

**Checklist for submission of quotation of Copier (Xerox) Paper
A4 Size E-TENDER Enquiry E3793016, due on 20.09.19.
(To be enclosed alongwith Part “A” of your offer)**

Sl. No.	Parameters	Yes / No	Remarks (Deviations, if any)
1	Accepted all the points of our Specification for the item Called in NIT.		
2	Price has not been disclosed in Part - A (Technical & Commercial Bid) of your offer.		
3	Documents submitted as per PQC & accepted all the points of our PQC (Clause 5 of annexure – I).		
(i)	Purchase Order (PO) of Paper Products having Minimum sales of Rs. 15.30 lakhs in one year during last 5 years from date of tender / enquiry.		
(ii)	Audited annual report (Profit & loss account) of last 3 years ending 31st march of the financial year 2018-19. Average annual turnover should not be less than Rs. 15.30 lakhs of last 3 years ending 31st march of the financial year 2018-19.		
(iii)	Authorization letter from manufacturer (Applicable for non-manufacturer only).		
4	Tender fees submitted as per clause 6 of annexure – I.		
5	Payment terms as per clause 7 of annexure – I.		
6	Terms of delivery as per clause 8 of annexure – I.		
7	Delivery period/Lead time as per clause 9 of annexure – I.		
8	Mentioned HSN code of the item, GST type & the percentage (%) of GST applicable.		

Name of Supplier.....

Sign & Seal of supplier

9	Confirmation as per Anti-Profiteering Clause 11 of annexure – I.		
10	Confirmation as per Availing Input Tax Credit (ITC) by BHEL Clause 12 of annexure – I.		
11	Validity of offer as per clause 13 of annexure – I.		
12	LD as per clause 14 of annexure – I.		
13	Samples submitted as per clause 15 of annexure – I.		
14	Quantity variation $\pm$ 5%.		
15	PO/RC will be placed on two suppliers in ratio 60%: 40% Ream for A4 size only as per clause 16 of annexure – I.		
16	Documents for Temporary code are submitted as per clause 17 of annexure – I (Applicable for Un-registered suppliers only).		

Name of Supplier.....

Sign & Seal of supplier