

**OF THE ADDITIONAL GENERAL MANAGER (PPX-BOI)
BHARAT HEAVY ELECTRICALS LIMITED , Heavy Electrical Equipment Plant
Ranipur, Haridwar – 249 403 (UA), India**



Tender Enquiry No. B/4011/2012/0277/V1 for the requirement of Thermal Insulation of TIP

The technical specifications/Drawings uploaded along with this Open Tender are as mentioned below. In case of non-receipt or non-clarity of any of these documents, you may contact undersigned. No Financial Implication on account of non-availability of documents would be entertained after opening of Techno-Commercial Offers.

LIST OF ENCLOSURES

<u>Commercial Documents</u>		
	<u>Document No.</u>	<u>Number of pages</u>
1.	ENQ. NUMBER B/4011/2012/0277/V1	03
2.	INSTRUCTION TO BIDDERS	03
3.	PRE-QUALIFICATION REQUIREMENT/ Annexure -A	01
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7.	LIST OF BHEL CONSORTIUM BANK	01
8.	GENERAL TERMS AND CONDITIONS OF RA	01
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11.	BANK GUARANTEE BOND (FORMATT)	02
12.	GENERAL TERMS FOR INDIGENOUS VENDORS	01
13.	GENERAL TERMS FOR FOREIGN VENDORS	01
14.	TOTAL PAGES	47

<u>Technical Documents</u>		
	<u>Document No.</u>	<u>Number of pages</u>
1.	PRODUCT STANDARD ST29005	23
2.	DOC NO. 412114R5000	01
3.	DOC NO. 412114R2000	01
4.	DOC NO. 412114Q7000	01
5.	DOC NO. 412114Q6001	03
6.	DOC NO. 412114P9000	01
7.	DOC NO. 412114N4001.	02
8.	DOC NO. 412114A5000	01
9.	DOC NO. 412114A5001	02
10.	DOC NO. 412114C3000	01
11.	DOC NO. 41211450001	02
12.	QUALITY PLAN QA/BE/QP /316 REV 02	03
13.	TOTAL PAGES	41

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Ref: BOI/OT/12-13/04

Date: 14/12/2012

OPEN TENDER

1. Sealed tenders with the Tender No. and opening date clearly super scribed on the cover are invited for the supply of the following items.

Sl. No.	Tender No.	Item Description	Total Requirement	Last date to get from BHEL	Opening date
1.	B/4011/2012/0277/V1	THERMAL INSULATION OF TIP (Material supply + application)	09 SETS	15/01/2013	16/01/2013

2. Tenders will be received up to 1345 Hrs. (IST) on opening date and opened on the same day at 1400 Hrs. (IST) in the Tender Room.

1. Interested vendors must submit their offer alongwith the following Tender Fee & Earnest Money Deposit (EMD). The EMD and Tender Fee should be submitted in the form of bank draft **(Cheque / Bank Guarantee are not acceptable)**:

Tender Fee: Rs.2000/- (Rs. Two Thousand or equivalent foreign currency)

EMD: Rs.1,00,000/- (Rs. One Lac or equivalent foreign currency)

Drafts shall be drawn in favor of **"BHEL Hardwar"**.

4. BHEL will not be responsible for any type of postal delay / incomplete information from vendor.
5. Other term and conditions will be as per tender documents.
6. Procurement would be made from Customer Approved Vendors only.
7. The offer of the vendors who are banned/ De-Listed/ Under Hold by BHEL, shall not be considered till the period of their Ban/ De-list/ Hold.

For any further details please log on to www.bhel.com or www.tenders.gov.in or www.bhelhwr.co.in

(Anil Jain)

A.G.M. (PPX-BOI)



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BHEL Enquiry No. : B/4011/2012/0277/V1

Date of issue : 14/12/2012
Due Date/ opening date: 16/01/2013

M/s.....
.....

Sub: Tender Enquiry No. B/4011/2012/0277/V1

Dear Sir,

We are pleased to invite your offer in TWO PARTS strictly as per enclosed terms and conditions and instruction to bidders, in sealed covers for the under mentioned equipment / systems.

Sl. No.	Material Code	Total Requirement/ Project	Item Description	Delivery Required	EMD (Earnest Money Deposit)
1.	Material Code : W90313199663	01 SET (Avantha Bhandar project)	SUPPLY AND APPLICATION OF THERMAL INSULATION OF TURBINE INTEGRAL PIPING AS PER DETAILS IN ANNEXURE - B	On Intimation*	Rs.1,00,000/- (Rupees One Lac only or equivalent foreign currency)
2.	Material Code : W90313199680	2 ST (DB Power project:)			
3.	Material Code : W90313199671	1 ST (JPL Seoni project)			
4.	Material Code : W90313199540	02 ST (Vizag project)			
5.	Material Code : W90313199400	02 Nos. (Sikka project)			
6.	Material Code : W90313199744	01 ST (Durgapur project)			

* The material is required within 08 weeks of intimation from BHEL. Details regarding delivery requirement has been mentioned in clause 10 of "Term and Conditions for Two Part Tender". Please provide your specific confirmation.

Evaluation Criteria: Evaluation shall be done on total landed cost to BHEL against each material code. Please note that material supply and application of Insulation against each material code is to be ordered and supplied from the same vendor. Offers received only for material supply or application is liable to be ignored.

Please submit your lowest quotation / offer for the above requirement subject to our terms and conditions. Your offer should reach us on or before the due date by 1.45 PM.

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

Any clarification on technical specifications can be obtained from BHEL before tender opening. Vendors are welcome to have pre-bid meeting with BHEL engineers for better understanding our requirements

Part-1 bids shall be opened of those vendors **ONLY AFTER ENSURING AVAILABILITY OF EMD AND TENDER FEE (PLEASE SUBMIT SEPARATE DRAFTS FOR EMD AND TENDER FEE {drawn in favor of BHEL Hardwar} IN ANOTHER ENVELOPE SUPERSCRIBED WITH BOLD LETTERS "EMD & TENDER FEE")** at 2 PM on the due date in the presence of authorized representatives of the bidders who may like to be present. The authorized representative should bring authority letter from their principals for attending the bid opening.

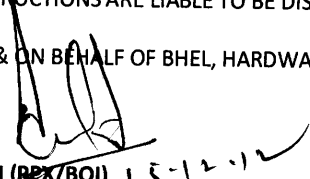


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All Govt. of India / PSU / State Govt. entities / NSIC registered vendors (if registered for tendered item) are exempted from submission of EMD.

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

For & ON BEHALF OF BHEL, HARDWAR


AGM (R&B/BOI) 15-12-12



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INSTRUCTION TO BIDDERS

Clause 1.0 :

The tenders shall be submitted in two parts (Part I consisting of Techno -Commercial Bid, Supplier Registration Form & Pre-Qualification Requirement and Part II Price Bid) as described below on or before the due date.

