

**Checklist for submission of quotation of New Year Gift Items E-
TENDER Enquiry E3793019R, due on 16/12/2019.
(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	Price quoted as per clause 2 of annexure – I.		
4	Documents submitted as per PQC (Clause 3 of annexure – I).		
(i)	Purchase Order (PO) of Gift Items having Minimum sales of Rs. 75000/- 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 (31.03.19). Average annual turnover should not be less than Rs. 75000/- of last 3 years ending 31st march of the financial year 2018-19 (31.03.19).		
(iii)	Authorization letter from manufacturer (Applicable for non-manufacturer only).		
5	Tender fees submitted as per clause 4 of annexure – I.		
6	Payment terms as per clause 5 of annexure – I.		
7	Terms of delivery as per clause 6 of annexure – I.		
8	Time required in number of weeks from the date of PO / LOI in order to complete the supplies (Delivery period/Lead time) as per clause 7 of annexure – I.		

Name of Supplier.....

Sign & Seal of supplier

9	Mentioned HSN code of the item, GST type & the percentage (%) of GST applicable.		
10	Inspection shall be as per clause 9 of annexure – I.		
11	Packing shall be as per clause 10 of annexure – I along with suitable carry bag.		
12	Guarantee & replacement shall be as per clause 11 of annexure – I.		
13	Printing shall be as per clause 12 of annexure – I.		
14	Final supply shall be as per clause 13 of annexure – I.		
15	Confirmation as per Availing Input Tax Credit (ITC) by BHEL Clause 14 of annexure – I.		
16	Validity of offer as per clause 15 of annexure – I.		
17	LD as per clause 16 of annexure – I.		
18	Samples of Gift Items submitted as per clause 17 of annexure – I.		
19	Quantity variation $\pm$ 5%. as per clause 18 of annexure – I.		
20	Documents for Temporary code are submitted as per clause 19 of annexure – I (Applicable for Un-registered suppliers only).		
21	Preferably, MRP shall not appear on the items or packet at the time of bulk supply.		

Name of Supplier.....

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