BHARAT HEAVY ELECTRICALS LIMITED TIRUCHIRAPALLI
CAPITAL PURCHASE

Annexure-A

ACCEPTANCE OF COMMERCIAL TERMS AND CONDITIONS BY THE INDIGENOUS VENDORS.

(This should be essentially filled in and sent along with the techno-commercial offer without fail. If this check list is not filled and submitted along with techno-commercial offer (Part I) or if the vendor does not confirm acceptance to the terms and conditions proposed, BHEL reserves the right to reject such offer)

CHECK-LIST FOR INDIAN VENDORS

Sl. No.	DESCRIPTION
1.	❖ **The Bidders shall submit their offer through E-Procurement website only www.bheleps.buyjunction.in.** ❖ **Part I - Technical and Commercial Bid**: This should contain all the copies of technical bid together with un-priced commercial bid. ❖ **Part II - Price Bid**: This part should contain the schedule of price particulars and must be co-related to the technical details provided in Part I. Offers will be accepted & received till 14.00 Hr. on the due date. Therefore Vendors shall ensure to submit the offers before this time. Late offers will not be considered. Bidders are requested to refer to attached "**DSC Guidelines**" & "**e Proc Vendor Communication**" for submission of tender through EPS. Offers should be in **ENGLISH** and accompanied by detailed technical literature, catalogue and detailed dimensional drawings in **ENGLISH** or otherwise, the offers will not be considered. In case of necessity BHEL reserves the right to go for a reverse auction (RA) instead of opening the submitted sealed bid, which will be decided after technical evaluation. Information and general terms and conditions covering RA are given in this Annexure- A (**Point No.14**).
2.	**OPENING OF TENDERS:** **The Part I** - Technical & commercial bid alone would be opened on the Tender opening date through EPS. **The Part II** - Price bid of technically suitable Bidders alone would be opened through EPS. The Technically Suitable Bidders would be informed about the Price Bid opening date through **e-mail / EPS.** Clarifications if any required by BHEL for Technical evaluation would be sought from bidders before opening of Part II - Price bid.
3.	**Taxes and Duties** All Taxes and Duties payable as extra to the quoted price should be specifically stated in offers along with CST & TIN No / Tariff No. etc., failing which the purchaser will not be liable for payment of such Taxes and Duties. Our TIN No. 33243560005, TNGST No. 3560005, CST. No. 239383 Dt. 11-06-1991 & BHEL ECC No. AAACB4146PXM012, Service Tax Registration No (STC)- AAACB4146PST006. Assessment circle Tiruverambur.
4.	**Special Provisions for Micro and Small Enterprises (MSE)** 1. 20% of the tendered quantity is earmarked for MSE suppliers in this tender. 2. Out of the 20% tendered quantity reserved for MSE suppliers, 4% shall be earmarked for procurement from MSE owned by SC/ST entrepreneurs. 3. In case MSE vendor participating in the tender quotes within the price band of L1+15%, they will be allowed to supply the portion of the requirement subject to acceptance of L1 price by MSE vendor. In case of more than one such MSE, the supply shall be shared proportionately. 4. MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II (Entrepreneur Memorandum Part II) certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed as per **Annexure - C**) applicable for the relevant financial year (latest audited), certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Offer/s received without these documents will lead to consideration of their offer at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier.

