

CONTENTS

ANNEXURE/ CLAUSE NO.	DESCRIPTION
A	CHECKLIST OF GENERAL PARTICULARS
B	DECLARATION SHEET
C	PROFORMA OF FINANCIAL VIABILITY
D	ANALYSIS OF SIMILAR JOBS EXECUTED/ IN PROGRESS
E	FORM FOR GETTING PAYMENT THROUGH RTGS (REAL TIME GROSS SETTLEMENT)
F	FORMAT FOR CA CERTIFICATION
G	LIST OF DISPATCH DOCUMENTS TO BE SUBMITTED ALONG WITH INVOICE
H	PROFORMA OF BANK GUARANTEE (IN LIEU OF SECURITY DEPOSIT) I.E. CPBG FORMAT
I	INDEMNITY BOND CUM UNDERTAKING (AFFIDAVIT FOR GST)

ANNEXURE – A**CHECKLIST OF GENERAL PARTICULARS**

Note: Tenderers are requested to fill in the following details. No column should be left blank.

01. Name and address of the tenderer :
02. Telegraphic/ Telex address :
03. Phone no./ FAX no. (Office) :
04. Details about type of the firm/ company :
05. Name and designation of the official of the tenderer :
06. Attested copy of the Power of Attorney :
07. Tenderers proposal no and date :
08. Whether EMD submitted and submission details (if applicable) :
09. Declaration sheet (in the format of Annexure-B) :
10. Financial status (in the format of Annexure-C) :
11. Details of experience (in the format of Annexure-D) :
12. Valid Income tax clearance certificate :

Date.....

Signature of the tenderer
(with company seal)

Witness (signature with full particulars)

1.

2.

ANNEXURE – B**DECLARATION SHEET**

I/We, _____ hereby declare and confirm that we have read the tender documents and noted the job content for the _____ projects, under specification no _____, issued by BHARAT HEAVY ELECTRICALS LIMITED, PROJECT ENGINEERING & SYSTEMS DIVISION, RAMACHANDRAPURAM, HYDERABAD and acquired full knowledge and information about the nature of the job and other tender clauses. We further confirm that the above information is true and correct and we will not raise any claim of any nature due to lack of knowledge of scope of work.

I/We, hereby offer to carry out job as detailed in above mentioned tender specification, in accordance with terms & conditions thereof.

I/ We have carefully perused the following documents connected with the above specification and agree to abide by the same.

1. Volume-IA/ Volume-IB/ Volume-IC/ Technical Specification/NIT/Pre-qualification criteria of tender specification.
2. Other sections, annexures, schedules, documents etc.

I/We, further confirm that I/we have not changed/tampered the tender document downloaded from the BHEL's website (www.bhel.com) and in case any change from the tender document published in the website is detected at a later date in the signed copy of the same submitted by us along with the offer, the same shall stand null and void and the terms and conditions of the tender as published in the above mentioned BHEL website shall prevail only.

I/we, further certify that Sri _____ is authorized to represent on behalf of me/us for the above mentioned tender and a valid power of attorney to this effect is also enclosed.

I have deposited/forwarded herewith the earnest money deposit (if applicable) in the form prescribed and as stipulated towards earnest money deposit for a sum of Rs _____ (Rupees _____ only) vide BHEL cash receipt No _____, dated _____, Call deposit no _____, dated _____, Demand draft no _____, dated _____, which shall be refunded should our offer not be accepted. I/we further agree to deposit such additional sum which along with the sum of Rs _____ (Rupees _____ only) mentioned above, shall make up the security deposit for the work as provided for in the tender specification within the stipulated time as may be indicated by PE&SD BHEL, RC Puram, Dist Medak, Telangana 502032.

I/We, further agree to execute all the works referred to in the said documents upon the terms and conditions contained or referred to therein and as detailed in the annexure enclosed thereto.

Date : _____ Tenderer: _____
Place: _____ Address: _____

Witnesses with their addresses

Signature	Name	Address
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1.

2.

3.

Authorised representative's signature with name and address.

ANNEXURE – C**PROFORMA OF FINANCIAL VIABILITY**

1. Owner's capital in the business (in case of Partnership, please mention percentage shares and amounts).
2. Quantum of business done during last three Financial years.
 - a.
 - b.
 - c.
3. Value of fixed assets of the business in last three years.
 - a.
 - b.
 - c.
4. Guarantee limits (if any) enjoyed by the firm.
5. Over draft limits (if any) enjoyed by the firm.
6. Please enclose audited profit and loss account and balance sheet for last three years (indicate no of sheets).
7. Certificate from Scheduled Bank to prove contractor's financial capacity to undertake the work duly indicating the financial limits the tenderer enjoys.

