



**Bharat Heavy Electricals Limited**  
**Ceramic Business Unit - Electroporcelains Division**  
Prof.CNR Rao Circle, Indian Institute of Science Post, Malleswaram  
BANGALORE – 560 012 INDIA  
Website: [www.bhelceramics.com](http://www.bhelceramics.com)

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MATERIAL MANAGEMENT

Tender No	EPD/MM/WEX/ETC/50001032/2011-12
Tender Date	17/11/2011
Last Date & Time of tender submission	10/12/2011 ---- 2:00PM
Date & Time of tender opening	10/12/2011 ---- 2:30PM

BHEL-EPD, Bangalore desires to procure a **Electrical Testing Conveyor** as per the enclosed TECHNICAL SPECIFICATION. You are requested to refer our tender documents as enclosed and submit your offer for the same within due date as mentioned.

The offer should be submitted/ dropped in the BHEL-EPD tender box located at the Reception office of the BHEL-EPD, Bangalore factory premise within 2:00PM on the due date and tender shall be addressed to

DGM /MM  
Bharat Heavy Electricals Ltd  
Electro Porcelain Division  
PB NO 1245, Science Institute Post  
Bangalore - 560012

The offers should be submitted in two parts

- I. PART-A: Techno-commercial Bid and
- II. PART-B: Price Bid.

Each Part should be put in a separate sealed cover and the covers should have the corresponding Part name, Tender no, due date and name of the supplier. These two sealed covers should be kept in another sealed cover super scribed with tender number, due date and name of the supplier. If the offer contains both Techno-commercial bid and Price bid together in a single cover in open condition, the offer is liable for rejection. Only the cover consisting of Techno-Commercial Bid (PART-A) will be opened on the due date in the presence of those vendors or their Authorised representatives who wish to be present. The due date may be altered in case of insufficient response or other reasons deemed as valid. Refloating may also be resorted to with or without opening the received responses.

The tenders meeting our Techno-Commercial requirements will be considered for Price Bid opening at a later date for which eligible vendors will be intimated in due course.

Enclosures:

- i. Technical Specification
- ii. General Terms and conditions with Annexure A and B.
- iii. Annexure for Bank Guarantee
- iv. NEFT Mandate Form
- v. Response Sheet (to be filled and duly signed and enclosed with Techno-Commercial offer along with unpriced Price Bid format)

**TECHNICAL SPECIFICATION FOR ELECTRICAL TESTING CONVEYOR (Drg No.MP-21024 R1)**



### MATERIAL MANAGEMENT

- I. **Scope of work:** Complete manufacture & supply, erection & commissioning of ELECTRICAL TESTING CONVEYOR (Drg No.MP-21024 R1) as per above specification

Sl. No.	Description	
<b>A</b>	<b>Conveyor Details</b>	
1.	Conveyor Type	Horizontal
2.	Quantity of Conveyors	2 nos
3.	Application	Electrical Testing and Conveying Porcelain Insulators
4.	Sub Type of Conveyor	Slats with Roller
<b>B</b>	<b>Conveying Material Details</b>	
1.	Material to be Conveyed	a) Porcelain Insulators without metal parts b) Porcelain Insulators with metal parts
2.	Weight of each Material	20 kg
3.	Speed for Conveyor (mtrs/min)	1 mtr/min
4.	Entire Load on Conveyor	2 Tonne (20kg x 100 nos)
<b>C</b>	<b>Material of Construction &amp; other details</b>	
1.	Material of Construction	MS
2.	Total Length of Conveyor	14220 mm
3.	Width of Conveyor	1023 mm
4.	Height of Conveyor	580 mm
5.	Paint for Conveyor	Apple Green
6.	Suitable drive mechanism	
<b>D</b>	<b>List of Drawings</b>	
1.	General View	MP-21024 R1
2.	Link & Rollers	MP-21023 R1
3.	Sprocket Wheel	MN-21010 R1
4.	Shafts	MN-21012 R1
5.	Roller Support Arrangement	MN-21031
	For viewing \7 downloading the above drawing please visit <a href="http://www.bhelceramics.com">www.bhelceramics.com</a>	

### II. Erection & Commissioning:

- Supplier to take full responsibility for carrying out the erection, testing of machine, it's control & all types of other supplied equipment etc. Service requirement like power, air & water shall be provided by BHEL. Other requirements like crane and helping personnel shall also be provided by BHEL. Details of these requirements should be informed by vendor in advance.
- Tools, Tackles, Test Mandrels, instruments and other necessary equipment required to carry out above activities should be brought by the supplier.
- Schedule of Erection & Commissioning shall be submitted with the offer.



