

**MANAGEMENT INSTRUCTIONS**

MI No-2001A

ISSUE OF ENQUIRIES

Date-09-08-2014

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This MI contains 01 Amendments

4.2.1.1 Copy of the advertisement may also be sent directly to registered/approved and other probable suppliers (Clause 5.1.2 of Purchase Policy).

4.2.1.2 Tender fee (non-refundable and applicable for open tenders only) will normally be as follows:

Rs. 200/- for estimated value upto Rs. 20.0 lac

Rs. 500/- for estimated value above Rs. 20.0 lac and upto Rs.1.0 crore

Rs. 1000/- for estimated value above Rs. 1.0 crore

Tender fee will be received in the form of Demand Draft/ Banker's cheque /cash in favour of BHEL Bhopal.

4.2.1.3 Vendors shall download the complete tender from the website of BHEL.

4.2.2 Limited / Single Tenders:

4.2.2.1 Tenders shall be dispatched by speed post to inland vendors. In case of foreign vendors, the same shall be dispatched by Air Mail / International courier.

4.2.2.2 Office copy of the tender enquiry, duly signed by competent authority, must be filed in the enquiry file.

4.2.2.3 The tender enquires will be dispatched through the Mailing Section of MM. Enquiries to suppliers will be sent by Registered Post / Speed Post. Vendors may collect the tender documents in person through their authorized representatives.

Proof of dispatch of tender enquiry shall be maintained.

4.2.2.4 All limited and single tenders shall also be available on B2B site of BHEL Bhopal.

4.3 Types of Bid:

4.3.1 Bid can be Single Part, Two part or three part as per Purchase Policy 2013 (clause 8.1)

Note: Capital Procurement, Balance of Plants (BOPs) and Sub-contracting shall be as per clause 17.0 of Purchase Policy 2013. In case of Capital items, wherever EMD is applicable, tender fee will not be required.

5.0 Links:

Sample Filled Form No. BPC0007 Enquiry Sheet.

[Annexure I](#)

General Terms and Conditions of Enquiry BP 4255

[Annexure II](#)

Distribution: Intranet → Mgmt. Info. → Mgmt. Instructions

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Prepared by	Checked by	Approved by	Issued by
MM TF	RKS / SYX	Sd/- AGM (CMM), GM (MM, LGX, EM & EMRP), GM (P&D, IT, SCR), GM (F), ED	J Rajagopal AGM (SYX)

SYSTEMS DEPARTMENT, BHARAT HEAVY ELECTRICALS LTD., BHOPAL

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