

5.0	<b>Salient Terms and Conditions for the supply of A0 LED PRINTER</b>	<b>Vendor's Confirmation</b>
	<p>1. Point by point confirmation for the Technical Specification enclosed to be provided. Offers received without confirmation to our specification will be liable for rejection. If needed additional sheets shall be used</p> <p>2.The financial lease is for a period of five years and consists of fixed rental charges and variable Consumable and Maintenance charges.</p> <p>3.The fixed rental charges includes the following:</p> <p>a. Design, Manufacture and testing at supplier's works</p> <p style="padding-left: 40px;">b. Packing, forwarding, transit insurance and transportation to BHEL's premises.</p> <p style="padding-left: 40px;">c. Installation and commissioning including transfer of data if any.</p> <p style="padding-left: 40px;">d. Insurance at BHEL premises.</p> <p style="padding-left: 40px;">e. All applicable taxes shall be included and individually specified</p> <p>4.The fixed rental and Consumables and Maintenance Charges per linear meter are firm for the entire rental period and payable subject to availability clause as mentioned separately.</p> <p>5.The bidder shall confirm to maintain the same printing charge per Linear meter during the five year rental period, if the total printing quantity exceeding over the approximate quantity for five years.</p> <p>6. Arranging vehicle /manpower required for moving the equipment in BHEL premises till commissioning will be vendor's responsibility.</p> <p>7. Expectations from Vendors Vendor is required to give a total solution &amp; services as per specifications enclosed. The full working of all IT Equipments and Services is the responsibility of the Vendor. Vendor to ensure the integrated and total working of all the equipments to meet the specifications. In case any extra item is required for complete functioning of the system, the same must be quoted and included in the price. Initial supply of items shall include all consumables required for functioning of the hardware.</p> <p>8.OEM/ their authorized business partner of the system offered must have registered offices and service centers in India. In case the vendor is a authorized business partner they should produce the necessary documentary evidence from the respective OEMs ensuring the back to back supply of equipment, spares consumables and service support for the total five year lease period.</p> <p>9. NO ONE TIME CHARGES will be paid by BHEL (for rental scheme) either at the time of placement of order or on completion of installation.</p> <p>10.BHEL reserves the right to retain or return the equipment at the end of the rental period. If BHEL decides to retain the equipment at the end of the lease period , the terminal value shall be Rs 1/-.(Rupee one only) .In case, BHEL decides not to retain the equipment at the end of rental period, dismantling and transportation of equipment from BHEL site is at supplier's cost.</p> <p>11.The vendor shall undertake maintenance of A0 LED printer, On line Folder and its peripherals and other items covered by this order including up gradation of software packages supplied for entire rental period. The maintenance shall include all consumables required for printing except paper which shall be in the scope of BHEL.</p> <p>12.If vendor is not OEM, Suitable back to back service agreement with OEM / Authorized Service Dealer shall be entered by vendor for the maintenance accordingly for the entire rental period and copy of the same shall be submitted to BHEL. Rental will start only after verification of the same.</p> <p>13.Consumable and Maintenance charges shall be quoted on per linear metre basis. Consumable and Maintenance charges will be paid in arrears at end of quarter along with fixed rental charges. 5% on the linear meter reading will be reduced towards wastage while calculating the quarterly linear meter reading and in case the wastage is abnormal over and above the 5% norms then the actual wastages shall be deducted including the paper cost. The printing scope includes appropriate folder function also ,hence the drawings printed and not properly folded will not be taken for linear meter accounting for calculation of Consumable and Maintenance charges .Total linear metre for quarterly payment shall be as certified by End user department, which is final and binding.</p> <p>14. The vendor shall post required number of resident engineers from OEM / Authorized Service Dealer, with sufficient stocks of spares and consumables to ensure stipulated availability, at BHEL Ranipet , who will take care of maintenance and oversee operation of the equipments covered under this order .Print job submission and operation will be done by BHEL personnel and vendor shall arrange training for them in operation of the system as and when required.</p>	

(AFFIX OFFICIAL SEAL HERE)

Signature with date:

15. Rental period will start only after satisfactory installation and commissioning of equipment including all hardware and software products and after receipt of commissioning report by end user. The installation and commissioning certificate shall be jointly signed by the User Department's representative and the Vendor's representative. Quarterly rental charges (provided uptime as specified is maintained during the months) become payable at the end of each Quarter.

16. Lease payment will be made at the end of each quarter within 90 days for Non-MSME vendors and within 45 days for MSME vendors from the issue of System Uptime Certificate and usage in terms of linear metre issued by the end user. The certificate will be issued by the end user within 4 days after submission of the invoices for the quarterly lease rental.

