



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

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RD:DP:MPX:F-04

Ref: 841590061

**ENQUIRY**

Date 15-07-2015

Enquiry for **Elemental Analyser**

Enquiry No:841590061      Enquiry Date : 15-07-2015      Due Date: 18-08-2015      Indicative Delivery Date : 15-10-2015

| Sl.No | Item Description   | Unit | Qty |
|-------|--------------------|------|-----|
| 1     | Elemental Analyser | UNIT | 1   |

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

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

Nalini Thilak  
AGM ( Purchase )  
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## ENQUIRY & QUALIFYING CRITERIA

Volume - 1  
Enquiry No  
841590061

Elemental Analyser

|   |  |  |
|---|--|--|
| 1 | Tendor inviting officer / Authority, Designation and Address | Additional General Manager(MM)<br>BHEL R & D, Vikas Nagar (Near Balanagar),<br>Hyderabad -500093   |
| 2 | Item Description - Qty                                       | 1) Elemental Analyser - 1 UNIT   |
| 3 | Enquiry Reference no.  | 841590061  |
| 4 | Indicative Delivery Date                                     | 15-10-2015   |
| 5 | Due date, Time and place for submission of tender            | 18-08-2015 upto 12 noon.<br>Sealed Quotations shall be addressed to<br>AGM(MM),<br>BHEL R & D Division,<br>Vikas Nagar (Near Balanagar), Hyderabad<br>AP,India<br>Pin - 500 093<br>Quotations can also be deposited in the Tender box located at Security Gate of BHEL R & D<br>BHEL shall not be responsible for any postal/courier delay.  |
| 6 | Place, Date and time of Tech.Bid opening                     | Tender Opening Cell (Sangam)<br>BHEL R & D Office.<br>18-08-2015, 2 PM   |
| 7 | Mode of Submission of Tender                                 | <p>Please submit your offer in one common sealed cover containing two parts in separate sealed covers as detailed below.</p> <p>1) First Cover shall contain:</p> <ul style="list-style-type: none"><li>a. Signed General Terms &amp; Conditions (GTC)</li><li>b. Filled and Signed Commercial Terms &amp; Conditions (CTC)</li><li>c. Filled and Signed Vendor Specifications against BHEL Specifications (Item wise)</li><li>d. Signed commercial bid</li><li>e. Copy of Price-bid with price(s) cells blank (un-priced price bid)</li></ul> <p>2) Second cover shall contain Price Bid Containing Price quotes, applicable taxes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man-day or charges per engineer per day etc.</p> <p>If the price bid was found later to be different from the unpriced pricebid format in any way, the offer will be rejected summarily. The rates shall be quoted both in figures and in words.</p> <p>The offers can also be submitted through e-mail and have to be sent in PDF format (files with PDF extension only). Files having extensions other than PDF like RAR, EXE, JPEG etc. and with external links will not be considered. They have to be sent to e-mail id: 'eoffers@bhelrnd.co.in' only. Copies should not be marked to anyone. If the offers are marked to anyone other than to eoffers, their offer will not be considered.</p> <p>The e-mail offers should have two attachments.</p> <p>1) One attachment shall contain</p> <ul style="list-style-type: none"><li>a. Signed General Terms &amp; Conditions (GTC)</li><li>b. Filled and Signed Commercial Terms &amp; Conditions (CTC)</li><li>c. Filled and Signed Vendor Specifications against BHEL Specifications (Item wise)</li><li>d. Signed commercial bid</li><li>e. Copy of Price-bid with price(s) cells blank (un-priced price bid)</li></ul> <p>2) Second attachment shall contain Price Bid Containing Price quotes, applicable taxes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man-day or charges per engineer per day etc.</p> <p>The subject of the e-mail should contain Enquiry No, Enquiry Date and Due date.</p> |



