***[TO BE PRINTED ON BIDDER’S LETTER HEAD, MENTIONING TENDER NAME & TENDER NUMBER ALSO]***

**UNDERTAKING**

**ANNEXURE -I**

We, (name of the bidder) , hereby confirm that our offered courier service covers all of the 71 countries mentioned in the Annexure-II. We also confirm that the rates quoted are ***firm (inclusive of fuel surcharge and war surcharges except GST and custom duty)*** till the completion of the contract and BHEL will only pay surcharges, if applicable, as mentioned in Annexure-IV.

We further confirm that we have given our quote in the price schedule (part II of our bid) for all the countries, categories, and weight ranges mentioned in Annexure II. We have also noted that failure to completely fill up the price schedule will lead to rejection of our bid.

Authorized representative’s signature with name and address

**ANNEXURE –II**

|  |
| --- |
| **Price Sheet (1/2)** |
| **S.No.** | **Country** | **Relative Weightage** | **Quoted Price (INR)** |
| **Slab wise (INR)** | **Per kg rate (INR)** |
| **0.0 - 0.5 kg** | **0.5 - 1.0 kg** | **1.0 - 1.5 kg** | **1.5 - 2.0 kg** | **2.0 - 2.5 kg** | **2.5 - 5.0 kg** | **5.0 - 10.0kg** | **10.0 – 15.0 kg** | **15.0 - 20.0 kg** | **20.0 kg above** |
| 1 | Afghanistan | 0.9 |  |  |  |  |  |  |  |  |  |  |
| 2 | Algeria | 0.9 |  |  |  |  |  |  |  |  |  |  |
| 3 | Australia | 0.9 |  |  |  |  |  |  |  |  |  |  |
| 4 | Azerbaijan | 0.9 |   |   |   |   |   |   |   |   |   |   |
| 5 | Bangladesh | 4.0 |   |   |   |   |   |   |   |   |   |   |
| 6 | Belarus | 1.1 |   |   |   |   |   |   |   |   |   |   |
| 7 | Bhutan | 3.2 |   |   |   |   |   |   |   |   |   |   |
| 8 | Burkina Faso | 0.7 |   |   |   |   |   |   |   |   |   |   |
| 9 | Burundi | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 10 | Cambodia | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 11 | Cameroon | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 12 | Canada | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 13 | Chad | 3.2 |   |   |   |   |   |   |   |   |   |   |
| 14 | China | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 15 | Comoros | 2.8 |   |   |   |   |   |   |   |   |   |   |
| 16 | D R Congo | 2.9 |   |   |   |   |   |   |   |   |   |   |
| 17 | Egypt | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 18 | Ethiopia | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 19 | France | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 20 | Gambia | 0.9 |   |   |   |   |   |   |   |   |   |   |
| 21 | Germany | 0.9 |   |   |   |   |   |   |   |   |   |   |
| 22 | Greece | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 23 | Hong Kong | 0.9 |   |   |   |   |   |   |   |   |   |   |
| 24 | Indonesia | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 25 | Iraq | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 26 | Italy | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 27 | Japan | 1.2 |   |   |   |   |   |   |   |   |   |   |
| 28 | Jordan | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 29 | Kazakhstan | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 30 | Kenya | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 31 | Kuwait | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 32 | Laos | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 33 | Lebanon | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 34 | Liberia | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 35 | Libya | 1.0 |   |   |   |   |   |   |   |   |   |   |
| **Price Sheet (2/2)** |
|  |  |  | **Quoted Price (INR)** |
| **S.No.** | **Country** | **Relative Weightage** | **Slab wise (INR)** | **Per kg rate (INR)** |
| **0.0 - 0.5 kg** | **0.5 - 1.0 kg** | **1.0 - 1.5 kg** | **1.5 - 2.0 kg** | **2.0 - 2.5 kg** | **2.5 - 5.0 kg** | **5.0 - 10.0kg** | **10.0 – 15.0 kg** | **15.0 - 20.0 kg** | **20.0 kg above** |
| 36 | Malaysia | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 37 | Mauritius | 3.7 |   |   |   |   |   |   |   |   |   |   |
| 38 | Mongolia | 3.3 |   |   |   |   |   |   |   |   |   |   |
| 39 | Myanmar | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 40 | Namibia | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 41 | Nepal | 3.6 |   |   |   |   |   |   |   |   |   |   |
| 42 | New Zealand | 0.9 |   |   |   |   |   |   |   |   |   |   |
| 43 | Niger | 2.7 |   |   |   |   |   |   |   |   |   |   |
| 44 | Nigeria | 3.1 |   |   |   |   |   |   |   |   |   |   |
| 45 | Oman | 3.2 |   |   |   |   |   |   |   |   |   |   |
| 46 | Philippines | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 47 | Papua New Guinea (PNG) | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 48 | Russia | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 49 | Rwanda | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 50 | Saudi Arabia | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 51 | Senegal | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 52 | Singapore | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 53 | South Africa | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 54 | Sri Lanka | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 55 | Syria | 3.2 |   |   |   |   |   |   |   |   |   |   |
| 56 | Tajikistan | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 57 | Tanzania | 1.5 |   |   |   |   |   |   |   |   |   |   |
| 58 | Thailand | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 59 | Trinidad & Tobago | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 60 | Tunisia | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 61 | Turkey | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 62 | U. A. E. | 3.0 |   |   |   |   |   |   |   |   |   |   |
| 63 | U. S. A. | 0.9 |   |   |   |   |   |   |   |   |   |   |
| 64 | Uganda | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 65 | Ukraine | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 66 | United Kingdom | 0.9 |   |   |   |   |   |   |   |   |   |   |
| 67 | Uzbekistan | 0.9 |   |   |   |   |   |   |   |   |   |   |
| 68 | Vietnam | 1.0 |   |   |   |   |   |   |   |   |   |   |
| 69 | Yemen | 0.8 |   |   |   |   |   |   |   |   |   |   |
| 70 | Zambia | 3.2 |   |   |   |   |   |   |   |   |   |   |
| 71 | Zimbabwe | 3.10 |   |   |   |   |   |   |   |   |   |   |

