

Checklist for submission of quotation.

Enquiry No. E3793029, due on 18/01/2020.**(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 sweet items having Minimum sales of Rs. 12.00 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. 12.00 lakhs of last 3 years ending 31st march of the financial year 2018-19.		
(iii)	Authorization letter of dealership from manufacturer (Applicable for non-manufacturer only).		
5	Tender fees submitted as per clause 7 of annexure – I.		
6	EMD submitted 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 20/03/2020.		
10	Mentioned HSN code of the item & the percentage (%) of GST applicable.		
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	Confirm that:		
(i)	Permissible harmless food colors/preservatives as per FPO standards shall to be used.		
(ii)	The shelf life of the items offered should be for a minimum of 90 days.		
(iii)	The packet shall clearly indicate the date of manufacture and the expiry date.		
15	Packing shall be as per clause 16 of annexure – I along with suitable non-plastic carry bag.		
16	Printing shall be as per clause 17 of annexure – I.		
17	Final supply shall be as per clause 18 of annexure – I.		
18	15% quantity variation (increase) of order quantity within months if required after accessing actual requirement shall be applicable is acceptable as per clause 19 of annexure – I.		
19	Replacement shall be as per clause 20 of annexure – I.		
20	The manufacturer should emboss / print BHEL monogram / logo / slogan on the carton box as per our instruction to be furnished at a later date.		
21	The pack containing the sweet item shall be supplied in a suitable non-plastic carry bag.		
22	Documents for Temporary code are submitted as per clause 22 of annexure – I (Applicable for Un-registered suppliers only).		
23	Preferably, MRP shall not appear on the items or packet at the time of bulk supply.		
24	Quality shall be as per clause 24 of annexure – I.		

Name of Supplier:.....

Sign & Seal of Supplier