Note: All the above documents should be duly certified by auditors /bank as may be applicable.

Signature of the tenderer

ANNEXURE - D

ANALYSIS OF SIMILAR JOBS EXECUTED/IN PROGRESS

SI no	Ordering agency	End Customer	Location	Project details (Process, No of units, application etc.)	Scope of work	Typical list of items covered under contract	Date of contract awarded	Contract value in Rs lac	%age work completed& due date for completion	Date of completion if job is already over
1	2	3	4	5	6	7	8	9	10	11

Signature of the tenderer

ANNEXURE – E

FORM FOR GETTING PAYMENT THROUGH RTGS (REAL TIME GROSS SETTLEMENT)

01. Name of Vendor
02. Address
03. Vendors Bank A/c Name
04. Vendors Bank A/c No.
05. Name of Bank
06. Name of Branch
07. Branch Phone No.
08. City
09. IFSC Code of the Branch

The charges if any for the payment through RTGS may be recovered from the Bill submitted by us.

Signature of the Authorised
Representative of Vendor with date & seal

Confirmation by Banker
with office seal

Note : Incorrect information will create Accounting complications and payment will be delayed.

ANNEXURE – F

FORMAT FOR CA CERTIFICATION

(Applicable only for MSE Suppliers)

Certificate by Chartered Accountant on letter head

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 per the latest audited financial year 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.S.O.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

(Strike off whichever is not applicable)

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

Or

The company has been graduated from its original category (Micro/ Small) **(Strike off which is not applicable)** and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.
 Date:

Name : (Signature)

Membership number: Seal of Chartered Accountant:

ANNEXURE – G

LIST OF DISPATCH DOCUMENTS TO BE SUBMITTED ALONG WITH INVOICE

Each Vendor Invoice against each dispatch should be accompanied with following documents

1. Proof of dispatch i.e., Copy of LR
2. Packing List / delivery challan showing number of packages, their dimensions & gross weight, date of packing, item-wise details of material packed in each of these boxes like quantity and net weight under the signature of vendor representative.
3. The items description in packing list shall be exactly in line with the Vendor BBU for the PO. If any sub-assemblies / components of a BBU line item being dispatched are proposed to be sent loose, then the list of items packed as loose items also should be indicated along with the item description in the packing list.
4. GST invoice
5. Inspection report by TPIA / BHEL

Following additional documents are also required along with each vendor invoice, as applicable

Please note that stipulated payment terms period as mentioned in GCC / SCC will start only after receipt of all the relevant dispatch documents.

O&M Manual is required for processing any bill which takes the quantum of dispatch past 80 % of supply order value.

Document	Applicability
Test Certificate	
Type test certificate	
Routine Test Report	
Calibration Report	
IBR Certificate	
PESO Certificate	
Flame Proof Certificate	
Guarantee Certificate	
Radiography Report	
Hydro-test Report	
Positive Material ID report	
O&M Manual	
AS Built Final Drawings	
Certificate of completion of PG Test at site	
Certificate of Handing over to Customer	

ANNEXURE – H

PROFORMA OF BANK GUARANTEE (IN LIEU OF SECURITY DEPOSIT) I.E. CPBG FORMAT

In consideration of the Bharat Heavy Electricals Limited¹ (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at _____

_____ through its Unit at.....(name of the Unit) having agreed to exempt (Name of the Vendor / Contractor / Supplier) having its registered office at _____

² (hereinafter called the said Contractor which term includes supplier), from demand under the terms and conditions of the Contract reference No. _____ dated _____³ valued at Rs.⁴ (Rupees -----)⁴ (hereinafter called the said Contract) of Security Deposit for the due fulfilment by the said contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for Rs. _____⁵ (Rupees _____

_____ only), we _____ (indicate the name and address of the Bank) having its Head Office at _____ (address of the head Office) (hereinafter referred to as the Bank) at the request of _____

[Contractor(s)] do hereby undertake to pay to the Employer an amount not exceeding Rs. _____ in the event of any breach by the said Contractor(s) of any of the terms and conditions contained in the said Contract.

We, _____ (indicate the name of the Bank), do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Employer. Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment hereunder and the Contractor(s) shall have no claim against us for making such payment.

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claim satisfied or discharged or till _____⁶ office/Department/Division of Bharat Heavy Electricals Limited certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said contractor(s) and also including the satisfactory performance of the equipment during guarantee period and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____⁷, we shall be discharged from all the liability under this guarantee thereafter.

We, _____ (indicate the name of the Bank) further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said

contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

We,..... BANK lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

a) The liability of the Bank under this Guarantee shall not exceed.....⁸

b) This Guarantee shall be valid up to⁹

c) Unless the Bank is served a written claim or demand on or before¹⁰ all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.

