



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

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## ENQUIRY

Ref: 261390141

Date 22-06-2013

### Enquiry for **Floor Mounted Jib Crane**

Enquiry No:261390141 Enquiry Date : 22-06-2013 Due Date: 13-07-2013 Indicative Delivery Date : 10-11-2013

Sl.No	Item Description	Unit	Qty
1	Supply of Floor Mounted Jib Crane	NO	1
2	Installation and Commisioning of Floor Mounted Jib Crane	NO	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

MKVH Sarma  
Addl General Manager  
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	<b>ENQUIRY &amp; QUALIFYING CRITERIA</b>	Volume - 1 Enquiry No 261390141
Floor Mounted Jib Crane		

1	Tendor inviting officer / Authority, Designation and Address	Additional General Manager(MM) BHEL R & D, Vikas Nagar (Near Balanagar), Hyderabad -500093
2	Item Description - Qty	1) Supply of Floor Mounted Jib Crane - 1 NO 2) Installation and Commisioning of Floor Mounted Jib Crane - 1 NO
3	Enquiry Reference no.	261390141
4	Indicative Delivery Date	10-11-2013
5	Due date, Time and place for submission of tender	13-07-2013 upto 12 noon. Sealed Quotations shall be addressed to AGM(MM), BHEL R & D Division, Vikas Nagar (Near Balanagar), Hyderabad AP,India Pin - 500 093 Quotations can also be deposited in the Tender box located at Security Gate of BHEL R & D BHEL shall not be responsible for any postal/courier delay.
6	Place, Date and time of Tech.Bid opening	Tender Opening Cell (Sangam) BHEL R & D Office. 13-07-2013, 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> <p>a. Technical &amp; Commercial bid b. Filled in Commercial Compliance Statement (mandatory) c. Copy of price-bid with price(s) cells blank (un-priced price bid)</p> <p>2. Second cover shall contain price bid. Price bid containing price quotes ,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 price bid 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 to e-mail id: 'eoffers@bhelrnd.co.in' only. Copies should not be marked to anyone. The e-mail offers should have two attachments. One attachment shall contain a) Technical &amp; Commercial bid b)</p>

		<p>Filled in Commercial Compliance Statement (mandatory) and c) Copy of price-bid with price(s) cells blank (un-priced price bid).</p> <p>The second attachment shall contain price bid. The subject of the e-mail should contain Enquiry No, Enquiry Date and Due date.</p>
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## GENERAL TERMS & CONDITIONS (GTC)

Volume - 1  
Enquiry No  
261390141

Floor Mounted Jib Crane

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.</p> <p>c. Taxes &amp; Duties quoted will be taken for cost evaluation &amp; order placement and no change will be entertained later except in the case of changes made by the government. 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
		(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

4	Discrepancy in words and figures	<p>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	<p>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.</p>
6	Price Impacts	<p>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>
7	Price bid evaluation	<p>All offers in price bid opening or reverse auction shall be evaluated in Indian currency based on unit price, packing &amp; forwarding, taxes/duties, freight charges if any, exchange rate. Loading due to non-acceptance of our standard commercial terms. 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.</p>
8	Packing	<p>The supplier shall be responsible for the goods being properly and adequately packed so as to prevent any loss, damage or deterioration during transit.</p>
9	Withdrawal	<p>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.</p>
10	Banned List	<p>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 <a href="http://www.bhel.com">www.bhel.com</a>.</p>

11	Reverse Auction	BHEL reserves the right, to procure above items through reverse auction. BHEL reserves the right to reject the offer, in-case of supplier's non-acceptance to reverse auction.
12	Over All L1	Order will be placed on overall L1 basis. Vendors should quote for all items, otherwise the offer will be rejected.
13	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.
14	Destination	Indian Vendors: Destination shall be Stores,BHEL R&D,Hyderabad. Foreign Vendors: BHEL R.O.D Office, Mumbai, India.
15	Arbitration	Subject to the jurisdiction of Hyderabad/Secunderabad,Andhra Pradesh,India in respect of any suit or other legal proceedings relating this contract.
16	Inspection	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.
17	Micro Small Enterprises (MSEs)	In case the supplier belongs to MSEs (Micro Small Enterprises), Registration copy in this respect shall be submitted along with the offer.Further if MSEs are owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs the same may be intimated. The following are the benefits for the MSEs. 1.MSEs are given tender documents free of cost and are exempted from payment of earnest money (EMD). 2.In tender, participating MSEs quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 20% of total tendered value. In case of more than one such MSE, the supply shall be shared proportionately.
18	Contract execution Bank Guarantee (CEBG)-Capital	CEBG shall be required for all POs where value (Supply +E&C) of each P.O. is estimated to be more than Rupees 20,00,000/- (INR). 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. CEBG shall be kept valid unit 30 days after the date of E&C Certificate, which will be issued on completion of Erection & Commissioning of equipment which includes erection, commissioning, job proving, performance test, training to operators etc. as prescribed in PO.

