

## **ANNEXURE - A**

### **ENQUIRY NO.- E6643030 FOR RATE CONTRACT FOR SUPPLY OF SUPPORT BRACKET AND OTHER INSULATING ITEMS ON FINISH BASIS**

#### **INSTRUCTIONS FOR SUBMITTING QUOTATION AGAINST “TWO PART BID” SYSTEM**

- 1) Sealed tenders are invited in Two-Part Bid system Rate contract for supply of **Support Bracket and other insulating items** to various BHEL's drawings and terms & conditions as per Annexure-“A” , “B” , “C” and enquiry format enclosed.
- 2) Rates to be quoted in terms of **Rupees per kg** basis for above items, as per details given in our Enquiry sheet.
- 3) Quotations should be submitted in two parts, namely:
  - a) **PART -- I : Techno- Commercial bid**  
Part – I bid shall be submitted through E-procurement.
  - b) **PART -- II : Price Bid**  
Part – II bid shall be submitted through E-procurement.  
The price bids of only techno commercial acceptable tenders(s) shall be considered.

“BHEL shall be resorting to Reverse Auction (RA) (Guidelines as available on [www.bhel.com](http://www.bhel.com)) for this tender. RA shall be conducted among the vendor who are eligible as per RA guideline (Attached).

Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered as initial bids of bidders in RA. In case any bidder(s) do(es) not participate in online Reverse Auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking.”

#### **Note :-**

- 1) Please note that RA shall be conducted as per latest RA guidelines. All vendors are requested to visit [www.bhel.com](http://www.bhel.com) for detailed guidelines for reverse auction.
- 2) Online sealed bid auction has been deleted from Reverse Auction process as per latest guide lines.

**Document to be submitted along with quotation (Part I) with signature & seal on each page :-**

- a) Techno-commercial format (duly filled)
- b) Local content declaration
- c) Udyam registration certificate
- d) Pre qualification criteria (PQR) dully filled.
- e) BHEL GTC, PO Terms & conditions, Annexure A, B, C ,D & technical spec.

**ANNEXURE - B**  
**ENQUIRY NO E6643030 RATE CONTRACT FOR SUPPLY OF SUPPORT BRACKET**  
**AND OTHER INSULATING ITEMS ON FINISH BASIS**

*Terms & conditions Of Enquiry for "Finished basis jobs" in addition to indigenous terms and conditions from BP-200102A.*

**1.0 SCOPE OF WORK:-**

- 1.1 Sealed tenders are invited for Rate contract for supply of Support Bracket and other insulating items as mentioned in the enquiry format as per BHEL drawings and specifications.
- 1.2 Scope of work shall include completion of all the work operations as per BHEL drawings, specifications and delivery of the goods to BHEL stores in accordance with the drawings specification, technical scope, annexure & other relevant documents etc. of our enquiry.
- 1.3 Supplier identification is mandatory & to be marked on each job with information as mentioned :-  
a) PO No & PO item no, b) Drawing No, c) Manufacturers/ Suppliers name.
- 1.3 Reference drawings are 34026146137, 44026147901, 34038046084, 34026146111, 44026146102, 44036346001, & similar types of drg. However actual drawing will be given at the time of individual PO placement against RC.
- 1.3 All technical requirements should be as per drawing & specification with latest revision and dimension should be maintained as per PO requirement/Drg.
- 1.4 TC & GC will be required for each supply.
- 1.5 QAP no QA/MT/BOI/063, REV-00 ; Dtd.07-09-2020 is applicable.
- 1.6 Material is required as per specification AA22414.
- 1.7 BHEL reserves the right to reject each Support Bracket and other insulating item. subject to unsatisfactory.
- 1.8 Soon after rejection of Support Bracket and other insulating item, it is to be ensured by supplier that rejected item should be taken back maximum within one week after communication for rectification/ replacement & supply back the rectified/ fresh material to BHEL Bhopal within 20 days from rejection. In the event of non-lifting of rejected material by supplier, BHEL will not be responsible for loss of such items to the supplier in any case.
- 1.9 Tools, Jigs & Fixtures will not be provided by BHEL.

**2.0 RATES:-**

- 2.1 Rates should be quoted in Rs per Kg. F.O.R BHEL Stores (inclusive of P & F, transportation and inspection charges), exclusive of taxes & duties.  
However Purchase order for all items will be issued on number basis based on following formula:  
$$\text{Wt. (kg per no)} = \{\text{Thickness} \times (\text{Width}+3) \times (\text{Length}+3) \times \text{Specific Gravity (1.9)}\} / 1000000.$$
  
All dimension in mm. Thickness, width & length as per drawing (furnished with PO). Cutting allowance is 3.
- 2.2 Item unit for individual PO against RC will be in numbers.
- 2.3 Rates shall remain firm during execution of the Purchase order.

**3.0 TAXES & DUTIES:-**

- 3.1 Taxes and duties will be paid extra as applicable on the date/dates of contractual delivery or actual delivery whichever or lower.
- 3.2 Parties shall declare on their invoice, GSTIN, BHEL Bhopal GSTIN, HSN/SAC, CGST/SGST/IGST, Type of supplier as applicable and also communicate subsequent changes where ever not submitted.
- 3.3 Any loss / damages / penalties that are suffered by BHEL on any statutory Duties and levies due to delay in deliveries by the subcontractor shall be deducted from the subcontractor's bill/account.

#### **4.0 BASIS OF EVALUTION:-**

- 4.1 Only offers received before due date & time and meeting the terms and conditions of the enquiry will be considered.
- 4.2 Offer not meeting BHEL requirements will not be consider
- 4.2 All the offers shall be compared for individual item wise total cost to BHEL at BHEL Stores
- 4.3 “In the course of evaluation , if more than one bidder happens to occupy L-1 status, then L1 shall be decided as per clause no. C12 of GTC”.
- 4.4 GST shall be taken wherever it is not indicated in the offer for arriving the price to BHEL Bhopal.

#### **5.0 TERMS OF PAYMENT:-**

As per BHEL norms, 100% payment shall be made within 90 days after receipt and acceptance of material at BHEL BHOPAL against Stores Receipt Voucher. Those who covered in MSMED act 2006 and proper documents already given to BHEL, they will be paid within 45 days. Any offer indicating payment terms other than stated above will be suitably loaded.

As per BHEL circular, to ensure the latest/updated/revised MSME status of supplier, please arrange to furnish any of the following documents to get the benefit of MSE act (i.e. micro or small) as per relevant act in force.

(i) Entrepreneurs Memorandum part II (EM II) Certificate with deemed validity of 2 years. **OR**

**(ii) EM II Certificate with Chartered Accountant (CA) Certificate as per prescribed format for the year. OR**

**(iii) Valid Udyam registration Certificate.**

If you produce any of the above documents, then only you will be eligible for MSE benefits like payment within 45 days etc. under MSME Act 2006 & Public Procurement Policy for MSE, 2012.

- 6.0 **VALIDITY OF RATE CONTRACT:-** Rate Contract is valid for one year (12 month) from date of issue of RC Letter. BHEL may exercise the right to short close the RC at any time. Alternatively, the RC may be extended for the time frame/quantity upon mutual consent at a later date.

#### **7.0 DELIVERY PERIOD:-**

Delivery period should be quoted in number of days/weeks **Delivery date will be within 30 days from the date of issue of individual PO against RC and subsequent lots delivery shall be as per PO requirement.** Vendor may please be ensured that offered delivery shall be as per NIT requirement, else their offer may be liable to rejection.

- 8.0 **VALIDITY OF OFFER:-** Quotation should be valid for a period of minimum 90 days from the date of opening of tender and subsequently from the date of RA.

#### **9.0 SPLITTING OF TENDER QUANTITY: -**

- a) BHEL intend to split the ordering of the tendered quantity, hence your offer should be valid for part quantity also. Distribution of the tendered quantity is envisaged among three vendors in the ratio of L1=50%, L2 = 30% & L3=20% for item#1 and among two vendors for item#2 to #3 in the ratio of L1=65% & L2 = 35%, and the same would be based on their standing position as per Part-II price bid opening/RA.
- b) Tender quantity will be split amongst number of vendors as indicated above, as per tender splitting criteria given above. L1 would be awarded contract for quantity as indicated in the tender splitting clause above. For the rest of the tender quantity, the L-1 rates / lowest accepted rate will be counter offered to the other higher quoting vendor (s) for price matching. On acceptance of the counter offer, the order will be placed on next higher quoting vendor(s) for the respective quantity as per splitting criteria. In case of non-acceptance of the counter offer by some of the next higher quoting vendor(s), left over quantity would be allocated to next higher quoting vendors. In case counter offered rates are not accepted by any of the subsequent vendors, the left over quantity will be placed to L1 vendor subject to their confirmation and subject to quoted quantity limit and after getting consent on mutually agreed delivery schedule for the additional quantity
- c) Whenever the numbers of qualified vendors are three the quantity distribution shall be limited to two vendor for item #1, Whenever the numbers of qualified vendors are two

the quantity distribution shall be limited to one vendor for item #1, #2 & #3 and 100% quantity may be given to L1, subject to their consent as per above clause b).

**10.0 INSPECTION:-**

Inspection would be done by BHEL/ BHEL authorize agency(TPI) as per QAP/drawing/doc as applicable.

**Loading factor for inspection charges done by BHEL :Stage and final inspection is in BHEL scope hence a loading factor @Inspection Charges (0.22% - loading on basic rate) for local inspection and for outside bhopal inspection @ 0.1735% -loading on basic rate will be done to arrive at landed cost to BHEL hence Pls take cognizance of loading factor for Inspection Charges while submitting your quotations.**

**11.0 PENALTY:-**

The delay in delivery would be subject to penalty @1/2 % per week subject to max. 10% of PO value as per BHEL's standard PO terms and condition OR as revised by BHEL time to time.

**12.0 SUPPLY CAPACITY:-**

The suppliers must indicate their capacity to supply Support bracket and other insulating item per month in kg, keeping in view the work load already in hand and shall be committed to BHEL for supply as per the capacity indicated by them. Monthly requirement for item is 500 kg .

**13.0 REVERSE AUCTION**

Reverse Auction shall be conducted for this enquiry.

**14.0 SPECIAL TERMS AND CONDITION:-**

**14.1 *Public Procurement (Preference to make in India) clause:***

***"For this procurement, the local content to categorize a supplier as a Class I local supplier/ Class II local supplier/ Non Local supplier and purchase preference to Class I local supplier, is as defined in public Procurement (Preference to make in India), Order 2017 dated 04.06.2020 issued by DPIIT. In case of subsequent orders issued by the nodal ministry, changing the definition of local content for the items of the NIT, the same shall be applicable even if issued after issue of this NIT, but before opening of Part-II bids against this NIT".***

***Bidders to indicate in their bid if they are not Class-I local supplier (Local content equal to or more than 50%).***

**14.2 *The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process. In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines.***

**15.0 CONFLICT OF INTREST AMONG BIDDER:-** "A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity's interests. **The bidder found to have a conflict of interest shall be disqualified.** A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- a) they have controlling partner (s) in common; or
- b) they receive or have received any direct or indirect subsidy/ financial stake from any of them; or
- c) they have the same legal representative/agent for purposes of this bid; or

- d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; or
- e) Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/ Assemblies from one bidding manufacturer in more than one bid; or
- f) In cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorise only one agent/dealer. There can be only one bid from the following:
  - 1. The principal manufacturer directly or through one Indian agent on his behalf; and
  - 2. Indian/foreign agent on behalf of only one principal;
- g) A Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid; or
- h) In case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.,,

**16.0 BHEL RESERVES RIGHT TO CANCEL:-**

- 16.1** Our requirement part or full at any stage of the tender finalization (or) even after finalization of tender.
- 16.2** Or forfeit the chance in tender, if any vendor(s) found to be “unsatisfactory” during our assessment processes/non-compliance of statutory requirements etc. as required for “vendor registration” during/after the processes of finalization of contract.
- 16.3** The order(s), if any vendor (s) found to be “unsatisfactory” during our periodical assessment processes / review of assessment processes/ non-compliance of statutory requirements etc. as required for “vendor registration” during the execution of order(s).
- 16.4** Divert order(s) in case of non-submission/ delay in submission/delay in lifting the material/delay in completing the work/ in-sufficient amount of bank guarantee/non-execution of orders by vendor(s) at the risk and cost of vendor (s).
- 16.5** The contract or forfeit the chance in tender, if any vendor (s) disposed off units/found to be sick/ running under unrest/ declared insolvency /nonrenewal lease deed during/ after finalization process/ during the validity of the contract without assigning any reasons thereafter.
- 17.0** Any deviation to any points of this annexure or enquiry should be clearly mentioned in offer. Otherwise, it will be presumed that supplier agrees to these conditions.

## ANNEXURE - C

### Price Calculation Sheet-E6643030

		Supplier (in and around Bhopal)	Supplier (Outside BHOPAL)
S.No.		Rate (Rs. Per Kg)	Rate (Rs. Per Kg)
1	<b>Basic Rate</b> (inclusive of Packing & Forwarding and To & Fro Transportation)	100.00	100.00
2	* <b>CGST</b> = 9% of basic rate (if applicable)	9.00	0.00
3	<b>Subtotal</b> (1+2) (if applicable)	109.00	109.00
4	* <b>SGST</b> = 9% of basic rate (if applicable)	9.00	0.00
5	<b>Subtotal</b> (3+4)	118.00	100.00
6	* <b>IGST</b> = 18% of basic rate (if applicable)	0	18.00
7	<b>Subtotal</b> (5+6)	118.00	118.00
8	<b>TPIA</b> charges on basic rate (as applicable as per above clause no 9 of annexure B)	0.22	0.17
9	<b>Subtotal</b> (7+8)	118.22	118.17
10	<b>Less (CGST + SGST)/IGST</b> =(2+4)/6	18.00	18.00
11	<b>Total cost to BHEL</b> (9-10)	<b>100.22</b>	<b>100.17</b>

**NOTE:**

- Vendors have to quote rate in Rs per kg as per Sl. No. 11 above i.e. **Total cost to BHEL**.
- For PO placement (in case of order), Basic rate (inclusive of Packing & Forwarding and To & Fro Transportation) will be derived from **total cost to BHEL (sl no 11)**.
- Rates appeared in above table are only for reference purpose only.
- \* CGST & SGST may vary as per item.

**Bharat Heavy Electrical Limited Bhopal**  
**Ancillary & Subcontracting Department**  
**Tender Notice No: ASC /E6643030**

- Sealed e-tender are invited in **Two-Part Bid** for “Support bracket and other insulating item.” As per Enquiry No. E6643030 All annexures enclosed, should be **signed, sealed/ stamped & submitted** along with techno-commercial bid (Part-I). **Vendor has to be submit quotation through e-procurement site <https://eprocurebhel.co.in>**

**Procedure to submit tender:** - Quotations should be submitted in two parts. Tender is to be submitted through online mode only by logging into BHEL e-procurement website <https://eprocurebhel.co.in> till due date. Offers can be submitted through online process only and thus vendor necessarily require to buy Class-III Digital signature certificates (DSC) issued by certifying authorities in India (for details visit <http://www.cca.gov.in>) with signing and encryption facility.