17. The system offered must be capable of using the stationery generally available in India and the quality of paper shall not be reason for any downtime or malfunction of printer system.

18. All the equipment supplied shall have proper closing (covers) to avoid insects or rats entering into the cabinet and damage any component.

19. Only one 15 Amps power socket will be provided by BHEL.

20. If the delivery is delayed due to reasons not attributable to BHEL, BHEL reserves the right to go for alternative procurement.

21. All computer peripherals should be capable of working under Windows operating systems starting from Windows XP and including the latest Windows desktop/server operating systems those are released within the expiry of the rental contract. If BHEL wants to connect the peripherals to a future release of Windows operating system, the vendor may install it as soon as the drivers are available for free download.

22. Vendor has to specially verify that the offered products have no deviations from BHEL technical specification ( **As per annexure-I**)

23. Equipment offered shall be "New". Re-built / Re-conditioned / Used equipments will not be accepted. "Vendor shall submit certificates from OEM that all items supplied under this contract are brand new and not used elsewhere.

24. The income tax depreciation will be claimed by BHEL.

25. Training of BHEL end user personnel on configuration and proper usage during installation will be part of the contract.

26. **Insurance** for the complete Systems/Goods shall be arranged by the Vendor at his own risk and cost throughout the period of lease. Purchaser/Lessee, under any circumstances, will not be responsible for any loss/damage/theft of any Systems/goods, due to any reasons, whatsoever. Claim(s) etc., if any, will be dealt with the underwriters directly by the Vendor . Evidence of insurance policy shall be submitted to BHEL. If the Vendor fails to renew the policy before the expiry, BHEL will effect the insurance from the lease rental.

27. **Subcontracting** Order/contract or any part thereof shall not be sub-contracted, assigned or otherwise transferred without prior written consent of BHEL which will not be unreasonably withheld.

28. The Linear Metre quantum is provided as an Estimate only. Billing will be done on the actual consumption basis. In case the quantum is exceeded during the contract period, the Service provider (Vendor) shall extend the Consumable and Maintenance Charges and Consumable supply at the same Linear Metre rate for the quantum exceeding the estimated quantum. Bidder to confirm the same

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Signature with date:

29. If vendor is not OEM, suitable back to back service agreement with OEM / Authorized service Dealer shall be entered by Vendor for the maintenance accordingly for the entire rental period and copy of the same shall be submitted to BHEL. Rental will start only after verification of the same.

30. Prices shall be quoted item wise only as per the model format enclosed for lease & outright purchase separately. An unpriced copy shall be submitted along with technical bid where in the applicable Taxes and Duties Shall be clearly specified.

31. Make, Model, Product No and Details of each Item must be mentioned clearly.

32. Incomplete offers will not be considered for further processing .

33. Fixed price: Prices quoted by the bidder shall be fixed and not subject to any escalation whatsoever during the period of bid validity and execution of the Purchase Order. A bid submitted with an adjustable price will be treated as non - responsive and rejected. Prices shall be written in words and figures. In the event of difference, the price in word shall be valid and binding. Unit prices shall be considered correct in the event of any discrepancy with regard to total price.

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

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

36. The bidder shall provide necessary, Test Certificates and Operating Maintenance Manuals etc., as called for in the Technical Specification, in the required number of copies at no extra cost.

37. The Bidder shall arrange for boarding, lodging and logistics of onsite commission engineer and operations engineers.

38. The quarterly leased rental payment will commence only after:

- Successful commissioning of the actives and signing of commissioning certificate, and supply and installation of passives
- Signing of Bipartite Lease Agreement
- Proof of maintenance contract with OEM for the total duration of 5 years.

39. The printer should be able to print A0 and below sizes

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Signature with date:

