



BHARAT HEAVY ELECTRICALS LIMITED

CORPORATE RESEARCH & DEVELOPMENT DIVISION

VIKASNAGAR, HYDERABAD - 500 093, INDIA

PHONES: 23774494 (EXCHANGE)

DIRECT: 23882104/23882204/

23778474/23776772

FAX : 91 40 23770698

RD:DP:MPX:F-04

ENQUIRY

To - Enquiry No: 090863012 Enq Date: 19-JUN-09 Due Date: 11-JUL-09 Delivery By:

Pin - PLEASE SUBMIT YOUR QUOTATION IN SEALED COVER SUPERSCRIBED WITH ENQUIRY NO, ENQUIRY DATE AND DUE DATE SUBJECT TO OUR TERMS AND CONDITIONS ENCLOSED, FOR THE FOLLOWING MATERIALS SO AS TO REACH US ON OR BEFORE THE DUE DATE BY 12 NOON. THE TENDERS WILL BE OPENED AT 2 PM ON THE SAME DAY

Email :

Attn. .

PLEASE GIVE REFERENCE OF ENQ NUMBER , ENQ .DATE AND DUE DATE IN ALL YOUR CORRESPONDENCE FOR PROMPT ACTION. IN CASE IF YOU ARE NOT MAKING THE OFFER PLEASE POST A REGRET LETTER AND RETURN THE DOCUMENTS.

SL NO	DESCRIPTION / SPECIFICATION	UNIT	QTY
1	HIRING OF MINI BUSES FOR 2 YEARS 16 + 1 SEATER	NO	1
2	12 + 1 SEATER SPECIFICATIONS FOR HIRING MINI BUSES ENCLOSED	NO	2

Please submit your offer in Two parts as per enclosed "General Terms and Conditions of enquiry & Contract for the purchase of Goods/ Services" in separate sealed covers as detailed below:

1) First cover shall contain a) Technical & Commercial bid, b) Compliance Statement, c) Un-priced Price bid, i.e. a copy of the Price bid with the price(s) columns left blank.

2) Second Cover containing Price bid.

If the Price bid is found to be different from the un-Priced Price bid in any way, the offer will be rejected.

Note:

1) ALL OFFERS MUST INCLUDE NAME OF CONTACT PERSON, PHONE NO, FAX NO, EMAIL ID. UNSIGNED/INCOMPLETE OFFER(S) ARE LIABLE FOR REJECTION.

2) Taxes & Duties quoted will be taken for cost evaluation & order placement and no change will be entertained later except in the case of changes made by the Government.

3) Changes in Taxes and Duties because of the changes in Turnover etc. will be to the supplier's account.

4) In case any Taxes/duties exempted, a self declaration for the same may be attached to the offer.

AS WE ARE ENGAGED IN R&D ACTIVITY "C" FORM WILL NOT BE ISSUED

Yours faithfully

for

BHARAT HEAVY ELECTRICALS LTD

PLEASE FILL UP THE ENCLOSED VENDOR REGISTRATION FORM AND SEND IT ALONG WITH YOUR QUOTATION. OTHERWISE YOUR QUOTATION WILL NOT BE CONSIDERED. (IGNORE THIS IF YOU HAVE ALREADY SUBMITTED THIS FORM)

BHASKARA REDDY P

Dy General Manager

Email: pbreddy@bhelrnd.co.in



Specifications for Hiring MINI BUSES
Corp. R&D, Vikasnagar, Hyderabad-50093

Date: 11.06.2009

BHEL R&D wishes to hire 3 MINI BUSES on a Rate Contract (RC) for their day to day requirement of transporting employees from identified pick-up points to R&D and back on all working days (excluding Holidays).

SCOPE

Providing 3 minibuses for transporting R&D staff on a daily basis from pick-up points in the morning and dropping them back in the evening.