**Note: -**

- 1) Paper bid is not acceptable; tender should be submitted online (e-procurement portal).
- 2) Duly filled registration form (available at [www.bhel.com](http://www.bhel.com)) should be submitted by non-registered vendor, however parties registered with BHEL ,Bhopal are exempted for registration form submission.
- 3) All documents uploaded in e-portal along with the offer should be signed and sealed on each page.
- 4) All corrigendum, addenda, amendments, time extensions, clarifications, etc. to the tender will be hosted on BHEL websites ([www.bhelbpl.co.in](http://www.bhelbpl.co.in) and [www.bhel.com](http://www.bhel.com)) only. Bidders should regularly visit web sites to keep themselves updated.

**Updated Checklist for Epoxy Glass Mat Laminated Sheet components as per BHEL Enquiry Drawing and Material Specification AA22414, Rev.04.**


Ref no: AME/CHECKLIST/AA22414 /02

Date: 22-12-2023

S.No.	Description of pre-qualification requirement	Supporting documents required	Complied (Yes / No)
1.	Specific confirmation to follow the BHEL Enquiry Drawings and Specification AA22414, Rev.04.		
2.	Specific confirmation to follow the BHEL Quality Assurance Plan No. QA/MT/BOI/063, Rev.00.		
3.	<p>Vendor must have minimum 2 (two) years' experience in supply of <b>Epoxy Glass Mat Laminated Sheet components</b> for Industrial applications.</p> <p>Two years' experience shall be counted from tender opening date (TOD).</p>	<p>In support of this, vendor to give copy of at least one PO for supply of this item. Also, vendor to provide self-declaration (seal signed by authorized signatory on Company's letter head) giving purchase order reference, purchase order date, customer name, quantity supplied and supply date.</p> <p>Manufacturer test reports of <b>Epoxy Glass Mat Laminated Sheet components</b> for above PO to be submitted.</p>	

**NOTE :-** Relaxation of prior experience as per Sl. No. 3 above can be given for startups and MSE vendors as per relevant circular.

  
 वैभव पंचभाई / VAIBHAV PANCHBHAI  
 प्रबंधक / Manager  
 ए.एम.ई. विभाग / AME Division  
 बी.एच.ई.एल., भोपाल / BHEL, BHOPAL

 <b>BPC 0007</b>	<b>भारत हेवी इलेक्ट्रिकल्स लिमिटेड, पिपलानी, भोपाल - ४६२०२२(भारत)</b> <b>सामग्री प्रबंधन विभाग</b> <b>BHARAT HEAVY ELECTRICALS LIMITED, PIPLANI, BHOPAL – 462022(INDIA)</b> <b>MATERIALS MANAGEMENT DIVISION</b>	<b>ENQUIRY NO</b> E6643030 <b>ENQUIRY DATE</b> 09/07/24 <b>ENQUIRY DUE DATE</b> 24/07/24						
<b>ENQUIRY</b> <b>TWO PART BID</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">TIN NO. 23573600001</td> <td style="width:33%;">ECC NO. AAACB4146PXM009</td> <td style="width:33%;">MPCT NO. HEL/05/01/0001/S15/11/79</td> </tr> <tr> <td>PHONE: 91-755-2500100 (7 LINE)</td> <td>FAX: 91-755-2500023</td> <td>WWW.BHEL.BHOPAL.COM</td> </tr> </table>		TIN NO. 23573600001	ECC NO. AAACB4146PXM009	MPCT NO. HEL/05/01/0001/S15/11/79	PHONE: 91-755-2500100 (7 LINE)	FAX: 91-755-2500023	WWW.BHEL.BHOPAL.COM
TIN NO. 23573600001	ECC NO. AAACB4146PXM009	MPCT NO. HEL/05/01/0001/S15/11/79						
PHONE: 91-755-2500100 (7 LINE)	FAX: 91-755-2500023	WWW.BHEL.BHOPAL.COM						

SUPP NAME AND ADDRESS	SUPP CODE	REV CD	REV NO	REV DATE	NO OF CATY2	NO OF CATY3	ENQ NO OF ITEMS	INDENT NO
OFFICE COPY		1	0	NA	0	0	3	221740008
	GUARANTEE CERTIFICATE		Y	SUPPLY CONDITION AS PER ANNEXURE-A				
	TEST CERTIFICATE		Y					
	INSTRUCTION BOOKLET		N	TECHNICAL CONDITION AS PER ANNEXURE-A				
	SAMPLE		N					
	GATE PASS		Y	INSPECTION CONDITION AS PER ANNEXURE-A				

**NOTE: QUOTE PRICE BOTH IN FIGURES & WORDS. IN CASE OF MISMATCH PRICE IN WORDS WILL BE VALID, QUOTATIONS NOT BEARING ENQUIRY NO AND DUE DATE LIABLE TO BE REJECTED.**

SL NO	MATERIAL CODE	DESC	UNIT	ITEM QTY	LOT NO	LOT QTY	DEST	DELIVERY DATE
1	NA	SUPPORT BRACKET, PACKING/STRINGING/CLAMPING BLOCK, TAPER WEDGE, BRACING PLATE AND OTHER SIMILAR INSULATING ITEMS OF THICKNESS SIZE : GREATER THAN EQUAL TO 20MM AND LESS THAN EQUAL TO 40MM, OTHER DIMENSION AS PER DRG & MATL SPECN AA 22414 (LATEST REVISION)	KG	10000.000	1	10000.000	217	30/09/24
2	NA	ROTOR SLOT WEDGE (RECTANGULAR), BRACING PLATE AND OTHER SIMILAR ITEM TO SIZE 10TK X B X L (B & L AS PER DRG) & MATL SPECN AA22414 (LATEST REVISION)	KG	1000.000	1	1000.000	217	30/09/24
3	NA	TERMINAL SUPPORT AND OTHER SIMILAR ITEM TO THICKNESS SIZE : GREATER THAN EQUAL TO 40MM & LESS THAN EQUAL TO 60MM, OTHER DIMENSION AS PER DRG & MATL SPECN AA22414 (LATEST REVISION)	KG	1200.000	1	1200.000	217	30/09/24

**REMARK** 1. THIS IS FINISH BASIS ENQUIRY TO ENTER INTO RATE CONTRACT FOR ONE YEAR (12 MONTH). 2. REVERSE AUCTION WILL BE CONDUCTED. 3. TOTAL QTY WILL BE DISTRIBUTED AMONG 3 VENDORS IN THE RATIO OF 50:30:20 FOR ITEM#1 AND BETWEEN 2 VENDORS FOR ITEM#2 & #3 IN THE RATIO OF 65:35%. 4. DELIVERY GIVEN IS TENTATIVE. HOWEVER MATERIAL IS REQUIRED WITHIN 30 DAYS FROM THE DATE OF ISSUE OF PO. SUBSEQUENT LOT DELIVERY SHALL BE AS PER PO. 5. DRAWINGS PROVIDED WITH TENDER ENQUIRY IS FOR REFERENCE PURPOSE ONLY. ACTUAL DRAWINGS SHALL BE PROVIDED ALONG WITH POS (ISSUED AGAINST RC). 6. PLEASE REFER ANNEXURE-A, B, C, D, E FOR DETAIL QTY DISTRIBUTION, DELIVERY PERIOD, ORDERING CONDITION AND OTHER TERMS & CONDITIONS. NOTE : PLEASE FURNISH ANNEXURE 'A', B & 'C', D, E WITH SIGN & SEAL ON EACH PAGE ALONG WITH PART-I OF BID. VENDOR HAS TO QUOTE IN RS PER KG FOR ALL ITEMS. UNIT OF PO AGAINST RC WILL BE NUMBERS FOR ALL ITEM.


DRAWING	Y	PURCH SPEC	Y	CATALOGUE	N	PLAN	Y	TWO PART BID	Y
---------	---	------------	---	-----------	---	------	---	--------------	---

S.NO	INDENT NO	ITEM NO	CATEGORY	ENQUIRY QTY.
1	221740008	1	700100	10000.000
2	221740008	2	700100	1000.000

**NOTE:** BHEL, BHOPAL'S Standard Terms & Conditions BP4255/MM5533 rev02 for imports and BP4255/MM5527 rev03 for indigeneous procurements form a part of this Enquiry. Bidders may obtain from us copies of these terms and conditions if not already available.

<b>SPECIAL REMARKS</b>	<b>NAME :</b> SHRI AJIT KUMAR <b>DESG :</b> ENGINEER   <div style="text-align: center;"><b>SIGN &amp; SEAL</b></div>
------------------------	--

ENQUIRY

 BPC 0007	<b>ENQUIRY</b> <b>TWO PART BID</b>		<b>भारत हेवी इलेक्ट्रिकल्स लिमिटेड, पिपलानी, भोपाल - ४६२०२२(भारत)</b> <b>सामग्री प्रबंधन विभाग</b> <b>BHARAT HEAVY ELECTRICALS LIMITED, PIPLANI, BHOPAL – 462022(INDIA)</b> <b>MATERIALS MANAGEMENT DIVISION</b>		<b>ENQUIRY NO</b> E6643030 <b>ENQUIRY DATE</b> 09/07/24 <b>ENQUIRY DUE DATE</b> 24/07/24									
			<table><tr><td><b>TIN NO.</b> 23573600001</td><td><b>ECC NO.</b>AAACB4146PXM009</td><td><b>MPCT NO.</b> HEL/05/01/0001/S15/11/79</td></tr><tr><td colspan="2"><b>PHONE:</b> 91-755-2500100 (7 LINE)</td><td><b>FAX:</b> 91-755-2500023</td></tr><tr><td colspan="3"><b>WWW.BHEL.BHOPAL.COM</b></td></tr></table>			<b>TIN NO.</b> 23573600001	<b>ECC NO.</b> AAACB4146PXM009	<b>MPCT NO.</b> HEL/05/01/0001/S15/11/79	<b>PHONE:</b> 91-755-2500100 (7 LINE)		<b>FAX:</b> 91-755-2500023	<b>WWW.BHEL.BHOPAL.COM</b>		
<b>TIN NO.</b> 23573600001	<b>ECC NO.</b> AAACB4146PXM009	<b>MPCT NO.</b> HEL/05/01/0001/S15/11/79												
<b>PHONE:</b> 91-755-2500100 (7 LINE)		<b>FAX:</b> 91-755-2500023												
<b>WWW.BHEL.BHOPAL.COM</b>														
<table><tr><td>3</td><td>221740008</td><td>3</td><td>700100</td><td colspan="2">1200.000</td></tr></table>						3	221740008	3	700100	1200.000				
3	221740008	3	700100	1200.000										
<div></div>														
<b>NOTE:</b> BHEL,BHOPAL'S Standard Terms & Conditions BP4255/MM5533 rev02 for imports and BP4255/MM5527 rev03 for indigeneous procurements form a part of this Enquiry.Bidders may obtain from us copies of these terms and conditions if not already available.														
<b>SPECIAL REMARKS</b>				<b>NAME :</b> SHRI AJIT KUMAR <b>DESG :</b> ENGINEER  <b>SIGN &amp; SEAL</b>										

E  
N  
Q  
U  
I  
R  
Y



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

Sl.No.	Description
1	<b>General:</b>
A	These General terms & conditions (GTC) shall apply to all enquiries, notice inviting tenders, request for quotations concerning the supply of goods and / or rendering of services to Bharat Heavy Electricals Ltd., Bhopal (hereinafter referred to as BHEL or the Purchaser) or its Projects / Customers. Special / supplementary enquiry conditions, if any, will override the conditions in this annexure.
2	<b>General Instructions - Common for Indigenous &amp; Foreign enquiries</b>
A	<b>Through E- procurement</b>
A1	<p>1. Offer shall be submitted by the bidders in single/two parts as called in Tender enquiry.  Bid Part - I      Technical cum Commercial bid  Bid Part - II      Price bid</p> <p>2. Suppliers shall quote <b>price</b> on BHEL authorised third party service provider <b>e-procurement site</b>. Any deviation from the price format shall be clearly brought out in the offer Bid Part I.</p> <p>The offer shall be uploaded on BHEL e-procurement site using Class III digital signature. <b>All documents to be uploaded are necessarily to be signed and stamped.</b> The quotation should be uploaded on the site before due date and time.</p> <p>Part-I of the bid shall contain complete item-wise scope of supply as offered vis-à-vis the scope of supply as per enquiry, all commercial terms and conditions etc. It is expected that bidders shall meet all our technical and commercial requirements and shall not deviate from them.</p>
B	<b>Through tender room</b>
B1	<p>Sealed bids are invited for scope of Supply / Services as detailed in the enquiry.</p> <p>Bid should be free from correction, overwriting, using of corrective fluid etc. Any interlineation, cutting, overwriting shall be valid only if they are attested under full signature(s) of persons signing the bid else shall be liable for rejection.</p> <p>All overwriting/ cutting etc. will be numbered by bid opening officials and announced during bid opening.</p> <p>The bid should be submitted in English or Hindi language. Relevant enclosures, supporting documents, catalogue, samples, if any, as required as per Notice Inviting Tender (NIT) conditions shall be sent along with technical offer. Rate should be quoted in the units asked for in the enquiry.</p>
B2	<p>Bids shall be submitted in a Sealed cover with Enquiry No., Due date and Bidder's name indicated on the cover.</p> <p>In case of Two Part Bid, technical bid containing technical offer, this GTC duly filled-in &amp; signed; and <b>un-priced copy</b> of the Price Bid should be kept in one envelope. Price Bid containing only the price (as called for in the price format where required) should be kept in a separate envelope. Both envelopes indicating Part —I or Part-II as the case may be to be put in a bigger envelope, which should be addressed to in charge, Tender Room, Bharat Heavy Electricals Ltd. 2<sup>nd</sup> Floor, Jawahar Bhavan, Piplani, Bhopal 462022. Enquiry No., due date and bidder's name must be mentioned on all envelopes. Offer must reach tender room of BHEL Bhopal latest by 11.00 am IST on the enquiry due date.</p> <p>Bids submitted as single part bid against two – part bid, shall be rejected unless the offer is techno-commercially acceptable without seeking any clarification.</p>
B3	Offer received after 11.00 AM IST of the due date will be termed as "Late" and shall not be considered. However, late offer received against single tender enquiry may be considered.
B4	Bidder can also submit offer through email, if called for in the enquiry, at the email address indicated in the enquiry. Such email offers shall be sent only on designated email-id to reach before 11.00 am IST on the tender due date. BHEL will not be responsible for incomplete offers and the ones delivered late through e-mail.
C	<b>Through tender room or EProcurement</b>
C1	Commercial Conditions quoted by the bidder in any place including as stated in bidder's 'General Terms and Conditions' if any, shall not be binding on the Purchaser and the conditions contained in this annexure, including special conditions, if any, for this enquiry shall only prevail.
C2	Rate should be quoted in the units asked for in the enquiry. The rates should be quoted both in figures and words. In case of discrepancy in figures and words, the rates quoted in words shall be considered.
C3	The goods offered shall conform to BHEL specifications and / or National/International standards as mentioned in the Enquiry and the bidder is required to confirm his unconditional acceptance to the same. Bidders, seeking deviations from the specifications and any other conditions, may indicate the same clearly on a separate sheet indicating Sl. No. of the item, with reasons for such deviations. BHEL reserves the right to reject the offer with deviations or load the deviations suitably for evaluation.
C4	Offers shall be submitted directly by bidder or his authorized agent only. Unsolicited offers shall be summarily rejected.



