

**ENQ.4201500058 DT.04.07.15**  
**WATER RECIRCULATION CONTROL VALVES**  
**HYDRAULIC OPERATED**  
**FOR BARH 3 X 660 MW PROJECT**

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# BHARAT HEAVY ELECTRICALS LIMITED

(A Government of India Undertaking)  
PIPING CENTRE, MATERIAL MANAGEMENT  
80, Gopathy Narayanaswamy Road, T.Nagar, Chennai – 600 017.

## OPEN TENDER

### IMPORTANT

**VENDORS ARE REQUESTED TO SUBMIT THE OFFERS BEFORE THE TENDER OPENING DATE(27.07.2015) WITHOUT SEEKING EXTENSION**

Ref: PC:MM:SD:BARH: Water Recirculation Control Valve

Date of issue :04.07.15

Due Date/ opening date:27.07.15

M/s.....

Sub: Tender Enquiry No.4201500058 DT.04.07.15

**Sub: Open Tender for the procurement of Water Recirculation Control Valve for Barh Project-Reg.**

**Scope of Supply: As per Annexure C1 & C2**

Dear Sir,

BHEL is pleased to invite your offer in TWO-PARTS strictly as per enclosed terms and conditions and instruction to bidders, in sealed covers for the procurement of Water recirculation Control Valve-Hydraulic operated for Barh 3 X 660 MW Project as per Annexure C1 & C2.

Please submit your lowest quotation / offer for the above requirement subject to our terms and conditions. Your offer should reach us on or before the due date by 02.00 PM.

**NOTE: The vendor should submit their best price at this stage itself and they will not be allowed to revise the price. Any revision / discount given by vendor subsequently will be ignored.**

Any clarification on technical specifications can be obtained from BHEL before tender opening. Suppliers are welcome to have pre-bid meeting with BHEL engineers for better understanding our requirements. Please note that as per BHEL's Policy, we cannot allow Price impact for the requirement / scope of supply, which is a part of specifications of our tender enquiry. Hence please read all specification / documents thoroughly and submit your offer as per specifications of tender enquiry.



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In case of any query / un-clarity on any of the clause / requirement of specification, please clarify the same from BHEL before submission of offer. No deviation & request, regarding un-clarity / contradictory conditions / ambiguity, of specifications would be entertained after opening of techno-commercial offers.

The authorized representative should bring authority letter from their principals for attending the bid opening.

KINDLY READ "INSTRUCTIONS TO BIDDERS" THOROUGHLY. QUOTATIONS NOT IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS ARE LIABLE TO BE DISQUALIFIED AND IGNORED.

Also, please note the following:

1. Sealed tenders with the Tender No. and opening date clearly super scribed on the cover are invited for the supply of Water recirculation Control Valve-Hydraulic operated for Barh 3 X 660 MW Project as per Annexure C1 & C2.
2. Tenders will be received up to 14:00 Hrs. (IST) on opening date and opened on the same day at 14:30 Hrs. (IST). Offers received after 14:00 as on tender opening date, would be treated as late offer and would not be considered in any circumstances.
3. BHEL will not be responsible for any type of postal delay / incomplete information from vendor
4. Other term and conditions will be as per tender documents.
5. Procurement would be made from Customer Approved (NTPC) Vendors only.
6. BHEL will evaluate the Techno-commercial bid of only the vendor meeting PQR.
7. Techno-commercially accepted and NTPC approved vendors only will be considered for price bid opening.
8. The offer of the vendors who are banned/ De-Listed/ Under Hold by BHEL, shall not be considered till the period of their Ban/ De-list/ Hold.

Thanking You,

**(T.VARADHARAJAN)**  
**DGM (PURCHASE-SD)**



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## **INSTRUCTION TO BIDDERS**

### **1.0: IMPORTANT INFORMATION TO BIDDERS.**

- This Tender is an Open Tender for manufacturing & supply of Water recirculation Control Valve-Hydraulic operated for Barh Project as per BHEL's requirements. Bids are to be submitted in TWO PARTS.
- The quoted price shall be "FIRM" till the complete execution of the contract.
- Bids shall be in English only.
- Last date for submission of Bid 27.07.15 - Time - 14.00 Hours.
- Techno-Commercial Bid Opening Date 27.07.15 - Time - 14.30 Hours.
- Tender shall be processed through Price bid opening. However BHEL reserves the right to go for "Reverse Auction" instead of sealed tender bid which will be decided after technical cum commercial bid evaluation.
- Bidders shall submit the Bid (a single envelope containing two inner envelopes) in English language as indicated in para 1.1 Bid Submission.

BHEL will deal directly with the manufacturer and no correspondence with the agents will be entertained. The agents will not be permitted to visit / interact with BHEL on behalf of their principals. Subsequently also, no correspondence of any type will be made with any agents (all individuals / companies – representative / adviser / retainer ship basis or claimed to be part time employees for many OEMs / claiming to be channel or business partner for BHEL work / stockiest not registered specifically etc. are agents). Communications with only those agents who have submitted agency agreement with their respective principal may be done.

The bidders (originals manufacturers) will have to submit ink-signed offer / bid in original directly to BHEL. In case the bid is submitted by fax / email, the bidders shall simultaneously ensure submission of ink-signed original bid to BHEL also in the manner prescribed in this tender.

The suppliers or their authorized person may be allowed to attend the tender opening, duly authorized by their principals, through a specific letter for a particular enquiry for specific price bid opening on that particular day. General authorization letter is not acceptable.



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## 1.1 Bid Submission:

**Envelope I – “PQR & TECHNO-COMMERCIAL BID”:** This sealed envelope should contain

- Filled in Pre-Qualification Requirement (PQR) and documents in support of PQR(as defined in Annexure-A)
- Complete Technical offer with relevant drawings/ documents /QP etc. (as per specifications.
- Catalogue of the Equipment (If applicable)
- Duly Signed and Filled in “Commercial Check list” (as per Annexure-B1 for Indigenous vendors & Annexure-B2 for Import vendors).
- Unpriced Bid Format- Replica of Price Bid/ Price sheet (without Prices as per Annexure-C1 for Indigenous vendors & Annexure-C2 for Import vendors).
- The rating of the company quoting for this tender from a third party (independent agency) preferably by DUN & BRADSTREET/CREDITREFROM should be submitted. Compliance of this clause is mandatory in case of foreign supplier not registered with BHEL PC Chennai, Indigenous suppliers not registered with BHEL to submit the copy of audited financial report for last three years.
- Acceptance to follow and furnish BHEL PBG Format for Bank Guarantee(as attached)
- Acceptance for BHEL Reverse auction policy(as attached)

This envelope should be clearly marked "Part I - PQR & TECHNO-COMMERCIAL BID “, indicating Enquiry No., Due Date, Address & Reference of the Bidder.

## **Envelope II – “PRICE BID”:**

The price Bid (with price) as per Annexure C1 & C2 (whichever is applicable)for the complete scope as specified. This price bid shall be inline with the unpriced bid given in Part-1 bid.

a) Foreign Suppliers: The Prices are to be quoted on **CIF-Chennai** basis inclusive of P&F,Freight, drawing & documentation charges, Internal & Third party Inspection charges. **Please do not quote on Ex-works basis.**

b) Indigenous suppliers: The Prices are to be quoted on **FOR – BARH Project site in BIHAR** [Packing & Forwarding, Freight & Insurance and Inspection are in Supplier's scope i.e. included in the quoted prices].

c) Applicable Sales Tax, Excise Duty, Service Tax, educational cess and any other statutory levy should be indicated separately and clearly in the quotation, else it will be concluded that the offer is inclusive of all taxes & duties.

d) The price comparison will be on the basis of total cost involved for delivery up to final project site. Import Offers shall be loaded for applicable custom duties for the project & freight cost/ other charges involved for delivery up to Project Site from Chennai Port as per BHEL’s transport contract.



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e) The Part-II (Price Bid) will be opened at a later date of only those bidders whose Part-1 bid (Techno-Commercial Offer) is found suitable by BHEL and after approval by NTPC. **BHEL reserves the right to evaluate vendor's process capability / quality systems etc. by visiting vendor works (if required)**

This sealed envelope should contain price details. This envelope should be clearly marked "Part II - Price bid", indicating Enquiry No., Due Date, Address & Reference of the Bidder.

The Bid (consisting of both the envelopes mentioned above) , sealed and superscribed as "Parts I & II inside" indicating Enquiry No., Due Date, Address & Reference of the Bidder should reach the below mentioned address on or before the due date by 14:00 Hrs (IST). BIDS RECEIVED AFTER 14:00 Hrs (IST) WILL NOT BE CONSIDERED FOR EVALUATION.

The above bid (a single envelope containing two inner envelopes) shall be sent in a sealed cover duly indicating

**Enquiry No. & date, Tender Opening date and Item Description: "Water recirculation Control Valve- for Barh Project".**

To

DGM / Purchase  
BHEL - Piping Centre  
Old No 93, (New No: 80) G N Chetty Road  
T Nagar / Chennai 600 017.  
PHONE: 044-28161372 / 28161257

## **1.2 Special Instructions:**

- Envelopes not marked as above may be ignored and may not be opened.
- Vendors who are not registered with BHEL PC Chennai will have to submit the Supplier Registration Form (SRF) after successful qualification the PQR and after getting intimation from BHEL for the same. The Supplier Registration Form (SRF) duly filled will be assessed for manufacturing capability, quality systems being followed, organizational soundness and financial worthiness. The Online Application may be submitted through following link <http://suppliers.bheltry.co.in/>



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- One agent cannot represent two or more suppliers or quote on their behalf in a particular tender. If so found at any stage, BHEL PC Chennai is likely to cancel Enquiries / POs to such suppliers. Further, such Indian Agent is likely to be de-listed (Black listed for business from BHEL)

Thanking You,

**(T.VARADHARAJAN)**  
**DGM (PURCHASE-SD)**

**Contact details of BHEL/Piping centre/Purchase:**

**D Parthiban**

Engineer / Purchase

044 -28161372

[parthiban@bhelmpc.co.in](mailto:parthiban@bhelmpc.co.in)

**A.K.Lakshmipathy**

Sr.Manager / Purchase

044-28161353

[aklpathy@bhelmpc.co.in](mailto:aklpathy@bhelmpc.co.in)

**T.Varadharajan**

DGM / Purchase

044-28161257

[vraj@bhelmpc.co.in](mailto:vraj@bhelmpc.co.in)

**G.PANNEER SELVAM**

AGM / Materials

044-28161355

[gps@bhelmpc.co.in](mailto:gps@bhelmpc.co.in)



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## OPEN TENDER FOR- BARH 3 X 660 MW

### PRE-QUALIFYING REQUIREMENTS (PQR)-WATER RECIRCULATION CONTROL VALVE- HYDRAULIC OPERATED

Sl no.	PRE-QUALIFICATION REQUIREMENTS(PQR)	Supplier's acceptance /Remarks	Documents enclosed (Y/N)
1	Bidder should be designing, engineering and manufacturing the water recirculation control valves- hydraulic operated for boiler application in conformance to applicable Indian/International Standards. The bidder must have testing and inspection facilities at their works.		
2	Bidder should have designed, manufactured, tested, inspected and supplied the water recirculation control valves- hydraulic operated for water circulation control service (for a min flow capacity of 400 t/hr. and pressure Class rating of 2500 Special or above) with a size of NB 300 and above for a thermal power plant of unit rating 500 MW or above.		
3	Bidder shall submit the experience list considered specifically for Water recirculation Hydraulic Operated Valves for having made the supply in last 10 years.		
4	Bidder shall furnish atleast two (02) nos of installation references for similar size and rating of control valves supplied and working satisfactorily for atleast 2 years in a thermal power plant. Installation reference shall not be more than 10 years old.		
5	If documents submitted by supplier are in language other than English, a self-attested English translated document should be attached.		
6	Supplier must have valid ISO: 9001 Certification		
7	All import vendors not registered with BHEL shall provide D&B/ Creditreform report on financial soundness		
8	All Indigenous vendors not registered with BHEL shall provide last 3 years audited report on financial soundness.		
9	Bidder who is already registered with BHEL/PC is also required to submit documents listed for all the above for assessing pre-qualification except for point no.7& 8.		