- The Quotation should be from the Principal / Original Manufacturer, failing which the quotation is likely to be ignored.
- Any corrections / amendments shall be properly & fully authenticated with signature.

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

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

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

Clause 1.1 :

PART-I (TECHNO-COMMERCIAL BID) shall comprise of following documents:

- a) Pre-Qualification Requirement (as defined in Annexure-A)
- b) Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B).
- c) Catalogue of the Equipment (If applicable)
- d) Duly Filled in "Terms & Conditions of the Two Part Tender" (as per Annexure-C).
- e) Deviation with reference to specification to be laid down on separate sheet.

Cost of deviation is to be submitted along with the price bid essentially, in case vendor withdraws the deviation clauses the same will be considered for final evaluation.

- f) Copy of Price Bid (without Prices).
- g) The rating of the company quoting for this tender from a third party (independent agency) preferably by DUN & BRADSTREET should be submitted (DUN NUMBER). **Compliance of this clause is mandatory in case of foreign supplier, Indigenous suppliers to submit the copy of balance sheets for last three years in absence of DNB / third agency report.**
- h) Supplier Registration Form: The Supplier Registration Form (SRF) duly filled will be assessed for manufacturing capability, quality systems being followed, organizational soundness and financial



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worthiness. The SRF is enclosed for your reference. This form may also be downloaded from www.bhelhwr.co.in or www.bhel.com

Note: Vendors who are already registered at BHEL, Haridwar in the PMD for this item are exempted for submitting the SRF.

Clause 1.2: PART-II (PRICE BID)

The price Bid (with price) which has been submitted with Part 1, for the complete scope as specified.

a) **Foreign Suppliers:** Dispatching Port & Country of dispatch is to be mentioned clearly. The Prices are to be quoted on both FOB & CFR Mumbai basis. The offer of the bidder not quoting CFR (Mumbai) Charges will be loaded by the maximum freight, packing & forwarding charges quoted by any other bidder from the same or nearby port, against the enquiry/freight rate available with BHEL.

b) **Indigenous suppliers:** The Prices are to be quoted on Ex-Works with freight pre-paid up to destination basis. The goods can be dispatched through any Bank approved Transporter having their branch at Haridwar. The names and addresses of transporters approved by IBA as well as BHEL are hosted on our website www.bhelhwr.co.in. The offer of the bidder not quoting on Freight Pre-paid upto destination basis will be loaded by maximum freight, packing & forwarding charges quoted by any other vendor from the same or nearby station, against the enquiry / freight rate available with BHEL.

c) Transit Insurance shall be taken care of by BHEL.

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

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

f) The Part-II (Price Bid) alongwith supplementary price bid (if called for by BHEL) will be opened at a later date of only those bidders whose Part-1 bid (Techno-Commercial Offer) is found suitable by BHEL/ End-Customer. **BHEL reserves the right to evaluate vendors process capability / quality systems etc by visiting vendor works (if required)**

Clause 1.3 :

The following shall be super-scribed on the envelopes:

1. **PART-I (a)**

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. "PRE-QUALIFICATION REQUIREMENT"

2. **PART-I (b)**

1. TENDER NO. AND ITEM DESCRIPTION.



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2. DUE DATE OF OPENING.
3. "TECHNO-COMMERCIAL BID"

3. PART-I (c)

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. "EMD & TENDER FEE"

4. PART-I (d)

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. "SUPPLIER REGISTRATION FORM"

Note: Vendors who are already registered at BHEL, Haridwar in the PMD for this item are exempted for submitting the SRF.

5. PART-II

1. TENDER NO. AND ITEM DESCRIPTION.
2. DUE DATE OF OPENING.
3. "PRICE BID"

Clause 1.4:

The Part-I & Part-II bids shall be individually sealed and super scribed as indicated above and shall be enclosed further in the envelop duly sealed and super scribed as:

"TENDER FOR (ITEM NAME) AGAINST TENDER NO. ----- DUE ON -----
CONTAINING PART-I & PART-II. Vendor's full name and address should be clearly mentioned on the envelope

Clause 1.5:

Envelopes not marked as above are liable to be ignored and will not be opened.

Clause No. 1.6: As per directives of CENTRAL VIGILANCE COMMISSION, GOVERNMENT OF INDIA, one agent can not represent two or more suppliers or quote on their behalf in a particular tender. If so found at any stage, BHEL Hardwar is likely to cancel Enquiries / POs to such suppliers. Further, such Indian Agent is likely to be de-listed (Black listed for business from BHEL)

Thanking You,

Yours faithfully,
For & on behalf of BHEL, Hardwar.

(Anil Jain)
A.G.M. (PPX-BOI)

15-12-12



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PRE-QUALIFICATION REQUIREMENT **(Annexure A)**

1. Supplier should have experience of at least 02 years in design, supply, application and performance testing of Thermal Insulation of pipes, pipe fittings, valves etc. in at least in at least two Power Plants of similar rating or higher rating for following condition:
 - a. Temperature up to 540^o C
 - b. Pipe Dia Nb 800
 - c. End User certificate is required
2. Supplier should have ability to design based on latest ASTM C-680 practices, also supplier should conform our specification.
3. The supplier should have ability to execute multiple orders simultaneously.
4. Duly filled in "supplier registration form (SRF)" shall be submitted along with the offer. The process capability/ quality system of the vendor would be evaluated on the basis of SRF and visit of vendor works (if required). Vendors already registered at BHEL Hardwar in the PMD (Product Manufacturing Directory) for this item are exempted from submission of SRF.
5. The entire technical and quality requirement mentioned in Annexure B shall be met.

Note: BHEL would consider offers and open the price bid of only those vendors, who fulfill our pre-qualification requirements and are successfully registered at BHEL Hardwar in the Product Manufacturing Directory (PMD) of this item (within validity of the offer).



