permissible under IT act, or by pay-order/Demand Draft drawn in favour of BHEL R&D,Vikasnagar,Hyderabad 500 093. EMD amount will be returned to all unsuccessful bidders after placement of order. EMD amount shall not carry any interest. EMD amount is Rs. 40000
10	Destination	Indian Vendors: Destination shall be Stores,BHEL R&D,Hyderabad. Foreign Vendors: 1) BHEL R.O.D Office, Mumbai, India for sea consignments and 2) BHEL R&D, Hyderabad, India for air consignments.
11	Arbitration	Subject to the jurisdiction of Hyderabad/Secunderabad,Andhra Pradesh,India in respect of any suit or other legal proceedings relating this contract.
12	Micro Small Enterprises (MSEs)	<p>MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Two years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with CA certificate (Format as below)applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) Where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents.</p> <p style="text-align: center;">Certificate by chartered Accountant on letter head</p> <p>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).</p> <p>Further verified from the Books of Accounts that the investment of the company as on date..... as per MSMED Act 2006 is as follows :</p> <ol style="list-style-type: none"> <li>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.</li> <li>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: Rs..... Lacs The above investment of Rs..... Lacs is within permissible limit of Rs..... Lacs for.....Micro/Small (Strike off which is not applicable) Category under MSMED Act 2006.</li> </ol> <p>Date:</p> <p>(Signature) Name- Membership number -- Seal of Chartered Accountant</p>
13	Inspection	On receipt, the goods shall be subjected to inspection and our decision regarding the acceptability of the goods shall be final and binding on the suppliers.

**Signature of the bidder with Seal & Date**



## COMMERCIAL TERMS & CONDITIONS (CTC)

Volume - 1  
Enquiry No  
591480651

AMC for HP Workstations, Dell Monitor & Peripherals

SL.No.	Clause	BHEL REQUIREMENT	SUPPLIERS ACCEPTANCE / REMARKS
1	Two part	<p>Please submit your offer in one common sealed cover containing two parts in separate sealed covers as detailed below.</p> <ol style="list-style-type: none"><li>1. First Cover shall contain:<ol style="list-style-type: none"><li>a. Technical &amp; Commercial bid.</li><li>b. Filled in commercial compliance statement (mandatory)</li><li>c. Copy of Price-bid with price(s) cells blank (un-priced price bid)</li></ol></li><li>2. Second cover shall contain Price Bid. Price Bid Containing Price quotes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man-day or charges per engineer per day etc.</li></ol> <p>If the price bid was found later to be different from the unpriced pricebid format in any way, the offer will be rejected summarily. The rates shall be quoted both in figures and in words.</p> <p>The offers can also be submitted through e-mail and have to be sent in PDF format (files with PDF extension only). Files having extensions other than PDF like RAR, EXE, JPEG etc. and with external links will not be considered. They have to be sent to e-mail id: 'eoffers@bhelrnd.co.in' only. Copies should not be marked to anyone. If the offers are marked to anyone other than to eoffers, their offer will not be considered.</p> <p>The e-mail offers should have two attachments. One attachment shall contain a) Technical &amp; Commercial bid b) Filled in Commercial Compliance Statement (mandatory) and c) Copy of price bid with price(s) cells blank (un-priced price bid). The second attachment shall contain price bid.</p> <p>The subject of the e-mail should contain Enquiry No, Enquiry Date and Due date.</p>	
2	AMC	<p>This enquiry is for annual maintenance contract.</p> <p>A) Terms of Delivery : Free delivery (Online/Web download/CD/Any other Media)</p> <p>B) Please quote payment terms as "Quarterly/Half yearly/Yearly basis.</p> <p>Payment will be made after completion of each period.</p>	
3	Validity of Offer	90 days from date of techno-commercial bid opening.	
4	Price basis	<p>The prices shall be firm for entire period of contract. The suppliers shall indicate packing and forwarding charges, if any, separately.</p> <p>All foreign suppliers shall quote the lowest prices on 'FOB-Nearest International Airport/Sea port' basis. An amount of 3% on basic value towards freight and insurance will be added for cost comparison.</p> <p>All Indian suppliers shall quote the lowest prices on 'free delivery at BHEL R&amp;D Stores or F.O.R destination' basis only.</p>	

5	LD Clause	Failure to supply the goods and/or carryout the services within the stipulated delivery date will attract a penalty of 0.5% per week or part thereof for the value of the undelivered portion of the purchase order subject to a maximum of 10% of the total order value.In case of non acceptance to this LD Clause, 10% of basic material cost will be loaded on the quoted prices while cost comparision.(Please refer the enclosed 'Loading Factors' sheet).	
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**Note :** All the clauses of the above format should be filled and submitted with the Techno Commercial Bid (Part-1). The filled in BHEL Commercial terms & Conditions format submitted with technical bid, responding to all the clauses duly signed with seal **only shall be considered**. Any other Commercial terms & conditions of bidders entered else where in their offer shall not be considered and are liable for rejection.

**Signature of the bidder with Seal & Date**



# ITEM SPECIFICATIONS

Volume - 2  
Enquiry NO  
591480651

AMC for HP Workstations, Dell Monitor & Peripherals

SL.No.	Item		
1	<b>HP XW4100 Workstation with 19" TFT/20" TFT/22" CRT Professional Monitor</b>		
	sl no	Descriptions	BHEL Specifications
1	HP XW4100 Workstation	HP XW4100 Workstation Intel Pentium4 at 3.2GHz/1GB/2GB ECC DDRSDRAM, Nvidia Quadro NVS Graphics/ATI Controller with dual display and 64MB, 2nos Broadcom Gbit (10/100/1000 Mbps)/1.44MB FDD/DVDCombo/80GB/Windows Xp/Windows 2000 Professional. with HP 19"/20"/ 22" CRT Professional Monitor.	
2	<b>HP XW 4200 Workstation with 19" TFT/20" TFT/22" CRT Professional Monitor</b>		
	sl no	Descriptions	BHEL Specifications
1	HP XW 4200 Workstation	HP XW 4200 Workstation Intel Pentium4 3.2Ghz/1GB/2GB ECC DDRSDRAM/Nvidia quadro NVS Graphics/ATI Controller with dual display and 64MB/2 nos Broadcom Gbit (10/100/1000)/1.44MB FDD/DVDCombo/80GB/Windows XP/Windows 2000 Professional OS. with HP 19"/20"/ 22" CRT Professional Monitor.	
3	<b>HP XW4300 Workstation with 19" TFT/20" TFT/22" CRT Professional Monitor</b>		
	sl no	Descriptions	BHEL Specifications
1	HP XW 4300 Workstation	HP XW4300 Workstation with 19" TFT/20" TFT/22" CRT Professional Monitor P4 3.2Ghz, 1GB RAM, 160GB HDD, NVIDIA Quadro NVS 285, DVDWriter/Windows XP Professional.	
4	<b>HP XW6200 workstation with 19" TFT/20" TFT/22" CRT Professional Monitor</b>		
	sl no	Descriptions	BHEL Specifications
1	HP XW6200 Workstation	HP XW6200 workstation Intel Xeon 3GHz dual CPU/3GB ECC DDRSDRAM/Nvidia quadro NVS Graphics Controller with Dual display and 128MB/2 nos Broadcom Gbit 10/100/1000/1.44MB	

		FDD/48X with HP 19" TFT /20"TFT Professional Monitor.		
5	<b>HP XW6400 Workstation with HP LP 2065 TFT Monitor</b>			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	1	HP XW6400 workstation	HP XW 6400 Workstation with HP LP 2065 TFT Monitor, Xeon 5130 2.0Ghz,4GB RAM,160GB HDD,Nvidia graphics,DVD Writer,Windows XP/Windows 2000 Professional OS.	
6	<b>HP XW6600 Workstation with HP 20" Professional TFT Monitor</b>			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	1	HP XW 6600 Workstation	HP XW6600 Workstation with HP 20" Professional TFT Monitor Xeon E5430,2.66Ghz,4GB RAM, 250GB HDD,NVS 295 Graphics,DVDWriter,Windows XP/Windows 2000 Professional OS.	
7	<b>HP DC 73 Blade client</b>			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	1	HP DC 73 Blade client	HP DC 73 Blade client with 24 inch DELL TFT Monitor.	
8	<b>HP DC 7800 Ultralim Desktops</b>			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	1	HP DC 7800 Ultralim Desktops	HP DC 7800 Ultralim Desktops	
9	<b>HP DX 6120MT Desktop with HP 1940 TFT Monitor</b>			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	1	HP DX 6120MT Desktop with HP 1940 TFT Monitor	HP DX 6120MT Desktop with HP 1940 TFT Monitor P4,3.0Ghz,80GB HDD,1GB RAM,20 inch Monitor.	
10	<b>HP z600 workstation SGH131Q3NP</b>			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	1	HP z600 workstation SGH131Q3NP	HP z600 workstation SGH131Q3NP with HP 24 inch TFT Monitor.	
11	<b>HP z800 workstation SGH204R276 &amp; SGH204R277</b>			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	1	HP z800 workstation	HP z800 workstation SGH204R276 & SGH204R277HP with HP 24" Professional TFT Monitor.	
12	<b>HP COMPAQ 8200 DESKTOP</b>			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	1	HP COMPAQ 8200 DESKTOP	HP COMPAQ 8200 DESKTOP S.NO:INA151Y20C with HP 24" TFT Monitor.	
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**HP COMPAQ 8300 ELITE DESKTOP**

sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
1	HP COMPAQ 8300 ELITE DESKTOP	HP COMPAQ 8300 ELITE DESKTOP S.NO:INA250T3GP with HP 24" TFT Monitor.	

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**Peripherals as per item specifications**

sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
1	HP Laserjet 1010 Printer : Qty (01 no.)	HP Laserjet 1010 Printer(01no)	
2	HP OFFICEJET PRO 8600 Printer (01no)	HP OFFICEJET PRO 8600 Printer (01no)	
3	HP G2410 SCANNER (01 no.)	HP G2410 SCANNER (01 no.)	
4	HP SCANNER G3110 (01 no.)	HP SCANNER G3110 (01 no.)	
5	APC Smart UPS 1500VA(06nos)	APC Smart UPS 1500VA(06nos)	
6	DLINK DES 1016D (01 no.)	DLINK DES 1016D (01 no.)	
7	DLINK DGS 1224T Gigabit switch (01 no.)	DLINK DGS 1224T Gigabit switch (01 no.)	
8	HP 1810 -24G Switch ( J9803A) (02 Nos.)	HP 1810 -24G Switch ( J9803A) (02 Nos.)	
9	HP PROCURVE 1800 -24G SWITCH ( J9028B) (02 Nos.)	HP PROCURVE 1800 -24G SWITCH ( J9028B) (02 Nos.)	
10	3 Com Switch 16Port (3C 16478) (01 no.)	3 Com Switch 16Port (3C 16478) (01 no.)	

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**Anti Virus Software for the Workstations(50 User License)**

sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
1	Norton/Trend Micro/Mcafee/Kaspersky Antivirus	Norton/Mcafee/Kaspersky/Trend Micro Antivirus Internet Security 2014 with 50 User Licenses	

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**General Specifications**

sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
1	Configuration information	On receiving the PO, the vendor shall list the detailed configuration of all machines with suitable ID provided for each machine.	
2	Preventive maintenance	Performing Preventive maintenance & routine check-up once in every three months.	
3	Multiboot	Each machine is provided with dual/multi boot option. In case of problem due to any reason in any operating system, Restoring the machine to original state for that operating system.	
4	Antivirus Software	Vendor should supply & install antivirus S/w - 50 User work group license. Reputed softwares like McAfee / Norton / Quick heal internet security 2014 only will be considered.	
		All machines are not connected to	

5	Antivirus Updates	internet. Downloading the definition files of respective antivirus and updating the same in all machines and all operating system of each machine once in a week.	
6	Replacement	Damaged parts like Workstations, Professional Monitors, Switches and Printers should be replaced with appropriate OEM parts covering all parts without exemption. If spares are not available, then item should be replaced with an equivalent item as approved by us. Vendor has to explicitly confirm compliance to this, without which offer will be rejected.	
7	Networks	HP/Dlink 24/16 port gigabit/fast Ethernet switches of quantity 04nos with suitable cabling have to be provided and maintained. Troubleshooting, replacement of spares/ switch is covered in the scope of contract.	
8	Response	As soon as a problem is reported the vendor shall respond within next business day. Further, the problem should be resolved or alternative provided with a standby arrangement within 2 business days from the day of reporting the problem.	
9	Two Years offer	The offer should indicate prices for one year as well as two years for all the items	
10	Terms & conditions	<ol style="list-style-type: none"> <li>1.The technical offer should indicate the compliance to each of the above clauses.</li> <li>2.Items not covered in AMC should be explicitly mentioned.</li> <li>3.The prices should be indicated item wise (including individual items for peripherals) in the commercial offer as the final ordering quantities may change.</li> <li>4.Offer should include all the items. Parties quoting for all the items will only be considered.</li> <li>5.Vendors request to check the workstations, Professional Monitors, Switches and peripherals before quoting.</li> <li>6.The Vendor should have office/service centre at Hyderabad.</li> <li>7. The Engineer shall have a thorough knowledge on remote graphic solutions, server , client operating systems to be loaded on Workstations.</li> <li>8.Vendor shall be an authorised service provider.A certificate from OEM of the workstation should be enclosed. Otherwise the offer will be rejected.</li> <li>9.The vendor has to maintain the necessary workstation spares to avoid the downtime of the</li> </ol>	

<p>workstations.</p> <p>10.Any faulty item will be given to the service centre, if required and shall be returned after repair. A stand by item has to be provided by the vendor and the original item/equivalent to be returned within a day.</p> <p>11.The preventive maintenance have to be carried out by a qualified service engineer for all workstations, accessories once in every three months and as and when required based on complaints during the entire contract period.</p> <p>12.For the software the support for installing and restoring in case of system crash, virus attack or operating system gets corrupted required under AMC.</p> <p>13.If the service Engineer fails to render services as per scope of work a proportionate amount pertaining to that unsatisfactory work will be deducted from your service charges</p> <p>14.BHEL shall reserve the right to terminate the Annual comprehensive Maintenance Contract in case the vendor fails to provide services as per the scope of work and terms and conditions.</p>	
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\* Vendors are advised to write specifications in detail and not to write like 'Complied/ Yes / No ' etc. in specifications.

**Signature of the bidder with Seal & Date**

# LOADING FACTORS



**NOTE : IN CASE OF DEVIATION TO BHEL TENDER SPECIFIED TERMS, LOADING FACTOR INDICATED IN FOLLOWING TABLE WILL BE APPLIED TO QUOTED PRICE WHILE EVALUATING THE LOWEST QUOTE**

A. FOR INDIGENOUS PURCHASES					
SLNO	SCOPE	COMMERCIAL TERMS	BHEL STANDARD TERM	AS OFFERED	LOADING FACTOR FOR NON COMPLIANCE TO BHEL STANDARD TERMS
A.1	SUPPLY OF EQUIPMENT	PAYMENT TERMS	100% PAYMENT, WITH IN 30 DAYS FROM THE DATE OF RECEIPT AND ACCEPTANCE OF MATERIAL AT BHEL R& D	SAME	NIL
				PAYMENT AGAINST PROFORMA INVOICE / DESPATCH DOCUMENTS	LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON THE TOTAL PO VALUE FOR ONE MONTH
				FULL ADVANCE PAYMENT WITH BANK GUARANTEE	LOADING @ ( SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON THE TOTAL PO VALUE FOR THE DELIVERY PERIOD (Rounded off to nearest month) + 1 MONTH
				PART ADVANCE (X%) PAYMENT WITH BANK GUARANTEE AND BALANCE PAYMENT WITH IN 30 DAYS FROM THE DATE OF RECEIPT AND ACCEPTANCE OF THE MATERIAL	LOADING @ ( (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON PART ADVANCE AMOUNT (X%) FOR THE DELIVERY PERIOD (Rounded off to nearest month) + 1 MONTH
				PART ADVANCE (X%) PAYMENT WITH BANK GUARANTEE AND BALANCE PAYMENT ON RECEIPT AND ACCEPTANCE OF MATERIAL	LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON TENDER ADVANCE AMOUNT (X%) FOR THE DELIVERY PERIOD (Rounded off to nearest month) + 1 MONTH AND LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON BALANCE AMOUNT FOR ONE MONTH
A.2	SUPPLY OF EQUIPMENT INCLUDING ERECTION AND COMMISSIONING (E&C)	PAYMENT TERMS	90% PAYMENT, WITH IN 30 DAYS FROM THE DATE OF RECEIPT AND ACCEPTANCE OF MATERIAL AND BALANCE 10% WITH IN 30 DAYS OF COMPLETION OF E&C.	SAME	NIL
				100% PAYMENT WITH IN 30 DAYS AFTER COMPLETION OF SUPPLIES AND E&C	NIL
				90% PAYMENT AGAINST PROFORMA INVOICE/ DESPATCH DOCUMENT AND BALANCE 10% WITH IN 30 DAYS AFTER COMPLETION OF E&C.	LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON 90% OF THE VALUE OF PO FOR ONE MONTH
				90% PAYMENT AGAINST PROFORMA / DESPATCH DOCUMENT AND BALANCE 10% AFTER COMPLETION OF E&C	LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON TOTAL VALUE OF THE PO FOR ONE MONTH
				90% ADVANCE PAYMENT WITH BANK GUARANTEE AND BALANCE 10% PAYMENT WITH IN 30 DAYS AFTER COMPLETION OF E&C	LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON 90% OF THE PO VALUE FOR DELIVERY PERIOD (ROUNDED OFF TO THE NEAREST MONTH) + 1 MONTH
PART ADVANCE (X%) PAYMENT WITH BANK GUARANTEE AND (90 - X) % PAYMENT ON RECEIPT AND ACCEPTANCE OF THE MATERIAL AND 10% PAYMENT WITH IN 30 DAYS AFTER COMPLETION OF E&C	LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON THE PART ADVANCE AMOUNT (X%) FOR THE DELIVERY PERIOD (ROUNDED OFF TO THE NEAREST MONTH)+ 1 MONTH AND LOADING @ ( (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON BALANCE (90-X)% AMOUNT FOR ONE MONTH				
PART ADVANCE (X%) PAYMENT WITH BANK GUARANTEE AND BALANCE (90 - X) % PAYMENT AFTER RECEIPT AND ACCEPTANCE OF THE MATERIAL AND 10% PAYMENT AFTER COMPLETION OF E&C	LOADING @ ( (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON THE PART ADVANCE AMOUNT (X%) FOR THE DELIVERY PERIOD (ROUNDED OFF TO THE NEAREST MONTH)+ 1 MONTH AND LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON BALANCE AMOUNT (100-X)% FOR ONE MONTH				

