

Checklist for submission of quotation.

Enquiry No. E3703009, due on 08/12/2020.**(To be enclosed alongwith Part “A” of your offer)**

Sl. No.	Parameters	Yes / No	Remarks (Deviations, if any)
1	Accepted all the points of our Specification for the item/ Called in NIT.		
2	Quoted in Two Part Bid System as per clause 1 to 3 of annexure – I.		
3	Price has not been disclosed in Part - A (Technical & Commercial Bid) of your offer.		
4	Price quoted as per clause 5 of annexure – I.		
5	Documents submitted as per PQC (Clause 6 of annexure – I).		
(i)	Submitted documents required as per E3703009 - Bidders pre-qualification criteria mentioned in NIT.		
(ii)	Audited annual report (Profit & loss account) of last 3 years ending 31 st march of the financial year 2019-20 (31.03.20). Average annual turnover should not be less than Rs. 33.75 lakhs of last 3 years ending 31 st march of the financial year 2019-20 (31.03.20).		
6	Tender fees submitted as per clause 7 of annexure – I/MSE Supplier who are manufacturer of quoted item/items (please submit required documents).		
7	Performance Bank Guarantee shall be as per clause 8 of annexure – I.		
8	Payment terms as per clause 9 of annexure – I.		
9	Terms of delivery as per clause 10 of annexure – I.		
10	Time required in number of weeks from the date of PO / LOI in order to complete the supplies, which in any case, should not exceed 20.01.2021 as per clause 11 of annexure – I.		

11	Letter of authority enclosed as per clause 12 of annexure – I (If supplier is not manufacturer).		
12	Mentioned HSN code of the item & the percentage (%) of GST applicable.		
13	Validity of offer as per clause 14 of annexure – I.		
14	LD as per clause 15 of annexure – I.		
15	Samples submitted as per clause 16 of annexure – I.		
16	Packing shall be as per clause 17 of annexure – I along with suitable carry bag.		
17	Inspection shall be as per clause 18 of annexure – I.		
18	Printing shall be as per clause 19 of annexure – I.		
19	Final supply shall be as per clause 19 of annexure – I.		
20	Quantity variation $\pm$ 5%. as per clause 20 of annexure – I.		
21	Guarantee & replacement shall be as per clause 21 of annexure – I.		
22	The manufacturer should emboss / print BHEL monogram / logo / slogan on the carton box as per our instruction to be furnished at a later date.		
23	Documents for Temporary code submitted as per clause 22 of annexure – I (Applicable for Un-registered suppliers only).		

Name of Supplier:.....

Sign & Seal of Supplier