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.19**).
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 **120 days** from the date of tender opening.	
6.	**Release of Purchase Order:** ➢ Order shall be placed as follows: **a. Sl. No: 10 to 50 - on Cumulative L-1 basis** **b. Sl. No. 60 - individual line item basis** ➢ Purchase order will be placed by CDT, BHEL. ➢ Payment will be done by CDT, BHEL.	
7.	**Payment Terms:** 100% within 45-90 days on delivery of software licenses / software assurance and against submission of Performance Bank Guarantee equivalent to 10% of the annual instalment payment for the software licenses / assurance valid for a period of one year and renewable. Payment of software licenses / software assurance for the three years will be made in three equal instalments at the beginning of each year. True-up prices will be paid annually at the end of each year based on the actual desktops/ laptops added during the year. If market prices (including software assurance) of MS Office, certified by Microsoft India, are lower than the contract prices, the market prices will be payable in place of true-up prices. An indemnity certificate shall be submitted by the supplier stating that in case the market prices are found to be lower than the true-up prices, recovery will be effected from the payments due to the supplier.	
	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.	
8.	**Performance Bank Guarantee (PBG):** The bidder in the event of an order, should furnish a Bank Guarantee from an Indian Bank approved by BHEL, at no extra cost in a format prescribed by BHEL, along with the order, for an amount equivalent to **10% (Ten percent)** of the value of the contract. The PBG shall be valid for a period of 18 months from the date of despatch or **12 months** from the date of receipt / acceptance / commissioning of equipment at BHEL, Tiruchirapalli whichever is more, with a claim period of two months. The Performance Bank Guarantee shall be obtained from any one of the following banks which is a member bank in our consortium of Banks: **List of Consortium Banks** DEUTSCHE BANK, HDFC BANK, ANZ GRINDLAYS BANK, CITI BANK, STANDARD CHARTERED BANK, BANK OF AMERICA, ABN AMRO BANK, IDBI LTD, ICICI BANK LTD, THE HONGKONG & SHANGHAI BANKING CORPORATION LTD. **List of Nationalised Banks** ALLAHABAD BANK, ANDHRA BANK, BANK OF INDIA, BANK OF BARODA, BANK OF MAHARASTHRA, BHARAT OVERSEAS BANK, CANARA BANK, CENTRAL BANK OF INDIA, CORORATION BANK, DENA BANK, INDIAN BANK, INDIAN OVERSEAS BANK, ORIENTAL BANK OF COMMERCE, PUNJAB NATIONAL BANK, PUNJAB & SINDH BANK, STATE BANK OF INDIA, STATE BANK OF TRAVANCORE, STATE BANK OF MYSORE, STATE BANK OF BIKANER & JAIPUR, STATE BANK OF HYDERABAD, STATE BANK OF PATIALA, STATE BANK OF MAHARASTHRA, STATE BANK OF SOURASTHRA (SBI-13.09.08), SYNDICATE BANK, UCO BANK, UNION BANK OF INDIA, UNITED BANK INDIA, VIJAYA BANK. If PBG is issued by foreign counter part of the BHEL consortium Indian Bank, in case of claim against the PBG, it will be lodge in any one of the Indian counters of the Foreign Bank which issued the PBG.	
9.	**Liquidated Damages (LD):** If the vendor fails to deliver the software license within the delivery period, a penalty @ 0.5% per week or part of the week (subject to a maximum of 10% of PO value) will be recovered. ***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***	
10.	**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.	
11.	**Delivery Terms and evaluation process:** Delivery Terms: FOR Destination Place of Delivery and Consignee: Dy. GM (CDT), BHEL, Sector-16A, Noida (UP) **Evaluation of offers shall be on the basis of delivered cost (Net cash outflow to BHEL).**	
12.	**Guarantee:** Vendors shall provide a guarantee for a period of 12 months from the date of commissioning of the software 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. Also, PBG has to be submitted which shall cover the guarantee period (with additional 3 months as claim period). Offers from vendors not accepting the requested guarantee period will be rejected.	