#### Note:

1. BHEL will evaluate only the Techno-commercial bid of the vendor meeting PQR.
2. Techno-commercially accepted and NTPC approved vendors only will be considered for price bid opening.
3. Offers of vendors not meeting PQR/Technical/Non Acceptance by NTPC would be rejected.

(Signature of the Bidder)



**COMMERCIAL CHECK-LIST FOR INDIGENOUS VENDORS**

ENQ.NO. 4201500058

DT.04.07.15

Offer must be sent in two separate sealed envelopes containing Techno-commercial offer in one envelope marked "TECHNO-COMMERCIAL BID" and prices in second envelope marked "PRICED-BID". Both the envelope must be contained in the main envelope. Enquiry No., Name of Vendor and due date to be marked on all the envelopes. Please fill this Annexure & duly signed and stamped copy of this is to be submitted by you along with your offer.

**These terms and conditions supersede the same or similar terms and conditions if they are appearing elsewhere in the Enquiry.**

Sl.No	Terms	Description	Supplier confirmation	Deviations if any
1	Customer Approval	Are you already a NTPC approved vendor for this product?		
		If yes, please furnish the proof for the same.		
		If you are not a NTPC approved vendor, please submit the NTPC questionnaire (attached) with your credentials along with offer.		
		After successful PQR & Technocommercial qualification, BHEL will take-up with NTPC for approval. In case NTPC does not approve the vendor before opening of price bid, their offer shall not be considered.		
2	Evaluation criteria	Overall L1(All the items together) for all the enquired items will be considered for technically accepted offers		
		The present Custom Duty and Excise Duty Structure for BARH 3 X 660 MW Project is as mentioned below:		
		Excise Duty: NIL (Certificates for the same will be issued)		
		Custom Duty: NIL		
		Pls. note that the comparison of offers would be done as per the applicable CD/ED structure on the date of opening of Price Bid.		
		Please note that for evaluation of offers of overseas bidders, the exchange rate for evaluation would be taken as TT Selling rate of SBI as on scheduled date of tender opening (Part-1 bid, i.e. techno-commercial offer).		
3	Documents	Kindly confirm that the following documents have been submitted along with your offer:		
		1. Confirmation & Supporting document for PQR		
		2. Complete Technical offer with relevant drawings and documents		
		3. Supplier Manufacturing Quality Plan		
		4. Supplier Registration Form (for vendor's not registered at BHEL PC Chennai for this item)		
4	Technical Specification confirmation:	Acceptance to Data sheet and technical specification. Deviation if any shall be clearly indicated in the annexure. UNDISCLOSED DEVIATIONS ARE NOT ACCEPTABLE.		
5	Validity	Confirm that the validity of the offer shall be <b>90 days from the date of Price Bid opening.</b>		
6	Basis of quotation	Confirm that prices have been quoted on <b>FOR – BARH Project Site in Bihar</b> [Packing & Forwarding, Freight & Insurance and Inspection are in Supplier's scope i.e. included in the quoted prices].		
		Applicable Sales Tax should be indicated separately and clearly in the quotation, else it will be concluded that the offer is inclusive of these Taxes & Duties. Please note that, for the projects where works of vendor and Projects are situated in same state, VAT shall be applicable. This will also be considered for evaluation.		
		Excise duty in % (for Indigenous supplier): Exemption documents will be given by BHEL for Indigenous vendors		
		Sales tax in % (for Indigenous supplier): VAT / CST to be indicated by the supplier.		
		Any other taxes and duties applicable shall be indicated		
7	Un-Priced Bid Format	Copy of price bid without price part to know the items for which you are quoting against this tender as per PRICE FORMAT (ANNEXURE C1). (Money values shall not be indicated i.e.unpriced bid).		
8	Delivery	Unit 1- 6 months from the date of Purchase Order Unit 2- 10 months from the date of Purchase Order Unit 3- 12 months from the date of Purchase Order		
		Before price bid opening, considering the project requirement, BHEL's specific delivery requirement will be communicated to all vendors. Only those vendors who can match the required delivery will be considered for the tender, since delivery is an essential condition.		
		<b>Mandatory Spares:</b> Ordering of spares(item & quantity) will be communicated before price bid opening <b>as per BHEL requirement.</b>		

9	NTPC Document approval	Drawings/ documents/ Quality Plan as called for in the specifications shall be submitted for approval to BHEL for BHEL/NTPC within 15 days of purchase order. Any delay in delivery on account of late submission of drawings shall be to vendors account.		
10	Liquidated Damages /Penalty	The applicable LD shall be at the rate of 0.5% per week to maximum of 10% for the undelivered portion and for the deliveries made beyond the agreed Delivery Period. Delivery being the essence of BHEL's contract requirements, in the event that a Supplier does not accept the above LD condition, the offer would be loaded to the extent of the shortfall with respect to upper limit specified above.		
11	Payment Terms	90% payment against dispatch documents and 10% against site acknowledgment. <u>Loading for deviation:</u> If any supplier requests for payment terms other than the above specified, then suitable loading on cost will be considered. Loading of any deviation in the payment terms w.r.t tender terms will be "Base rate of State Bank of India (SBI) (as applicable on the date of bid opening: Techno-commercial bid opening in case of two part bids) + 6%, will be considered for loading for the periods of relaxation sought by bidders.		
12	Quality Requirements	Vendor to submit Manufacturing Quality Plan for BHEL review. In the event of placement of Purchase Order, the supplier shall submit the MQP for customer approval. Inspection shall be by BHEL/BHEL nominated inspection agency & NTPC as per as per finally customer approved QAP		
13	Guarantee	Guarantee should be for a period of 12 months from date of acceptance of the materials at BHEL Site, or 18 months from the date of shipment whichever event occurs earlier. <b>Loading will be done for any deviations</b> from BHEL Guarantee clause. Confirm replacement free of cost for any parts failure due to manufacturing defect within the guaranty period Guarantee should be for a period of 12 months from date of acceptance of the materials at BHEL Site, or 18 months from the date of shipment whichever event occurs earlier. <b>Loading will be done for any deviations</b> from BHEL Guarantee clause. Confirm replacement free of cost for any parts failure due to manufacturing defect within the guaranty period		
14	Performance Bank Guarantee (PBG)	PBG for 10% of order value to be furnished valid for a period of 18 months from the date of dispatch of materials or 12 months from the date of their commissioning whichever is earlier. Kindly Confirm. PBG should be strictly as per BHEL's format enclosed(BG Format) along with the enquiry		
15	Risk Purchase Clause	Alternatively the purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or despatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the Purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned under liquidated damages. Kindly confirm		
16	Reverse Auction (R/A)	Price for this enquiry will be finalized through on line reverse auction. Refer Reverse Auction Annexure. i) 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 ii) H1 bidder (whose quote is highest in online sealed bid) will not be allowed to participate in reverse auction. vendors to take note. Please provide your acceptance for the same		

17	<b>Inspection/Test Certificate:</b>	Inspection will be by IBR, BHEL/BHEL Authorized Third party agency and NTPC. Confirm for furnishing inspection, test certificates, MDCC if applicable in line with quality plan to be submitted for BHEL approval		
18	<b>Catalogues</b>	3 SETS OF CATALOGUES TO BE SENT WITH THE OFFER		
19	<b>O&amp;M Manuals</b>	Confirm for furnishing 4 sets of O&M manual in HARD COPIES AND TWO CD's in case of order.		
20	<b>General terms</b>	Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment.		
		Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only		
		Confirm that Approx. Weight and Volume of the packages has been mentioned in the Techno-Commercial Offer (Part – 1).		
		Signed order acceptance shall be furnished within 15 days of order placement. One copy duly signed and accepted to be returned as order acceptance. In case no communication is received within 15 days of placement of purchase order, the said order would be deemed to have been accepted.		
		Pl. Confirm that the prices will remain firm during the entire validity and execution of the contract.		



**COMMERCIAL CHECK-LIST FOR IMPORT VENDORS**

ENQ.NO. 4201500058

DT.04.07.15

Offer must be sent in two separate sealed envelopes containing Techno-commercial offer in one envelope marked "TECHNO-COMMERCIAL BID" and prices in second envelope marked "PRICED-BID". Both the envelope must be contained in the main envelope. Enquiry No., Name of Vendor and due date to be marked on all the envelopes. Please fill this Annexure & duly signed and stamped copy of this is to be submitted by you along with your offer.

These terms and conditions supersede the same or similar terms and conditions if they are appearing elsewhere in the Enquiry.

Sl.No	Terms	Description	Supplier confirmation	Deviations if any
1	Customer Approval	Are you already a NTPC approved vendor for this product? If yes, please furnish the proof for the same.		
		If you are not a NTPC approved vendor, please submit the NTPC questionnaire (attached) with your credentials along with offer.		
		After successful PQR & Technocommercial qualification, BHEL will take-up with NTPC for approval. In case NTPC does not approve the vendor before opening of price bid, their offer shall not be considered.		
2	Evaluation criteria	Overall L1(All the items together) for all the enquired items will be considered for technically accepted offers		
		The present Custom Duty and Excise Duty Structure for BARH 3 X 660 MW Project is as mentioned below:		
		Excise Duty: NIL (Certificates for the same will be issued)		
		Custom Duty: NIL		
		Pls. note that the comparison of offers would be done as per the applicable CD/ED structure on the date of opening of Price Bid.		
		Please note that for evaluation of offers of overseas bidders, the exchange rate for evaluation would be taken as TT Selling rate of SBI as on scheduled date of tender opening (Part-1 bid, i.e. techno-commercial offer).		
3	Documents	Kindly confirm that the following documents have been submitted along with your offer:		
		1. Confirmation & Supporting document for PQR		
		2. Complete Technical offer with relevant drawings and documents		
		3. Supplier Manufacturing Quality Plan		
		4. Supplier Registration Form (for vendor's not registered at BHEL PC Chennai for this item)		
4	Technical Specification confirmation:	Acceptance to Data sheet and technical specification. Deviation if any shall be clearly indicated in the annexure. UNDISCLOSED DEVIATIONS ARE NOT ACCEPTABLE.		
5	Validity	Confirm that the validity of the offer shall be 90 days from the date of Price Bid opening.		
6	Basis of quotation	Confirm that prices have been quoted on <b>CIF-CHENNAI</b> inclusive of P&F, Freight, drawing & documentation charges, Internal & Third party Inspection charges. Please do not quote on Ex-works basis.		
7	Un-Priced Bid Format	Copy of price bid without price part to know the items for which you are quoting against this tender as per PRICE FORMAT (ANNEXURE C2). (Money values shall not be indicated i.e.unpriced bid).		
8	Delivery	Unit 1- 6 months from the date of Purchase Order Unit 2- 10 months from the date of Purchase Order Unit 3- 12 months from the date of Purchase Order		
		Before price bid opening, considering the project requirement, BHEL's specific delivery requirement will be communicated to all vendors. Only those vendors who can match the required delivery will be considered for the tender, since delivery is an essential condition.		
		<b>Mandatory Spares:</b> Ordering of spares(item & quantity) will be communicated before price bid opening <b>as per BHEL requirement</b>		
9	NTPC Document approval	Drawings/ documents/ Quality Plan as called for in the specifications shall be submitted for approval to BHEL for BHEL/NTPC within 15 days of purchase order. Any delay in delivery on account of late submission of drawings shall be to vendors account.		

