



ANNEXURE-3

**BHARAT HEAVY ELECTRICALS LIMITED, JHANSI**  
**MATERIALS MANAGEMENT DEPARTMENT**

**GENERAL TERMS & CONDITIONS FOR PURCHASE ENQUIRY**

1. Offer must be submitted in a sealed cover. The cover should bear our enquiry number, due date of opening and name of the bidder.
2. When offer is invited in two bids, outer cover, inner cover- I (Techno Commercial bid) and inner cover II (Price-Bid) must bear our tender no., due date and bidders name. Offers received in single bid will be bypassed.
3. The offer should reach this office on or before 13.15 hrs. on the due date. The tender can also be dropped in the Tender Box kept at Administrative Building Gate. The tenders will be opened after 14.00 hrs. on the due date in presence of all bidders who will be present.
4. Offer should be free from overwriting or erasures. Corrections or additions, if any should be attested.
5. No enhancement of rate for whatever cause is allowed once the offer is accepted and the order is placed. Withdrawal from the quotation after it is accepted or failure to make the supply within the schedule period will entail cancellation of order, forfeiture of earnest money if any and/or imposition of risk & cost purchase.
6. Material offered should be of required quality and conforming strictly to our specifications/drawings or to the specifications in the drawings. Any deviation must be clearly stated in the offer with particular clause / detail in our specification/drawing for which deviation is quoted. All required documents/details e.g. QA Plan, type TCs, drawings & data sheet etc. must be submitted alongwith the offer.
7. Irrespective of whether it is mentioned in our specification, all machines/equipments are required to be calibrated in metric units and certificates "must be issued where applicable.
8. Work test certificates / inspection certificates/guarantee certificate / compliance certificate, etc. will be required to be submitted along with supplies in case an order, is placed.
9. In case an order is placed, supplier shall be required to guarantee for smooth and satisfactory performance of the equipment for a period of 24 months from the date of despatch or 18 months from the date of commissioning whichever is earlier and certificate must be issued to this effect. Necessary instruction booklets for operation and maintenance are to be sent with supply where applicable.
10. Sample must be submitted where specified so as to reach us on or before the due date of tender.
11. Required lead time for affecting supplies alongwith available capacity should be indicated in the offer.
12. Failure to supply by the time specified on the order will make the supplier liable to pay unconditional penalty of 1/2% of the prices of goods in arrear per week subject to a maximum of 10% of the order value unless agreed otherwise.
13. The quantities for each item to be purchased may vary from the tendered quantity according to our actual requirement at the time of placing orders.
14. Our standard terms of payment is 100% payment after 60 days of acceptance of material at our works. In no case, interest for over due period will be borne by BHEL. Advance or LC payment terms shall generally not be considered and offers received with other than our standard terms of payment can be bypassed (except SIDBI discounting facility will be accepted for suppliers to whom this facility has been granted).

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15. Bharat Heavy Electricals Ltd. does not bind itself to accept the lowest of any tender, but reserves to itself the right to accept or reject all or a part of any tender at its discretion following BHEL Purchase Policy & Government guidelines.
  16. In all cases of disputes, the matter shall be referred for arbitration. The arbitrator shall be nominated by the Unit Head, Bharat Heavy Electricals Ltd., Jhansi or any other officer nominated by him. The award of Arbitrator shall be final and binding on both the parties.
  17. In case of any suit or other legal proceedings under or relating to this tender, the courts at Jhansi shall have full, jurisdiction.
  18. Total delivered cost at BHEL Jhansi Railway siding/ Works shall be the criterion for deciding the tender.
  19. Unless otherwise specified, offer should be on ex-works basis with freight & insurance to be borne by BHEL.
  20. Your quotation against this enquiry must be valid for ordering upto minimum of 90 days from the date of tender opening
  21. **ADDITIONAL FOR INDIAN SUPPLIERS:**
    - i) If any material is booked to selves or if it is not consigned to BHEL Jhansi, any warpage or demurrage occurring from these shall be to the account of supplier. In case of road transport, material shall be booked only through our rate contract transporters mentioned in the purchase order.
    - ii) Where there is provision for payment of Sales Tax extra, it will be paid only if the registration number both under State Sales Tax and Central Sales Tax are specifically mentioned on the bill/invoice. Your Sales Tax Registration number should be mentioned in the offer positively.
    - iii) Excise Duty Gate Pass will be required in original. Applicable taxes & duties must be included in the offer.
  22. **ADDITIONAL FOR FOREIGN SUPPLIER**
    - i) For documentation and correspondence language shall be English only.
    - ii) Rates quoted should be on FOB basis. All despatches are to be made by sea by IPBC conference vessels only unless otherwise stated in purchase order.
    - iii) Agency commission, if any, will be paid out of the FOB value after receipt & acceptance of material at BHEL Jhansi in Indian Rupees. TT Buying exchange rate prevailing on the tender opening date or the letter of credit date or date of purchase order whichever is lowest will be considered for calculating the agency commission.
    - iv) The rates quoted should be inclusive of charges of packing and delivery of material upto the port of shipment on FOB terms. The material is required to be packed suitably in all respects considering the peculiarity of the material for normal transport by Sea/air and subsequently by Rail/Road in India suitably protected against the effect of tropical salt laden atmosphere in the event of consignment being delayed at Indian Ports before outward clearance. You should also furnish details of shipping specification, sizes, volume, weight, number of cases etc. When articles are packed with packaging material of plant origin, phytosanitary certificate will be required.
    - v) Our standard terms of payment is, 100% payment through bank against despatch documents or 100% through sight irrevocable & unconfirmed letter of credit.
  23. Please also refer to our tender for any other terms and conditions.