## 6.0 Technical Specification and Check List for 8 A0 Printer

Item NO	Specification of the Hardware	Response & Confirmation by vendor	Remark / Reference to Technical Literature
	<b>A0 Laser Printer with Folder and plot works software</b>		
1	Specify the make		
2	Specify the model		
3	OEM support pack labour /parts /on-site)warranty for the contract period		
4	Minimum 8 A0 Prints per minute ( <b>Output</b> )		
5	At least 400 DPI		
6	Electronic Collation		
7	Auto Roll Switching		
8	Job Accounting		
9	Provision for using At Least 3 rolls simultaneously -3" Core Size		
10	Automatic media Cutter		
11	Support Print output Size 914mm X 15m (A4 to 36" Width x 150m)		
12	At least 4GB ram		
13	At least 350 GB Hard disc drive		
14	USB and 10/100 Base-T Fast Ethernet with RJ45 compatibility, With External print Controller. Protocol Suit: TCP/IP, IPX [Vendor to specify others]		
15	Remote management software to monitor & manage the system from remote location		
16	Compatible with Windows 7 , 8		
17	Compatible with Redhat Linux 7.2 and above, Unix		
18	Drivers for Windows 7, 8 - 32 bit & 64-bit, Embedded webserver file submitter.		
19	Drivers for AutoCAD: R 14, 2000, 2002, 2004, 2005 for Windows ,upto latest version		
20	Drivers shall be updated as and when released by the OEM		
21	Driver for ADOBE Acrobat 8,9 & 10upto latest		
22	TIFF 6.0, CALS/G4, HP-GL/2, HP RTL Print Languages		
23	Adobe Postscript3 with PDF		
24	AutoCAD DWG, Adobe PDF, TIFF to be handled directly without native application		
25	Files of type HPGL, HPGL2, Adobe PostScript to be handled		
26	Drivers for Standard Modeling Packages like Nx,Inventor, SP3D, PDMS,ANSYS to be provided under Windows-7 and 8 (32-bit & 64-Bit)		
27	PLP Plot Works PRO [latest version in original media] to handle the given file formats taking care of the packages mentioned above with support for five years. Printer should be in the list of Supported Printers by PLP		
28	Confirm Printer supplied with one set of all consumable (fully loaded) and ready for use		
29	Specify the Optional Accessories		
30	List of the consumables suppliers in India.		
31	Should be integrated with the BHEL Print management software		
32	<b>A0 ONLINE FOLDER -compatible to the printer.</b>		
33	Specify the make (same make as A0 Laser Printer)		
34	Specify the Model		
35	Integrated Online Folder operating at the same speed as Printer.		
36	Programmable Folding Options.		
37	210mm with Binding Edge		
38	210mm without Binding Edge		
39	190mm Fanfolds		
40	Cross-Fold option also to be provided		
41	Voltage Stabilizerwith Over-voltage protection for the Printer and the Folder. Certificate from the printer OEM, on letter head/with OEM Company seal, with signature and date indicating the Model Number offered. Specifically stating that the A0 LED Printer and Folder Models being offered are currently in their manufacturing range and that guaranteed		
<p>Certificate from the printer OEM, on letter head/with OEM Company seal, with signature and date indicating the Model Number offered, specifically stating that the A0 LED Printer and Folder Models being offered are currently in their manufacturing range and that guaranteed availability of maintenance support, spares parts and consumables will be ensured for the duration of the contract shall be submitted along with off Vendor shall sign and affix seal on every sheet of this document</p>			

(AFFIX OFFICIAL SEAL HERE)

Signature with date:

Company Details & Contact	
Full Address of the company:	
Company Email ID:	
Phone No.:	
Fax No	
Pan No	
CST /TIN No	
Service Tax No.	
Name of the contact person:	
Mobile No.:	
e-mail ID	
<b>For any queries / clarifications the bidders may contact us through our FAX NO. +91 or through e-mail <a href="mailto:pvdmurthy@bhelrpt.co.in">pvdmurthy@bhelrpt.co.in</a> (or) <a href="mailto:arul@bhelrpt.co.in">arul@bhelrpt.co.in</a> (or) <a href="mailto:nt@bhelrpt.co.in">nt@bhelrpt.co.in</a></b>	

**NOTE:**

a) Your Specific acceptance to our payment terms, LD, Risk Purchase Clause & Submission of PBG for 10% of the order value are essential for consideration of your offer. Otherwise your offer is liable for rejection.

b) **No row shall be left blank. Please indicate NA, in case the item is "not applicable"**

**Declaration:**

We have gone through and understood the 'General guidelines & instructions to bidders for submitting offer' enclosed as a part of the Tender and confirm that our offer has been made in line with the same.

