

**CHECK LIST**

**NOTE:** - Suppliers are required to fill in the following details in their Letterhead and no column should be left blank

|       |                                                                                                                   |                                                                            |                           |
|-------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------|
| A     | <b>Name and Address of the Supplier</b>                                                                           |                                                                            |                           |
| B     | <b>GSTN No. the Supplier (Place of Execution of Contract / Purchase Order)</b>                                    |                                                                            |                           |
| C     | <b>Details of Contact person for this Tender</b>                                                                  | Name: Mr./ Ms.<br>Designation:<br>Telephone No:<br>Mobile No:<br>Email ID: |                           |
| D     | <b>EMD DETAILS</b>                                                                                                |                                                                            |                           |
| E     | <b>DESCRIPTION</b>                                                                                                | <b>APPLICABILITY (BY BHEL)</b>                                             | <b>ENCLOSED BY BIDDER</b> |
| i.    | Whether <b>Pre - Qualification Criteria</b> is understood and provided proper supporting documents.               | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| ii.   | Whether all pages of the Tender documents including annexures, appendices etc. are read and understood            | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| iii.  | Copy of PAN Card & GST registration                                                                               | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| iv.   | Submission of <b>MSE certificate</b> as specified in Tender                                                       | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| v.    | Submission of <b>Certificate of No Deviation</b> as per <b>Annexure 3</b>                                         | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| vi.   | Declaration regarding <b>Insolvency/ Liquidation/ Bankruptcy Proceedings</b> as per <b>Annexure 4</b>             | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| vii.  | Declaration by <b>Authorized Signatory regarding Authenticity</b> of submitted Documents as per <b>Annexure 6</b> | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| viii. | Submission of <b>Non-Disclosure Certificate</b> as per <b>Annexure 7</b>                                          | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| ix.   | Declaration reg. <b>Related Firms &amp; their areas of Activities</b> as per <b>Annexure 10</b>                   | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| x.    | Declaration for <b>relation in BHEL</b> as per <b>Annexure 11</b>                                                 | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| xi.   | Declaration regarding <b>compliance to Restrictions under Rule 144 (xi) of GFR 2017</b> as per <b>Annexure 13</b> | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |
| xii.  | Declaration regarding <b>Conflict of Interest</b> <b>Annexure 19</b>                                              | <b>Applicable/</b><br><del>Not Applicable</del>                            | YES / NO                  |

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**NOTE:** Strike off YES or NO as applicable. Tender not accompanied by the prescribed **above applicable documents** are liable to be summarily rejected.

DATE :

**Sign. of the AUTHORISED SIGNATORY  
(With Name, Designation and Company seal)**

**CERTIFICATE OF NO DEVIATION**

**(To be Typed & submitted in the Letter Head of the Company/Firm of Bidder)**

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To,

The Manager, MM/PSS-Services,  
BHEL/HPBP, Thiruverumbur,  
Tiruchirappalli, PIN: 620014

Dear Sir,

Subject: **No Deviation Certificate**

Ref: 1) GeM Bid No: .....,  
2) All other pertinent issues till date

We hereby confirm that we have not changed/ modified/ materially altered any of the tender documents as downloaded from the website/ issued by BHEL and in case of such observance at any stage, it shall be treated as null and void.

We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred GeM Bid.

We further confirm our unqualified acceptance to all Terms and Conditions, unqualified compliance to Tender Conditions.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid references.

Thanking you,

Yours faithfully,

**(Signature, date & seal of authorized representative of the bidder)**

Date:

Place:

**UNDERTAKING**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

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**To,**

The Manager, MM/PSS-Services,  
BHEL/HPBP, Thiruverumbur,  
Tiruchirappalli, PIN: 620014

Dear Sir/Madam,

**Sub: DECLARATION REGARDING INSOLVENCY/ LIQUIDATION/ BANKRUPTCY PROCEEDINGS**

Ref: GeM Bid Specification No:

I/We, \_\_\_\_\_ declare that, I/We am/are not admitted under insolvency resolution process or liquidation under Insolvency and Bankruptcy Code, 2016, as amended from time to time or under any other law as on date, by NCLT or any adjudicating authority/authorities.