No row shall be left blank. Please indicate NA, in case the item is "Not Applicable"		**Vendor's confirmation**
5.	**Validity:** Validity of the offer should be **90 days** from the date of tender opening.	
6.	**Release of Purchase Order:** ➢ Purchase Orders will be released on successful L-1 vendor on single package basis.	
7.	**Payment Terms for supply Portion:** a) 100% Yearly Payment will be made as per BHEL norms after receipt of Oracle contract notification for software update and product support and submission of Invoice & Service Sheet Certification by user department (ICT).	
	Any deviation in the above payment term will attract loading as mentioned below. "Base rate of SBI (as applicable on the date of bid opening. Techno commercial bid opening in case of two part bids) + 6% shall be considered for loading for the period of relaxation sought by bidders. **Offers of indigenous Suppliers with payment terms as LC/Advance Payment are liable for rejection**.	
8.	**Liquidated Damages (LD):** The AMC period of the software (updates/supports) specified in the purchase order should be made within the time prescribed. LD for delay in "Support & Services" will be applicable to the delays attributed to vendor. Where the seller, supports/services the software beyond the delivery period Liquidated damages shall be applicable 0.5% of the total order value per week or part thereof subject to a maximum of 10% of the total order value. ***Any deviation from the above LD clause, loading will be applied to the extent to which it is not agreed by the bidder (at offered value).For the purpose of Imposing LD, the FOB delivery (B/L date) shall be considered. Bidder should indicate the LD mode (single delivery or staggered delivery) on the confirmation column, otherwise single delivery date will be considered for further evaluation***	
9.	**Risk Purchase:** Alternatively the purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or despatch within the time stipulated as aforesaid or if the same were not available from the best and the nearest available substitute. The supplier shall be liable for any loss which the Purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clause 8 above.	
10.	**Delivery Terms and evaluation process:** Indian Bidders should submit their offer for **FOR-BHEL, Tiruchirapalli basis**. Packing & Forwarding and Freight & Insurance charges from works to BHEL, Tiruchirapalli to be indicated separately if extra from basic rate. Applicable % of GST, HSN / SAC code should be clearly indicated. **Evaluation of offers shall be on the basis of delivered cost (Net cash outflow to BHEL-Trichy).**	
11.	**Guarantee:** Vendors shall provide a guarantee for a period of 12 months from the date of commissioning of the equipment or 18 months from date of supply, whichever is earlier. The date of B/L or AWB shall be taken as the date of supply. Offers from vendors not accepting the requested guarantee period will be rejected.	
12.	**BHEL will consider the ranking after the loading is applied as referred above wherever deviations are observed.**	
13.	**If offers are received from both OEM/ Manufacturer and authorized Dealer or Agent, then offer submitted by OEM/ Manufacturer will only be considered, offer of Dealer or Agent will be ignored.**	
14.	**Reverse Auction (RA):** 1. BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on www.bhel.com) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer 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. Techno-commercially acceptable Bidders shall only be eligible to participate in the Reverse Auction. 2. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on www.bhel.com). 3. The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates. 4. BHEL shall engage the services of a Service Provider, who shall extend all necessary training and assistance before commencement of ON-LINE-BIDDING through Internet, at NO extra-cost to the Bidders. Eligible Bidders shall be informed in writing, about the details of Service Provider, to enable Vendors to contact the Service Provider and get trained. Event Date, Time, Start Price, Bid Decrement, Time-Extensions, etc. shall also be communicated through the Service Provider for compliance by Bidders. 5. In case BHEL decided to go for Reverse auction, the H-1 bidder(s) (whose quote is highest in the online sealed bid) may not be allowed to participate in further Reverse Auction.	

15.	**Inspection & Testing:** The vendor shall provide necessary, Test certificate and Operating manuals etc., as called for in the Technical specification, in the required number of copies at no extra cost basis.	
16.	BHEL shall be at liberty to reject or accept any tender, part or in full, at their own discretion and any such action is not liable for any question or claim against BHEL.	
17.	**ARBITRATION:** All disputes or differences whatsoever which may arise at any time during execution of the Contract shall be mutually settled by BHEL and Contractor as per provision of the Contract. However, in the event such disputes cannot be settled mutually, such disputes shall be settled as per the Arbitration and reconciliation Act, 1996 of the Govt. of India and it's subsequent amendments. In case of disputes with the Central PSUs, the same shall be settled at Tiruchirapalli as per the Guidelines of the Govt. of India. However, during the period such disputes are settled either by mutual discussions between the parties or by legal means, Contractor shall continue to do the work as per terms & conditions of Contract.	
18.	➢ Point to point confirmation for the Technical Specification enclosed to be provided. If there are any deviations, the same should be clearly specified. Offers received without confirmation to our specifications will be liable for rejection. If needed additional sheets shall be used. ➢ Equipment offered shall be "New". Re-built / Re-conditioned / Used equipment's will not be accepted. Incomplete offers will not be considered for further processing. ➢ BHEL reserves its right to reject a tender due to unsatisfactory past performance in the execution of a contract at any of BHEL projects / units. ➢ BHEL shall be at liberty to reject or accept any tender, part or in full, at their own discretion and any such action is not liable for any question or claim against BHEL. ➢ The vendor shall provide necessary drawings, Test Certificates and Operating Maintenance Manuals etc., as called for in the Technical Specification, in the required number of copies at no extra cost ➢ The Supplier shall arrange for securely protecting and packing the stores to avoid loss or damages during transit.	

