

कदम कदम मिलाना है ग्राहक सफल बनाना है

Marching Towards Business Excellence

 BPC 0007	ENQUIRY	<b>भारत हेवी इलेक्ट्रिकल्स लिमिटेड, पिपलानी, भोपाल- ४६२०२२ (भारत)</b> <b>सामग्री प्रबंधन विभाग</b> <b>BHARAT HEAVY ELECTRICALS LIMITED, PIPLANI, BHOPAL-462022 (INDIA)</b> <b>MATERIALS MANAGEMENT DIVISION</b>			ENQUIRY NO E5953061		
	TWO PART BID				ENQUIRY DATE 29/11/25		
	E-TENDER				ENQUIRY DUE DATE 09/12/25		
TIN NO- 235730000001		ECC NO- AAACB4146PXM009	MPCT NO- HEL/05/01/0001/S15/11/79				
PHONE NO : 91-755-2500100		FAX : 91-755-2500023		www.bhel.com			

SUPP NAME AND ADDRESS	SUPP CODE	REV CD	REV NO	REV DATE	NO OF CATY2	NO OF CATY3	ENQ NO OF ITEMS	INDENT NO
	0	1	0	NA	1	2	1	121351154
	GUARANTEE CERTIFICATE		Y	SUPPLY CONDITION		SUPPLIER'S IDENTIFICATION MARK SHOULD BE		
	TEST CERTIFICATE		Y			ON EACH JOB.		
	INSTRUCTION BOOKLET		N	TECHNICAL CONDITION		AS PER DRG.		
	SAMPLE		N					
	GATE PASS		Y	INSPECTION CONDITION		BY BHEL AUTHORISED TPIA AT VENDORS WORK.		

NOTE: QUOTE PRICE BOTH IN FIGURES & WORDS.IN CASE OF MISMATCH PRICE IN WORDS WILL BE VALID,QUOTATIONS NOT BEARING ENQUIRY NO AND DUE DATE LIABLE TO BE REJECTED.

SL NO	MATERIAL CODE	DESC	UNIT	ITEM QTY	QTY VR%	LOT NO	LOT QTY	DEST	DELIVERY DATE
1	BP9024675243	TA9901AZ CAP BEARING TO DRG. NO. 14304476003 V00 REV08. TO BE SUPPLIED IN PROPER PACKING.SUPPLIER'S IDENTIFICATION TO BE IS COMPULSORY.	NO	70.000	30	1	35.000	213	27/01/26
						2	35.000	213	27/02/26

REMARK AS PER NIC E TENDER

DRAWING Y PURCH SPEC Y CATALOUGE N Quality Surveillance Pl: Y TWO PART BID Y

NOTE:BHEL,BHOPAL'S Standard Terms & Conditions BP200102 (Latest Revision) form a part of this Enquiry. Bidders may obtain from us copies of these terms and conditions if not already available.

**Note:** During Bid Evaluation, No loading of price with regard to preferential payment of within 45 days will be made on vendore falling under MSMED ACT - OCT 06

Please submit your lowest quotation in sealed envelop essentially superscribed with ENQUIRY NO, DUE DATE AND PARTY'S NAME so as to reach at TENDER ROOM, GROUND FLOOR, ADM BUILDING, BHEL, PIPLANI BHOPAL-462022 by 11.00 am of due date.  1.This is only a request for Quotation & not an order. 2.Small Scale industries should indicate SSI Regn. No. in Quotation/invoice. 3.In case you are not making an offer against this Enquiry, we request you to post a regret letter. 4.Indian vendors to please indicate GSTIN on their quotation.	SPECIAL REMARK: Bid to be submitted through e-procurement. Refer eproc link on BHEL Bhopal B2B site.	
	Documents Enclosed 1.Drawing. 3.Purchase specification. 2.Catalogue. 4.Quality Surveillance Plan.	NAME : SHRI MANENDRA SINGH  DESG : DY.MANAGER  0755-2505880  manendra1@bhel.in  <b>SIGN &amp; SEAL</b>