 ***[TO BE PRINTED ON BIDDER’S LETTER HEAD, MENTIONING TENDER NAME & TENDER NUMBER ALSO]***

**ANNEXURE -III**

**UNDERTAKING: LIST-1 OF SUCHARGES**

We, (name of the bidder) , hereby confirm that prices quoted below will be applicable for the entire contract period. Further, it is also confirmed that there would not be any change in our below quoted price during the entire contract period.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Description  | Applicable for Countries | Unit of measurement (Per shipment) | Quoted Rate (Rs.) |
| 1 | Service/Administrative charge on Customs Duty paid |  |  |  |
| 2 | Commercial charges for customs clearance and processing charges for outbound commercial shipment. |  |  |  |
| 3 | Elevated Risk Surcharges |  |  |  |
| 4 | Restricted destinations under UN sanction list |  |  |  |

We also confirm that:

1. The rates quoted are fixed and applicable for per shipment.
2. The above quoted price would be loaded in our price bid.

Authorized representative’s signature with name and address

 ***[TO BE PRINTED ON BIDDER’S LETTER HEAD, MENTIONING TENDER NAME & TENDER NUMBER ALSO]***

**ANNEXURE -IV**

**UNDERTAKING: LIST-2 OF SUCHARGES**

We, (name of the bidder) , hereby confirm that prices quoted below will be applicable for the entire contract period. Further, it is also confirmed that there would not be any change in our below quoted price during the entire contract period.

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Description | Unit of measurement (Per shipment) | Quoted Price (Rs.) |
| 1 | Oversize Package Dimensions (Applicable for cases where package dimensions, [2xheight + 2x Length] > 330 cm) |  |  |
| 2 | Overweight Package (Applicable for cases where package weight is more than 30 kg) |  |  |
| 3 | Over length Package (Applicable for cases where package length is more than 120 cm subject to maximum length of 270 cm) |  |  |
| 4 | Packages marked with Fragile/not stacked or any other special instructions  |  |  |
| 5 | Special Packaging such as Large Box/Tube etc. |  |  |
| 6 | Address correction |  |  |
| 7 | Change in billing instructions |  |  |
| 8 | Shipment of Hazardous/dangerous goods |  |  |
| 9 | Processing cost for GSP/COO |  |  |
| 10 | Shipment of Lithium batteries |  |  |
| 11 | Neutral delivery |  |  |
| 12 | Carbon Neutral Services |  |  |

We also confirm that above quoted price would be applicable on case to case basis only. We will take prior consent from BHEL in writing before actual shipment. The above quoted price would not be loaded in our price bid.

