



ISO 9001:2008
&14001:2004
NAVARATNA
COMPANY

MATERIAL MANAGEMENT (PURCHASE)
CENTRAL FOUNDRY FORGE PLANT, BHEL HARDWAR
RANIPUR, HARIDWAR (INDIA) – 249403
Phone No.+91-1334-281277/284684, FAX No. 225892
e-mail : lpbadoni@bhelhwr.co.in; rohit_v@bhelhwr.co.in

Sub: Tender Enquiry No: 1115/P/351/3/0403L1 due on 27.12.13, at 2.00 PM

Dear Sir,

We are pleased to invite offer as per enclosed specifications, drawings with terms and conditions in sealed covers for the under mentioned items.

SI No	Tender No	Description of Material	Qty	Date & Time of Opening
01	1115/P/351/3/0403L1	Burnt Lime	2600 MT	27.12.13 at 2.00 PM

KINDLY READ TERMS AND CONDITIONS. OFFER NOT IN ACCORDANCE WITH THE INSTRUCTIONS IS LIABLE TO BE DISQUALIFIED OR IGNORED.

Please visit www.bhel.com or www.bhelhwr.co.in for more details and tender documents.

Unregistered vendors should download Vendor Registration Form and submit same duly filled along with offer.

Thanking You,

Yours Faithfully,
For & On behalf of CFFP, BHEL, Hardwar

(L.P.Badoni)
Sr A.O (Purchase)

Note: Corrigendum if any shall not be published, kindly refer websites for any changes.



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)

AA-17001

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.*	1115 P/ 351/3/0403L1	दिनांक Date	09-12-2013
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कृपया निम्नलिखित के लिए निविदा दें। PLEASE QUOTE FOR THE FOLLOWING :

M/S. ::

DUE DATE

27-12-2013

Vendor Code

09285

INDIA

SL	MATERIAL CODE ITEM DESCRIPTION	QUANTITY	UNIT	LOTNO	LOT DELIVERY QTY SCHEDULE
1	FF5365790014 BURNT LIME. Spec Rev not available SIZE: 15-35 MM DIM.: S	2600	MT	1	600 31/03/14
				2	500 31/05/14
				3	500 31/07/14
				4	500 31/10/14
				5	500 31/12/14

** 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
CENVATABLE DUPLICATE COPY OF INVOICE.
INSP AFTER RECPT AT CFFP.

Special Instructions:

OFFER MUST BE SUBMITTED STRICTELY IN LINE WITH SPECIFICATION, TERMS & CONDITIONS OF ENQUIRY ELSE OFFER MAY LIKELY BE IGNORED.
ALL TAXES/DUTIES/LEVIES ETC. MUST BE SPECIFIED SEPERATELY IN AMOUNT OR IN PERCENTAGE. INCOMPLETE OFFER SHALL NOT BE ACCEPTABLE.
"ANNEXURE-A"DULY FILLED & SIGNED WITH COMPANY SEAL IS TO BE SUBMITTED ALONGWITH OFFER.
SPECIFICATION NO. FF05030 REV.03 IS ENCLOSED.
DELIVERY: AS PER ANNEXURE "A".

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, Hardwar through e-payment.
3. CFFP/BHEL RESERVES THE RIGHT TO PRE-INSPECT THE MATERIAL AT VENDOR'S WORKS

Page No

1

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

IMPORTANT : PLEASE READ CAREFULLY THE INSTRUCTIONS GIVEN ON REVERSE BEFORE QUOTING



निविदा सूचना
TENDER ENQUIRY

AA-17001

भारत हैवी इलैक्ट्रिकल्स 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 DL 16-03-1995

निविदा सूचना सं. ENQUIRY NO.*	1115 P/ 351/3/0403L1	दिनांक Date	09-12-2013
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कृपया निम्नलिखित के लिए निविदा दें। PLEASE QUOTE FOR THE FOLLOWING :

MATERIAL CODE	QUANTITY	UNIT	LOTNO
ITEM DESCRIPTION			

/ 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 L1 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


L P BADONI
SAO (PUR)

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

IMPORTANT : PLEASE READ CAREFULLY THE INSTRUCTIONS GIVEN ON REVERSE BEFORE QUOTING

Name of Vendor:.....

Evaluation shall be done on the basis of delivered cost (i.e.) "total cost to BHEL". Confirmation/comments on the conditions given below are mandatory. Please confirm the following or else your offer is liable to be rejected.