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

C5	Bid in single part or techno-commercial bid in <b>two-part</b> system (as the case may be) will be opened on the due date. In case of two part bid, price bids of techno-commercially accepted bidder(s) only shall be opened on the assigned date, for which separate intimation will be sent to the accepted bidders.
C6	The bidder whose bid is technically not accepted will be informed & EMD wherever submitted shall be returned along with his price bid within <i>30 days</i> of contract finalization date. No interest will be payable on EMD amount. EMD shall however be forfeited in the event of bidder opting out after submission of the bid.
C7	<ol style="list-style-type: none"> <li>Any discount / revised offer submitted by a bidder on its own shall be considered, provided it is received on or before the due date and time of offer submission (Part-I). Conditional discounts shall not be considered for evaluation of tenders.</li> <li>Unsolicited discounts / revised offers given after Part-I bid opening shall not be accepted. No change in price will be permitted within the validity period of offer.</li> <li>In case of changes in scope and / or technical specification and / or commercial terms &amp; conditions, having price implication, techno-commercially acceptable bidders shall be asked by BHEL to submit the impact of such changes on their price bids. In case a bidder opts to submit revised price bid instead of impact called for, then latest price bid shall prevail. However in both situations, original price bid will be necessarily opened.</li> </ol>
C8	The bidders will submit Integrity Pact, duly signed by its authorized signatory, where called for in the enquiry.
C9	Wherever the enquiry is issued to unregistered bidder, the bidder shall visit ' <a href="http://www.bhel.com">www.bhel.com</a> ' for submitting the online Supplier Registration Application. Price bids of such bidders, will be opened only on techno-commercial acceptance of bid & after supplier registration.
C10	BHEL expects that the bidder responds to the enquiry. Regret letter, with valid reasons for not participating in the tender will be submitted where the bidder is unable to submit offer. Repeated lack of response on the part of bidder may lead to his deletion from BHEL's approved bidder list. Refer guidelines for suspension of Business Dealings with Suppliers/Contractors available on <a href="https://www.bhel.com/sites/default/files/suspension_guidelines_abridged.pdf">https://www.bhel.com/sites/default/files/suspension_guidelines_abridged.pdf</a>
C11	In case of open tenders (i.e. those published in website) all corrigenda, addenda, amendments, time extensions, clarifications etc. to the tender will be hosted on BHEL website. ( <a href="http://www.bhel.com">www.bhel.com</a> ) only. Bidders responding to these tender should regularly visit website(s) to keep themselves updated.
C12	In the course of evaluation, if more than one bidder happens to occupy L-1 status effective L-1 will be decided by soliciting discounts from the respective L-1 bidders in sealed envelope and will be open in tender room. In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss/ draw of lots, in presence of the respective L-1 bidders or their representatives. Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.
C13	The Purchaser can consider awarding tendered quantities among more than one bidder (after acceptance of L1 price by the other bidders) in the manner and proportion disclosed in the tender conditions. Purchaser can also consider awarding of part of the tendered quantity to other than L-1 bidder at <b>L1</b> counter offered rates, if the quantity offered by the L-1 bidder is less than the quantity tendered for.
C14	The bidder shall submit price bid strictly in the price format, wherever provided for, in the enquiry. Any attempt on the part of the bidder to alter the contents of the price bid format in any manner, which in the opinion of BHEL can vitiate the tendering process, will lead to rejection of the bid, <b><i>besides BHEL taking appropriate punitive action as deemed fit.</i></b> Refer Guidelines for suspension of Business Dealings with Suppliers/Contractors available on <a href="https://www.bhel.com/sites/default/files/suspension_guidelines_abridged.pdf">https://www.bhel.com/sites/default/files/suspension_guidelines_abridged.pdf</a>
D	BHEL shall be resorting to Reverse Auction (RA) (Guidelines as available on <a href="http://www.bhel.com">www.bhel.com</a> ). If tender specific conditions call for reverse auction, RA shall be conducted among the techno-commercially qualified bidders. Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered for RA. In case any bidder(s) do(es) not participate in online Reverse Auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking
3	<b>Delivery Terms</b>
A	<b>Indigenous Purchase</b>
A1	Goods shall be delivered on 'FOR Destination' basis to the named destination unless otherwise called for in the enquiry.
B	<b>Foreign Purchase — Imports</b>
B1	<ol style="list-style-type: none"> <li>Goods shall be despatched by Sea, unless stated otherwise in the enquiry or purchase order.</li> <li>Terms of Delivery for Sea shipment shall be on CFR / CIF basis with 14 days' detention free period preferably at Dry Port - ICD Mandideep (INMDD6) for FCL (Full Container Load) Cargo of GP &amp; HC Containers.</li> <li>For other cases - Other than GP &amp; HC Containers, LCL Cargo shall be delivered at Nhava Sheva (JNPT- INNSA1) &amp; Break-bulk Cargo at Mumbai (MPT - INBOM1).</li> <li>For Air consignments, the terms of delivery shall be FCA at BHEL nominated Airport. In case of CIP, delivery shall be at Mumbai ACC (INBOM4).</li> <li>Freight amount shall be indicated separately in the offer in case of CIP/CFR/CIF.</li> </ol>



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

	<p>6. The number of detention free days and destination charges payable to shipping line must be mentioned in your offer and also on the Bill of Lading.</p> <p>7. Offer received on FOB basis may be considered on an exceptional basis. BHEL will load freight, marine insurance &amp; shipping line port handling charges etc. to work out landed cost at Sea Port.</p> <p>8. Please visit BHEL Bhopal website <a href="https://bpl.bhel.com">https://bpl.bhel.com</a> for details of named Air ports and Sea ports. Name of the gateway port so chosen by the bidder shall be indicated by the Bidder in his offer.</p> <p>9a In case of CIP/CFR/CIF, the shipping line should be ready to move the containers to consignee's nominated CFS (Container Freight Station) yard and Indian agent of shipping line should issue Cargo Arrival Notice (CAN) 7 days in advance.</p> <p>9b In case of CFR contract, bidder to supply the material through a Certified Sea worthy vessel age not more than <b>15</b> years.</p> <p>9c The invoices being issued by shipping lines must be in the name of BHEL. Otherwise, BHEL will recover loss of Input Credit on GST from the vendor.</p> <p>9d While booking the shipment, bidder to also finalize destination charges and the same should appear over BL or agreed tariff to be provided to BHEL before arrival of shipment. If cargo is stuffed in container, then the same should be allowed to be moved to CFS of importer's choice without any additional charges.</p> <p>9e Load port charges shall be settled by the supplier and not be passed on to BHEL in any form of destination charges.</p> <p>10. For reasons of delay in receipt of documents from suppliers or due to the same being found to be incomplete, and or faulty, the suppliers shall be responsible to reimburse all penalties, detention and demurrages / wharfages, if any paid by BHEL (for stated reasons).</p>	
B2	<p>1. For delivery of FCL (Full Container Load) cargo, the Bidder shall provide minimum <b>14 days' detention free period</b> from the date of delivery at Port of Discharge / Place of Delivery (in case of ICD). Wherever the detention free period offered is less than 14 days, the bids shall be <b>loaded</b> for the period short of 14 days' period.</p> <p>2. <u>Port Congestion charges or any additional charges claimed by the shipping line at Port of Discharge / Place of Delivery shall be to the Bidder's account.</u></p>	
4	<b>Bidder's particulars &amp; logistics information (Bidder to give details against each of the provisions)</b>	
A	Name of the bidder's executive to deal with this tender / project	
B	E-mail address of the contact person	
C	Telephone no. of the contact person	
D	Name of location from where the goods shall be offered for inspection and dispatch	
5	<b>Additional logistics information for Imports</b>	
A	Bid currency	
B	Charges applicable at discharge port up to BHEL's CFS (Container Freight Station) to be indicated in your offer and on the B/L	
C	Name of Airport in the country of dispatch for FCA delivery terms	
D	Estimated number, type & size of containers for delivery of tendered quantity (applicable where the goods are to be sent in FCL)	
E	No. of packages with cumulative gross weight and CBM volume (applicable for LCL & Break-bulk shipment)	
F	Approx. distance in km. from Bidder's works to Port of Loading	Sea port /Air port
6	<b>Delivery Schedule &amp; Completion date</b>	
A	<ul style="list-style-type: none"> <li>• Instead of writing specific date against delivery offered, bidder shall commit delivery period in number of days / weeks/ months to suit the delivery period indicated in the enquiry.</li> <li>• Commencement of delivery period shall be reckoned from the date of PO / LOI or any other agreed milestone.</li> <li>• Bidder shall deliver the goods in the manner and schedule agreed under the Purchase order.</li> <li>• Goods shall be delivered within contractual period or any extension thereof, if any, granted by the Purchaser.</li> <li>• If delivery is linked to approval of documents, time for submission of such documents to be indicated and delivery period to be indicated from approval of documents. This delivery schedule will be considered for processing delivery extension, wherever applicable.</li> <li>• BHEL reserves the right to cancel the order if material is not delivered within PO scheduled delivery.</li> </ul>	



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

B	In case of foreign supplies, the date of Bill of Lading (B/L) or AWB shall be taken as actual date of delivery where freight until discharge port in India is in Seller's scope like CFR/CIF/CIP delivery terms. <b>For Ex-works/FCA/FOB or any other delivery term where freight is in buyer's scope, date of material readiness /Test certificate/ Warehouse receipt/Freight forwarder receipt may be considered as mutually agreed.</b>
C	In case of Indigenous bidders, the date of delivery at named destination in India shall be taken as contractual delivery completion date where delivery terms are FOR destination. In case of 'Ex-works' delivery terms, the date of LR / RR shall be the contractual delivery completion date.
7	<b>Transit Insurance</b>
A	Except where delivery terms are agreed on CIF basis for Imports & FOR destination basis for indigenous purchases, transit insurance will be covered by BHEL under its Open Marine Transit Insurance Policy. Bidder shall inform dispatch particulars with value of consignment to the Purchaser within 07 days of dispatch for BHEL to arrange insurance coverage in its policy. Failure on the part of bidder to inform dispatch particulars will make him liable to pay for any transit damages / losses suffered by the Purchaser.
8	<b>Force Majeure</b>
A	Notwithstanding anything contained in the contract, neither the Bidder nor the Purchaser shall be held responsible for total or partial non-execution of any of the contractual obligations, should the obligation become unreasonably onerous or impossible due to occurrence of a 'Force Majeure' which directly affects the obligations to be performed by the Purchaser or the Bidder; Such events include war, military operations of any nature, blockages, revolutions, insurrections, riots, civil commotions, insurgency, sabotage, acts of public enemy, fires, explosion, epidemics, quarantine restrictions, floods, earthquake, or acts of God, restrictions by Govt. authorities; over which the Bidder or the Purchaser has no control. The party claiming to be affected by force majeure shall notify the other party in writing without delay, within two weeks on the intervention and on the cessation of such circumstance. Extension of time sought by the Bidder along with supporting evidence and so granted by the Purchaser for the supply/ work affected, if any, shall not be construed as waiver in respect of remaining deliveries. Rescheduling of deliveries on account of force majeure conditions, if so agreed by the Purchaser, will not entail the Bidder to claim any increase in the price on whatsoever account. Notwithstanding above provisions, Purchaser shall reserve the right to cancel the order/ Contract, wholly or partly, in order to meet the overall project schedule and make alternative arrangements. If deemed necessary, Purchaser may takeover partly processed material at a mutually agreed price.
9	<b>Penalty for delayed performance.</b>
A1	Subject to force majeure conditions, penalty shall be 0.5% of the total order value per week of delay or part thereof, subject a maximum of 10% of the total order value. Total order value above shall be item wise, lot wise order value. Any deviation based on specific requirement shall be specified separately in the NIT.
A2	However, in case of Capital Machine / BOP where staggered deliveries may be applicable, the penalty will be levied on total order value.
A3	In case of any amendment / revision, the penalty shall be linked to the amended / revised PO.
A4	Any loading on penalty clause shall be to the extent to which it is not agreed to by the bidder ( at offered value)
B	If the material is not supplied within the agreed delivery period, BHEL reserves the right to cancel the order and purchase the material from alternate source(s) at the Risk and Cost of the Bidder. In such an event, it shall be obligatory on the part of bidder to make good any loss suffered by the purchaser.
C	In case the contractually agreed delivery date falls on a holiday in BHEL Bhopal, the next working day shall be taken as contractual delivery date for compliance and applicability of LD / penalty.
D	In case of any recovery for delayed performance, the applicable GST shall also be recoverable from bidders.
10	<b>Indian Agents and Agency commission</b>
A	BHEL prefers to deal directly with Foreign bidder, wherever required, for procurement of Goods. However if the Foreign Principal desires to avail services of an Indian Agent, then the Principal should ensure compliance to "regulatory guidelines" which will require submission of an agency agreement.
B	The CFR / CIF price quoted will be deemed to be inclusive of Indian Agency commission. Agency commission as disclosed by the bidder in his quoted CFR / CIF price will be paid in Indian Rupees on receipt & acceptance of Materials or it's installation at destination, as the case may be. The lower of the 'TT buying rate prevailing on the date of technical bid opening or price bid opening shall be considered for computation of Agency commission.
C	In a tender either the Indian Agent on behalf of Principal / OEM or the Principal / OEM itself can bid, but both cannot bid simultaneously for same item / product in the same Tender. In case bids are received from both the Principal / OEM and the agent, bid received from the agent will be ignored.
D	If an agent submits Bid on behalf of the Principal / OEM, the same agent shall not submit bid on behalf of another Principal / OEM in the Tender, for the same Item / Product.