TERM

1. The contract shall be valid for 24 Months (2 Years). BHEL reserves right to extend the contract further.
2. BHEL R&D shall have right to alter the route if required.
3. Contract can be terminated by either party by giving a three month advance NOTICE.
4. The driver, fuel, Maintenance of the vehicle shall be arranged by the vendor.
5. The buses shall be cleaned / washed before reporting on to duty.
6. Upholstery/ seats shall be maintained regularly.
7. Route Number and BHEL R&D sign shall be displayed, prominently.

QUALIFICATION

The minimum qualification criteria for acceptability of the vendors are following:

1. **Two** MINI BUSES with a carrying capacity of 12 + 1 (or higher) and **one** of 16 + 1 (or higher) passengers shall be in possession with vendor for this requirement.
2. **The vendor shall quote for all the three buses.** Vendors are allowed to use Minibuses with higher seating capacity at offered rates.
3. The vehicles shall have been procured in the year 2007 or later.
4. The vehicle shall be in excellent working condition and shall have latest pollution under control (PUC) certificate.
5. All registration documents (like; RC Book etc) shall be available and a copy to be submitted along with the offer.
6. Valid Insurance for vehicle and passengers, copy to be submitted with offer.
7. The driver shall be conversant with route and territory of GHMC and the traffic regulations applicable. The drivers shall be provided with mobiles.
8. Undertaking to arrange alternate vehicle of the same capacity within 30 minutes, in case of breakdown.
9. Computerised (preferable) registered office.
10. Bank account with EFT/RTGS mode.
11. Registered firm at Hyderabad with PAN and ST Number.

12. Undertaking by the vendor for his willingness to supply the services at L1 offer rates, in case the same is considered/offered by BHEL.
13. No offer shall be considered without proof of Earnest Money Deposit(EMD). A Demand Draft for an amount of Rs 40,000 from any Nationalised bank payable to BHEL R&D is to be enclosed along with the techno commercial bid
14. Successful vendor shall receive the order on submission of Security Deposit (SD) only.
The rate of SD based on the value of annual contract will be as follows.

upto Rs10.00 Lakhs-10%

Above Rs10.00Lakhs up to Rs50.00Lakhs- Rs1.00 Lakh+ 7.5% of the amount exceeding Rs10.00Lakhs.

The security deposit may be furnished in any one of the following forms.

- a) Cash (as permissible under the Income Tax Act).
 - b) Pay order ,Demand Draft in favor of BHEL
 - c) Local cheques of scheduled banks, subject to realization
 - d) Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of the contractor furnishing the security and duly pledged in favor of BHEL and discharged on the back).
 - e) Bank Guarantee from Scheduled Banks/Public financial institutions as defined in the Companies Act. The Bank guarantee format should have the approval of BHEL.
 - f) Fixed Deposit Receipt issued by scheduled banks/financial institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
 - g) Security deposit can also be recovered at the rate of 10 % from the running bills. However, in such cases, at least 50% of the Security Deposit should be collected before start of the work and the balance 50 % may be recovered from the running bills.
 - h) EMD of the successful tenderer can be converted and adjusted against the security deposit.
 - i) The security deposit shall not carry any interest.
15. The estimated value of the Tender is around Rs.14.40 Lakhs. Offers over and above the 10% estimated value will be considered at the discretion of BHEL.

ROUTES

MINI BUSES shall ply on routes given in following table:

#	ROUTE NO.	Seats	Dist km/day each way	kM/Year (301 days)	START TIME	ROUTE
1	1	16	~35	21070	0650	Water Tank Vansthalipuram - Chandrapuri Colony - Kamineni Hospital - Rythu Bazar(Kothapet) - Mohan Nagar - Chaitnayapuri colony - New Maruthinagar -Dilsukh Nagar - Salim Nagar, Malakpet - Amberpet, Shivam, Tarnaka - BHEL R&D
2	2	12	~30	18060	0700	Yadgiri Talkies – Nqalgonda X roads-TV tower- Amberpet-Ram Nagar – Ram Nagar Circle – Warisguda – Chilkalguda – New Bhoiguda – Paradise - BHEL R&D
3	6	12	~18	10836	0700	Malkajgiri – Anand Baugh cross Road – Safilguda – Krupacomplex – Vinayak Nagar – GK Colony – RK Puram - BHEL R&D

Note: 1)An increase in one way run for each route by 5% if necessary, due to rerouting or employees being added/shifted to the bus shall be allowed by the operator without additional charge/ extra payment. BHEL reserves the right to interchange the bus routes in case of a specific requirement.

2) Payment will be made in 12 equal installments.

PAYMENT

1. Increase or decrease in fuel price (PVC) will be calculated and adjusted on monthly basis. Supplier to submit prevailing fuel bill from the petrol bunk along with the bills, considering the market price for claimed month and reference price for fuel (on contract date) as per the following formula:

$$\frac{\text{Difference in price} \times \text{km actually traveled}}{\text{Average mileage of minibus in km per litre}}$$

2. Average consumption for vehicles shall be quoted by the supplier.
3. Service tax, if applicable, shall be considered on production of ST registration and PAN.
4. EMD as indicated in tender notification shall be deposited by the vendor. Offers without EMD will not be considered.
5. Payment will be made in 12 equal installments.

PENALTY

Following penalty shall be levied for late reporting:

1. Late reporting Rs. 500/ hour. In case of a breakdown, a bus of the same capacity shall be provided within half an hour, failing which, penalty as per the following point no. 2 and 3 will be imposed.
2. Rs. 1500/- per trip for not reporting either in the morning or in the evening.
3. Rs. 3000/- per day for non-reporting both in the morning and in the evening.

GUIDELINES FOR OFFER/ QUOTATION

The offer shall be submitted in two parts (envelops) in prescribed format. All sheets shall be signed and stamped. Monthly fixed rates to be quoted, for each type of bus inclusive of lead kilometers. Minimum charges per extra km and per extra hour shall be quoted. The **First Envelop** shall contain:

1. Technical compliance: Registration document of vehicles, Insurance documents, compliance of terms and conditions, undertaking to supply the service at L1 cost if considered/offered by BHEL and settlement of PVC annually and
2. Un priced price bid

The **Second Envelop** shall contain price bid as per the format enclosed.

PRICE BID

NAME OF THE VENDOR:

ADDRESS:

TELEPHONE/ Mobile Nos.

				OPTIONAL		
#	Description	Mileage (km/ltr)	Fixed rate/installment Rs.	Extra trip Rs.	Extra hour Rs.	Extra km Rs.
1.	16 Seater Route no.1					
2.	12 Seater- Route:2					
3.	12 Seater- Route:6					
4.	Service tax					
5.	Fuel Price on date of quote					

We agree to supply the services at L1 rates in event of BHEL considering/offering the same to us.

Signature and seal

Dated:

AUTHORISATION LETTER FOR E-PAYMENT/ NEFT / RTGS

(PLEASE FILL UP THE FORM COMPLETELY IN CAPITAL LETTERS ONLY)

1	Type of Request (Tick One)	NEW / CHANGE
2	BHEL Vendor Code	
3	Company's Name	
4	Address	
5	City with Pin Code	
6	State	
7	PAN NUMBER	
8	Name of Contact Person	
9	Phone No with STD Code	
10	Fax No with STD Code	
11	Email Id	
12	Web Site (URL)	

BANK DETAILS FOR EFT / RTGS

1	Bank Name	
2	Branch	
3	Branch Code	
4	Address	
5	PHONE No.	
6	Account No.	
7	MICR/ IFSC Code	
8	Bank Swift Code	
8	NEFT/ RTGS enabled	Yes / No
10	Cancelled Cheque	Enclosed / Not Enclosed

1. I, as representative / owner of the above named company, hereby authorise BHEL R&D Hyderabad, to electronically make payments to the designated bank account. I hereby certify that the particulars given above are true, complete and correct.
2. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.
3. This authority remains in full force until BHEL receives and acknowledge written notification requesting a change or cancellation.

Date:

Authorised Signatory
Designation :

COMPANY SEAL



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE R&D DIVISION, VIKAS NAGAR, HYDERABAD – 500 093, AP, India
Ph: 0091-40 – 23778474, FAX: 0091-40 – 23770698

RD:MPX:F-20

General Terms and Conditions of Enquiry & Contract for the Purchase of Goods/ Services

1. The quotation and any order resulting from this enquiry shall be governed by these General Terms and Conditions of enquiry and contract for the supply of goods and the supplier quoting against this enquiry shall, unless specifically stipulates any different terms or conditions, be deemed to have read and agreed to the same.
2. Sealed quotations in double cover with tenderer's distinctive seal, superscribing enquiry number, date and due date are to be submitted so as to reach on or before due date & time, addressed to **Additional General Manager(MM) and Head, Bharat Heavy Electricals Limited, Corporate Research & Development Division, Vikasnagar, Hyderabad, Andhra Pradesh, India – PIN-500 093, India.**
In the case of **Two-part bid**, each inner cover shall clearly be labeled as a) **Technical & Commercial Bid** containing technical data/ drawings/ catalogues/ quality plans along with commercial terms and conditions & copy of the price bid with the price columns left blank (unpriced price bid), b) **Price bid** containing prices quotes. Installation and/or Commissioning charges shall be spelt out in absolutely lucid terms, taking into account total charges, rather than quoting vaguely, such as charges per man-day or charges per engineer per day etc. **If the price bid was found later to be different from the unpriced price bid in any way, the offer will be rejected summarily.**
3. **Tender/ Technical bid Opening:** Unless specified otherwise, tenders/ technical bids will be opened on appointed date and time as mentioned in the enquiry or as communicated changed date/time, if any, in the presence of such of those tenderers who may be present.
4. **Delayed/ Late Tender:** Tenders, which have been posted by registered post through the postal department in time before opening date but received after tender opening, shall be treated as regular tenders. Other tenders received after tender opening time shall be treated as late tenders and normally they may be rejected.
5. The Quotation should be free from overwriting and erasures. Corrections and additions, if any, must be attested. Supplier should indicate in the quotation dimensions (Size), weight, rate etc., in the metric system unless the enquiry calls for different unit.
6. **Validity of Quotation:** All quotations shall be kept open for acceptance for a period of ninety days from the date of opening of Tenders/ Technical bid and this shall be deemed to be an express condition of all quotations. The rate shall be quoted in both figures and in words.
7. In the case of Two-part bid, the vendor should furnish technical clarifications, if any, within stipulated time mentioned, failing which, it will be construed that the vendor is not interested in the tender and BHEL shall not consider the offer for further evaluation.
8. **Revision of Pricebid:** In the event of any bidder, after finalizing the technical specifications and scope of supply, opting to revise and submit their latest price bid, then BHEL reserves the right to open their original / previous price bid also while evaluating revised bid.
9. **Pricebid Opening:** Unless specified otherwise in the enquiry, the Price bids of technically qualified vendors shall be opened with prior intimation in the presence of such of those tenderers who may be present.
10. **Conformity to Specifications:** The material should be of the best quality and shall be conforming to our specification given in our enquiry. Unless otherwise agreed upon by BHEL, no payment shall be due by BHEL in respect of any sample. Offers without details of specifications/ applicable catalogues will not be considered and are liable to be rejected.
11. **Terms of Delivery:** All suppliers shall quote the lowest prices on ex-works and FOB/FCA basis. Foreign suppliers will also indicate their Indian agent's name and address with percentage of agency commission out of the quoted price, if any. Name and Address of the supplier's Bankers address should also be given. Indian suppliers for the indigenously manufactured/ imported stock shall quote on Ex-works /Free-on-Rail/Road /FOR-destination basis, indicating packing & forwarding charges, if any, separately.
12. **Taxes and Duties:** Unless specified otherwise in the enquiry, BHEL do not provide "C" or "D" Form as it is engaged in R&D. All Indian suppliers shall clearly mention current Sales Tax/ VAT, Excise Duty, and Service Tax etc, if any, payable in addition to the quoted price and indicate applicable rates/ percentage, item-wise clearly. It will be paid only if Registration Number under State(TIN)/ Central Sales Tax or Service Tax is specifically mentioned in the Bill/Invoice. Vendors without a Sales Tax/VAT registration and applicable Service Tax registration will not be considered.
13. **Insurance:** Insurance will be arranged by BHEL in case of Ex-Works as well as FOB basis supplies.
14. **Terms of Payment:** Full payment will be made within 30 days after receipt, inspection and acceptance of the material (and where involved, Erection and commissioning of the material/ equipment at BHEL/Destination) though Electronic Fund transfer (RTGS/NEFT/SEFT) with bank charges to the supplier's account. For foreign suppliers, the preferred payment term will be on Sight Draft basis and bank charges inside India will be to BHEL account and outside India will be to supplier's account.
15. Suppliers shall quote competitive price and best delivery for all the items mentioned in the enquiry. BHEL reserves the right to reject partial quotations and to place order on overall landed cost basis. Correct date of effecting supplies in the event of an order should be indicated in the offer. If the supplier's quoted terms are different from BHEL standard payment terms (Refer #14 above), interest @11% per annum (or as indicated in the enquiry) will be loaded to the quoted prices for difference of payment period.
16. **Packing:** The supplier shall be responsible for the goods being properly and adequately packed so as to prevent any loss, damage or deterioration during transit and indicate packing charges, if any, separately.
17. **Part/ Split Ordering:** BHEL reserves right to Order part of the item/ quantity of the enquiry and split the order among qualified vendors.
18. In case the goods enquired are on Rate Contract basis with any other unit of BHEL, such fact should be clearly indicated in the quotation giving full particulars of Rate Contract number, validity and price and also your willingness to comply with order if placed against such Rate Contract. A true copy of Rate contract signed by the supplier should be sent with the quotation.
19. **Inspection:** On receipt, the goods shall be subjected to inspection and also test, if necessary, and our decision regarding the acceptability of the goods shall be final and binding on the suppliers.
20. **Penalty for late delivery:** The time stipulated for delivery of goods shall be deemed to be the essence of the contract and delivery must be completed within the stipulated date/s. In the event of supplier's failure to supply the goods by the stipulated date/s, a penalty of ½% per week for the delayed no of weeks or part thereof for the undelivered portion of PO subject to a maximum of 10% of total order value shall be levied at the discretion of BHEL.
21. **Withdrawal from the Contract:** In case the supplier withdraws the quotation after its acceptance by BHEL or fails to supply the goods as per the terms and conditions of contract, or at any time repudiated the contract wholly or in part, BHEL shall be at liberty to cancel the Purchase Order and to recover from the supplier the extra cost and other loss, incidentals due to the breach of contract on the part of the supplier through risk purchase.
22. **Guarantee/ Warranty certificate and Manufacturer's Test report:** Invariably in all cases where it is so stipulated, the supplier should furnish Guarantee/ Warranty certificate valid for a period of 18 months from date of supply or 1 year from the date of receipt, acceptance and commissioning(or more, if provide by oem) whichever earlier and manufacturer's Test report along with the goods, failing which, BHEL shall have the right to reject the goods.
23. All ferrous/ non-ferrous items shall be colour coded as per bureau of Indian standards/ or IS standards/ BHEL Standards.
24. **Recovery of Dues:** BHEL shall recover any amount due from the supplier or any amount outstanding to the credit of the supplier with BHEL R&D unit or any other BHEL unit(s) and/or by legal action.
25. **Arbitration & Forum for Legal Proceedings:** All disputes arising in connection with indigenously/ foreign supplies shall be settled through arbitration held at Hyderabad, AP, India and arbitration shall be appointed by Arbitration Tribunal of the Federation of Andhra Pradesh Chambers of Commerce and Industry, Hyderabad, AP, India. The Courts at Secunderabad/ Hyderabad, AP, India shall have jurisdiction in respect of any suit or other legal proceeding arising from or relating to this contract

The rights and remedies of BHEL stated in these General terms and conditions shall be in addition and supplemental to its rights and remedies under law and custom or usage of trade or business and shall in no way be deemed to limit, curtail, supercede or derogate from its said rights and remedies.



RD:MPX:F-18

BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE R&D Division
Vikasnagar, Hyderabad, Andhra Pradesh, India – 500093.,

IMPORTED

Suppliers' compliance statement to basic conditions of enquiry (to be submitted along with Technical & Commercial bid)
Enquiry number: **Enquiry dt:**

(In case Order to be placed on the Principal and foreign currency)

Condition	BHEL R& D's terms	Supplier's compliance (indicate Yes/No. if 'No', state terms desired)
1. Validity of offer	90 days from the tender opening date (or as per enquiry)	
2. Delivery requirements	FCA – Nearest International Airport (or as indicated in the enquiry)	
3. Warranty	Unless specifically mentioned in the enquiry, all supplied items to be provided with warrantee for one year (or more, if provided by the OEM) from the date of acceptance/ commissioning. In case of equipment involving erection and commissioning, warrantee shall be for 18 months from the date of dispatch or 12 months from the date of commissioning, whichever is earlier	
4. Terms of payment	Sight draft. All bank charges inside India will be to BHEL R&D account and outside India will be to the supplier's account. Documents through State Bank of India, Trade Finance Central processing Cell (TFCPC), Opp. Anand Theatre, Secunderabad, Andhra Pradesh, India-500003. SWIFT Code: SBININBB602, Phone: 91-40-27816795, FAX: 91-40-27720459	
5. Agency commission	Pl specify Indian agency commission charges, if any, in percentage of quotation. The same shall be paid to the agency in Indian Currency only.	
6. Erection/ Commission	As per enquiry	
7. Documentation	As per enquiry	
8. Insurance	BHEL will arrange Insurance based on intimation to our Insurance agency. Address of the agency will be mentioned in the Purchase Order.	
9. Penalty for late delivery	0.5% per week beyond the delivery date on undelivered portion subject to a maximum of 10% of the total order value.	

* BHEL R&D reserves the right to reject any offer due to non-compliance with the above conditions and/or non-receipt of this form in duly filled condition

* Any other elements of cost in addition to the above may please be specified in detail

(Signature and Stamp/ Seal of Vendor)



RD:MPX:F-17

BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE R&D Division
Vikasnagar, Hyderabad – 500093, India.

Suppliers' compliance statement to basic conditions of enquiry (to be submitted along with Technical & Commercial bid)
Enquiry number:: **Enquiry date::**

(In case Order to be placed on Indian supplier in Indian currency)

Condition	BHEL R& D's terms	Supplier's compliance (indicate Yes/No. if 'No', state terms desired)
1) Validity of offer	Unless specifically mentioned in the enquiry, 90 days from the tender opening date	
2) Delivery requirements	Free delivery at our stores or FOR destination (or as indicated in the enquiry)	
3) Warranty	Unless specifically mentioned in the enquiry, all supplied items to be provided with warrantee for one year (or more, if provided by the OEM) from the date of acceptance/commissioning. In case of equipment involving erection and commissioning, warrantee shall be for 18 months from the date of despatch or 12 months from the date of commissioning, whichever is earlier	
4) Terms of payment	Unless specifically mentioned, full payment will be made within thirty days after receipt, inspection and acceptance of the material at BHEL R&D (and where involved, erection and commissioning of the material/equipment at BHEL/destination), by EFT/RTGS with bank charges, if any, to supplier's account.	
5) Taxes & Duties	Unless specifically mentioned in the enquiry, we do not provide 'C' or 'D' form. Supplier to specify rates of taxes and duties element wise and related percentages. Terms like "inclusive" or "extra" are not acceptable. Please mention "NIL" if taxes/ duties are exempted/ not applicable.	
6) Penalty for late delivery	0.5% per week beyond the delivery date on undelivered portion subject to a maximum of 10% of the total order value	

* BHEL R&D reserves the right to reject any offer due to non-compliance with the above conditions and/or non-receipt of this form in duly filled condition

* Any other elements of cost in addition to the above may please be specified in detail

(Signature and Stamp/Seal of Vendor)



RD:DP:MPX:F-14

BHARAT HEAVY ELECTRICALS LTD.
Corp. R&D DIVISION
VIKAS NAGAR,
HYDERABAD- 500 093 (INDIA)

SUPPLIER REGISTRATION FORM

(FOREIGN SUPPLIER)

ALL COLUMNS SHOULD BE PROPERLY FILLED IN THE SPACE PROVIDED FOR.
WHEREVER IT IS NOT APPLICABLE PLEASE WRITE "NOT APPLICABLE".
INCOMPLETE OR INCORRECT FORMS MAY NOT BE CONSIDERED.

1.0 GENERAL INFORMATION:

1.1NAME OF COMPANY

1.2DETAILS OF HEAD OFFICE:

ADDRESS :
TELEPHONE :
FAX :
.EMAIL :
.WEB SITE :

1.3DETAILS OF FACTORY/WORKS:

ADDRESS :
TELEPHONE :
FAX :
.EMAIL :
.WEB SITE :

1.4DETAILS OF MARKETING AGENT

ADDRESS :
TELEPHONE :
.FAX :
.EMAIL :
.WEB SITE :

1.5 CHIEF EXECUTIVE

1.6 CONTACT PERSON(S)
FOR PRODUCT OFFERED
NAME(S)
OFFICIAL CPACITY
ADDRESS:
TELEPHONE
FAX
E-MAIL

1.7 YEAR OF ESTABLISHMENT

1.8 PRODUCTION CAPACITY PER ANNUM

1.9 PARTICULARS OF PRODUCT INCLUDING
SPECIFICATION AND RANGE OFFERED
FOR REGISTRTION
(ATTACH BROUCHERS AND CATALOGUE)

1.10 NAME(S) OF BANKERS

1.11 BANKER'S CERTIFICATE

1.12 PORT OF LOADING

1.13 NEAREST AIRPORT

1.14 NAME OF THE INDIAN AGENT, IF ANY
WITH AUTHORISATION LETTER

2.0 FINANCIAL INFORMATION

2.1 ...TOTAL CAPACITY

2.2 ...ANNUAL TURN OVER FOR LAST 3 YEARS

2.3 ...WHEHER CREDIT LICENSE ACCEPTABLE YES/NO

3.0 QUALITY MANAGEMENT SYSTEMS ENCLOSED FORMAT PART-B

3.1 EXPERIENCE LIST FOR SAME/SIMILAR ITEMS
TO BE ENCLOSED

4.0FUTURE EXPANSION PLANS: (GIVE DETAILS)

5.0 LIST OF ENCLOSURES: INCLUDING BROUCHERS, CATALOGUES, TECHNICAL LITERATURE ETC.

6.0 ANY OTHER INFORMATION

SIGNATURE OF SUPPLIER (AUTHORIZED SIGNATORY)

NAME

DESIGNATION

DATE

.....OFFICIAL SEAL

Note: Please attach separate sheets, if space found is inadequate



BHARAT HEAVY ELECTRICALS LTD.