We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Date _____ Day of _____

For _____ (indicate the name of the Bank)

(Signature of Authorised signatory)

* This date to be indicated should not be earlier than 60 days after the date contemplated under the Contract.

¹ NAME AND ADDRESS OF THE EMPLOER. i.e. Bharat Heavy Electricals Limited

² NAME AND ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER

³ DETAILS ABOUT THE NOTICE OF AWARD/CONTRACT REFERENCE

⁴ PROJECT/SUPPLY DETAILS

⁵ BG AMOUNT IN FIGURES AND WORDS

⁶ VALIDITY DATE

⁷ DATE OF EXPIRY OF CLAIM PERIOD

⁸ BG AMOUNT IN FIGURES AND WORDS

⁹ VALIDITY DATE

¹⁰ DATE OF EXPIRY OF CLAIM PERIOD

Note:

1. Units are advised that expiry of claim period may be kept 2/3 months after validity date.

2. In Case of Bank Guarantees submitted by Foreign Vendors-

a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India) can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.

b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor country's Bank)

b.1 In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by **any of the Consortium Banks only** will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter-Guarantee by Foreign Bank in favour of the Indian Bank (BHEL's Consortium Bank). It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.

b.2 In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at sl.no. b.1 will required to be followed.

b.3 The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time). In case, of Foreign Vendors, the BG Format provided to them should clearly specify the same.

b.4 The BG should clearly specify that the demand or other document can be presented in electronic form.

ANNEXURE – I

INDEMNITY BOND CUM UNDERTAKING

(To be submitted on Company/Firm/Contractor letter head with seal and signature)

M/s Bharat heavy Electricals Limited
 PESD UNIT, RAMACHANDRAPURAM,
 GSTIN No.36AAACB4146P1ZG
 HYDERABAD — 502032. TELANGANA.

Sub : Payment of GST Amount and filing of GST Return for availing such tax as Input Tax Credit (ITC) by you.

Sir/Madam,

With reference to payment of GST amount and filing of GST Return for availing Input Tax Credit (ITC) by you as per eligibility provisions for the identified Invoices raised by us, we, M/s. _____, (the firm/Company) having our Registered Office at _____, possessing GST Identification No. _____ and having registered vendor code _____ (vendor/supplier code no.) with BHEL hereby declare and undertake as follows:

1. We have disclosed all the facts relating to our Firm / Company to M/s Bharat Heavy Electricals Limited, PESD Unit, R.C.PURAM, Hyderabad-502032, GSTIN NO. 36AAACB4146P1ZG.
2. We hereby declare that we have paid/agree to pay GST for the related invoices as per details below to the respective GST Authorities.

Sl. No.	BHEL Order No.	BHEL Order Date	Invoice No.	Invoice Date	Assessable Value/ Rs.	IGST/ Rs.	CGST/ Rs.	SGST/ Rs.	Date of Payment

In this connection, we hereby agree and undertake to furnish to you proof of payment of GST, which includes above mentioned GST amount.

3. We hereby declare that we have filed GSTR 3B related to the above mentioned invoices in time. In this connection, we hereby agree and undertake to furnish you proof of electronically filed GST Return to the authority.

4. We hereby agree and undertake to indemnify as under:-

- i. The Firm / Company shall take all necessary safeguards to ensure availing of ITC on above mentioned invoices as per eligibility by M/s. Bharat Heavy Electricals Limited, PE&SD UNIT, R.C.PURAM, HYDERABAD-502032 within the time limit provided in the GST provision.
- ii. In case of rejection of ITC by the concerned Tax Authority, for non payment of GST amount by us or for any other reasons attributable to us , we hereby undertake and agree to indemnify M/s Bharat Heavy Electricals Limited , PE&SD Unit, RAMACHANDRAPURAM, HYDERABAD-502032 GISTIN NO.36AAACB4146P1ZG in full against all consequences, liabilities of any kind whatsoever directly arising from denial of ITC which includes interest and penalty arising out of such irregular availment of ITC by you opined by GST Authority.

We hereby agree and confirm that —

any breach of the above indemnification or undertakings shall be construed as breach of the terms and conditions for reimbursement of GST and BHEL shall be at liberty to take such action against us including recovering of reimbursed GST amount from

- a) any of our Bank Guarantee executed in your favour, if any,
- b) Security Deposit paid for any of your work ,if any or
- c) Other unpaid invoices, if any of us raised either at BHEL, PE&SD RC Puram or with any other sister units of BHEL.

I / We declare that I am empowered to execute this Indemnity Bond cum undertaking and the same is given under the orders of proper authority as per the delegation of power of the organization.

Place:

Authorised Signature of the Indemnifier

Name :

Designation :

Seal.

Date: