



Bharat Heavy Electricals Limited, Jhansi

ANNEXURE: 1

SPECIAL CONDITIONS TO ENQUIRY NO. E5160002

- 1.1 Sealed quotations are invited in Two Part Bid System for procurement of **2000MT of Steam Coal, Grade “B”**, for details and other T&C, refer Enquiry Sheet and **Annexure: 1-7** enclosed herewith. The offer should be submitted in **Two Parts (Two separate sealed envelopes super scribed with Part No. given below, Enquiry No. & Due date on the envelope)** on or before the due date of opening.

- (a) Part – I: Technical, Commercial & General Terms “ and copy of blanked Price bid
(b) Part – II : Price Bid

Enquiry No.	: E5160002
Due date of Tender Opening	: 14/10/2016 (14:00 hrs)
Last date of submitting Tender	: 14/10/2016 (till 13:15 hrs)

2.0 General:

2.1 Quotation to be submitted as per description mentioned in our Enquiry Sheet and T&C mentioned in this Annexure: 1. Offer to be submitted strictly in two bid system only and the deviations (*if any*) should be brought out clearly in Techno-commercial bid: Part - I.

2.2 For specifications & other requirements of the material, refer Enquiry Sheet and quotation should comply with the specifications and requirements mentioned therein.

2.3 Only Techno-Commercial Bid: Part – I shall be opened on the due date of opening at 14:00 Hrs. Price Bid: Part – II shall be opened of only techno-commercially acceptable offers at a later date which will be intimated to eligible vendors.

2.4 Entry Tax as applicable shall be paid by BHEL and shall be loaded in the price quoted by vendors for arriving at Landed Cost, if the same is not included in their prices.

2.5 **Quantity Tolerance** - should not be more than range +/- 5% of the required quantity. No regularization for quantity shall be done in PO, if excess quantity is supplied beyond the plus 5% of total PO quantity.

2.6 BHEL requires quoted price to be **“FIRM”** for the entire delivery period and shall be furnished in the Price Bid (Part – II) format only attached herewith as **Annexure: 4**. Please note that if Price bid (Part-II) contains any comments/ conditions, which are not mentioned in Blank price Bid, same shall not be considered and BHEL shall reject such offers. Copy of blank price bid to be submitted along with ‘techno-commercial bid.’

2.7 Offer of Vendor(s) who are under HOLD by BHEL on the date of price bid opening, “DELISTED” or “BANNED” with BHEL shall not be considered.

2.8 Vendors to submit offer complete in all respect. The supporting documents for qualifying requirements to be submitted along with offer. In case of any deficiency in documents/ deviation is observed, same has to be provided within 4 days of intimation,



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failing which offer shall be rejected & shall not be considered further for reverse auction/ price bid opening.

2.9 Offer Evaluation:

The offers shall be evaluated on the total delivered cost to BHEL i.e. on F.O.R. BHEL, Jhansi basis. The delivery term are to be quoted on FOR BHEL Jhansi Basis (i.e. freight & insurance to supplier's account). No other delivery terms are acceptable. Offers received with any deviation to above shall be rejected.

2.10 Late offers:

Please note that the offers received after 13:15 pm on the due date or received after due date are treated as “**Late Offer**” which will not be considered by BHEL. Hence, please ensure to submit the quotation well in time.

2.11 Timely Delivery:

The purchase order shall be issued according to BHEL's requirement giving required lead time for supply. Our requirement for delivery is commencement of supply within 15 days from LOI/PO (excluding date of LOI) with supply rate of about 125 MT to 150 MT per week. Supplier to confirm their delivery schedule. Offers with commencement of delivery beyond 15 days and not confirming above weekly schedule shall be liable for rejection.

2.12 General Terms & Conditions:

The General Terms & Conditions *of Enquiry* for Vendors are enclosed herewith as **Annexure: 3**. Vendors have to confirm their acceptance / non-acceptance specifically clause-wise.

2.13 Mandatory Submission with Quotation:

Please fill up all columns of **Annexure 2** and submit the signed sheet along with Techno Commercial offer.

3.0 Discrepancy

In case any discrepancy in the terms & conditions between special conditions (Annexure-1) and general terms & conditions (Annexure-3) of this tender, clause given in special conditions (Annexure-1) shall prevail over the general conditions (Annexure-3).

4.0 Delivery

4.1 The delivery has to be made by Trucks which should not weigh more than 40 MT in fully Loaded condition (i.e. Truck + coal Weigh should not exceed 40 MT). Our weighing capacity is of 40 MT only hence suppliers are advised to keep this condition in mind. While sending trucks If weighment of trucks are more than 40 MT, BHEL has to depute a person for witnessing the weighment. This results in delay/detention of trucks. On each violation of above conditions (gross weight more than 40 MT), Rs. 5000 per truck shall be deducted from supplier's bills. This condition shall be made part of purchase order.

4.2 Please note that each truck shall be inspected at BHEL Jhansi for presence of any undesired substances like dust, moisture, stone, slate, etc. and as per IS norms. Unsatisfactory consignment may be rejected without further analysis.



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- 4.3 The delivery schedule given in the header of enquiry are only indicative. Commencement of delivery is required within 15 days of LOI/PO. After commencement of delivery, the delivery is to be maintained uniformly with about 125 MT to 150 MT supplies per week (and about 500 MT to 600 MT per month).

5.0 Earnest Money Deposit / Contract Execution Bank Guarantee/ Security deposit

- 5.1 Bidder has to furnish Earnest Money Deposit (EMD) along with the Techno-commercial Bid of their offer for as indicated in Enquiry in form of Demand Draft or Pay order only in favour of Bharat Heavy Electricals Limited, Jhansi payable at BHEL Jhansi.
- 5.2 Vendors who had submitted EMD in past enquiries of BHEL and complete quantity ordered on them has been accepted BY BHEL (subjected to acceptance of material on SRV) may have an option to not give new EMD, their past EMD shall be considered in this enquiry. Provided vendor has to provide reference of the past enquiry.
- 5.3 EMD by the Tenderer will be forfeited as per Tender Documents if, the successful bidder/ vendor refuses to honour the Order after award of the same on him and/or withdraws his bid and for unilaterally changes the offer and/or any of its terms & conditions within the validity period.
- 5.4 EMD given by all unsuccessful Tenderers shall be refunded on acceptance of award/LOI/PO by successful Tenderer. The EMD of successful bidder shall be returned after submission of Contract Execution Bank Guarantee (CEBG). If CEBG is not submitted then EMD shall be converted into security deposit.
- 5.5 EMD shall not carry any interest.
- 5.6 Contract Execution bank Guarantee (CEBG)/ security deposit shall be of same value as EMD and to be issued by any scheduled bank on stamp paper worth Rs 750/-. CEBG will be valid for the period of supply with 3 months claim period thereafter.
- 5.7 EMD of successful bidder can be converted & adjusted against security deposit.
- 5.8 Offers received without EMD in original shall not be considered.

6.0 Reverse Auction

BHEL reserves the right to go for Reverse Auction (RA) instead of opening of sealed envelope price bid submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in reverse Auction will have to necessarily submit "online sealed bid" in the reverse auction. Non submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.



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Vendors have to furnish the acceptance to the Terms & Conditions mentioned in Annexure 1-3. In case of any deviation, the same may please be brought out separately in Part-I bid.

If no deviation is mentioned against any para, it will be assumed that vendor has agreed to all the conditions mentioned therein.

For Further Clarification:

Name: Mr. Chandan Maurya
Phone No. 0510-2412779
FAX No. 0510 - 2412120
E-Mail ID maurya@bheljhs.co.in

Name: Mr. Gaurav Gupta
Phone No. 0510-2412348
FAX No. 0510 - 2412120
E-Mail ID gauravgupta@bheljhs.co.in



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Annexure -2

CONFIRMATION SHEET FOR ENQUIRY E5160002

(To be submitted by Supplier with Offer)

(Supplier should fill up this bid by data in the dotted space or by putting tick in the remark column)