Signature with date:

(AFFIX OFFICIAL SEAL HERE)

Name:

Department:

Designation:

(PLEASE AFFIX YOUR SIGNATURE WITH SEAL ON EACH PAGE)

(AFFIX OFFICIAL SEAL HERE)

Signature with date:

**7.0 CHECKLIST OF FORMATS (TO BE ATTACHED WITH TECO-COMMERICAL BID (PART I) DULY FILLED BY THE VENDOR)**

<b>SI. NO.</b>	<b>Annexure to be attached</b>	<b>Format attached as annexure</b>	<b>Whether attached Yes/No</b>
01	No Deviation Certificate	Annexure I	Yes/No
02	Non-Disclosure Agreement	Annexure II	Yes/No
03	Past experience of Similar Executed Projects	Annexure III	Yes/No
04	Bank Guarantee Formats	Annexure IV	Yes/No
05	Price format without prices, indicating the % of statutory levies/Taxes (Financial Lease)	Annexure A	Yes/No
06	Price format without prices, indicating the % of statutory levies/ Taxes (Outright Purchase)	Annexure B	Yes/No
07	Authorization letter from OEMs for Supply of A0 printer	Annexure C	Yes/No
08	CA letter for MSME format	Annexure D	Yes/No

(AFFIX OFFICIAL SEAL HERE)

Signature with date:

**Annexure- I**

**No Deviation Certificate**  
(To be given in bidder's letter head)

**Ref:** BHEL's NIT No. \_\_\_\_\_ Dated \_\_\_\_\_

It is Certified that the offered solution vide NIT No. \_\_\_\_\_ dated \_\_\_\_\_ in response to BHEL's enquiry mentioned under reference has no Technical deviation from the requirement of BHEL Ranipet given vide the Technical Specification (Requirement).

Date:

Bidder's Signature with seal

**Annexure II**

**THIRD PARTY NON-DISCLOSURE AGREEMENT**

I, \_\_\_\_\_, on behalf of the \_\_\_\_\_ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with BHEL, Ranipet on contract is confidential and that the nature of the business of the BHEL, Ranipet is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL, Ranipet Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.

- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL, Ranipet all documents and property of BHEL, Ranipet, including: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to BHEL, Ranipet's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, Ranipet and are reasonable given the nature of the business carried on by the BHEL, Ranipet. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

This obligation of confidence shall continue after the conclusion of the contract also.  
knowledge of its meaning, and without duress

I enter into this  
agreement totally  
voluntarily, with full

Dated at \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name

Company

Signature

**Annexure III**

**Past Experience Of Similar Executed Projects**

<b>SL N O.</b>	<b>DESCRIPTION OF WORK</b>	<b>POSTAL ADDRESS OF CLIENT &amp; NAME OF OFFICER IN CHARGE</b>	<b>CONTRA CT VALUE</b>	<b>STARTING DATE</b>	<b>Email</b>	<b>Fax Number</b>

**SIGNATURE OF BIDDER :**

**NAME OF BIDDER :**

**COMPANY SEAL :**

**PERFORMANCE BANK GUARANTEE (PBG)  
FORMAT INSTRUCTIONS FOR PBG AND LIST OF  
BHEL BANKERS**

**Compliance: Accepted to comply all the above points  
Name: Company Seal**

**Signature of bidder with Date:**

Bank Guarantee No. \_\_\_\_\_ Date \_\_\_\_\_  
Banker Name \_\_\_\_\_ Bank Guarantee Value \_\_\_\_\_

Please affix Non-Judicial Stamp here  
as per Stamp Act

**BANK GUARANTEE**

1. This deed of guarantee made this \_\_\_\_\_ day of \_\_\_\_\_ by

\_\_\_\_\_ (Bank's name, branch, place, address) (hereinafter referred to as 'the Bank') in favour of M/s. Bharat Heavy Electricals Limited (A Government of India undertaking, a company incorporated under the Companies Act 1956 having its Registered Office at "BHEL House", SIRI Fort, New Delhi - 110049) through its Boiler Auxiliaries Plant located at Ranipet - 632406, (hereinafter called "the Company").

2. WHEREAS the Company has entered into a contract with M/s. \_\_\_\_\_ (hereinafter called "the said Contractor", which term includes "suppliers" for the purpose of this guarantee), for supply of equipments and/or services by the said Contractor vide Contract No. \_\_\_\_\_, dated \_\_\_\_\_

3. WHEREAS under the terms and conditions of the said Contract between the Company and the said Contractor, the said Contractor is to furnish a performance Bank Guarantee for due performance of the equipment to be supplied under the said Contract and for the fulfillment of all the terms and conditions of the said Contract.

4. WHEREAS the said Contractor have requested the Bank to offer a Guarantee and at their request, WE the Bank have agreed to furnish such Guarantee to the said Contractor.

.....2

Sign & Seal of the Issuing Bank

Bank Guarantee No. \_\_\_\_\_ Date \_\_\_\_\_  
Banker Name \_\_\_\_\_ Bank Guarantee Value \_\_\_\_\_

Please affix Non-Judicial Stamp here  
as per Stamp Act.