**MATERIAL MANAGEMENT**

4. Charges, duration, terms & conditions for E&C should be furnished in detail by vendor along with offer.

**III. Tests to be carried out at BHEL works:**

1. Full load test to demonstrate the maximum capacity of the machine.
2. The machine should be tested for continuous running of 48 hrs. If any break down occurs during this test, the test should be repeated for 48 hrs from that time.

**IV. General Conditions:**

1. Supplier should examine the drawings and get clarifications, if any from the under signed before quoting.
2. Offer must be given in 2 Bid (Technical Bid & Price Bid) in sealed covers.
3. The Technical Bid should not contain any price quotes. If it is mentioned the quote will be rejected.
4. Guarantee for minimum one year.



**MATERIAL MANAGEMENT**

**GENERAL TERMS AND CONDITIONS**

**TECHNO-COMMERCIAL CONDITIONS SHALL INTERALIA CONTAIN THE FOLLOWING:**

- I. COMPLETE TECHNICAL OFFER INCLUDING DETAILED SPECIFICATIONS, DRAWINGS, CATALOGUES AND TEST REPORTS ETC., AS REQUIRED TOGETHER WITH EXPERIENCE LIST TO BE FURNISHED. **PRICES SHALL NOT BE MENTIONED IN THIS OFFER. ONLY UN-PRICED PRICE FORMAT TO BE ATTACHED.**
- II. **COMMERCIAL ASPECTS COVERING**
  - SCOPE OF SUPPLY
  - SCOPE OF WORK IF E&C ARE INVOLVED
  - STATUTORY LEVIES
  - TERMS OF PAYMENT
  - MODE OF PAYMENT
  - DELIVERY TERMS
  - GUARANTEE / WARRANTY OF THE EQUIPMENT INCLUDING BOUGHT OUT ITEMS
  - TERMS FOR ERECTION & COMMISSIONING, SUPERVISION, IF ANY
  - BHEL'S SCOPE OF WORK / SUPPLY
  - AFTER SALES SERVICE
  - PACKING& FORWARDING
  - TRANSIT INSURANCE AND FREIGHT
  - APPROX SIZE OF THE PACKED MATERIALS, WEIGHT AND VOLUME
  - LIST OF ALL BOUGHT ITEMS AND MAKES
  - VALIDITY OF THE BID
- III. **COMPANY PROFILE:** PARTIES SHOULD BE REGISTERED WITH THE CONCERNED EXCISE & SALES TAX AUTHORITIES AND SHOULD QUOTE RELEVANT REGISTRATION NO IN THE OFFER. RELEVANT REGISTRATION CERTIFICATE COPIES MUST BE ENCLOSED. AUDITED FINANCIAL RESULTS OF PREVIOUS TWO FINANCIAL YEARS SHOULD BE FURNISHED.

**INDIAN AGENTS OF FOREIGN SUPPLIERS**

- BHEL SHALL DEAL DIRECTLY WITH FOREIGN VENDORS, WHEREVER REQUIRED, FOR PROCUREMENT OF GOODS. HOWEVER, IF THE FOREIGN PRINCIPAL DESIRES TO AVAIL OF THE SERVICES OF AN INDIAN AGENT, THEN THE FOREIGN PRINCIPAL SHOULD ENSURE COMPLIANCE TO REGULATORY GUIDELINES, WHICH REQUIRE MANDATORY SUBMISSION OF AN AGENCY AGREEMENT.
- IT SHALL BE INCUMBENT ON THE INDIAN AGENT AND THE FOREIGN PRINCIPAL TO ADHERE TO THE RELEVANT GUIDELINES OF GOVT.OF INDIA, ISSUED FROM TIME TO TIME.
- THE AGENCY AGREEMENT SHOULD SPECIFY THE PRECISE RELATINSHIP BETWEEN THE FOREIGN OEM/FOREIGN PRINCIPAL AND THEIR INDIAN AGENT AND THEIR MUTUAL INTEREST IN THE BUSINESS, ALL SERVICES TO BE RENDERED BY AGENT/ASSOCIATE, WHETHER OF ENERAL NATURE OR IN RELATION TO THE PARTICULAR CONTRACT, MUST BE CLEARLY STATED BY THE FOREIGN SUPPLIER/ INDIAN AGENT. ANY PAYMENT, WHICH THE AGENT OR ASSOCIATE RECEIVES IN INDIA OR ABROAD FROM THE OEM, WHETHER AS COMMISSION OR AS A GENERAL RETAINER FEE SHOULD BE BROUGHT ON RECORD IN THE AGREEMENT AND BE MADE EXPLICIT IN ORDER TO ENSURE COMPLIANCE TO LAWS OF THE COUNTRY.
- ANY AGENCY COMMISSION TO BE PAID BY BHEL TO THE INDIAN AGENT SHALL BE IN INDIAN CURRENCY ONLY.
- TAX DEDUCTION AT SOURE IS APPLICABLE TO THE AGENCY COMMISSION PAID TO THE INDIAN AGENT AS PER THE PREVAILING RULES.
- IN THE ABSENCE OF ANY AGENCY AGREEMENT, BHEL SHALL NOT DEAL WITH ANY INDIAN AGENT (AUTHORISED REPRESENTATIVES / ASSOCIATE / CONSULTANTOR WHATEVER NAME CALLED) AND SHALL DEAL DIRECTLY WITH THE FOREIGN PRINCIPAL ONLY FOR ALL CORRESPONDENCE AND BUSINESS PURPOSES.
- THE "GUIDELINES FOR INDIAN AGENTS OF FOREIGN SUPPLIERS ENCLOSED AT ANNEXURE-A SHALL APPLY IN ALL SUCH CASES.
- THE SUPPLY AND EXECUTION OF THE PURCHASE ORDER (INCLUDING INDIGENOUS SUPPLIES/SERVICE) SHALL BE IN THE SCOPE OF THE OEM/FOREIGN PRINCIPAL. THE OEM /FOREIGN PRINCIPAL SHOULD SUBMIT THEIR OFFER INCLUSIVE OF ALL INDGENOUS SUPPLIES/ SERVICES AND EVALUATION WILL BE BASED ON 'TOTAL COST TO BHEL'. IN CASE OEM/ FOREIGN



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PRINCIPAL RECOMMENDS PLACEMENT OF ORDER(S) TOWARDS INDIGENOUS PORTION OF SUPPLIES/ SERVICES ON INDIAN SUPPLIER(S)/ AGENT ON THEIR BEHALF, THE CREDENTIALS/ CAPACITY/ CAPABILITY OF THE INDIAN SUPPLIER(S)/ AGENT TO MAKE SUPPLIES/SERVICES SHALL BE CHECKED BY BHEL AS PER THE EXISTANT GUIDELINES OF SUPPLIER EVALUATION, APPROVAL & REVIEW PROCEDURE (SEARP), BEFORE OPENING OF PRICE BIDS. IN THIS REGARD, DETAILS MAY BE CHECKED AS PER ANNEXURE-B. IT WILL BE THE RESPONSIBILITY OF THE OEM / FOREIGN PRINCIPAL TO GET ACQUAINTED WITH THE EVALUATION REQUIREMENTS OF INDIAN SUPPLIER/ AGENT AS PER SEARP AVAILABLE ON [WWW.BHEL.COM](http://WWW.BHEL.COM).

THE RESPONSIBILITY FOR SUCCESSFUL EXECUTION OF THE CONTRACT (INCLUDING INDIGENOUS SUPPLIES/ SERVICES) LIES WITH OEM/ FOREIGN PRINCIPAL. ALL BANK GUARANTEES TO THIS EFFECT SHALL BE IN THE SCOPE OF THE OEM/ FOREIGN PRINCIPAL.

**IV. DELIVERY:** EARLIEST POSSIBLE DELIVERY TO BE CLEARLY SPECIFIED IN THE OFFER. THE VENDOR MAY ALSO QUOTE THE EARLIEST DELIVERY PERIOD FOR MATERIAL DELIVERY AND COMMISSIONING PERIOD. THE COMMISSIONING PERIOD IS TO BE RECKONED FROM DATE OF HANDING OVER OF SITE TO VENDOR BY BHEL. OTHERWISE, WHERE ERECTION AND COMMISSIONING BY THE VENDOR IS INVOLVED THE SUCCESSFUL COMMISSIONING DATE WILL BE RECKONED AS THE DELIVERY DATE.

**V. DELIVERY TERM:**

**INDIGENOUS SUPPLIES:** FOR - B.H.E.L.EPD, STORES [PACKING & FORWARDING, FREIGHT & INSURANCE ARE IN SUPPLIER'S SCOPE I.E. INCLUDED IN THE QUOTED PRICES].

**FOREIGN SUPPLIES:** FOB / FCA BASIS INCLUSIVE OF SEA / AIR WORTHY PACKING AND INCLUSIVE OF ALL CHARGES TILL FOB / FCA.

**VI. VALIDITY OF THE OFFER:** 75 DAYS FROM DATE OF OPENING OF TECHNO-COMMERCIAL BID, EXTENDABLE TO A MUTUALLY AGREED PERIOD. PRICE VARIATION CLAUSE WITHIN THIS PERIOD WILL NOT BE ENTERTAINED.