19.	**Company Details & Contact**			
	Full Address of the company for future correspondence / placing order. (Copy of address proof & PAN card shall be attached along with Part-I)			
	Company Email ID:		Phone No.:	
	Fax No		Pan No with copy	
	Name of the contact person:		Mobile No.:	
	e-mail ID:			
	GSTIN No:		HSN Code:	
			SAC Code:	

For any queries / clarifications the bidders may contact us through our FAX NO. +91 431 2520719 or through e-mail <akumar@bheltry.co.in>

NOTE:-

a) **Your specific acceptances to our Payment terms, LD, Risk Purchase Clause are essential for consideration of your offer. Otherwise your offer is liable for rejection.**

b) **No row shall be left blank. Please indicate NA, in case the item is "Not Applicable"**

Declaration:-

We have gone through and understood the 'General guidelines & instructions to bidders for submitting offer' enclosed as a part of the Tender and confirm that our offer has been made in line with the same.

(AFFIX OFFICIAL SEAL HERE)

Signature with date:
Name:
Designation:
Department:
(Please Affix Your Signature with Seal on Each Page)

Annexure-C

Certificate by Chartered Accountant

This is to Certify that M/s. ………………………………………………………..…….., hereinafter referred to as 'company') having its registered office at ……………………. .... is registered under MSMED Act 2006, Entrepreneur Memorandum No (Part - II) …………………………………….. dtd:………………………,
Category :..........................(Micro / Small)). (Copy enclosed).

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

1. For Manufacturing 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.5.0.1722(E) dated October 5, 2006:

   Rs..............Lacs

2. 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 (Strike off which is not applicable) Category under MSMED Act 2006.

Date:

(Signature)

Name -

Membership Number -

Seal of Chartered Accountant

ORACLE DATABASE – ANNUAL TECHNICAL SUPPORT RENEWAL – 2017-19

Annexure-B

Product Specification that needs support

Sl. No	Product Description	Existing CSI number	Qty.
01	Internet Developer Suite - Named user perpetual	4250100470	1
02	Oracle Database Enterprise Edition – Named User Plus Perpetual	4155100470	48
03	Oracle Database Enterprise Edition – Named User Plus Perpetual	4155100470	48
04	Internet Developer Suite - Named user perpetual	4155100470	1
05	Internet Developer Suite - Named user perpetual	4255100470	3
06	Oracle Database Enterprise Edition – Processor perpetual	18729291	8
07	Oracle Database Enterprise Edition – Named User Plus Perpetual	18729291	157

Support period:

For Sl. No. 01 to 07 - **01-09-2017 to 31-08-2019** (for 2 years)

Scope of Work and Terms & Conditions:

1.0 Scope of Work :

1.1. The Vendor has to deliver Oracle Contract Certification for Software Update and Product Support with CSI Number, Product Features, and Quantity etc. within 30 days from the date of receipt of Order. The vendor has also to provide a user guide in the form of soft copy for accessing and down loading upgrades, logging bugs, complaints etc.

1.2. Assistance in installation of Oracle Databases in production, standby and development server of all the Databases of BHEL TRICHY.

1.3. Telephonic, Fax, e-mail support during Office hours of BHEL.

1.4. Product maintenance release in the form of free fixes and patches after proper testing.

1.5. Product upgrades of no extra cost.

1.6. Knowledge sharing sessions on the Upgrades

1.7. 24 x 7 access to WEB support and Oracle metalink for problem escalation.