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

11	<b>Documentation:</b>		
A	<b>Indigenous Purchase</b>		
	<p>Bidder shall arrange to send to the consignee, Original Tax invoice (Buyer's copy and duplicate for Transporter), Commercial invoice in duplicate, consignee copy of LR &amp; 2 sets each of Packing list, Test certificate, Guarantee / Warranty certificate, O &amp; M manuals (where applicable), immediately on despatch of the goods. The distribution of such documents will be specified in the Purchase order.</p> <p>In case of labour / mixed basis jobs, material is issued free of cost. Necessary material reconciliation is to be done and Free Issue Material Statement (FIMS) is to be submitted with each bill.</p>		
B	<b>Foreign Purchase — Imports</b>		
	<p>Seller shall send 1 set of following documents, in English, within 7 days of B/L date / 1 day of AWB date by courier to the Purchaser</p> <ol style="list-style-type: none"> <li>Express / Original 'Clean on board' Bill of Lading / AWB.</li> <li>One set of Commercial Invoice, Packing list indicating container-wise Gross weight, Net weight, CBM volume, No. of packages with Dimensions of each package.</li> <li>Original Certificate of Country of Origin (COO) issued by Chamber of Commerce. COO shall be as per requisite format where duty concession is available under Preferential Trade/Comprehensive Economic Partnership/Free Trade agreement. Customs tariff heading (CTH)/ Harmonized System of Nomenclature (HSN) code of material should be mentioned on invoice and COO in all such cases.</li> <li>One set of Original Test Certificates and O&amp;M Manual where called for.</li> <li>Fumigation / Phyto-Sanitary Certificate wherever cargo is packed in wooden packing or packing of plant origin material is used.</li> <li>Supplier should additionally forward 2 sets of original documents mentioned at point nos. 1 to 5 above along with Original Bill of Lading (OBL) or AWB through any international courier service/registered airmail within three (3) days of obtaining the same directly to the following:</li> </ol> <table border="1"> <tr> <td> AGM (M.S)  Regional Operations Division BHEL  14<sup>th</sup> Floor Centre-1  World Trade Centre, Cuffe Parade  Mumbai 400 005 INDIA  Email: <b>msseabpl@bhel.in</b> (In case of Sea freight)  <b>msair@bhel.in</b> (In case of Air freight) </td> <td> DGM (FIN- FP)  4<sup>th</sup> Floor, Administrative Bldg.  BHEL Bhopal - 462022 (India)  E-mail : <b>fin_fp.bpl@bhel.in</b> </td> </tr> </table> <p>And confirm forwarding details to AGM (CMM- FE), BHEL Bhopal at <b>mmfe.bpl@bhel.in</b></p> <ol style="list-style-type: none"> <li>In case the Seller decides to negotiate all 3 originals of B/L / AWB along with all original documents through negotiating Bank, non-negotiable documents (NNDs) consisting of copy of B/L / AWB &amp; documents mentioned at Sl. no. 11- B2 to B5 will be sent by e-mail to the Purchaser at his e-mail address given in the PO with one copy to be mailed at <b>mmfe.bpl@bhel.in</b> as well as at <b>msseabpl@bhel.in</b> (for Sea shipment) or <b>msair@bhel.in</b> (for Air shipment). Other documents, as required, will be separately indicated in the Purchase Order. Additional expenditure, if any, incurred by the Purchaser by way of detention / demurrage, resulting out of delay attributable to the Seller in providing Negotiable documents, will be recovered from the Seller.</li> </ol> <p>In case any discrepancy is raised by the Bankers / BHEL with respect to the documents submitted, vendor to facilitate clearance of goods through Delivery Order.</p> <p>Additionally, following requirements to be taken care of by the bidder during PO execution stage:</p> <ol style="list-style-type: none"> <li>IEC (0588138690), GSTIN (23AAACB41461ZN) and email ID (<b>mmfe.bpl@bhel.in</b>) of BHEL Bhopal shall be clearly mentioned on B/L or AWB.</li> <li>As per Uniform Customs Practice (UCP 600) for documentary credits (L/C), presentation period allowed is maximum 21 days after the date of shipment. However, for geographically closer ports where sea voyage time is less than 3-4 weeks, a shorter presentation period shall be agreed upon.</li> <li>In case of CAD payment terms, Supplier shall send documents to BHEL's bank within 5 days of shipment. One set of original may be sent to any one of ROD, CMM-FE and MM, copy may be marked to the others.</li> <li>For Air shipments through non-CONSOL (i.e., not through BHEL ROD's contract), Delivery Order (DO) should be given to BHEL without insisting for Bank Release Order (BRO). AWB to be drawn with BHEL Bhopal as consignee.</li> <li>It must be ensured that original shipping/commercial documents, if not provided to BHEL outside banking channel, should reach BHEL's bank at least 10 days prior to cargo arrival at port.</li> <li>Part shipment and trans-shipment to be avoided to the extent possible especially where it is not possible to split shipping &amp; commercial documents. Part shipment shall be strictly avoided for Airshipments.</li> </ol>	AGM (M.S) Regional Operations Division BHEL 14 <sup>th</sup> Floor Centre-1 World Trade Centre, Cuffe Parade Mumbai 400 005 INDIA Email: <b>msseabpl@bhel.in</b> (In case of Sea freight) <b>msair@bhel.in</b> (In case of Air freight)	DGM (FIN- FP) 4 <sup>th</sup> Floor, Administrative Bldg. BHEL Bhopal - 462022 (India) E-mail : <b>fin_fp.bpl@bhel.in</b>
AGM (M.S) Regional Operations Division BHEL 14 <sup>th</sup> Floor Centre-1 World Trade Centre, Cuffe Parade Mumbai 400 005 INDIA Email: <b>msseabpl@bhel.in</b> (In case of Sea freight) <b>msair@bhel.in</b> (In case of Air freight)	DGM (FIN- FP) 4 <sup>th</sup> Floor, Administrative Bldg. BHEL Bhopal - 462022 (India) E-mail : <b>fin_fp.bpl@bhel.in</b>		
C	<b>General</b>		
	<ol style="list-style-type: none"> <li>For Hazardous chemicals, the materials safety data sheet (MSDS) is to be submitted.</li> </ol>		



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

	<p>2. All certificates as called must be sent. BHEL may test any goods supplied and their decision is final irrespective of supplier's certificates. If test certificate and guarantee certificate are not received along with the document and stipulated in these specifications, BHEL reserves the right to get the material tested and recover the expenses from the supplier without awaiting supplier's confirmation</p> <p>3. Goods shall be properly packed to avoid transit damage. Suitable markings shall be provided to identify the goods with that of the PO No. and the consignee details.</p> <p>4. Goods shall be consigned to AGM (CRX), BHEL, Piplani, Bhopal - 462022, India, unless otherwise specified in the PO.</p>
12	<b>Pricing Terms</b>
A	Prices once quoted shall remain firm within the validity or any extension thereof for placement of order, till complete execution of the order, without any escalation/increase for any reason, whatsoever, unless specifically provided for in the Enquiry & PO. In case of foreign bidders, the quoted price shall be taken as inclusive of Third Party Inspection and testing charges as called for in the NIT.
13	<b>Price Validity :</b>
A	Unless stated otherwise in the enquiry, offer shall be valid for a period of 90 days from the date of Techno- commercial (Part-I) bid opening date.
14	<b>Taxes &amp; Duties - Indigenous Purchase</b>
A	Bidder to ensure timely remittance of SGST, CGST, IGST as applicable in time as per law.
B	Bidder to ensure compliance to filing of monthly GST sales return including BHELs supplies by 10 <sup>th</sup> of next calendar month in the online GST portal wherever applicable.
C	Bidders to declare filing of timely returns and GST remittance/likely remittance /ITC adjustment along with invoice.
D	Bidder to submit invoices compliant with GST invoice Rules
E	Bidders to comply with all statutory provisions as may be applicable at the time of despatch/sale. Any additional financial liability to BHEL on account of non-compliance by bidders shall be borne by them and shall be adjusted / recovered from the bidders. BHEL reserves the right to review the existing offers / contracts for any revision in terms, which may arise due to change in any statutory provisions to ensure that the benefit accrues to BHEL.
F	Bidder to ensure TAX INVOICE submission along with consignment
G	In respect of cases where the liability to discharge GST is on BHEL under reverse charge mechanism, bidders have to ensure timely submission of invoices and delivery of material / services to BHEL, so that there is no mismatch on both activities. In case there is any additional financial liability on BHEL on account of default on the part of the bidder on submission or delivery of material / services the same shall be passed on to them.
H	In respect of free issue material by BHEL, bidders have to return the processed material within the time line as per the provisions of GST. In case of any additional tax liability on BHEL on account of non-compliance by the bidder, the additional financial implications on BHEL shall be passed on to the bidder
I	Bidders to provide the applicable HSN / SAC codes as called for in the enquiry
J	As per provisions of section 171 of the CGST Act 2017, bidders to pass on the anti-profiteering benefits accruing to them under GST regime to BHEL
K	<p>With reference to section 51 of CGST act 2017 read with notification no 50/2018 – Central tax dated 13.09.2018; BHEL will be liable to deduct TDS under GST with effect from 01.10.2018. Deduction shall be made @ 2% (1% CGST + 1% SGST) or 2% IGST (as applicable) of the payment made or the amount credited. Bidder to generate &amp; submit invoices as per above.</p> <p>The amount of TDS shall be deposited to the Government account and BHEL shall issue TDS certificate to deductees, TDS deposited in the Government account will be reflected in the electronic cash ledger of the deductee who will be able to use the same for payment of tax or any other amount.</p> <p>Deduction of TCS along with additional TDS will be as per prevailing Government guidelines.</p>
15.	<b>Taxes &amp; Duties - Foreign Purchase — Imports</b>
A	The offered prices shall be inclusive of all the Taxes and duties as applicable in the country of bidder / country of dispatch for the quoted CFR / CIF price.
16	<b>Payment Terms-</b>
A	<b>Indigenous:</b> 100% payment in 90 days of receipt (45 days for MSE including Udyog Aadhar/ Udhyaam registered suppliers as per relevant act in force), subject to acceptance of material and relevant documents at BHEL. In case of despatch of material to site directly, site certification for receipt of materials is required unless otherwise provided for in the PO. Any deviation from the above payment terms, if accepted (by BHEL), shall be loaded @ SBI base rate + 6% for the purpose of bid evaluation.
B	<b>Foreign:</b> 100% against irrevocable, unconfirmed LC, payable within 90 days of the Bill of Lading (B/L) date or Payment terms of CAD payable on 90 <sup>th</sup> day of B/L / AWB. In case BHEL considers any deviation in payment terms i.e. early payment based on bidder's request, then bids shall be evaluated with loading of State bank of India Base rate plus 6%, for the credit



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

	<p>period short of 90 days. The LC shall be established 2 months prior to shipment date, valid for period of 90 days, unless agreed otherwise.</p> <p>Documents to be submitted as per UCP600 and should reach BHEL/ BHEL's bank at least 7 days prior to vessel arrival.</p>
C	<p>Foreign bidders to submit declaration of <b>Permanent Establishment and Business Connection (PEBC)</b> for remittances purpose. Declaration to be submitted in formats either in Annexure A or B whichever is applicable as per their transaction entered into with BHEL.</p> <p>In the absence of certificates from the bidder, withholding tax at applicable rates along with surcharge and cess will be recovered at the time of remittance to the bidder.</p>
D	<p>Foreign bidders to submit <b>Tax Residency Certificate (TRC) &amp; Form 10F</b> (for obtaining DTAA benefits) as per Annexure C in respect of services. The TRC (tax residency certificate) is to be issued by the authorities of the government of bidder's country. If the informative part of the format (other than residency) is not furnished by the authorities the same may be furnished by the bidder as a declaration.</p>
17	<b>Inspection of Goods</b>
A	<p>The Bidder shall give adequate notice, of 1 week or as mutually agreed period, in writing to the Purchaser (in case Customer inspection is involved) or BHEL appointed TPIA about the date and place at which the goods will be ready for inspection/ testing, as provided for in the contract.</p>
B	<p>Purchaser or his authorized representative shall be entitled to carry out inspection of material and workmanship/Surveillance Audit at Bidder's premises or at his sub-contractor's premises at all reasonable times during execution of contract; Such inspection, examination and testing, if made, shall not absolve the Bidder from his obligations under the contract.</p> <p>Wherever required, BHEL may carry out testing at BHEL's testing Lab and in case of any rejection during such testing, replacement / rectification, as required, will have to be done by Supplier.</p> <p>If BHEL carries out any rectification of such rejected material, such cost will be recovered from Supplier's Bills.</p> <p>In case of Customer inspection as Supplier's Works, inspection clearance to be obtained from Customer and submitted to BHEL.</p>
C	<p>BHEL's representative from unit or Corporate Quality (CQ) is authorised to carry out audits along with TPIA at bidder's works before clearing the items for despatch.</p>
D	<p>All costs related to inspections and re-inspections shall be borne by the Bidder. In case of inspection by BHEL and / or BHEL's customer, the cost of to &amp; fro passage and Boarding &amp; Lodging shall be borne by the Purchaser / Customer, unless otherwise specifically agreed. In case of foreign bidders, the cost of third party inspection, where called for, shall be deemed to be included in the quoted price. Bidder shall be responsible to provide assistance such as labour, materials, electricity, fuels, stores, apparatus, instruments at his cost, as may be required and as may be reasonably demanded to carry out such tests effectively.</p>
E	<p><b>REJECTION:</b></p> <p>If any goods are rejected, BHEL shall be at liberty to take action as per following at the risk and cost of supplier:</p> <ul style="list-style-type: none"> <li>a) Allow the supplier, wherever mutually agreed, to rectify the rejected goods at BHEL's works within reasonable time as fixed by BHEL.</li> <li style="text-align: center;">Or</li> <li>b) Allow the supplier to make free replacement within a specified period. Rejected goods can be lifted by the supplier thereafter.</li> <li style="text-align: center;">Or</li> <li>c) In case payment has been done, allow supplier to refund equivalent value of rejected material by NEFT / RTGS or furnish Bank Guarantee for same amount before lifting the rejected goods. Fresh replacement shall be regulated as per terms and condition of the original Purchase Order.</li> <li style="text-align: center;">Or</li> <li>d) Take alternate procurement action from elsewhere and recover the difference in total cost to BHEL including services, if any, incurred by BHEL in this regard from the supplier. The supplier shall not be entitled to any gain on repurchase.</li> <li style="text-align: center;">Or</li> <li>e) Terminate the contract either in part or in whole at the discretion of BHEL and recover the loss, if any, from the supplier.</li> <li style="text-align: center;">Or</li> </ul>