**Sign. of the AUTHORISED SIGNATORY  
(With Name, Designation and Company seal)**

Place:

Date:

**DECLARATION BY AUTHORISED SIGNATORY OF BIDDER**  
**(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)**

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To,

The Manager, MM/PSS-Services,  
BHEL/HPBP, Thiruverumbur,  
Tiruchirappalli, PIN: 620014

Dear Sir,

Sub : **Declaration by Authorised Signatory regarding Authenticity of submitted documents.**

Ref : 1) GeM Bid No. & Date .....

2) All other pertinent issues till date

I/We, hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, conditions, stipulations and all other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I/We, hereby certify that all the documents submitted by us in support of possession of Qualifying Requirements are true copies of the original and are fully compliant required for qualifying / applying in the bid and shall produce the original of same as and when required by Bharat Heavy Electricals Limited.

I / We hereby further confirm that no tampering is done with documents submitted in support of our qualification as bidder. I / We understand that at any stage (during bidding process or while executing the awarded contract) if it is found that fake / false / forged bid qualifying / supporting documents / certificates were submitted, it would lead to summarily rejection of our bid / termination of contract. BHEL shall be at liberty to initiate other appropriate actions as per the terms of the Bid / Contract and other extant policies of Bharat Heavy Electricals Limited.

Yours faithfully,

**(Signature, Date & Seal of Authorized  
Signatory of the Bidder)**

Date:

**NON-DISCLOSURE CERTIFICATE**

**(To be Typed & submitted in the Letter Head of the Company/Firm of Bidder)**

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I/We understand that BHEL Trichy is committed to Information Security Management System as per their Information Security Policy.

Hence, I/We M/s .....who are submitting offer for providing services to BHEL Trichy against GeM Bid No. ....hereby undertake to comply with the following in line with Information Security Policy of BHEL Trichy.

- To maintain confidentiality of documents & information which shall be used during the execution of the Contract.
- The documents & information shall not be revealed to or shared with third party which shall not be in the business interest of BHEL Trichy.

**(Signature, date & seal of Authorized  
Signatory of the bidder)**

Date:

**DECLARATION**

Date: \_\_\_\_\_

To,

The Manager, MM/PSS-Services,  
BHEL/HPBP, Thiruverumbur,  
Tiruchirappalli, PIN: 620014

Dear Sir/ Madam,

Sub: **Details of related firms and their area of activities**

Please find below details of firms owned by our family members that are doing business/ registered for same item with BHEL, \_\_\_\_\_ (NA, if not applicable)

|     |                                     |  |
|-----|-------------------------------------|--|
| 1   | Material Category/ Work Description |  |
|     | Name of Firm                        |  |
|     | Address of Firm                     |  |
|     | Nature of Business                  |  |
|     | Name of Family Member               |  |
|     | Relationship                        |  |
| 2   | Material Category/ Work Description |  |
|     | Name of Firm                        |  |
|     | Address of Firm                     |  |
|     | Nature of Business                  |  |
|     | Name of Family Member               |  |
|     | Relationship                        |  |
| ... |                                     |  |

**Note:** I certify that the above information is true and I agree for penal action from BHEL in case any of the above information furnished is found to be false.

Regards,

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

From: M/s \_\_\_\_\_

Supplier Code: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION FOR RELATION IN BHEL**

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

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To,

The Manager, MM/PSS-Services,  
BHEL/HPBP, Thiruverumbur,  
Tiruchirappalli, PIN: 620014

Dear Sir,

Sub: **Declaration for relation in BHEL**

Ref: 1) GeM Bid Specification No.....

I/We hereby submit the following information pertaining to relation/relatives of Proprieter/Partner(s)/ Director(s) employed in BHEL

**Tick (✓) any one as applicable:**

1. The Proprieter, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in BHEL

OR

2. The Proprieter, Partner(s), or Director(s) of our Company/Firm HAVE relation/relatives employed in BHEL and their particulars are as below:

- i.
- ii.