1.8. In the event of the problem not being sorted out by the above means deploying persons to site for solutions should be ensured (visits to BHEL, Trichy).

1.9. Onsite support during critical circumstances involving dedicated oracle consultancy group.

1.10. Assistance during complete database crash and applying Oracle patches

1.11. Server performance related issues (crashing server / database hanging) and if cannot be resolved over an off line support mechanism like phone, fax or email.

1.12. Problem investigation and workarounds

1.13. Fixes / patches on the specific hardware platform

1.14. Setting up DR solutions for all the Production Databases and carrying out Switchover and switchback activities of all BHEL TRICHY databases during DR drill.

1.15. Work with BHEL TRICHY system administrators to ensure that the associated hardware resources allocated to the databases and to ensure high availability and optimum performance.

1.16. Proactive monitoring of databases to ensure secure services with minimum downtime.

1.17. Responsible for providing trend analysis to the systems team to enable them to make informed decisions regarding resource management.

1.18. Responsible for improvement and maintenance of the database to include rollout and upgrades.

1.19. Configuration of RMAN recovery and efficiency backup procedures.

1.20. Assisting in Automatic Storage Management, Performance tuning and other related activities.

1.21. Installing and configuring Proc* for Development and Production Servers.

2.0 Price and Validity:

- Price should be inclusive of all Taxes, duties, levies etc. and vendor to comply with necessary GST invoicing procedure and also submit necessary document with GST registration to enable BHEL to avail ITC.
- Price should be valid for a period of 90 days from the date of opening of the tender.
- Price quoted should be firm till the end of Contract Period.

3.0 Payment Terms:

Yearly Payment will be made as per BHEL norms after receipt of Oracle contract notification for software update and product support and submission of Invoice and verified by Information and Communication Technology department.

4.0 Pre-Qualification Criteria for Bidder:

The bidder should be an Authorised Support Renewal Partner or Active Oracle Partner Network (OPN) member and Authrisation certificate from Oracle for this tender should be enclosed along with the Technical bid as per **Annexure-V**.

5.0 Note for Bidders:

5.1 Must have registered office in India

5.2 There can be only 1 bid from each Bidder.

5.3 Bidder shall have to quote for all the Items of the Tender Enquiry as specified in this document.

5.4 Bidder has to submit the **Confirmation of Compliance to the Tender Requirements** document (**Annexure – II**) and **No Deviation Certificate (Annexure-III).** If the offer is not accompanied by all the above documents mentioned, the same would be rejected. Undertaking for subsequent submission of any of the above document will not be entertained under any circumstances.

6.0 Purchaser's Right to accept or Reject any or all Bidders:

BHEL reserves the full right to reject any bidder based on other reasons deemed fit but not mentioned above.

7.0 Non-Disclosure Agreement:

The successful bidder should execute a Non-Disclosure Agreement as given in the format in **Annexure – IV**

8.0 Instruction for submission of Offer:

- Bidder should submit their offer in EPS portal **https://bheleps.buyjunction.in** in two part:
  - **a. Technical bid**
  - **b. Price bid.**

- The **Technical bid** in English shall contain
  - I. Price schedule without prices as per **Annexure – I**
  - II. Confirmation of compliance to all terms and conditions as per **Annexure – II**
  - III. No deviation certificate as per **Annexure – III**
  - IV. Third Party Non-Disclosure Agreement as per **Annexure – IV**
  - V. Authorisation Certificate from Oracle as per **Annexure – V**
- The **Price bid** shall consists of the price schedule format (**Annexure – I)** with prices filled in. All applicable duties and Taxes shall be clearly indicated in the Offer.
- Each page of the bid should be duly signed, numbered and stamped.
- The quote should be submitted in EPS portal **https://bheleps.buyjunction.in** with necessary enclosures.
- Tenders received after the due date and time of opening will be rejected.
- Tenders received through email/fax will not be considered.
- BHEL has the right to cancel this Tender with or without assigning any reasons.

Annexure I
Price Bid Format

Enquiry No. & Date:
Bidder’s Offer No. & Date:

Sl. No	Product Description	Existing CSI number	Qty.	01/09/2017 To 31/08/2018			01/09/2018 To 31/08/2019			Total AMC price for 2 years in Rs.
				Software Update for first Year in Rs.	Product Support for first year in Rs.	Total for first year In Rs.	Software Update for second Year in Rs.	Product Support for second year in Rs.	Total for second year In Rs.	
01	Internet Developer Suite - Named user perpetual	4250100470	1							
02	Oracle Database Enterprise Edition – Named User Plus Perpetual	4155100470	48							
03	Oracle Database Enterprise Edition – Named User Plus Perpetual	4155100470	48							
04	Internet Developer Suite - Named user perpetual	4155100470	1							
05	Internet Developer Suite - Named user perpetual	4255100470	3							
06	Oracle Database Enterprise Edition – Processor perpetual	18729291	8							
07	Oracle Database Enterprise Edition – Named User Plus Perpetual	18729291	157							
Total 01 to 07										
Applicable Taxes										
Total Amount (Rs.)										
Total Amount including Taxes in Words (for 2 years)										

Annexure – II

Confirmation of Compliance to the Tender Requirements

Sl. No.	Description	Accepted (Yes/No)	Remarks
1.	The Vendor has to deliver Oracle Contract Certification for Software Update and Product Support with CSI Number, Product Features, and Quantity etc. within 30 days from the date of receipt of Order. The vendor has also to provide a user guide in the form of soft copy for accessing and down loading upgrades, logging bugs, complaints etc.		
2.	Assistance in installation of Oracle Databases in production, standby and development server of all the Databases of BHEL TRICHY.		
3.	Telephonic, Fax, E-mail support during office hours of BHEL.		
4.	Product maintenance release in the form of free fixes and patches after proper testing.		
5.	Product upgrade at no extra cost		
6.	Knowledge sharing sessions on the Upgrades		
7.	24 x 7 access to WEB support and Oracle metalink for problem escalation.		
8.	In the event of the problem not being sorted out by the above means deploying persons to site for solutions should be ensured (visits to BHEL, Trichy).		
9.	Onsite support during critical circumstances involving dedicated oracle consultancy group.		
10.	Assistance during complete database crash and applying Oracle patches		
11.	Server performance related issues (crashing server / database hanging) and if cannot be resolved over an off line support mechanism like phone, fax or email.		
12.	Problem investigation and workarounds		
13.	Fixes / patches on the specific hardware platform		
14.	Setting up DR solutions for all the Production Databases and carrying out Switchover and switchback activities of all BHEL TRICHY databases during DR drill.		
15.	Work with BHEL TRICHY system administrators to ensure that the associated hardware resources allocated to the databases and to ensure high availability and optimum performance		
16.	Proactive monitoring of databases to ensure secure services with minimum downtime.		
17.	Responsible for providing trend analysis to the systems team to enable them to make informed decisions regarding resource management.		
18.	Responsible for improvement and maintenance of the database to include rollout and upgrades.		
19.	Configuration of RMAN recovery and efficiency backup procedures.		
20.	Assisting in Automatic Storage Management, Performance tuning and other related activities.		
21.	Installing and configuring Proc* and ProCOBOL for Development in Production Servers during Oracle migration/upgradation.		
22.	NDA WILL BE EXECUTED **(Annexure IV)**		
23.	Certificate from Oracle for this Tender		

Signed By:

Name : ______________________________

Designation : ______________________________

Organization : ______________________________

Place & Date : ______________________________

Phone/Fax/Mobile/Email : ______________________________

Signature & Seal : ______________________________

Annexure – III

NO DEVIATION CERTIFICATE

This is to certify that our offer is exactly in line with your tender enquiry no.___________ ____ **dated** ____________**.** This is to expressly certify that our offer contains **no deviation** either Technical or Commercial in either direct or indirect form.