### BANK GUARANTEE

1. This deed of guarantee made this \_\_\_\_\_ day of \_\_\_\_\_ by

\_\_\_\_\_ (Bank's name, branch, place, address) (hereinafter referred to as 'the Bank') in favour of M/s. Bharat Heavy Electricals Limited (A Government of India undertaking, a company incorporated under the Companies Act 1956 having its Registered Office at "BHEL House", SIRI Fort, New Delhi - 110049) through its Boiler Auxiliaries Plant located at Ranipet - 632406, (hereinafter called "the Company").

2. WHEREAS the Company has entered into a contract with M/s. \_\_\_\_\_ (hereinafter called "the said Contractor", which term includes "suppliers" for the purpose of this guarantee), for supply of equipments and/or services by the said Contractor vide Contract No. \_\_\_\_\_, dated \_\_\_\_\_.

3. WHEREAS under the terms and conditions of the said Contract between the Company and the said Contractor, the said Contractor is to furnish a performance Bank Guarantee for due performance of the equipment to be supplied under the said Contract and for the fulfillment of all the terms and conditions of the said Contract.

4. WHEREAS the said Contractor have requested the Bank to offer a Guarantee and at their request. WE the Bank have agreed to furnish such Guarantee to the said Contractor.

Bank Guarantee No. \_\_\_\_\_ Date \_\_\_\_\_

Banker Name \_\_\_\_\_ Bank Guarantee Value \_\_\_\_\_

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5. NOW, THEREFORE, WE the Bank do hereby undertake to pay the Company an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) against any loss or damage caused to or suffered or would be caused to or suffered by the Company by reason of any breach by the said Contractor of any of the terms and conditions contained in the said Contract.

6. We, the Bank, do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Company stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Company by reason of breach by the said Contractor of any of the terms and conditions contained in the said Contract or by the reason of the said Contractor's failure to perform the said Contract. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, the Bank's liability under this Guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

7. The Bank's liability under this Guarantee is absolute and unequivocal and we, the Bank, undertake to pay unconditionally to the Company any money so demanded notwithstanding any dispute(s) raised by the Contractor in any suit, or proceedings pending before any Court or Tribunal or Arbitration or before any other authority and such payment under this guarantee shall not wait till the disputes, if any, have been decided by any Court or Tribunal or in the arbitration proceedings or by any other authority.

8. This Guarantee comes into force immediately and shall remain in full force and effect up to and including \_\_\_\_\_ (date) (including a claim period of 3 months after the date of completion of warranty period).

9. We, the Bank, further agree that, subject to Clause-8, the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Company under or by virtue of the said Contract have been fully paid and its claims satisfied or discharged or till the Purchase Department of the Company certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said Contractor and accordingly discharges this Guarantee.

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Sign & Seal of the Issuing Bank

Bank Guarantee No. \_\_\_\_\_ Date \_\_\_\_\_

Banker Name \_\_\_\_\_ Bank Guarantee Value \_\_\_\_\_

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10. Unless a demand or claim under this Guarantee is made on the Bank in writing on or before the date specified under Clause-8 above, the Bank shall be discharged from the liability under this Guarantee thereafter. But where such claim or demand has been preferred by the Company with the Bank on or before the expiry of the said date, the claim shall be enforceable notwithstanding the fact that the said enforcement is effected after the said date.

11. For the purpose of Clause-10, any letter making claim or demand on the Bank by the Company lodged in person or dispatched by Registered Post or by Fax or by Telegram or by any Electronic media addressed to the above mentioned address of the Bank on or before the date specified under Clause-8 above, shall be deemed to be the claim/demand in writing referred to above irrespective of the fact as to whether and when the said communication reaches the Bank.

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

13. This Guarantee shall not become void due to any change in the constitution of the said Bank or the said Contractor.

14. The Guarantee herein contained shall not be determined or affected by the liquidation or winding up or insolvency of or change in the constitution of the said Contractor, but shall in all respects and for all purpose be binding and operative until all payments of all moneys due or that may hereafter become due to the said Company are settled irrespective of any liability or obligation of the said Contractor under the said Contract.

15. It shall not be necessary for the said Company to proceed against the said Contractor before proceeding against the guarantor bank and the Guarantee herein contained shall be enforceable against the said Bank notwithstanding any security, which the said Company may have obtained or obtain from the said Contractor.

Bank Guarantee No. \_\_\_\_\_ Date \_\_\_\_\_

Banker Name \_\_\_\_\_ Bank Guarantee Value \_\_\_\_\_

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16. Any claim or dispute arising under the terms of this document shall be subject to the jurisdiction of the Courts at Ranipet, Tamilnadu.