## GENERAL TERMS & CONDITIONS (GTC)

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Elemental Analyser

| SL.No. | Clause                           | BHEL REQUIREMENT   |
|--------|----------------------------------|--|
| 1      | General                          | <p>a. All offers must include name of the contact person, phone no/mobile no, Fax no, email-id. Unsigned offers are liable for rejection.</p> <p>b. We, BHEL R&amp;D, is registered with Department of Scientific and Industrial Research (DSIR) for the purpose of availing Customs Duty exemption in terms of Government Notification no.24/2007-Customs dated 01-Mar-2007 &amp; Central Excise Duty Exemption in terms of Government Notification No. 16/2007-Central Excise dated 01-Mar-2007 as amended from time to time. Hence suppliers are requested to submit their bids clearly stating applicable taxes/duties. All foreign quotes will be evaluated with custom duty @ 5.15% for cost comparison.</p> <p>c. Taxes &amp; Duties quoted will be taken for evaluation of landed cost &amp; order placement and no change will be entertained later except in the case of changes made by the government. However please note that we are availing cenvat credit for service tax and hence service tax will be excluded in calculation of landed cost to BHEL.</p> <p>In case any Taxes/ Duties exempted, a self declaration for the same may be attached to the offer. Changes in taxes and duties because of the changes in turn over etc will be to supplier's account.</p> <p>d. Where ever vendor registration form and EFT details have been submitted earlier, the same need not be submitted again unless there is a change.</p> <p>e. BHEL R&amp;D do not issue 'C' form .</p> <p>f. L1 status shall be decided on Cost to BHEL Basis.</p> |
| 2      | Foreign Suppliers                | <p>BHEL will deal directly with foreign vendors, where ever required, for procurement of goods.However, if the foreign principal desires to avail of services of an Indian agent,then foreign principal should ensure compliance to regulatory guidelines which require mandatory submission of agency agreement containing agency commission.</p> <p>Any supplier (Agents/distributors/representatives) desirous of quoting imported goods/services, they should submit the quote in foreign currency along with agency agreement copy, failing which their offer is liable for rejection.In case of non submission of agency agreement copy,the principal should submit the quotation to BHEL directly. Foreign supplier will also indicate in their offer Indian agent's name, if any, address and percentage of agency commission out of the quoted price.</p> <p>Fully owned Indian Subsidiaries/distributors of Foreign Companies shall quote in Foreign Currency on FOB basis only.</p>   |
| 3      | Late Tenders                     | Tenders received after due date/time(12:00hrs) will not be considered  |
| 4      | Discrepancy in words and figures | <p>(a) If, in the price structure quoted for the required goods/ Services/ works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.</p> <p>(b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>(c). If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.</p> <p>(d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.</p>   |
| 5      | Two Part bid clarifications      | In the case of Two-part bid, the vendor should furnish technical and commercial clarifications, if any, within stipulated time mentioned, failing which, it will be construed that the vendor is not interested in the tender and BHEL shall not consider the offer for further evaluation.  |
| 6      | Price Impacts                    | In the event of any bidder, after finalizing the technical specifications and scope of supply, opting to revise their original bid, they have to submit the Price-Impact only. The Original price bid along with Price-Impact bid shall be opened during price bid opening. Unsolicited price impacts will not be considered.  |
|        |                                  | <p>1.Submission of earnest money deposit (EMD) along with offer is required. EMD is to be deposited in cash(as permissible under Indian income tax act) or pay-order/Demand Draft drawn in favour of BHEL R&amp;D,Vikasnagar,Hyderabad 500093 only.</p> <p>In case of foreign bidders e-payment shall also be accepted as EMD.</p> <p>Our bank details for e-payment by foreign vendors are:<br/>State Bank of India, BHEL(R&amp;D)- Vikas Nagar Branch, Hyderabad, Andhra Pradesh, India; Pin-500093.<br/>Cash Credit A/C No: 10202162640</p>   |