		If the supplier fails to submit the CEBG even within 60 days from the date of PO, BHEL reserves the right to cancel PO & 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.
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**Signature of the bidder with Seal & Date**


**COMMERCIAL TERMS & CONDITIONS (CTC)**

 Volume - 1  
 Enquiry No  
 261390141

Floor Mounted Jib Crane

SL.No.	Clause	BHEL REQUIREMENT	SUPPLIERS ACCEPTANCE / REMARKS
1	Validity of Offer	90 days from date of techno-commercial bid opening.	
2	Price basis	<p>The prices shall be firm for entire period of contract.</p> <p>The suppliers shall indicate packing and forwarding charges,if any, separately.</p> <p>All foreign suppliers shall quote the lowest prices on 'FCA-Nearest International Airport' basis. An amount of 3% on basic value towards freight and insurance will be added for cost comparison.</p> <p>All Indian suppliers shall quote the lowest prices on 'free delivery at BHEL R&amp;D Stores or F.O.R destination' basis. In case of Ex-Works, an amount of 3% on basic value towards freight and insurance will be added for cost comparison.</p>	<p>a. For Destination</p> <p>b. Ex-Works</p>
3	Freight & Insurance	<p>Insurance will be arranged by BHEL in case of Ex-Works as well as FCA / FOB basis supplies.In such cases ,an amount of 3% towards freight and insurance will be added for cost comparison.</p>	
		<p>Guidelines regarding dealing with Indian agents of foreign suppliers</p> <p>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.</p> <p>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.</p> <p>3. The agency agreement should</p>	

4	Agency Agreement	<p>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 incurse compliance to the laws of the country.</p> <p>4. Any agency commission to be paid by BHEL to the Indian agent shall be Indian currency.</p> <p>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>	
5	Taxes and duties	<p>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. In case of Service Tax, proof of payment of service tax is required to be submitted for reimbursement of the same.</p>	
		<p>Payment</p> <p>1) Through L/C:Please note Payment through Letter of Credit (L/C) is for foriegn currency payments only.</p> <p>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</p>	

6	Payment terms - Capital	<p>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%)</p> <p>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</p> <p>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. This L/C can be negotiated after:</p> <p>(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, form 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.</p>
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	<p>Under all circumstances, CEBG shall be kept valid till be PBG becomes operational.</p> <p>2 Direct Payment: 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 form 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>3. Bank Guarantee and Loading against non acceptance of BHEL,s Payment Terms: 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. Additionally, for any deviation sought including as mentioned above, in Payment Terms by bidder w.r.t. tender conditions, following loading shall be followed: (A) Benchmark Prime Lending Rate (BPLR) of State Bank of India as applicable on the scheduled date of tender opening +2%, for the amount &amp; period of relaxation sought by bidder. (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>	
	<p>1 Bidder should quote time period separately for 'Supply' and 'E&amp;C' of equipment.</p>	

