

**Certificate by Chartered Accountant on letter head**

This is to Certify that M/S .....  
(hereinafter referred to as 'company') having its registered office at .....  
is registered under MSMED Act 2006, (Entrepreneur  
Memorandum No (Part-II) ..... dtd:.....,  
Category: ..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as on  
date..... as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost  
excluding land and building and the items specified by the Ministry of Small Scale Industries vide its  
notification No.S.O.1722(E) dated October 5, 2006 :  
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and  
furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED  
Act, 2006:  
Rs.....Lacs

The above investment of Rs.....Lacs is within permissible limit of  
Rs.....Lacs for .....Micro / Small (~~Strike off which is not applicable~~)  
Category under MSMED Act 2006.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

**ANNEXURE TO STC OF ENQUIRY NO. 43Q2000062 DATED 29.07.2019**  
**DUE ON 14.08.2019**

**REVERSE AUCTION GUIDELINES**

*"BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on [www.bhel.com](http://www.bhel.com)) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.*

*Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on [www.bhel.com](http://www.bhel.com)).*

*The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. **The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.***

*If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ contractors (as available on [www.bhel.com](http://www.bhel.com))."*

*As a reminder to the bidders, system will flash following message (in RED Color) during the course of 'online sealed bid' :*

*"Bidders to submit online sealed bid less than or equal to their envelope sealed bid already submitted to BHEL"*



**BHARAT HEAVY ELECTRICALS LIMITED**  
**TRANSMISSION BUSINESSS GROUP**  
**MATERIAL RECEIPT CERTIFICATE**

| S.no. | Item Description | Type of Packages | Unit (MT/KM/ NO.) | Qty as per packing list | Qty Received | Remarks |
|-------|------------------|------------------|-------------------|-------------------------|--------------|---------|
|       |                  |                  |                   |                         |              |         |
|       |                  |                  |                   |                         |              |         |
|       |                  |                  |                   |                         |              |         |
|       |                  |                  |                   |                         |              |         |
|       |                  |                  |                   |                         |              |         |

**Important Remarks:**

1. LR endorsement Format-

“LR no./ Date: \_\_\_\_\_ Endorsed in favour of (Customer Name) and the transporter is instructed to deliver the goods to (Site name)”.

For Example-

LR no./ Date: 22126/ dt. 30/04/15

Endorsed in favour of TANTRANSCO and the transporter is instructed to deliver the goods to TANTRANSCO, Anikadavu substation.

(sign and stamp with name & designation)

2. LR will only be endorsed as per the given Format and strictly not be receipted.

3. Material receiving will only be given through the MRC (Format attached).

*This sample checklist is only for the benefit of prospective bidders/ suppliers to obtain Class-III, SHA2 2048 BIT – Signing & Encryption, Digital Signature Certificates (DSCs). **For actual requirement of documents and procedure to be followed, the authorized Certifying Authority in India shall be contacted by the applicants. Further details available on <http://www.cca.gov.in>.***

**Proofs and checklist for the certificates with organization name (for Indian Applicants)**

- One self-attested recent Photograph of the applicant (only Passport size photo accepted)
- All mandatory columns should be clearly filled
- Mobile number and valid email ID are must
- The Company address should be written in the application form
- Applicant's signature is must in section 3
- If the applicant is a Director or Partner or Proprietor
  - Signature with seal/ stamp in Section 3 is mandatory
  - Self-attestation with seal/ stamp is mandatory in the company proofs
- If the applicant is not a Director or Partner or Proprietor
  - Signature with seal/ stamp from the Director or Partner or Proprietor in Section 4 is mandatory - valid authorisation letter from authorised signatory of the organization
- If the applicant is the Authorised signatory of the organisation
  - Self-attestation of the applicant along with the attestation of the Director or Partner or Proprietor is mandatory in all the company proofs - valid authorisation letter to be attached
- All the proofs including the company proofs should be valid, clear and self-attested
- Signature and address mentioned in the application form should match with the attached proofs

**Note: The applicant should contact LRA (Local Registering Authority) nearest to their coordinates to enable LRAs to conduct physical verification for faster delivery of DSCs.**

**Applicant's identification proofs (any one of the following proofs attested by gazetted officer or bank manager or post master. In case of bank statement, attestation only from the same banker):**

**Identification proof:**

- PAN card
- Passport
- Driving License
- Signature verification letter from banker

**Residential Address proof:**

- Passport
- Driving License
- Voters ID
- Aadhar card
- Latest bank statement with transaction
- Latest telephone bill
- Vat / sales tax certificate
- Latest Electricity / water bill latest by 3months
- Ration card

*This sample checklist is only for the benefit of prospective bidders/ suppliers to obtain Class-III, SHA2 2048 BIT – Signing & Encryption, Digital Signature Certificates (DSCs). **For actual requirement of documents and procedure to be followed, the authorized Certifying Authority in India shall be contacted by the applicants. Further details available on <http://www.cca.gov.in>.***

**Organization proofs (any one of the following proofs attested by a company Secretary (who is in employment) or Director or partner or proprietor with organization seal)**

**Company**

- Certificate of incorporation (1<sup>st</sup> page)
- In case of public limited company certificate of commencement of business
- In case the above certificates contain the address of the company, the same can be taken as address proof also

**Partnership firm**

- Partnership deed
- If the deed contains the address of the firm, the same can be taken as address proof also

**Sole proprietorship firm**

- Sales tax or VAT certificate
- Latest IT Return copy
- Service tax certificate

**Organization Address Proof (any one of the following proofs attested by a company Secretary (in employment) or Director or partner or proprietor with organization seal. In case of bank statement, attestation must be done only by the same banker)**

- Latest telephone bill not exceeding 3 months
- Bank statement attested by banker latest by 3 months

*This sample checklist is only for the benefit of prospective bidders/ suppliers to obtain Class-III, SHA2 2048 BIT – Signing & Encryption, Digital Signature Certificates (DSCs). **For actual requirement of documents and procedure to be followed, the authorized Certifying Authority in India shall be contacted by the applicants. Further details available on <http://www.cca.gov.in>.***

## **Proofs and checklist for the certificates with organization name (for Foreign Applicants)**

### **Identification and address proofs**

- One self-attested recent photograph of applicant authorised by the organization (only passport size photograph accepted)
- Identification and address proofs must be attested by the Indian EMBASSY at the country of the applicant
- Self-attestation is mandatory on all the proofs
- Signature and address in the application form should match with those in the proofs

### **Company Proof**

- The document of registration like certificate of incorporation or establishment proof or licence which is applicable in the concerned country must be self-attested by the applicant and counter-attested by the Indian EMBASSY of the country of origin
- If the applicant is a Director
  - All the rules as mentioned in section 3 of the application are to be followed
- If the applicant is the Authorised signatory of the organisation
  - All the rules as mentioned in section 4 of the application are to be followed
  - All the proofs must be self-attested by the applicant
- If the applicant is not Authorised signatory of the organisation
  - Authorisation letter duly signed by authorised signatory along with Identification proof of the Authorized signatory to validate the signature
- If the proofs are in foreign language, they must be translated to English

**Note: Company proofs also must be self-attested by the applicant. All signatures by the respective applicants should be followed by official stamp of the organization.**

**All the documents shall be attested by the Indian Embassy of the country of origin**