10	<b>Liquidated Damages /Penalty</b>	The applicable LD shall be at the rate of 0.5% per week to maximum of 10% for the undelivered portion and for the deliveries made beyond the agreed Delivery Period. Delivery being the essence of BHEL's contract requirements, in the event that a Supplier does not accept the above LD condition, the offer would be loaded to the extent of the shortfall with respect to upper limit specified above.		
11	<b>Payment Terms</b>	(i) 100% through 'CAD'. No loading will be applicable.		
		OR		
		(ii) If insisted for 100% through LC pl note that the vendor will be loaded @ 1.5% on total CIF Charges. <u>Loading for deviations:</u> If any supplier requests for payment terms other than the above specified, then suitable loading on cost will be considered. Loading of any deviation in the payment terms w.r.t tender terms will be "Base rate of State Bank of India (SBI) (as applicable on the date of bid opening: Techno-commercial bid opening in case of two part bids) + 6%, will be considered for loading for the periods of relaxation sought by bidders.		
12	<b>Indian Agent if any</b>	Whenever there is an Indian Agent to represent a Supplier, it is mandatory to give the details of services to be rendered by Indian Agent and / or the details of agreement between Supplier and Agent. Supplier to indicate the Agency Commission payable. Indian Agency Commission will be paid only in Indian Rupees, calculated at the rate of exchange prevailing on the date of price bid opening. This is payable on satisfactory completion of the contract.  Note: In order to maintain sanctity of the tender system, it is mandatory that one Agent cannot represent two Suppliers or quote on their behalf in a particular tender enquiry. If any Agent represents more than one Suppliers all such offers will be rejected. Whenever there is an Indian Agent to represent a Supplier, it is mandatory to give the details of services to be rendered by Indian Agent and / or the details of agreement between Supplier and Agent. Supplier to indicate the Agency Commission payable. Indian Agency Commission will be paid only in Indian Rupees, calculated at the rate of exchange prevailing on the date of price bid opening. This is payable on satisfactory completion of the contract.		
13	<b>Quality Requirements</b>	Vendor to submit Manufacturing Quality Plan for BHEL review. In the event of placement of Purchase Order, the supplier shall submit the MQP for customer approval. Inspection shall be by BHEL nominated inspection agency & NTPC as per as per finally customer approved QAP		
14	<b>Guarantee</b>	Guarantee should be for a period of 12 months from date of acceptance of the materials at BHEL Site, or 18 months from the date of shipment whichever event occurs earlier. <b>Loading will be done for any deviations</b> from BHEL Guarantee clause. Confirm replacement free of cost for any parts failure due to manufacturing defect within the guaranty period. Guarantee should be for a period of 12 months from date of acceptance of the materials at BHEL Site, or 18 months from the date of shipment whichever event occurs earlier. <b>Loading will be done for any deviations</b> from BHEL Guarantee clause. Confirm replacement free of cost for any parts failure due to manufacturing defect within the guaranty period		
15	<b>Performance Bank Guarantee (PBG)</b>	PBG for 10% of order value to be furnished valid for a period of 18 months from the date of dispatch of materials or 12 months from the date of their commissioning whichever is earlier. Kindly Confirm. PBG should be strictly as per BHEL's format enclosed (BG Format) along with the enquiry		
16	<b>Risk Purchase Clause</b>	Alternatively the purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or despatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the Purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned under liquidated damages. Kindly confirm		

17	<b>Reverse Auction (R/A)</b>	Price for this enquiry will be finalized through on line reverse auction. Refer Reverse Auction Annexure.		
		i) 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		
		ii) H1 bidder (whose quote is highest in online sealed bid) will not be allowed to participate in reverse auction. vendors to take note.		
		Please provide your acceptance for the same		
18	<b>Inspection/Test Certificate:</b>	Inspection will be by BHEL, IBR Authorized Third party agency. Confirm for furnishing inspection, test certificates, MDCC if applicable in line with quality plan to be submitted for BHEL approval		
19	<b>Catalogues O&amp;M Manuals</b>	3 SETS OF CATALOGUES TO BE SENT WITH THE OFFER Confirm for furnishing 4 sets of O&M manual in HARD COPIES AND TWO CD's in case of order.		
20	<b>General terms</b>	Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment.		
		Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only		
		Confirm that Approx. Weight and Volume of the packages has been mentioned in the Techno-Commercial Offer (Part – 1).		
		Signed order acceptance shall be furnished within 15 days of order placement. One copy duly signed and accepted to be returned as order acceptance. In case no communication is received within 15 days of placement of purchase		
		PI. Confirm that the prices will remain firm during the entire validity and execution of the contract.		

**PRICE FORMAT FOR INDIGENOUS VENDORS**  
**WATER RECIRCULATION CONTROL VALVES - HYDRAULIC OPERATED - BARH**  
**ENQUIRY : 4201500058 DT:04.07.2015**

Unit/Spare	ENQUIRY SL NO	MATERIAL CODE	DESCRIPTION	UNIT	QTY	BASE UNIT PRICE FOR- BARH SITE in Rs.	BASE TOTAL PRICE FOR - BARH SITE in Rs. (Qty X Unit Price)
MAIN UNIT 1	10	L728518090108001	WATER RECIRCULATION CONTROL VALVE -HYDRAULIC OPERATED REFER TECHNICAL SPECIFICATION PC:TSP:RECIRC:BARH	NO	2		
MAIN UNIT 2	20	L728618090107001	WATER RECIRC CTRL VLV-HYDRAULIC OPERATED REFER TECHNICAL SPECIFICATION PC:TSP:RECIRC:BARH	NO	2		
MAIN UNIT 3	30	L728718090109001	WATER RECIRC CTRL VLV-HYDRAULIC OPERATED REFER TECHNICAL SPECIFICATION PC:TSP:RECIRC:BARH	NO	2		
						<b>TOTAL PRICE</b>	

**EXTRAS:**

1. Please indicate ED in %
2. Please indicate CST in %
3. Please indicate if VAT is applicable
4. Any other taxes and duties applicable shall be indicated

**PRICE FORMAT FOR IMPORT VENDORS**  
**WATER RECIRCULATION CONTROL VALVES - HYDRAULIC OPERATED - BARH**  
**ENQUIRY : 4201500058 DT:04.07.2015**

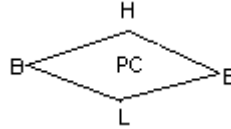
Unit/Spare	ENQUIRY SL NO	MATERIAL CODE	DESCRIPTION	UNIT	QTY	CURRENCY	UNIT CIF CHENNAI PRICE	TOTAL CIF CHENNAI VALUE (Qty X Unit Price)
MAIN UNIT 1	10	L728518090108001	WATER RECIRCULATION CONTROL VALVE -HYDRAULIC OPERATED REFER TECHNICAL SPECIFICATION PC:TSP:RECIRC:BARH	NO	2			
MAIN UNIT 2	20	L728618090107001	WATER RECIRC CTRL VLV-HYDRAULIC OPERATED REFER TECHNICAL SPECIFICATION PC:TSP:RECIRC:BARH	NO	2			
MAIN UNIT 3	30	L728718090109001	WATER RECIRC CTRL VLV-HYDRAULIC OPERATED REFER TECHNICAL SPECIFICATION PC:TSP:RECIRC:BARH	NO	2			
							<b>TOTAL PRICE</b>	

## TERMS AND CONDITIONS

**1. QUOTATION:** Each tender should be sent in double cover, inner cover should be sealed with tenderer's distinctive seal and super scribed with correct tender No. Item of supply and due date of opening. The outer cover should only bear the address of this office and should not have any indication that a tender is within. Two or more quotations should not be sent in one cover but the quotation against each tender should be sent separately to avoid confusion.

Tenders should be free from CORRECTIONS AND ERASURES: Corrections if any, must be attested. All amounts shall be indicated both in words shall prevail.

**2. PAINTING, PACKING AND MARKING:** The supplier shall arrange for securely protecting and packing the stores to avoid loss or damages during transit, as per enquiry specification wherever applicable. The following marking should be made in each packages.



The mark should be stenciled on the package itself. Should the packages be too small suitable cards giving these details may be tagged under seal of the seller. Special precaution shall be taken to prevent rusting and corrosion of metal parts during transit.

**3. TERMS OF PAYMENT:** Payment will be made within 30 days of satisfactory receipt of materials at BHEL stores / site as required by the purchaser. The successful tenderer must send the operation and maintenance manuals, test certificate, drawing, etc., for the manuals ordered. These should be sent immediately after dispatch of the materials and statement to that effect should be made in the invoice. Failure to comply with this provision will result in delay in payment of the bills. Goods dispatched either by V.P.P. or by the document presented through bank will not be accepted unless agreed to by the purchaser.

**4. SECURITY DEPOSIT:** In the case of orders above Rs.5,000/- with deliveries of 3 months or above, the seller shall, within 14 days after written notice of acceptance of his tender quotation has been pasted to him deposit with the purchaser (in cash or equivalent in Govt. Securities or Bankers Guarantee bond) a sum equal to 5% if total value of the stores detailed in the order as security for the due fulfillment of the contract. No claim shall lie with the purchaser in respect of interest on cash deposits on Govt. Securities or depreciation there of, Purchaser shall be entitled to deduct from the said deposit any loss or damages which they may be put to by reason of any act or default to the seller and recoverable by them from the seller and to call upon the seller to maintain the deposit as its original limit by making further deposits in the event of the seller failing to make and to maintain the Security of deposit in the manner aforesaid the purchaser shall be entitled to cancel the order.

**5. LIQUIDATED DAMAGES:** It is clearly among the parties to the contract that time is the essence of the contract. Therefore the delivery of the goods specified, in the purchase order should be made within the time limit prescribed. Where the seller supplies or dispatches the goods beyond the delivery period specified, the purchaser will have no obligation to accept the goods if accepted liquidated damages, at the rate of ½% of the value of goods delayed for each week of delay or part thereof subject to a maximum of 10% of the order value will be levied without prejudice to any other relief or compensation due to the purchaser under any other condition of this contract.

**6. RISK PURCHASE:** Alternatively the purchaser at this option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clause 6 above.