7	Time period for Supply and E&C-Capital	<p>2 The bidders should quote their earliest schedule for supply and E&amp;C against the schedule indicated in the enquiry. BHEL, however, reserves the right to accept an offer not meeting the enquiry schedule.</p>	
8	Penalty for Delay in supply and E&C-Capital	<p>1 For the purpose of penalty for delay in E&amp;C of the equipment the duration will be reckoned from the date of intimation by BHEL to vendor for readiness of site.</p> <p>2 Penalty on delay in 'Supply' and/or 'E&amp;C' will be applicable to the delays attributed to vendor . Penalty will be considered separately for 'Supply' and 'E&amp;C'. The rate of penalty for delayed Supply shall be @ 0.5% per week of delay of total PO value (Supply+E&amp;C). in supply subject to a maximum of 10% of total PO value (Supply+E&amp;C).</p> <p>The rate penalty for delayed E&amp;C shall be @0.5% per week of delay of total PO Value (Supply+E&amp;C) in E&amp;C subject to a maximum of 10% of total PO value (Supply+E&amp;C)</p> <p>Maximum penalty for delay in Supply and E&amp;C together shall be limited to 15% of total PO value (Supply+E&amp;C).</p> <p>In case PO includes more than one machine, the penalty shall be limited to 0.5% per week of delay on total PO Value(Supply+E&amp;C) for the delayed machine.</p> <p>3 Loading on account of non-acceptance of Penalty for delayed Supply and /or E&amp;C shall be as under:</p> <p>In case any bidder is not accepting the above penalty for delayed Supply and/or E&amp;C, the offer of bidder shall be loaded to the extent to which it is not agreed by the bidder.</p> <p>4 Incase, any shortage is noticed viz-a-viz PO requirement in the main equipment/spares, such shortages shall be replenished by supplier on for destination basis without any cost implication to BHEL i.e. Custom Duty and freight charges etc. up to destination for</p>	

		such short supplies shall be borne by the supplier. 5. Supply period indicated by bidder should include reasonable time required for approval of drawings and other inputs from BHEL. In the Techno-Commercial Bid, the bidder shall submit milestones for various activities in co-relation with Supply and E&C period quoted by him.	
9	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.	
<p><b>Note :</b> 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 &amp; Conditions format submitted with technical bid, responding to all the clauses duly signed with seal <b>only shall be considered</b>. Any other Commercial terms &amp; conditions of bidders entered else where in their offer shall not be considered and are liable for rejection.</p>			

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



## ITEM SPECIFICATIONS

Volume - 2  
Enquiry NO  
261390141

Floor Mounted Jib Crane

SL.No.	Item		
1	<b>Supply of Floor Mounted Jib Crane</b>		
sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
1	Type and Operation	Floor mounted type Jib Crane Pendant Operated	
2	Safe Working Load Capacity	3000 Kgs	
3	Location, Duty and Class	Indoor, Medium Duty and Class2 as per IS:3938,807,3177	
4	Outreach/ Arm Length	Minimum 6metres	
5	Height of Lift	Minimum 6metres	
6	Rotation Angle	180 DEGREES OR BETTER Motorized	
7	Supply Voltage	415± 5%, 50Hz ± 2%, 3 Phase, AC Supply	
8	Control Voltage	110V/240V AC/24V DC Supply to be generated internally in the panel	
9	Type of Suspension	Motor Driven Trolle	
10	Hoisting Speed	Any standard speed in between 2.0-9.0 m/min. with additional creep facility of 1/10th of hoisting speed In addition creep facility having 1/10th of hoisting speed shall also be available	
11	Cross Travel	Motorized Driven having any with standard speed of between 10-20 m/min in between of 10- 20 m/min	
12	Operation	Through a push button station of reputed make suspended from the hoist. It shall essentially have a mushroom type emergency stop push button to isolate and stop all motions. Limit switches are to be provided on Hoisting, C.T and Swing motions to prevent over	

		traveling	
13	Design	The cranes are to be designed in accordance with IS-807 & IS-3177. All drives are to be designed to give sound & efficient Performance	
14	Steel Structure	Steel conforming to IS-2062 or equivalent to be used in the manufacturing of the crane	
15	Control Panel	The hoist shall have a separate contactor panel for mounting on column of JIB crane for easy maintenance. A junction box along with loose cable length of min 15m for hoist shall be supplied in loose for installation at the bay end	
16	Control System	It shall have safety emergency stop contactor which shall isolate the AC supply to the control system and motions. The panel shall have overload relay, motion contactors isolator and other safety devices required for safe operation of the hoist	
17	Motors	In Hoisting, Swing & C.T. motors are used to be totally enclosed in dust proof construction of either TEFC/TESC Class 'F' 40% CDF insulation of reputed make Crane Duty Motor	
18	Brakes	Hoisting-E.M. Disc Type C.T.- E.M. Disc Type	
19	Bearings	All moving parts of the crane are supported on anti-friction type ball/roller bearing of reputed make...	
20	Coupling	Flexible/Universal/Geared/Rigid coupling are to be provided between Hoisting, C.T. & L.T. Gear Box & Motor	
21	End Stoppers	Steel ended stoppers are to be provided on both the side of the bridge girder to stop the motion of the trolley	
		All the items of the hoist should be protected in such a way that in no case they should fall i.e.	