17. The said Bank declares that it has powers to issue this Guarantee under the Bank's Memorandum and Articles of Association and the undersigned has full powers to do so on its behalf under the powers granted to him by the proper authorities of the said Bank.

18. We, the Bank hereby undertake not to revoke this Guarantee during its currency except with the previous consent of the said Company in writing.

In witness whereof we \_\_\_\_\_ (name of the Bank) have hereunto setout Bank Seal the \_\_\_\_\_ day of \_\_\_\_\_ month \_\_\_\_\_ year.

**SIGN & SEAL OF THE ISSUING BANK**



## **BHEL BAP RANIPET**

### **INSTRUCTIONS FOR BANK GUARANTEE**

- 1.1 Bank Guarantee shall be issued by any one of BHEL's Bankers or any Nationalized Bank. Please refer to List of BHEL's Bankers enclosed.
- 1.2 If it is not possible, then BG can be issued by a Scheduled Commercial Bank with the prior approval of BHEL.
- 1.3 BG from Co-operative Banks is not acceptable.
- 2.1 Pre-printed BG Form of BHEL only shall be used.
- 2.2 Only the relevant information like Supplier Name, BG Value, Contract No., Validity etc. shall be typed in the pre-printed form and executed by Bank.
- 2.3 Special adhesive stamp of the required value shall be affixed on the 1<sup>st</sup> Page of the Form.
- 2.4 If Special Adhesive stamps are not available, then applicable stamp duty shall be paid at the Bank / Agency nominated by the concerned State Government to collect stamp duty, who will affix their signature, date and seal in the first page of the BG Form clearly marking it as "SPECIAL ADHESIVE" & "STAMP DUTY".
- 2.5 Stamp Duty for the BG shall be at the rate as applicable in the State where the BG is executed.
- 2.6 Bank seal shall be affixed on the special adhesive stamp.
- 3.1 The executing officer of the Bank shall indicate his name, designation and power of attorney number / signing power number etc. on the BG.
- 3.2 Any correction / overwriting on the BG shall be duly authenticated under the Seal and signature of the executing officer of the Bank.
- 3.3 Each page of the BG shall be duly signed/initialed by the executing officer of the Bank and the last page is to be signed with full particulars under the seal of the Bank.
- 3.4 Fax number, e-mail Address, contact person, phone number and complete postal address shall be indicated in the covering letter of the BG from Bank.
- 4.1 The validity of the BG shall cover a period of 18 months (or such other period as per purchase Order, if otherwise specified) from the last date of dispatch as per Purchase Order or actual date of last dispatch under the Purchase Order, whichever is later.
- 4.2 The BG shall have a claim period of 3 months. If no separate claim period is indicated in the BG, then the validity shall be 18 months (or such other period as per Purchase Order, if otherwise specified) plus 3 months.

- 5.1 No clause of the BHEL BG Form shall be altered, deleted or new clauses added by the Issuing Bank under any circumstances. Bank Guarantees with altered/ deleted/added clauses will not be accepted by BHEL under any circumstances.
- 5.2 If the Issuing bank wants to add any additional clauses, it shall be intimated to BHEL well in advance with exact text of clause, which shall be subject to approval by BHEL Law Department. Those clauses specifically accepted by BHEL Law Dept. can be added in the last page of the BG Form and executed by Bank.
- 6.1 Bank Guarantee shall be forwarded by Issuing Bank directly to Accounts Officer/ Stores Bills, BHEL/BAP, Ranipet-632406.
- 6.2 If it is not directly forwarded to BHEL due to unavoidable circumstances, then the Issuing Bank shall send a letter directly to BHEL on the issue of the BG enclosing a photocopy of the Original BG.
- 6.3 The Bank Guarantee should not be routed through Bank along with other dispatch documents under any circumstances.
- 7.1 In case of any extension of a BG the same shall be executed on non-judicial stamp paper of the required value.
- 7.2 Only the due date and claim period shall be extended.
- 7.3 The extension should not result in alteration of any material facts of the BG.

Bank Guarantees executed as per the above instructions only shall be accepted at our end. Hence kindly ensure compliance with the above instructions for early processing of the bills and to avoid hold up of the bills.



