

ANNEXURE –“A”

ENQUIRY No.

COMMERCIAL TERMS AND CONDITIONS

(To be filled in full and to be submitted along with offer)

SL. NO	DESCRIPTION	BHEL'S REQUIREMENT	SUPPLIER'S COMMENTS
01	PRICE	Firm till completion of order.	
02	DELIVERY TERMS	FOR, DESTINATION (BHEL,Ranipet-Stores)	
03	PACKING&FORWARDING	Included. (if extra indicate in %age / value lump sum / value per unit)	
04	FREIGHT & INSURANCE	Included. (if extra indicate in %age / value lump sum / value per unit)	
05	GST	Applicable GST to be indicated by supplier. (IGST/SGST/CGST/UTGST) (Applicable on basic price)	
06	MSME STATUS (MICRO/SMALL/MEDIUM)	To be indicated by supplier.	
07	PAYMENT	For MSE vendors 100% within 45 days after receipt & acceptance of materials at our end. For NON - MSE vendors "100% within 90 days of receipt and acceptance of materials at our stores". (Please confirm your acceptance for the same. In the event of any deviation in the above payment terms the following loading on your base rate will be done as below." Base rate of SBI (as applicable on the date of techno commercial bid opening) + 6% shall be considered for loading for the period of relaxation sought by you")	
08	DELIVERY PERIOD	To be indicated by supplier (In terms of no of weeks form the date of PO)	
09	L.D.CLAUSE	As indicated in Enquiry (as per IMPORTANT NOTE) Confirmation L.D. clause as indicated in Enquiry @ 0.5% per week subject to a maximum of 10% for the delayed delivery. (In case any bidder is not accepting the above penalty for delayed Supply, the offer of bidder shall be loaded to the extent to which it is not agreed by the bidder. Example: If the Supplier has accepted for maximum 5% penalty clause, then balance 5% will be loaded for evaluating lowest bidder)	
10	OFFER VALIDITY	Minimum 90 days from the date of price bid opening.	
11	INSPECTION BEFORE DESPATCH	Will be done at Your Works Before Dispatch No Extra cost shall be offered	
12	TEST CERTIFICATE	Required @ no extra cost	
13	GUARANTEE CERTIFICATE (Period: 12 months from the date of commissioning (or) 18 months from the date of supply which ever is earlier.	Required @ no extra cost	
14	INSTALLATION & COMMISSIONING	Supplier's scope (if required, please indicate charge per man day inclusive of to & fro, lodging, boarding to site on lump sum basis)	
15	PERFORMANCE BANK GUARANTEE (10% OF RDER VALUE)	Not Applicable.	
16	O&M MANUAL	NA	
17	RISK PURCHASE (PLEASE REFER OVERLEAF OF ENQUIRY FORMAT CLAUSE:7)	SPECIFICALLY CONFIRM YOUR ACCEPTANCE	
18	HSN # No of products	To be indicated for each product	
19	GST registration no	Supplier to indicate GST registration no of firm	
20	MANUFACTURING PLACE & COUNTRY	To be indicated by supplier.	

SIGNATURE WITH SEAL

ANNEURE – “B” TO ENQUIRY NO:
 REQUIREMENT OF TECHNICAL DETAILS /CONFIRMATION
 (To be filled in full and to be submitted along with offer)

S.NO	DESCRIPTION	BHEL'S REQUIREMENT	SUPPLIER'S COMMENTS
01	SPECIFICATION	Clause wise / Point wise confirmation to be given in TOTO for all specifications & to be submitted along with offer. (i.e. Xerox copy of specn duly filled with your acceptance / comments duly signed & sealed).	
02	DATA SHEET / DRGS	Filled Data Sheet and your Drgs are to be submitted along with offer. (if applicable).	
03	QUALITY PLAN	Your Quality Plan to be submitted for our review & approval along with offer.	
04	SPECIFICATION DEVIATION DISPOSITION REPORT (SDDR)	Attached SDDR to be filled & submit along with offer. (Even NO deviation is taken, NIL report to be submitted).	

Date:

SIGNATURE WITH SEAL

(to be submitted along with the offer)

SPECIFICATION DEVIATION DISPOSITION REPORT				
Specn		Item		
Enq. No & Date				
Vendor Name				
SPECN				
Page	Clause	Details Of Deviation With Reason		
		Disposition By BHEL		
Signature Of Vendor			Reviewed By	
“ AGREED DEVIATION “ if any to be incorporated in the PO in the event of order.			APPROVED BY	