13.	**Delivery Period:** Within 3 weeks from the date of purchase order and FOR destination for the software license. The software will be electronically downloaded by BHEL from the web site of Microsoft pursuant to license agreement with Microsoft. Delivery date for the True up licenses will be 3 Weeks from the date of intimation by BHEL.	
14.	**Inspection & Testing:** All software shall be subject to inspection by BHEL and acceptance of the software will be carried after installation of the software at BHEL.	
15.	**Test certificates / Operating and Maintenance manuals :** The Bidders shall clearly mention in their offer, that Test Certificates and Operating Maintenance Manuals, etc., as called for in the Technical Specification, in the required number of copies will be provided at no extra cost.	
16.	Payment through Bank is not preferred. In case of Payment through Bank is opted by Supplier, BHEL prefers documents submission through bank with copy of LR and door delivery of Goods to Site/Stores with Consignee copy attached. In this case Loading will be 3% on the offered value. **Offers of indigenous Suppliers with payment terms as LC/Advance Payment are liable for rejection**.	
17.	**BHEL will consider the ranking after the loading is applied as referred above wherever deviations are observed.**	
18.	**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.**	
19.	**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. If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on ww.bhel.com)." 5. As a reminder to the bidders, system will flash following message (in RED Colour) during the course of 'online sealed bid'-"Bidders to submit online sealed bid less than or equal to their envelope sealed bid already submitted to BHEL". 6. 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. 7. BHEL shall provide the calculation sheet through the Service Provider, which shall be helpful to arrive at "TOTAL COST to BHEL", like Packing and Forwarding Charges, Taxes and Duties, Freight Charges, Insurance, Service Tax and other loading factors (for non-compliance to BHEL Standard Commercial Terms and Conditions), for each of the Bidder, to enable them to fill in the price and keep it ready for inputting data during the RA. 8. Successful bidder shall be required to submit the final prices (L1) in prescribed format for price breakup including that of line items, if required, quoted during the Online Reverse Auction, duly signed and stamped as token of acceptance without any new condition to the Service Provider, within 2working days of RA without fail. 9. Any variation between the final bid value and that in the confirmatory signed price breakup document will be considered as tampering the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings (as available on www.bhel.com). 10. 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 results of the RA scrapped / aborted. 11. 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.	
20.	**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.	

21.	➢ 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.	

22.	**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	
	GST No		**HSN Code**	
	Name of the contact person:		**SAC Code**	
	e-mail ID		Mobile No.	

23.	**TO BE CONFIRMED BY VENDOR**	
	Country of origin:	
	Station of dispatch / Port Of Shipment	
	Delivery Terms: **FOR Destination** basis	
	Packing & Forwarding Charges in % or Lump sum, if extra from basic rate	
	% of GST	
	(If applicable only) Installation & Commissioning charge is inclusive (or) exclusive on basic rate.	
	% of GST for Installation & Commissioning charge	
	Freight & Transit insurance charges (if any, in Lumpsum (or) percentage) from Dispatching station to BHEL.	
24.	**DELIVERY SCHEDULE:** **Supply Portion:** Delivery schedule from the date of Letter of Intent / Purchase Order. **(This should be inclusive of Order acceptance, drawing approval and time period required for receiving goods at BHEL etc.**	
	Time period required for **Installation / Erection & Commissioning** from date of site clearance given by BHEL.	
25.	**Weight & Cubage of package:** Approximate Net weight of the total consignment: Approximate Gross weight of the total consignment: Approximate volume of the total consignment:	
	For any queries / clarifications the bidders may contact us through our FAX NO. +91 431 2520719 or through e-mail < shrivastava@bhel.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

INTEGRITY PACT

Between

Bharat Heavy Electricals Ltd. (BHEL), a company registered under the Companies Act 1956 and having its registered office at "BHEL House", Siri Fort, New Delhi – 110049 (India) hereinafter referred to as "The Principal", which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the ONE PART

and

____, (description of the party along with address), hereinafter referred to as "The Bidder/ Contractor" which expression unless repugnant to the context or meaning hereof shall include its successors or assigns of the OTHER PART