**LIST OF BHEL'S BANKERS  
FROM WHOM BANK  
GUARANTEE IS TO BE OBTAINED**

Sl. No	Name of the Bank
1.	State Bank of India
2.	ABN AMRO Bank N.V.
3.	Bank of Baroda
4.	Canara Bank
5.	CITI Bank N.A.
6.	Duestche Bank AG
7.	HDFC Bank Ltd.
8.	ICICI Bank Ltd.
9.	IDBI Bank Ltd.
10.	Punjab National Bank
11.	Standard Chartered Bank
12.	State Bank of Hyderabad
13.	State Bank of Travancore
14.	The Hongkong and Shanghai Banking Corporation Ltd.

**5 Years Finance Lease Option (Quarterly Rental) (All values in Indian Rupees)**

RENTAL CHARGES										
PART A	SI no	Item Description PART-A (Quarterly payment in arrear)	Qty	Principle rate	Interest in % on principal rate	Interest value	Service tax applicable on 10% of the interest value	% of Lease Tax (CST/VAT)	Lease tax value	Total rental charge including all taxes
				Quarterly		Quarterly	Quarterly		Quarterly	Quarterly
			Q	A	B	C=BxA	D=Cx0.1 x0.1236	E	F=Ex(A+C)	G=(A+C+D+F)xQ
	1	Lease rental charges for A0 LED printer with folder & software	1							
<b>PART A (TOTAL Value for 5 years) (Gx4x5)</b>										

Maintenance + Consumable Charges								
PART B	ItemDescription PART B	Qty	Approximate No. of Print (Linear Meter) / Quarter	Rate/Linear Meter in Rs.(Excluding taxes)	% of Service Tax (or) any other taxes (clearly indicate the type of taxes)	Rate/Linear meter including taxes	Rate per Quarter	Total Value including all taxes
				Quarterly		Quarterly	Quarterly	Quarterly
		Q	A	B	C	D=B+(CxB)	E=DxA	F=ExQ
	1	Maintenance Charge	1	40000				
2	Consumable Cost (Toner + Developer Drumkit + other consumable)	1	40000					
<b>PART B (TOTAL Value for 5 years) (Fx4x5)</b>								

**Part I, Technical bid shall be submitted along with unpriced price bid format ( both Lease & outright purchase) indicating % of all taxes & duties (Cell shaded in grey colour only to be filled up by vendor and submit along with technical bid. And also take care the following point, while entering the taxes& duties..) 1. Indicate the quarterly interest in % 2.Mention the type of taxes & duties (Whether CST/VAT & Service taxes) 3.In columns, wherever CST/VAT & service tax both are applicable, break up of the tax structure should be given in separate row.**

Signature of the Bidder

**Annexure-A(sheet 2 of 3)**

**QUARTERLY AMC CHARGES FROM 6<sup>TH</sup> YEAR VALID FOR TWO YEARS AFTER 5 YEAR LEASE (All values in Indian Rupees)**

PART C	S.No	Description	Approximate No. of Print (Linear Meter) / Quarter	Rate/Linear Meter in Rs.(Excluding taxes)	Total Charges	VAT			SERVICE TAX			Total	Total AMC charges for 2 years. (8 qtrs.)
			Quarterly	Quarterly	Quarterly			Quarterly			Quarterly	Quarterly	
			(A)	(B)	(C)=A X B	% of value	VAT Rate %	VAT Amount (D)	% of value	Service Tax Rate %	Service Tax Amount (E)	AMC charges incl. taxes per quarter (F=C+D+E)	G=Fx8
	1	Maintenance Charges	40,000										
	2	Consumable Cost (Toner + Developer Drumkit + other consumable)	40,000										
<b>PART C Netcash outflow for 2 years</b>													

Signature of the Bidder

**ENQUIRY NO : OPEN TENDER****ENQUIRY OPENED ON : xxxxx**

This is an excel template to be used by the bidder for arriving at the Net Cost

ITEM DESCRIPTION : SUPPLY OF A0 PRINTER

NAME OF THE SUPPLIER :

Sl. No.	DESCRIPTION	TOTAL AMOUNT
1	Rental Charges (Part A)	0.00
2	Maintenance and consumable charges (Part B)	0.00
3	AMC Charges (Part C)	0.00
4	<b>GRAND TOTAL</b> (Total of <b>Part A+Part B+Part C</b> ) (Sl.No. 1+2+3)	0.00
5	<b>LESS: Total Service Tax of Part A</b>	0.00
6	<b>Sub Total - 1</b> (Grand Total - Total Service Tax of Part A) (Sl.No. 4-5)	0.00
7	<b>LESS: Total Service Tax of Part B</b>	0.00
8	<b>Sub Total - 2</b> (Sub Total 1 - Total Service Tax of Part B) (Sl.No. 6-7)	0.00
9	<b>LESS: Total Service Tax of Part C</b>	0.00
10	<b>NET COST</b> (Sub Total 2 - Total Service Tax of Part C) (Sl.No. 8-9)	0.00

↑  
This amount to  
be given as input  
for RA.