SPECIAL REQUIREMENTS **(Annexure-B)**

Tender Enquiry No. B/4011/2012/0277/V1

1. The material is required for below mentioned projects (to be dispatched directly to mentioned site from vendor works after pre dispatch inspection and issue of MDCC by BHEL) as per details mentioned below:
 - AVANTHA BHANDAR TPP 600MW (RAIGARH, CHHATTISGARH- 496001): 01 SET
 - JPL SEONI PROJECT :600MW (MADHYA PRADESH 480997): 01 SET
 - DB POWER LTD PROJECT(JANJGIR CHAMPA, CHHATTISGARH): 02 SETS
 - VIZAG T.P.P (VISAKHAPATNAM-530031): 02 SETS
 - SIKKA TPS EXTN (SIKKA -361141, DIST-JAMNAGAR, GUJARAT): 02 SETS
 - Durgapur (DURGAPUR-713201, WEST BENGAL)- 01 SET
2. Procurement would be made from BHEL/Customer approved vendors only.
3. **Technical requirement** against each material code is as per documents mentioned below:
 - **Material Code : W90313199663 (For Avantha Bhandar project):** Thermal Insulation of Turbine Integral Piping as per Product Standard ST29005 Rev: 04 AND DOC.NOS. **412114Q7000** & **412114Q6001**.
 - **Material Code : W90313199680 (For DB Power project):** Thermal Insulation of Turbine Integral Piping as per Product Standard ST29005 Rev: 04 AND DOC.NOS. **412114R5000** & **412114Q6001**.
 - **Material Code : W90313199671 (For JPL Seoni project):** Thermal Insulation of Turbine Integral Piping as per Product Standard ST29005 Rev: 04 AND DOC.NOS. **412114R2000** & **412114Q6001**
 - **Material Code : W90313199540 (For Vizag project):** Thermal Insulation of Turbine Integral Piping as per Product Standard ST29005 Rev: 04 AND DOC.NOS. **412114P9000** & **412114N4001**.
 - **Material Code : W90313199400 (For Sikka project):** Thermal Insulation of Turbine Integral Piping as per Product Standard ST29005 Rev: 04 AND DOC.NOS. **412114A5000** & **412114A5001**.
 - **Material Code : W90313199744 (For Durgapur project):** Thermal Insulation of Turbine Integral Piping as per Product Standard ST29005 Rev: 04 AND DOC.NOS. **412114S0001** & **412114C3000**
4. **Quality requirement:**
 - **Scope of Inspection:** Pre dispatch inspection shall be done as per BHEL standard quality plan QA/BE/QP/316 rev 02
 - **For indigenous supply:** Pre dispatch inspection by BHEL/ BHEL nominated agency as per QP No. QA/BE/QP/316 rev 02 (copy enclosed)
 - **For Foreign supply:** Pre dispatch inspection by Lloyds/ TUV/ BV as per QP No. QA/BE/QP/316 rev 02 (copy enclosed). Third party inspection charges shall be quoted in your offer. In case if nothing has been mentioned in your offer about Third Party Inspection charges, the same would be considered to be inclusive in the quoted prices
5. The supplier shall guarantee that if specific maximum temperature is exceeded on actual measurement, the supplier shall either replace the insulation with a superior material or provide additional insulation thickness at BHEL's site engineer's discretion at no extra cost to BHEL.

The Supplier shall also guarantee the quality of material used & workmanship for a period of 18 months from the date of commissioning. Any defect arising from faulty material or workmanship during this period shall be rectified by the supplier at no extra cost.



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6. Please ensure that Lump sum Erection and Commissioning charges for complete scope of work (inclusive of everything i.e. conveyance, lodging and boarding etc.) has been quoted in your offer.
7. Kindly ensure to submit "Terms and conditions of Two Part Tender" as applicable (Indigenous or Foreign) duly filled and signed in along with your offer.
8. **KINDLY ENSURE TIMELY SUBMISSION OF YOUR OFFER AND NOTE THAT LATE OFFER WOULD NOT BE ENTERTAINED IN ANY CASE.**

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

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

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

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



Annexure-III
**CHECK-LIST FOR FOREIGN
SUPPLIERS REGISTRATION FORM**

Document No.

AA:MM:SR:01

Revision No.

01

Page No.

II of II

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

Signature & seal

Date :

(Authorised Signatory)

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

BHARAT HEAVY ELECTRICALS LIMITED , INDIA

ANNEXURE- III

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

Page 1 of 2

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

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

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED , INDIA

ANNEXURE-III

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

Page 2 of 2

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

2.0 FINANCIAL INFORMATION : (FOR LAST 3 YEARS)

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

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

3.0 QUALITY MANAGEMENT SYSTEM :

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

4.0 EXPERIENCE LIST/ PERFORMANCE CERTIFICATE FOR OFFERED / SIMILAR ITEMS :

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

5.0 ANY OTHER INFORMATION :

6.0 LIST OF ENCLOSURES :

(BROCHURES, CATALOGUES, TECHNICAL LITERATURE ETC.)

Signature & Seal

AUTHORISED SIGNATORY

E – Mail


NAME :

TELEPHONE : (Landline):

DESIGNATION :

Mobile :

DATE :

	Annexure-II GUIDELINES TO INDIAN SUPPLIERS FOR FILLING-UP SUPPLIER REGISTRATION FORM	Document No.	AA:MM:SR:01
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- Prospective Suppliers may also visit our web site www.bhel.com (link Supplier Registration -> New Supplier Required) to know more about the requirement of new suppliers for various items in our units.
- Registration Form may be obtained from BHEL website www.bhel.com.
- Application for registration, with a covering letter detailing where your products can find application (if possible) in BHEL unit(s), should be sent to:

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


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

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

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

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

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

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

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

Date :

Signature & seal

(Authorised Signatory)

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

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INFORMATION WITH * MARKS IS SCOREABLE.

PART- A : ORGANISATIONAL SOUNDNESS

ALL COLUMNS SHOULD BE PROPERLY FILLED IN THE SPACE PROVIDED FOR, WHEREVER IT IS NOT APPLICABLE, PLEASE WRITE "NOT APPLICABLE". INCOMPLETE OR INCORRECT FORMS MAY NOT BE CONSIDERED. **PLEASE ATTACH SEPARATE SHEET, IF SPACE AVAILABLE IS INADEQUATE.**

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

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

**BHARAT HEAVY ELECTRICALS LIMITED
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ORGANISATIONAL INFORMATION

2.0 GENERAL INFORMATION :

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

ADDRESS :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

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

2.3 DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION :

NAME :

DESIGNATION :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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ORGANISATIONAL INFORMATION

3.0 OWNERSHIP INFORMATION : DOCUMENTS TO BE FURNISHED

3.1 GOVT. OF INDIA UNDERTAKING:

OR

STATE GOVT. UNDERTAKING :

OR

LIMITED COMPANY, :

MEMORANDUM AND
ARTICLES OF ASSOCIATION

OR

PRIVATE COMPANY :

MEMORANDUM AND
ARTICLES OF ASSOCIATION

OR

CO-OPERATIVE SOCIETY, :

SOCIETY RULES AND
BYE LAWS

OR

PARTNERSHIP FIRM, :

PARTNERSHIP DEED

OR

PROPRIETORSHIP, :

PROFESSION TAX REGN.
AND MUNICIPAL REGN.