Preamble

The Principal intends to award, under laid-down organizational procedures, contract/s for ____. The Principal values full compliance with all relevant laws of the land, rules and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder(s)/ Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitor(s), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

1.1 The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

1.1.1 No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

1.1.2 The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

1.1.3 The Principal will exclude from the process all known prejudiced persons.

1.2 If the Principal obtains information on the conduct of any of its employees which is a penal offence under the Indian Penal Code 1860 and Prevention of Corruption Act 1988 or any other statutory penal enactment, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/ Contractor(s)

2.1 The Bidder(s)/ Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

2.1.1 The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to the Principal or to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material, immaterial or any other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

2.1.2 The Bidder(s)/ Contractor(s) will not enter with other Bidder(s) into any illegal or undisclosed agreement or understanding, whether formal or informal. 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.

2.1.3 The Bidder(s)/ Contractor(s) will not commit any penal offence under the relevant IPC/ PC Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

2.1.4 The Bidder(s)/ Contractor(s) will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2.2 The Bidder(s)/ Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/ Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above, or acts in any other manner such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/ Contractor(s) from the tender process or take action as per the separate "Guidelines on Banning of Business dealings with Suppliers/ Contractors". framed by the Principal.

Section 4 – Compensation for Damages

4.1 If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent Earnest Money Deposit/Bid Security.

4.2 If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit/Performance Bank Guarantee, whichever is higher.

Section 5 – Previous Transgression

5.1 The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

5.2 If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Section 6 – Equal treatment of all Bidders/ Contractors/ Sub-contractors

6.1 The Bidder(s)/ Contractor(s) undertake(s) to obtain from all subcontractors a commitment consistent with this Integrity Pact and report Compliance to the Principal. This commitment shall be taken only from those sub-contractors whose contract value is more than 20 % of Bidder's/ Contractor's contract value with the Principal. The Bidder(s)/ Contractor(s) shall continue to remain responsible for any default by his Sub-contractor(s).

6.2 The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.

6.3 The Principal will disqualify from the tender process all bidders who do not sign this pact or violate its provisions.

Section 7 – Criminal Charges against violating Bidders/ Contractors /Sub-contractors

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

Section 8 –Independent External Monitor(s)

8.1 The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

8.2 The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the CMD, BHEL.

8.3 The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all contract documentation of the Principal including that provided by the Bidder(s)/ Contractor(s). The Bidder(s)/ Contractor(s) will grant the monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his contract documentation. The same is applicable to Sub-contractor(s). The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s) / Sub-contractor(s) with confidentiality.

8.4 The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the contract provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

8.5 As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or heal the situation, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

8.6 The Monitor will submit a written report to the CMD, BHEL within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

8.7 The CMD, BHEL shall decide the compensation to be paid to the Monitor and its terms and conditions.

8.8 If the Monitor has reported to the CMD, BHEL, a substantiated suspicion of an offence under relevant IPC / PC Act, and the CMD, BHEL has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the

Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

8.9 The number of Independent External Monitor(s) shall be decided by the CMD, BHEL.

8.10 The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

9.1 This Pact begins and shall be binding on and from the submission of bid(s) by bidder(s). It expires for the Contractor 12 months after the last payment under the respective contract and for all other Bidders 6 months after the contract has been awarded.

9.2 If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified as above, unless it is discharged/ determined by the CMD, BHEL.

Section 10 – Other Provisions

10.1 This agreement is subject to Indian Laws and jurisdiction shall be registered office of the Principal, i.e. New Delhi.

10.2 Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

10.3 If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

10.4 Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

10.5 Only those bidders/ contractors who have entered into this agreement with the Principal would be competent to participate in the bidding. In other words, entering into this agreement would be a preliminary qualification.

----------------------------------- ----------------------------------

For & On behalf of the Principal For & On behalf of the Bidder/ Contractor

(Office Seal) (Office Seal)

Place---------------------

Date----------------------

Witness: ____________________ Witness: ______________________

(Name & Address) ____________ (Name & Address)________________

____________________________ ______________________________

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.

