

| <u>CHECK LIST FOR OFFER EVALUATION</u> | | <u>Annexure -'G-A'</u> | |
|---|--|-------------------------------|--|
| (Forming part of Techno-commercial [Part-I] bid) (All statements to be substantiated with documentarily evidencing the same in the name of Bidder / firm only. Enclosures to be submitted orderly placed, serially numbered & properly Secured / bound , leaving no loose sheets) | | | |
| Sr. No | Particulars for evaluation of techno-commercial bid | Comments/ Remarks by Bidder | Compliance enclosed at page...of offer |
| 1 | Is bid submission strictly in order as per tender clauses of General terms & conditions? Have all the statutory documents required as per Clause G-3 of Tender document submitted? | | |
| 2 | Tender Cost of Rs. 400/- (Rupees Four hundred only) + VAT@14% | | |
| 3 | EMD of Rs. 60,000/- (Rupees Sixty Thousand only) | | |
| 4 | Tender Document including price bids duly signed and stamped by bidder as a token of acceptance | | |
| 5 | Company Profile of General Terms & Condition (Annexure G-B) | | |
| 6 | Statement of evaluation (Annexure G-C) | | |
| 7 | Banker's certificate (Annexure GD) | | |
| 8 | Audited annual report or balance sheet of last 3 years | | |
| 9 | Income Tax Return for the last 3 years Financial years. | | |
| 10 | IBA approval /valid IBA certificate (enclosed certified copy of approval) | | |
| 11 | Self certification affidavit cum agreement (Annexure GE) | | |
| 12 | Branch List | | |
| 13 | Declaration on Rs.100/- non-judiciary stamp paper regarding non-blacklisted, not-put on hold, not booked by court of law etc | | |
| 14 | Price Bid - Schedule of Rates (Part-II) in separate envelope | | |
| 15 | Details of computers, Internet connection, E-mail, etc. in Jhansi office for effective and fast communication. | | |
| | Specific deviations if any, to our Terms & Conditions (enclosed separate sheet) | | |
| Place: Signature of the authorized signatory affixing official Seal of the bidder | | | |
| Name | | | |
| Date : | Designation | | |

Annexure – 'G-B'

Company Profile of the Bidder

1. Name of the firm/concern:
2. Nature of the firm/concern:
3. Year of inception:
4. IBA Code No.:
5. Income Tax PAN Number:
6. Registered Office:
7. Corporate Office:
8. Zonal Office:
9. Office for Immediate Reporting:
10. Website:
11. Phone Number:
12. Fax Number:
13. E-mail id:
14. Company incorporation details:
15. Board of Director:
16. Business Activities:
17. Bankers:
18. Paid-up Capital:
19. Annual turnover:
20. Membership of Professional Associations, if any
21. Associates, if any.

(Signature of the Authorized signatory affixing official seal of the Bidder)

Name:

Designation:

ANNEXURE –‘G-C’

BHARAT HEAVY ELECTRICALS LIMITED, JHANSI

TENDER FOR TRANSPORTATION OF SMALLS / PART LOAD
Enquiry No. CDC/T/14-15/029-TD

STATEMENT FOR EVALUATION

1. Name of the firm: _____
2. Year of Inception _____
3. Nature of firm/concern: _____
(Proprietorship/partnership/Private Ltd/Public Ltd)

Note: Documents substantiating the nature of firm/concern to be submitted. In case of Partnership concern, duly notarized copy of the Partnership Deed, Resolution of the Partnership etc. or Power of Attorney in the name of the person signing the tender)

4. Name of Partners/Proprietors/Directors.
 - a.Shri/Smt. _____ S/o-W/o _____
 - b.Shri/Smt. _____ S/o-W/o _____
 - c.Shri/Smt. _____ S/o-W/o _____

5. Details of last three years turn-over (Rs. in Lakhs) (substantiated with audited annual report or balance sheet submitted to Income Tax as applicable)

| 2010-11 | 2011-2012 | 2012-13 |
|---------|-----------|---------|
| | | |

Note - Provisional Financial statement for the year 2013-14 is also acceptable

6. Address & Telephone No. of local office at Jhansi and contact person.
7. Name of the person(s) authorized for signing the contract/dealing with BHEL

Place:

Date:

(Signature of the authorized signatory affixing official seal of the bidder)

Name :
Designation :

Annexure-'G-D'

**PROFORMA FOR BANKER'S CERTIFICATE ON BANK LETTER HEAD
TO WHOMSOEVER IT MAY CONCERN**

M/s -----
(Name of the transporter with address)

(A limited company/private company/ partnership/ proprietorship) is maintaining a Current A/c with us.