**7. PREFERENTIAL DELIVERY:** It is noted if a correct is placed on a higher tenderer as a result of this invitation to tender in preference to the lowest acceptable offer in consideration of the earlier delivery, the seller will be liable to pay to the purchaser the difference between the contract rate and that of the lowest acceptable tender on the basis of final price F.O.R. Destination, including all elements of freights, sales tax, duties and other incidentals in case of failure to complete supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the contract.

**8.GENERAL:** The purchaser reserves the right to split up the tender and place order for individual terms with different, tenderers and also increase the quantity.

Any other conditions, which might have been quoted by the seller and are in contravention to the terms prescribed in the order and which have not been specifically accepted in by the purchaser will not be applicable to this contract.



PUR - 004

## ANNEXURE TO ENQUIRY NO.

**INSTRUCTIONS TO TENDERERS (IMPORTS)**

- 1.0 Technical Information**
- Deviation from the specifications will not ordinarily be allowed except where they are not weaker in any respect than the corresponding specification indicated in the tender. For any deviation the seller should guarantee his product for the same condition stated in our tender.
- 2.0 Payments of Agency Commission/Remuneration to Agents in India in Rupees.**
- 2.1 The tenders quoting from outside India are requested to furnish the following details in their offer.
- 2.1.1 The name and address of the Indian Agents.
- 2.1.2 The amount of remuneration for the Agent included in the quoted price and
- 2.1.3 That they are agreeable to this commission being paid to their Agents in India in Indian Rupees on successful completion of the contract.
- 3.0 Payment of Agency Commission/Remuneration to Tenders in India in Rupees by their foreign Principals.**
- 3.1 Indian Firms/Tenderers are requested to give the following details .
- 3.1.1 The name and address of foreign Principals Export Houses / Works.
- 3.1.2 The amount of remuneration for the Indian Firm/Tenderer included in the quoted price.
- 3.1.3 That the Indian Firm/Tenderer as also their Foreign Principals/Export Houses/Works are agreeable to this remuneration/Commission being paid in India to the Indian Firms/Tenderers in Rupees, after successful completion of the contract.
- 4.0 Submission of Offers.**
- 4.1 Offers addressed to Sr.Manager / materials Management should be submitted separately in a double envelope, the inner envelope containing the offer should be sealed and superscribed with the relevant tender No. and date of opening. The inner envelope should be placed in an outer envelope and both envelopes should be addressed to Sr.Manager / MM, BHEL, Piping Centre, 93, G.N. Road, Chennai - 600 017. INDIA.
- 4.2 As a measure of caution the outer envelope should also be sealed and superscribed as follows :  
With the tender No. due date and time of opening.  
To  
Sr. Manager/MM  
Bharat Heavy Electrical Ltd.,  
Piping Centre,  
93, G.N.Road,  
Chennai - 600 017. INDIA
- 4.3 Offers by post should be sent by Registered Post acknowledgement due addressed to Sr. Manager / MM, BHEL, Piping Centre, 93, G.N.Road, T. Nagar, Chennai - 600 017. INDIA so as to reach them not later than 2.00 P.M. on the opening date.
- 4.4 Offers submitted by hand delivery should be delivered personally to the officer mentioned above before 2.00 P.M. on due date and an acknowledgement obtained for the same.
- 4.5 Apart from the original quotation to be submitted as detailed above, copies should not be sent to other Officers of this Project. This is in order to ensure that rates quoted do not leak out before the nominated date and time for tender opening. For similar reasons, tenderers should, in their own interest avoid as far as possible sending price quotation by cables or telegram/telex.
- 4.6 Manufacturers shall enclose with their offer any other documents containing explanatory memorandum, etc.
- 4.7 The Price quotations and other financial terms should be given in the offer and not in the other accompanying documents or statements.
- 4.8 If any departure or substitution from the particulars /specifications is involved, the same should be clearly indicated in the offer.
- 4.9 Firms shall give details of supplies made by them to parties in India or other countries.
- 5.0 Acceptance of part items / quantities.**
- If the offers are opened only for acceptance of all the items or a group of items or if orders for a specified, minimum quantity only will be accepted tenderers should make it clear in their offer. In the absence of such stipulation in the offer, claims made later that only a small quantity or only a part of the items was ordered will not be accepted.

**6.0 Period for which offers are required to be kept open.**

The tenderers must keep their offers open for acceptance for a period of 120 days from the date of opening the tender.

**7.0 Signing and referencing of offer sheets**

Each page of the offer must be numbered consecutively, bear the tender number and should be signed by the tenderer.

**8.0 Packing**

The specification of the packing proposed should also be indicated.

**9.0 Supply tolerance.**

The tenderers should clearly state in their offers whether any supply tolerance is required and if so, the particulars of the same should be furnished.

**10.0 For import offers**

The materials are required to be shipped to CHENNAI PORT unless otherwise specified.

## SPECIAL CONDITIONS

**1.0 Price Quotations**

1.1 All prices quoted shall be in the currency of the country of origin. The tender should furnish both F O B an C & F (Chennai) prices for each item for the import offers.

1.2 The General Manager reserves the right to consider any of the quotations. In case of C & F quotations the manufacturers are required to give an undertaking that only vessels registered in countries who are members of I.B.R.D. would be utilised for the carriage of cargo. If the orders are placed on C & F basis, the purchaser will have the right to change over the contract to F.O.B. basis if considered necessary after giving one month's notice to the contracting firm. The purchaser reserves the right to entrust the shipping arrangements to the Seller after giving one month's notice in writing. If shipment is entrusted to the seller, the freight that the Purchaser will pay to the seller will be the difference between the seller's C & F quotations and F.O.B. quotation.

1.3 Inspection charges should be indicated in the prices quoted, Incase, quoted extra, it shall be expressed interms of % of F.O.B.

1.4 Packing and forwarding charges should be included in the price. If quoted extra, it shall be expressed in terms of % of F.O.B.

1.5 The term F.O.B. and C & F shall be as defined in accordance with "INCOTERMS 1990".

1.6 The price quoted shall be firm without any provision for variation. In the case of C & F offers the ocean freight included which shall be firm should also be shown separately. No variation will be allowed on this account after tender opening.

**1.7 Separate quotations in triplicate should be submitted for each item.**

1.8 Quotations should not be made for units other than those specified in the tender schedule.

**2.0 Ports of shipment.**

2.1 the Port(s) of shipment of the materials should be clearly stated in the offer indicating whether they are covered by the conference vessels or not and the ocean freight from such ports of shipment to the ports of discharge in India.

**3.0 Payment Terms**

3.1 100% PAYMENT THROUGH CAD AGAINST DESPATCH DOCUMENTS WITH 10% PBG


- 4.0 Deduction and Recoveries from Sellers.**
- 4.1 All payments shall be subject to the deductions of any amount for which the Seller is liable under this contract or any contract in respect of which the Bharat Heavy Electricals Limited is the purchaser.
- 5.0 Currency of Payment and rate of exchange**
- 5.1 Payment will as a rule be made in the currency of the country of origin of the materials. Tenderers should indicate the rate of exchange applicable to their offers and also indicate whether rate of exchange is firm rate or the fluctuations will be to their account. If the tenderers do not indicate any firm rate of exchange in their offer payment will be made to them in the currency of the country of origin at the rate of exchange as approved by the International Monetary Fund between the U.S. Dollar and said currency ruling on the date of negotiation of documents.
- 6.0 Documentation.**
- For the purpose of payment, the suppliers should submit three sets of the following documents immediately after shipment.
- 6.1.1 Bill of Lading showing the freight charges paid for the cargo covered by it.
- 6.1.2 Commercial Invoices and packing lists in which description, qty, prices and others shall be identical as per BHEL P.O.
- 6.1.3 Xerox copies of Test Certificates Inspection Certificate for having conducted the required tests, signed by the works Inspector and duly counter-signed by Inspector nominated by the Purchaser or by an authorised Official of Supplier's works or by an authorised official of the Government Test House of the supplier's country.
- 6.1.4 Declaration by the supplier certifying that the contents in each case are not less than those entered in the commercial invoices and the quality of the goods are guaranteed as new and to the respective specification.
- 6.1.5 Certificate of the country of Origin by the manufacturers.
- 6.2 In addition to the above; three sets of the above documents should be sent to the consignee by Air-Mail in advance.
- 7.0 Conclusion**
- 7.1 The tenderers must ensure that the conditions laid down for submission of offers are complete and correctly fulfilled.
- 7.2 Tenders which are not complete in all details as stipulated may be summarily rejected.
- 7.3 Acceptance of offers.**
- The purchaser may reject tender without assigning any reason and may or may not accept the lowest or any tender.

## Additional information to be furnished by the tenderers

- 1.1 Name of works, country of origin and Port / ports of shipment.
- 1.2 Currency of the country of origin (with exchange rate) it should be stated here whether payment in Indian rupee is acceptable.
- 2.0 We are agreeable to payment of the Agency Commission in India in Indian Rupees, on successful completion of the contract. The relevant information is given below:
- 2.1 Name and Address of Agent
- 2.2 The Service rendered by the agent should be indicated in percentage.
- 2.3 Amount of remuneration for the agent included in the price quoted.
- 3.0 We also hereby undertake to
- 3.1 Abide by the terms and conditions as stipulated in your tender enquiry.
- 3.2 Supply the above items strictly in accordance with the particular specification
- 3.3 The time of delivery or despatch stipulated in the said schedule for delivery or despatch of the stores shall be deemed to be the essence of the contract. should the Seller fail to deliver the stores or any consignment there of within the period prescribed for such delivery, the purchaser shall be entitled (by way of liquidated damages) for a sum of half a percent of the price of any stores, which the Seller has failed to deliver as aforesaid for each and every week, or part of a week during which the delivery of such stores may be in arrears subject to a maximum of 10(Ten) percent of the price of stores in arrears. THIS AMOUNT IS TO BE AUTOMATICALLY DEDUCTED IN INVOICE ITSELF.
- 3.4 Keep this offer open for a minimum period of 120 days from the date of opening of tender.

Signature of Tenderer  
for and on behalf of .....

.....  
(Full particulars of Tenderer)

	<b>Annexure-II</b> <b>GUIDELINES TO INDIAN SUPPLIERS</b> <b>FOR FILLING-UP</b> <b>SUPPLIER REGISTRATION FORM</b>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

- Prospective Suppliers may also visit our web site [www.bhel.com](http://www.bhel.com) (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
- Registration Form may be obtained from BHEL website [www.bhel.com](http://www.bhel.com).
- Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

Supplier Development Cell  
Unit Name:  
Bharat Heavy Electricals Ltd.  
City:  
India


- In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
- Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
- The Supplier Registration Form has four parts:

Part A	Organisational Information	Form no. SRF(I)01 – page 1 to 10
Part B	Quality System	Form no. SRF(I)01 - page 11 to 12
Part C	Technical Competence	Form no. SRF(I)01 page 13 (if sent by BHEL)
Part D	Score Sheet (to be filled by BHEL)	Form no. SRF(I)01 page 14 to 17

The set of formats to be filled by different category of suppliers is as follows:

Sl.No	Supplier Category	Formats
1.	Indian Suppliers ( manufacturers )	- Organisational Information - Quality System - Technical Competence
2.	Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal	- Organisational Information SRF(I)01- Part A (page 1 to 10 except Sl. No. 5.1, 5.2, 6.6, 6.7, 7 & 8)

- All columns are to be filled up properly in the space provided for. Wherever it is not applicable, please mention “Not Applicable”. The form is to be signed by the authorised signatory.
- A separate sheet may be attached if the space provided is insufficient or additional information is to be given. Please put proper identification tag on the separately attached sheet.
- Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
- As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
- Incomplete forms will be rejected.
- Any information / clarification required by BHEL during evaluation must be given expeditiously.
- Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Chapter VI.
- Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
- If you are attaching a document in a language other than Hindi/ English, a self attested Hindi/ English translated document may please be also attached.