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

	f) Any goods rejected by BHEL must be removed by the supplier after making payment through NEFT / RTGS within 30 days after receipt of the intimation of rejection. If bidder fails to lift or allow despatch of rejected material at his cost within 90 days from the intimation of rejection, his claim on rejected material shall cease.
18	<b>Guarantee / Warranty and corresponding Repairs / Replacement of Goods</b>
A	<p>Manufacturer's works test/inspection certificates shall be furnished along with the guarantee that material conforms strictly to the specification for general &amp; special conditions as laid down in the purchase order. Goods shall comply with the specifications for material, workmanship and performance. The warranty shall be for a period of 12 months from the date of receipt. If the delivery is found non-compliant during the warranty period, leading to rejection, the Bidder shall arrange free replacement / repair of goods, within one month from the date of intimation or any mutually agreed period. The rejected goods shall be taken away by the Bidder at his cost and replaced on Delivered Duty Paid (DDP) (FOR - BHEL Stores/ designated destination basis) within such period. In the event of the Bidder's failure to comply, Purchaser may take action as appropriate, including Repair / Replenish rejected goods &amp; disposal of rejections, at the risk &amp; cost of the Bidder.</p> <p>In case the defects attributable to Bidder are detected during processing of the goods at purchaser's / his subcontractor's works, the Bidder shall be responsible for free replacement/ repair of the goods as required by the purchaser.</p>
19	<b>Evaluation and Loading Criteria:</b>
A	<p>The evaluation currency for this tender shall be INR.</p> <p>Evaluation of the tender shall be on the basis of delivered cost, i.e. 'total cost to BHEL' w.r.t the technical scope and commercial conditions finalized after techno-commercial clarifications (after considering, inter alia, Customs Duty and GST / Other taxes as applicable). Exchange rate (TT selling rate of State Bank of India) applicable on the date of Part-I bid opening shall be considered for evaluation of foreign bids. If the relevant day happens to be a bank holiday in India, then the FOREX rate as on the previous bank working day shall be taken for evaluation.</p> <p>Foreign suppliers shall ensure that the benefits as applicable under Comprehensive Economic Partnership Agreement (CEPA) with Government of India are disclosed in the bid &amp; relevant documents such as Certificate of Country of Origin, issued by the appropriate authority in the country of Export, is provided by the bidder along with dispatch documents. Bids shall be evaluated with such applicable benefits. In the event of Bidder failing to provide appropriate documents for Purchaser to avail disclosed concessional duty benefits in India, financial loss, so incurred, will be to the Bidder's account.</p>
20	<b>Variation of orders</b>
A	No variation to the Purchase order is permitted unless authorised in writing and signed by or on behalf of purchase executive, BHEL Bhopal.
21	<b>Sub-contract</b>
A	BHEL's order or part there off, if further to be subcontracted in exceptional circumstances the details of subcontracting and to whom to be subcontracted shall be furnished to BHEL and written permission shall be obtained from BHEL. However, it shall not absolve the supplier of the responsibility of fulfilling BHEL order requirements.
22	<b>Recovery / deductions of amount from supplier</b>
A	<p>a Any amount on account of recovery from consignor / supplier under any condition shall be liable to be adjusted against any amount payable to the consignor/supplier against bills.</p> <p>b For any deficiency in supplies where deduction is involved, an amount as decided by BHEL, shall be deducted from supplier's bills.</p>
23	<b>Safety clause for purchase orders</b>
A	<p>The bidders shall maintain and ensure sufficient safety measures as required for inspections and test like HV test. Pneumatic test, Hydraulic test Spring test, Bend test, Material handling and safe working environment etc. to enable Inspection Agency for performing inspection.</p> <p>The bidder shall ensure that all the safety precautions specified in factories Act 1948 chapter-IV Section-21 to 41 are complied with respect to equipment's to be inspected.</p> <p>If any test equipment is found not complying with proper safety requirement, then the inspection agency may withhold inspection, till such time the desired safety requirements are met.</p>
24	<b>Non-Disclosure Agreement</b>
A	<p>All Drawing and technical documents relating to the product or it's manufacture submitted by one party to the other, prior or subsequent to the formation of contract, shall remain property of the submitting party. Drawing, technical documents or other technical information received by one party, shall not without the consent of the other party, be used for any other purpose than that, for which they were provided. Such technical information shall not without the consent of the submitting party, otherwise be used or copied, reproduced, transmitted or communicated to a third party. Patterns supplied by BHEL will remain BHEL's property which shall be returned by the bidder on demand to BHEL. Bidder shall in no way share or use such intellectual property of BHEL to promote his own business with others. <b><u>BHEL reserves the right to claim damages from the bidder, or take appropriate penal action as deemed fit against the bidder, for any infringement of the provisions contained herein.</u></b></p>



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

	DRAWINGS, PATTERNS & TOOLS: All drawings, patterns & tools supplied by BHEL or made at BHEL's expense are BHEL's property. These cannot be used or referred to any other party and must only be used in the execution of BHEL's orders. These should be preserved at the supplier's cost for a period of not less than 5 years. Patterns & tools should be returned to BHEL within 90 days of issue of the same.
25	<b>Settlement of Disputes &amp; Arbitration</b>
A	All questions/interpretations regarding subject matter of the Contract shall be decided by the Purchaser on the request of the Bidder and the decision of the Purchaser shall be final.
B	In case of dispute, steps shall be taken by the parties to the contract to settle the same through negotiations.
C	In case, dispute is not settled in negotiations, it shall be referred to Conciliator appointed by the competent authority of the Purchaser.
D	<p>Except as provided elsewhere in this Contract, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL Unit/Region/Division issuing the Contract.</p> <p>The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties. Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or Statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Bhopal.</p> <p>The cost of arbitration shall be borne as per award of the Arbitrator.</p> <p>Subject to the arbitration in terms of Clause above, the Courts at Bhopal shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract.</p> <p>Notwithstanding the existence or any dispute or differences and /or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract. Administrative Mechanism for Resolution of CPSEs Dispute as stated in <a href="https://dpe.gov.in/guidelines/guidelines/chapters/2673">https://dpe.gov.in/guidelines/guidelines/chapters/2673</a>.</p> <p>In the event of any dispute or difference relating to the interpretation and application of the provisions of the commercial Contract between Central Public Sector Enterprises (CPSEs)/Port Trusts inter-se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning railways, Income Tax, Customs and Excise Departments), such dispute or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in Department of Public Enterprises (DPE) Office Memorandum No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018 as amended from time to time."</p>
E	The Bidder shall continue to perform the contract, pending settlement of dispute(s).
26	<b>Applicable Laws and Jurisdiction of Courts</b>
A	Indian laws both substantive and procedural, for the time being in force, including modifications thereto, shall govern the Contract including Arbitration proceedings. The competent Courts at Bhopal in the State of Madhya Pradesh, India shall have sole jurisdiction.
27	<b>RIGHT OF REJECTION /NON- PLACEMENT OF PO:</b> BHEL reserves the right to accept the offers in part or in full, or cancel the Tender enquiry without assigning any reason.
28	<b>Performance Bank Guarantee (PBG)/ Security Deposit (SD):</b>
A	Wherever PBG (covering equipment / system / work performance guarantee) is called for in the Notice Inviting Tender (NIT) deviation shall not be accepted.
B	Bank Guarantee wherever called for, shall be in the BHEL prescribed format. In case the order is to be placed in foreign currency, the BG must also be in Foreign currency, so specified by the Purchaser.
C	Wherever Security Deposit (covering contract performance) is called for in the NIT, deviation shall not be accepted.
D	Composite 'Contract Performance Bank Guarantee' of matching value/ validity, where both Security Deposit and Performance Bank Guarantee are required, shall not be construed as deviation.
E	Wherever the contract is for supply of Goods processed on labour basis from BHEL supplied materials, the materials shall be issued against a suitable Bank guarantee as specified in the Enquiry.
F	Bidder agrees to submit performance security required for execution of the contract within the time period mentioned. In case of delay in submission of performance security, enhanced performance security which would include interest (SBI rate + 6%) for the delayed period, shall be submitted by the bidder. Further, if performance security is not submitted such security, the amount of performance security due shall be covered as per terms defined in NIT/ contract , from the bills along with due interest.
29	<b>Benefits earmarked for Purchase from Micro &amp; Small Enterprises (MSEs) –</b>



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

	<p>All benefits as per Government of India guidelines shall be given to eligible bidders.</p> <p>MSE bidders as defined by the MSMED Act as amended from time to time can avail the intended benefits only if they submit along with the offer, attested copies of relevant document stipulated in the MSMED Act or its rules/ regulations as amended from time to time and /or by the buyer. Non submission of such documents as stipulated hereinbefore will lead to consideration of their bids at par with other bidders. No benefit shall be applicable for the concerned for the tender enquiry, if any deficiency in the above required documents is not submitted before the price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer. This provision for MSE will apply subject to the condition that the participating MSE meets the tender requirements.</p> <p>In case of any change in the MSE status of the bidder, it shall be the responsibility of the bidder to notify the change as a part of the bid document. If at a later date it comes to the knowledge of BHEL, that the change in the status has not been intimated by the bidder and the order is obtained under the premise of an MSE then BHEL may reject the bid or, as the case may be, cancel the order and take necessary steps for suspension of the business dealing against the bidder as per the extant guidelines for suspension of business dealings with suppliers/ contractors of BHEL.</p> <p>Note: MSME benefits shall not be given to traders, Dealers or authorised agents.</p>
A	<p>MSEs shall be given tender documents free of cost and shall be exempted from payment of EMD. Tender documents shall be issued free of cost &amp; no EMD wherever called for will be insisted upon. MSE bidders shall submit along with bid relevant documents w.r.t. their respective MSE status as per extant norms. Date to be reckoned for determining the deemed validity will be the last date of Technical bid submission. Non- submission of such document will lead to consideration of their bid, at par with other bidders and MSE status of such bidders shall be shifted to Non- MSE supplier till the supplier submit these documents.</p>
B	<p>In tender, participating MSEs quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to at least 25% of total tendered value. In case of more than one such MSE, the supply shall be shared proportionately.</p> <p>A quantum of 6.25% (25% out of target of 25%), so earmarked, will be reserved for MSE's owned by SC / ST entrepreneurs who submit their bid with relevant documents provided that in event of failure of such MSE(s) to participate in tender process or meet tender requirements and L1 price, 6.25% sub-target for procurement earmarked for MSE(s) owned by SC or ST entrepreneurs shall be met from other MSE(s).</p> <p>A quantum of minimum of 3% reservation within the above mentioned 25% reservation, so earmarked, will be reserved for MSE's owned by women entrepreneurs who submit their bid with relevant documents provided that in event of failure of such MSE(s) to participate in tender process or meet tender requirements and L1 price, 3% sub-target for procurement earmarked for MSE(s) owned by women entrepreneurs shall be met from other MSE(s).</p> <p>In case of indivisible tender, the full quantity shall be awarded to L1.</p>
C	<p>If an enterprise falling under MSE category as defined in the MSMED Act 2006, graduates to a higher category from its original category or beyond the purview of the Act, it shall continue to avail all non-tax benefits of its original category notified by the Ministry of Micro, Small and Medium Enterprise for a period of three years from the date of such graduation to the higher category.</p>
D	<p>MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (As per BHEL Format, where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer</p> <p>MSE bidders as defined by the MSMED Act as amended from time to time can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate/ Udyog Aadhar Memorandum certificate having deemed validity (five years from the date of issue in acknowledgement in EM II/ Udyog Aadhar) or valid NSIC certificate or EM II/ Udyog Aadhar certificate along with attested copy of a CA certificate (Format enclosed as per Annexure I where deemed validity of EM II certificate/ Udyog Aadhar certificate of five years have expired) applicable for the relevant financial year (latest audited) or such other document as may be stipulated in the MSMED Act or its rules/ regulations as amended from time to time and /or by the buyer. The deemed validity will be assessed on the date of bid opening (Part 1 in case of two part bid). Non submission of such documents as stipulated hereinbefore will lead to consideration of their bids at par with other bidders. No benefit shall be applicable for the concerned for the tender enquiry, if any deficiency in the above required documents is not submitted before the price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be</p>



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

	<p>notarized or attested by a Gazetted officer. This provision for MSE will apply subject to the condition that the participating MSE meets the tender requirements.</p> <p>In case of any change in the MSE status of the bidder, it shall be the responsibility of the bidder to notify the change as a part of the bid document. If at a later date it comes to the knowledge of BHEL, that the change in the status has not been intimated by the bidder and the order is obtained under the premise of an MSE then BHEL may reject the bid or, as the case may be, cancel the order and take necessary steps for suspension of the business dealing against the bidder as per the extant guidelines for suspension of business dealings with suppliers/ contractors of BHEL.</p> <p>In case if all the items being procured under the enquiry fall under category of reserved items as defined in “Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012” and if any of the MSE bidder(s) is techno-commercially qualified then the price bids of only MSE bidders shall be opened. If no MSE bidder is techno-commercially qualified, then price bids of all techno-commercially qualified bidders shall be opened.</p>																								
30	<p><b>Integrity Pact (IP) — Independent external monitors (IEM)</b></p> <p>For tenders in which integrity pact is applicable, following points stand valid :</p>																								
A	<p>IP is a tool to ensure that activities and transactions between the company and its bidders/contractors are handled in a fair, transparent and corruption free manner. A panel of Independent External Monitors (IEMs) have been appointed to oversee implementation of IP in BHEL.</p> <p>The IP as enclosed with the tender is to be submitted (duly signed by authorized signatory who signs in the offer) along with techno commercial bid. Only those bidders who have entered into such an IP with BHEL would be competent to participate in the bidding. In other words, entering into this pact would be a preliminary qualification.</p> <div><div><p>Name: -----</p><p>Address: -----</p><p>E-mail : -----</p></div><div>}</div><div>As indicated in NIT / enquiry</div></div>																								
B	<p>Please refer section 8 of the IP for roles and responsibilities of IEMs. In case of any complaint arising out of tendering process, the matter may be referred to the IEM mentioned in the tender.</p> <p><b>NOTE:</b> No routine correspondence shall be addressed to the IEM (phone / post/e-mail) regarding the clarifications, time extensions or any other administrative queries, etc. on the tender issued. All such clarifications/ issues shall be addressed directly to the tender issuing (procurement) department.</p> <p><b>For all clarifications/ issues related to the tender, please contact:</b></p> <table><tr><td></td><td>( 1 )</td><td>( 2 )</td></tr><tr><td><b>Name</b></td><td></td><td></td></tr><tr><td><b>Landline No.</b></td><td></td><td></td></tr><tr><td><b>Mobile No.</b></td><td></td><td></td></tr><tr><td><b>Email</b></td><td></td><td></td></tr><tr><td><b>Dept.</b></td><td></td><td></td></tr><tr><td><b>Address</b></td><td></td><td></td></tr><tr><td><b>Fax</b></td><td></td><td></td></tr></table>		( 1 )	( 2 )	<b>Name</b>			<b>Landline No.</b>			<b>Mobile No.</b>			<b>Email</b>			<b>Dept.</b>			<b>Address</b>			<b>Fax</b>		
	( 1 )	( 2 )																							
<b>Name</b>																									
<b>Landline No.</b>																									
<b>Mobile No.</b>																									
<b>Email</b>																									
<b>Dept.</b>																									
<b>Address</b>																									
<b>Fax</b>																									
31	<p><b>Fraud Prevention Policy :</b> The Bidder along with its associate/ collaborators/ sub-contractors/ sub-bidders/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <a href="http://www.bhel.com">www.bhel.com</a> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.</p>																								
32	<p><b>Integrity Commitment:</b> The offers of the bidders who are under suspension 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 BHEL website <a href="http://www.bhel.com">www.bhel.com</a>.</p> <p><b>Integrity commitment, performance of the contract and punitive action thereof :</b></p>																								
A	<p><b>Commitment by BHEL:</b></p> <p>BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all bidder(s) in a transparent and fair manner, and with equity.</p>																								
B	<p><b>Commitment by bidder / Supplier / Contractor :</b></p>																								
B1	<ul style="list-style-type: none"><li>- The bidder / supplier / contractor commit to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal code, 1860 or any other law in force in India.</li><li>- The bidder / supplier / contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by govt. of India / BHEL</li><li>- The bidder / supplier / contractor will perform / execute the contract as per the contract terms &amp; conditions and will not default without any reasonable cause, which causes loss of business / money / reputation to BHEL.</li></ul>																								