B. FOR FOREIGN PURCHASES (IMPORTED)						
SLNO	SCOPE	COMMERCIAL TERMS	BHEL STANDARD TERM	AS OFFERED		LOADING FACTOR FOR NON COMPLIANCE TO BHEL STANDARD TERMS
B.1	SUPPLY OF EQUIPMENT	PAYMENT TERMS	100% PAYMENT BY WIRE TRANSFER WITHIN 30 DAYS FROM THE DATE OF RECEIPT AND ACCEPTANCE OF MATERIAL AT BHEL R&D. (DESPATCH DOCUMENTS WILL BE SENT TO BHEL R&D DIRECTLY ALONG WITH BANK DETAILS)	SAME		NIL
				SIGHT DRAFT ON PRESENTATION OF DESPATCH DOCUMENTS VIZ INVOICE, AWB ETC TO OUR BANKERS		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+6%) ON THE BASIC VALUE FOR ONE MONTH PLUS PAYMENT RELATED BANK CHARGES INCURRED BY BHEL
				LC PAYMENT AGAINST DESPATCH DOCUMENTS		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON THE BASIC VALUE FOR ONE MONTH PLUS LC RELATED BANK CHARGES INCURRED BY BHEL
				FULL ADVANCE PAYMENT BY WIRE TRANSFER /LC WITH BANK GUARANTEE		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON THE BASIC VALUE FOR DELIVERY PERIOD(Rounded off to nearest month) + 1 MONTH PLUS LC RELATED BANK CHARGES INCURRED BY BHEL
				PART ADVANCE (X%) PAYMENT BY WIRE TRNSFER/LC WITH BANK GUARANTEE AND BALANCE PAYMENT WITH IN 30 DAYS FROM THE DATE OF RECEIPT AND ACCEPTANCE OF THE MATERIAL		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON THE PART ADVANCE AMOUNT (X%) FOR THE DELIVERY PERIOD (Rounded off to nearest month) + 1 MONTH PLUS LC RELATED BANK CHARGES INCURRED BY BHEL
				PART ADVANCE (X%) PAYMENT BY WIRE TRNSFER/LC WITH BANK GUARANTEE AND BALANCE PAYMENT ON RECEIPT AND ACCEPTANCE OF MATERIAL		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON THE PART ADVANCE AMOUNT (X%) FOR THE DELIVERY PERIOD (Rounded off to nearest month) + 1 MONTH AND LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON BALANCE AMOUNT FOR ONE MONTH PLUS LC RELATED BANK CHARGES INCURRED BY BHEL