Signed By:

Name : ____

Designation : ____

Organization : ____

Place & Date : ____

Phone/Fax/Mobile/Email : ____

Signature & Seal : ____

BHEL - TRICHY	THIRD PARTY NON-DISCLOSURE AGREEMENT	Doc. No. : ISMS-04/TP/011	
		Ver. No: 3.0	Rev. No: 00
		Date : 27 - 10 - 14	

THIRD PARTY NON-DISCLOSURE AGREEMENT

I, _________________________, on behalf of the______________________________(Name of Company),

acknowledge that the information received or generated, directly or indirectly, while working with BHEL, Trichy on contract is confidential and that the nature of the business of the BHEL, Trichy is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL, Trichy Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL, Trichy all documents and property of BHEL, Trichy, including: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to BHEL, Trichy 's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, Trichy and are reasonable given the nature of the business carried on by the BHEL, Trichy I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at ________________, this ____ day of _____, 20__.

Name :

Company :

Signature :

Annexure – V

PRE-QUALIFICATION CRITERIA		
Only those vendors who satisfy the following conditions will be qualified to participate in the tender		
Sl. No.	**Description**	**Vendor's Confirmation**
1.	The bidder should be an Authorised Support Renewal Partner or Active Oracle Partner Network (OPN) member.	
2.	Authrisation certificate from Oracle for this tender should be enclosed along with the Technical bid.	

Annexure-E

GST INFORMATION

For supplies after implementation of GST i.e. after 30.06.2017, the following conditions will apply and supplier shall fully comply to the below points:

1. Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GST registration number and related details are to be submitted as per following format along with Technical-Commercial Bid (Part-1) for further consideration of their offer:

Sl. No.	Vendor code	Vendor Name	Material Group	Updated Phone No.	Updated E-mail Id, if any	PAN of the Business (along with copy of PAN Card)	GSTIN No. along with Screen shot of the GST website displaying your GSTIN Number	HSN Code	SAC Code

If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.

2. Supplier shall mention their GSTN registration number in all their invoices and invoices shall be in the format as specified/ prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.

3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).

4. A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal and all tax liability as per GST rules and regulations have been and will be discharged, shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of BHEL.

5. All documents like Mill Test Certificate, LR copy, Guarantee/Warrantee certificate, work completion certificate, any other document mentioned in PO, shall be sent along with the vehicle/consignment. For all consignments received within the calendar month, input credit will be availed within that month in line with monthly returns filing cycle. In case of any discrepancy in the document or non-submission of documents mentioned in the PO, then BHEL will not be able to accept or account the material, in such case availing of tax credit will be deferred to next month or so.

6. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) for the shortages or rejections in the suppliers, within the calendar month notified by BHEL.

7. For any such delay in availing of tax credit for reasons attributable to supplier (as mentioned above), interest (calculated @ SBI Base Rate + 6%) along with penalty (if any) will be deducted/ recovered for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.

8. Under GST regime, BHEL has to discharge GST liability on LD recovered from suppliers/contractors. Hence applicable GST shall also be recoverable from suppliers/ contractors on LD amount. For this Debit note will be issued by BHEL indicating the respective supply invoice number.

e- Procurement – BHEL TRICHY

Dear Sir/Madam,

BHEL Trichy has implemented e-Procurement and it is going to be the way of working in future.

The Requirement :

1. A PC with Internet connectivity &
2. DSC (Digital Signature Certificate)(**Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION**)

The following are the benefits of e-Procurement Process.

1. Ensuring no offer is missed due to last minute submission, postal delays etc.

2. Reduced Tendering & ordering cycle time

3. Economical, smoother & speedy communication

4. Greater Transparency

5. Big step towards paperless procurement process, Minimal human error

6. No geographical barriers

7. Vendor gets alerts regarding issue of new tender enquiry, amendments, clarifications etc

8. Submission of offer from the comforts of their office from any location

9. On line clarifications

10. Direct Cost Savings such as reduced Paper costs, reduced printing costs, reduced mailing costs, reduced telephone costs and reduced fax costs.