(A)		QUALIFYING REQUIREMENTS:	
SL. No.	Terms & Conditions	Remarks	
1	Qualifying Conditions for Bidder:		
	(a) Bidder must have experience of supply of steam coal in bulk quantity to large organizations. In support of this at least one copy of Purchase order issued to bidder within two years from the date of tender opening, of minimum 300 MT quantity to be submitted.	Accepted PO No. PO Date. Quantity	
	(b) Bidder to submit execution certificate or any other supporting document to confirm submitted in support of PO submitted w.r.t. Qualifying Requirement point Sl. No. 1 for Govt. / PSU order/s.	Accepted & submitted	
	(c) Bidder to submit execution certificate along with VAT/CST/TDS certificate (any one) of at least one invoice of steam coal supply to confirm successful supply in support of PO submitted w.r.t. Qualifying Requirement point Sl. No. 1 for order / s received from private agencies.	Accepted & submitted	
	(d) Bidder Should have an Average Annual turnover of Rs. 40 Lacs (Forty Lacs only) during the last 3 years ending 31 st march of 2016 and Annual Report (Balance sheet and Profit & loss account) of last 3 years to be submitted in support of this.	Accepted & enclosed Balance Sheet and Profit & Loss statement	
2	Earnest Money Deposit: (Select any One)		
	(a) The offer is to be submitted along with EMD of Rs 1.5 Lacs in favor of BHEL Jhansi along with Techno- Commercial Bid - Part-1 in form of Demand Draft or Pay order only in favour of Bharat Heavy Electricals Limited, Jhansi payable at BHEL Jhansi.	Accepted Demand Draft No. Date	
	(b) Vendors who had submitted EMD in past enquiries of BHEL and complete quantity ordered on them has been accepted BY BHEL (subjected to acceptance of material on SRV) may have an option to not give new EMD, their past EMD shall be considered in this enquiry. Provided vendor has to provide reference of the past enquiry.	Accepted Past Enquiry/PO reference No.	
3	Further evaluation of bid of suppliers who do not meet above qualifying requirements shall not be done and their bids shall be rejected and returned along with their EMD.		Accepted



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(B)		TECHNO COMMERCIAL REQUIREMENTS:	
SL.No.		Terms & Conditions	Remarks
1		Steam Coal Grade 'B' as per M/s Coal India Standard and confirming to IS: 770-1977 for our FBC Boiler. Useful Heat Value: 5600-6200 Kcal/Kg. Gross Calorific value: 6049-6454 Kcal/Kg. (At 5% Moisture Level). Size: 20mm X 40 mm and not more than 25% passing through 8 mm mesh. Ash+ Moisture content: 19.6-23.8% (At 60% RH and 40 Deg. Celsius). Note: Stones in coal shall be not accepted. If found it is the duty of the supplier to take it back at his own cost.	Accepted
2		Quantity tolerance of supply should not be more than +/- 5% of Purchase order Quantity. No payment shall be released for any quantity supplied in excess of 5%.	Accepted
3	(a)	Prices quoted in price bid are firm for the delivery of entire lot for which price is called	Accepted
	(b)	The prices quoted are strictly as per the blank price-bid (Annexure-4).	Accepted/ Not Accepted
	(c)	Copy of Blank price bid duly signed is attached in Techno commercial bid	Accepted
4		Prices quoted in price bid are valid for 60 days from date of opening of tender	Accepted
5		Rates quoted as basic price are on FOR BHEL Jhansi basis i.e are inclusive of freight, Insurance Packing & Forwarding Charges	Accepted/ Not Accepted
6		Rate of Excise Duty including education Cess	%
7		Rate of CST or VAT (please tick CST or VAT)	%
8		Entry Tax (only 1 of the 03 option to be chosen by party (Strike off the 2 options not chosen)	a. Included in basic price b. Not included and quoted separately but payable by bidder c. Not included in basic price and payable by BHEL
9		In case Entry tax is payable by BHEL Loading of same will be done on price of bidder as per sl no. 8 of price bid (Not Applicable in case option 'a' or 'b' chosen at Sl. No. 8)	Accepted/ Not accepted/ Not Applicable
10		Unloading at BHEL, Jhansi in Bidder's Scope (In such cases supplier has to take permission from CISF BHEL, Jhansi in Advance on arrival of truck for the labour by name. Such permission shall be given for max 5 days on each occasion)	Accepted/ Not accepted
11		If unloading in Bidders Scope is accepted, Rates for same have been quoted in price bid at sl. no. 6	a. Yes/ No b. In BHEL Scope
12		In case option (b) is chosen at Sl no. 11 i.e if unloading in bidders Scope is not accepted, BHEL will load price bid of bidder by unloading charge of Rs 73 per MT as at Sl no. 06 of price Bid. (Not Applicable in case option 'a' chosen at Sl. No. 11)	Accepted/ Not accepted/ Not Applicable