	<b>Annexure-II</b> <b>Check List for Indian Supplier</b> <b>Registration Form</b>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	II of II

Sl.No.	Check-Point	Yes/No
1.	Information against all points under “Organizational Information” (Part-A) has been given.	
2.	All enclosures and supporting documents have been enclosed.	
3.	Summary list of enclosures has been furnished as per S.N.10 of Organisational Information form no. SRF (I) 01 & S.N 12 of Quality system form no. SRF (I) 01.	
4.	Are you an ISO 9001 accredited supplier?	
5.	If yes, have you enclosed "Table of Contents" of your Quality Manual and copy of ISO 9001 accreditation certificate?	
6.	Have you filled up Quality System format given in Part B?	
7.	Technical requirements, specifications, drawings, standards have been received from BHEL before filling up Technical Competence, Part C.	
8.	All the parts of the form & enclosures have been signed by Authorised Signatory.	
9.	Have you attached EFT details? (In original, Certified by the bank)	
10.	If you are seeking registration for a MSME company (as per MSME Act of Government of India), have you attached requisite certificate as per Act?	

Date :

Signature & seal

(Authorised Signatory)

Note: This check list is to be attached with the filled up Supplier Registration Form.

INFORMATION WITH \* MARKS IS SCOREABLE.

## **PART- A : ORGANISATIONAL SOUNDNESS**

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. **PLEASE ATTACH SEPARATE SHEET, IF SPACE AVAILABLE IS INADEQUATE.**

**ALL THE PAGES OF THE FORM ARE TO BE SIGNED ALONGWITH SEAL BY THE AUTHORISED SIGNATORY**

<b>ORGANISATIONAL INFORMATION</b>			
<b>NAME AND CORRESPONDENCE ADDRESS OF THE SUPPLIER SEEKING REGISTRATION :-</b>			
<b>1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR :</b>			
<b>SL. NO.</b>	<b>DESCRIPTION</b>	<b>SIZE &amp; RANGE</b>	<b>MFG. STD/ IS / DIN /BS ETC.</b>
<b>SUPPLIER'S AUTHORISED SIGNATORY</b>		<b>BHEL CERTIFIED ASSESSOR</b>	

## ORGANISATIONAL INFORMATION

### 2.0 GENERAL INFORMATION :

2.1 NAMES OF THE WORKS/DIVISION (Products manufactured at each works to be mentioned :

ADDRESS :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

2.2 NAME OF CHIEF EXECUTIVE /  
PROPRIETOR / PARTNER & ADDRESS :

2.3 DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION :

NAME :

DESIGNATION :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR



## ORGANISATIONAL INFORMATION

### 4.0 REGISTRATION PARTICULARS

( FURNISH DETAILS AND ENCLOSE COPY OF CERTIFICATE FOR THE FOLLOWING)

- 4.1 PERMANENT ACCOUNT NO :  
 4.2 CENTRAL SALES TAX REGN NUMBER :  
 4.3 STATE SALES TAX / TIN NUMBER :  
 4.4 EXCISE DUTY REGN NUMBER :  
 4.5 EXCISE CONTROL CODE NUMBER :  
 4.6 SERVICE TAX REGN NUMBER :  
 4.7 CATEGORY AS PER MSMED ACT : MICRO/ SMALL/ MEDIUM  
 REGN NO. :  
 VALID UPTO :  
 (Attach Certificate)

### 5.0 TOTAL ORGANISATIONAL STRENGTH : (ATTACH ORGANISATION CHART)

- |  | GRADUATE | DIPLOMA | SKILLED | NON-SKILLED |
|--|----------|---------|---------|-------------|
| ENGINEERING :                                      |          |         |         |             |
| MANUFACTURING :                                    |          |         |         |             |
| QUALITY :  |          |         |         |             |
| COMMERCIAL /<br>SERVICE AFTER SALES :              |          |         |         |             |
| OTHERS :   |          |         |         |             |
| TOTAL :  |          |         |         |             |
| * 5.1 POWER BACKUP :<br>(GIVE DETAILS)             | YES/ NO  |         |         |             |
| * 5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY : | YES/ NO  |         |         |             |

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

## ORGANISATIONAL INFORMATION

### 6.0 OTHER PARTICULARS :

( FURNISH DETAILS AND ENCLOSE DOCUMENTARY EVIDENCE/ COPY OF CERTIFICATE FOR THE FOLLOWING)

\* 6.1 IF THE COMPANY IS ALREADY REGISTERED WITH ANY OF BHEL UNITS, GIVE :

6.1.1. BHEL UNIT'S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

6.1.3. ITEMS FOR WHICH REGISTERED & THEIR SPECIFICATION  
( ENCLOSE PROOF OF SUCCESSFUL EXECUTION OF  
ONE OR MORE PURCHASE ORDERS ) :

\* 6.2 IS THE COMPANY APPROVED BY  
ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /  
IBR / LLOYDS ETC FOR INTENDED  
MATERIAL CATEGORY? : YES / NO  
(ENCLOSE DOCUMENTARY EVIDENCE)

\* 6.3 IS THE COMPANY ISO 9001 APPROVED? : YES / NO  
(ENCLOSE CERTIFICATE & TOC OF QUALITY SYSTEM) :

\* 6.4 IS THE COMPANY AN ISO 14000 APPROVED? : YES / NO  
(ENCLOSE CERTIFICATE) :

\* 6.5 IS THE COMPANY OHSAS - 18000 APPROVED?: YES / NO  
(ENCLOSE CERTIFICATE)

\* 6.6 TECHNICAL COLLABORATOR :  
(FOREIGN OR INDIGENOUS)  
(ENCLOSE DOCUMENTARY EVIDENCE)

\* 6.7 R&D SET UP

6.8 DIRECTORS / PARTNERS, IF RELATED TO ANY  
BHEL EMPLOYEE.  
NAME :  
STAFE NO. :  
DESIGNATION :  
Unit & DEPARTMENT :  
RELATIONSHIP :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

### ORGANISATIONAL INFORMATION

6.9 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.

NAME :  
 STAFF NO. :  
 DESIGNATION :  
 UNIT & DEPARTMENT :  
 DATE OF LEAVING SERVICE :

6.10 COMPANY'S WEEKLY HOLIDAYS :

WORKS                      OFFICE

6.11 EXPERIENCE LIST:

(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS FOR OFFERED / SIMILAR TYPE & SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS . ALSO ATTACH PERFORMANCE CERTIFICATES ISSUED BY ANY TWO CLIENTS FOR SUCCESSFUL EXECUTION OF THE CONTRACTS FOR LAST TWO YEARS- FOR PEM)

\*6.12 DETAILS OF PENDING LEGAL ISSUES ON CONTRACTUAL ASPECTS WITH CUSTOMER , IF ANY

6.13 The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer –EFT/RTGS) is to be submitted

1. Name of the Company
2. Name of Bank
3. Name of Bank Branch
4. City/Place
5. Account Number
6. Account type
7. IFSC code of the Bank Branch
8. MICR Code of the Bank Branch
9. Details of other Bankers (for reference purpose only)

NOTE :

Suppliers who have already submitted the above information are requested to submit a copy of the same.

SUPPLIER'S AUTHORISED SIGNATORY

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<b>ORGANISATIONAL INFORMATION</b>
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**7.0 MANUFACTURING FACILITIES:****\*7.1 LIST OF MANUFACTURING FACILITIES/EQUIPMENTS (INCLUDING MATERIAL HANDLING FACILITY)**

SL. NO	DESCRIPTION OF MACHINE/EQUIPMENT	QUANTITY	MAKE & YEAR OF INSTALLATION	REMARKS

IN CASE OF SPACE LIMITATION, PLEASE ENCLOSE ANNEXURE / CATALOGUE WITH TAG
---

**\* 7.2 IF IN-HOUSE MFG FACILITIES NOT AVAILABLE, INFORM SOURCE OF MFG. DETAILS ALONGWITH THEIR FACILITIES & EXPERIENCE**

SL. NO	PROCESS OUTSOURCED	NAME OF THE COMPANY	DESCRIPTION OF MACHINE / EQUIPMENT	REMARKS

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG
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**\* 7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE:**

SUPPLIER'S AUTHORISED SIGNATORY	BHEL CERTIFIED ASSESSOR
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<b>ORGANISATIONAL INFORMATION</b>
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**8.0 INSPECTION & TESTING FACILITIES:****\* 8.1 LIST OF INSPECTION & TESTING FACILITIES / EQUIPMENT**

SL. NO	DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY	NOS.	MAKE & YEAR OF MANUFACTURING	LAST DATE OF CALIBERATION

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

**\* 8.2 IF IN-HOUSE TESTING FACILITIES NOT AVAILABLE, INDICATE SOURCE OF TESTING ALONGWITH THEIR FACILITIES & EXPERIENCE**

SL. NO	TEST	SOURCE OF TESTING	DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY	APPROVAL OF EQUIPMENT/ PROCESS/PERSONNEL QUALIFICATION

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

**Note:**

**In case of outsourcing of major testing such as NDT, Electrical & Mechanical Testing, no marks will be awarded. However, material composition testing by chemical method from recognized laboratory shall not attract negative marking**

SUPPLIER'S AUTHORISED SIGNATORY	BHEL CERTIFIED ASSESSOR
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<b>ORGANISATIONAL INFORMATION</b>					
<b>FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS</b>					
<b>9.0</b>	<b>Parameter</b>	Year 1	Year 2	Year 3	Year 4
		(Years in ascending order, Money value in Rs. Lakhs )			
* 9.1	NET WORTH (Share Capital +Reserves)				
	Growth over previous year (%)	-----			
9.2	LONG TERM DEBT / LOAN				
* 9.3	DEBT EQUITY RATIO				
	<u>Long term Debt (9.2)</u> <u>Net worth (9.1)</u>				
9.4	INVESTMENT IN: Land & Building				
	Plant & Machinery				
	Other Fixed Assets				
9.5*	NET CURRENT ASSETS				
	1 a) Cash on hand				
	b) Account receivable				
	c) Inventories				
	Total				
	CURRENT LIABILITY				
	2 a) Sundry creditors				
	b) Interest accrued but not due				
	c) Other liabilities				
	Total				
3	* QUICK RATIO				
	<u>CA - INVENT. {9.5(1)-9.5(1)c}</u> <u>Current liability {9.5 (2)}</u>				
* 9.6	SALES				
	Growth over previous year (%)	-----			
* 9.7	PROFIT BEFORE TAX				
	Growth over previous year (%)	-----			
* 9.8	Whether the supplier has been referred to BIFR / NCLT / any other Govt agency ( If YES , enclose details)				YES / NO
* 9.9	Whether the supplier is a potential sick company.( If YES , enclose details)				YES / NO
NOTE: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation which ever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.					
2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.					
SUPPLIER'S AUTHORISED SIGNATORY			BHEL CERTIFIED ASSESSOR		