--- 0 ---

Annexure-I

BHEL Tiruchy - Information and Communication Technology

RFQ for
i) Renewal of Microsoft Office Enterprise Agreement and
ii) Procurement of Microsoft Windows Server CALs with Enterprise Agreement

Index

Signature of the Bidder

1 PREAMBLE

Bharat Heavy Electricals Ltd. proposes to:

i) Renew Microsoft Office Enterprise Agreement with Microsoft

ii) Procure Microsoft Windows Server CALs with Enterprise Agreement.

These Enterprise Agreements will be used across all the locations of BHEL.

This proposal has two parts given below. Bidder may submit bid for:

i) Part - A OR

ii) Part - B OR

iii) Both Part A and B.

Part-A:

1.1. Renewal of Software Assurance for Microsoft Office Standard Edition for 19,073 licenses(1).

1.2. Renewal of Software Assurance for Microsoft Office Professional Plus for 927 licenses(1).

1.3. Renewal of True-up price for 500 licenses(2) of Microsoft Office Standard Edition for first year.

1.4. Renewal of True-up price for 500 licenses(2) of Microsoft Office Standard Edition for second year.

1.5. Renewal of True-up price for 500 licenses(2) of Microsoft Office Standard Edition for third year.

Part-B:

1.6. Procure of Microsoft Windows Server CALs Enterprise Agreement for 16,760 licenses(3).

(1) May vary a maximum of ±5% while placing the PO

(2) Estimated number, not actual. BHEL may or may not place order.

(3) May vary a maximum of ±10% while placing the PO

The Enterprise Agreements for all the components in the tender will be valid for a period of 3 years (1st April 2018 - 31st March 2021). This proposal covers software assurance as per the Enterprise Agreement.

2 ELIGIBILITY CRITERIA FOR BIDDERS

Common Eligibility Criteria for both Part A and Part B:

The tender is open to bidders qualifying all of the following eligibility criteria. Bidder should provide required proofs to demonstrate their qualifications.

a. The bidder should be a company/firm registered/incorporated in India.
b. The bidder should have had a positive Net Worth in each of the last 3 financial years. Audited balance sheet and P&L account for the last 3 years should be submitted.
c. The bidder should not be involved in any bankruptcy issues. The bidder should submit a declaration to this effect.
d. The bidder should not be under Hold or Blacklist by any of the BHEL units as on the bid opening date, for any of product or service related to IT.

Additional Eligibility Criteria for Part A:

e. The bidder should be an existing Large Account Reseller (LAR) of Microsoft Office Licenses as on the date of bid submission. The bidder should have successfully executed Microsoft Enterprise Agreement for a minimum of 6,000 MS office licenses in single PO within the last 3 years, and should enclose as proof either PO copy or other verifiable evidences in the name of bidder mentioning complete PO details.

f. Bidder should enclose:
   - Proof of “LAR of Microsoft Office Licenses”
   - Authorization letter from Microsoft to participate in this tender.

Additional Eligibility Criteria for Part B:

g. The bidder should be an existing Large Account Reseller (LAR) of Microsoft CAL Licenses as on the date of bid submission. The bidder should have successfully executed Microsoft Enterprise Agreement for a minimum of 5,000 MS Windows Server CAL licenses in single PO within the last 3 years, and should enclose as proof either PO copy or other verifiable evidences in the name of bidder mentioning complete PO details.

h. Bidder should enclose:
   - Proof of “LAR of Microsoft windows server CAL License”
   - Authorization letter from Microsoft to participate in this tender.

3 SPECIAL INSTRUCTIONS TO THE BIDDER

3.1 The offer shall be submitted for Part-A alone, Part-B alone, or both part-A and B., **covering the total scope/ items mentioned in the respective part**.

3.2 The bidder shall sign all the pages of the Tender document and all the supporting documents. Signing of the document means that the bidder has fully understood the Tender and complies with all the requirements.

3.3 All updates /upgrades of the software shall be provided during the entire 3-year agreement period at no extra cost. The bidder shall give commitment letter in this regard.

3.4 Certificates and evidences should be provided as proofs for all the above mentioned eligibility criteria.

3.5 If the bidder does not fulfill any of the eligibility criteria mentioned above, the offer will be rejected.

3.6 BHEL reserves the right to accept or reject the proofs submitted by bidder in case of any dispute.

Signature of the Bidder

4 SCOPE OF WORK

Scope of work for Part A

4.1 Software Assurance for Microsoft Office Standard Edition (19,073 licenses) for 3 years, 1st April 2018 - 31st March 2021.

4.2 Software Assurance for Microsoft Office Professional Edition (927 licenses) for 3 years, 1st April 2018 - 31st March 2021.

4.3 Pricing for True-up value at the end of first (1st April 2018 - 31st March 2019), second (1st April 2019- 31st March 2020) and third year (1st April 2020 - 31st March 2021).

4.4 Assurance for the benefits of Enterprise Agreement.

4.5 Update / upgrade support

4.6 Maintenance of the software.

Scope of work for Part B

4.7 Procure and Software Assurance for Microsoft Windows Server CALs (16,760 licenses) Enterprise Agreement for 3 years, 1st April 2018 - 31st March 2021.

4.8 Assurance for the benefits of Enterprise Agreement.

4.9 Update / upgrade support

4.10 Maintenance of the software.

5 BILL OF MATERIALS

The bill of materials under this contract is given below in Table 1.

Table 1 – Bill of Materials

Part	Sl. No.	Product Name	Microsoft Item code	No. of Licenses
Part A		Software Assurance for:-		
	1	Microsoft Office Standard ALNG SA MVL	021-05464	19073 (1)
	2	Microsoft Office Pro Plus ALNG SA MVL	269-05704	927 (1)
		True up Price for Additional Licenses of Microsoft Office Standard ALNG SA MVL:-		
	3	True up price Year 1	021-05331	500 (2)
	4	True up price Year 2	021-05331	500 (2)
	5	True up price Year 3	021-05331	500 (2)
Part B		Procure and Software Assurance for:-		
	6	Win Svr CAL SNGL Lic SAPk MVL Dvc CAL	R18-00129	16760 (3)

(1) May vary a maximum of ±5% while placing the PO

(2) Estimated number, not actual. BHEL may or may not place order.

(3) May vary a maximum of ±10% while placing the PO

Signature of the Bidder

6 SERVICE LEVEL AGREEMENT

6.1 Bidder shall be responsible for continuous supply of update / upgrade of the software under the scope of this tender for the entire period of 3 years (1st April 2018 - 31st March 2021).

6.2 The bidder shall produce proof of agreement with the OEM, for support of the software during the entire period of 3 years (1st April 2018 - 31st March 2021).

6.3 The prices to be quoted are firm and in Indian Rupees only.

6.4 Delivery Terms: within 3 weeks from the date of purchase order and FOR destination for the software license. The software will be electronically downloaded by BHEL from the web site of Microsoft pursuant to license agreement with Microsoft. Delivery date for the True up licenses will be three weeks from the date of intimation by BHEL.

6.4.1 Place of Delivery and Consignee:

Shri Ajay Bagati, DGM (CDT)
BHEL, Sector-16A, Noida (UP)

6.5 Packaging and Forwarding: Inclusive

6.6 Payment Terms:

6.6.1 100% within 45-90 days on delivery of software licenses / software assurance and against submission of Performance Bank Guarantee equivalent to 10% of the annual installment payment for the software licenses/assurance valid for a period of one year and renewable. Payment of software licenses / software assurance for the three years will be made in three equal instalments at the beginning of each year.

6.6.2 Applicable taxes shall be indicated clearly in the offer. Any change in taxes like GST or introduction of any new applicable tax in future by the Government will be to BHEL's account on submission of documentary evidence by the vendor.