ANY OTHER (SPECIFY) :

3.2 NATURE OF BUSINESS :

(MANUFACTURING UNIT/
ENGG CONSULTANT/ EPC CONTRACTOR)

(AGENTS/ DISTRIBUTORS/STOCKISTS/DEALERS/
TRADERS/ INDIAN SUBSIDIARY/ CHANNEL PARTNER – attach authorization
certificate of principal)

3.3 YEAR OF ESTABLISHMENT :

* 3.4 YEAR OF COMMENCEMENT OF BUSINESS :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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ORGANISATIONAL INFORMATION

4.0 REGISTRATION PARTICULARS

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

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

5.0 TOTAL ORGANISATIONAL STRENGTH : (ATTACH ORGANISATION CHART)

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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6.0 OTHER PARTICULARS :

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

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

6.1.1. BHEL UNIT'S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

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

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

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

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

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

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

* 6.7 R&D SET UP

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

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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

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

6.10 COMPANY'S WEEKLY HOLIDAYS :

WORKS OFFICE

6.11 EXPERIENCE LIST:

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

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

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

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

NOTE :

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

SUPPLIER'S AUTHORISED SIGNATORY

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7.0 MANUFACTURING FACILITIES:

***7.1 LIST OF MANUFACTURING FACILITIES/EQUIPMENTS (INCLUDING MATERIAL HANDLING FACILITY)**

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

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

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

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE:**

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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8.0 INSPECTION & TESTING FACILITIES:

*** 8.1 LIST OF INSPECTION & TESTING FACILITIES / EQUIPMENT**

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

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

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

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

Note:

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

SUPPLIER'S AUTHORISED SIGNATORY

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

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10. LIST OF ENCLOSURES (Tags to be put on enclosures) :

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

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

Maximum Marks = 50

Negative Marks = -13

Minimum Qualifying marks = 30

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FORM NO. SRF(I) 01

Part B (QUALITY SYSTEM):

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

SUPPLIER'S AUTHORISED SIGNATORY

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Part B (QUALITY SYSTEM):

12. LIST OF ENCLOSURES

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

Maximum Marks = 25

Minimum Qualifying marks = 15

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Part C : TECHNICAL COMPETENCE

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

(i) COMMON TECHNICAL COMPETENCE (Max Marks: 10)

TECHNICAL COMPETENCE (where design specification is given by BHEL)	MARKING RANGE	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#	MARKS BY BHEL
1. Supplier understands the product specification.	(0-3)		
2. Supplier understands the inspection requirements.	(0-2)		
3. Supplier has process capability to achieve the product specification/dimensional requirement.	(0-3)		
4. Supplier has experienced manpower to carry out the job.	(0-2)		
TOTAL MARKS OUT OF POSSIBLE (10) = ---			

OR

TECHNICAL COMPETENCE (where performance specification is given by BHEL)	MARKING RANGE	PROCEDURE		SYSTEM IN EFFECT		RECORDS	
		SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#	MARKS BY BHEL	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#	MARKS BY BHEL	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS)#	MARKS BY BHEL
1. Design capability	(0-3)						
2. Adequacy of quality assurance plan	(0-2)						
3. Process capability for components	(0-3)						
4. Adequate of testing	(0-2)						
TOTAL MARKS OUT OF POSSIBLE (10)							
Average of Total (Total/3) = -----							

(ii) PRODUCT/ MATERIAL CATEGORY SPECIFIC TECHNICAL COMPETENCE

(Max Marks: 15)

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

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

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

LIST OF ENCLOSURES:

Maximum Marks = 25

Minimum Qualifying marks = 15

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

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Part D : SCORE SHEET

1. ORGANISATIONAL SOUNDNESS (for Manufacturers):

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

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

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

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Part D: SCORE SHEET

2. FINANCIAL INFORMATION (for Manufacturers):

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

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

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

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

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

ANNEXURE-II

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Part D : SCORE SHEET

3. QUALITY SYSTEM :

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

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED SUPPLIER REGISTRATION FORM

FORM NO. SRF(I) 01 (INDIAN SUPPLIER)

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Part D : SCORE SHEET

4. TECHNICAL COMPETENCE

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

Sl. No (1)	Parameter (2)	Scoring criteria (3)	Maximum Marks (4)	Marks obtained (5)
	TOTAL		25	

SUMMARY:

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

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

REGISTRATION CRITERIA:

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

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

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

1)

2)

3)

4)

5)

6)

BHEL CERTIFIED ASSESSOR

LIST OF BHEL CONSORTIUM BANK

1	State Bank of India
2	Canara Bank
3	Bank of Baroda
4	Punjab National Bank
5	State Bank of Hyderabad
6	State Bank of Travancore
7	Corporation bank
8	Syndicate Bank
9	Indian Bank
10	Oriental Bank of Commerce
11	UCO bank
12	Central bank of India
13	IDBI Ltd.
14	HDFC Bank Ltd.
15	ICICI Bank Ltd.
16	Kotak Mahindra Bank ltd
17	The Federal bank Limited
18	Abn-Amro Bank
19	Citi Bank
20	HSBC
21	Deutsche Bank
22	Standard Chartered Bank
23	United bank of India
24	Vijaya Bank
25	Union Bank of India
26	Bank of India
27	Andhra Bank
28	Punjab & Sind Bank
29	Axis Bank

GENERAL TERMS AND CONDITIONS OF RA

Against this enquiry for the subject item/system with detailed scope of supply as per enquiry specifications, BHEL may resort to “REVERSE AUCTION PROCEDURE (RA)” i.e., ON LINE BIDDING ON INTERNET.

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. 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.
3. BHEL will inform the vendor in writing in case of reverse auction, the details of Service Provider to enable them to contact & get trained.
4. Business rules like event date, time, Start price, bid decrement extensions etc. also will be communicated through service provider for compliance.
5. Vendors have to fax the Compliance form in the prescribed format (provided by Service provider) before start of Reverse auction. Without this, the vendor will not be eligible to participate in the event.
6. 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 vendor to enable them to fill in the price and keep it ready for keying in during the Auction.
7. Reverse auction will be conducted on scheduled date & time.
8. At the end of Reverse Auction event, the lowest bidder value will be known on the network.
9. The lowest bidder has to Fax the duly signed Filled-in prescribed format as provided on case-to case basis to BHEL through Service provider within 24 hours of Auction without fail.
10. Any variation between the on-line bid value and the signed document will be considered as sabotaging the tender process and will invite disqualification of vendor to conduct business with BHEL as per prevailing procedure.
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.

TERM AND CONDITIONS OF TENDER ENQUIRY
(For foreign supplier)

You are requested to kindly confirm the following commercial terms and condition. Duly signed and stamped copy of this is to be submitted by you along with your offer.