|    |                                |  |
|----|--------------------------------|--|
| 7  | EMD - CAPITAL                  | <p>IFSC Code : SBIN0010622</p> <p>2.EMD by the Tenderer will be forfeited as per Tender Document if, the successful bidder/vendor refuses to honour the Order after award of the Contract on him and /or withdraws his bid and /or unilaterally changes the offer and changes the offer and /or any of its terms &amp; conditions within the validity period.</p> <p>3.EMD given by all unsuccessful Tenderers shall be refunded on acceptance of award /LOI/PO by successful Tenderer. The EMD of successful bidder shall be returned after submission of Contract Execution Bank Guarantee (CEBG).</p> <p>4.EMD shall not carry any interest.</p> <p>5.EMD amount is Rs/INR. 150000</p>  |
| 8  | Price bid evaluation           | All offers in price bid opening or reverse auction shall be evaluated in Indian currency based on unit price, packing & forwarding, taxes/duties, freight charges if any, exchange rate. Loading due to non-acceptance of our standard commercial terms will be evaluated as per the LOADING FACTORS form as enclosed along with the enquiry. The exchange rate declared by State Bank of India under TT Selling rate on the technical bid open date shall be adopted for evaluating foreign currency bids.  |
| 9  | Packing                        | The supplier shall be responsible for the goods being properly and adequately packed so as to prevent any loss, damage or deterioration during transit.  |
| 10 | Withdrawal                     | In case the supplier withdraws their offer before placement of order, BHEL reserves the right not to send next enquiry(ies). In case the supplier withdraws the quotation after its acceptance by BHEL or fails to supply the goods as per the terms and conditions of contract, or at any time repudiated the contract wholly or in part, BHEL shall be at liberty to cancel the Purchase Order and to recover from the supplier the extra cost and other loss, incidentals due to the breach of contract on the part of the supplier through risk purchase.  |
| 11 | Risk Purchase                  | In case of default/late delivery, BHEL reserves the right to make alternate arrangement for procurement at suppliers risk and cost.  |
| 12 | Banned List                    | The offers of the bidders who are in the banned list and the offers of the bidders who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com.<br>Guidelines for suspension of business dealings with suppliers/contractors are available on www.bhel.com under supplier registration page   |
| 13 | Over All L1                    | Order will be placed on overall L1 basis. Vendors should quote for all items, otherwise the offer will be rejected.  |
| 14 | Additional Information         | Suppliers are requested to visit our web site regularly for any updates and additional information, "All corrigenda, addenda, amendments, time extensions clarifications, etc. to the tender will be hosted on BHEL website only". The corrigendum will not be published in news paper.  |
| 15 | Destination                    | Indian Vendors: Destination shall be Stores, BHEL R&D, Hyderabad.<br>Foreign Vendors: 1) BHEL R.O.D Office, Mumbai, India for sea consignments and 2) BHEL R&D, Hyderabad, India for air consignments.   |
| 16 | Arbitration                    | Subject to the jurisdiction of Hyderabad/Secunderabad, Andhra Pradesh, India in respect of any suit or other legal proceedings relating to this contract.  |
| 17 | Micro Small Enterprises (MSEs) | <p>MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Two years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with CA certificate (Format as below) applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) Where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents.</p> <p style="text-align: center;">Certificate by chartered Accountant on letter head</p> <p>This is to certify that M/s .....(hereinafter referred to as 'company') having its registered office at ..... is registered under MSMED Act 2006, (Entrepreneur Memorandum No(Part-II) ..... dtd....., Category..... (Micro/Small). (Copy enclosed).</p> <p>Further verified from the Books of Accounts that the investment of the company as on date..... as per MSMED Act 2006 is as follows :</p> <p>1. For manufacturing Enterprises : Investment in plant and machinery (i.e. Original cost excluding land and building and the items specified by the ministry of small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006.</p> <p>2. For Service Enterprises : Investment in equipment (Original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:</p> <p>Rs..... Lacs</p> |

|    |   |   |
|----|---|---|
|    |   | <p>The above investment of Rs..... Lacs is within permissible limit of Rs..... Lacs for.....Micro/Small (Strike off which is not applicable) Category under MSMED Act 2006.</p> <p>Date:</p> <p>(Signature)</p> <p>Name-</p> <p>Membership number --</p> <p>Seal of Chartered Accountant</p>  |
| 18 | Contract execution Bank Guarantee(CEBG)-Capital | <p>CEBG shall be required for all POs where value (Supply +E&amp;C) of each P.O. is estimated to be more than Rupees 20,00,000/- (INR).</p> <p>The successful vendor shall have to furnish a Contract Execution Bank Guarantee (CEBG) for 10% of the Total PO value in the prescribed format within 30 days from the date of P.O. but before L/C opening. CEBG shall be from one of the Consortium Banks of BHEL or from a reputed Bank and confirmed by any Consortium Bank of BHEL . All bank charges on account of issuance and conformation of CEBG whether incurred in India or outside India will have to be borne by the vendor.</p> <p>CEBG shall be kept valid unit 30 days after the date of E&amp;C Certificate, which will be issued on completion of Erection &amp; Commissioning of equipment which includes erection, commissioning, job proving, performance test, training to operators etc. as prescribed in PO.</p> <p>If the supplier fails to submit the CEBG even with in 60 days from the date of PO, BHEL reserves the right to cancel PO &amp; forfeit the EMD given by the supplier. In addition, in such case, action will be initiated in line with extant guidelines for Suspension of Business dealings with Suppliers.</p> |
| 19 | Inspection                                      | <p>On receipt, the goods shall be subjected to inspection and our decision regarding the acceptability of the goods shall be final and binding on the suppliers.</p>  |