**(Signature, Date & Seal of Authorized  
Signatory of the Bidder)**

Note:

1. Attach separate sheet, if necessary.
2. If BHEL Management comes to know at a later date that the information furnished by the Bidder is false, BHEL reserves the right to take suitable against the Bidder/Contractor.

**DECLARATION REGARDING COMPLIANCE TO RESTRICTIONS UNDER RULE 144 (xi) OF GFR 2017**  
(To be typed and submitted in the Letter Head of the Entity/ Firm providing certificate as applicable)

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To,

The Manager, MM/PSS-Services,  
BHEL/HPBP, Thiruverumbur,  
Tiruchirappalli, PIN: 620014

Dear Sir,

Sub: Declaration regarding compliance to Restrictions under Rule 144 (xi) of GFR 2017

Ref: 1) GeM Bid Specification No:  
2) All other pertinent issues till date

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that \_\_\_\_\_ **(SPECIFY THE NAME OF THE ORGANIZATION HERE)**, is not from such a country/ has been registered with the Competent Authority (attach valid registration by the Competent Authority, i.e., the Registration Committee constituted by the Dept. for Promotion of Industry and Internal Trade (DPIIT).

I hereby certify that we fulfil all requirements in this regard and is eligible to be considered.

Thanking you,  
Yours faithfully,

**(Signature, Date & Seal of  
Authorized Signatory of the Bidder)**

Note: Bidders to note that in case above certification given by a bidder, whose bid is accepted, is found to be false, then this would be a ground for immediate termination and for taking further action in accordance with law and as per BHEL guidelines.

**DECLARATION REGARDING CONFLICT OF INTEREST**

**(To be typed and submitted in the Letter Head of the Company/Firm)**

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TO

The Manager, MM/PSS-Services,  
BHEL/HPBP, Thiruverumbur,  
Tiruchirappalli, PIN: 620014

Dear Sir,

**Sub: Declaration regarding conflict of interest**

**Ref: 1) GeM Bid No.**

**Treatment of cases regarding conflict of interest:**

The bidder notes that a conflict of interest would said to have occurred in the tender process and execution of the resultant contract, in case of any of the following situations:

If its personnel have a close personal, financial, or business relationship with any personnel of BHEL who are directly or indirectly related to the procurement or execution process of the contract, which can affect the decision of BHEL directly or indirectly;

The bidder (or his allied firm) provided services for the need assessment/ procurement planning of the Tender process in which it is participating;

Procurement of goods directly from the manufacturers/ suppliers shall be preferred. However, if the OEM/ Principal insists on engaging the services of an agent, such agent shall not be allowed to represent more than one manufacturer/ supplier in the same tender. Moreover, either the agent could bid on behalf of the manufacturer/ supplier or the manufacturer/ supplier could bid directly but not both. In case bids are received from both the manufacturer/ supplier and the agent, bid received from the agent shall be ignored. However, this shall not debar more than one Authorised distributor (with/ or without the OEM) from quoting equipment manufactured by an Original Equipment Manufacturer (OEM) in procurements under a Proprietary Article Certificate.

A bidder participates in more than one bid in this tender process. Participation in any capacity by a Bidder (including the participation of a Bidder as a partner/ JV member or sub-contractor in another bid or vice-versa) in more than one bid shall result in the disqualification of all bids in which he is a party. However, this does not limit the participation of an entity as a sub-contractor in more than one bid if he is not bidding independently in his own name or as a member of a JV.

The Bidder declares that they have read and understood the above aspects, and the bidder confirms that such conflict of interest does not exist and undertakes that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s), in this regard. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process. In case, the Bidder is found having indulged in above activities, the same will be considered as a violation of the tender conditions, and suitable action shall be taken by BHEL as per extant policies/ guidelines.

**(Signature, Date & Seal of Authorized  
Signatory of the Bidder)**