B. FOR FOREIGN PURCHASES (IMPORTED)						
SLNO	SCOPE	COMMERCIAL TERMS	BHEL STANDARD TERM	AS OFFERED		LOADING FACTOR FOR NON COMPLIANCE TO BHEL STANDARD TERMS
B.2	SUPPLY OF EQUIPMENT INCLUDING ERECTION AND COMMISSIONING (E&C)	PAYMENT TERMS	90% PAYMENT BY WIRE TRANSFER WITH IN 30 DAYS FROM THE DATE OF RECEIPT AND ACCEPTANCE OF THE MATERIAL AND BALANCE 10% WITH IN 30 DAYS AFTER COMPLETION OF E&C	SAME		NIL
				SIGHT DRAFT ON RESENTATION OF DESPATCH DOCUMENTS VIZ INVOICE, AWB ETC TO OUR BANKERS		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+6%) FOR ONE MONTH PLUS PAYMENT RELATED BANK CHARGES INCURRED BY BHEL
				90 PAYMENT BY WIRE TRANSFER /LC AGAINST DESPATCH DOCUMENTS BALANCE 10% WITH IN 30 DAYS AFTER COMPLETION OF E&C		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+6%) ON 90% OF BASIC VALUE FOR ONE MONTH PLUS LC RELATED BANK CHARGES INCURRED BY BHEL
				90% PAYMENT BY WIRE TRANSFER / LC AGAINST DESPATCH DOCUMENTS. BALANCE 10% AFTER COMPLETION OF E&C		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+6%) ON THE BASIC VALUE FOR ONE MONTH PLUS LC RELATED BANK CHARGES INCURRED BY BHEL
				90% OF BASIC VALUE AS ADVANCE PAYMENT BY WIRE TRANSFER /LC WITH BANK GUARANTEE AND BALANCE 10% WITH IN 30 DAYS AFTER COMPLETION OF E&C		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+6%) ON 90% OF THE BASIC VALUE FOR DELIVERY PERIOD (Rounded off to nearest month) + ONE MONTH PLUS LC RELATED BANK CHARGES INCURRED BY BHEL
				PART ADVANCE (X%) PAYMENT BY WIRE TRANSFER /LC WITH BANK GUARANTEE AND BALANCE (90-X)% PAYMENT BY WIRE TRANSFER /LC AFTER RECEIPT AND ACCEPTANCE OF THE MATERIAL AND 10% PAYMENT WITH IN 30 DAYS AFTER COMPLETION OF E&C		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON THE PART ADVANCE AMOUNT (X%) FOR THE DELIVERY PERIOD(Rounded off to the nearest month) + ONE MONTH AND LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON BALANCE (90-X)% FOR ONE MONTH
				PART ADVANCE (X%) PAYMENT BY WIRE TRANSFER /LC WITH BANK GUARANTEE AND BALANCE (90-X)% PAYMENT BY WIRE TRANSFER /LC AFTER RECEIPT AND ACCEPTANCE OF THE MATERIAL AND 10% PAYMENT AFTER COMPLETION OF E&C		LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON THE PART ADVANCE AMOUNT (X%) FOR THE DELIVERY PERIOD(Rounded off to the nearest month) + ONE MONTH AND LOADING @ (SBI BASE RATE ON TENDER OPENING DATE+ 6% ) ON BALANCE AMOUNT (100-X)% FOR ONE MONTH

C. PENALTY FOR DELAYED DELIVERY (COMMON FOR INDIGENOUS AND IMPORTS)				
SLNO	COMMERCIAL TERMS	BHEL STANDARD TERM	AS OFFERED	LOADING FACTOR FOR NON COMPLIANCE TO BHEL STANDARD TERMS
C	LD CLAUSE	IN THE EVENT OF DELAY IN AGREED CONTRACTUAL DELIVERY, PENALTY OF 0.5% (HALF PERCENT) PER WEEK BUT LIMITED TO A MAX OF 10% OF TOTAL ORDER VALUE WILL BE APPLICABLE	AGREED	NIL
			IF NOT AGREED	LOADING @ 10% OF THE BASIC MATERIAL COST
			IF AGREED FOR X%	LOADING @ ( 10-X)% OF THE BASIC MATERIAL COST
D. GUARANTEE/WARRANTY PERIOD (COMMON FOR INDIGENOUS AND IMPORTS)				
SLNO	COMMERCIAL TERMS	BHEL STANDARD TERM	AS OFFERED	LOADING FACTOR FOR NON COMPLIANCE TO BHEL STANDARD TERMS
D	GUARANTEE/WARRANTY PERIOD	STIPULATED OR REQUIRED GUARANTEE/ WARRANTY PERIOD(X)  MINIMUM ACCEPTABLE GUARANTEE / WARRANTY PERIOD(Y)	AGREED	NIL
			NOT AGREED FOR STIPULATED BUT AGREED FOR MINIMUM GUARANTEE/WARRANTY(Y)	LOADING @ 10 % OF THE ORDER VALUE PER ANNUM FOR THE REDUCED GUARANTEE PERIOD (X-Y)