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13		Our requirement is commencement of delivery within 15 days (from date of LOI/PO, excluding day of LOI/PO) and supply at the rate of about 125 MT to 150 MT per week. Please confirm acceptance, if answer is "not accepted", offer will be rejected.	Accepted
14		LD Clause – Failure to supply by the time specified as per SL No 13 above and as per Purchase order delivery will make supplier liable to pay penalty of 0.5 % of value of supply not delivered for every week or part there of delay subject to max of 10% of the delayed order value	Accepted
15	Payment terms: (Select any One)		
	(a)	100% payment after 60 days of receipt and acceptance of material at BHEL works. (For other than category 1 or 2 MSMED supplier).	Accepted / Not Accepted
	(b)	If you are category 1 or 2 MSMED registered supplier then payment in 45 days of receipt of acceptance of material is acceptable. If not registered as MSMED category 1 or 2, then payment within 45 days of receipt & acceptance of material, subject to submission of attested copy of MSMED certificate by notary/ gazetted officer and recent (issued in fin year 2014-15). CA certificate as per format Annexure-5 attached. The venders must necessarily send CA Certificate and attested copy of MSMED Certificate (along with tender) in case they exercise this option. In absence of these two documents this payment term cannot be given.	Accepted / Not Accepted
	(c)	You have to submit your offer choosing any one of the above payment terms only. Offers with any deviation to above payment terms will not be accepted.	Accepted
16		Inspection shall be done after receipt and acceptance of material at our stores. Coal Sample shall be tested in govt. approved Lab after receipt of first lot of coal at BHEL Jhansi. The coal samples may be taken for testing, in front of your representative.	Accepted
17		Offer is submitted in two bid. Offer sent in single bid shall be rejected.	Accepted
18		Risk Purchase Clause:- After placement of PO against this tender, in case vendor fails to make supplies of coal as per the terms & conditions of our PO, BHEL reserves the right to procure the coal from alternative sources, at the risk & cost of supplier.	Accepted
19		As a token of acceptance of tender terms & conditions, signed copy of Annexure-1, Annexure-2, Annexure-3 and Annexure-4 are submitted also with offer.	Accepted
20		The delivery has to be made by trucks which should not Weigh more than 40 MT in fully loaded condition. If gross weight is found more than 40 MT then Rs. 5,000 per truck shall be deducted from bills	Accepted
21		In case any discrepancy in the terms & conditions between special conditions (Annexure-1) and general terms & conditions (Annexure-3) of this tender, clause given in special conditions (Annexure-1) shall prevail over the general conditions (Annexure-3).	Accepted



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22		Reverse Auction – Please Refer clause 6.0 of Annexure – 1 and confirm that you will participate in Reverse Auction. Also confirm acceptance of terms & condition of RA as per annexure – 6.	Accepted / Not Accepted
23		<u>E-Sancharan (Road Permit)</u> – For the suppliers outside U.P., Road permit (Form 38) shall be given in online mode (E-Sancharan) as per the govt. of U.P. Rules. For issuance of road permits suppliers have to provide details as per attached Annexure 7 to BHEL through email. Not Applicable for vendors of U.P.	Accepted

Note:

Offers with any deviation for (A) – Qualifying requirements SL. No. 1, 2 & 3) and (B)- Techno Commercial requirements SL No. 1,2, 4, 13, 14, 15, 16, 17, 18, 19 & 23 shall be summarily rejected.

(Signature and Name of the Bidder)

Name:

Company Seal:



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Annexure -3

General terms and Conditions for Purchase Enquiry

1. Offer must be submitted in a sealed cover. The cover should bear our enquiry number, due date of opening and name of her bidder.
2. When offer is invited in two bids, outer cover, inner cover-I (Techno Commercial bid) and inner cover -II (Price-Bid) must bear our tender no., due date and bidders name.
3. The offer should reach this office on or before 13:15 hrs. on the due date. The tender can also be dropped in the Tender Box kept at Administrative Building Gate. The tenders will be opened after 14:00 hrs. on the due date in presence of all bidders who will be present.
4. Offer should be free from overwriting or erasures. Corrections or additions, if any should be attested.
5. No enhancement of rate for whatever cause is allowed once the offer is accepted and the order is placed. Withdrawal from the quotation after it is accepted or failure to make the supply within the schedule period will entail cancellation of order, forfeiture of earnest money if any and/or imposition of risk & cost purchase.
6. Material offered should be of required quality and conforming strictly to our specification/drawings or to the specifications in the drawings. Any deviation must be clearly stated in the offer with particular clause/detail in our specification/drawing for which deviation is quoted. All required documents/details e.g. QA Plan, type TCs, drawings and date sheet etc. must be submitted along with the offer.
7. Irrespective of whether it is mentioned in our specification, all machines/equipment are required to be calibrated in metric units and certificates "must be issued where applicable".
8. Work test certificates/Inspection certificates/guarantee certificate/compliance certificate, etc. will be required to be submitted along with supplies in case an order, is placed.
9. In case an order is placed, supplier shall be required to guarantee for smooth and satisfactory performance of the equipment for a period of 24 months from the date of dispatch or 18 months from the date of commissioning whichever is earlier and certificate must be issued to this effect. Necessary instruction booklets for operation and maintenance are to be sent with supply where applicable.
10. Sample must be submitted where specified so as to reach us on or before the due date of tender.
11. Required lead time for affecting supplies along with available capacity should be indicated in the offer.
12. Failure to supply by the time specified on the order will make the supplier liable to pay unconditional penalty of ½% of the prices of goods in arrear per week or part thereof subject to a maximum of 10% of the order value unless agreed otherwise.
13. The quantities for each item to be purchased may vary from the tendered quantity according to our actual requirement at the time of placing orders.
14. Our standard terms of payment is 100% payment after 60 days of acceptance of material at our works. In no case, interest for overdue period will be borne by BHEL. Advance or LC payment terms shall generally not be considered and offers received with other than our standard terms of payment will be bypassed (except SIDBI discounting facility will be accepted for suppliers to whom this facility has been granted).
15. Bharat Heavy Electricals Ltd. Does not bind itself to accept the lowest of any tender, but reserves to itself the right to accept or reject all or a part of any tender at its discretion following BHEL Purchase Policy & government guidelines.
16. In all cases of disputes, the matter shall be referred for arbitration. The arbitrator shall be nominated by the Unit Head, Bharat Heavy Electricals Ltd., Jhansi or any other officer nominated by him. The award of arbitrator shall be final and binding on both the parties.
17. In case of any suit or other legal proceedings under or relating to this tender, the courts at Jhansi shall have full, jurisdiction.
18. Total delivered cost at BHEL Jhansi Railway siding/Works shall be the criterion for deciding the tender.



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19. Unless otherwise specified, offer should be on FOR BHEL Jhansi basis with freight & insurance to be borne by Supplier.
20. Your quotation against this enquiry must be valid for ordering up to minimum of 15 days from the date of tender opening.
21. i) If any material is booked to selves or if it is not consigned to BHEL Jhansi, any warfage or demurrage occurring from these shall be to the account of supplier. In case of road transport, material shall be booked only through our rate contract transporters mentioned in the purchase order.
ii) Where there is provision for payment of Sales Tax extra, it will be paid only if the registration number both under State Sales Tax and Central Sales Tax are specially mentioned on the bill/invoice. Your Sales Tax Registration number should be mentioned in the offer positively.
iii) Excise duty Gate Pass will be required in original. Applicable taxes & duties must be included in the offer.
22. Please also refer to our tender for any other terms and conditions.



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ANNEXURE: 4

PRICE BID (PART – II) FORMAT to E5160002

SL. NO.		DESCRIPTION	%	AMOUNT (IN RS.)
1.		BASIC PRICE *(Rs / MT) ON FOR BHEL JHANSI BASIS (Shall remain firm during execution of the total lot)	NA	
2.	ADD :	EXCISE DUTY & EDU. CESS (If applicable)		
3.		SUB TOTAL (1+2)	NA	
4.	ADD :	CENTRAL SALES TAX OR VALUE ADDED TAX (Please Tick whichever is applicable)		
5.		SUB TOTAL (3+4)	NA	
6.		Un Loading charges at BHEL Jhansi (Rs/MT) To be quoted by Vendor *		
7.		SUB TOTAL (5+6)	NA	
8.		Entry Tax (Rs / MT) to be quoted (if not included in basic price quoted at sl. No. 1 above) The loading of entry Tax as applicable will be done by BHEL on sl. No. 7 (Present rate is 2%) in case the same is not quoted by vendor.		
9.	LESS :	SET-OFF TOWARDS VAT		
10.	LESS :	CENVAT (if Excise Invoice is Provided)		
11.		GRAND TOTAL (7+8-9-10)		

* Vendors are requested to quote Basic Price after adjusting Discount Figure / Percentage, if any.