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

B2	<p>If any bidder / supplier / contractor during pre-tendering / tendering / post tendering / award / execution / post-execution stage indulges in mal-practices, cheating, bribery, fraud or / and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then action may be taken against such bidder / supplier / contractor as per the extant guidelines of the company available on <a href="http://www.bhel.com">www.bhel.com</a> and / or under applicable legal provisions.</p>
B3	<p><b>Preventive checks to eliminate suspected cartel formation between suppliers</b>  The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.  In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines</p> <p><b>Declaration by Bidders</b>  We declare that the following family firms or sister concern affiliates/ subsidiary firms are participating in the tender No _____</p> <p>1.0 _____  2.0 _____  3.0 _____</p> <p>I _____ hereby declare on behalf of M/s _____ and family firms or sister concern affiliates/ subsidiary firms listed above that we are not indulging in cartel formation for Enquiry No _____.</p> <p style="text-align: right;">( _____ )  For M/s _____  Seal and Sign</p>
33	<p><b>Public Procurement (Preference to Make in India), Order 2017</b>  For this procurement, Public Procurement (Preference to Make in India), Order 2017 Dtd 15.06.2017 and 28.05.2018 and subsequent orders issued by both DPIIT and the respective nodal ministries shall be applicable  For this procurement, the local content to categorise a supplier as a Class I local supplier/ Class II local Supplier / Non-Local supplier is as defined in Public Procurement (Preference to Make in India), Order 2017 dated 04.06.2020 issued by DPIIT. In case of subsequent orders issued by the nodal ministry changing the definition of local content for the items of the NIT, the same shall be applicable even if issued after issue of this NIT, but before opening of Part-II bids against this NIT.</p> <p><b>Bidder to mention the percentage of local content and place of value addition to manufacture these items in the tender.</b></p>
34	<b>RESTRICTION UNDER RULE 144 (xi) OF THE GENERAL FINANCIAL RULES 2017: As per latest government guidelines</b>
I	Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the competent authority.
II	"Bidder" (including the term 'tenderer', 'consultant' or service provider' in certain contexts means any person or firm or company , including any member of a consortium or joint venture (that is an association of several persons , or firms or companies) every artificial juridical person not falling in any of the description of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in procurement process.
III	<p>Bidder from a country which shares a land border with India" for the purpose of this order means: -</p> <ol style="list-style-type: none"> <li>An entity incorporated, established or registered in such a country; or</li> <li>A subsidiary of an entity incorporated, established or registered in such a country; or</li> <li>An entity substantially controlled through entities incorporated, established or registered in such a county; or</li> <li>An entity whose beneficial owner is situated in such a country; or</li> <li>An Indian (or other) agent of such an entity; or</li> <li>A natural person who is a citizen of such a country; or</li> <li>A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.</li> </ol>



BP 200102A

**GENERAL TERMS AND CONDITIONS OF ENQUIRY**

IV	<p>The beneficial owner for the purpose of (iii) above will be as under:</p> <ol style="list-style-type: none"><li>1. In case of company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.</li></ol> <p>Explanation –</p> <ol style="list-style-type: none"><li>a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of shares or capital or profits of the company.</li><li>b. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder’s agreements or voting agreements.</li></ol> <ol style="list-style-type: none"><li>2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;</li><li>3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;</li><li>4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;</li><li>5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.</li></ol>
V	<p>An Agent is a person employed to do any act for another, or to represent another in dealings with third person.</p>
VI	<p>Model certificate for Tenders</p> <p><i>“I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the competent authority. I hereby certify that this bidder fulfills all requirements in this regards and is eligible to be considered. [ Where applicable , evidence of valid registration by the Competent Authority shall be attached].”</i></p>

**Note:**

1.0 Tender Specific conditions shall override relevant provisions of this GTC

2.0 In the event of any change as notified by Govt. of India same will supersede.



FORM NO. MM 5627  
Rev - 03

## B.H.E.L., P.O. TERMS & CONDITIONS (INDIGENOUS)

The purchase order is subject to the following terms & conditions unless otherwise specified and directed :-

1. **ORDER ACKNOWLEDGEMENT :**  
Order acknowledgement in the enclosed format must reach the concerned officer of Materials Management Divisions within 4 weeks of purchase order. Failure to do so within stipulated period will be deemed to mean that the order has been accepted by the supplier.
2. **PACKING :**
  - a) The supplier shall securely protect and pack the goods against loss, damage or corrosion in transit. Packing shall allow for easy removal and checking on site and comply with carrier conditions of packing or established trade practice.
  - b) Cases and packing materials shall be supplied free of charge unless otherwise agreed to. Wherever specifically agreed to, empties shall be returned at suppliers expenses but no liability will be accepted by BHEL in respect thereof.
  - c) Damage to the consignment resulting out of poor/inferior packing shall be to the account of the supplier.
3. **MARKING :**
  - a) The following details to be clearly marked on each case/box/packing/bundle and reel.  
i) Consignee ii) BHEL Order No. iii) Gross weight iv) Net weight v) Dimensions in CMS vi) Brief description of item vii) BHEL Destination Code (refer purchase order) viii) Consignor.
  - b) All markings for safety, proper handling, storage, protection etc. are to be clearly marked on the case as per Indian Standard.
4. **CONSIGNEE :**  
Unless otherwise mentioned, all goods shall be consigned as noted below :
  - a) Rail : Sr. Manager, Central Receiving Section, HESG Central Railway via Bhopal.  
Note : Goods must not be consigned to Bhopal Station, HESG via Bhopal is an assisted siding in IRCA Chapter VIII page 373. All goods in small or wagon loads should be booked to this siding.
  - b) Road : Sr. Manager, Central Receiving Section Block VII, BHEL Despatches must be arranged through BHEL's approved transporters on door delivery basis.
  - c) Post/Air parcel : Sr. Manager Central Receiving section Block VII, BHEL, Bhopal - 462 022.
  - d) Supplier not complying with instructions at (a), (b) & (c) above shall do so at their risk and cost.
5. **PRICE :**  
Unless specifically agreed to other wise, all prices shall be treated as FIRM.
6. **TERMS OF PAYMENT :**  
The standard payment terms shall be as specified below and specified in the Purchase Order. It is however made clear that BHEL shall not accept any interest liability.

### A. Local ancillary and SSI Units and other local parties.

100% payment on receipt and acceptance of Materials within 90 days of the date of receipt in BHEL.

### B. Outstation SSI and other Suppliers.

BHEL prefers "door delivery" of material in which case payment shall be within 90 days from the date of despatch. In case documents through Bank 100% payments within 90 days from the date of despatch of Material. Delivery at our works.

Image of Payments through other negotiable instrument like Bill of Exchange/treasury etc. then the Material be delivered on "door delivery" basis. 100% payment within 90 days from date of acceptance of negotiable Bill, or Exchange/treasury. Hundies will be accepted by BHEL within 7 days of presentation or otherwise in accordance with contract.

नोट :- भुगतान के संबंधित दस्तावेजों का प्रचार केवल बैंक द्वारा ही होना चाहिए। बैंक द्वारा प्रचारित दस्तावेजों से प्राप्त होने वाले धन का प्रचार बैंक द्वारा ही होना चाहिए। बैंक द्वारा प्रचारित दस्तावेजों से प्राप्त होने वाले धन का प्रचार बैंक द्वारा ही होना चाहिए।

NOTE :- The cheque will be used by Registered post and the Company will in no way be responsible, if loss occurs due to delay by postal authorities or cheque falling into improper hands through forgery or fraud.

### 7. DOCUMENTATION :

The supplier shall forward four sets of the document as detailed below :-

- a) I set to the concerned Purchase officer, Materials management Deptt. 2nd floor Administrative Building, BHEL Bhopal-462 022, comprising of
 

i) Invoice	1 copy
ii) Challan/Despatch Advice note	2 copies
iii) Guarantee Certificate	3 copies
iv) Test Certificate	4 copies
v) Proforma for insurance	2 copies
vi) Photo copy of ED Paying Document	1 copy
vii) Photo copy of LR/R	1 copy
- b) II set to Dy. General Manager, Central Receiving Section, Block-VII, BHEL, Bhopal-462 022 comprising of :-
 

i) Original LR/R (if not negotiated through Bank)	
ii) Invoice	1 copy
iii) Challan/Despatch advice note	1 copy
iv) Excise Duty Paying document (Excise challan)	
- c) III set to Dy. Manager Purchase Bills Section, 4th floor Administrative Building BHEL, Bhopal-462022 comprising of :-
 

i) Signed Invoice	2 copies
ii) Excise Duty Paying Document (duplicate/photo copy)	1 copy
- d) IVth set to the bank in case of documents negotiated through Bank separately to each Purchase order comprising of :-
 

i) Original LR/R	
ii) Signed Invoice	2 copies
iii) Original Excise duty Paying Document (only in case of rail despatches)	
iv) Test Certificate	1 copy
v) Guarantee certificate	1 copy

### Note :

'C' form shall be issued directly to the supplier. No 'C' form shall be exchanged against documents through Bank. This will be issued once in a year against a P.O.  
In case of materials going to site directly, 'C' form will be issued after suppliers confirmation that he will issue corresponding E1 form.

8. **Excise only :** The original Excise duty paying document or equivalent document indicating tariff item No. and drawn in favour of BHEL, Bhopal for each consignment shall accompany the transporters in case of road despatches and with R/R in case of rail despatches. In case of any other mode of despatch (such as Regd. Post Parcel / Air Parcel etc.) the same shall be forwarded to Sr. Manager, Central Receiving Section, Block VII, BHEL, Bhopal-462 022 directly by registered post/hand delivery. The Excise duty paying document must not be enclosed inside the packing case. No Excise Duty shall be paid in the absence of the above document.

### 9. SALES TAX :

BHEL Bhopal is registered as a manufacturer under Sales Tax registration No. BPLH/11, MPST No. BPL/HKL/9, Sales Tax declaration form will be issued as per rules. Supplier is to furnish E-1 form within 15 days after receipt of 'C' form in favour of Sr. Mgr. (Sales Tax) Materials Management Deptt.  
for the despatches direct to customers i.e. Destination other than BHEL Bhopal Otherwise full CST & Penalty will be paid by Supplier.

### 10. INSURANCE :

supply. Wherever possible despatch particulars like MR with date, PO No. and value should be by TLX, TUG to Sr. Mgr. concerned group and to our underwriters (Gram - National Insurance TLX cable/NIC Div).

### 11. QUALITY :

All the goods supplied and services rendered must be the best of their kind and conform to the a mentioned in the order and/ or to be strictly in accordance with approved samples or drawings.

### 12. INSPECTION :

All the goods and works are subject to BHEL's inspection or where stipulated by BHEL's client or his nominees at supplier works. Despatch can be arranged against despatch clearance note issued inspection and/or customer's representative, However final acceptance is subject to inspection and at the destination.

### 13. TEST CERTIFICATE :

All certificates called for in the specification or order must be sent by Registered Post with the A BHEL may test any goods supplied and their decision is final irrespective of supplier's certificates. If test certificate and guarantee certificate are not received alongwith the document and stipulated specifications, BHEL reserves the right to get the material tested and recover the expenses from it without awaiting suppliers confirmation.

### 14. GUARANTEE :

All goods shall be free from any defect due to faulty design/material and / or workmanship/erect called for) and will be guaranteed for a period of twelve months from the date of commissioning of it 24 months from the date of despatch whichever is earlier. However, for any "Type defects" Sup responsible even after 24 months, if failure of the item on a/c of this.  
Where the contract stipulates submission of Bank guarantee the Suppliers shall get validity period extended from the Bank as and when required, failing which it will be treated as Breach of the to contract and the contract is liable to be cancelled and the loss suffered by BHEL shall be recoverer supplier.

### 15. REJECTION :

If any goods are rejected, BHEL shall be at liberty to take action as per following at the risk and cost  
a) Allow the supplier, where ever mutually agreed, to rectify the rejected goods at BHEL's work within time as fixed by BHEL.

or

b) Allow the supplier to make free replacement within a specified period. Rejected goods can be if supplier thereafter.

or

c) Allow supplier to refund the full amount paid to him by BHEL by a demand draft before lifting the reje Fresh replacement shall be regulated as per terms and condition of the original Purchase Order.

or

d) Take alternate procurement action from elsewhere and recover the difference in cost. If any, incur in this regard from the supplier. The supplier shall not be entitled to any gain on repurchase.

or

e) Terminate the contract either in part or in whole at the discretion of BHEL and recover the loss if a supplier.

or

f) Any goods rejected by BHEL must be removed by the supplier after making payment through De within 45 days from the date of intimation of rejection or 30 days after receipt to of the intimation which ever is earlier. If the goods are not removed within the period stipulated above, the goods sh to be sold by BHEL and the proceeds there of shall be adjusted towards storage charge and or of

### 16. DRAWINGS, PATTERNS & TOOLS :

All drawings as also all patterns and tool supplied by BHEL or made at BHEL's expense are BHEL These cannot be used or referred to any other party and must only be used in the execution of BHEL These should be preserved at the supplier's cost for a period of not less than 5 year.