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

Sl. No	Terms	Description	Your confirmation
1.	Evaluation criteria	Evaluation shall be done on total landed cost to BHEL against each material code Please note that material supply and application of Insulation against each material code is to be ordered and supplied from the same vendor. Offers received only for material supply or application is liable to be ignored. Evaluation for material supply and application against each material code would be done together.	
2.	Document Checklist	Kindly confirm that the following documents have been submitted along with your offer: <ol style="list-style-type: none">1. Requisite EMD & Tender Fee.2. Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B).3. Pre-Qualification Requirement (as defined in Annexure-A)4. Experience Details5. Any other document as specified in "Instructions to Bidders".6. Supplier Registration Form (for vendor's not registered at BHEL, Hardwar for this item)	
3.	Bank Charges	Kindly Confirm that Bank Charges shall be either side.	
4.	Insurance	The Transit Insurance will be arranged by BHEL. Pl. send your offer keeping this in view.	
5.	Validity	Confirm that your offer shall be valid for 180 days from the date of tender opening.	
6.	Basis of quotation	Please quote on FOB as well as CFR Mumbai Basis. Freight charges shall be quoted separately in the offer. Please confirm. Please note that, BHEL Reserves the right to place the order either on FOB or CFR basis. In case order is placed on CFR basis Transportation from port of origin to Mumbai Port shall be to your account. Please Inform Name of your FOB port.	
7.	Engineering Document approval	In case of order, you are required to submit Bill of Material (BOM)/ required documents against each project for approval from BHEL within 15 days of placement of purchase order or intimation from BHEL whichever is later. BHEL will provide approval of the same within 15 days of receipt of documents/BOM if complete & clear w.r.t. approved technical documents. Delay on submission/ approval shall be on respective account.	

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8.	Quality Requirements	Inspection shall be done by BHEL approved third inspection agencies (viz. Lloyds/ TUV/ BV), according to BHEL Standard Quality plan QP No. QA/BE/QP/316 rev 02 (copy enclosed)	
		Inspection charges for third party inspection shall be to your account. / Please confirm that your quotation for individual item includes inspection charges by any of BHEL approved inspection agencies viz. Lloyds/ TUV/ BV. If nothing has been mentioned in your offer for inspection charges, the same would be considered to be inclusive in your offer.	
9.	MDCC (Material dispatch clearance certificate) clause	Please note that, material shall be dispatched only after issue of Material dispatch clearance certificate (MDCC) by BHEL. For issue of MDCC, you are required to submit all test certificates (TC) and inspection report of third party (IR) immediately after inspection. BHEL will issue MDCC within 7 days of receipt TCs & IR, if complete & clear w.r.t. approved quality plan and comply with approved technical documents. The material should be dispatched within 07 days of issue of Material Dispatch Clearance Certificate (MDCC) by BHEL.	
10.	Delivery :	Material Supply: The material is required on intimation. Complete material shall be dispatched to project site within 08 weeks from the date of intimation by BHEL. Date of B/L shall be taken as the date of delivery for all purposes. The delivery/dispatch period (of 08 weeks) is inclusive of the time for submission of BOM/ documents (15 days) by the vendor, approval of BOM/ documents by BHEL (15 days) and for review of test certificate/ Inspection report and providing dispatch clearance by BHEL (07 days). Any delay shall be on respective account. Erection of Insulation: Manpower with complete tool and trackles shall reach project site within 15 days of intimation of BHEL.	
11.	Payment Terms.	Kindly confirm the following payment terms Material Portion: 100% against un-confirmed & irrevocable Letter of Credit along with PBG for 10% of the order value valid till entire Guarantee/ Warranty period. PBG would be submitted before the negotiation of documents. The PBG acceptance/receipt certificate will form part of negotiable documents. The PBG shall be in BHEL format and from one of the BHEL consortium banks. Erection portion:: 100% against CAD after receipt of work completion certificate / successful commissioning certificate signed by BHEL executive at site and invoice thru Bank. Performance shall be covered under Guarantee/ Warranty period of 18 months from date of supply	
		LC (for material portion) shall be opened after receipt of BOM/ documents by BHEL with 60 days validity of shipment and 21 days validity for negotiation after shipment. All LC charges arising inside India shall be borne by BHEL and all LC charges outside India shall borne by you. PI confirms your acceptance.	

Tender Enquiry No. B/4011/2012/0277/V1 for the requirement of Thermal Insulation of TIP

		Please note that in case of any deviation in the payment terms BHEL shall evaluate your offer after loading on account of deviation in payment terms as per BHEL practice / policy.	
12.	Reverse Auction	BHEL reserves the right to go for RA (Reverse auction) instead of opening of your submitted sealed bids. Please give your acceptance for reverse auction. BHEL will have the option to reject the offer / offers of the bidders who do not confirm their acceptance for Reverse auction.	
13.	Penalty for Late Delivery	Kindly confirm that penalty for late delivery w.r.t to contractual delivery shall be applicable at the rate of ½% (half percent) per week of part thereof subject to a maximum of 10% of the value of unexecuted portion of the order. Date of B/L (Bill of lading) shall be considered as actual delivery. Please confirm.	
		Please note that, in case of deviation in penalty clause, BHEL will evaluate your offer after loading on account of deviation in penalty. Loading will be done to the extent by which penalty clause is not agreed.	
		In case of FOB contract, BHEL will inform you the name of BHEL's nominated freight forwarder, and, you are required inform BHEL's freight forwarder 7 days in advance of schedule Delivery for booking of Vessel. In case of any delay on account of BHEL's freight forwarder in arranging vessel within 7 days of your information, delivery shall be re-scheduled extended by the no of days taken by BHEL freight forwarder, in excess to 7 days. For such amendment you are required to furnish documentary evidence that you have contacted our freight forwarder and their response, if any. Please note that in case of CFR contract BHEL shall not be responsible for any delay due to arrangement of shipment from FOB Port. Please confirm your acceptance.	
14.	Erection of insulation.	Please note that Erection of insulation is required by your representative at our project site. Please confirm that Lump sum Erection charges for complete scope of work (inclusive of everything i.e. conveyance, lodging and boarding etc. and irrespective of no. of man-days) has been quoted in your offer. Please note that above charges for erection shall be considered for evaluation purpose.	
		Please note that BHEL will deduct tax from your bill of supervision at the time of payment of supervision and furnish Tax Deduction at Source (TDS) Certificate. The rate of tax will be 10 % if you have PAN (permanent Account no) no. in India else rate of tax will be 20%. You should generally be able to get credit for TDS from the tax authorities in your country based on the certificate provided by BHEL (TDS certificate), if there is a Double-Taxation Avoidance Treaty with India.	
		Please inform your PAN No (in India) if available.	

