

**BHARAT HEAVY ELECTRICALS LIMITED BHOPAL**  
(A Govt. of India Undertaking)  
Ancillary & Subcontracting Division,  
HRDC Building, Ground floor, BHEL Bhopal (M P)- 462022

**Special Terms and Conditions**

**TENDER DOCUMENT FOR ENQUIRY**

**For Labour Basis Jobs (Machining) for 28/68 Buying group**

Important Note : General terms & conditions are also applicable as per BP -200102 for indigenous vendor already available at B-2-B website of BHEL Bhopal internet webpage .

**Techno commercial annexures for labour basis/Job work job/Mixed basis Section –A**

**1. Scope of Work:**

- a. Scope of work shall include completion of all the works / operations as per BHEL drawings, inspection of the material and delivery of the goods to BHEL stores in accordance with the drawings specifications, technical scope, QA plan, annexure & other relevant documents etc.
- b. Technical scope is only for guidance and not exhaustive. Supplier has to take all necessary care and deliver the item to satisfy relevant quality standard applicable for such product.
- c. All required materials and / or components to be issued as free by BHEL under rule-55(1)-(B),(C) and (D) of central goods and service (CGST) rules 2017 against valid Bank Guarantee.
- d. Before start of manufacturing vendor to confirm latest revisions of Drawings, painting specification & QA plan (if any) in writing from Indenting deptt or Concerned Engineering deptt

**2. Security against Material for labour basis/mixed basis jobs :**

The raw material /components/sub-assemblies listed in enclosed free-issue material statement ("A" form) for the item(s) described in enquiry, shall be issued as Free Issue Material (FIM) by BHEL under rule-55(1)-(B),(C) and (D) of central goods and service (CGST) rules 2017 against valid **Security against FIM**, to be furnished covering cost of material proposed to be issued. Cost of any other inputs shall be borne by the supplier and are deemed to be included in the scope of supply/quotation. In case issuance of material gets delayed because of non-submission of **Security against FIM**, BHEL reserves the right to cancel the order. Pls. refer B2B site for full details. A declaration to be submitted for balance value of free issue items & solvency certificate to be submitted

In case of order, the vendor would be required to furnish **Security against FIM** as follows, if not stated otherwise in the main Enquiry.

**a) Security against Free Issue Material to sub - contractor :-**

The free issue materials are classified into 3 categories as follows for Security against FIM purposes:

**Category A:** Normal material of MS, SS, HSS, CRGO & CRNGO etc. for machining, fabrication and lamination purpose and copper sheets for welding to transformer tank

**Category B:** High value item e.g. Thermal blades, Turbine runner, Liners and Labyrinth for HVOF coating etc.

**Category C:** Very high value items like copper for moldings of conductors, silver for soldering etc.

**b) Value of Security against Free Issue Material:**

For category 'A' items as per above, Security against FIM to be taken for 10% of the highest balance of MWF value (taking into account both PMIV & SMIV held by vendors). Highest balance shall be reckoned as the MWF value appearing at the end of each month, starting from April of previous year to March of current year. (applicable from 01st June of current year). - **For PMD vendor**

Under Category "A" and "B", when enquires are issued simultaneously to new & established vendors, a uniform Security against FIM 10% value of free issue material shall be applicable.

**c) Mode of Security against Free Issue Material:** Security may be furnished in the following forms:

- (i) **Local cheques** of Scheduled Banks (subject to realization)/ **Pay Order/ Demand Draft/ Electronic Fund Transfer** in favour of BHEL.
- (ii) **Bank Guarantee** from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- (iii) **Fixed Deposit Receipt** issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL).
- (iv) **Securities available from Indian Post offices** such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, **in favour of BHEL**).
- (v) **Insurance Surety Bond.**

(Note: Security deposit does not carry any Interest. BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)

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In case of "Security against material" is in the form of Bank Guarantee or Insurance Surety Bond, the claim date shall extend beyond a minimum period of 3 months from validity date. The BG is to be furnished in prescribed Performa and from BHEL Consortium Banks only (available with ASC division & hosted in B2B website of BHEL, Bhopal).

**d) Forfeiture of Security against Free Issue Material:**

The Security against FIM will be forfeited and credited to BHEL's account in the event of a breach of contract by the supplier. The breach of contract may be due to non-returning, rejection of material etc.

The Security against FIM will be refunded to the contractor without interest, after he duly performs and completes the contract in all respects but not later than 60(sixty) days of completion of all such obligations including the warranty under the contract.

**e) Undertaking for Free Issue Materials and Solvency certificate:**

All vendors have to necessarily submit "Undertaking for Free Issue Materials", as per sample form no. BP205515 (annexure XV).