**VII. PRICE IMPACT:** PRICES ARE TO BE INDICATED AS PER UN-PRICED BID AS PER DETAIL AS WELL AS IN CONFORMITY WITH TERMS AS SUBMITTED IN PART-I. ALL APPLICABLE TAXES AND DUTIES ARE TO BE INDICATED CLEARLY IN THE OFFER. THE COMPARISON BETWEEN INDIGENOUS AND FOREIGN BIDS SHALL BE DONE BASED ON LANDED (FOR DESTINATION) PRICE BASIS. PROCESSING OF ANY OPTIONAL ITEM IS AT THE DISCRETION OF BHEL. OFFER WITH ANY PRECONDITIONS FOR PRICE WILL BE REJECTED.

THE BIDDERS WILL NOT BE ALLOWED TO REVISE THE PRICE DURING VALIDITY PERIOD. IN CASE, OUTCOME OF TECHNO-COMMERCIAL DISCUSSION HAS ANY PRICE IMPLICATION, ONLY CORRESPONDING **PRICE IMPACT** IS TO BE SUBMITTED BY THE VENDOR IN A SEALED COVER WHICH WILL BE OPENED ALONG WITH THE ORIGINAL PRICE BID ON THE SPECIFIED DATE.

**VIII. PRICE EVALUATION:** PRICES SHALL BE CONSIDERED ON LANDED COST BASIS (COST TO BHEL). LANDED COST SHALL BE WORKED OUT ON PRICE QUOTED INCLUDING FREIGHT, EXCISE DUTY, AND SALES TAX AFTER TAKING OUT CENVAT AND VAT BENEFIT, AS APPLICABLE. THE COMPARATIVE STATEMENT SHALL BE WORKED OUT ON OVERALL LANDED COST BASIS FOR THE WHOLE PACKAGE.

- A) FOR THE PURPOSE OF COMPARING PRICES, TENDER PRICES SHALL BE CONVERTED TO INDIAN RUPEES AND THE CONVERSION SHALL BE MADE BY USING THE IMPORT BILLS RATE (IMP BILLS) (EXCHANGE) RATE QUOTED BY THE OFFICIAL SOURCE ON THE DATE OF OPENING OF TENDERS. THIS EXCHANGE RATE WILL BE FOLLOWED TILL PLACEMENT OF ORDER. THE COMPARATIVE STATEMENT OF THE PRICES PREPARED ON THE REFERENCE DATE SHALL REMAIN FIRM THROUGHOUT THE EXECUTION PERIOD. ANY CHANGE IN DUTY & TAX STRUCTURE DURING EXECUTION OF THE CONTRACT WILL NOT BE CONSIDERED FOR RE-RANKING OF VENDORS.
- B) THE LOWEST PRICE RECEIVED AGAINST BHEL TENDER NEED NOT BE COMMERCIALLY LOWEST PRICE (L1) AND BHEL RESERVES THE RIGHT TO NEGOTIATE THE SAME
- C) BHEL RESERVES THE RIGHT/OPTION TO REFLOAT THE TENDER IF L1 PRICE IS NOT THE LOWEST ACCEPTABLE PRICE TO BHEL.

**IX. PAYMENT TERM (Indigenous):**

- 70% OF MATERIAL VALUE PLUS FULL TAXES & DUTIES IN 30 DAYS TIME FROM THE DATE OF SUPPLY AND ACCEPTANCE.
- 20% OF MATERIAL VALUE AFTER SUCCESSFUL ERECTION & COMMISSIONING ALONG WITH E&C CHARGES, IF ANY.



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- 10% OF MATERIAL VALUE ON SUBMISSION OF PERFORMANCE BANK GUARANTEE ISSUED BY SCHEDULED BANK FOR A VALUE OF 10% OF TOTAL ORDER VALUE. CORPORATE GUARANTEE IS NOT ACCEPTABLE.

ALL PAYMENTS WILL BE MADE BY WAY OF ELECTRONIC TRANSFER OF FUNDS (NEFT) SYSTEM. THE VENDOR SHOULD FURNISH THE NEFT MANDATE.