BHEL has finalized the e-procurement service Provider

M/s m Junction services Limited, Kolkata

Godrej Water Side, 3rd Floor, Tower-1, Plot-V, Block - DP
Sector - V, Salt Lake, Kolkata-700091, West Bengal, INDIA

Please get in touch with them immediately. The contact details of the service provider is given below:

SL	NAME	e-Mail ID	Mobile No	ROLE
1	DHANARAJ.P	panneer.dhanaraj@mjunction.in	(+91) 9500199108	Customer Relationship Mgr.
2	HELP DESK	eps.customercare@mjunction.in	033 – 66106426 / 54 9163348104,9231027017	

The process of utilizing e-procurement necessitates usage of DSC (Digital Signature Certificate)(**Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION**) and you are requested to procure the same immediately, if not presently available with you. Please note that only with DSC, you will be able to login the e-procurement secured site and take part in the tendering process.

The contact details of the DSC Certifying Authority as given below

1	**e-Mudhra**	http://www.e-Mudhra.com	5	**NIC**	www.safescrypt.com
2	**GNFC**	www.ncodesolutions.com	6	**Safescrypt**	www.safescrypt.com
3	**IDRBT**	www.idrbtca.org.in	7	**TCS**	www.tcs-ca.tcs.co.in
4	**MTNLTrustline**	www.mtnltrustline.com			

Your early action in this regard is highly solicited.

Regards

DSC GUIDELINES

It should be DSC (Digital Signature Certificate) **(Class 3- SHA2- 2048 BIT-WITH BOTH SIGNING & ENCRYPTION COMPONENT SEPARATELY)**

For DSC GUIDELINES & steps regarding procurement & further tasks to be done to submit offer as follows:
The Requirement:

1. A PC with Internet connectivity.
2. DSC (Digital Signature Certificate)(**Class 3- SHA2- 2048 BIT-WITH BOTH SIGNING & ENCRYPTION COMPONENT SEPARATELY**)
3. JRE 1.6 must be installed in your system.

The process of utilizing e-procurement necessitates usage **of DSC (Digital Signature Certificate)(Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION**) and you are requested to procure the same immediately, if not presently available with you. Please note that only with DSC, you will be able to login the e-procurement secured site and take part in the tendering process.

The contact details of the DSC Certifying Authority as given below

1	**e-Mudhra**	http://www.e-Mudhra.com	5	**NIC**	www.safescrypt.com
2	**GNFC**	www.ncodesolutions.com	6	**Safescrypt**	www.safescrypt.com
3	**IDRBT**	www.idrbtca.org.in	7	**TCS**	www.tcs-ca.tcs.co.in
4	**MTNLTrustline**	www.mtnltrustline.com			

(Other)DSC Contact details:
Ms. Solly (M/s. R3 eConsulting Pvt Ltd)
Mobile : 9444841015
Tel Nos. 044 2815 2670 / 72 / 4207 0906
Email : chennai@sgs-ds.com, soy@saspartners.com
chennai@saspartners.com

We have finalized the e-procurement service Provider as,

M/s m Junction services Limited, Kolkata

Godrej Water Side, 3rd Floor, Tower-1, Plot-V, Block - DP

Sector - V, Salt Lake, Kolkata-700091, West Bengal, INDIA

Please get in touch at below numbers for any issues related to bid submission in EPS.

SL	NAME	e-Mail ID	Land Phone No	ROLE
1	**Mr. P Peter Raj -**	'peter.raj@mjunction.in'	**09942069052**	
2	**HELP DESK**	eps.customercare@mjunction.in	**Landline :** 033-66106217/ 6013/ 6426/ 6176/ 6046 **(From 9:30am to 5:30pm)** 033-66106426/ 6217/ 6013/ 6046/ 6176 9163348283/ 9163348284/ 9163348285/ 9163348286/ 8584008116 **(From 5:30pm to 8:30pm)**	
3	**Mr. Harish Kumar Ramu**	harish.ramu@mjunction.in	**(+91) 09840704941**	
4.	**Mr. DHANARAJ.P**	p.dhanaraj@mjunction.in panneer.dhanaraj@mjunction.in	**(+91) 9500199108,** **(+91) 9282403700**	Customer Relationship Manager
5	**Mr. Saumendu Neogi**	saumendu.neogi@mjunction.in	**(+91) 9163348205**	PROJECT MANAGER
6	**Mr. R. Vishwanathan**	r.vishwanathan@mjunction.in	**(+91) 9163348242**	Business Analyst

After procurement of Digital Certificate kindly follow the process below **for properly login into the BHEL EPS portal**.