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



## COMMERCIAL TERMS & CONDITIONS (CTC)

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| SL.No. | Clause                         | BHEL REQUIREMENT   | SUPPLIERS ACCEPTANCE / REMARKS |
|--------|--------------------------------|--|--------------------------------|
| 1      | Reverse Auction                | <p>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.</p> <p>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.</p>  |                                |
| 2      | Payment terms - Capital        | <p><b>Payment</b></p> <p>1) Through L/C: Please note Payment through Letter of Credit (L/C) is for foreign currency payments only. Where the payments are through L/C (L/C opening charges shall be loaded for landed cost evaluation), payment of Supply value shall be 80% on dispatch and 20% on issue of E&amp;C Certificate. Payment of E&amp;C Value shall be made against E&amp;C certificate issued by BHEL. E&amp;C certificate shall be issued on satisfactory completion of erection, commissioning, job proving, performance test, training to operators etc, as envisaged in PO. The L/C shall be opened by BHEL as per following:</p> <p>(i) With in 30 days of receipt of acceptable CEBG, an irrevocable unconfirmed L/C will be opened for 30% of the payment towards supply, due on shipment i.e. 24% of the Supply value of PO (30% of 80%)<br/>Not earlier than 60 days before the shipment date, the value of this irrevocable unconfirmed L/C would be enhanced from 24% to 80% of the Supply value of PO<br/>The above L/C can be negotiated after the Shipment against submission of B/L or AWB and such other documents as mentioned in the in the PO. The above L/C will be valid for a period extending 21 days beyond the shipment date for negotiation of documents.</p> <p>(ii) 15 days prior to the scheduled &amp; confirmed arrival of the technicians of supplier with their names, an irrevocable unconfirmed L/C will be opened for a value equal to 20% of the Supply value of PO plus 100% of the E&amp;C value of PO. The validity of L/C would be sufficient to cover the period required for the completion of E&amp;C plus 21 days as negotiation period.</p> <p>This L/C can be negotiated after: (a) Completion of E&amp;C of the equipment in BHEL and against E&amp;C certificate issued by BHEL and (b) Submission of Performance Bank Guarantee (PBG) by Supplier in the prescribed Format valid for 30 days beyond the warranty period, from one of the Consortium Banks of BHEL or from a reputed Bank and confirmed by Consortium Bank of BHEL for 10% of total PO Value. The PBG confirmation charges shall be borne by vendor.<br/>Under all circumstances, CEBG shall be kept valid till be PBG becomes operational.</p> <p><b>2 Direct Payment ( foreign and Indian Suppliers):</b><br/>In case of direct payment , 80% payment of Supply value shall be made with in 45 days form the date of receipt of material at BHEL. Balance 20% of supply value plus 100% of the E&amp;C portion of PO Value will be paid against E&amp;C certificate issued by BHEL and submission of Performance Bank Guarantee (PBG) valid for 30 days beyond the warranty period by Supplier from any of the Consortium Banks of BHEL for 10% of total PO Value in the prescribed Format. The PBG confirmation charges shall be borne by vendor.</p> <p><b>3. Bank Guarantee and Loading against non acceptance of BHEL,s Payment Terms:</b><br/>If payment terms as mentioned by BHEL are not agreed by bidder, such bidder have to submit Bank Guarantee at the time of payment/opening of LC in the prescribed Format of the amount, exceeding 80% of the PO value, valid till issue of E&amp;C Certificate for the equipment. However, in no case, payment against dispatch shall exceed 90% of the PO Value.<br/>Additionally, for any deviation sought including as mentioned above, in Payment Terms by bidder w.r.t. tender conditions, following loading shall be followed:<br/>(A) Benchmark Prime Lending Rate(BPLR)of SBI as applicable on the date of tender opening +2%, for the amount &amp; period of relaxation sought by bidder.<br/>(B) On account of payment through LC if insisted by bidder , bank charges shall also be loaded for the deviation in (i) opening of LC by BHEL and (ii) period and amount of LC as per prevailing bank rates.</p> |                                |
| 3      | Weight and Packing Dimensions. | The Supplier shall indicate the shipping weight (Kgs) and dimensions(L x W x H in cms) clearly along with offer.   |                                |
| 4      | Validity of Offer              | 90 days from date of techno-commercial bid opening.  |                                |
|        |                                | The prices shall be firm for entire period of contract.  |                                |