All vendors have to necessarily submit "form for solvency certificate" as per sample form no. BP205516 (annexure XVI)

**Kindly refer B-2-B vendor portal website of BHEL Bhopal for further details of GTC, BG format and solvency certificate.**

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**3. Rates:**

- a. Rates should be quoted in the unit mentioned in the enquiry, exclusive of taxes & duties but inclusive of desired/specified packing and to & fro transportation charges for delivering the completed job to BHEL Bhopal. Payment of all taxes if any for transportation of free issue material from Bhopal to the works of the supplier is to be borne by the supplier.
  - b. All applicable Duties & Taxes, which BHEL is required to pay should be clearly declared.
  - c. Rates shall remain firm basis and not subject to any variation / escalation during the period of contract on any account. The quoted rates should not be linked with quantity to facilitate part orders.
  - d. Rates should be valid for ordering for 90 days from the date of tender opening. Offers received with validity period less than 90 days shall not be considered.
4. Scrap /Swarf clause: Scrap to be retained by vendor on chargeable basis. Scrap Cost and GST and other taxes (if any) on scrap shall be recovered from vendors bills. For this purpose, scrap selling rate shall be taken as mentioned in enq. office copy. The difference between the raw material weight (R/W) and finished weight (F/W) would be taken for determining the quantum of scrap generation.
5. GST as applicable on labour basis job.
6. Free-Issue-Material (FIM) will be issued by BHEL under rule-55(1) - (B), (C) and (D) of central goods and service (CGST) rules 2017 and the vendor will have to return the Duplicate/ Transporter/Green copy of excise challan to BHEL after value addition along with supplies along with supply/ the stipulated period as per GST rules. Failing which, the cost of material including GST paid by BHEL may be recovered from the vendor at the applicable rate. Moreover, overhead charges may also be deducted.
7. No rejection allowance is permissible
8. Supplier should indicate the supply capacity per month and delivery schedule, in No. of days/weeks/months (as the case may be) meeting enquiry requirement
9. Dimensional report TC, GC etc. as the case may be, to be furnished along with the supply. Machined items must be protected properly to avoid dent or damage during handling/transportation. TRP to be applied in each item.
10. Quotation should be valid for minimum 90 days from the date of opening of tender.
11. Purchase order can be issued for part quantity / item / item wise L1 basis, if not specified otherwise in the enquiry.
12. The vendor shall produce the free-issue-material supplied to them to BHEL officials visiting vendor's unit for verifications/ inspection purposes at any time. If vendor fails to produce or properly account for the material so issued, BHEL will take further action as deemed fit including the recovery of the value of material as per BHEL norms from vendor bills & BG.

13. **Splitting of order quantity:** BHEL reserves the right to split the ordering of tendered quantity. We need suppliers as mentioned in the Enquiry NIT for execution of this work.

The merit rank would be based on their standing position in RA or price bids. Above percentages are approximate figure. All quantities will be rounded off to nearest whole number. Other than L1 vendor shall be counter offered at L1 accepted rates and on acceptance of same by them, order shall be split as above. In case of non-acceptance of counter-offer by vendor as above, counter-offer process shall be repeated with other vendors in the order of their merit in the comparative statement of prices obtained through Part-II or RA. If we do not get sufficient vendors in final bidding of RA, then ranking of vendors will be picked from initial / dynamic bidding in order of their merit for counter offer purpose. Following are to be noted herein:

- a) No supplier must refuse the less quantity allocated.
- b) Additionally, BHEL also reserves the right to revise the tendered quantity downward with or without split ordering as above
- c) In case any of vendors L2 do not accept the counter offer of L1 rates, then the counter offer shall be made to other remaining vendors sequentially as per their comparative statement of prices obtained through Part-II (price bids) or ranking in RA followed by their ranking in sealed bids. At the end, however, if it is observed that less than the vendors required (excluding L1 vendor) has agreed to L1 rates, then the order shall be finalized with only those vendors who accepts L1 rates. The quantity distribution then shall be then proportionally revised as declared in enquiry details /enquiry remarks / enquiry main copy.
- d) In case, if less number of vendor accepts our counter offer then the quantity shall be redistributed as per split ratio shown above.

**( To be Signed and Sealed by Bidder in Acceptance of above points in Totality)** Page 3 of 14

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- e) In case of capacity constraint /monthly capacity of vendors the additional quantity over & above of their shares will be distributed on other vendors suitably.

**14. Basis of evaluation of quotations**

- a) Only offers received before due date and time and meeting the terms and conditions of the enquiry will be considered.
- b) In case of Two bid system, all the bidders should read “instructions to bidders for submission of two bid system”. Whenever two bid system of enquiry is mentioned “BHEL reserves the right to go in for Reverse Auction instead of opening the submitted sealed bid, which will be decided after technical evaluation”. All the bidders should also read additional instructions to bidders for Reverse Auction (Ref. Annexure-IV).
- c) All the offers for each items shall be compared for landed cost to BHEL at BHEL stores.
- d) In cases where more than one offer is at L1 price, L1 will be decided :-  
  
*“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 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 the presence of the respective L-1 bidder (s) or their representative(s).*

***Ranking will be done accordingly, BHEL’s decision in such situation shall be final and binding”***

- e) Offers received on any other basis other than the unit specified in tender shall be compared on the basis of design weight indicated in drawing.
- f) L-1 /lowest rank will be decided on basis of HESG cost/total landed cost to BHEL Bhopal.
- g) Offers having deviations to the terms and conditions will be suitably loaded as per standard/suitable loading factors of BHEL to derive total landed cost to BHEL at BHEL stores.
- h) GST as applicable on the date of enquiry shall be taken wherever it is not indicated in the offer for arriving the price to BHEL Bhopal.
- i) Decision of BHEL in this regard will be final and binding without any further correspondence with the supplier.
- j) During bid evaluation, No loading of price with regard to preferential payment of within 45 days will be made on vendor falling under MSMED ACT – OCT.06.

**15. Acceptance & Rejection of bids**

- a) In case of two bid system, firms whose bids have been evaluated but found not meeting the qualification criteria would be intimated and un-opened price bid shall be returned to them.
- b) Bids not in line with the terms and conditions of the tender enquiry, or unsatisfactory past performance, or not meeting the required delivery schedule/ long delivery or not conforming to normally accepted practices are likely to be rejected.
- c) Suppliers are requested to quote in two parts for 2 bid enquiries. However, for quotations submitted in single bid against our requirement of two bid will be considered only if the bid is techno-commercially accepted without seeking any clarifications from the vendor. Otherwise, the bid is liable to be rejected.
- d) If any new vendor to whom enquiry is issued & who is not registered in BHEL, their price bid shall be considered only after, they will get registered with BHEL.
- e) BHEL reserves the right in respect of acceptance & rejection of bids, which will be final and binding without any further correspondence.
- f) If a vendor is on hold/debarred and quotes BHEL reserve right not to evaluate their offer, without further informing to vendor.
- g) In case of any deviation submitted for vendors BHEL will preferably asked the vendors to withdraw their deviation as per BHEL NIT terms.

BHEL prefers : **As given in enquiry remarks** ( item wise basis)

Delivery mentioned in the purchase order can be pre-poned / postponed as per the project schedule. Supplier will be required to meet the revised delivery schedule accordingly. In case of labour basis jobs / mixed basis jobs normally the vendors are expected

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to lift material in time without any reminders from BHEL and the delivery is computed as per the agreed manufacturing cycle mentioned in the enquiry / offer. However, at times, BHEL will remind the vendors through emails to lift material. In such cases, the delivery will be computed from the last date of issue of material.

If any new vendor to whom enquiry is issued & who is not registered in BHEL, their price bid shall be considered only after, they will get registered with BHEL

**16. Taxes & duties: -**

- a) Applicable Duties & Taxes, which BHEL is required to pay, should be clearly declared considering the offer validity and quoted delivery period. Otherwise BHEL will not be responsible for payment of any kind of duties & taxes.
- b) Taxes and duties will be paid extra as applicable on the date/dates of contractual delivery or actual delivery whichever is lower.
- c) Parties shall declare: GSTIN details, GSTIN no. SAC code, Excise duty, sales Tax, IT PAN and SSI registration details and also communicate subsequent changes wherever not submitted earlier at the time of registration.
- d) All the formalities relating with existing taxes and duties as well as such taxes and duties which will be introduced in future, will be discharged by the vendor and there shall be nothing which will fall on BHEL.
- e) Form 88 – BHEL being Public Sector Undertaking of Gov. of India is exempted vide notification no. FA329/2004/1/V(54) DT 26/10/2005 by order of Addl. Secy. Gov. of M.P., in respect of goods sent from a place outside the state of Madhya Pradesh.
- f) Vendor to follow strictly adhere to the government E-way bill rules for transportation.

**17. Payment –**

- Indigenous: 100% payment in 90 days of receipt (45 days for Micro & Small and 60 days for Medium enterprises as registered in Udyam certificate as per relevant MSME act in force) and 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.

*“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. 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. Note: MSME benefits shall not be given to traders, Dealers or authorised agents.”*

**18. Reverse Auction:** (As per Guidelines as available on [www.bhel.com](http://www.bhel.com))

**19. BID SECURITY/ Earnest Money Deposit (EMD):**

To safe guard against a bidder's withdrawing or altering its/ his bid during the bid validity period, Bid Security [also known as Earnest Money Deposit (EMD)] is to be submitted by the bidders along with their bids (except Micro and Small Enterprises (MSEs) or Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)). EMD shall not carry any interest. Amount of EMD shall be as mentioned in NIT document (if required).

**Modes of deposit of EMD:**

- a) The EMD may be accepted only in the following forms:
  - (i) Electronic Fund Transfer credited in BHEL account (before tender opening).
  - (ii) Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer).
  - (iii) Fixed Deposit Receipt (FDR).
  - (iv) Bank Guarantee from any of the Scheduled Banks.
  - (v) Insurance Surety Bonds.

b) In case the EMD is more than Rupees Two lakh and in case of foreign bidders, it may be in the form of a bank guarantee (in equivalent Foreign Exchange amount, in case of foreign bidders) issued/ confirmed from any of the scheduled commercial bank in India in an acceptable form. The EMD shall remain valid for a period of 45 (forty-five) days beyond the final bid validity period.

**Forfeiture of EMD**

i) A bidder's EMD will be forfeited if the bidder withdraws or amends its/his tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if the successful bidder fails to furnish the required performance security within the specified period mentioned in the Tender.

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(ii) EMD by the tenderer to be withheld in case any action on the bidder is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.

**Return of EMD**

- (i) Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity period and latest by the 30th day after the award of the contract. However, in case of two packet or two stage bidding, Bid securities of unsuccessful bidders during first stage i.e. technical evaluation etc. should be returned within 30 days of declaration of result of first stage i.e. technical evaluation etc.
- (ii) Bid security should be refunded to the successful bidder on conclusion of the order/ receipt of a performance security (if called in the tender).
- (iii) In case of expiry of offer validity period or any other circumstances, EMD can be released after the approval of Concerned Authority.

**20. PERFORMANCE SECURITY**

To ensure due performance of the contract, Performance Bank Guarantee (PBG) or Security Deposit (SD), hereafter referred as performance security is to be submitted by the successful bidder awarded the contract. The need for the Performance Security depends on the market conditions and commercial practice for the particular kind of goods. The total amount of Performance Security should not be less than five percent (5%) of the contract value. The Performance Security shall not carry any interest. The requirement of Performance Security or otherwise, as the case may be, shall be clearly specified in the tender conditions/NIT.

Performance Security is to be furnished by a specified date (generally 14(fourteen) days after notification of the award) and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations.

**Modes of deposit of Performance Security:**

a) Performance security may be furnished in the following forms:

- (i) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL.
- (ii) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- (iii) Fixed Deposit Receipt issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL).
- (iv) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL).
- (v) Insurance Surety Bond.

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)

b) In case of GTE tenders, the performance security should be in the same currency as the contract and must conform to Uniform Rules for Demand Guarantees (URDG 758) - an international convention regulating international securities.

**Forfeiture of Performance Security:**

The performance security will be forfeited and credited to BHEL's account in the event of a breach of contract by the supplier.

The performance security will be refunded to the contractor without interest, after he duly performs and completes the contract in all respects but not later than 60(sixty) days of completion of all such obligations including the warranty under the contract.

**21. Breach of contract, Remedies and Termination**

In case of breach of contract, wherever the value of security instruments like performance bank guarantee available with BHEL against the said contract is at least 10% of the contract value, the same be encashed. In case the value of the security instruments available is less than 10% of the contract value, the balance amount be recovered from other financial remedies (i.e. available bills of the contractor, retention amount, etc. with BHEL) or legal remedies be pursued. The balance scope shall be got done independently without Risk & Cost of the failed supplier/ contractor.

Further, levy of liquidated damages, debarment, termination, de-scoping, short-closure, etc., shall be applied as per provisions of the contract.

**22. Conflict of Interest among Bidders/ Agents**

"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:

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1. The principal manufacturer directly or through one Indian agent on his behalf and
  2. Indian/foreign agent on behalf of only one principal;
  - b) 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
  - c) 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.
23. Confidentiality agreement: Without prior permission of BHEL, NIT related documents shall not be used for any other purpose.
24. Offers from supplier which is either debarred or under debarment in BHEL shall not be considered for evaluation.

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**Section –B (Additional terms for labour basis jobs)**

**1) ORDER EXECUTION:**

Materials should be lifted immediately on receipt of intimation of readiness. Delivery period shall be reckoned after 2 days from the date of intimation. If any delay is due to non-lifting of material shall not be considered for delivery amendment. Stock Verification

25. BHEL reserves the right of verification of material lying with the subcontractor /supplier at any time.
26. BHEL material should be stocked at one place with identification with tags on them and should not be mixed with other materials.
27. Proper stock record of material held with them shall be maintained and the same shall be provided to BHEL on demand. If the Subcontractor fails to produce or properly account the materials so issued, BHEL will have the right to recovery of the value of the materials along with the respective administration charges and statutory levies from the running bills of the Subcontractor.
28. Any of the materials of BHEL under no circumstance be sold / hypothecated to any bank or to any lending institution or to any party whomsoever. It should not also be shown as the Subcontractor's assets in any of statements of the Subcontractor to any party.
29. Subcontractor should take all necessary precautions to ensure safety of BHEL material against damage or loss in any form.
30. Further subcontracting of work without prior written permission of BHEL is not permitted. Also, Shifting of items / materials issued by BHEL to any place other than the Subcontractor's works is prohibited.

**2) Issue and accountal of free issue material from BHEL :**

- a) Material /components will be issued free of cost under GST ACT 2017 only. Material accountal statement will be submitted by the supplier along with each bill. Free-Issue-material (FIM) will be issued by BHEL under GST rule For movement of inputs of partially processed goods under Rule 55(1)- (b), (c) & (d) of Central Goods & Service Tax (CGST) Rules, 2017 of Invoice GST rule from one factory to another factory for processing / operation and subsequent
- b) Material shall be issued in form of raw material & components as mentioned in the technical scope with adequate allowance as per prevailing engineering practice.
- c) It shall be the responsibility of Subcontractor to check the raw materials received by them for quality & quantity and ensure its correctness before removing it from BHEL premises.
- d) Any wrong material collected should be immediately communicated for remedy. Excess material collected should be immediately returned in the usable form.
- e) Any wrong material collected should be immediately informed to us for correction. Excess material collected should be immediately returned in the usable form against not for payment challan through SRV, & only cutbits/offcuts i.e end pieces shall be returned through SCRN.
- f) Material issued for job work shall be taken back only in exceptional circumstances and upon written request of vendor with due justification.
- g) In cases wherever availability of material becomes critical for certain work order, BHEL has the right to either take back or transfer the balance, material available with the Subcontractor to other, with due material accountal, Free issue Material accountal shall be submitted by the vendor along with each supply. In case vendor fails to liquidate material accountal within stipulated period as per the GST rules from the date of issue of material, then BHEL may recover the cost of material.
- h) In case of rejection of BHEL issued material, vendor must repair and return/ replace, as the case may be, within 60 days from the date of rejection failing which such rejection shall be treated as "BHEL material damaged" and BHEL may recover the cost of material as per BHEL rules.

**3) Q.A. Plan, Testing, Inspection, Quality certification & correlation**

- a) Q.A. plan (if any) is to be strictly followed without any deviation and skilled worker will be employed as per job requirement & QA plan.
- b) Testing: -All types of testing & NDT would be in the scope of supplier and will be carried out through BHEL approved agencies unless specified otherwise in technical specification subject to review of NDT reports by BHEL. Testing of sample if done in BHEL TSD department will be on chargeable basis as per prevailing rates.
- c) Inspection and traceability of free issue Material
  1. All the material and components taken from BHEL should have got inspected and should be used only for the purpose for which it is issued by QC of BHEL otherwise job is likely to be rejected.
  2. It shall be the responsibility of subcontractors to check the raw materials received by them for quality & quantity as mentioned in the order.
  3. Subcontractors shall ensure transfer of materials identity and traceability at all stages and also maintains proper records.

**4. Inspection of completed jobs**

- a Inspection shall be done by customer, third party and/or BHEL's quality control department as mentioned in the QA plan /annexure.



