

ANNEXURE - A TO ENQUIRY NO – E1183367

ENQUIRY No - E1183367 DTD 21.10.2008

DUE DATE - 25.11.2008

IMPORTANT INSTRUCTIONS FOR TENDERER

1. The offer shall be in two parts viz

Part I - Technical & Commercial Offer

Part II - Price Offer Only

Both Part - I and Part - II should reach us before 11.00 am on due date in two separate sealed envelopes clearly marked with "Enquiry No & Due Date; Part - I Technical and Commercial Bid" on 1st envelop and "Enquiry No. Part -II Price Bid" to be marked on 2nd envelop. Both the envelopes should be sealed in the IIIrd envelope. The enquiry No. Date and due date are to be mentioned on this envelope also .Only part- I will be opened on the same day (i.e. tender opening day) after 2.00 pm.

After scrutiny of Part - I, the price bid viz, Part II will be scrutinised only for those offers which are meeting all our technical and commercial requirements. The price bid shall be opened in tender room under intimation to successful bidders.

2. Following information should be covered under Technical & Commercial bid (Part-I)

2.1 Confirmation of meeting all points of Drawings & ENCLOSED SPECIFICATION clause-by-clause, else offer will be technically rejected.

2.2 Delivery schedule

Delivery shall be guaranteed by acceptance of:

i) **Penalty** for delay in supply - Penalty shall be levied @ ½% (Half percent) per week subject to a maximum of 10% of the total contract value.

ii) **Delivery** shall be counted from the date of letter of intent PO's

2.3 Terms of Payment

- i) Payment through unconfirmed irrevocable letter of credit for 100% net FOB price to be established 2 months prior to shipment and valid for 3 months for negotiation against shipment.
- ii) In case of confirmed letter of credit, confirmation charges shall be borne by the vendor.
- iii) All letter of credit charges inside India to BHEL's account and out side India to vendor's account.
- iv) Prices shall remain firm till execution of the contract. The offer shall be valid for 120 days.
- v) The price should be quoted on FOB basis.
- vi. All other technical and commercial information asked in this enquiry.
- Vii Any other information related to technical and commercial aspects which the party wants to mention.

3. Following information should be covered in price bid (Part II)

- i) Price of each item separately.
- ii) Any other information, the party feels necessary to be mentioned, which may have repercussion on price.

- 4. Any deviation from our technical & commercial requirements has to be clearly mentioned along with offer.
- 5. The offers should be complete in all respect with all the requirements mentioned in this enquiry. In the absence of any information the offer is liable to be rejected.

(A.K.JAIN)
Sr DGM (MM:EM)