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| 5  | Price basis         | <p>The suppliers shall indicate packing and forwarding charges,if any, separately.<br/> All foreign suppliers shall quote the lowest prices on 'FOB-Nearest International Airport/Sea port' basis. An amount of 3% on basic value towards freight and insurance will be added for cost comparison.<br/> All Indian suppliers shall quote the lowest prices on 'free delivery at BHEL R&amp;D Stores or F.O.R destination' basis only.</p>  |  |
| 6  | LD Clause           | <p>Failure to supply the goods and/or carryout the services within the stipulated delivery date will attract a penalty of 0.5% per week or part thereof for the value of the undelivered portion of the purchase order subject to a maximum of 10% of the total order value.In case of non acceptance to this LD Clause, 10% of basic material cost will be loaded on the quoted prices while cost comparison.(Please refer the enclosed 'Loading Factors' sheet).</p>   |  |
| 7  | PBG                 | <p>PBG of 10% of total order value is to be submitted by the successful vendor and shall be kept valid upto guarantee period with additional claim period of 2 months there after.The offers of the suppliers not accepting to this clause will be rejected.</p>   |  |
| 8  | Freight & Insurance | <p>Insurance will be arranged by BHEL in case of FCA / FOB basis supplies.In such cases ,an amount of 3% towards freight and insurance will be added for cost comparison.</p>  |  |
| 9  | Agency Agreement    | <p>Guidelines regarding dealing with Indian agents of foreign suppliers<br/> 1. BHEL shall deal directly with foreign vendors, wherever required, for procurement of goods. However, if the foreign principal desires to avail of services of an Indian agent, then the foreign principal should ensure compliance to regulatory guidelines which require mandatory submission of agency agreement.<br/> 2. It shall be incumbent on the Indian agent and the foreign principal to adhere to the relevant guidelines of government of India, issued from time to time.<br/> 3. The agency agreement should specify the precise relationship between the foreign oem and services to be rendered by agent / associate, whether general in nature or in relation to the particular contract, must clearly stated by the foreign supplier / Indian agent. Any payment, which the agent / associate receives in India or abroad from the oem, whether as commission or as a general retainer fee shall be brought out in record in the agreement and be made explicit in order to encurse compliance to the laws of the country.<br/> 4. Any agency commission to be paid by BHEL to the Indian agent shall be Indian currency.<br/> 5. When ever Indian agents are representing on behalf of their principals, the relevant authorization letter and agreement copy to be enclosed along with technical bid to consider the offer.</p>  |  |
| 10 | Delivery Period     | <p><b>FOR INDIAN SUPPLIES :</b><br/> =====</p> <p>Suppliers are requested to quote within the delivery date mentioned in the enquiry. They shall also mention one of the following delivery periods compulsorily.</p> <p>1) Delivery Period from date of Purchase order =====</p> <p>2) Delivery Period from receipt of material / input data / drawings etc. from BHEL=====</p> <p>(if applicable)</p> <p>3) Delivery Period from receipt of approval of design documents / drawings etc. by BHEL=====</p> <p>(if applicable)</p> <p>However BHEL shall inform the vendor about rejection of the offer before price bid opening in case of not meeting the delivery requirements of BHEL.</p> <p><b>FOR FOREIGN SUPPLIES :</b><br/> =====</p> <p>Suppliers are requested to quote within the delivery date mentioned in the enquiry. They shall also mention one of the following delivery periods compulsorily.</p> <p>1. Delivery Period from date of Purchase order :=====</p> <p>2. Delivery Period from receipt of input data / drawings etc. from BHEL =====</p> <p>(if applicable)</p> <p>3. Delivery Period from receipt of approval of design documents / drawings etc. by BHEL =====</p> <p>( if applicable )</p> <p>4. Delivery Period from date of LC Opening =====</p> <p>( if applicable)</p> <p>5. Delivery Period from date of PO acceptance =====</p> <p>However BHEL shall inform the vendor about rejection of the offer before price bid opening in case of not</p> |  |

|    |                  |   |  |
|----|------------------|---|--|
|    |                  | meeting the delivery requirements of BHEL.<br>Pl. mention any other issues/constraints like export clearance etc. explicitly, if any<br>=====   |  |
| 11 | Taxes and duties | All Indian suppliers shall clearly mention current sales tax/VAT,Excise duty and Service Tax etc, if any,payable in addition to the quoted price and indicate applicable rates/percentage,item-wise clearly.The vendors should mention applicable Registration Number(s) specifically in their quotation.The suppliers are requested to submit their bids clearly stating applicable taxes and duties.The quoted taxes/duties will be taken for cost evaluation and order placement and no change will be entertained later except in the case of changes made by the government. Please note that we are availing cenvat credit for service tax and hence service tax will be excluded in calculation of landed cost to BHEL. However Proof of payment of service tax is required to be submitted for reimbursement of the same. |  |