### 17. INDEMNITY :

Supplier shall indemnify BHEL against the following:

a) Any claim or infringement of letters, patent or registered design by the use or sale of any article supplied to BHEL and against all costs and damages which may incur in any action for such infrings which BHEL become liable in any such action.

b) All claims for injury or damages caused by the suppliers negligence or the negligence of supplier or arising from any defect in the goods supplied or on the work carried out by the supplier.

c) All claims for injury to the supplier's employees or agents employees whilst on BHEL premise.

### 18. SUB-CONTRACT :

BHEL's order or part there off, if further to be subcontracted in exceptional circumstances the subcontracting and to whom to be subcontracted shall be furnished to BHEL and written permission obtained from BHEL. However it shall not absolve the supplier of the responsibility of fulfilling requirements.

### 19. VARIATION OF ORDERS :

No variation to this order is permitted unless authorised in writing and signed by or on behalf of executive. BHEL Bhopal.

### 20. LIQUIDATION DAMAGE/PENALTY :

a) Failure to effect supply by the time specified in the order or period of extension granted in writing by make the supplier liable to pay liquidated damage/an unconditional penalty, as the case may be, of Percent) of the price of the goods in arrears per week at the discretion of BHEL, subject to a maximum of the order value.

b) If the material is not supplied within stipulated time BHEL shall be within their right to cancel the purchase, the material through any other source at the risk and cost of the supplier, In such an ever obligatory on the defaulting supplier to make good any loss suffered by BHEL.

### 21. ADJUSTMENT OF RECOVERY OF AMOUNT PAYABLE BY THE SUPPLIER :

Any amount payable by the consignee/supplier under any of the condition of this contract shall be adjusted against any amount payable to the consignee/supplier under any other/works/contract him. This is without prejudice to any other action as may be deemed fit by BHEL.

### 22. JURISDICTION :

All suits or any matters arising out of this purchase order shall be lie in BHOPAL COURTS ONLY.

### 23. ARBITRATION :

In all cases of disputes emanating from and in reference to this Purchase Order the matter shall be the arbitration of the sole arbitration of the Executive Director/ GM of BHEL, Bhopal or any of (including an employee of BHEL, even though he had to deal with the matter relating to this P.O. in a nominated by the said Executive Director/ GM to act as sole arbitrator. The arbitration shall be ARBITRATION AND CONCILIATION ACT OF 1996 and the rules there under. The arbitrator may times with the consent of the parties enlarge the time for making and publishing the award.

### 24. HAZARDOUS/TOXIC CHEMICALS :

Supplier to supply the "Material Safety Data Sheet (MSDS)" in the standard prescribed proforma environment act Schedule-9 Rule 17, Manufacture, Storage And Import of chemicals Rule-1981

### 25. SAFETY CLAUSE FOR PURCHASE ORDERS :

The vendors shall maintain and ensure sufficient safety measures as required for inspections and test, Pneumatic test, Hydraulic test, Spring test, Bend test, Material handling and safe working etc. to enable inspection Agency for performing inspection.

The vendor shall ensure that all the safety precautions specified in factories Act 1948 Chapter-IV to 41 are complied with respect to equipments to be inspected.

If any test equipment is found not complying with proper safety requirements, then the inspection

In all cases Supplier must furnish despatch particulars for each consignment in the format enclosed with the purchase order in duplicate by registered post to Sr. Mgr. (M.M.) concerned, Administrative Building, BH&L, Bhopal-462 022 and one form to Branch Manager, M/s National Insurance Co. Ltd., First Floor, B. Indrapuri, Bhopal-462 021 immediately after despatch of material. The documents should reach within 10 days from the date of despatch. Failure to do so will make the supplier responsible for making good any loss. Please note that insurance by BH&L does not absolve the suppliers from the responsibility of defective bad packing, short/wrong

with hold inspection, till such time the desired safety requirements are met.



# **GUIDELINES FOR REVERSE AUCTION - 2021**

**(AA:SSP:RA:05 dated 08.03.2021)**

Record of Amendments		
Amendment No.	Date of issue	Remarks
01	10.03.2021	Clause 10.1 modified
02	02.09.2023	Clause 10.1 modified

**SOURCING STRATEGY & POLICY  
BHEL, New Delhi**

# Guidelines for Reverse Auction – 2021

Doc. No. AA:SSP:RA:05  
Dated: 08.03.2021

---

## 1.0 Scope

This document describes the guidelines to be followed by each Unit/ Division/ Region for conducting Reverse Auction (RA) for procurement of material/ works/ services. These guidelines will be applicable for all purchases/ contracts to be awarded under Purchase/ Works policy and the RA shall follow the philosophy of English Reverse (No ties). Based on these guidelines, Units/ Divisions/ Regions (hereinafter referred as 'units') may issue their own Departmental Procedures without changing the intent and spirit of the guidelines contained in this document. These guidelines will supersede earlier guidelines issued vide AA:SSP:RA:04 dated 04.03.2020.

English Reverse (No ties) is a type of auction where the starting price and bid decrement are announced before start of online reverse auction. The interested bidders can thereupon start bidding in an iterative process wherein the lowest bidder at any given moment can be displaced by an even lower bid of a competing bidder, within a given time frame. The bidding is with reference to the current lowest bid in the reverse auction. All bidders will see the current lowest quoted price and their rank. The term 'No ties' is used since more than one bidder cannot give an identical price, at a given instant, during the reverse auction. In other words, there shall never be a tie in the bids.

## 2.0 Intent of Reverse Auction

To derive maximum benefit in cost savings through competitive bidding.

## 3.0 Upfront declaration in NIT

Wherever it is felt that procurement may be done through Reverse Auction, the bids shall be invited in two parts/ three parts or single part bid (Price Bid) where Techno-Commercial MoU already exists. Wherever, the evaluation is done for individual line item, separate sealed envelope price bid for each line item shall be taken.

Decision to go for RA would be taken before floating of the tender. In case it is decided to go for RA, same shall be declared upfront in NIT by inserting the following **clause**:

*"BHEL shall be resorting to Reverse Auction (RA) (Guidelines as available on [www.bhel.com](http://www.bhel.com)) for this tender. RA shall be conducted among the techno-*

## Guidelines for Reverse Auction – 2021

Doc. No. AA:SSP:RA:05  
Dated: 08.03.2021

---

*commercially qualified bidders.*

*Price bids of all techno-commercially qualified bidders shall be opened and same shall be considered for RA. In case any bidder(s) do(es) not participate in online Reverse Auction, their sealed envelope price bid along with applicable loading, if any, shall be considered for ranking."*

### 4.0 Aspects to be considered for RA

Following aspects may be considered by the competent authority (empowered to approve the ordering) to decide before floating of the tender if RA is to be conducted for that particular tender:

- a) Number of techno-commercially qualified bidders in previous tender for same/ similar class of item
- b) Price volatility of the item(s) under consideration
- c) Past purchase experience of similar item(s)
- d) Tender Value of the item(s) under procurement
- e) Any other aspect which may be specific to tender

Note: Decision to go for RA or not will be on case to case basis with recorded reasons.

### 5.0 RA Committee

Purchase/ Tender committee, if already in place, shall also act as RA committee. Purchase representative will be the convener. In case Purchase/ Tender committee has not been formed, the Product Manager/ MM Head/ Department Head, shall constitute RA committee consisting of representatives (*rank as per DoP of tender/ negotiation committee*) from departments of Engineering/ Indenter/ User, Purchase and Finance. This committee will work for a specific tender. The role of RA committee shall be as below:

- To vet the comparative statement comprising sealed envelope price bids received, MSE status, qualification against Public Procurement (Preference to Make in India), Order 2017 (PPP-MII, Order 2017) of all techno-commercially qualified bidders, loading etc. before sending it to the service provider for RA.
- To decide and record the 'Start-Price' and 'Bid Decrement'.
- To observe the RA process and declare RA as successful.

## Guidelines for Reverse Auction – 2021

Doc. No. AA:SSP:RA:05  
Dated: 08.03.2021

---

### 6.0 Business rules for RA

Model Business rules (annexure I) and other annexures II to VI are attached. MM shall prepare and fill in the required details in the annexures at appropriate places like:

- Enquiry/ Request for Quotation (RFQ) number
- Name and Addresses of the bidders
- Items description, quantities/ weight, Specification
- Date and time of opening and closing of RA
- Extension conditions
- Loading Criteria/ Formulae
- Foreign Exchange (FE) rates for evaluation
- Taxes & Duties
- Freight & Insurance
- Bidders' training, if required, etc.

The calculation sheet e.g. excel sheet (which will help to arrive at 'Total Cost to BHEL') which is communicated to respective bidders of RA, will be prepared by MM and vetted by Finance. This calculation sheet will be finalized based on the evaluation criteria specified in the NIT and will be same based on which sealed envelope price bids have been evaluated.

MM shall issue a mandate (annexure II) to the service provider covering business rules etc. and inform about event, calculation sheet etc. to all techno-commercially accepted bidders.

### 7.0 Role of Service Provider

- Acknowledge the receipt of mandate from BHEL.
- Contact the bidders, provide business rules and train them, as required.
- Get the process compliance form (annexure III) signed by all the participating bidders before RA event.
- Conduct the event as per the contract and business rules.
- Submit the Login Reports, Results, History sheet and authorized final bid from the bidders.
- To obtain price breakup from successful bidder and submit the same to BHEL.

### 8.0 Start price for RA shall be lowest of sealed envelope price bid.

Note: Wherever more than one lowest sealed envelope price bids are identical, RA committee shall declare the start price by reducing the lowest sealed envelope price bid by maximum of one decrement.

## Guidelines for Reverse Auction – 2021

Doc. No. AA:SSP:RA:05

Dated: 08.03.2021

amdt02 dated 02.09.2023

---

### 9.0 Witnessing Auction

Access to witness the RA shall be available to the concerned officials of BHEL (Indenter/ Finance Officials/ Purchase Officials), nominated by Head MM/ Purchase/ Contracts.

### 10.0 Reverse Auction Process

- 10.1 Reverse Auction will be conducted if two or more bidders are techno-commercially qualified. In case of two or three qualified bidders, there shall be no elimination of H1 bidder (whose quote is highest in sealed envelope price bid). In case of four qualified bidders, the H1 bidder shall be eliminated whereas in case of five qualified bidders, H1 & H2 bidders shall be eliminated. However, in case of six or more qualified bidders are available, RA would be conducted amongst first 50% of the bidders arranged in the order of prices from lowest to highest. Number of bidders eligible for participating in RA would be rounded off to next higher integer value if number of qualified bidders is odd (e.g. if 7 bids are qualified, then RA will be conducted amongst lowest four bidders). However, there will be no elimination of qualified bidders who are MSE or qualifying under PPP-MII, Order 2017, [provided their bids are within their respective margin of purchase preference {presently 15% for MSEs and 20% for PPP-MII, or as amended from time to time}](#).

In case of multiple H1 bidders, all H1 bidders ([except](#) MSEs and bidders qualifying under PPP-MII, Order 2017, [who are within the margin of purchase preference](#)) shall be removed provided minimum two bidders remain in fray, else no H1 removal.

- 10.2 The lowest bidder in sealed envelope price bid shall be shown as current L1 automatically by the system. System shall have the provision to indicate this bid as current L1 for further bidding. This price can be displaced by an even lower bid of a competing bidder.

If the start price is lower than the lowest sealed envelope price bid (in line with clause 8.0), on acceptance of such start price by any bidder this bid would be indicated as current L1 for further bidding. However, if no bidder accepts the start price, RA shall be treated as cancelled for the respective line item(s) and the tender shall be processed accordingly.

In case of no further bidding, RA will be deemed to have been successful with current L1 bidder. During RA, all bidders will see their rank and current L1 price on the screen. Once the RA is done, the ranking status would be based on the last quoted price of the bidder(s) irrespective of the quote received in RA or sealed envelope price bid.

## Guidelines for Reverse Auction – 2021

Doc. No. AA:SSP:RA:05  
Dated: 08.03.2021

- 10.3 No bidder shall be allowed to lower its bid below the current L1 by more than 5 decrements at one go.

### 11.0 Processing of case after RA

- 11.1 Wherever the evaluation is done on total cost basis, after Reverse Auction, prices of individual line items shall be reduced on pro-rata basis.
- 11.2 In case of splitting requirement, bidders who were removed from participation in RA may also be considered for counter offer if the pre-stated (NIT) numbers of suppliers do not accept the counter offer. However, principle of splitting to N-1 bidder shall be maintained in line with extant Purchase Policy/ Work Policy.
- 11.3 Reasonability of rates received through RA to be ascertained as per extant Policy provisions.

### 12.0 Payment to the Service Provider

Payment shall be made as per the agreed terms of the Framework Agreement with the service provider based on the mandate issued and service provider's invoice certified by the respective MM. If the RA event is conducted as per the mandate given by BHEL and agreed procedure, payment shall be made to the service provider irrespective of the auction outcome.

### 13.0 Others

- 13.1 If RA is being conducted for multiple line items and L1 is to be decided for individual items, number of items in single screen be restricted to 10 (ten) to avoid scrolling by the bidders.
- 13.2 In case of enquiry through e-Procurement, the sealed electronic price bid (e-bid) is to be treated as sealed envelope price bid.
- 13.3 BHEL will inform bidders the details of service provider who will provide business rules, all necessary training and assistance before commencement of online bidding.
- 13.4 Bidders will be advised to read the 'Business Rules' indicating details of RA event carefully, before reverse auction event.
- 13.5 Model annexures are enclosed. However, to suit specific requirement of the Units changes in the annexures may be done with the approval of respective MM Head of Unit. Such changes shall specifically be communicated to the service provider before the RA event.

---XXX---

# GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05  
DATED: 08.03.2021

## Business Rules for Reverse Auction

### Annexure – I

---

This has reference to tender no **{tender number....date...}**. BHEL shall finalise the Rates for the supply of *{item name}* through Reverse Auction mode. BHEL has made arrangement with M/s. *{Service provider}*, who shall be BHEL's authorized service provider for the same. Bidders should go through the instructions given below and submit acceptance of the same.

The technical & commercial terms are as per (a) BHEL Tender Enq. No. {...} dated {...}, (b) Bidders' technical & commercial bid (in case of two part bid) and (c) subsequent correspondences between BHEL and the bidders, if any.

#### 1. Procedure of Reverse Auctioning

- i. Price bids of all techno-commercially qualified bidders shall be opened.
- ii. **Reverse Auction:** The 'bid decrement' will be decided by BHEL.
- iii. The lowest bidder in sealed envelope price bid shall be shown as current L1 automatically by the system and no acceptance of that price is required. System shall have the provision to indicate this bid as current L1.
- iv. Bidders by offering a minimum bid decrement or the multiples thereof can displace a standing lowest bid and become "L1" and this continues as an iterative process. However, no bidder shall be allowed to lower its bid below the current L1 by more than 5 decrements at one go.
- v. After the completion of the reverse auction, the Closing Price shall be available for further processing.
- vi. Wherever the evaluation is done on total cost basis, after Reverse Auction, prices of individual line items shall be reduced on pro-rata basis.