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		Please inform whether service tax is included in the quoted prices of supervision or else.	
15.	Guarantee/ Warranty	<p>The supplier shall guarantee that if specific maximum temperature is exceeded on actual measurement, the supplier shall either replace the insulation with a superior material or provide additional insulation thickness at BHEL's site engineer's discretion at no extra cost to BHEL. Performance shall be under watch for complete Guaranty/ Warrantee period (18 months from date of supply)</p> <p>The Supplier shall also guarantee the quality of material used & workmanship for a period of 18 months from the date of commissioning. Any defect arising from faulty material or workmanship during this period shall be rectified by the supplier at no extra cost.</p>	
16.	Arbitration :	<p>In the event of any dispute or difference arising between the parties regarding order execution of same or their respective rights and liabilities thereunder , the same shall except otherwise expressly provided therein, be referred to the arbitration of two arbitrators, one to be appointed by each party; or in the case of the said arbitrators not agreeing then an umpire to be appointed by the two arbitrators in writing before entering on that reference and provisions of the arbitration and conciliation Act 1996 or any statutory notification, or re-enactment therefore and rules framed thereunder from time to time shall apply to such arbitrations. If two arbitrators do not agree on the appointment of umpire , it (the nomination of the umpire shall be done by the International Chamber of Commerce . Paris (France) . the decision of arbitrators, or in case of their not agreeing , that of the said umpire shall be binding both on seller and purchaser. The venue of the arbitration shall invariably be New Delhi (India). Please note that deviation in arbitration clause shall not acceptable.</p>	
17.	Risk Purchase:	<p>In case of delays in supplies/defective supplies or non-fulfillment of any other terms and conditions given in purchase order BHEL may cancel the purchase order in full or part thereof, and may also make the purchase of such material from elsewhere/alternative source at the risk and cost of the supplier. Please give your acceptance.</p> <p>Please note that deviation in Risk purchase clause shall not acceptable.</p>	
18.	Right of Acceptance	<p>Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. BHEL also reserves the right to Increase or decrease the tendered quantities. Vendors should be prepared to accept order for reduced Quantity without any extra charges. Vendor should also be prepared for giving discount in case of Increase in Quantity.</p>	
19.	Deviation (if any)	<p>Kindly Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment. The additional price, if any, for withdrawal of these deviations must be provided. The offers that do not meet the substantial requirements of our enquiry are liable to be ignored. The bidders shall be deemed to comply with all the requirements of bidding documents except for listed deviations without any extra cost irrespective of any mention to the contrary anywhere else in the bid.</p>	

Tender Enquiry No. B/4011/2012/0277/V1 for the requirement of Thermal Insulation of TIP

20.	Origin of quotation	Origin of Quotation: The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotations are liable to be ignored.	
21.	Custom Duty	At present Custom Duty applicable is as mentioned below: Sikka: Project Import Avantha Bhandar: Project Import JPL Seoni: Custom Duty Free DB Power: Custom Duty Free Vizag: Custom Duty Free Durgapur project: Project Import Pls. note that the comparison would be done as per the applicable CD structure on the date of opening of Price Bid.	
22.	End User/ Customer approval	Please note that Vendor/ supplier approval from BHEL's customer is required for the following projects <ul style="list-style-type: none"> • Sikka project: GUJARAT STATE ELECTRICITY CORP. LTD. • Durgapur project: DURGAPUR PROJECTS LIMITED. <p>All evidences like testing and manufacturing facilities, experience and quality certification will be required for approval from customer. Procurement would be made from customer approved vendors only.</p>	
23.	General Terms	<p>Ink signed order acceptance shall be furnished within 15 days of order placement. In case order acceptance do not received within 15 days of order placement, PO deemed to be accepted by you.</p> <p>Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only.</p> <p>Please note that the exchange rate for evaluation would be taken as TT Selling rate of SBI as on scheduled date of tender opening (Part-1 bid, i.e. techno-commercial offer).</p> <p>Confirm that prices are firm and fixed till execution of contract.</p>	

(Signature of supplier with seal)

TERM AND CONDITIONS FOR TWO PART TENDER ENQUIRY
(For Indian supplier)

You are requested to kindly confirm the following commercial terms and condition. Duly signed and stamped copy of this is to be submitted by you along with your offer.

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

Sl. No	Terms	Description	Your confirmation
1.	Evaluation criteria	Evaluation shall be done on total landed cost to BHEL against each material code Please note that material supply and application of Insulation against each material code is to be ordered and supplied from the same vendor. Offers received only for material supply or application is liable to be ignored. Evaluation for material supply and application against each material code would be done together.	
2.	Document Checklist	Kindly confirm that the following documents have been submitted along with your offer: <ol style="list-style-type: none">1. Requisite EMD & Tender Fee.2. Complete Technical offer with relevant drawings/ documents /QP etc. (as Per Special Instructions mentioned in Annexure-B).3. Pre-Qualification Requirement (as defined in Annexure-A)4. Experience Details5. Any other document as specified in "Instructions to Bidders".6. Supplier Registration Form (for vendor's not registered at BHEL, Hardwar for this item)	
3.	Bank Charges	Kindly Confirm that Bank Charges shall be either side.	
4.	Insurance	The Transit Insurance will be arranged by BHEL. Pl. send your offer keeping this in view.	
5.	Validity	Confirm that your offer shall be valid for 180 days from the date of tender opening.	
6.	Basis of quotation	Kindly confirm that the prices have been quoted on freight pre-paid upto destination basis. The goods can be dispatched through any Bank approved transporters having their branch at Hardwar. The names and addresses of transporters approved by IBA as well as BHEL are posted at our website www.bhelhwr.co.in . Pls. note that, if you dispatch the material by any BHEL un-approved transporter then you will be required to furnish the MRC (Material Receipt Certificate) from Project Site for processing of your invoice.	

Tender Enquiry No. B/4011/2012/0277/V1 for the requirement of Thermal Insulation of TIP