**Note :** All the clauses of the above format should be filled and submitted with the Techno Commercial Bid (Part-1). The filled in BHEL Commercial terms & Conditions format submitted with technical bid, responding to all the clauses duly signed with seal **only shall be considered**. Any other Commercial terms & conditions of bidders entered else where in their offer shall not be considered and are liable for rejection.

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



## OTHER TERMS & CONDITIONS

Volume - 1  
Enquiry No  
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Elemental Analyser

| SL.No. | Clause                | BHEL REQUIREMENT   | SUPPLIERS ACCEPTANCE / REMARKS |
|--------|-----------------------|--|--------------------------------|
| 1      | Delivery of Equipment | The Equipment has to be delivered to the following address: M/s BHEL Coal R&D Site, IICT pilot Plant complex. Road No.7, Nacharam. Telephone No. 040-27172027. |                                |
| 2      | Technical Queries     | Please contact the undersigned for any Technical Queries. Mr. Tirupathi Naidu Chintala Engr/IGCC Ph: 8142986342  |                                |

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



## ITEM SPECIFICATIONS

Volume - 2  
Enquiry NO  
841590061

Elemental Analyser

| SL.No. | Item                      |  |  |                                   |
|--------|---------------------------|--|--|-----------------------------------|
| 1      | <b>Elemental Analyser</b> |  |  |                                   |
|        | sl no                     | Descriptions   | BHEL Specifications  | Vendor Specifications/ Deviations |
|        | 1                         | Function   | To determine the elemental composition (C,H,N,S) in Carbonaceous samples   |                                   |
|        | 2                         | Samples  | In general, instrument should be capable to analyse the samples of the following materials: Coal, Petcoke, Biomass, MSW & Ash  |                                   |
|        | 3                         | Method of determination  | Dumas method of combustion   |                                   |
|        | 4                         | Combustion furnace (for C,H,N)   | Suitable temperatures to be maintained in the furnace to carry elemental analysis in the aforesaid samples (preferably upto 1050 deg C)  |                                   |
|        | 5                         | Detectors for elements   | For C, H & S: Infrared absorption method and<br>For N: Thermal Conductivity Detector method  |                                   |
|        | 6                         | Sulphur (S) Module   | Separate furnace to be used to determine S in the samples. Suitable temperature to be maintained in the furnace (preferably upto 1400 deg C) for S measurement. Downstream process for S determination shall be integrated with C,H,N system or it may be provided as a separate module. |                                   |
|        | 7                         | Sample weight range  | 100 mg - 250 mg  |                                   |
|        | 8                         | Precision  | 0.01 RSD   |                                   |
|        | 9                         | Accuracy   | 2%   |                                   |
|        | 10                        | No. of samples   | Min of 30 samples in one run for C, H, N measurement.  |                                   |
|        | 11                        | Gases required   | Helium (Carrier gas), Oxygen (Combustion) & Air (pneumatic) are to be used for operation. Cylinders with Regulators for Helium and Oxygen & air compressor are to be supplied.   |                                   |
|        | 12                        | Standard samples   | 3 standard samples of 50g each having different elemental composition are to be supplied.  |                                   |
|        | 13                        | Computer specifications  | Intel core i5 processor, 4GB RAM, 500GB Hard Disk, Windows operating system, 19" TFT Monitor, DVD-RW, Keyboard & Mouse   |                                   |
| 14     | Printer specifications    | Single function (print), color printer, laser printing method, A4 size paper, USB support.   |  |                                   |
| 15     |                           | The equipment should be under warranty for a period of 1 year from the date of successful completion of Installation & commissioning. During warranty period, if there is any repair |  |                                   |

|    |                               |   |  |
|----|-------------------------------|---|--|
|    | Warranty                      | to be carried out at the supplier's works, transportation cost of equipment/component besides repair / replacement charges, if any, should be borne by the supplier.                          |  |
| 16 | Pre dispatch Inspection (PDI) | Supplier should intimate the readiness of equipment for PDI. Inspection will be carried out at supplier's works by BHEL engineer(s). The Vendor shall give minimum of 45 days notice for PDI. |  |
| 17 | Demonstration                 | Demonstration has to be provided by the supplier at site of installation (BHEL R&D, Moulali, Hyderabad).  |  |
|    | Manufactures Test Certificate | Manufacturer's Test Certificate required and shall be provided before dispatch.   |  |
|    | Spares                        | Offer shall include all the spares required for normal operation of equipment.  |  |
|    | Accessories                   | Offer shall include all the accessories required for normal operation of equipment.   |  |