	Description	Vendor Confirmation /Comment (In case of blank, it shall be deemed to be accepted by vendor)
1	Guarantee Certificate (as per specification/enquiry) shall be provided along with despatch documents.	
2	Please specify whether you are a manufacturer or a trader of this material	
3	Original Manufacturer's Test Certificate shall be provided along with despatch documents.	
4	Final inspection shall be carried out after receipt of material at CFFP. However, CFFP reserves the right to pre Inspect the material at supplier works.	
5	Delivery shall be made on FOR Destination basis, destination being Stores/CFFP/BHEL Haridwar, Freight & Insurance charges to vendor's account.	
6	BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit online sealed bid in the Reverse Auction. Non-submission of online sealed bid by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue. BHEL reserves the right not to allow the highest bidder/bidders (whose quote is highest in online sealed bid) to participate further in Reverse Auction Process.	
7	Payment Term: 100% within 30 days after receipt & acceptance of material at CFFP / BHEL, Haridwar through e-payment. * In case vendor does not agree, proper loading shall be done. Base rate of SBI (as applicable on the date of bid opening: Techno commercial bid opening in case of two part bids) + 6%, shall be considered for loading for the period of relaxation sought by bidders.	
8	Validity of offer: Minimum 120 days from tender opening date. Offers with validity less than 120 days may not be considered.	
9	Prices shall be firm till execution of Order	
10	Delivery Schedule: On Intimation. Weekly requirement is around 40-50 MT which is to be supplied by vendor on daily/weekly basis. Contract validity: 15 months from PO date	
11	CFFP/BHEL reserves the right to order part quantity.	
12	Liquidated damage : 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 penalty of 1/2 (half) percent of the price of the goods in arrears per week subject to a maximum of 10%.	
13	Provide name, mobile no. & email address of the contact person	
14	Risk Purchase: In case of delayed/defective supplies or non fulfillment of any other terms & conditions given in the Purchase Order, the purchaser may cancel the purchase order in full or part thereof and may also make the purchase of such material at the risk & cost of supplier.	
15	In case vendor is not registered with CFFP BHEL Haridwar for this material, duly filled up "Supplier Registration Form" must be submitted with techno-commercial bid (form available on website www.bhelhwr.co.in & www.bhel.com). If duly filled SRF is not received within 15 days of opening of techno commercial bid, offer may not be considered for price bid opening.	
16	Documents related to pre qualification criteria (attached) have been enclosed with offer.	
17	In case of any difference observed in conditions confirmed above & elsewhere in the offer, terms quoted above shall be treated as final and binding on vendor.	

Date:

Signature with Seal of the Company

Pre Qualification Criteria for Enquiry no. 1115P/351/3/0403L1 for Burnt Lime

- 1) The vendor must be a regular supplier/manufacturer of '*Burnt Lime of Minimum 85% CaO*', hence the vendor must have supplied annually minimum 1500 MT of '*Burnt Lime of Minimum 85% CaO*' in two financial year within last three financial years from the date of opening tender.
- 2) As a supporting document of Point (1) ,copy of Purchase Orders/Purchase Agreements/Invoice of cumulative annual quantity of 1500 MT of '*Burnt Lime of Minimum 85% CaO*' in two financial year within last three financial years from the date of opening tender have to be provided.
- 3) Vendor has to provide the List of their Customer, of '*Burnt Lime of Minimum 85% CaO*' of the last three years in the following format:

Sl. No.	Name of the Customer	Quantity Supplied	Year of Supply	Contact Details of Customer
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- 4) Last Three Years Average Annual Turnover of the Vendor has to be Minimum Rs. 50 Lakh.
- 5) As a supporting document of Point (4), Last Three Years Financial Statement of the vendor from the date of opening of tender enquiry has to be provided



PLANT PURCHASE SPECIFICATION (CFFP - HARDWAR)

FF 05030 Rev04

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BURNT LIME

1.0 GENERAL:

This specification governs the quality of Burnt Lime for use in steel melting and refining operations.

2.0 APPLICATION

The material is to be used as flux for steel melting in Electric Arc Furnaces and refining in VAD, VOD & LRF operations.

3.0 COMPLIANCE WITH NATIONAL STANDARD

No national standard exists for burnt lime used in steel melting and refining operations.

4.0 SIZE

The material should be supplied in the form of lumps in the size range of 15 to 35 mm. 90% of the material should fall in this range.

5.0 TECHNICAL

5.1 CHEMICAL PROPERTIES

Burnt Lime should conform to the following chemical requirements :

ELEMENTS	% MIN.	% MAX.
CaO	89.00
MgO	-----	3.00
SiO ₂	-----	2.00
Sulphur	-----	0.05
Phosphorous	-----	0.05
Fe ₂ O ₃ & Al ₂ O ₃	-----	2.00
H ₂ O	-----	2.00

5.2 LOI (loss on Ignition) :

The loss on ignition should not be more than 6%. LOI should be calculated as per IS 1514.