7.	Engineering Document approval	<p>In case of order, you are required to submit Bill of Material (BOM) against each project for approval from BHEL within 15 days of placement of purchase order or intimation from BHEL whichever is later.</p> <p>BHEL will provide approval of the same within 15 days of receipt of documents/BOM if complete & clear w.r.t. approved technical documents. Delay on submission/ approval shall be on respective account.</p>	
8.	Quality Requirements	<p>Kindly confirm that Pre dispatch Inspection shall be done by BHEL approved third inspection agency, according to BHEL Standard Quality plan QP No. QA/BE/QP/316 rev 02 (copy enclosed)</p>	
9.	MDCC (Material dispatch clearance certificate) clause	<p>Please note that, material shall be dispatched only after issue of Material dispatch clearance certificate (MDCC) by BHEL. For issue of MDCC, you are required to submit all test certificates (TC) and inspection report of third party (IR) immediately after inspection. BHEL will issue MDCC within 7 days of receipt TCs & IR, if complete & clear w.r.t. approved quality plan and comply with approved technical documents.</p> <p>The material should be dispatched within 07 days of issue of Material Dispatch Clearance Certificate (MDCC) by BHEL and other necessary documents (PAC, Road permit etc.).</p>	
10.	Delivery :	<p>Material Supply: The material is required on intimation. Complete material shall be dispatched to project site within 08 weeks from the date of intimation by BHEL. Date of GR/ LR shall be taken as the date of delivery for all purposes.</p> <p>The delivery/dispatch period (of 08 weeks) is inclusive of the time for submission of BOM/ documents (15 days) by the vendor, approval of BOM/ documents by BHEL (15 days) and for review of test certificate/ Inspection report and providing dispatch clearance and other necessary documents (07 days). Any delay shall be on respective account.</p> <p>Erection of Insulation: Manpower with complete tool and trackles shall reach project site within 15 days of intimation of BHEL.</p>	
11.	Payment Terms.	<p>Kindly confirm the following payment terms</p> <p>Material Portion: 100% against dispatch documents thru bank along with PBG for 10% of the order value valid till entire Guarantee/ Warranty period. PBG shall be submitted before the negotiation of documents. The PBG acceptance/receipt certificate shall form part of negotiable documents. The PBG will be in BHEL format and from one of the BHEL consortium banks.</p> <p>Erection portion:: 100% against after receipt of work completion certificate / successful commissioning certificate, signed by BHEL executive at site and invoice thru Bank. Performance shall be covered under Guarantee/ Warranty period of 18 months from date of supply</p> <p>Please note that in case of any deviation in the payment terms BHEL shall evaluate your offer after loading on account of deviation in payment terms as per BHEL practice / policy.</p>	

Tender Enquiry No. B/4011/2012/0277/V1 for the requirement of Thermal Insulation of TIP

12.	Reverse Auction	<p>BHEL reserves the right to go for RA (Reverse auction) instead of opening of your submitted sealed bids.</p> <p>Please give your acceptance for reverse auction. BHEL will have the option to reject the offer / offers of the bidders who do not confirm their acceptance for Reverse auction.</p>	
13.	Penalty	<p>Kindly confirm that penalty for late delivery w.r.t to contractual delivery shall be applicable at the rate of ½% (half percent) per week of part thereof subject to a maximum of 10% of the value of unexecuted portion of the order. Date of GR/ LR shall be considered as actual delivery. Please confirm.</p> <p>Please note that, in case of deviation in penalty clause, BHEL will evaluate your offer after loading on account of deviation in penalty. Loading will be done to the extent by which penalty clause is not agreed.</p>	
14.	Erection of insulation.	<p>Please note that Erection of insulation is required by your representative at our project site.</p> <p>Please confirm that Lump sum Erection charges for complete scope of work (inclusive of everything i.e. conveyance, lodging and boarding etc. and irrespective of no. of man-days) has been quoted in your offer.</p> <p>Please note that above charges for erection shall be considered for evaluation purpose.</p> <p>Please inform whether service tax is included in the quoted prices of supervision or else.</p>	
15.	Guarantee/ Warranty	<p>The supplier shall guarantee that if specific maximum temperature is exceeded on actual measurement, the supplier shall either replace the insulation with a superior material or provide additional insulation thickness at BHEL's site engineer's discretion at no extra cost to BHEL. Performance shall be under watch for complete Guaranty/ Warrantee period (18 months from date of supply)</p> <p>The Supplier shall also guarantee the quality of material used & workmanship for a period of 18 months from the date of commissioning. Any defect arising from faulty material or workmanship during this period shall be rectified by the supplier at no extra cost.</p>	
16.	Arbitration :	<p>Arbitration Clause: In all cases of dispute the matter shall be referred for Arbitration to any arbitrator to be appointed by the Executive Director or any officer who is the administrative head of Bharat Heavy Electricals Limited at Hardwar. The award of the Arbitrator shall be final and binding on both parties. The Arbitrator shall have the power to extend, from time to time, the time for making his award with the consent of the parties.</p>	
17.	Risk Purchase:	<p>Risk Purchase: In case of delays in supplies/defective supplies or non-fulfillment of any terms and conditions given in the purchase order, the purchaser may cancel the purchase order in full or part thereof, and may also make the purchase of such material from elsewhere/alternative source at risk and cost of the supplier. Please give your acceptance.</p> <p>Please note that deviation in Risk purchase clause shall not acceptable.</p>	

Tender Enquiry No. B/4011/2012/0277/V1 for the requirement of Thermal Insulation of TIP

18.	Right of Acceptance	Right of Acceptance – BHEL reserves the right to reject any or all the quotations without assigning any reasons thereof. BHEL also reserves the right to Increase or decrease the tendered quantities. Vendors should be prepared to accept order for reduced Quantity without any extra charges. Vendor should also be prepared for giving discount in case of Increase in Quantity.	
19.	Deviation (if any)	Kindly Confirm that there is no deviation with respect to BHEL Specifications. However, deviations, if any, are to be listed as a separate attachment. The additional price, if any, for withdrawal of these deviations must be provided. The offers that do not meet the substantial requirements of our enquiry are liable to be ignored. The bidders shall be deemed to comply with all the requirements of bidding documents except for listed deviations without any extra cost irrespective of any mention to the contrary anywhere else in the bid.	
20.	Origin of quotation	Origin of Quotation: The quotation should be from the principal/original supplier even if it is submitted through their authorized agents, failing which the quotations are liable to be ignored.	
21.	Excise Duty	At present Custom Duty applicable is as mentioned below: Sikka: On Merit Avantha Bhandar: On Merit JPL Seoni: On Merit DB Power: On Merit Vizag: Exempted Durgapur Project: On Merit Pls. note that the comparison would be done as per the applicable Excise Duty structure on the date of opening of Price Bid.	
22.	End User/ Customer approval	Please note that Vendor/ supplier approval from BHEL’s customer is required for the following projects <ul style="list-style-type: none"> • Sikka project: GUJARAT STATE ELECTRICITY CORP. LTD. • Durgapur project: DURGAPUR PROJECTS LIMITED. <p>All evidences like testing and manufacturing facilities, experience and quality certification will be required for approval from customer. Procurement would be made from customer approved vendors only.</p>	
23.	General Terms	<p>Ink signed order acceptance shall be furnished within 15 days of order placement. In case order acceptance do not received within 15 days of order placement, PO deemed to be accepted by you.</p> <p>Please note no revision in the prices or submission of supplementary price bid will be allowed during the validity of the offer. However if there is any change by BHEL w.r.t. original specifications/ requirement/ scope/terms and conditions, the bidders may be asked by BHEL to submit only the price impact bid for such changes only.</p> <p>Confirm that prices are firm and fixed till execution of contract.</p>	

(Signature and seal of supplier)

BANK GUARANTEE BOND

WAM 28

(Paragraph 4.9.6 of – Works Accounts Manual)

1. In consideration of the Bharat Heavy Electricals Limited, Siri Fort, New Delhi through HEEP Hardwar Division (hereinafter called ‘the Company’) having agreed to exempt _____ (hereafter called ‘the said Contractor’ which term includes ‘Suppliers’ for the purpose of this Bond) from the demand under the terms and conditions of an Agreement dt. _____ made between _____ and _____ for (hereafter called ‘the said Agreement’) of Security Deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. _____ (Rupees _____ only) we,

_____ (Indicate the name of the Bank)
(hereinafter referred to as ‘the Bank’) at the request of _____

Contractor(s) do hereby undertake to pay to the Company an amount not exceeding Rs. _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Company by reason of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Agreement.