- X. LOADING FACTOR:** IF THE OFFER IS NOT INLINE WITH THE TERMS & CONDITIONS SPECIFIED BY BHEL, THE FOLLOWING LOADING CRITERIA WILL BE ADOPTED FOR EVALUATION.
- A) PAYMENT TERMS:** FOR ANY DEVIATION TO THE PAYMENT TERM OFFERED w.r.t NIT, THE LOADING SHALL BE REFERENCED WITH PRIME LENDING RATE OF SBI + 2% FOR THE PERIOD OF RELAXATION SOUGHT.
- B) TRANSPORTATION CHARGE:** AS PER BHEL RATE CONTRACT PREVAILING ON THE DATE OF OPENING OF TENDER
- C) TRANSIT INSURANCE:** AS PER BHEL RATE PREVAILING ON THE DATE OF OPENING OF TENDER
- XI. DEVIATIONS:** A SEPARATE SHEET INDICATING DEVIATIONS IN TECHNICAL SPECIFICATION, COMMERCIAL TERMS AND CONDITIONS TO BE ENCLOSED IN PART A OF THE OFFER.
- XII. LIQUIDATED DAMAGES:** FOR ANY DELAY IN SUPPLY AND SUCCESSFUL COMMISSIONING OF THE EQUIPMENT, AN AMOUNT OF 0.5 % PER WEEK UP TO A MAXIMUM OF 10% OF THE ORDER VALUE WILL BE DEDUCTED
- XIII. CLARIFICATIONS SOUGHT BY BHEL DURING TECHNICAL & COMMERCIAL EVALUATION**  
IN CASE, BHEL ASKS FOR ANY CLARIFICATION, THE VENDOR HAS TO SUBMIT THE SAME WITHIN THE SPECIFIED DATE OTHERWISE THE OFFER WILL BE EVALUATED CONSIDERING THE CLARIFICATIONS, IF ANY RECEIVED, AS ON THE SPECIFIED DATE. NO GRACE PERIOD OR LATE SUBMISSION IS ALLOWED
- XIV. RISK PURCHASE CLAUSE:** BHEL, AT ITS OPTION, WILL BE ENTITLED TO PURCHASE ELSEWHERE AT THE COST AND RISK OF THE VENDOR, EITHER THE WHOLE OR PART OF THE GOODS WHICH THE VENDOR HAS FAILED TO DELIVER WITHIN THE STIPULATED TIME. THE VENDOR SHALL BE LIABLE FOR ANY LOSS THAT BHEL MAY SUSTAIN BY REASON OF SUCH RISK PURCHASES. BHEL RESERVES THE RIGHT TO CANCEL THE CONTRACT IN FULL OR PART, IF PERFORMANCE WITH RESPECT TO QUALITY AND DELIVERY IS UNSATISFACTORY; AND BHEL SHALL HAVE THE RIGHT TO ENTER INTO CONTRACT WITH OTHER VENDORS AGAINST SUCH CANCELLATION OF CONTRACT AGAINST RISK PURCHASE CLAUSE.
- XV. INSPECTION:** PRE DESPATCH INSPECTION OF THE MATERIALS WILL BE CONDUCTED BY BHEL AT VENDOR'S PLACE. FOR PRE DESPATCH INSPECTION, ADEQUATE NOTICE HAS TO BE GIVEN BY THE VENDOR FOR DEPLOYMENT OF BHEL'S PERSONNEL. BHEL HAS THE RIGHT TO REVIEW THE QUALITY PLAN OF THE MANUFACTURER AND ACCESS TO THE PROCESS DATA OF THE MANUFACTURER. ALL NECESSARY TEST & CALIBRATION CERTIFICATES SHOULD ACCOMPANY SUPPLY.
- XVI. MAINTENANCE MANUAL:** THE VENDOR SHALL PROVIDE THREE SETS OF OPERATION AND MAINTENANCE MANUALS ALONG WITH THE RELEVANT DRAWINGS. THIS WILL BE CONSIDERED AS PART OF COMMISSIONING.
- XVII. ERECTION AND COMMISSIONING:** IN CASE OF E&C IN THE VENDOR'S SCOPE, THE PERSONNEL DEPLOYED FOR THE JOB SHOULD HAVE THE NECESSARY CLEARANCE FROM HR DEPT OF BHEL. THE VENDOR SHOULD BRING ALL EQUIPMENT AND MANPOWER REQUIRED FOR ERECTION AND COMMISSIONING AS DETAILED IN THE THEIR SCOPE OF SUPPLY/WORK.
- XVIII. TRAINING:** THE VENDOR SHALL TRAIN BHEL PERSONNEL ON OPERATION AND MAINTENANCE OF THE EQUIPMENT.
- XIX.** Offers not meeting NIT Terms are liable for rejection.



MATERIAL MANAGEMENT  
ANNEXURE – A

**Guidelines for Indian Agents of Foreign Suppliers**

**1.0** There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender. An agent who is not registered with BHEL shall apply for registration in the registration form in line with SEARP.