During the previous year's firm's transactions with the bank had been as under:

(in Rs. Lakhs)

| Particulars | 2010-11 | 2011-2012 | 2012-13 |
|----------------------|----------------|------------------|----------------|
| Bank transactions | | | |
| Cash Credit/OD limit | | | |
| Any other aspect | | | |

The Bank Transactions of the firm has been found satisfactory and their financial position is sound.

Place:

Date:

Authorized signatory of the Bank with Seal.

ANNEXURE 'G-E'

(To be executed on non-judicial stamp paper worth Rs.100/-)

Bharat Heavy Electricals Limited, Jhansi
Acting through the:
Addl General Manager (CDC)
Central Dispatch Cell
BHEL, Jhansi-284120 U.P.

1. I/We.....have read the various conditions to tender No. CDC/T/14-15/029-TD attached hereto duly signed & stamped on each page and hereby agree to abide by the said conditions.
2. I/We also agree to keep this tender open for acceptance for a period of 2 months from the date of opening the same.
3. A sum of Rs.60,000/- (Rupees Sixty Thousand Only) is herewith forwarded as EMD in the form of Demand Draft in favour of Bharat Heavy Electricals Limited, Jhansi & we also agree to provide Security Deposit in the form of Bank Guarantee & DD/FDR (as elaborated in the tender document) from any Scheduled Bank of Public Financial Institution for the amount as per BHEL tender in case we are approved as successful bidder.
4. The full value of EMD/SD shall stand forfeited for non-compliance of any tender terms & conditions by me/us without prejudice to any other rights or remedies in line with the conditions stipulated in the tender document and relevant to the context.
5. I/We as the benefice bidder agree and confirm as deemed to have satisfied ourselves by all conditions to be encountered during the execution of the contract are taken into account and that the rate are adequate and all inclusive to accord with the provisions to the entire satisfaction of the Company.
6. We make oath and state as under:-
That, the contents submitted as statement, enclosure to the techno-commercial bid are true to the best of our knowledge and only true facts have been stated and nothing relevant has been concealed. We do hereby verify that the contents are true and correct.
7. Until a formal agreement is made and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications as may be mutually agreed to between us and indicated in the letter of acceptance of the contract awarded on us.
8. Verified and signed today, theday of 2014 at..... in the presence of the Witnesses who have appended their signature with address hereunder:

(Signature of the bidder affixing official stamp)

Complete address of the bidder:

Name(s) :
Designation/Position
Address :
Tel .No. :
Fax No. :
e-mail id:

Name & Address of witnesses:

1. Signature :
Name :
Address :

2. Signature :
Name :
Address :

Place:
Date:

Annexure 'G-I'

Notice of Damage/Shortage/Discrepancy to consignment on delivery

(to be furnished invariably by the transporter immediately on receipt of intimation by them in duplicate under acknowledgement and the acknowledged copy to be submitted on 'freight billing')

The consignment as under is reported to have delivered in shortage/ damaged/ discrepancy condition as per acknowledgement obtained from Consignee overleaf the L/R.

Consignment Note (L/R) No :

Freight Bill No. Date:

Despatch Advice Note No. Date:

Work Order No. Freight charges: (Rs)

Consignee Destination:

Particulars of damage/shortage/discrepancy reproduced as reported:

1. **We** accept and acknowledge foregoing strictly without prejudice to our rights, contentions and immunities.
2. **We** undertake and agree that we shall be solely and entirely responsible for the dues, and liable to compensate BHEL for the losses/damage resulting out of this cause.
3. **We** have no objection and give our consent for deduction/ recovery of freight bill passed for payment to us in full or part proportionate to the loss/damage as applicable from our running bills.
4. **We** shall not indulge in any defense of whatsoever nature on this matter.
5. This is issued under contractual obligations solely for the purpose of enabling the Consignor to lodge and substantiate a claim against their insurers/underwriters with whom the subject consignment was insured whilst in transit.