<b>ORGANISATIONAL INFORMATION</b>
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**10. LIST OF ENCLOSURES** (Tags to be put on enclosures) :

- |        |   |            |
|--------|---|------------|
| (i)    | MEMORANDUM AND ARTICLES OF ASSOCIATION / SOCIETY RULES AND BYE LAWS / PARTNERSHIP DEED/ PROFESSION TAX REGN & MUNICIPAL REGN. | : YES / NO |
| (ii)   | Copy of certificate of following:-  |            |
|        | • PERMANENT ACCOUNT NO  | : YES / NO |
|        | • CENTRAL SALES TAX REGN NUMBER   | : YES / NO |
|        | • STATE SALES TAX / TIN NUMBER  | : YES / NO |
|        | • EXCISE DUTY REGN NUMBER   | : YES / NO |
|        | • EXCISE CONTROL CODE NUMBER  | : YES / NO |
|        | • SERVICE TAX REGN NUMBER   | : YES / NO |
|        | • REGN NUMBER OF CATEGORY AS PER MSMED ACT  | : YES / NO |
| (iii)  | ORGANISATION CHART  | : YES / NO |
| (iv)   | If registered with any other BHEL Unit,   |            |
|        | • LETTER OF REGISTRATION WITH BHEL UNIT   | : YES / NO |
|        | • PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS  | : YES / NO |
| (v)    | Letter of approval from ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /IBR / LLOYDS ETC  | : YES / NO |
| (vi)   | Accreditation certificate for   |            |
|        | • ISO: 9001   | : YES / NO |
|        | • TOC of Quality System Manual  | : YES / NO |
|        | • ISO : 14000   | : YES / NO |
|        | • OHSAS , ISO 18000   | : YES / NO |
| (vii)  | Letter regarding technical collaboration  | : YES / NO |
| (viii) | Experience List / Performance certificate   | : YES / NO |
| (ix)   | Balance Sheet for the last four years along with audit Report   | : YES / NO |
| (x)    | Principal's authorization in case of dealers/ agents  | : YES / NO |
| (xi)   | EFT Bank's certificate  | : YES / NO |

I /WE GIVE THE UNDERTAKING THAT BHEL DRAWINGS & SPECIFICATIONs SHALL NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF BHEL AND/ OR FOR SUPPLY OF ANY MATERIAL, PRODUCT OR SERVICES DIRECTLY OR INDIRECTLY TO ANY OTHER CUSTOMER.

Maximum Marks = 50

Negative Marks = -13

Minimum Qualifying marks = 30

SUPPLIER'S AUTHORISED SIGNATORY	BHEL CERTIFIED ASSESSOR
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**FORM NO. SRF(I) 01****Part B (QUALITY SYSTEM):**

Sl. No	PARAMETERS	SYSTEM IN EFFECT (Tick if exists & provide evidences if ticked in written procedure)		RECORDS (Tick if available & submit evidences)	REMARKS
		Written Procedure	Practice		
1*	Incoming Material Control System				Furnish a copy of system and organization.
2*	In process control				Furnish at least one work instruction & record of process control parameter
3*	Manufacturing / Testing Procedure Qualification				Procedure Qualification specification may be submitted
4*	Personnel qualification for 3 above.				Record of Personnel qualification (PQR) to be submitted
5*	Calibration system				Submit list of instrument & their calibration status
6*	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.				Copy of procedure to be submitted
7*	System of Storage, Preservation, Painting & packing				Copy of procedure to be submitted
8*	System of NCR disposition & corrective preventive action				Two copies of NCR & CAPA
9*	Customer complaints handling system				Submit list of customer complaints & status for the last three years
10*	Safety measures				Submit copy of safety system & Record of accidents for last three years
11	Any other quality initiative				
<p><b>SUPPLIER'S AUTHORISED SIGNATORY</b> <span style="float: right;"><b>BHEL CERTIFIED ASSESSOR</b></span></p>					

**FORM NO. SRF(I) 01**

**Part B (QUALITY SYSTEM):**

**12. LIST OF ENCLOSURES**

- (i) Copy of system of control incoming materials and organization chart
- (ii) Copy of at least one process control work instruction
- (iii) Record of process control parameter
- (iv) Copy of at least one Procedure Qualification specification
- (v) Record of Personnel qualification (PQR)
- (vi) List of instrument & their calibration status
- (vii) Copy of procedure for Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.
- (viii) Copy of procedure for Storage/ preservation/ painting & packing
- (ix) Copies of two NCRs and their CAPA.
- (x) List of customer complaints & status for the last three years
- (xi) Copy of safety system
- (xii) Record of accidents for last three years

Maximum Marks = 25

Minimum Qualifying marks = 15

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**FORM NO. SRF(D)01****Part C: TECHNICAL COMPETENCE**

Technical competence shall be evaluated in two parts viz. common competence and product/material category specific competence.

**(i) COMMON TECHNICAL COMPETENCE**

<b>TECHNICAL COMPETENCE</b> ( where <b>design specification</b> is given by BHEL )	<b>MARKING RANGE</b>	Marking range, if product specific technical competency not required	<b>SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#</b>	<b>MARKS BY BHEL</b>
1. Supplier understands the product specification.	<b>(0-3)</b>	(0-8)		
2. Supplier understands the inspection requirements.	<b>(0-2)</b>	(0-5)		
3. Supplier has process capability to achieve the product specification/dimensional requirement.	<b>(0-3)</b>	(0-8)		
4. Supplier has experienced manpower to carry out the job.	<b>(0-2)</b>	(0-4)		
<b>TOTAL MARKS OUT OF POSSIBLE</b>	<b>10</b>	25		

**OR**

<b>TECHNICAL COMPETENCE</b> (where <b>performance specification</b> is given by BHEL)	<b>MARKING RANGE</b>	Marking range, if product specific technical competency not required	PROCEDURE		SYSTEM IN EFFECT		RECORDS	
			<b>SUPPLIER RESPONSE (ALONG WITH SUPPORTING MARKS BY BHEL)</b>	<b>SUPPLIER RESPONSE (ALONG WITH SUPPORTING MARKS BY BHEL)</b>	<b>SUPPLIER RESPONSE (ALONG WITH SUPPORTING MARKS BY BHEL)</b>	<b>SUPPLIER RESPONSE (ALONG WITH SUPPORTING MARKS BY BHEL)</b>		
1. Design capability	<b>(0-3)</b>	(0-8)						
2. Adequacy of quality assurance plan	<b>(0-2)</b>	(0-5)						
3. Process capability for components	<b>(0-3)</b>	(0-8)						
4. Adequate of testing	<b>(0-2)</b>	(0-4)						
<b>TOTAL MARKS OUT OF POSSIBLE Average of Total (Total/3) = -----</b>	<b>10</b>	25						

**(ii) PRODUCT/ MATERIAL CATEGORY SPECIFIC TECHNICAL COMPETENCE****(Max Marks: 15)**

Unit MISCC to structure the parameters to be considered for the technical competence depending on material category. The score of individual parameter selected is to be decided by MISCC. MISCC shall identify the requirement of enclosures to be furnished by supplier.

Product:

Sl. No	Material category	Tech Parameter	Supplier's response	Remarks

To be filled up only on receipt of technical requirements/ specification, drawings, standards from BHEL and to be sent to BHEL for further scrutiny. Enclose documentary evidence where ever required.

**LIST OF ENCLOSURES:**

Maximum Marks = 25

Minimum Qualifying marks = 15

# No marks is to be given by the supplier. Only supplier response along with supporting documents.

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**Part D : SCORE SHEET****1. ORGANISATIONAL SOUNDNESS (for Manufacturers):**

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Whether all <b>relevant information</b> like ownership, PAN no., sales tax no., excise duty no., etc. submitted	Yes: 2 No: 0	2	
2.	3.4 YEAR OF COMMENCEMENT OF BUSINESS	More than 5 years : 2 1-5 years : 1 Less than 1 year : 0	2	
3.	5.1 POWER BACKUP	Yes : 1 No : 0	1	
4.	5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY	Yes : 1 No : 0	1	
5.	6.1 REGISTERED WITH ANY OF BHEL UNITS	Yes (same item) : 2 Yes (another item) : 1 No : 0	2	
6.	6.2 APPROVAL BY ASME/ NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS ETC	Yes : 2 No : 0	2	
7.	6.3 ISO 9001 ACCREDITATION	Yes : 3 No : 0	3	
8.	6.4 ISO 14000 ACCREDITATION	Yes : 1 No : 0	1	
9.	6.5 OHSAS - 18000 ACCREDITATION	Yes : 1 No : 0	1	
10.	6.6 TECHNICAL COLLABORATOR : (FOREIGN OR INDIGENOUS)	Yes : 1 No : 0	1	
11.	6.7 R & D SET UP	Yes : 1 No : 0	1	
12.	6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER	Yes : -5 No : 0	0	
13.	7.1 & 7.2 MANUFACTURING FACILITIES INCLUDING OUTSOURCING	Adequate : 3 Substantial : 2 Inadequate : 0	3	
14.	7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE	Less than 10% : 2 10 to 30 % : 1 More than 30% : 0	2	
15.	8.1 INSPECTION & TESTING FACILITIES	Adequate : 2 Substantial : 1 Inadequate : 0	2	
16.	8.2 OUTSOURCING OF MAJOR TESTING FACILITY (Refer Note)	Yes : 0 No : 1	1	
	<b>TOTAL</b>		<b>25</b>	

**1. ORGANISATIONAL SOUNDNESS (for Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal):**

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Whether all <b>relevant information</b> like ownership, PAN no., sales tax no., etc. submitted ( <b>clause 6.0 of chapter V to be referred in this regard</b> )	Yes: 7 No: 0	7	
2.	3.4 YEAR OF COMMENCEMENT OF BUSINESS	More than 3 years : 2 1-3 years : 1 Less than 1 year : 0	2	
3.	6.1 REGISTERED WITH ANY OF BHEL UNITS	Yes (same item) : 2 Yes (another item) : 1 No : 0	2	
4.	6.2 APPROVAL BY ASME/ NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS ETC	Yes : 2 No : 0	2	
5.	6.3 ISO 9001 ACCREDITATION	Yes : 2 No : 0	2	
6.	6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER	Yes : -5 No : 0	0	

<b>BHEL CERTIFIED ASSESSOR</b>
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**Part D: SCORE SHEET****2. FINANCIAL INFORMATION (for Manufacturers):**

S.N.	PARAMETER	CRITERIA	Maximum Marks	Marks Awarded
1.	9.1 Growth of Net Worth over previous year (%) Average of three years to be worked out	More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0	5	
2.	9.3 DEBT EQUITY RATIO <u>Long term Debt (9.2)</u> Net worth (9.1)	1 : 1 : 5 1.1 upto 1.5 : 1 : 4 1.6 upto 2.0 : 1 : 3 2.0 & above : 1 : 2	5	
3.	9.5 QUICK RATIO <u>CA - INVENTORIES {9.5(1)-9.5(1)c}</u> Current liability {9.5 (2)}	1 : 1 : 5 1 : 1 upto 1.5 : 4 1 : 1.5 upto 1.75 : 3 1 : 1.75 upto 2.5 : 2 1 : > 2.5 : 0	5	
4.	9.6 Growth in Sales over previous year (%) Average of three years to be worked out	More than 35% : 5 20 -35 % : 4 10 – 20 % : 3 5 – 10 % : 2 > 0 & < 5 % : 1 0 or negative : 0	5	
5.	9.7 PROFIT BEFORE TAX  Growth over previous year (%)	More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0	5	
6.	9.8 Whether the supplier has been referred to BIFR / NCLT/ any other similar Govt agency	Yes: -5 No : 0	0	
7.	9.9 Whether the supplier is a potentially sick company	Yes: -3 No : 0	0	
<b>TOTAL</b>			<b>25</b>	

Note: If the supplier is new in business and does not have past data, then the evaluation will be done on the basis of information provided by him and will be decided by MISCC.