\* Vendors are advised to write specifications in detail and not to write like 'Complied/ Yes / No ' etc. in specifications.

Signature of the bidder with Seal & Date

BHEL R&D  
RD:DP:MPX:F-22

## LOADING FACTORS



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

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

|  |  |  |  |   |   |
|--|--|--|--|---|---|
|  |  |  |  | PART ADVANCE (X%) PAYMENT WITH<br>BANK GUARANTEE AND BALANCE (90 - X)<br>% PAYMENT AFTER RECEIPT AND<br>ACCEPTANCE OF THE MATERIAL AND 10%<br>PAYMENT AFTER COMPLETION OF E&C | ON BALANCE (90-X)% AMOUNT FOR ONE MONTH<br>LOADING @ ( (SBI BASE RATE ON TENDER OPENING<br>DATE+ 6% ) ON THE PART ADVANCE AMOUNT (X%)<br>FOR THE DELIVERY PERIOD(ROUNDED OFF TO THE<br>NEAREST MONTH)+ 1 MONTH AND LOADING @<br>(SBI BASE RATE ON TENDER OPENING DATE+ 6% )<br>ON BALANCE AMOUNT (100-X)% FOR ONE MONTH |
|--|--|--|--|---|---|

**B. FOR FOREIGN PURCHASES (IMPORTED)**

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

**B. FOR FOREIGN PURCHASES (IMPORTED)**

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

**C. PENALTY FOR DELAYED DELIVERY (COMMON FOR INDIGENOUS AND IMPORTS)**

| SLNO | COMMERCIAL TERMS | BHEL STANDARD TERM  | AS OFFERED       | LOADING FACTOR FOR NON COMPLIANCE TO BHEL STANDARD TERMS |
|------|------------------|---|------------------|--|
| C    | LD CLAUSE        | IN THE EVENT OF DELAY IN AGREED CONTRACTUAL DELIVERY, PENALTY OF 0.5% (HALF PERCENT) PER WEEK BUT LIMITED TO A MAX OF 10% OF TOTAL ORDER VALUE WILL BE APPLICABLE | AGREED           | NIL  |
|      |                  |   | IF NOT AGREED    | LOADING @ 10% OF THE BASIC MATERIAL COST                 |
|      |                  |   | IF AGREED FOR X% | LOADING @ ( 10-X)% OF THE BASIC MATERIAL COST            |

**D. GUARANTEE/WARRANTY PERIOD (COMMON FOR INDIGENOUS AND IMPORTS)**

| SLNO | COMMERCIAL TERMS          | BHEL STANDARD TERM                                    | AS OFFERED   | LOADING FACTOR FOR NON COMPLIANCE TO BHEL STANDARD TERMS                           |
|------|---------------------------|---|--|--|
| D    | GUARANTEE/WARRANTY PERIOD | STIPULATED OR REQUIRED GUARANTEE/ WARRANTY PERIOD (X) | AGREED   | NIL  |
|      |                           | MINIMUM ACCEPTABLE GUARANTEE / WARRANTY PERIOD (Y)    | NOT AGREED FOR STIPULATED BUT AGREED FOR MINIMUM GUARANTEE/WARRANTY(Y) | LOADING @ 10 % OF THE ORDER VALUE PER ANNUM FOR THE REDUCED GUARANTEE PERIOD (X-Y) |

## Terms & Conditions of Reverse Auction



Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to “REVERSE AUCTION PROCEDURE” i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

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



# AUTHORISATION LETTER FOR E-PAYMENT/ NEFT / RTGS

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

Vendor Code (to be filled by BHEL)

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

## BANK DETAILS FOR EFT / RTGS

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

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

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

Date :  
Company  
Seal

Authorised Signatory  
Designation :



# Bharat Heavy Electricals Limited

Corp. R&D  
DIVISION  
VIKAS  
NAGAR,

RD:MPX:F-13

HYDERABAD- 500 093 (INDIA)

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

## VENDOR REGISTRATION FORM

(Indigenous supplier)

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

Before filling, please refer to instructions on page-4

### 1.0 VENDOR PROFILE:

1.1 Name and address of the vendor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Nos.:

Fax No.:

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

1.2 Local representative name & address in Hyderabad/Secundrabad :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Nos.:

Fax No.:

Email:

Contact Person:

Mobile No:

### 2.0 TYPE OF ORGANISATION:

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

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

**3.0 ANNUAL TURN OVER:**

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

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

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

Blank cheque, duly cancelled, to be enclosed.