**1.1** Registered agents will file an authenticated Photostat copy duly attested by a Notary Public/Original certificate of the principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission/ remuneration/ salary/retainer ship being paid by the principal to the agent before the placement of order by BHEL.

**1.2** Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.

**2.0 Disclosure of Particulars of agents/ representatives in India, if any.**

**2.1** Tenderers of Foreign nationality shall furnish the following details in their offers.

**2.1.1** The Bidder(S) Contractor(s) of foreign origin shall disclose the name and address of the agents/ representatives in India if any and the extent of authorization and authority given to commit the Principals. In case the agent/representative be a foreign Company, it shall be confirmed whether it is existing company and details of the same shall be furnished.

**2.1.2** The amount of commission /remuneration included in the quoted price(s) for such agents/representatives in India.

**2.1.3** Confirmation of the tender that the commission /remuneration, if any, payable to his agents/representatives in India, may be paid by BHEL in Indian Rupees only.

**2.2 Tenderers of Indian Nationality shall furnish the following details in their offers:**

**2.2.1** The Bidder(S) Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any, indicating their nationality as well their status, i.e. whether manufacture or agents of manufacture holding the Letter or authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents/ representatives.

**2.2.2** The amount of commission/ remuneration included in the price(s) quoted by the Tenderer for himself.

**2.2.3** Confirmation of the foreign principals of Tender that the commission/remuneration, if any, reserved for the Tender in the quote price(s), may be paid by BHEL in India in equivalent Indian Rupees on Satisfactory completion of the project or supplies of Stores and spares in case of operation items.

**2.3** In either case, in the event of contract materializing, the terms of payment will provide for payment of the commission/remuneration, if any payable to the agents/representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.

**2.4** Failure of furnish correct and detailed information as called for in paragraph 2.0 above will render the concerned tender liable to rejection or in the event of a contract materializing, the same liable to termination by BHEL. Besides this there would be a penalty of banning business dealings with BHEL or damage or payment of a named sum.

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**MATERIAL MANAGEMENT**  
**ANNEXURE – B**

This format is applicable only to India Suppliers/ Agents supplying indigenous portion of Foreign Purchases. In all other cases, extant guidelines of SEARP, 2010 are to be followed.

SEARP (SRF) Clause No	Detail
	<b>Name &amp; address of the firm</b>
<b>1.0</b>	<b>Products/Systems/Services being considered for</b>
<b>2.0</b>	<b>General Information</b>
2.2	Name of Chief Executive
2.3	Details of authorized signatory
<b>3.0</b>	<b>Ownership Information</b>
3.1	Type of firm
3.2	Nature of Business <ul style="list-style-type: none"> <li>• Attach <b>authorization letter and agency agreement</b> from principal (from whom capital equipment is procured)</li> <li>• Attach copy of declaration from Foreign Principal <b>for total guarantee warranty of indigenous supplies</b></li> </ul>
3.3	Year of establishment
<b>3.4</b>	<b>Year of commencement of business</b>
<b>4.0</b>	<b>Registration Particulars</b>
4.1	Permanent Account No.
4.2/4.3	Sales Tax/ TIN no
4.6	Services tax. no. (in case of E&c )
<b>5.0</b>	<b>Organisational strength</b>
<b>6.0</b>	<b>Other particulars</b>
6.1	If the company is already registered with other units
6.2	Directors/ Partners, if related to any BHEL Employee
6.9	If any Ex BHEL Personnel Employed by the Company
6.12	Details of pending legal issues with BHEL
6.13	Bank Account information
<b>9.0</b>	<b>Financial information</b>
9.6	Sales/Turnover details of last 3 years (or from the date of incorporation whichever is less)





**MATERIAL MANAGEMENT**  
**ANNEXURE**

**BANK GUARANTEE FOR PERFORMANCE**

To:  
Bharat Heavy Electricals Limited,  
Electroporcelains Division  
Prof C N R Rao Circle  
Opp. IISC, Malleswaram  
BANGALORE 560012.

Bank Guarantee No :  
Date of Issue :  
Amount of Guarantee :  
Guarantee cover from :  
Last Date of Lodgement of Claim :

1. In consideration of Bharat Heavy Electricals Limited, having its Registered Office at Bangalore, India (hereinafter called "The Purchaser", which expression shall unless repugnant to the subject or context include its administrators, successors and assigns) having entered into a contract vide Purchase Order No..... Dated..... . With M/s.....having its registered Office at ..... (hereinafter referred to as "The Supplier" which expression shall unless repugnant to the administrators, executors and permitted assigns) for the supply of "xxxxxxxxxxxxxxxxxxxxxx" (which contract is hereinafter referred to as the "The Contract") and the supplier, having agreed to provide a Guarantee for Performance of the Contract in the Form of Bank Guarantee, we The..... (hereinafter called to as "The Bank" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns) do hereby unconditionally and irrevocably guarantee and undertake to indemnify and keep indemnified the purchaser to extent of Rs..... (

) at any time against any loss, damage, costs, charges and expenses including due to faulty design, faulty materials and bad workmanship caused to or suffered by or that may be caused to or suffered by "the purchaser" on its mere written demand and without any demur, reservations, recourse, contest or protest and without any reference to "the supplier" to the extent aforesaid.