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**MATERIAL MANAGEMENT - TRACTION MACHINES**  
**HEAVY ELECTRICAL PLANT, BHOPAL**  
**BHARAT HEAVY ELECTRICALS LIMITED**

**BHEL ENQUIRY NO. E5953061**  
**DUE ON 09-12-2025**

## NIT TERMS & CONDITIONS:

SL. NO.	DESCRIPTION	DETAILS
1.	<b>RATE CONTRACT TERMS</b>	We intend to enter into a Rate Contract (RC) for ordering up to 12 months from RC freeze date, i.e. RC is to be kept valid for ordering up to 12 months from RC freeze date. Purchase Ordering shall be done as per BHEL requirement against the finalised rate contract & within its validity. Dispatches to be made against our purchase order (computerized) only, which will be issued against this Rate Contract. BHEL reserves the right to cancel/ short close the Rate Contract for unordered qty at any point of time even before the expiry of RC validity without assigning any reason whatsoever it may be.
2.	<b>ITEM DESCRIPTION</b>	TA9901AZ CAP BEARING TO DRG. NO. 14304476003 V00 REV08. TO BE SUPPLIED IN PROPER PACKING. SUPPLIER'S IDENTIFICATION TO BE IS COMPULSORY.
3.	<b>TECHNICAL CONDITION</b>	As per attached list of attached Drgs, SPEC & PQR.
4.	<b>QUANTITY</b>	70 Nos
5.	<b>QUANTITY VARIATION</b>	± 30%
6.	<b>SPLITTING OF ORDER</b>	Not Applicable
7.	<b>DELIVERY SCHEDULE REQUIREMENT</b>	For the first lot of 35 Nos scheduled delivery date shall be within 60 days from the PO date and thereafter for each subsequent lot of 35 Nos. scheduled delivery date shall be within 30 days from the scheduled delivery date of the previous lot. Early delivery acceptable.
8.	<b>DELIVERY TERMS</b>	FOR Destination (BHEL Bhopal)
9.	<b>DELIVERY INSTRUCTION</b>	Supplier identification (viz. Vendor code, PO number, sn etc) is compulsory on each job.
10.	<b>QAP</b>	Applicable
11.	<b>INSPECTION CONDITION</b>	BY BHEL AUTHORISED TPIA AT VENDORS WORK.
12.	<b>SAMPLE</b>	As per attached Drg, Spec . (As applicable)
13.	<b>TEST CERTIFICATE</b>	All Material TC with TPIA inspection report to be supplied along with material as per drg, Spec. and TC should incorporate Spec.
14.	<b>GUARANTEE / WARRANTY</b>	As per BHEL GTC of ENQUIRY (BP200102B, Cl. No. 18)
15.	<b>GUARANTEE/ WARRANTEE CERTIFICATE</b>	GUARANTEE/ WARRANTEE Certificate to be supplied along with each lot of the material.
16.	<b>PAYMENT TERMS</b>	As per attached BHEL GTC of ENQUIRY (BP200102B, Cl. No. 16) i.e. 100% payment in 90 days of receipt ( <b>45 days for Micro &amp; Small and 60 days for Medium enterprises as registered in Udyam Certificate as per relevant MSME act in force</b> ) and subject to acceptance of material and relevant documents at BHEL.