2. We, _____ do hereby undertake (indicate the name of the Bank) to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Company stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Company by reason of breach by the said Contractor(s), of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s), failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ .

3. We undertake to pay to the Company any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

4. We _____ further agree that the Guarantee
(Indicate the name of the bank)

herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the due of the Company under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ Office / Department / Division of Bharat Heavy Electricals Limited certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____, we shall be discharged from all the liability under this guarantee there after.

5. We, _____, further agree with the company that
(Indicate the name of the bank)

the Company shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time to performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the company against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the company or any indulgence by the company to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

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

7. We _____ lastly undertake not to revoke
(Indicate the name of the bank)

this guarantee during its currency except with the previous consent of the Company in writing.

Dated the _____ day of _____

For _____
(Indicate the name of the Bank)

General Terms for Indigenous Vendors

It should be noted that the evaluation would be done on the basis of Total Landed Cost to BHEL.
Rate of Excise & Sales Tax must be indicated in your offer even if it is inclusive
Where ever the material is being offered in imported & the prices quoted are inclusive or exclusive of CVD, the rate & value of CVD as on date of the offer for each item must be indicated. The offer is liable to be ignored in absence of this information
BHEL will deal directly with the manufacturers and no correspondence with the agents will be entertained. The agents will not be permitted to visit/ interact with BHEL on behalf of their principals. Subsequently also no correspondence of any type will be made with any agent. All individuals/ companies representing/ Advisor/retainer ship basis or claimed to be part time employee for many OEMs/claming to be channel/business partner for BHEL work/stockist not registered specifically etc etc are Agents
BHEL may load maximum penalty under LD clause, to the extent the same is not agreed by the vendor, for the purpose of comparative statement. Where deliveries quoted by Vendors are not suiting, BHEL may also ignore the offer of the vendor.
Loading on prices-Incase of deviation in payment terms from standard terms & conditions, the loading pattern for comparison of price bids is mentioned below: "1.25% per month for the amount exceeding 90% of the contract value. The period of loading shall be 1 month for indigenous items and 2 months for imported items. The loading will be done for each case more than Rs. 1 lac & is for comparison purpose only to determine L1 status"
All bank guarantees for Security Deposit as well as Performance Bank Guarante should be from one of the BHEL consortium banks and the bank guarantee should be in the proforma as prescribed by BHEL. The proforma of bank guarantee and the list of consortium banks is displayed at BHEL website www.bhelhwr.co.in However, in case the bank guarantee is not from BHEL consortium banks, then the vendor has to get the bank guarantee confirmed from one of the BHEL consortium banks and the bank charges are to be borne by the bidder.
If any vendor does not accept this condition, their offer is likely to be ignored.
BHEL reserves rights to place order for tendered quantity on more than one vendor.
In case you are not quoting, please send your regret letter positively for our reference.
Please confirm that prices quoted are not more than the prices quoted any other BHEL unit
Where ever national/international(N/IN) standards are referred, the latest N/IN standard & are to be followed. Mention year & date of standard revision that shall be followed for the supply
Kindly quote your prices in figures and words both. In case of any discrepancy in value, 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.
TENDERS RECEIVED AFTER THE SPECIFIED TIME OF THEIR 'SUBMISSION' WILL BE TREATED AS LATE TENDERS AND SHALL NOT BE CONSIDERD UNDER ANY CIRUMSTANCES
The offers of the bidders who are on the banned list as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on web site www.bhel.com

General Terms for Foreign Vendors

Indian Agents commission if payable shall be converted to Indian Rupees at TT buying rates of exchange ruling on tender opening date which shall not be subject to any further exchange rate variation.
While submitting your bids please clearly indicate: a) Expected weight of goods (lots wise). b) The size of packed goods. c) Whether the goods can be dispatched in containers
No representation about freight amount taken by BHEL will be entertained. Please inform approximate shipping weight and the shipping volume of the consignment in your quotation.
As per Indian Law, all consignments being imported into India by air/sea require a phytosanitary certificate from the country of origin, if articles have been packed with packaging material. This is a mandatory requirement. Please confirm in your offer/dispatch documents that the required phytosanitary certificate will be submitted.
The Transshipment condition in BHEL Purchase Orders/ Letter of Credit will be governed by Uniform Custom and Practices for Documentary Credits UCP 600 of International Standard Bank Procedures issued by the International Chamber of Commerce (ICC). Please refer to our website www.bhelhwr.co.in under the heading "TRANS SHIPMENT".
Specifically confirm to air freight the material at your cost in case the delivery is delayed beyond 4 weeks. It is in addition to the clause for "Penalty for Late Delivery "
BHEL will deal directly with the manufacturers and no correspondence with the agents will be entertained. The agents will not be permitted to visit/ interact with BHEL on behalf of their principals. Subsequently also no correspondence of any type will be made with any agent. All individuals/ companies representing/Advisor/retainer ship basis or claimed to be part time employee for many OEMs/claiming to be channel/business partner for BHEL work/stockist not registered specifically etc etc are Agents
BHEL may load maximum penalty under LD clause, to the extent the same is not agreed by the vendor, for the purpose of comparative statement. Where deliveries quoted by Vendors are not suiting, BHEL may also ignore the offer of the vendor.
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If any vendor does not accept this condition, their offer is likely to be ignored.
BHEL reserves rights to place order for tendered quantity on more than one vendor.
In case you are not quoting, please send your regret letter positively for our reference.
The vendor shall have to pay 5% incidental charges while taking back supplied material if it is found rejected on receipt. The rejected material shall be sent back only after receipt of replacement
TENDERS RECEIVED AFTER THE SPECIFIED TIME OF THEIR 'SUBMISSION' WILL BE TREATED AS LATE TENDERS AND SHALL NOT BE CONSIDERD UNDER ANY CIRUMSTANCES
Kindly quote your prices in figures and words both. In case of any discrepancy in value, 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.
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