## Terms & Conditions of Reverse Auction



**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 (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).**

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit „online sealed bid? in the Reverse Auction. Non-submission of „online sealed bid? by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (annexure IV) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at “Total Cost to BHEL” 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) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL?s standard practice.
12. Bidders shall be required to read the “Terms and Conditions” section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the „Business Rules of Reverse Auction?, which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

# AUTHORISATION LETTER FOR E-PAYMENT/ NEFT / RTGS

(PLEASE FILL UP THE FORM COMPLETELY IN CAPITAL LETTERS ON YOUR COMPANY LETTERHEAD ONLY)

Vendor Code (to be filled by BHEL)

Type of Request (Tick one)	NEW	CHANGE
1 Company Name		
2 Address		
3 City with PIN Code		
4 State		
5 PAN Number		
6 TIN/ VAT No.		
7 CST No.		
8 Service Tax No.		
9 Name of Contact Person		
10 Mobile number		
11 Ph. no. with STD Code		
12 Fax No. with STD Code		
13 Email ID		
14 Website (URL)		

## BANK DETAILS FOR EFT / RTGS

1	Bank Name	
2	Branch	
3	Branch Code	
4	Branch Address	
5	Branch Phone No	
6	Account No.	
7	Account Type: SB/ Current/ other (Specify)	
8	MICR Code	
9	IFSC Code	

I, as an authorized representative / owner of the above named company, hereby state as under:

1. Enclosed here with a cancelled cheque in support of our company's bank details.
2. Authorize BHEL R&D Hyderabad, to electronically make payments to the designated bank account with bank charges, if any, to our account.
3. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.
4. I hereby certify that the particulars given above are true, complete and correct.
5. This authority remains in full force until BHEL receives and acknowledge written notification requesting change or cancellation.

Date :  
Company  
Seal

Authorised Signatory  
Designation :



Corp. R&D  
DIVISION  
VIKAS  
NAGAR,

RD:MPX:F-13

# Bharat Heavy Electricals Limited

HYDERABAD- 500 093 (INDIA)

Ph: 040 - 23772704, Fax: 040 - 23770698, email: mpx@bhelrnd.co.in

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## VENDOR REGISTRATION FORM

(Indigenous supplier)

[FORM TO BE SUBMITTED\* BY THE BIDDER ALONG WITH TECHNICAL-BID]

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Before filling, please refer to instructions on page-4

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### 1.0 VENDOR PROFILE:

1.1 Name and address of the vendor:

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Phone Nos.:

Fax No.:

Email: 1. \_\_\_\_\_ 2. \_\_\_\_\_

1.2 Local representative name & address in Hyderabad/Secundrabad :

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Phone Nos.:

Fax No.:

Email:

Contact Person:

Mobile No:

### 2.0 TYPE OF ORGANISATION:

PROPRIETORSHIP	Company:	Sister Concern ( mention vendor registration number of main organization)	
Partnership	CORPORATION	Small Scale Industry	ANY OTHER(Please specify)

In case of SSI unit, copy of registration to be enclosed. It is requested that MSME registration certificate to be enclosed

**3.0 ANNUAL TURN OVER:**

#	Year	Turn-Over, Rs.
1	Current Year(budgeted)	
2	Previous year ( 200 - 0 )	
3	Prior Year ( 200 - 0 )	

**4.0 NAME AND ADDRESS OF THE BANKER:**

- 4.1 Bank Name
- 4.2 Branch name
- 4.3 Account number
- 4.4 Account Type
- 4.5 MICR Code:
- 4.6 IFSC Code(RTGS/NEFT):
- 4.7 Bank Phone number(s),

Blank cheque, duly cancelled, to be enclosed.

Please note that all payments shall be made through Electronic clearance services to your above account against the orders executed, if any.

