

Checklist for submission of quotation.

Enquiry No. E3793012, due on 07/09/2019.**(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 gift items having minimum value as per following during last 5 years from due date of tender / enquiry.		
a)	Purchase Order (PO) of gift items having Minimum sales of value Rs. 33.75 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 2018-19 (31.03.19). Average annual turnover should not be less than Rs. 33.75 lakhs of last 3 years ending 31 st march of the financial year 2018-19 (31.03.19).		
(iii)	Authorization letter of dealership from manufacturer (Applicable for non-manufacturer only).		
5	Tender fees submitted as per clause 7 of annexure – I/MSE Supplier (please submit notarized documents).		
6	Performance Bank Guarantee shall be as per clause 8 of annexure – I.		
7	Payment terms as per clause 9 of annexure – I.		
8	Terms of delivery as per clause 10 of annexure – I.		
9	Time required in number of weeks from the date of PO /		

	LOI in order to complete the supplies, which in any case, should not exceed 16.12.2019 .		
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	Packing shall be as per clause 16 of annexure – I along with suitable carry bag.		
16	Inspection shall be as per clause 17 of annexure – I.		
17	Printing shall be as per clause 18 of annexure – I.		
18	Final supply shall be as per clause 19 of annexure – I.		
19	Quantity variation $\pm$ 5%. as per clause 20 of annexure – I.		
20	Guarantee & replacement shall be as per clause 21 of annexure – I.		
21	The manufacturer should emboss / print BHEL monogram / logo / slogan on the carton box as per our instruction to be furnished at a later date.		
22	Confirmation as per Availing Input Tax Credit (ITC) by BHEL Clause 22 of annexure – I.		
23	Documents for Temporary code submitted as per clause 23 of annexure – I (Applicable for Un-registered suppliers only).		

Name of Supplier:.....

Sign & Seal of Supplier