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		Any deviation from the above payment terms, if accepted (by BHEL), shall be loaded @ REPO rate + 4% for the purpose of bid evaluation.
17.	<b>INVOICE SUBMISSION THROUGH SUVIDHA PORTAL</b>	For supply orders placed on Indian Suppliers, irrespective of the value of the invoice amount, the bidder / vendor should necessarily upload the despatch & invoice details on BHEL SUVIDHA portal at <a href="https://suvidha.bhel.in/suvidha/">https://suvidha.bhel.in/suvidha/</a> , prior to despatch. All documents as per PO checklist, along with additional documents (if any), must be uploaded on the portal. It is mandatory that tax invoices with a net amount (including taxes) exceeding Rs five lakhs uploaded on the portal are digitally signed using a Class 3 Digital Signature Certificate (DSC) issued by a licensed Certifying Authority. Submission of invoice document in hard copy is allowed for invoices with a net amount (including taxes) equal to and upto Rs five lakhs, in case they were not digitally signed and uploaded on the portal. The material will not be accepted inside BHEL in absence of the above.
18.	<b>TECHNICAL PQR (T-PQR)</b>	Technical Pre-Qualification Requirements (T-PQR) for procurement of the items is attached with the NIT. Compliance of all the points in T-PQR is mandatory. In absence of compliance of above and non-submission of documents required against the T-PQR, the Vendor's offer is liable to be rejected. <b>Duly filled T-PQR with desired documents shall be submitted by the Vendor along with the offer.</b> <i>Information/ compliance/ documents submitted by vendor shall be authentic in all aspects. In case any deviation/ false information/ forged documents are observed / revealed later on, BHEL is free to initiate appropriate punitive proceeding against the Vendor as per Prevalent Processes and Guidelines of Company.</i>
19.	<b>FINANCIAL PQR (F-PQR)</b>	<b>Not Applicable</b>
20.	<b>BID PARTS</b>	Offer shall be submitted by the bidders in Two Parts, i.e. <b>Part-I Technical cum Commercial bid &amp; Part-II Price bid.</b>
21.	<b>PENALTY / LD</b>	As per attached BHEL GTC of ENQUIRY (BP200102B, Cl. No. 9) i.e. <b>0.5% of the undelivered portion per week of delay or part thereof, subject to a maximum of 10% of the undelivered order value owing to delayed delivery.</b>  Any deviation from the above terms, if accepted (by BHEL), shall be loaded to the extent to which it is not agreed to, by the bidder (at offered value) for the purpose of bid evaluation.
22.	<b>PRICE BASIS</b>	<b>Firm Price basis</b>
23.	<b>PRICING TERMS</b>	As per attached BHEL GTC of ENQUIRY (BP200102B, Cl. No. 12)
24.	<b>PRICE VALIDITY</b>	As per attached BHEL GTC of ENQUIRY (BP200102B, Cl. No. 13) i.e. <b>Offer shall be valid for a period of 90 days from the date of Techno- commercial (Part-I) bid opening date.</b>
25.	<b>TAXES &amp; DUTIES</b>	As per attached BHEL GTC of ENQUIRY (BP200102B, Cl. No. 14)
26.	<b>EVALUATION CRITERIA</b>	Overall L1 basis



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27.	<b>EVALUATION IN CASE OF MORE THAN ONE L-1 BIDDER</b>	In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders. In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss/draw of lots, in the presence of the respective L-1 bidder(s) or their representative(s). Ranking will be done accordingly. Decision of BHEL in such situations shall be final and binding.
28.	<b>BID SECURITY/ Earnest Money Deposit (EMD)</b>	Not Applicable
29.	<b>PERFORMANCE SECURITY (PBG)</b>	<b>Not Applicable</b>
30.	<b>REVERSE AUCTION</b>	<b>Not Applicable</b>
31.	<b>MSE PREFERENCE</b>	Applicable as per attached BHEL GTC of ENQUIRY (BP200102B, Cl. No. 29)
32.	<b>PUBLIC PROCUREMENT (PREFERENCE TO MAKE IN INDIA)</b>	Not Applicable
33.	<b>INTEGRITY PACT (IP)</b>	Not Applicable
34.	<b>RESTRICTION UNDER RULE 144 (xi) GFR</b>	As per attached BHEL GTC of ENQUIRY (BP200102B, Cl. No. 34)
35.	<b>CONFLICT OF INTEREST AMONG BIDDERS/ AGENTS AND THEIR DECLARATION</b>	<p>A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of Procuring Entity's interests. <b>Bidders having a conflict of interest shall not be eligible to participate in the tender process.</b></p> <p><b>Treatment of cases regarding conflict of interest: -</b> 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: -</p> <ul style="list-style-type: none"> <li>i) 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;</li> <li>ii) The bidder (or his allied firm) provided services for the need assessment/ procurement planning of the Tender process in which it is participating;</li> <li>iii) 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</li> </ul>



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		<p>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.</p> <p>iv) 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.</p> <p>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. <b>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.</b></p>
36.	ANNEXURE-IX	<p>The Bidder/Supplier/Contractor will, when presenting his bid, declare whether other Family Firms or Sister Concern Affiliates/Subsidiary firms are participating in the same tender, so as to eliminate the possibility of cartel formation. Format for declaration is available in the NIT documents for this enquiry (Annexure-IX). <b>Same is to be submitted with the offer.</b></p>
37.	SPECIAL CONDITIONS	<p>Bidders who fall under MSE (Micro &amp; Small Enterprises only) and <b>fail to upload 'UDYAM Registration Certificate (URC)' shall automatically be considered as Non-MSE supplier for this tender.</b></p> <p>Further, it is to be noted that <b>MSE benefits are not being extended to Agent/ Dealer/ Trader/ Distributor (i.e. Other than manufacturer).</b> Supplier has to also provide supporting document(s) such as Agreement Between OEM &amp; Bidder(s) etc.</p> <p>Identification must. Soon after rejection of material, it is to be ensured by supplier that material should be taken back maximum within two weeks after communication for rectification/ replacement &amp; supply back the rectified/ fresh material to BHEL Bhopal within 30 days from rejection. In the event of non-lifting of rejected material by supplier, BHEL will not be responsible for loss of such items to the supplier in any case.</p> <p><b>Offers of suppliers who are in 'HOLD/BANNED' status in BHEL Bhopal PMD shall not be considered.</b></p> <p>Unregistered vendors to submit documents required for registration to BHEL Portal Online (<a href="https://bhel.com/supplier-registration">https://bhel.com/supplier-registration</a>).</p>
38.	OTHER TERMS & CONDITIONS	<p>Other Terms &amp; Conditions as per attached BHEL GTC of ENQUIRY (BP200102B).</p>



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		Any deviation of NIT, BHEL GTC of ENQUIRY (BP200102B) and BHEL PO Terms, where vendor response is not affirmative to be clearly indicated, else BHEL will consider that all above Terms & Conditions are acceptable to vendors.
39.	<b>GEM REGISTRATION</b>	As you are kindly aware that Government e-Marketplace (GeM) is a one stop portal to facilitate Online Procurement of Goods & Services required by various Government Departments/ Organizations/ PSUs. BHEL being a PSU, would like that its suppliers/ contractors also have visibility on this portal so that GeM can be used for procurement by BHEL. Hence, you are requested to get yourselves registered on GeM.
40.	<b>TENDER FEE</b>	Not applicable
41.	<b>BID SUBMISSION WITHIN DUE DATE &amp; TIME</b>	No request for extension of tender due date will be entertained at the time of tender opening and after due date under any circumstances. Hence, all bidders are requested to submit their bid well within due date and time only. <b><i>BHEL reserves the right for extension of tender based on the situation without assigning any reason whatsoever it may be.</i></b>
42.	<b>DOCUMENTS TO BE FURNISHED ALONG WITH YOUR QUOTATION</b>	<p><b>Signed and Sealed copy of:</b></p> <ul style="list-style-type: none"> <li>- NIT</li> <li>- BHEL GTC of ENQUIRY (BP200102B)</li> <li>- BHEL PO Terms</li> </ul> <p><b>Duly Filled, Signed and Sealed copy of:</b></p> <ul style="list-style-type: none"> <li>- Techno-Commercial Annexure</li> <li>- T-PQR along with all supporting documents</li> <li>- Annexure-IX in Company Letterhead</li> <li>- Annexure-A - OEM &amp; MSE Declaration</li> </ul> <p><b>Others:</b></p> <ul style="list-style-type: none"> <li>- UDYAM Registration Certificate (<i>as applicable for MSME bidders only</i>)</li> </ul>