Encl: Copy of FIR lodged, Comments/Remarks of Consignee, Received L/R copy, Insurance Survey/Damage Report. [Please ✓ mark]

Date:

(Authorized signatory of the transporter affixing the Company Seal)

(For endorsement by concerned Commercial Group)

Annexure 'G-J'

Name and Address of the Transporter

Prescribed L/R

Consignment insured by Consignor, transportation at Transporter's risk

Consignment Note No.

Date:

Dispatch Control No.

Consignor's Name & Address:

From:

Consignee's Name & Address:

To:

ON ACCOUNT OF BHEL, Jhansi

Despatch Advice Note No.

Excise Invoice No.

Dimension/size: (mm) (L)x (W)x(H) **Weight:** Kg

Actual/Vol. Equated

Work Order No.

No. of : Packages Crates Loose

| Freight | Destination | Distance (KM) | Rate | Contract Ref. No. | |
|--|----------------------------|--------------------|-----------------|---|------------|
| TP / TBB | | | | | |
| Vehicle No. | Category of dispatch | Basis of Delivery | Road Permit/Way | | |
| | | Door/Godown | | | |
| No | Description of consignment | Weight (Actual) | Freight Billing | Particulars | Amount(Rs) |
| | | (Charged) | | Freight amount ODC – Unloading charges Any other charges | |
| Declared value of consignment Rs. | | | | Total | |

- The transporter undertakes and agrees to and shall deliver the consignment in the same order and condition as received and loaded from the Consignor safely and timely to the Consignee.
- Transporter shall at all times observe its obligation strictly as per rate contract conditions and shall be responsible for safe and due delivery and for any loss or damage that arises due to negligence, default, failure to take reasonable precautions, malafides or criminal or fraudulent actions.

Signature of the authorized booking
Official of the Transporter with seal

Certified that:

- The dispatch has been made vide Control No. as above on
- That the particulars of the consignment mentioned herein are true, correct and correspond to the entries and descriptions in our records and related documents in our possession or control.
- The entries furnished by the authorised booking official of the transporter are duly verified & checked for its correctness and compliance with the rate contract provisions and accordingly are certified and authorised for claiming freight payments.

Date

Signature of the authorized dispatch official of Consignor with seal

ANNEXURE 'G-J'

Acknowledgement/Receipt of Consignment

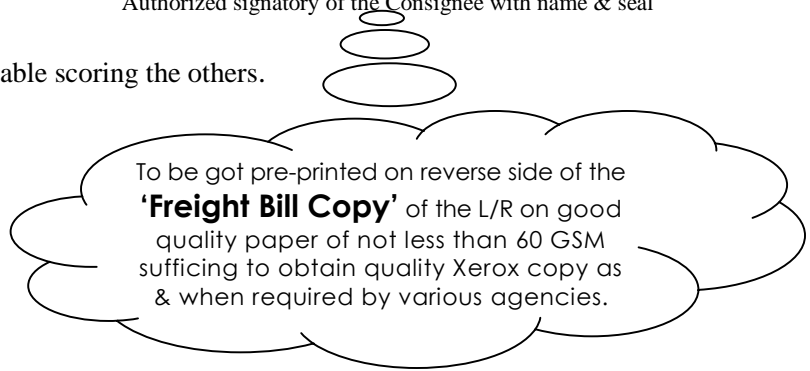
Received case(s) crates(s) loose bundle(s)
on (date) through
(type) Regn. No(s)..... sent vide Consignment
Note/LR No..... dated in [*]
proper/damaged condition .

Remarks, if any:

Date

Authorized signatory of the Consignee with name & seal

[*] Please tick mark applicable scoring the others.



Non-payment Certificate

It is certified that:

1. Consignment as per details overleaf is received.
2. Freight charges against the Consignment Note/LR No. dtd. booked on **'TO PAY'** basis is **not** released to the transporter by us for reason(s)
3. Freight bill may be passed by the Consignor for payment to transporter and claimed from the Consignee through Invoice L/R.
4. No claim is pending with us for freight charges against the subject L/R.
5. Remarks, if any:

Date

Authorised signatory of the Consignee with name & seal.

ANNEXURE 'G-K'**Name & address of the transporter**

To, **FREIGHT BILL** Bill No./
 BHEL, JHANSI. **Control No.**

Dispatch Advice Note No.