1. Please install JRE 1.6 and your Digital Certificates (Class 3) for sign in and encryption.
2. Please install net meeting software like TeamViewer (www.teamviewer.com) for online support.
3. You are required to login to https://bheleps.buyjunction.in and click **Sign in**
4. Key in your login code and password and click **Enter**
5. System will ask you to change password,
6. Again login with new password
7. System will show sign in certificate, Select your sign in certificate and click **OK**
8. You will be logged out automatically
9. Contact Buyer for certificate approval
10. After your certificate is approved by Buyer, login again with login code and new password
11. Select Digital certificate
12. On the top right hand margin you will find "**Digital Certificate**" Click on "**Digital Certificate**"
13. Select **"For Encryption"** Radio button if you have **2048** bit certificate. Else you select **"Both"** Radio button if you have **1024** bit certificate.
14. System will display your encryption certificate, Select the same
15. New window will appear showing thumbprint of certificate, Click "**CLOSE**"
16. Then Click "Exit"

Now follow the steps for submission of the tender.

Go to "**TENDERS**" and then click on then "**VIEW**" button. Than select status as "OPEN **FOR QUOTATION SUBMISSION**" and click on the "**ENTER**" button.This will display all the eligible RFQs and then you can click on the relevant RFQ to view all the RFQ details.

- After clicking on the RFQ you would be able to see the RFQ details.
- To view all the items attached to the RFQ, you can click on "**VIEW ITEMS**" button. By clicking on "**BACK**" you can go back to the RFQ header. Now you need to click on **"Response to RFQ/NIT.**
- You will be landed to the RFQ/NIT details page where you will be able to see the Item details.
- To go back to the RFQ you have to click on the "**BACK TO RFQ"** button.
- To respond to the RFQ you have to click on "**RESPOND TO RFQ/NIT**" button and you will be taken to the Terms And Condition page.
- To participate in the RFQ you have to choose the first option **(i.e. "I have understood the RFQ/NIT in full and agree to submit quotation for the same on behalf of my organization")** and click on **"ENTER"** button.
- You will be then taken to the **ADD QUOTATION** page where you have to click on **"ADD QUOTATION"** and fill in the relevant bid details.
- You will be taken to the techno-commercial page where you have to fill the relevant fields.
- To add any techno-commercial documents you have to click on **"ADD ATTACHMENT"** button than you have to click on the "ADD ROW" button.
- Then insert **LABEL** name, **FILE** Name and then attach the required file by clicking on the BROWSE option. Now click on the "**SIGN FILE"** button, now the system will ask for the encryption DSC and after successful verification you have to click on "**ATTACH/DETACH"** button for successful file attachment.
- Then click on "**GO TO HEADER**" button to go back to RFQ Header.
- The system will again ask for the Certificate and after successful verification you will be landed to the techno - commercial page.
- After successful verification of the certificate you have to click on **"SAVE AND GOTO ITEMS"** button to put the basic price for the items.
- Again the system will ask for DSC and you have to select you DSC.
- You have to put the basic price in the basic price column and then Click on the **"SAVE AND GOTO HEADER**" button
- Again the system will ask for DSC and you have to select you DSC.
- To submit the quotation click on " **SUBMIT QUOTATION**" button
- After successful verification of DSC, you can submit your quotation by clicking on the "**CONFIRM**" button.

After successful submission of your quotation the system will show that your quotation has been submitted successfully. You are requested to submit the bid well before the due date to avoid the last minute issues.

Please download the Supplier Manual from the below link
https://bheleps.buyjunction.in/BQEPS/html/Standard%20Documents/BHEL_Supplier%20Manual.pdf?OWASP_CSRFTOKEN=NXKI-NQ4W-2YMN-OJIA-0X2D-O3AW-CLN0-R2NX