

Checklist for submission of quotation.

Enquiry No. E3793005, due on 12/07/2019.**(To be enclosed alongwith Part “A” of your offer)**

Sl. No.	Parameters	Yes / No	Remarks (Deviations, if any)
1	Quoted in Two Part Bid System as per clause 1 to 3 of annexure – I.		
2	Price has not been disclosed in Part - A (Technical & Commercial Bid) of your offer.		
3	Price quoted as per clause 5 of annexure – I.		
4	Documents submitted as per PQC (Clause 6 of annexure – I).		
(i)	Purchase Order (PO) of JACKETS/ SWEATERS or any other similar winter wears having minimum value as per following during last 5 years from due date of tender / enquiry.		
a)	Purchase Order (PO) of JACKETS/ SWEATERS or any other similar winter wears having Minimum sales of value Rs. 18.75 lakhs in one year during last 5 years from due date of tender / enquiry.		
(ii)	Audited annual report (Profit & loss account) of last 3 years ending 31 st march of the financial year 2017-18. Average annual turnover should not be less than Rs. 18.75 lakhs of last 3 years ending 31 st march of the financial year 2017-18.		
(iii)	Authorization letter of dealership from manufacturer (Applicable for non-manufacturer only).		
5	MSE Supplier (please submit notarized documents)		
6	Performance Bank Guarantee shall be as per clause 7 of annexure – I.		
7	Payment terms as per clause 8 of annexure – I.		
8	Terms of delivery as per clause 9 of annexure – I.		
9	Lead time as per clause 10 of annexure – I		

10	Letter of authority enclosed as per clause 11 of annexure – I (If supplier is not manufacturer).		
11	Mentioned HSN code of the item & the percentage (%) of GST applicable.		
12	Validity of offer as per clause 13 of annexure – I.		
13	LD as per clause 14 of annexure – I.		
14	Samples submitted as per clause 15 of annexure – I.		
15	Test certificate of sample submitted.		
16	Actual Color & Size wise quantity variation as per clause 16 of annexure– I.		
17	TC Shall be submitted with bulk supply as per clause 17 of annexure – I.		
18	Packing shall be as per clause 18 of annexure – I along with suitable carry bag.		
19	Inspection shall be as per clause 19 of annexure – I.		
20	Printing shall be as per clause 20 of annexure – I.		
21	Final supply shall be as per clause 21 of annexure – I.		
22	Quantity variation $\pm$ 10%. as per clause 22 of annexure – I.		
23	Guarantee & replacement shall be as per clause 23 of annexure – I.		
24	Confirmation as per Availing Input Tax Credit (ITC) by BHEL Clause 24 of annexure – I.		
25	Documents for Temporary code submitted as per clause 25 of annexure – I (Applicable for Un-registered suppliers only).		

Name of Supplier:.....

Sign & Seal of Supplier