Authorized representative’s signature with name and address

 ***[TO BE PRINTED ON BIDDER’S LETTER HEAD, MENTIONING TENDER NAME & TENDER NUMBER ALSO]***

**ANNEXURE -V**

**Prices for Optional Countries**

We, (name of the bidder) , hereby quote prices for the following optional countries. These quoted prices will not be a part of price bid. However, courier services to the following countries will be offered at quoted prices. Further, it is also confirmed that there would not be any change in our below quoted prices during the entire contract period.

|  |
| --- |
| **Price Sheet (Option Country)** |
| **Country** | **Quoted Price (INR)** |
| **Slab wise (INR)** | **Per kg rate (INR)** |
| **0.0 - 0.5 kg** | **0.5 - 1.0 kg** | **1.0 - 1.5 kg** | **1.5 - 2.0 kg** | **2.0 - 2.5 kg** | **2.5 - 5.0 kg** | **5.0 - 10.0kg** | **10.0 – 15.0 kg** | **15.0 - 20.0 kg** | **20.0 kg above** |
| Iran |  |  |  |  |  |  |  |  |  |  |
| Sudan |  |  |  |  |  |  |  |  |  |  |
| South Sudan |  |  |  |  |  |  |  |  |  |  |

Authorized representative’s signature with name and address

***[TO BE PRINTED ON BIDDER’S LETTER HEAD***

**ANNEXURE -VI**

**DEVIATION STATEMENT**

**(Please strike off the clause which is not applicable and ticks the other)**

1. THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATIONS OF YOUR TENDER AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.

OR

1. THE FOLLOWING ARE OUR DEVIATIONS FROM THE TENDER SPECIFICATIONS:

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **Tender Reference / Clause No** | **Tender Specification** | **Deviation Taken** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

We hereby certify that except the deviations mentioned above, we do not have any other deviations. Deviations, if any, mentioned elsewhere in our bid (whether Techno-commercial bid or Price bid) may be treated as null and void by BHEL.

Authorized representative’s signature with name and address

**ANNEXURE – VII**

**List of Offices & Manufacturing Units of BHEL other than International Operations Division (IOD) Located in India**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Office/Manufacturing Unit** | **Location** | **PIN Code** |  |
|  | Registered & Corporate Office | New Delhi | 110049 |  |
|  | Various Offices | Noida | 201301 |  |
|  | TBG | Noida | 201305 |  |
|  | Industry Sector & ROD-HQ | New Delhi (in same building with IOD) | 110003 |  |
|  | ASSCP | Gurgaon | 122003 |  |
|  | CFP | Rudrapur | 263153 |  |
|  | CSU & IP | Jagdishpur | 227817 |  |
|  | PSER | Kolkata | 700091 |  |
|  | PSWR | Nagpur | 440001 |  |
|  | PSSR, ROD | Chennai | 600035 |  |
|  | PC | Chennai | 600017 |  |
|  | Corporate R&D | Hyderabad | 500093 |  |
|  | PESD & HPEP | Hyderabad | 502032 |  |
|  | CTI, ISG, CBU & EPD | Bangalore | 560012 |  |
|  | EDN | Bangalore | 560026 |  |
|  | ESD | Bangalore | 560100 |  |
|  | EMRP | Mumbai | 400093 |  |
|  | ROD | Mumbai | 400005 |  |
|  | TP | Jhansi | 284120 |  |
|  | HEEP, CFFP & PCRI | Haridwar | 249403 |  |
|  | HEP  | Bhopal | 462022 |  |
|  | HPVP | Visakhapatnam | 530012 |  |
|  | HERP | Varanasi | 221003 |  |
|  | HPBP & SSTP | Tiruchirappalli | 620014 |  |
|  | IVP | Goindwal | 143422 |  |
|  | PPPU | Thirumayam | 622507 |  |
|  | BAP | Ranipet | 632406 |  |
|  | BHEL Electrical Machines Ltd. | Kasaragod | 671124 |  |

**ANNEXURE – VIII**

**PROFORMA OF BANK GUARANTEE (in lieu of SECURITY DEPOSIT)**

In consideration of the Bharat Heavy Electricals Limited 1 (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through its Unit at…………………..(name of the Unit) having agreed to exempt ( Name of the Vendor / Contractor / Supplier) having its registered office at\_\_\_\_\_\_\_\_\_ 2 (hereinafter called the said Contractor which term includes supplier), from demand under the terms and conditions of the Contract reference No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ 3 valued at Rs…………4 ( Rupees ------------------------)4 (hereinafter called the said Contract) of Security Deposit for the due fulfilment by the said contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for ₹\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5 (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only), we \_\_\_\_(indicate the name and address of the Bank) having its Head Office at \_\_\_\_\_\_\_\_\_\_\_(address of the head Office) (hereinafter referred to as the Bank) at the request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Contractor(s)] do hereby undertake to pay to the Employer an amount not exceeding ₹\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the event of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Contract.

 We, \_\_\_\_\_\_\_(indicate the name of the Bank), do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Employer. Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

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

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claim satisfied or discharged or till \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6 office/Department/Division of Bharat Heavy Electricals Limited certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said contractor(s) and also including the satisfactory performance of the equipment during guarantee period and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_7, we shall be discharged from all the liability under this guarantee thereafter.

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

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

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

Notwithstanding anything  to the contrary contained hereinabove:

1. The liability of the Bank under this Guarantee shall not exceed………………………… 8
2. This Guarantee shall be valid up to ………………9
3. Unless the Bank is served a written claim or demand on or before \_\_\_\_\_\_\_\_\_\_\_\_\_10 all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.

We, \_\_\_\_(indicate the name of the Bank)\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Day of \_\_\_\_\_\_\_\_\_\_

for\_\_\_\_(indicate the name of the Bank)\_\_

 (Signature of Authorised signatory)

\* This date to be indicated should not be earlier than 60 days after the date contemplated under the contract.

*1 NAME AND ADDRESS OF THE EMPLOYER. i.e. Bharat Heavy Electricals Limited*

*2 NAME AND ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.*

*3 DETAILS ABOUT THE NOTICE OF AWARD/CONTRACT REFERENCE*

*4 PROJECT/SUPPLY DETAILS*

*5 BG AMOUNT IN FIGURES AND WORDS*

*6 VALIDITY DATE*

*7 DATE OF EXPIRY OF CLAIM PERIOD*

*8 BG AMOUNT IN FIGURES AND WORDS.*

*9 VALIDITY DATE*

 *10 DATE OF EXPIRY OF CLAIM PERIOD*

**ANNEXURE –IX**

Certificate by Chartered Accountant on letter head

(Only for those who are submitting EM-II Certificates)

This is to certify that M/S (hereafter referred as Company) having it's registered Office at .is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-Il)

Category

(Micro/Small). (copy Enclosed)

Further verified from the Books of Accounts that the investment of the Company as per the latest audited financial yearas per MSMED Act 2006 is as follows:

1. For Manufacturing Fnterprios.• Investment in plant and machinery (i.e. original cast excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.s.o.1722€ dated October 5,2006:

Lakhs

1. For service Enterprises: Investment In equipment (orlglnal cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006: Rs Lakhs. (Strike off whichever is not applicable)

The above investment of RsLakhs is within permissible limit of

Lakhs for.Micro/Small (Strike whichever is not applicable) Category under MSMED Act 2006. Or The Company has been graduated from its original category (Mini/Micro) (Strike whichever is not applicable) and the date of graduation of such enterprise trom it's original Category is  (DD/MM/YYYY) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No.3322 (e) dated 01.11.2013 published in the gazette notification 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name

Membership Number:\_\_\_\_\_\_\_\_

Seal of Chartered Accountant

**ANNEXURE – X**

**Indicative Checklist of Documents to be submitted along with the bid**

|  |  |  |
| --- | --- | --- |
| **DOCUMENT** | To be submitted with \_\_\_\_Part of Bid | **✓** |
| EFT/Demand Draft for EMD (Clause P-1) | Part I |  |
| Undertaking by bidder on bidder’s letter head (Annexure I) as mentioned in Clause no P-2  | Part I |  |
| Copy of audited financial report for last three years (Clause P-3, a) | Part I |  |
| Proof of bidder’s own/subsidiary/dedicated hired CHA licensee (Clause P-3, c) | Part I |  |
| Self-declaration from bidder for not being under liquidation, court receivership or similar proceedings as mentioned in Clause no P-3, d. | Part I |  |
| Undertaking regarding firm rates as per Clause No. P-4 (Annexure-I) | Part I |  |
| Copy of PAN registration (Clause G-8, a) | Part I |  |
| Copy of GST registration (Clause G-8, b) | Part I |  |
| Filled up price schedule (Annexure-II – Sheet 1 & Sheet 2)  | Part II |  |
| CD-ROM/Pen-Drive containing price schedule in excel format (Clause G – 1) | Part II |  |
| Filled up Deviation Statement (Annexure VI)  | Part I |  |
| MSME Certificate, if applicable | Part I |  |
| Copy of Power of Attorney authorising the signatory to the bid (Clause G-9)  | Part I |  |
| Complete tender documents stamped & initialled by the bidder on each page as per Clause G-4 (Do not fill up price schedule in this) | Part I |  |