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- b In case of inspection by customer or his authorized agency, intimation of readiness of job for calling the party should be given at least one week in advance.
  - c After inspection at supplier's works the goods will be cleared for dispatch on provisional basis. Any defects noticed during assembly, testing or use is to be attended by the subcontractor, including replacement.
  - d The cost of rework or rejection, and any cost of freight incidental to such work will be to the Subcontractor's account.
  - e Subcontractors shall provide all reasonable facilities to BHEL personnel to have access to the records of the issued material and items under manufacture at all stages of processing and inspection.
- 5) **CALIBRATION :**
1. Subcontractor shall use only relevant measuring instruments, templates; gauges- calibrated at, either BHEL or at any Govt., approved labs – traceable to national standards or BHEL approved agencies for the purpose. 2. Relevant Test Certificates are to be produced to BHEL inspection staff for verification and demand.
- 6) **PENALTY / LD CALUSE:** In case of late delivery a penalty @0.5% of the total order value per week of delay or part thereof subject to a maximum of 10% of total order value would be levied.
- a) **Order Cancellation:** BHEL shall have the right to cancel any order either wholly or in part on account due to cancellation of order or any curtailments or stoppage of BHEL's business or any other reason which justifies cancellation with recovery of full material cost.
- b) In the event of delay in lifting the free issue material or/and delay in completion of work , BHEL shall be free to cancel the order in part or full and divert it to alternate subcontractor as per BHEL policy.
- 7) **Confidentiality Agreement**
- 1 All successful vendors are under obligation to maintain complete confidentiality of the documents, process etc . Acceptance of terms and conditions of the tender implies and binds the vendor to this agreement and no separate agreement need not be entered.
  - 2 BHEL drawings shall not be used other than BHEL's requirements which after manufacture of items shall be returned along with delivery of materials.
- 8) **Guarantee**
- The subcontractor shall warrant that the goods fully complies with the drawings and other technical conditions. If the finished goods are found defective owing to faulty workmanship / incomplete work within a period of 24 months from the date of dispatch the subcontractor shall make good of it / replace the same free of cost. Alternatively, the rework/replacement will be done by BHEL at the cost and risk of the subcontractor.
- 9) **Insurance- Submission of documents by the vendors :** Material issued to vendors are covered under BHEL corporate insurance policy. In case of any loss, to facilitate processing of claim, the vendor needs to furnish all required documents in time. The vendor is liable to pay the loss if the claim is not enforceable due to non-submission of documents by the vendors.
- 10) **General**
- a) Any change in the constitution of the subcontractor's unit during the operation of the contract will have to be made only after getting the specific written approval from BHEL. Non - compliance to this may entail cancellation of registration.
  - b) The Subcontractor shall comply with all statutory obligations such as ESI. PF, labour laws, Factories Act. BHEL shall not be responsible for any of the penalties/ fines etc on this account.
  - c) Further to the above, other instructions for packing, liquidated damages, arbitration & jurisdiction, indemnity, rejection etc., shall be as per the terms & conditions of indigenous enquiry BP -200102 and purchase order MM 5527 as issued by material management department. (copy of documents mentioned above are already available with the vendors & hosted in B2B site of BHEL Bhopal <http://www.bhelbpl.co.in/mm/>).

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- a. Progress report – Progress report will be required to be sent every week without fail by e-mail to [skbaranawal@bhel.in](mailto:skbaranawal@bhel.in) indicating the status of each purchase order and hold up points. Please indicate your e-mail address in your offer without fail.
  - b. In case of mismatch or any typographical mistake, computer generated enquiry copy shall be valid for enquiry.
  - c. Pls visits B-2-B site for all information <http://www.bhelbpl.co.in/mm/>
  - d. **Acceptance of all the above Enquiry terms & conditions & annexures are required in your offer. The same is to be signed by the vendors and submitted along with Part-1 offer. Offers/Bids/Quotations may be rejected without submission of same.**
- 11) **REGARDING TOOLS/Jigs, Fixtures, checking templates :**  
“In cases where tools are issued **VENDORS ARE REQUESTED TO RETURN THE TOOLS IMMEDIATELY ON COMPLETION OF JOBS. IN CASE THE TOOLS ARE NOT RETURNED WITHIN 3 MONTHS OF ISSUE OF THE SAME, THE BILLS OF THE VENDORS MAY BE KEPT UNDER HOLD TILL RETURN OF THE TOOLS**”
- 12) **BHEL RESERVES RIGHT TO CANCEL**
- i. Our requirement part or full at any stage of the tender finalization (or) even after finalization of tender. PO can be short close or mutually extended at any point depending upon order BHEL book position and BHEL shop loading capacity etc.
  - ii. Or forfeit the chance in tender, if any vendor(s) found to be “unsatisfactory” during our assessment processes/noncompliance of statutory requirements etc. as required for “vendor registration” during/after the processes of finalization of contract.
  - iii. The order(s), if any vendor (s) found to be “unsatisfactory” during our periodical assessment processes / review of assessment processes/ noncompliance of statutory requirements etc. as required for “vendor registration” during the execution of order(s).
  - iv. Divert order(s) allocation quantity, in case of non-submission/ delay in submission/delay in lifting the material/delay in completing the work/delay in supply or failure to meet order delivery schedule / in-sufficient amount of bank guarantee/non-execution of orders by vendor(s) as per BHEL rules/current practice .
  - v. In case L-1 supplier or any supplier after finalization of rate contract is not maintaining supply within stipulated contractual delivery, the balance quantity will be distributed in order of merit.
  - vi. 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.
  - vii. The offers of the vendor who are in banned list and offers of those firm who engaged with the services of banned firm the offers shall be summarily rejected. If the vendor is found in banned list of BHEL at later stage the PO shall be cancelled. The list of all banned firm is available in BHEL internet site at [www.bhel.com](http://www.bhel.com).
  - viii. 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.  
Any deviation to BHEL NIT conditions and BHEL std practice will be suitably loaded as per BHEL current loading factors to arrive at total cost to BHEL to decide Total Landed cost to BHEL to arrive at L-1 status
- 14) Apart from the above, general terms & conditions of indigenous enquiry and purchase order issued by material management department vide BP -200102, MM 5527 respectively will also be applicable (already available with the suppliers and hosted in B-2-B site <http://www.bhelbpl.co.in/mm/>).
- 15) Acceptance of all the above Enquiry terms & conditions & annexures are required in your offer. The same is to be signed by the vendors and submitted along with Part-1 offer. Offers/Bids/Quotations may be rejected without submission of same. Deviation to be clearly mentioned in your offer else we assume that you have accepted all terms of BHEL. In case of e procurement enquiries as tender is submitted by verified DSC of vendor hence it will be presumed that all terms and conditions of tender and annexures are accepted in TOTO unless if any deviation is submitted or written in your online quotations .