**5.0 REGISTRATION PARTICULARS**(relevant copies to be enclosed)

- 5.1 IT Permanent Account No.(PAN):
- 5.2 State Sales Tax/VAT Registration No:
- 5.3 Central Sales Tax Registration No:
- 5.4 ED Registration No:
- 5.5 Service Tax Registration No:
- 5.6 PF Account No:
- 5.7 Labour Licence No:
- 5.8 ESI Account No:

**6.0 CONTACT PERSON:** S/Sri:

Designation:

Phone / Mobile No:

**7.0 TOTAL NUMBER OF EMPLOYEES:**

Graduates(Engr/Scientists/Mgmt/Fin.)	Consultants	Workers		
		Sup./Skilled	Semiskilled	Unskilled

**8.0 LIST OF PRODUCTS/ SERVICES OFFERED:**

#	Products/ Services	Capacity
1		
2		
3		
4		
5		
6		

**9.0 REFERENCE LIST :**

(Only recognized public and private sector companies, attach if printed copy available)

#	Customer	Volume / Year

1		
2		
3		
4		
5		
6		
7		

**10.0 INFRASTRUCTURE / FACILITIES:**

#	Facility (with specifications)	Age/ Year procured
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**11.0 REGISTRATION WITH OTHER BHEL UNIT/UNITS:**

#	Unit	Registration No	Year
1			
2			
3			
4			

**12.0 ANY OTHER INFORMATION :**

**DECLARATION:**

The information furnished above is true and authentic.

**(CEO / PROPRIETOR)**

**SEAL:**

**DATE:**

Note:

1. Registered bidders, having BHEL (R&D) registration no. or have submitted this format for registration, need not furnish this information again.
2. The competent authority reserves the right to accept or reject the registration.
3. Vendors approved for registration will be informed by mail / email, as convenient. A separate communication will be sent in case of non-registration also, citing reasons thereof.
4. BHEL reserves the right to take penal action as deemed fit if any of the information provided by the vendor(s) is found to be incorrect.
5. AGM, Head (MM) may be contacted for clarification/additional information on registration.

**Instructions**

1. Fill all items. Please mention "N.A." for items/ clauses not applicable.
2. Use A4 sheets for this document and the enclosures. Use of additional sheets is permitted if space provided is not adequate.
3. Attach copies of latest documents in respect of items 5.0 (Registration no.s)
4. Photographs of registered office and the chief executive/proprietor shall be furnished.



RD:MPX:F-14

# Bharat Heavy Electricals Limited

Corp. R&D DIVISION

VIKAS NAGAR,

HYDERABAD- 500 093 (INDIA)

## SUPPLIER REGISTRATION FORM

(FOREIGN SUPPLIER)

ALL COLUMNS SHOULD BE PROPERLY FILLED IN THE SPACE PROVIDED FOR.WHEREVER IT IS NOT APPLICABLE PLEASE WRITE "NOT APPLICABLE".INCOMPLETE OR INCORRECT FORMS MAY NOT BE CONSIDERED.

### 1.0 GENERAL INFORMATION:

1.1 NAME OF COMPANY

1.2 DETAILS OF HEAD OFFICE:

ADDRESS :  
TELEPHONE :  
FAX :  
EMAIL :  
WEB SITE :

1.3 DETAILS OF FACTORY/WORKS:

ADDRESS :  
TELEPHONE :  
FAX :  
EMAIL :  
WEB SITE :

1.4 DETAILS OF MARKETING AGENT

ADDRESS :  
TELEPHONE :  
FAX :  
EMAIL :  
WEB SITE :

1.5 CHIEF EXECUTIVE

1.6 CONTACT PERSON(S)  
FOR PRODUCT OFFERED

NAME(S) :  
OFFICIAL CPACITY :  
ADDRESS :  
TELEPHONE :  
FAX :  
EMAIL :

1.7 YEAR OF ESTABLISHMENT





# Bharat Heavy Electricals Limited

Corp. R&D DIVISION

VIKAS NAGAR,

HYDERABAD- 500 093 (INDIA)

Ph: 040 – 23772704, Fax: 040 – 23770698, email: mpx@bhelrnd.co.in

RD:MPX:F-13

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## GUIDE LINES REGARDING DEALINGS WITH INDIAN AGENTS OF FOREIGN SUPPLIERS

- i. 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.
- ii. 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.
- iii. 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 abroad 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.
- iv. Any agency commission to be paid by BHEL to the Indian agent shall be in Indian currency only.
- v. Whenever Indian agents are representing on behalf of their principals the relevant authorisation letter and agreement copy to be enclosed along with Technical bid to consider the offer.