22	Safety Anti fall feature	Hoist to be adequately protected from bottom. Even hoist shouldnot fall down if one of its wheel or bearing gets damaged	
23	W.C.P	The hoist shall have wrong connection preventer to avoid over hoisting /over lowering in the event of reversal of phase sequence	
24	Wire Rope	The wire rope should be as per IS 2266, of best plough steel with tensile strength of 180Kg/sq.mm with factor of safety not less than 5.. The number of falls shall be two only. Make: Usha-Martin only. Preferred size of minimum 11 mm	
25	Rope Guide	The rope guide should be of ease in maintenance & should prevent overlapping of rope on & or loosening off the drum	
26	Rope Drum	The material of rope drum should be of ASTM-106 grade – B. It shall be and be made of Seamless pipe accurately machined or fabricated and type duly stress relieved. The spiral grooves should accommodate rope in 1-layer allowing two full turns of rope on the drum when hook is at lowest position	
27	Gear Box	The gear box shall be oil splash lubricated with oil level indicator. All gearboxes used in the crane are to be totally enclosed in dust proof construction. Gears and Pinions are to be running in oil bath & hence thus avoiding no external lubrications are required. Gears & Pinions are all precision hob cut helical/spur gears having hardness up to 250 to 300 BHN made from forged/rolled steel. The High speed pinions & gearsare to be profile ground and should confirm to relevant Indian Standards	
2	<b>Installation and Commisioning of Floor Mounted Jib Crane</b>		
	sl		Vendor Specifications/

no	Descriptions	BHEL Specifications	Deviations
1	ERECTION & COMMISSIONING (E&C) AND DEMONSTRATION CHARGES	<p>Charges towards the commissioning and demonstration of the equipment payable to the OEM / authorized Indian dealer(s) / representative(s) for sales &amp; service, should be furnished in detail with complete particulars, indicating clearly the amount or the amount as percent of the quoted price of the equipment separately by the vendor along with the offer. The amount or the amount as percent of the quoted price of the equipment need to be quoted as a LOT and not as per event / per day basis. In case, where the said charges are included in the price quoted for the equipment, the amount or the amount as percent of the quoted price of the equipment towards the commissioning and demonstration should be clearly indicated. Vendor to confirm and comply with the same. It is estimated that the charges towards Erection &amp; Commissioning (E&amp;C) and demonstration may not be more than 3% of the quoted price of the equipment. In the event of the vendor not indicating clearly the amount or the amount as percent of the quoted price of the equipment separately along with the offer, an amount equivalent to 3% of the quoted price shall be deemed to be the value for the charges towards</p>	

		Erection & Commissioning (E&C) and demonstration by BHEL and the payment will be adjusted / regulated from the quoted value and balance will be released as payment towards Erection & Commissioning (E&C) and demonstration accordingly. Vendor to confirm and comply with the same.	
2	ERECTION & COMMISSIONING (E&C) AND DEMONSTRATION PERIOD	The vendor should quote the earliest schedule for the Erection & Commissioning (E&C) and demonstration of the equipment. However, BHEL reserves the right to accept the offer not meeting the schedule for the supply indicated in the tender. Vendor to confirm and comply with the same.	
3	TOOLS AND FIXTURES FOR ERECTION & COMMISSIONING (E&C)	All necessary tools, fixtures and other items required for the commissioning of equipment within stipulated time shall be brought by vendor on returnable basis. All incidental charges towards the same to be borne by the vendor. Vendor to confirm and comply with the same.	
4	DEMONSTRATION	The vendor shall Demonstrate all features of the machine, including trial runs to the satisfaction of BHEL during the Commissioning / Demonstration. Vendor to confirm and comply with the same.	