**IT IS HEREBY MENTIONED THAT THIS IS E-TENDER SO OFFER SUBMITTED THROUGH E-PROCUREMENT PORTAL ([www.eprocurebhel.co.in](http://www.eprocurebhel.co.in)) SHALL ONLY BE CONSIDERED.**

**Techno-Commercial Annexure**  
(To be filled by supplier inline with NIT requirement and submit with offer)

Tender No.		<b>E5953061 due on 09/12/2025</b>		
Description :		<b>Item01:</b> TA9901AZ CAP BEARING TO DRG. NO. 14304476003 V00 REV08. TO BE SUPPLIED IN PROPER PACKING.SUPPLIER'S IDENTIFICATION TO BE IS COMPULSORY.  <b>TENDER QTY.:-</b> 70 Nos (+/-30%). <b>Delivery required as per NIT.</b>		
Sr. No.	ELEMENTS	Standards	To be offered/confirmed by supplier	Remarks, if any
1	Quotation reference no. & date	As per supplier		
2	HSN / SAC code	As per supplier		
3	Quotation currency	In INR		
4	Contact person	As per supplier		
5	Phone / Mobile	As per supplier		
6	E-Mail	As per supplier		
7	Order to be placed on (Also provide supplier code at BHEL Bhopal, if registered)	As per supplier		
8	Address	As per supplier		
9	Please specify delivery in weeks/ days (Specify item wise, lot wise as per RFQ)	As per NIT/ Accepted with deviation (If select Accepted with deviation, please mention the deviation)		
10	Rate quoted on "Firm" price basis	Yes		
11	Quoted for all the items and full quantity of tender enquiry	Yes / No. (If "No" please mention item number with Qty of regreted items)		
12	Technical specifications	Accepted as per NIT / Accepted with deviation (If select Accepted with deviation, please mention the deviation)		
13	Inspection	As per NIT/ Accepted with deviation (If select Accepted with deviation, please mention the deviation)		
14	Test certificate & Gurantee certificate as per NIT and specification will be submitted along with each consignment	Yes (In case of "No" your offer may be rejected).		
15	Brand name, if any.	As per supplier		
16	Supply from	As per supplier		
17	Terms of delivery ("FOR DESTINATION " means freight & insurance upto destination in supplier's scope (Destination: CRX Divn, BHEL Bhopal)	Accepted/ Accepted with deviation (If select Accepted with deviation, please mention the deviation)		
18	Transit insurance (In supplier's scope)	As per NIT/ Accepted with deviation (If select Accepted with deviation, please mention the deviation)		
19	CGST RATE (IN %)	As per supplier		
20	SGST RATE (IN %)	As per supplier		
21	IGST RATE (IN %)	As per supplier		
22	UGST RATE (IN %)	As per supplier		
23	Are you manufacturer of quoted item (s).	Yes / No		
24	Are you registered under MSMED ACT 2006 as small or micro. NOTE: - Firms registered under medium scale shall not be considered eligible for MSE benefits.	Yes / No (If select Yes, please enclosed valid UDYAM certificate)		