**2. FINANCIAL INFORMATION (for Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal):**

S.N.	PARAMETER	CRITERIA	Maximum Marks	Marks Awarded
1.	9.6 Growth in Sales over previous year (%) Average of three years to be worked out	More than 35% : 5 20 -35 % : 4 5 - 20 % : 3 >0 - 5 % : 2 0 or negative : 0	5	
2.	9.7 PROFIT BEFORE TAX  Growth over previous year (%)	More than 20 % : 5 5 – 20 % : 4 >0 – 5 % : 3 0 or below : 0	5	

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**Part D : SCORE SHEET****3. QUALITY SYSTEM :**

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Incoming Material control System	System availability : Yes: 1 No : 0	1	
		Availability of Organisation chart Yes: 1 No : 0	1	
2.	Process control	Work instruction available: Yes: 1 No : 0	1	
		Record of process Control : Available : 2 Partial record : 1 Not available: 0	2	
3.	Manufacturing / Testing Procedure Qualification	Procedure Qualification Specification : Adequate : 3 In adequate: 1 Not available : 0	3	
4.	Personnel qualification	Record of PQR: Adequate : 3 In adequate: 1 Not available : 0	3	
5.	Calibration system	Adequate : 3 In adequate: 1 Not available : 0	3	
6.	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.	Procedure available : Adequate : 2 In adequate: 1 Not available : 0	2	
7.	System of Storage/ preservation/ painting & packing	Procedure available : Adequate : 2 In adequate: 1 Not available : 0	2	
8.	System of NCR disposition & corrective preventive action	Two copies of NCR & CAPA Available :2 Not available : 0	2	
9.	Customer complaints handling system	System available : Yes: 1 No : 0	1	
		Complaints registered & resolved :2 Complaints registered & partially resolved : 1 Complaints not registered or not resolved : 0	2	
10.	Safety measures	System available : Yes: 1 No : 0	1	
		Record available : Yes: 1 No : 0	1	
<b>TOTAL</b>			<b>25</b>	

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**Part D : SCORE SHEET****4. TECHNICAL COMPETENCE**

	Maximum Marks (1)	Marks obtained (2)
<b>A. Common Technical Competence</b>		

And/ or

**B. Product Specific Technical Competence**

Column no. 1 to 4 to be filled by MISCC before sending to supplier. Column no. 5 to be filled by BHEL certified Assessor after evaluation of supplier response.

Sl. No (1)	Parameter (2)	Scoring criteria (3)	Maximum Marks (4)	Marks obtained (5)
	<b>Sub-Total</b>		<b>15</b>	

TOTAL (A+B):

25

( )

**SUMMARY:**

Sl. No	Criteria	Maxm Marks	Qualifying marks *	Marks obtained	Recommendation for registration
1.	Organisational Soundness Financial Information	50	30		<b>Recommended :</b>  Permanent code /Development code/ Trial code <b>Not recommended</b>
2.	Quality System	25	15		
3.	Technical Competence	25	15		
	<b>TOTAL</b>	<b>100</b>	<b>60</b>		

**\*Minimum Qualifying Score in Each category shall be 60%.**

**REGISTRATION CRITERIA:**

Sl. No	Score	Recommendation
1.	More than 90	Supplier is to be registered and given Permanent code, Normally no visit is called for.
2.	>75 <=90	Supplier may be visited if recommended by MISCC or to be registered and given permanent code.
3.	>=60 <=75	Supplier may carry out suggested improvements if advised by MISCC Supplier's visit is mandatory. Trial/ Development code may be given.
4.	Less than 60	Not to be registered

**Note:** Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal are to be awarded marks on pro-rata basis and registered accordingly.

Signatures: MISCC and Suppler Evaluation Team (in case of visit)

1)

2)

3)

4)

5)

6)

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	Annexure-III  <b>GUIDELINES TO FOREIGN SUPPLIERS FOR FILLING UP SUPPLIER REGISTRATION FORM</b>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	I of II

1. Prospective Suppliers may also visit our web site [www.bhel.com](http://www.bhel.com) (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
2. Registration Form no. SRF(F)01 may be obtained from BHEL website [www.bhel.com](http://www.bhel.com).
3. Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

Supplier Development Cell  
*Unit Name:*  
Bharat Heavy Electricals Ltd.  
*City:*  
India

4. In case registration is being sought in multiple units of BHEL, please send the separate application to each unit.
5. Any clarification with respect to procedure for registration may be obtained from the Supplier Development Cell of respective BHEL unit.
6. All columns are to be filled up properly in the space provided for. Wherever it is not applicable, mention it as "Not Applicable". The form is to be signed by the authorised signatory and submitted in original.
7. Please attach separate sheet if the space provided is insufficient. For any other information also, separate sheet may be attached.
8. Any information / clarification required by BHEL during processing of registration must be given expeditiously.
9. Please ensure that all required enclosures are attached with the filled up Supplier Registration Form and all enclosures are numbered & list of enclosures is given as required.
10. As multiple copies of the application forms are required for processing at our end, please do not spiral bound the application forms or its enclosures and instead send them in two hole clip flat file.
11. Please fill up the check- list given on next page and send along with the Supplier Registration Forms to BHEL.
12. Please note that if you are registered and participate in Tender process and qualify to get order from BHEL, your performance based on Quality of your product, delivery performance and service rendered will be evaluated inline with Chapter VI.
13. If you are attaching a document in a language other than English, a self attested English translated document may please be also attached.

	Annexure-III <b>CHECK-LIST FOR FOREIGN          SUPPLIERS REGISTRATION FORM</b>	Document No.	AA:MM:SR:01
		Revision No.	01
		Page No.	II of II

S.N.	Check-Point	Yes/No
1.0	Information against all points in the Supplier Registration Form has been given.	
2.0	Authorisation letter has been enclosed (in case of Indian representative)	
3.0	Banker's certificate has been enclosed	
4.0	Are you an ISO: 9001 accredited supplier?	
4.1	If yes, have you enclosed copy of ISO 9001 accreditation certificate & "Table of Contents" of your Quality Manual?	
4.2	If no, have you enclosed written down procedure / manual of Quality Management System?	
5.0	Have you enclosed experience list/ performance certificate ( as per sl. 3.0 of the form SRF(F) 01 )	
6.0	List of enclosures has been furnished ( as per Sl 5.0 of the form SRF(F) 01)	
7.0	All the parts of the form & enclosures have been signed by Authorised Signatory.	
8.0	D&B Report/ Creditreform report etc. has been attached.	

Signature & seal  
(Authorised Signatory)

Date :

Note : This check list is to be attached with the filled up Supplier Registration Form.

**BHARAT HEAVY ELECTRICALS LIMITED , INDIA**

ANNEXURE- III

**FORM NO. SRF(F)01 : (FOREIGN SUPPLIER)**

Page 1 of 2

**ALL THE PAGES OF THE FORM ARE TO BE SIGNED ALONGWITH SEAL BY THE AUTHORISED SIGNATORY**

SUPPLIER REGISTRATION FORM	
<b>1.0 GENERAL INFORMATION :</b>	
1.1 NAME OF SUPPLIER : (TO BE REGISTERED)	
1.2 SUPPLIER ADDRESS : (TO BE REGISTERED)	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
WEB SITE :	
<b>1.3 DETAILS OF FACTORY / WORKS :</b>	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
<b>1.4 DETAILS OF MARKETING REPRESENTATIVE (OUTSIDE INDIA , IF ANY)</b>	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
<b>1.5 DETAILS OF INDIAN REPRESENTATIVE, IF ANY : ( Attach authorisation letter )</b>	
NAME :	
ADDRESS :	
E - Mail :	
TELEPHONE : (Landline)-	Mobile
<b>1.6 CHIEF EXECUTIVE :</b>	
<b>1.7 YEAR OF ESTABLISHMENT :</b>	
<b>SUPPLIER'S AUTHORIZED SIGNATORY</b>	
<b>BHEL CERTIFIED ASSESSOR</b>	

**FORM NO. SRF(F)01 : (FOREIGN SUPPLIER)**

- 1.8 YEAR OF COMMENCEMENT OF BUSINESS :
- 1.9 PRODUCTION CAPACITY PER ANNUM (details of major manufacturing/ testing facilities to be given) :
- 1.10 PARTICULARS OF PRODUCTS INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRATION : ( ATTACH BROCHURES AND CATALOGUES )
- 1.11 NAME (S) OF BANKERS :
- 1.12 BANKER'S CERTIFICATE AS TO CREDITWORTHINESS OF THE CLIENT  
(Enclose Certificate) :
- 1.13 PORT OF LOADING :
- 1.14 NEAREST AIRPORT :
- 1.15 Report from D&B/ Creditreform etc. (As per Cl. 7.1 of Chapter V) (**MANDATORY**):

**2.0 FINANCIAL INFORMATION : (FOR LAST 3 YEARS)**

PARAMETER	YEAR -1	YEAR -2	YEAR -3
ANNUAL TURN OVER			
PROFIT AFTER TAX			

(COPY OF AUDITED ANNUAL ACCOUNTS FOR LAST 3 YEARS TO BE ENCLOSED)

**3.0 QUALITY MANAGEMENT SYSTEM :**

- 3.1 IS THE COMPANY ISO:9001 CERTIFIED : YES / NO
- 3.1.1 IF YES, ENCLOSE COPY OF CERTIFICATE & TABLE OF CONTENTS OF QUALITY MANUAL.
- 3.1.2 IF NO, ENCLOSE QUALITY MANAGEMENT SYSTEM OR WRITTEN DOWN PROCEDURE

- 4.0 EXPERIENCE LIST/ PERFORMANCE CERTIFICATE FOR OFFERED / SIMILAR ITEMS :**  
(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS FOR OFFERED / SIMILAR TYPE & SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS )

**5.0 IF REGISTERED IN ANY OTHER UNIT OF BHEL, PLEASE SPECIFY:****6.0 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.**

**NAME:**  
**STAFF NO.:**  
**DESIGNATION:**  
**UNIT & DEPARTMENT:**  
**RELATIONSHIP:**

**7.0 ANY OTHER INFORMATION:****8.0 LIST OF ENCLOSURES :**  
(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

E – Mail

TELEPHONE : (Landline):  
 Mobile :