2. we "the said bank", further agree that "the purchaser" shall be the sole judge of and as to whether "the said supplier" has committed any breach or breaches of any of the terms and conditions of the contract and the extent of loss, damage, costs and expenses caused to or suffered by "the purchaser " on account thereof and the decision of the purchaser that the said supplier has committed such breach or breaches and as to the amount or amounts of loss, damages, costs, charges and expenses including due to faulty design, faulty materials and bad workmanship caused to or suffered by or that may be caused to or suffered by "the purchaser" from time shall be final and binding on us notwithstanding any difference between the PURCHASER and the SUPPLIER or any dispute pending before any court, tribunal application or any other authority to form.

3. We "the said bank" further agree that this guarantee shall come into force upon the. Effective Date as defined in bank performance guarantee clause of contract and shall remain in force for a period of 12 months from the date of commissioning or 18 months from the date of last dispatch whichever is earlier unless a notice or claim under this guarantee has been served on "the said Bank" before the expiry of said period of validity i.e..... inclusive of claim period in which case this guarantee shall be enforceable against "the said Bank".

4. "The purchaser" shall have the fullest liberty without affecting in any way the liability of "the said Bank" under this guarantee from time to time to vary any of the terms and conditions of the said contract or to extend time for Performance thereof by "the said supplier" or to postpone for any time and from time to time any of the powers exercisable by it against "the said supplier" and either to enforce or forbear from enforcing any of the terms and conditions governing "the said contract" or securities available to the purchaser and "the said bank" shall not be released from its liabilities under these presents by any exercise by "the purchaser" of the liberty with reference to the matter aforesaid or by reason of time being given to the said purchaser or any other forbearance act or omission on the part of the purchaser or any indulgence by the purchaser to "the said supplier" or of any other matters or thing whatsoever under the law relating the securities would but this provision have the effect of so releasing "the said Bank" from its liability hereunder.

5. Our obligation to pay hereunder is as principal debtor and not as surety and it shall not be necessary for "to proceed against "the said supplier "before proceeding against" the Bank and the guarantee herein contained shall be enforceable against "the Bank" notwithstanding any other security which "the purchaser" may have obtained or obtain from "the supplier" at the time when proceedings are taken against "the said Bank" in any manner whatsoever.

6. Unless extended, this guarantee shall remain in force till ..... provided however, that should it be necessary to extend we shall extend we shall extend forthwith the period of this guarantee on your request till such time as may be required by you.



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7. We "the said Bank" further undertake not revoke the guarantee during its currency except with the previous consent of "the purchaser" in writing and agree that any change in the constitution of "the said supplier" or the bank shall not discharge our liability hereunder in any manner whatsoever.

8. Our liability under this guarantee is limited to Rs..... (Rupees )

9. We have power to issue this guarantee in your favour and the undersigned who are executing this guarantee have the necessary power to do so on behalf of the Bank under the .....

10. This guarantee shall come into force immediately on release of payment of RS..... (Rupees ) by the purchaser to the supplier.

"Notwithstanding anything contained herein:

a) Our liability under this Bank guarantee shall not exceed Rs.....(Rupees ).

b) This bank guarantee shall be valid only up to ..... And

c) We are liable to pay the guarantee amount or any part thereof under this Bank guarantee only and only if you server us a written claim or demand on or before .....

Place:

Dated:

Constituted Attorney

FORM NO. E – 5

Appendix -VIII

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)

#### MODEL MANDATE FORM

INVESTOR/CUSTOMER'S OPTION TO RECEIVE PAYMENTS THROUGH CREDIT CLEARING MECHANISM

SCHEME NAME AND THE PERIODICITY OF PAYMENT

1. INVESTOR/CUSTOMER'S NAME:

2. PARTICULARS OF BANK ACCOUNT

A. BANK NAME:

B. BRANCH NAME:

ADDRESS:

TELEPHONE NO:

C. 9- DIGIT CODE NUMBER OF THE BANK & BRANCH APPEARING ON THE MICR CHEQUE ISSUED BY THE BANK:

D. ACCOUNT TYPE (S.B ACCOUNT/CURRENT OR CASH CREDIT) WITH CODE 10/11/13:

E. I F S C NO.

F. ACCOUNT NUMBER (AS APPEARIG ON THE CHEQUE BOOK):

G. E MAIL ID: ADDRESS



**MATERIAL MANAGEMENT**

(In lieu of the bank certificate to be obtained as under, please attach a blank cancelled cheque, or photocopy of a cheque or front page of your savings bank passbook issued by your bank for verification of the above particulars)

**3. DATE OF EFFECT:**

I hereby state that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

Date: (-----)  
Signature of the Investor/ Customer

Certificate that the particulars furnished above are correct as per our records.

COMPANY STAMP (-----)

Date: SIGNATURE OF THE AUTHORIZED/ OFFICIAL

From the Bank



**Bharat Heavy Electricals Limited**  
**Ceramic Business Unit - Electroporcelains Division**  
Prof.CNR Rao Circle, Indian Institute of Science Post, Malleswaram  
BANGALORE – 560 012 INDIA  
Website: [www.bhelceramics.com](http://www.bhelceramics.com)

Office: 91(080) 22182262  
91(080) 22182305  
Fax: 91(080) 23340535

**MATERIAL MANAGEMENT**

**FORMAT FOR PRICE BID**

**FOR EQUIPMENT**

SL.NO.	DESCRIPTION	PRICE IN Rs
1	COST OF BASIC EQUIPMENT (as per Specification)	
2	COST OF ACCESSORIES/ SPARES, IF ANY (Details to be furnished)	
3	TOTAL EXWORKS COST	
4	PACKING & FORWARDING CHARGES (%) (if applicable)	
5	EXCISE DUTY & CESS ON ED (mention Current applicable rate)	
6	ST / CST / VAT (mention Current applicable rate)	
7	FREIGHT CHARGES (%)	
8	INSURANCE CHARGES (%)	
9	TOTAL VALUE	

**FOR SERVICES**

SL.NO.	DESCRIPTION	PRICE IN Rs
1	TRAINING CHARGES	
2	ERRECTION & COMMISSIONING CHARGES / SUPERVISION CHARGES	
3	OTHER CHARGES, (If Any)	
4	TOTAL SERVICE CHARGES	
5	SERVICE TAX (mention Current applicable rate)	
6	TOTAL SERVICE COST	



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**MATERIAL MANAGEMENT**

**RESPONSE SHEET:**

SL NO	DESCRIPTION	BHEL REQUIREMENT	VENDORS' OFFER
1	Terms of quote		
	1 A. Delivery Term (for Indigenous)	FOR BHEL- EPD STORES	
	1 B. Delivery Term (for Imports)	FOB / FAS ( Foreign port)/CIF	
	Taxes and duties		
2	EXCISE DUTY/SERVICE TAX	%	
3	E. CESS	%	
4	CST/VAT (BHEL shall furnish C-form)	%	
5	CUSTOM DUTY	%	
6	CVD	%	
7	E. CESS & HIGHER E.CESS ON CVD AND ON CUSTOMS	%	
8	SAD	%	
9	PACKING & FORWARDING CHARGES	BY SUPPLIER	
10	FREIGHT & INSURANCE	BY SUPPLIER	
11	PAYMENT TERMS : (IMPORTS)	a) 70 % of PO Value within 60 days of dispatch of Material, through LC b) 20 % of PO Value and 90 % of commissioning charges on successful completion of Erection & Commissioning through TT. c) Balance 10% of PO value and Commissioning charges after Warranty period or on submission of PBG.	
12	PAYMENT TERMS: (INDIGENOUS)	- 70% of material value plus full taxes & duties in 30 days time from the date of supply and acceptance - 20% of material value after successful Erection & commissioning along with E&C charges, if any. -10% against PBG for 1 Year. Corporate guarantee is not acceptable.	
13	ERECTION/INSTALLATION & COMMISSIONING	In the Scope of Supplier	
14	DELIVERY	Earliest possible delivery is required to be indicated.	
15	LD CLAUSE	0.5% per week up to a maximum of 10% of the total value of the order for delayed delivery	
16	RISK PURCHASE CLAUSE	AS PER BHEL NORMS	
17	WARRANTY	12 Months from the date of E&C or 18 Months from the date of supply.	
18	VALIDITY	75 DAYS	
19	UNPRICED "Price Bid Format"	To be submitted along with Technical Bid without mentioning Price, but only mentioning applicable percentages for Taxes & Duties, P&F, F&I, etc	

Please fill this sheet and send with Techno-Commercial offer, duly signed