6.6.3 True-up prices will be paid annually at the end of each year based on the actual desktops/ laptops added during the year. If market prices (including software assurance) of MS Office, certified by Microsoft India, are lower than the contract prices, the market prices will be payable in place of true up prices. An indemnity certificate shall be submitted by the supplier stating that in case the market prices are found to be lower than the true-up prices, recovery will be effected from the payments due to the supplier.

6.6.4 Penalty: If the vendor fails to deliver the software license within the delivery period, a penalty @ 0.5% per week or part of the week (subject to a maximum of 10% of PO value) will be recovered.

6.7 Non-Disclosure Agreement (NDA): The NDA is to be signed and submitted as per format enclosed.

6.8 Any other terms and conditions: As per Enterprise Agreement and enquiry reference no. referred above.

Signature of the Bidder

Annexure II

7 PRICING FORMAT

Part A: The bidder shall use Table 2A below for specifying the prices (Software Assurance) of the licenses.

Table 2A - Pricing format for MS Office Enterprise Agreement (EA) Renewal for BHEL

SlNo.	**Product Name**	**Microsoft Item Code**	**Quantity**	**Software Assurance (SA) for three years per license (Rs.)**	**Software Assurance (SA) for three years for ALL licenses (Rs.)**	**Software Assurance (SA) per year per License (Rs.)**	**Software Assurance (SA) per year for ALL licenses (Rs.)**
			A	B	C=A x B	B / 3	C / 3
Renewal cost of Software Assurance for Existing Licenses							
1	Office Std ALNG SA MVL	021-05464	19073				
2	Office Pro Plus ALNG SA MVL	269-05704	927				
	Total without taxes(i)*						
	GST (@ _____ %)						
	Tax (ii)						
	Total with taxes (i + ii)						
SlNo.	**Product Name**	**Microsoft Item Code**	**Quantity**	**Unit Rate (Rs.)**	**Total Cost (Rs.) (for Evaluation purposes only)**		
			A	B	C=A x B		
True up Prices for Additional Licenses							
1. Office Std ALNG LicSAPk MVL							
1	True up price Year 1	021-05331	500				
2	True up price Year 2	021-05331	500				
3	True up price Year 3	021-05331	500				
	Total without taxes(iii) *		--				
	GST (@ _____ %)		--				
	Tax (iv)		--				
	Total with taxes (iii+iv)						

* In case of variation in the total value, the sum of quantity proposed multiplied by unit price will be taken as the total value.

* True up price also will also be considered for L1 calculation.

Page 1 of 2

Signature of the Bidder

PRICING FORMAT

Part B: The bidder shall use Table 2B below for specifying the prices (Procurement and SA) of the licenses.

Table 2B - Pricing format for Procure and SA of MS Server CALs Enterprise Agreement

SlNo.	**Product Name**	**Microsoft Item Code**	**Quantity**	**Procure + SA for three years per license (Rs.)**	**Procure + SA for three years for ALL licenses (Rs.)**	**Procure +SA per year per License (Rs.)**	**Procure +SA per year for ALL licenses (Rs.)**
			A	B	C=A x B	B / 3	C / 3
Procure and Software Assurance cost for Licenses							
1	Win Svr CAL SNGL Lic SAPk MVL Dvc CAL (i)	R18-00129	16760				
	GST (@ _____ %)						
	Tax (ii)						
	Total with taxes (i+ii)						

* In case of variation in the total value, the sum of quantity proposed multiplied by unit price will be taken as the total value.

Signature of the Bidder

Annexure III

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

Signature of the Bidder

Annexure IV

No Deviation Certificate

(To be given in bidders letter head)

Ref: BHEL's Enquiry No.____________________ Dated ___________

It is Certified that the offered solution vide Enquiry No. __________________ dated _____________ in response to BHEL's enquiry mentioned under reference has no Technical deviation with the requirement of BHEL, Trichy given vide the Technical Specification (Requirement).

Signed By:

Name: ____

Designation: ____

Date & Place:____

Stamp & Seal:

Note:
a) This 'Checklist and No Deviation Certificate' will be enclosed in Part-I of the offer.
b) The offers without this certificate will be summarily rejected and other part(s) of the offer will not be opened.

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

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