

Instructions/Checklist for Vendors :

- 1) Bank Guarantee / BG Extention shall be made strictly as per BHEL's Standard format as available on B2B site.
- 2) **Validity date** must be explicitly mentioned in the BG. There should be adequate gap, preferably 3-6 months between Validity date and Claim date.
- 3) **Claim Date** must be mentioned in the BG.
- 4) **Confirmation:** As per Corporate and RBI guideline confirmation is required in respect of each BG. Confirmation may be provided by the same issuing branch by the officials higher in rank or from the office mentioned in the BG for confirmation. Thus Vendors must ensure that BG bears the Confirmation office address explicitly.
- 5) **Stamps:** Stamps must be purchased from registered stamp vendor. Stamp purchase date must be old than the date of the execution of the Bank Guarantee. E stamp is also allowed. Stamp must be purchased for BG purposes only. Place of execution of BG and purchase of stamp shall be in the same State.
- 6) **Value of stamp must be as per Stamp act prevailing in the state where the BG is submitted or the state where the BG executed, whichever in higher.**
- 7) **Bank Seal and sign of Bank Employee:** BG must be signed and sealed on every page of the BG. Employee Name and Code must be present in the BG at the end of the BGs text. Every BG having value more than 50,000/- must be signed by two authorized signatories of the bank.
- 8) **Place of Invocation must mention on BG.**
- 9) **BGs should not be from the co-operative banks**
- 10) **BGs can be issued through consortium banks only.**
- 11) **Vendors must provide the BG from banks which are already SFMS Compliant. If vendors banks are not SFMS Compliant, a declaration from bank is required.**
- 12) **Email ID, phone no, Fax No of bank must mention on BG.**
- 13) **Extension/Amendment of BG is required on Rs. 500/- Stamp Paper.**
- 14) **Bank Guarantee for Advance Payment – The BG shall be for 110% of the value of advance.**
- 15) **Cutting / overwriting on the BG shall be properly authenticated under signature and seal of the executing Bank.**
- 16) **Latest Solvency certificate:** Latest Solvency Certificate in original, with **Bank Seal and sign of Bank Employee**, in BHEL's standard format shall be enclosed with Sub Contracting BG.
- 17) **BG documents wherein corrections have been marked may also be enclosed with final corrected BG, where original BG document is being replaced.**

Kindly ensure BG should be Stamped with appropriate value as per Indian Stamp Ordinance (Madhya Pradesh Amendment). Presently , it is 0.25% of BG value. (Kindly confirm this rate prior to execution of BG)

any of the powers exercisable by the Employer against the said Vendor / Contractor / Supplier and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Vendor / Contractor / Supplier or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said Vendor / Contractor / Supplier 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.

The Bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Vendor / Contractor / Supplier and notwithstanding any security or other guarantee that the Employer may have in relation to the Vendor / Contractor / Supplier 's liabilities.

This Guarantee shall remain in force upto and including 7 and shall be extended from time to time for such period as may be desired by Employer.

This Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Vendor / Contractor / Supplier but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms thereof. Unless a demand or claim under this guarantee is made on us in writing on or before the8 we shall be discharged from all liabilities under this guarantee thereafter.

We, BANK lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

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

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

Further Bank (Name of the BANK) certifies that this guarantee is adequately stamped under the relevant State Stamp Act and any deficiency in execution of this Guarantee shall not have the effect of relieving us

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed..... 6
- b) This Guarantee shall be valid up to7
- c) Unless the Bank is served a written claim or demand on or before _____ 8 all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank

We, _____ Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.

For and on behalf of
(Name of the Bank)

Date.....
Place of Issue.....
BANK E-MAIL ID:
BANK PHONE NO.
BANK FAX NO:

- 1 NAME AND ADDRESS OF EMPLOYER I.e Bharat Heavy Electricals Limited
2 NAME AND ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.
3 DETAILS ABOUT THE NOTICE OF AWARD/CONTRACT REFERENCE
4 CONTRACT VALUE
5 PROJECT/SUPPLY DETAILS
6 BG AMOUNT IN FIGURES AND WORDS
7 VALIDITY DATE
8 DATE OF EXPIRY OF CLAIM PERIOD

Sl.	List of Consortium Bank	
1	State Bank of India***	SBI
2	Canara Bank	Canara
		SYNDICATE
3	Axis Bank	Axis
4	Bank of Baroda	BOB
		Vijaya
5	Central Bank	CBI
6	Citi Bank N.A.	Citi
7	Deutsche Bank **	DB
8	Exim Bank	EXIM BANK
9	Federal Bank Limited	Federal
10	HDFC Bank Limited	HDFC
11	Hongkong and Shanghai Banking Corporation Ltd	HSBC
12	Indian Bank	Indian Bank
		AllahBad Bank
13	ICICI Bank Limited***	ICICI
14	IDBI Bank Limited	IDBI
15	IndusInd Bank Limited	Indusind
16	Indian Overseas Bank	IOB
17	Kotak Mahindra Bank Limited	Kotak
18	Punjab National Bank*****	PNB
		United
19	RBL Bank Ltd.	RBL
20	Standard Chartered Bank	SCB
21	Union Bank of India	Union
		Andhra
		Corporation
22	Yes Bank Limited	YES BANK

Notwithstanding clause for BG extention.

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed..... 6
- b) This Guarantee shall be valid up to7
- c) Unless the Bank is served a written claim or demand on or before _____ 8 all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank

We, _____ Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.