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

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

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

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

Designation:

Phone / Mobile No:

**7.0 TOTAL NUMBER OF EMPLOYEES:**

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

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

| # | Products/ Services | Capacity |
|---|--------------------|----------|
| 1 |                    |          |
| 2 |                    |          |
| 3 |                    |          |
| 4 |                    |          |
| 5 |                    |          |
| 6 |                    |          |

**9.0 REFERENCE LIST :**

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

| # | Customer | Volume / Year |
|---|----------|---------------|
| 1 |          |               |
| 2 |          |               |
| 3 |          |               |
| 4 |          |               |
| 5 |          |               |
| 6 |          |               |
| 7 |          |               |

**10.0 INFRASTRUCTURE / FACILITIES:**

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

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

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

| # | Unit | Registration No | Year |
|---|------|-----------------|------|
| 1 |      |                 |      |
| 2 |      |                 |      |
| 3 |      |                 |      |
| 4 |      |                 |      |

**12.0 ANY OTHER INFORMATION :**

**DECLARATION:**

The information furnished above is true and authentic.

**(CEO / PROPRIETOR)**

**SEAL:**

**DATE:**

Note:

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

**Instructions**

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



RD:MPX:F-14

# Bharat Heavy Electricals Limited

Corp. R&D DIVISION

VIKAS NAGAR,

HYDERABAD- 500 093 (INDIA)

## SUPPLIER REGISTRATION FORM

(FOREIGN SUPPLIER)

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

### 1.0 GENERAL INFORMATION:

1.1 NAME OF COMPANY

1.2 DETAILS OF HEAD OFFICE:

ADDRESS :  
TELEPHONE :  
FAX :  
EMAIL :  
WEB SITE :

1.3 DETAILS OF FACTORY/WORKS:

ADDRESS :  
TELEPHONE :  
FAX :  
EMAIL :  
WEB SITE :

1.4 DETAILS OF MARKETING AGENT

ADDRESS :  
TELEPHONE :  
FAX :  
EMAIL :  
WEB SITE :

1.5 CHIEF EXECUTIVE

1.6 CONTACT PERSON(S)

FOR PRODUCT OFFERED

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

1.7 YEAR OF ESTABLISHMENT

1.8 PRODUCTION CAPACITY PER ANNUM

1.9 PARTICULARS OF PRODUCT INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRTION





# **Bharat Heavy Electricals Limited**

Corp. R&D DIVISION

VIKAS NAGAR,

HYDERABAD- 500 093 (INDIA)

Ph: 040 – 23772704, Fax: 040 – 23770698, email: [mpx@bhelrnd.co.in](mailto:mpx@bhelrnd.co.in)

RD:MPX:F-13

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

- i. BHEL shall deal directly with foreign vendors, wherever required, for procurement of goods. However, if the foreign principal desires to avail of the services of an Indian agent, then the foreign principal should ensure compliance to regulatory guidelines - which require mandatory submission of an Agency Agreement.
- ii. It shall be incumbent on the Indian agent and the foreign principal to adhere to the relevant guidelines of Government of India, issued from time to time.
- iii. The Agency Agreement should specify the precise relationship between the foreign OEM / foreign principal and their Indian agent and their mutual interest in the business. All services to be rendered by agent/ associate, whether of general nature or in relation to the particular contract, must be clearly stated by the foreign supplier/ Indian agent. Any payment, which the agent or associate receives in India or abroad from the OEM, whether as commission or as a general retainer fee should be brought on record in the Agreement and be made explicit in order to ensure compliance to laws of the country.
- iv. Any agency commission to be paid by BHEL to the Indian agent shall be in Indian currency only.
- v. Whenever Indian agents are representing on behalf of their principals the relevant authorisation letter and agreement copy to be enclosed along with Technical bid to consider the offer.