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**DECLARATION BY VENDOR**

We declare that following family firms or sister concern affiliates/subsidiary firms are participating in tender No. E \_\_\_\_\_

1 M/s \_\_\_\_\_

2 M/s \_\_\_\_\_

3 M/s \_\_\_\_\_

I \_\_\_\_\_, hereby declare on behalf of M/s \_\_\_\_\_ and the family firms or sister concern affiliates /subsidiary firms listed above that we are not indulging in cartel information for Enquiry No. E.....

( \_\_\_\_\_ )

For M/s... \_\_\_\_\_

(Sign & Seal)

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Annexure II

**Instructions/Checklist for Vendors for BG :**

- 1) Bank Guarantee / BG Extension shall be made strictly as per BHEL's Standard format as available on B2B site.
- 2) Validity date must be explicitly mentioned in the BG. There should be adequate gap, preferably minimum 3-6 months between Validity date and Claim date.
- 3) Claim Date must be mentioned in the BG.
- 4) **Confirmation:** As per Corporate and RBI guideline confirmation is required in respect of each BG. Confirmation may be provided by the same issuing branch by the officials higher in rank or from the office mentioned in the BG for confirmation. Thus Vendors must ensure that BG bears the Confirmation office address explicitly.
- 5) **Stamps:** Stamps must be purchased from registered stamp vendor. Stamp purchase date must be old than the date of the execution of the Bank Guarantee. E stamp is also allowed. Stamp must be purchased for BG purposes only. Place of execution of BG and purchase of stamp shall be in the same State.
- 6) Value of stamp must be as per Stamp act prevailing in the state where the BG is submitted or the state where the BG executed, whichever is higher.
- 7) **Bank Seal and sign of Bank Employee:** BG must be signed and sealed on every page of the BG. Employee Name and Code must be present in the BG at the end of the BGs text. Every BG having value more than 50,000/- must be signed by two authorized signatories of the bank.
- 8) Place of Invocation must mention on BG.
- 9) BGs should not be from the co-operative banks
- 10) BGs can be issued through consortium banks only.
- 11) Vendors must provide the BG from banks which are already SFMS Compliant. If vendors banks are not SFMS Compliant, a declaration from bank is required.
- 12) Email ID, phone no, Fax No of bank must mention on BG.
- 13) Extension/Amendment of BG is required on Rs. 1000/- Stamp Paper.
- 14) Bank Guarantee for Advance Payment – The BG shall be for 110% of the value of advance.
- 15) Cutting / overwriting on the BG shall be properly authenticated under signature and seal of the executing Bank.
- 16) Latest Solvency certificate: Latest Solvency Certificate in original, with Bank Seal and sign of Bank Employee, in BHEL's standard format shall be enclosed with Sub Contracting BG.
- 17) BG documents wherein corrections have been marked may also be enclosed with final corrected BG, where original BG document is being replaced.
- 18) Digital signed secured email confirmation required from BG issuing bank.