**Techno-Commercial Annexure**  
(To be filled by supplier inline with NIT requirement and submit with offer)

Tender No.		<b>E5953061 due on 09/12/2025</b>		
Description :		<b>Item01:</b> TA9901AZ CAP BEARING TO DRG. NO. 14304476003 V00 REV08. TO BE SUPPLIED IN PROPER PACKING.SUPPLIER'S IDENTIFICATION TO BE IS COMPULSORY.  <b>TENDER QTY.:-</b> 70 Nos (+/-30%). <b>Delivery required as per NIT.</b>		
Sr. No.	ELEMENTS	Standards	To be offered/confirmed by supplier	Remarks, if any
25	Terms of Payment (100% payment in 90 days of receipt (45 days for Micro & Small and 60 days for Medium enterprises as registered in Udyam certificate as per relevant MSME act in force) and subject to acceptance of material and relevant documents at BHEL. Pl refer GTC BP200102B)	As per NIT/ Accepted with deviation (If select Accepted with deviation, please mention the deviation)		
26	SELF CERTIFICATION OF MINIMUM LOCAL CONTENT, IF MORE THAN 50% VALUE ADDITION IS IN INDIA. (Note- In case of tenders worth more than Rs. 10 crores, Suppliers shall necessarily submit certificate from statutory auditor or cost auditor or cost accountant or CA) Please also specify the amount of local content in India. EXAMPLE :if 100% INDIGENOUS (MADE IN INDIA) MARK "Y"/100%	As per supplier		
27	Details of location of value addition / manufacturing	As per supplier		
28	Submission of MII_Certificate with duly sealed & signed (Under Public Procurement Policy)	Yes / No		
29	Other Charges (If any)	Applicable / Not Applicable. (If applicable please mention percentage (%) / Value (along with type of charges).		
30	Penalty for delayed performance as per BP200102B & NIT	Yes / No (In case of "No", your offer will be loaded suitably)		
31	Confirmation that documents pertaining to technical PQR has been submitted	Yes / No		
32	Acceptance to "REVERSE AUCTION" if conducted (As per BHEL's RA policy)	Yes / No	Not applicable	
33	Submission of Declaration format with duly sealed & signed (Annexure IX, refer attached) regarding whether other family firms or sister concern affiliates / subsidiary firms are participating in the same tender.	(Yes / No) If No please specify the reason.		
34	Submission of Declaration format with duly sealed & signed (Annexure-A - OEM & MSE Declaration)	Yes / No		
35	General terms and conditions of enquiry (Form No. BP-200102B) and BHEL PO Terms & Conditions is Acceptable.	Yes (In case of "No" your offer may be rejected).		
36	Quotation Validity will be 90 days from the date of techno-commercial bid opening.	Yes / No		
37	Acceptance to Performance Security	Yes / No	Not applicable	



# **Duly filled Technical Pre-Qualification Requirements to be submitted along with the offer by vendor**

*For uploading along with the enquiry*

Ref No: TME/PQR/TA9/Bearing Component Rev.00

Dated: 24/11/2025

## **Technical Pre-Qualification Requirements (PQR)**

**Vendor should comply with the following clauses in order to qualify for supply of tendered item (duly filled PQR shall be submitted along with the offer by vendor):**

Cl. No.	Description	Vendor to comment	
		Complied / Not complied (Please tick✓)	Supporting relevant document to be submitted along with offer
1.	Vendor shall supply tendered item as per drawing no. & description mentioned in the enquiry.	Yes/No	Not Required
2.	Vendor to confirm that it is the manufacturer of the offered item and not the trader.	Manufacturer/ Trader	Not Required
3.	Vendor should have experience of successfully supplying of steel item involving turning operation of dia. of 300 mm min., in preceding 5 years from enquiry opening date. (Vendor to ensure that experience/supply proof submitted for b) & c) shall correlate with the submitted P.O. copy)	Yes/No	a. Un-priced PO copies. b. Drawing of supplied item. c. Supply proof (copy of invoice).
4.	For verification of information furnished by vendor, additional documents proofs etc. may be required by BHEL. Vendor to confirm providing the same.	Yes/No	Not Required

### **Notes:**

1. Compliance of all the points in above T-PQR is mandatory. In absence of compliance of above, vendor's offer is liable to be rejected.
2. Declaration by vendors regarding information / compliance submitted by vendor shall be correct in all respect. In case any deviation/false information is revealed later on, BHEL is free to initiate appropriate punitive proceeding as per prevalent processes and guidelines of company.

**Important:** This document is to be filled and submitted along with the offer. This document must be signed by authorized representative of the vendor and should contain the name of representative & seal of the company.

Date:

(Sign and Seal of Authorized representative of vendor)