**2. Schedule for reverse auction:** The Reverse Auction is tentatively scheduled on {date}: ;{start time}: ;{Close Time: }.

**3. Auction extension time:** If a bidder places a bid in the last {...} minutes of closing of the Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for another {...} minutes,

---

# GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05  
DATED: 08.03.2021

## Business Rules for Reverse Auction

### Annexure – I

for the entire auction (i.e. for all the items in the auction), from the time that bid comes in. Please note that the auto-extension will take place only if a bid comes in those last {...} minutes and if that bid gets accepted as the lowest bid. If the bid does not get accepted as the lowest bid, the auto-extension will not take place even if that bid might have come in the last {...} minutes. In case, there is no bid in the last {...} minutes of closing of Reverse Auction, the auction shall get closed automatically without any extension. However, bidders are advised not to wait till the last minute or last few seconds to enter their bid during the auto-extension period to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.

The above process will continue till completion of Reverse Auction.

Complaints/ Grievances, if any, regarding denial of service or any related issue should be given in writing thru e-mail/ fax to M/s. {Service provider} with a copy to BHEL within 15 minutes prior to initial closing time of Reverse Auction.

4. **Bid price:** The Bidder has to quote the {...} Price inclusive of Packing & Forwarding charges, all the routine & type tests as per tender scope, taxes, duties, freight and insurance as specified in tender document, including loading (if indicated by BHEL due to deviations in technical/ commercial terms) for the Items specified. Details are as shown in Excel Sheet for calculation of total cost to BHEL (To be specified by Unit as per NIT conditions).
5. **Bidding currency and unit of measurement:** Bidding will be conducted in *Indian Rupees per Unit* of the material as per the specifications {...}

In case of foreign currency bids, exchange rate (TT selling rate of State Bank of India) as on scheduled date of tender opening (Part-I bid) shall be considered for conversion in Indian Rupees. If the relevant day happens to be a Bank holiday, then the forex rate as on the previous bank (SBI) working day shall be taken.

6. **Validity of bids:** Price shall be valid for {... days} from the date of reverse auction. These shall not be subjected to any change whatsoever.

# GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05  
DATED: 08.03.2021

## **Business Rules for Reverse Auction**

### **Annexure – I**

- 
7. **Lowest bid of a bidder:** In case the bidder submits more than one bid, the lowest bid at the end of Reverse Auction will be considered as the bidder's final offer to execute the work.
  8. Unique user IDs shall be used by bidders during bidding process. All bids made from the Login ID given to the bidders will be deemed to have been made by the bidders/ bidders' company.
  9. **Post auction procedure:** BHEL will proceed with the Lowest Bid in the Reverse Auction for further processing.
  10. Any commercial/ technical loading shall be separately intimated to respective bidders prior to RA. The excel sheet provided in this regard shall cover all these aspects. Commercial/ technical loading if any, shall be added by the respective bidder in its price during Reverse Auction. Modalities of loading & de-loading shall be separately intimated to the bidders. The responsibility for correctness of total cost to BHEL shall lie with the bidders.
  11. Reverse auction shall be conducted by BHEL (through M/s {Service Provider}), on pre-specified date, while the bidders shall be quoting from their own offices/ place of their choice. Internet connectivity shall have to be ensured by bidders themselves.

During the RA process if a bidder is not able to bid and requests for extension of time by FAX/ email/ phone then time extension of additional 15 minutes will be given by the service provider provided such requests come before 5 minutes of auction closing time. However, only one such request per bidder can be entertained.

In order to ward-off contingent situation of connectivity failure bidders are requested to make all the necessary arrangements/ alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the reverse auction successfully. Failure of power or loss of connectivity at the premises of bidders during the Reverse auction cannot be the cause for not participating in the reverse auction. On account of this, the time for the auction cannot be extended and neither BHEL nor M/s. {Service provider} is responsible for such eventualities.

### **Business Rules for Reverse Auction**

### **Annexure – I**

- 
12. Proxy bids: Proxy bidding feature is a pro-bidder feature to safe guard the bidder's interest of any internet failure or to avoid last minute rush. The proxy feature allows bidders to place an automated bid in the system directly in an auction and bid without having to enter a new amount each time a competing bidder submits a new offer. The bid amount that a bidder enters is the minimum that the bidder is willing to offer. Here the software bids on behalf of the bidder. This obviates the need for the bidder participating in the bidding process until the proxy bid amount is decrementally reached by other bidders. When proxy bid amount is reached, the bidder (who has submitted the proxy bid) has an option to start participating in the bidding process.

The proxy amount is the minimum amount that the bidder is willing to offer. During the course of bidding, the bidder cannot delete or change the amount of a proxy bid.

Bids are submitted in decrements (decreasing bid amounts). The application automates proxy bidding by processing proxy bids automatically, according to the decrement that the auction originator originally established when creating the auction, submitting offers to the next bid decrement each time a competing bidder bids, regardless of the fact whether the competing bids are submitted as proxy or standard bids. However, it may please be noted that if a manual bid and proxy bid are submitted at the same instant manual bid will be recognized as the L1 at that instant.

In case of more than one proxy bid, the system shall bid till it crosses the threshold value of 'each lowest proxy bid' and thereafter allow the competition to decide the final L1 price.

Proxy bids are fed into the system directly by the respective bidders. As such this information is privy only to the respective bidder(s).

13. Bidders are advised to get fully trained and clear all their doubts such as refreshing of Screen, quantity being auctioned, tender value being auctioned etc from M/s {Service provider}.
14. M/s. {Service provider}, shall arrange to demonstrate/ train the bidder or bidder's nominated person(s), without any cost to bidders. M/s. {Service provider}, shall also explain the bidders, all the business rules related to the
-

# GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05  
DATED: 08.03.2021

## **Business Rules for Reverse Auction**

### **Annexure – I**

---

Reverse Auction. Bidders are required to submit their acceptance to the terms/ conditions/ modalities before participating in the Reverse Auction in the process compliance form as enclosed. Without this, the bidder will not be eligible to participate in the event.

15. Successful bidder shall be required to submit the final prices (L1) in prescribed format (Annexure – VI) for price breakup, quoted during the Reverse Auction, duly signed and stamped as token of acceptance without any new condition (other than those already agreed to before start of auction), after the completion of auction to M/s. {Service provider} besides BHEL within two working days of Auction without fail.
16. Any variation between the final bid value and that in the confirmatory signed price breakup document will be considered as tampering the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings (as available on [www.bhel.com](http://www.bhel.com)).
17. Bidders' bid will be taken as an offer to execute the work/ supplies the item as per enquiry no. {...} dt. {...}. Bids once made by the bidder, cannot be cancelled/ withdrawn and bidder shall be bound to execute the work as mentioned above at bidder's final bid price. Should bidder back out and not execute the contract as per the rates quoted, BHEL shall take action as per extant guidelines for suspension of business dealings (as available on [www.bhel.com](http://www.bhel.com)).
18. Bidders shall be able to view the following on their screen along with the necessary fields during Reverse Auction:
  - a. Leading (Running Lowest) Bid in the Auction (only total price of package)
  - b. Bid Placed by the bidder
  - c. Start Price
  - d. Decrement value
  - e. Rank of their own bid during bidding as well as at the close of auction.
19. BHEL's decision on award of contract shall be final and binding on all the Bidders.
20. BHEL reserves the right to extend, reschedule or cancel the Reverse Auction process at any time, before ordering, without assigning any reason, with

# GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05  
DATED: 08.03.2021

## **Business Rules for Reverse Auction**

### **Annexure – I**

---

intimation to bidders.

21. BHEL shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause. In such cases, the decision of BHEL shall be binding on the bidders.
22. Other terms and conditions shall be as per bidder's techno-commercial offers and other correspondences, if any, till date.
23. If there is any clash between this business document and the FAQ available, if any, in the website of M/s. {Service provider}, the terms & conditions given in this business document will supersede the information contained in the FAQs. Any changes made by BHEL/ service provider (due to unforeseen contingencies) after the first posting shall be deemed to have been accepted if the bidder continues to access the portal after that time.
24. Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines for suspension of business dealings (as available on [www.bhel.com](http://www.bhel.com)), shall be initiated by BHEL.

# GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05  
DATED: 08.03.2021

## Mandate to Service Provider

## Annexure – II

**Ref :**

**Date :**

To,

M/s. {Service provider}

Sub: Providing of Services for Reverse Auction.

Ref: No {...} date {...}

Dear Sir,

Please conduct Reverse Auction as per the following details:

- **Scope:** Auction event management with training of BHEL and its bidders.
- Seek process compliance form from all the bidders provided by BHEL before start of RA event. In case of postponement of event to some other date, ensure acknowledgement from each bidder.
- Price: Rs. {.....}/- . No other duties, Taxes, levies etc. except service tax @ {.....}% shall be payable for conducting reverse auction. This price is firm.
- Payment Terms: 100% payment after successful completion of Auction.
- Start Price: L1 as per the CST (Comparative statement) of the envelope sealed bid shall be marked as L1 automatically by the system at the start of the auction, provided the L1 bidder participates in the RA by submitting the process compliance form. In case the Process Compliance form is not submitted by the L1 bidder, still its price has to be mapped as start price of RA for further bidding in RA.  
Wherever there are more than one L1 in CST, the start price shall be the L1 price reduced by one decrement and the same shall be accepted by the interested bidder(s) for start of RA process.
- Completion of Auction Process: The auction process shall be deemed to have been successfully completed on receipt and acceptance of final report including hard copy/ email of the final bid with price break up, duly signed by the successful bidder who has participated in the reverse auction. The bill shall be submitted along with the completion report to the undersigned.
- Business Rules of the Reverse Auction are as per Annexure – I.
- The list of bidders with their contact details is given in Annexure – IV. and the details of the item (s) to be Reverse Auctioned are as per Annexure – V.
- Please acknowledge receipt of this letter order and also confirm that final report (duly signed and stamped by M/s. {Service provider}) including hard copy/ email of the final bid with breakup of prices duly signed by the successful bidder (duly endorsed by M/s. {Service provider}) shall be submitted within **four** working days of conclusion of auction.

**Yours sincerely,**

(for and on behalf of BHEL)

## GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05

DATED: 08.03.2021

### Mandate to Service Provider

### Annexure – II

**Note:**

If the event has been conducted as per mandate, you shall be paid irrespective of RA outcome.

<b>Buyer Name</b>	<ul style="list-style-type: none"><li>- Name of BHEL Unit</li><li>- Full postal address</li><li>- Fax:</li><li>- Phone:</li><li>- Email:</li><li>- Contact person name:</li><li>- Phone:</li><li>-</li></ul>
<b>Auction to be conducted by</b>	<ul style="list-style-type: none"><li>- Name of Service provider</li><li>- Full postal address</li><li>- Fax:</li><li>- Phone:</li><li>- Email:</li><li>- Contact person name:</li><li>- Phone:</li><li>-</li></ul>
<b>Date of Auction</b>	<ul style="list-style-type: none"><li>- Date of Auction</li><li>- Reverse auction time:</li><li>- Auction website:</li><li>-</li></ul>
<b>Documents Attached: (To be sent to the bidders)</b>	<ol style="list-style-type: none"><li>1) Business rules for Reverse Auction (<u>Annexure-I</u>)</li><li>2) Process Compliance Form (<u>Annexure-III</u>)</li><li>3) Details of item (s) to be Reverse Auctioned (<u>Annexure-V</u>)</li><li>4) Post RA Price confirmation by bidder (<u>Annexure-VI</u>)</li></ol>

# GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05

DATED: 08.03.2021

## Process Compliance Form

### Annexure – III

---

**(The bidders are required to print this on their company's letterhead and sign, stamp before RA)**

To

- M/s. {Service provider}
- Postal address}

#### **Sub: Agreement to the Process related Terms and Conditions**

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the RFQ document for {Items} against BHEL enquiry/ RFQ no.{.....} dt. {.....} This letter is to confirm that:

- 1) The undersigned is authorized official/ representative of the company to participate in RA and to sign the related documents.
- 2) We have studied the Reverse Auction guidelines (as available on www.bhel.com), and the Business rules governing the Reverse Auction as mentioned in your letter and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We also confirm that, in case we become L1 bidder, we will FAX/ email the price confirmation & break up of our quoted price as per Annexure - VI within **two** working days (of BHEL) after completion of RA event, besides sending the same by registered post/ courier both to M/s. BHEL and M/s. {Service provider.}

We, hereby confirm that we will honor the Bids placed by us during the auction process.

With regards

Signature with company seal

Name –

Company / Organization

Designation within Company / Organization

Address of Company / Organization

- **Sign this document and FAX/ email it to M/s {Service provider} at {.....} prior to start of the Event.**

## GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05

DATED: 08.03.2021

### List of bidders and their address/ contact person details

#### Annexure – IV

---

Sl. No.	Address	Contact Person
1	<ul style="list-style-type: none"><li>- Name of bidder</li><li>- Full postal address</li><li>- Fax:</li><li>- Phone:</li><li>- Email:</li></ul>	<ul style="list-style-type: none"><li>- Contact person name:</li><li>- Phone:</li><li>- Email:</li></ul>
2		
3		
..		
..		

# GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05

DATED: 08.03.2021

## Details of item (s) for Reverse Auction

### Annexure – V

---

#### 1. *{Details of items including quantity, specification, Enquiry no. & date*

1.

2.

..

..

..

}

## GUIDELINES FOR REVERSE AUCTION – 2021

Doc. No. AA:SSP:RA:05

DATED: 08.03.2021

### RA price confirmation and breakup

(To be submitted by L1 bidder after completion of RA)

Annexure – VI

---

**To**

- M/s. Service provider
- Postal address

CC: M/s BHEL

{Unit-  
Address-}

Sub: **Final price quoted during Reverse Auction and price breakup**

Dear Sir,

We confirm that we have quoted.

**Rs.{\_\_\_in value & in words\_\_\_} for item(s) covered under tender enquiry  
No. {...} dt.{...}**

Total price of the items covered under above cited enquiries is inclusive of {Packing & forwarding, GST, E.D., C.S.T., freight and insurance charges up to {.....} District,{.....} State and Type Test Charges etc., (exclusive of service tax), other as per NIT}

as our final landed prices as quoted during the Reverse Auction conducted today {date} which will be valid for a period of {\_\_\_ in nos. & in words \_\_\_} days.

The price break-up is as given below.

Total

=====

- Rs. in value & in words

=====

Yours sincerely,

For \_\_\_\_\_

**Name:**

**Company:**

**Date:**

**Seal:**

---