5	FOUNDATION REQUIREMENT	The detailed foundation requirement and drawings needed for the Floor Mounted Jib Crane shall be provided by the vendor in the offer. The vendor shall certify the adequacy of the same along with the offer. BHEL, shall make necessary arrangements to meet the specified foundation requirements and the vendor shall give the consent for erecting the Floor Mounted Jib Crane on this foundation		
6	TIME SPAN FOR THE FOUNDATION REQUIREMENT	The techno-commercially accepted vendor shall provide to BHEL the finalized detailed foundation requirement and drawings needed for the Floor Mounted Jib Crane certifying the adequacy of the same within a maximum of 7 days from the placement of the PO, indicating clearly the earliest schedule for the Erection & Commissioning (E&C) and demonstration of the Floor Mounted Jib Crane. This schedule shall be included in the offers submitted		
G	<b>General Specifications</b>			
	sl no	Descriptions	BHEL Specifications	Vendor Specifications/ Deviations
	A	PRE-QUALIFICATION		
	A1	LANGUAGE	The offer and all documents enclosed with offer should be in English language only.	
		The vendor shall be an Original		

A2	REPUTATION	Equipment Manufacturer (OEM) and should have supplied similar equipments in India. Vendor to certify this.	
A3	AUTHORIZED REPRESENTATIVE	In the case of the vendor being the authorized Indian dealer(s) / representative(s) for sales & service, other than the Indian Office / Indian subsidiary of the OEM, appropriate agreement between the OEM & the authorized Indian dealer(s) / representative(s) for sales & service, mentioning clearly the commission amount / percent commission amount, if any, shall be provided.	
A4	PLACEMENT OF ORDER	Offer can be submitted by the OEM or their authorized dealer (s) / representative(s) in India. However, Purchase Order will be placed on the lowest, technically acceptable OEM only. Vendor to agree for the same.	
A5	MULTIPLE OFFERS	If the offer is from an authorized representative in India , the Indian representative cannot quote for the same equipment from more than one OEM. Vendor to comply with the same.	
A6	TRAINED MANPOWER	The vendor or their authorized service representatives shall have trained engineers in India for commissioning & service for the offered equipment and shall be in a position to provide prompt after sales service and spares support for our installations. Vendor to confirm the same	
A7	SUPPLY HISTORY	The vendor should have already supplied and installed at least THREE equipments of similar capacity in the preceding years in India and operating satisfactorily. The details of the customers with contact details, machine model installed, date of installation, etc. to be provided by the vendor. Vendor to comply with the same.	
		If required by BHEL, the vendor shall arrange for a demonstration	

A8	DEMONSTRATION	of the equipment or a similar system operating in India. All the incidental charges like travel, accommodation etc shall be borne by BHEL. Vendor to confirm and comply with the same.	
A9	NATURE OF EQUIPMENT	Offer shall be for new equipment and not for any refurbished / used equipment. All the parts used in the machine shall also be new and not used / refurbished ones. Vendor to confirm the same and a declaration to the above effect to be furnished by the vendor.	
A10	AFTER SALE SUPPORT	The vendor shall be in a position to undertake AMC or provide service support for the equipment supplied, after the expiry of the warranty/ guarantee period either directly or through an authorized, trained service representative stationed in India. Vendor to confirm and comply with the same.	
A11	AMC	The vendor shall submit their offer for the AMC after the expiry of the warranty/ guarantee period for a period not less than 2 years from the expiry of the warranty/ guarantee period, indicating clearly the amount or the amount as percent of the quoted price of the equipment. The AMC offers shall be evaluated on "Cost to the Company" basis by appropriately loading the same along with the offered price. Vendor to confirm and comply with the same.	
B	EVALUATION OF PRE-QUALIFICATION		
B1	MANDATORY	The Pre qualification criteria are mandatory requirements and the technical bids will be evaluated only when the Pre Qualification criteria are met. Vendor to confirm and comply with the same	
B2	NATURE OF	Vendor must submit complete information against Clause No. A Pre-Qualification Criteria. The	