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**Annexure III**

**UNDERTAKING FOR FREE ISSUE MATERIALS**

M/s Bharat Heavy Electricals Limited  
Piplani, Bhopal -462022 ( M P)

Whereas M/s Bharat Heavy Electrical Limited (hereinafter referred to as 'The Customer' which expression shall unless repugnant to the context includes their legal representatives, successors and assigns having their office at Piplani, Bhopal 462 022, MP has entered in to a contract with M/s. \_\_\_\_\_ (hereinafter referred to as 'The Contractor' which expression shall unless repugnant to the context includes their legal representatives, successors and assigns for supply for free issue material on the terms and conditions as set out inter-alia, in the above said Purchase order/various purchase orders and various documents forming part thereof hereinafter collectively referred to as the 'Said Contract' which expression shall include all amendments, modifications and / or variation thereto. This will also include other future fabrication and machining orders placed by BHEL during below mentioned period.

AND WHEREAS the customer has agreed to supply to the contractor major portion of raw materials / components etc. for the purpose of execution of the said contract by the contractor (the raw materials/ components etc.) to be supplied by the customer to the contractor hereinafter for the sake of brevity referred to as the "Said Materials" shall be under the custody and charge of the contractor and shall be kept, stored, altered, worked upon, machined/fabricated at the sole risk and expense of the Contractor.

Now Therefore in consideration of the pre-condition to the supply of the said materials by the Customer to the contractor, the Contractor hereby irrevocably and unconditionally undertake to compensate and keep compensated the customer from and against all loss, damage and destruction (inclusive but not limited) to any or all loss or damage and destruction to or of the said materials or any item or part thereof by theft, pilferage, fire, flood, storm, tempest, lightning, explosion storage, chemical or physical action or reaction, bending, warping, exposure, resting, faulty workmanship, fabrication or faulty method or technique of fabrication, strike, riot, civil connection or other act or omission or commission whatsoever within or beyond the control of the Contractor, misuse and misappropriation (Inclusive but not limit to misuse or misappropriation by the contractor and the contractor's servant and or agents) Whatsoever to or of in the said materials or any part of item thereof from the date that the same or relative part of item thereof was supplied to the Contractor up to until the date of return to the Purchaser of the said material or relative part of item thereof or completed construction works incorporating the said material and undertake to pay to the customer forthwith on demand in writing without protest or demur the value as specified by the Customer of the said material or item or part thereof lost, damaged, destroyed, misused and / or misappropriated, as the case may be, together with the Customers costs and expenses (inclusive of but not limited to handling, transportation, cartage, insurance freight, packing and inspection costs/ or expenses) upto and aggregate limit of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) and/or additional value of material, if supplied to contractor.

1. The Undertaking shall be a continuing/ Undertaking and shall remain valid and irrevocable for all claims of the purchaser arising hereunder upto and until the midnight of \_\_\_\_\_. However, if the Contract for which this Undertaking is given is not completed by this date Contractor hereby agrees to extend the Undertaking till such time as is required to fulfil the Contract.
2. This Undertaking shall not be determined on change of constitution or insolvency of the Contractor but shall be in all respects and for all purpose be binding and operative until payment of all moneys payable to the Customer in terms hereof.
3. The mere statement or allegation made by or on behalf of the customer in any notice or demand or other writing addressed to the contractor as to any of the said material or item or part thereof having been lost, damaged, destroyed, misused or misappropriated while in the custody of the contractor and / or prior to completion of the completed fabrication/ machining works and handing over the completed job thereof incorporating the said materials shall be conclusive of the factor of the said material or item or part thereof having been supplied to the Contractor and / or the loss, damage, destruction, misuse or misappropriation thereof, as the case may be, while in the custody of the Contractor and / or prior to the completion of the fabrication/ machining/processing works and handing over the completed job thereof incorporating the said materials without necessity on the part of the customer to produce any documentary proof or other evidence whatsoever in support of this.
4. The amount stated in any notice of demand addressed by the customer to the Contractor as to the value of such said materials lost, damage, destroyed, misused or misappropriated, inclusive relative to the costs and expenses incurred by the Customer in connection therewith shall be conclusive of the Value of such said materials and the said cost and expenses as also of the amount liable to be paid to the customer without producing any voucher, bill or other documentation or evidence whatsoever in support thereof.

The undersigned has full power to execute this undertaking on behalf of the Contractor under the capacity as Chairman & Managing Director/ owner/partner of the Company.

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Place : \_\_\_\_\_ For (Company Name): \_\_\_\_\_

Date : \_\_\_\_\_ Authorized Signature : \_\_\_\_\_

(Name, Sign & Seal of Company: \_\_\_\_\_)

Witnesses :-

1. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_

2. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_