Corp. R&D DIVISION

VIKAS NAGAR,

HYDERABAD- 500 093 (INDIA)

RD:DP:MPX:F-13

Ph: 040 – 23778474, Fax: 040 – 23770698, email: mpx@bhelrnd.co.in

VENDOR REGISTRATION FORM

(Indigenous supplier)

[FORM TO BE SUBMITTED* BY THE BIDDER ALONG WITH TECHNICAL-BID]

Before filling, please refer to instructions on page-4

1.0 VENDOR PROFILE:

1.1 Name and address of the vendor:

Phone Nos.:

Fax No.:

Email: 1.

2.

1.2 Local representative name & address in Hyderabad/ Secunderabad:

Phone Nos.:

Fax No.:

Email:

Contact person:

Mobile No.:

2.0. TYPE OF ORGANIZATION:

PROPRIETORSHIP	COMPANY	SISTER CONCERN (mention vendor registration number of main organization)	
PARTNERSHIP	CORPORATION	Small Scale Industry	ANY OTHER (Please specify)

In case of SSI unit, copy of registration to be enclosed.

3.0 ANNUAL TURN OVER:

#	Year	Turn-Over
1	Current Year(budgeted)	
2	Previous year (200 - 0)	
3	Prior Year (200 - 0)	

4.0 NAME AND ADDRESS OF THE BANKER:

1. Bank Name
2. Branch name
3. Account number
4. Account Type
5. MICR Code:
6. IFSC Code(RTGS/NEFT):
7. Bank Phone number(s),

Blank cheque, duly cancelled, to be enclosed.

Please note that all payments shall be made through Electronic clearance services to your above account against the orders executed, if any.

5.0 REGISTRATION PARTICULARS (relevant copies to be enclosed)

- 5.1 IT Permanent Account No.(PAN):
- 5.2 State sales tax/VAT Registration No.:
- 5.3 Central Sales Tax Registration No.
- 5.4 ED Registration No.
- 5.5 Service Tax Registration No.:
- 5.6 PF Account No.:
- 5.7 Labour Licence No.:
- 5.8 ESI Account No.:

6.0 CONTACT PERSON: S/Sri

Designation:::

Phone/ Mobile No. :

7.0 TOTAL NUMBER OF EMPLOYEES:

Graduates (Engr./Scientists/ Mgmt/Fin.)	Consultants	Workers		
		Sup./Skilled	Semiskilled	Unskilled

8.0 WISH TO REGISTER FOR SUPPLIES/SERVICES:

#	Service/Supplies	Capacity
1		
2		
3		
4		
5		
6		
7		

9.0 REFERENCE LIST :

(Only recognized public and private sector companies, attach if printed copy available)

#	Customer	Volume / Year
1		
2		
3		
4		
5		
6		
7		

10.0 INFRASTRUCTURE / FACILITIES:

#	Facility (with specifications)	Age/ Year procured
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

11.0 REGISTRATION WITH OTHER BHEL UNIT/UNITS:

#	Unit	Registration No.	Year
1			
2			
3			
4			

12.0 ANY OTHER INFORMATION :

DECLARATION:

The information furnished above is true and authentic.

(CEO / PROPRIETOR)

SEAL:

DATE:

The competent authority reserves the right to accept or reject the registration. Registered vendors will be informed by mail / email, as convenient. Contact AGM (MM) for clarification/ additional information on registration.

A separate communication will be sent to you in case of non-registration, citing reasons thereof.

Instructions

1. Answer all items; use NA for items not applicable.
2. BHEL units do not require this registration.
3. Use additional sheets for want of space if required.
4. Attach copies of latest documents in respect of items 5.0 (Registration no.s)
5. Photographs of registered office and the chief executive/proprietor shall be furnished.
6. Use A4 sheets for this document and the enclosures.

* REGISTERED BIDDERS, HAVING BHEL (R&D) REGISTRATION NO. OR HAVE SUBMITTED THIS FORMAT FOR REGISTRATION, NEED NOT FURNISH THIS INFORMATION AGAIN