	INFORMATION	offer meeting this clause would only be processed for Technical evaluation. Vendor to confirm and comply with the same	
B3	NATURE OF EVALUATION	Pre qualification will be carried out based on the details furnished by the vendor / feedback from their customers / inspection of the company / product if required by BHEL and at its sole discretion. Vendor to confirm and comply with the same	
B4	INFORMATION VERIFICATION	BHEL reserves the right to verify the information submitted by the vendor. The offer with false/ incorrect/incomplete information may be rejected by BHEL at its sole discretion. Vendor to confirm and comply with the same	
C	EVALUATION CRITERIA OF TENDER		
C1	LOADING	The offers shall be evaluated by appropriately loading the service charges / commission & commissioning charges and other incidentals on "Cost to the Company" basis, while evaluating the bid. Vendor to confirm and comply with the same	
D	SPARES AND SERVICES		
D1	SPARES	All the spares required for normal trouble free operation of equipment/instrument/item/system during the warranty period shall be listed and supplied along with the offer. These spares, if not included along with the offer for the main equipment, should be quoted separately, indicating clearly the spares for the NORMAL OPERATION. List of back up spares / additional spares, if any, should be listed and quoted separately as OPTIONAL SPARE item. Vendor to confirm and comply with the same	
		Vendor shall support the availability of spares and maintenance workforce for 5	

D2	SPARES AVAILABILITY	years from date of commissioning. Vendor to confirm and comply with the same	
D3	SERVICING BASE	Vendor shall provide proof and details of servicing base facility, spare parts availability, etc. in India. Vendor to confirm and comply with the same	
E	ACCESSORIES		
E1	ESSENTIAL ACCESSORIES	All the essential accessories required for the normal operation of equipment during the warranty period shall be listed along with the offer. The essential accessories, if not included along with the offer for the main equipment, shall be listed and quoted separately, indicating clearly as ESSENTIAL ACCESSORIES. Vendor to confirm and comply with the same	
E2	OPTIONAL ACCESSORIES	The optional accessories, if any, should be listed and quoted separately as optional accessories. Vendor to confirm and comply with the same	
F	Manufacture Test Certificate	Manufacturer's Test Certificate required and shall be provided along with the dispatch documents	
G	Warranty	12 months from the date of commissioning of the system. Extended warranty for additional 2 years for the system as percentage of basic price of the system, if applicable, may be quoted as OPTIONAL	
H	Catalogue Details	Detailed catalogue, sketch / photographs of the instrument and accessories / attachments should be submitted with the offer	
I	Operating and Maintenance manual	Supplier shall provide operation and maintenance manual & other documents along with the Test and guarantee certificates in simple English language	

\* 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**

**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 :

Authorised Signatory  
Designation :

COMPANY SEAL



# Bharat Heavy Electricals Limited

Corp. R&D DIVISION

VIKAS NAGAR,

HYDERABAD- 500 093 (INDIA)

RD:MPX:F-13

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:**

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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.

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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  
(Attach brouchers and catalogues)

1.10 NAME(S) OF BANKERS

1.11 BANKER S CERTIFICATE

1.12 PORT OF LOADING

1.13 NEAREST AIRPORT

1.14 NAME OF THE INDIAN AGENT, IF ANY  
WITH AUTHORIZATION LETTER

**2.0 FINANCIAL INFORMATION:**

2.1 TOTAL CAPACITY

2.2 ANNUAL TURN OVER FOR LAST 3 YEARS

2.3 WHEHER CREDIT LICENSE ACCEPTABLE YES/NO

**3.0 QUALITY MANAGEMENT SYSTEMS**

ENCLOSED FORMAT PART-B

3.1 EXPERIENCE LIST FOR SAME/ SIMILAR ITEMS  
TO BE ENCLOSED

**4.0 FUTURE EXPANSION PLANS:**

(Give details)

**5.0 LIST OF ENCLOSURES:**

(Including brouchers, catalogues, technical literature etc)

**6.0 ANY OTHER INFORMATION:**

SIGNATURE OF SUPPLIER (Authorized signatory)

NAME :

DESIGNATION :

DATE :

OFFICIAL SEAL

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Note:

1. BHEL Reserves the right to take penal action as deemed fit if any of the information provided by the vendor is found to be incorrect.
2. Please attach separate sheets, if space found is inadequate



# Bharat Heavy Electricals Limited

Corp. R&D DIVISION

VIKAS NAGAR,

HYDERABAD- 500 093 (INDIA)

RD:MPX:F-13

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

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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.