DATE :

Signature & Seal  
 AUTHORISED SIGNATORY  
 NAME :  
 DESIGNATION :

BHEL CERTIFIED ASSESSOR



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

Name of Equipment / Item / Process with Model/ Type/ Rating / Capacity/ Size/ Tonnage etc. (As applicable):

\_\_\_\_\_

. Trade Name of Product (if any) : \_\_\_\_\_

1. Name of Proposed Sub-Supplier: \_\_\_\_\_

Website: \_\_\_\_\_

2. Address of Regd. Office:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Details of contact person:**

Name \_\_\_\_\_

Mobile no. \_\_\_\_\_

Desig. \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Branch/ Liaison office in Delhi/NCR

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Details of contact person:**

Name \_\_\_\_\_

Mobile no. \_\_\_\_\_

Desig. \_\_\_\_\_

E-mail: \_\_\_\_\_

Weekly off day \_\_\_\_\_

4. Address of Works where Item is being manufactured

\_\_\_\_\_

\_\_\_\_\_

**Details of contact person:**

Name \_\_\_\_\_

\_\_\_\_\_

Mobile no. \_\_\_\_\_

Desig. \_\_\_\_\_

E-mail: \_\_\_\_\_



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

**5. Details of Proposed Works:**

- a. Year of Establishment of present works : \_\_\_\_\_
- b. Year of Commencement of Manufacturing at the above works : \_\_\_\_\_
- c. Details of change in works address in past, if any : \_\_\_\_\_
- d. Total Area / Covered Area : \_\_\_\_\_
- e. Details of covered area like no. of sheds, Area of each shed etc. \_\_\_\_\_
- f. Electric power- Connected load: \_\_\_\_\_  
Electric power- Stand by load & system: \_\_\_\_\_

**6. Annual Turnover & Profit in past three years** : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**7. Do you have in-house Department for:**

- a) Design Yes/No
- b) Research & Development Yes/No
- c) Quality control/Inspection Yes/No
- d) After Sales Service Yes/No

**8. Shift works per day** One/Two/Three

**9. Present Manpower Status:**

Division Status	Graduate		Diploma	Skilled	Un-Skilled	Remarks
	Technical	Non-Technical				
Design						
Production						
Quality Control/ Inspection						
After Sales Service						



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

- a. Organization chart of the proposed works is enclosed as Annexure: \_\_\_\_\_
- b Organization chart of QA / QC Deptt. is enclosed as Annexure: \_\_\_\_\_
- c. List of Qualified Welders with process etc. is enclosed as Annexure: \_\_\_\_\_
- d. List of Qualified NDT personnel with area of specialization is enclosed as Annexure: \_\_\_\_\_

**10. Brief details of items manufactured:**

Sl. No.	Item & Material (Type/Size/Rating/Model/ Capacity /Tonnage , as applicable)	Installed Capacity	Annual Production Capacity	Annual Production for last Three years		
				I	II	III

**11. Details of foreign Collaboration, if any:**

Sl. No.	Product	Name & Address of Collaborator	Collaboration		
			Scope	Year	Valid upto

- 12. **Type Test report for the proposed product (similar or higher rating )if applicable is enclosed as Annexure: \_\_\_\_\_**
- 13 **Approval / Certification by National / International standards / Accredited agency for the proposed product (if applicable) is enclosed as Annexure: \_\_\_\_\_**
- 14. **Statutory / mandatory certification for the proposed product (if applicable) is enclosed as Annexure: \_\_\_\_\_**
- 15. **Supply Experience list of the proposed product (similar or higher rating) is enclosed as Annexure: \_\_\_\_\_**

[List shall include Item description, (Type/Size/Rating/Model/Capacity/Tonnage, as applicable), Customer name, Quantity, Year of Supply and Year of commissioning]



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

16. End User's operational feedback certificate for the proposed product is enclosed as Annexure: \_\_\_\_\_

17. List of equipment & machinery specific to the proposed product is enclosed as Annexure: \_\_\_\_\_

(List shall include name of equipment, capacity & nos. etc.)

18. Process Flow Diagram indicating in-house & outsourced process enclosed as Annexure: \_\_\_\_\_

19. General manufacturing facilities available in-house:

Sl. No.	Description of machine	Type /Capacity / Size / Rating etc as applicable	Number
a)	Material Handling Mobile Crane Fork Lift Over Head Cranes		
b)	Metal Cutting & Bending		
c)	Casting		
d)	Forging		
e)	Fabrication		
f)	Welding		
g)	Machining		
h)	Heat Treatment		
i)	Surface Cleaning Sand Blasting Shot Blasting Pickling		
j)	Painting		
k)	Metal Coating		
l)	Packing		



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

m)	Other, if any		
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20.

**a. Inspection & Testing Facilities available in-house:**

Sl. No.	Description	Capacity & Nos.	Make & year of Mfg.	Calibration Status	Validity period



## SUB-SUPPLIER QUESTIONNAIRE

(To be filled in by the Proposed Sub Supplier)

~~b. List of Testing & Inspection Facilities outsourced, if any with Source of testing and Description enclosed as Annexure: \_\_\_\_\_~~

21. Storage of finished goods (covered / open) : \_\_\_\_\_

22 List of the source / make with location of major raw material, bought out items and out sourced process enclosed as Annexure: \_\_\_\_\_

23. **Quality management:**

23.1 **General**

23.1.1. Work Instruction for different processes available. (Y/N). \_\_\_\_

If yes, enclose list as Annexure\_\_\_\_\_

23.1.2. Evaluation system for raw material/bought out item's supplier is available. (Y/N) \_\_\_\_\_

23.1.3. Records generated during inspection maintained & available for review (Y/N) \_\_\_\_\_

23.1.4 Statistical quality control techniques used (Y/N) \_\_\_\_\_

23.1.5 ISO certificate for the works available (Y/N). \_\_\_\_ If yes, enclose copy as Annexure\_\_\_\_\_

23,2 **Corrective action**

23.2.1 Specifically confirm whether System for identification & disposition of Non Conformity in the process / product is available. (Y/N) \_\_\_\_\_

23.2.2 Specifically confirm whether System for Customer complains & their satisfactory disposal is available. (Y/N) \_\_\_\_\_

23.3. **Documentation Control**

23.3.1 Procedure available for documentation control (Y/N) \_\_\_\_

23.4. **Control of Inspection, measuring & testing equipments.**

23.4.1 Procedure for calibration of testing & measuring instrument available. (Y/N) \_\_\_\_

24. **Any Special Information:** \_\_\_\_\_



**SUB-SUPPLIER QUESTIONNAIRE**  
(To be filled in by the Proposed Sub Supplier)

26. I CERTIFY THAT THE INFORMATION SUPPLIED HEREIN (INCLUDING ALL PAGES ATTACHED) IS CORRECT TO THE BEST OF MY KNOWLEDGE.

SEAL \_\_\_\_\_  
M/S. \_\_\_\_\_  
PLACE \_\_\_\_\_  
DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
NAME \_\_\_\_\_  
DESIGNATION \_\_\_\_\_  
MOBILE NO \_\_\_\_\_  
EMAIL \_\_\_\_\_

LIST OF ENCLOSURE:

**Certification by Main Supplier:** Above information have been verified and found in order / minor changes which have been marked and initialed on this form itself / observed the following discrepancies.

Name : \_\_\_\_\_ Designation : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

NOTE :

1. COLUMN SHALL NOT BE LEFT UNFILLED..IN CASE OF NOT APPLICABLE / NOT AVAILABLE, THE SAME SHALL BE INDICATED IN THE PROVIDED SPACE.
2. IN CASE PROVIDED SPACE IS NOT ADEQUATE, INFORMATION SHALL BE PROVIDED AS AN ATTACHMENT.
3. PRODUCT CATALOGUE FOR THE PROPOSED EQUIPMENT/ITEM/PROCESS,IF AVAILABLE, SHALL BE ENCLOSED



PUR 010

## BHARAT HEAVY ELECTRICALS LTD.

PIPING CENTRE, CHENNAI - 17.

### BANK GUARANTEE

In accordance 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 110 049") through its Piping Centre, 80, G.N. Road, T. Nagar, Chennai - 17. ( hereinafter called the company)' having agreed to exempt ..... (hereinafter called the said contractor' which term includes suppliers' for the purpose of this Bond) from the demand under the terms and conditions of the Agreement dt ..... made between ..... and ..... for ..... (hereinafter called the said agreement') for Security Deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement on production of a Bank Guarantee for Rs..... (Rupees ..... Only) We (indicate the name of the Bank), (hereinafter referred to as the Bank') at the request of ..... Contractor (s) do hereby undertake to pay to the company an amount not exceeding Rs. .... 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 (s) of any or the terms and conditions contained in the said Agreement.

2. We (indicate the name of the bank with full address). do hereby undertake to pay the amounts 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 (s) of any of terms and conditions contained in the said Agreement or by the reason of the Contractor (s) failure to perform' the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this gurarant shall be restricted to an amount not exceeding Rs. ....

3. We undertake to pay unconditionally to the Company any money so demanded not with standing 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 relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this Bond shall be a valid discharge pf liability for payment thereunder and the Contactors (s) shall have no claim against us for making such payment. The payment under this guarantee would not wait till the wait till the disputes have been decided by any Court or Tribunal or in the arbiration proceedings or by any other authority.

4. We (indicate the name of Bank), further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Company under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharge or till ..... office/Department/Division of the Company certifies that the terms and conditions of the said Agreement have been fully and properly carried cut by the said Contractor (s) and accordingly discharges this guarantee.

5. (i) Unless a demand or claim, under this guarantee is made on us in writing on or before the ..... we shall be discharged from all the liability under this guarantee thereafter. But where such claim or demand has been preferred by the Company with the Bank 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.

(ii) For the purpose of this clause any letter making demand on the Bank M/s. BHEL despatched by the Registered Post with Ack Due or by telegram addressed to the above mentioned address of the Bank shall be deemed to the claim/deemed in writing referred to above irrespective of the fact as to whether and when the said letter reaches the Bank, as also any letter containing the said demand or claim is lodged with the Bank personally.

6. We, (indicate the name of Bank) further agree with company that the Company shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor (s) 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(s) and to forbear or enforce any or the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said Contractor (s) or for any forbearance, act or omission on the part of the company or any indulgence by the company to the said Contractor (s) or by any such matter or thing whatsoever which under the law relating would but for the provision have effect of so relieving us.

7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor (s).

8. It shall not be necessary for the company to proceed against the contractor before proceeding against the guarantor bank and the guarantee herein contained shall be enforceable against them notwithstanding any security. Which the company may have obtained or obtain from the Contractor shall, at the time when proceeding are taken against the guarantor hereunder be outstanding or unrealised.

9. Any claim or dispute arising under the terms of this document shall only be enforced or settled in the Courts at Tiruchirappalli.

10. The guarantor hereby declare that it has power to execute this guarantee and the executant has full powers to do so on its behalf under the Power of Attorney dated ..... granted to him by the proper authorities of the guarantor.

11. We (indicate the name of Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the company in writing.

In witness whereof we, (indicate the name of Bank) have hereunto set out our Bank Seal the ..... day ..... month

**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.