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RMI	S.N.GHOSH	<i>[Signature]</i>	WORKED BY	M.K.SAHU	<i>on leave</i>
MPIC	SHIBENDU RAY	<i>[Signature]</i>	CHECKED BY	B K BEDI	<i>[Signature]</i>
CHAIRMAN CPSC	V K AGARWAL	<i>on leave</i>	SUPERVISED BY	V K RAIZADA	<i>[Signature]</i>
			APPROVED : PLANT STANDARDS COMMITTEE		
			PREPARED : SMS TECH	ISSUED : Steel Melting Shop	DATE : 7/12/2013



PLANT PURCHASE SPECIFICATION

(CFFP - HARDWAR)

FF 05030 Rev04

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5.3. Burnt lime is hygroscopic and on exposure to atmosphere absorbs moisture. With long exposure it becomes powder and loses its reactivity. Hence packing and storage are of utmost importance for retaining its properties over a long period of time. Packing has been adequately addressed at clause no 9.0.

6.0 SAMPLING AND METHOD FOR CHEMICAL ANALYSIS:

The sampling and chemical analysis should be done as per standard practices applicable for burnt lime in steel industries as referred in standard book on metallurgical analysis by B.S NEB. All the test result of Chemical analysis and LOI to be rounded off as per IS 2-1960.

7. INSPECTION

- CFFP reserves the right to witness the testing of the material at supplier works.
- 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.
- If the material is not conforming to this specification, it is liable to be rejected and the supplier shall replace the same.

8. TEST CERTIFICATES

One Original and three copies of Test Certificate from the manufacturer containing the following information 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 Manufacturer's TC as above mentioning BHEL's P.O. No. and Challan No.

WORKED BY

M.K.SAHU

on leave

CHECKED BY

B K BEDI

B K Bedi
7/12/13



PLANT PURCHASE SPECIFICATION

(CFFP - HARDWAR)

FF 05030 Rev04

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9. PACKING AND MARKING

The material should be packed in air tight and moisture proof polythene lined bags with Net Weight up to 35 Kg. The packing should be strong enough to withstand the rigors of loading/unloading. The packing should be good enough so that material should not gain moisture during storage. The bags should be properly stitched/sealed so that the material is not exposed to atmosphere till opened for usage.

Each bag should be identified with:

Manufacturer's Name
Material Name
Batch/Lot No.
Quantity.

Identification in any manner (Eg. - Stencil marking, Tags, Stickers etc.) is acceptable

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WORKED
BY

M.K.SAHU

m k sahu

CHECKED
BY

B K BEDI

B K Bedi
07/12/13

BHEL	PLANT PURCHASE SPECIFICATION	FF 05030 Rev04
	C.F.F.P. HARDWAR	PAGE: 4 OF 4

REVISION RECORD SHEET

SN	Revision No.	Revision date	Nature of Changes
01.	01	11.04.2008	- Specification redrawn
02.	02	05.12.2009	- Rounding off of the test result has been incorporated. - Clause no 4 modified. Size changed to 20-60 mm from 50-60 mm. - New clause no 5.2 incorporated for Loss of ignition. -SiO ₂ has been reduced from 4.00% to 2.00% in clause no 5.1 -Moisture content reduced from 3.5% to 2.0%.
03	03	16.07.2013	Size range reduced to 15-35mm from 20-60mm.
04	04	07.12.2013	Clause 6.0, standard practices for chemical analysis to be carried out as referred in books on metallurgical analysis by B.S NEB
	04	07.12.2013	Clause 7.0, supplier shall notify for readiness of the material in advance is deleted.

ISSUED BY:	SMS	WORKED	M.K.SAHU <i>an leav</i>
REVISION	04	DATE: 07/12/2013	CHECKED B K BEDI <i>BK Bedi</i>

T/12/13

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

Techo - 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 or 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 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 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.

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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Annexure-B

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
	Name & address of the firm
1.0	Products/ Systems / Services being considered for
2.0	General Information
2.2	Name of Chief Executive
2.3	Details of authorized signatory
3.0	Ownership Information
3.1	Type of firm
3.2	Nature of Business <ul style="list-style-type: none"> • <i>Attach authorization letter and agency agreement from Principal (from whom capital equipment is procured)</i> • <i>Attach copy of declaration from Foreign Principal for total guarantee/ warranty of indigenous supplies</i>
3.3	Year of establishment
3.4	Year of commencement of business
4.0	Registration particulars
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	Organisational strength
6.0	Other particulars
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	Financial information
9.6	Sales/ Turnover details of last 3 years (or from the date of incorporation whichever is less)

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