Consignee/Customer: Destination Booked To:

Size of consignment: (L) x(W) x(H) in mm

W.O. No: Sales Group: Loaded at W/H:

L/R No. L/R Date: Exit Vehicle No. Exit Date

Vehicle type: **TM** **TH** Delivery Vehicle No. Delivery Date

Condition of consignment on delivery

Reason, if any, for late delivery (to be stated and documentarily substantiated)**Freight calculation:**

| Ref. to Rate Contract applicable. | Distance (km) | Rate/kM (Rs) | Weight in kg | | Freight (Rs) |
|---|---------------|--------------|---|---------|--------------|
| | | | Actual | Charged | Claimed |
| Specific submission, if any: | | | Unloading charges | | |
| | | | ODC charges, if any | | |
| | | | Any other..... | | |
| | | | Penalty for delay | | |
| | | | Total | | |
| <i>(in words)</i> | | | | | |
| Enclosures <i>(in duplicate)</i> | | | Date: Authorized Signatory with Seal | | |
| 1. Original LR freight bill copy with proper acknowledgement and a (legible) copy of the same with weight, ODC documents. | | | | | |
| 2. Non-payment certificate from Consignee in case of TO-PAY. | | | | | |
| 3. Original authoritative receipt in case of Octroi, Loading/Unloading, charges etc. duly authorized by the concerned. | | | | | |
| 4. Damage/Shortage certificate, if applicable | | | | | |
| 5. Documentary evidence, if any, against the penalties. | | | | | |

Passed for payment of Rs. _____ (Rupees _____
 only) by Cheque to M/s _____

(Name of the Transporter, pre-printed)

Against **Budget Code:: 7810****Certified that:**

- No Contingent Bill for this consignment has been passed for payment previously.
- The services have been carried out satisfactorily and the bill has been entered in the Bill Register.
- Freight charges are processed and passed for payment in accordance with the rate contract conditions.

Prepared

Checked

Approved

ANNEXURE 'G-L'

AUTHORISATION LETTER

FOR E-PAYMENT/ELECTRONIC FUNDS TRANSFER (EFT / RTGS/NEFT)

(PLEASE FILL UP THE FORM IN CAPITAL LETTERS ONLY)

TYPE OF REQUEST (Tick One)

| <input type="checkbox"/> | CREATE | <input type="checkbox"/> | CHANGE |
|----------------------------------|--------|--------------------------|--------|
| <input type="checkbox"/> | | <input type="checkbox"/> | |
| BHEL Vendor/Supplier Code(s) | | | |
| Company's Name | | | |
| Address | | | |
| City | | | |
| State | | | |
| Pin Code | | | |
| | | | |
| Contact Person(s) | | | |
| Telephone No. | | | |
| MOBILE NO. | | | |
| E-mail ID | | | |
| 1. Bank Name | | | |
| 2. Bank Address | | | |
| | | | |
| 3. Bank Telephone No. | | | |
| 4. Bank Account No. (IN FULL) | | | |
| 5. Account Type. | | | |
| 6. Bank's Branch Code | | | |
| 7. Bank IFSC RTGS / NEFT code | | | |
| 8. Enclosed cancelled cheque No. | | | |

DECLARATION :

1. I as representative / owner of the above named company, hereby authorize BHEL, Jhansi to electronically make payments to the designated bank account. I hereby certify that the particulars given above are true, complete and correct.
2. 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.
3. This authority remains in full force until BHEL, Jhansi receives & acknowledge written notification requesting a change or cancellation.
4. I have received the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under e-payment/EFT/RTGS/NEFT.

Authorized Signatory

Company Seal

Date:

Verification by
Bank

**Note: All fields are mandatory & send the form duly filled with one original cancelled cheque to,
SR AO (SALES), FINANCE & ACCOUNTS DEPT, BHEL, JHANSI**

ANNEXURE-G-M

Sub: GUIDELINES FOR DEALING WITH “DISCREPANCY IN WORDS & FIGURES- QUOTED IN PRICE BID

In case of non-conformities/errors/discrepancies are observed between the quoted prices in figures and that in words, following guidelines shall be followed:

- (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.
- (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
- (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
- (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.

ANNEXURE 'G-N'

GENERAL TERMS AND 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 (s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.