** The un-loading of coal is to be arranged by vendor and charges for the same to be quoted by vendor at sl. no. 6 above. In case the supplier does not quote the unloading charges, the same shall be done by BHEL, and un- loading charges of Rs 73/MT shall be added at Sl. No 6.

Any deviation in price bid shall be specifically stated in unpriced bid submitted along with techno commercial offer (Part 1 bid)

SIGNATURE & NAME OF THE OFFICIAL : _____
WITH COMPANY'S SEAL



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ANNEXURE: 5

Format for Review & Recertification of MSMED status

This is to Certify that M/S
 vendor code.....having its registration office
 at..... is registered
 under MSMED Act 2006 (Entrepreneur Memorandum No (Part-II):.....
 dtd:....., Category: (Micro/Small/Medium)). (Copy enclosed)

Further verified from Books of Accounts that the investment of the company as on
 date:..... as per MSMED Act 2006 is as follows:

- For Manufacture Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 ([Annexure I](#)):
 Rs.....Lacs
- For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:
 Rs.....Lacs

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs for
 (Micro/Small/Medium) (Strike off which is not applicable) Category under MSMED
 Act 2006.

Company will intimate to BHEL Jhansi in case change of investment if any exceeds the above
 permissible limit, in future with proper supporting documents.

Date:

(Signature) Name:

Membership number:

Seal of Chartered Accountant

Note: This format will be required in start of every Financial Year for MSMED verification.

Permissible Limit As per MSMED Act 2006:

Manufacture Enterprise			Service Enterprise		
Plant & Machineries Limit			Equipment Limit		
Micro		< 25.0 Lakhs	Micro		< 10.0 Lakhs
Small	>= 25.0 Lakhs	< 5.0 Crores	Small	>= 10.0 Lakhs	< 2.0 Crores
Medium	>= 5.0 Crores	< 10.0 Crores	Medium	>= 2.0 Crores	< 5.0 Crores

As per Ministry of small scale industries notification dated 5th October, 2006, the investment in Plant & Machinery to in respective limits is the original price, irrespective of whether the plant & machinery are new or second hand. In respect of imported machinery, the following is to be included in calculating the value:

- Import duty (excluding miscellaneous expenses such as transportation from the port to the site of the factory, demurrage paid at the port);
- Shipping charges;
- Customs clearance charges and d) sales tax or value added tax.



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Annexure - 6

Terms & Conditions of Reverse Auction

Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of "online sealed bid" by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (annexure IV) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at "Total Cost to BHEL" like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the "Business Rules of Reverse Auction", which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder(s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.



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ANNEXURE 7

Requisition Slip for e-Sancharan (Separate requisition for each vehicle)

S. NO.	Kindly generate e-Sancharan with following details:	REQUEST NO.....
	<u>SELLER/CONSIGNOR INFORMATION:</u>	
1	NAME OF SELLER/CONSIGNOR	
2	ADDRESS OF SELLER/CONSIGNOR	
	<u>GOODS/INVOICE INFORMATION:</u>	
7	INVOICE NO. /BILL NO. /CASH MEMO NO. /CHALLAN NO.	
8	INVOICE/BILL /CASH MEMO/CHALLAN DATE (DD/MM/YYYY)	
9	COMMODITY	
10	TOTAL VALUE (INCLUDING TAX, FREIGHT ETC.)	
11	WEIGHT OF GOODS	
12	UNIT OF WEIGHT (KG/MT/NUMBER ETC)	
13	QTY OF GOODS	
14	UNIT OF QTY (CUBIC FEET/BOX ETC)	
	<u>VEHICLE INFORMATION:</u>	
14	TRUCK NO./COURIER DOCKET NO.	
15	GOODS DESTINATION DISTRICT	
16	GOODS DESTINATION PLACE	
	<u>Other Details:</u>	
17	Name of Transporter/Carrier	
18	Address of Transporter/Carrier (optional)	
19	Service provider no. of Carrier, if any (optional)	
20	Name and Address of Driver along with DL number (optional)	