Signature of the Bidder

**Outright Purchase (All values in Indian Rupees)**

<b>OUTRIGHT CHARGES</b>									
<b>PART A</b>	Slno	Item Description PART-A (Quarterly payment in arrear)	Qty	Price per qty.with Std, warranty excluding taxes.	St.warranty period in no. of years	Specify % of taxes & duties	Tax value per quantity	Total charges including Tax	Total value including all taxes
			Q	A	B	C	D=CxA	E=A+D	F=ExQ
	1	A0 LED printer with folder & software	1						
<b>PART A (TOTAL Value)</b>									

<b><u>Maintenance + Consumable Charge</u></b>								
<b>PART B</b>	ItemDescription PART B	Qty	Approximte length of Print (Linear Meter) / Quarter	Rate/Linear Meter in Rs. (Excluding taxes)	% of Service Tax (or) any other taxes (clearly indicate the type of taxes)	Rate/Linear meter including taxes	Rate per Quarter	Total Value for five years
		Q	A	B	C	D=B+(CxB)	E=DxA	F=(5x4xE )xQ
	1	Maintenance Charge	1	40000				
2	Consumable Cost (Toner + Developer Drumkit + other consumable)	1	40000					
<b>PART B Netcash outflow for 5 years</b>								

**TOTAL NETCASH OUTFLOW FOR TOTAL 5 YEARS In Rs=(Part A + Part B)**

Part I, Technical bid shall be submitted along with unpriced price bid format ( both Lease & outright purchase) indicating % of all taxes & duties (Cell shaded in grey colour only to be filled up by vendor and submitted along with technical bid. And also take care the following point, while entering the taxes& duties..) 1. Indicate the quarterly interest in % 2.Mention the type of taxes & duties (Whether CST/VAT & Service taxes) 3.In columns, wherever CST/VAT & service tax both are applicable, break up of the tax structure should be given in separate row.

ANNEXURE-C

**FORMAT FOR "LETTER FOR AUTHORITY"**

Tender Enquiry No. \_\_\_\_\_ Date / /

To

\_\_\_\_\_

\_\_\_\_\_

Sub: Letter of Authority

Tender Ref. No.    Date:

Dear Sir,

We hereby authorize \_\_\_\_\_ who will fulfill the requirements of the tender enquiry ref. no. \_\_\_\_\_ dated \_\_\_/\_\_\_/\_\_\_ to quote/negotiate and service the equipment as required in the above tender enquiry.

This authorization is valid only for the following equipment for which we are the OEM:

1. \_\_\_\_\_
2. . \_\_\_\_\_
3. . \_\_\_\_\_
4. . \_\_\_\_\_
5. . \_\_\_\_\_

The authorized agency would ensure reliable service during complete R&G period. In case of any default alternative arrangement would be done by us on the same terms and conditions as negotiated and finalized in this tender enquiry.

(Authorised signatory)

For \_\_\_\_\_ Place:

Date

**Note: This "Letter of Authority" should be issued on the letterhead of OEM and enclosed in Part II.**

Signature of the Bidder  
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**ANNEXURE D**

**IN THE LETTER HEAD OF THE C.A. FIRM**

**TO WHOM SO EVER IT MAY CONCERN**

**This is to certify that M/s .....having its registered office at .....is registered under MSMED Act 2006 and categorized under .....unit vide their Registration number.....(copy enclosed)**

**Further certified that the investment of company in Plant & Machinery as on 31<sup>st</sup> March ..... is Rs.....Lacs i.e. below Rs.25 Lacs / 5 Crores as permissible for Micro / Small unit respectively under MSMED ACT 2006. Hence the company is under category of Micro/Small(strike off whichever is not applicable) unit for the financial year .....**

**It is further certified that cumulative investment in Plant & Machinery during ..... ( 01/04/..... - till date ) is below the permissible limit of Rs.25 lacs / 5 Crores for Micro / Small unit respectively and Company is under the category of .....unit as on date i.e. 31/03/.....**

**The Directors of the company have been instructed to intimate their clients in case of change of investments in Plant & Machinery, if any, in future with proper supporting documents.**

**This Certificate is VALID FOR ONE YEAR ONLY from the date of issue subject to the above referred instruction with reference to "Change of Investments"**

**for .....**

**Chartered Accountants**

**Name:**

**Membership Number:**

**Full address**

**Place:**

**Date:**