An ISO 9001 Company

# Bharat Heavy Electricals Limited

(High Pressure Boiler Plant)
Tiruchirappalli – 620014, TAMIL NADU, INDIA
MATERIALS MANAGEMENT

| TITLE<br>CALCIUM SILICATE SLAB | Phone: +91 431 257 7618<br>Fax : +91 431 252 0719<br>Email : karthi_25@bheltry.co.in |
|---|---|

| | Reference Number: Enquiry 1801700678/03 dated 23.05.2017 | Enquiry Date: 23.05.2017 | Due date for submission of quotation: 24.06.2017 |
|---|---|---|---|
| You are requested to quote the Enquiry number date and due date in all your correspondences. This is only a request for quotation and not an order | | | |

**BHEL/Trichy is looking for empanelment of new vendors for supply of** "CALCIUM SILICATE SLAB".

| BHEL commercial terms & conditions with Price Bid formats and all annexure can be downloaded from BHEL web site http://www.bhel.com or from the Government tender website http://tenders.gov.in (public sector units) Bharath Heavy Electricals Limited) under enquiry reference "XXXXXXXXXX " | |
|---|---|
| Tenders should reach us before 14:00 hours on the due date<br>Technical bid will be opened at 14:30 hours on the due date<br>Tenders would be opened in presence of the tenderers who have submitted their offers and who may like to be present. | Yours faithfully,<br>For **Bharath Heavy Electricals Limited**<br><br>**DGM / MM** |

General Note: **BHARAT HEAVY ELECTRICALS LIMITED**



( A Government of India Undertaking )
HIGH PRESSURE BOILER PLANT
PURCHASE DEPARTMENT - FOSSIL BOILERS
THIRUCHIRAPALLI - 620014
TAMILNADU (INDIA)

PHONE : 0431-2574111
GRAMS : BHARATELEC
FAX NO: 0431-2520719
E-mail :
Web :

429-002/A

| | Collective No. | Enquiry Date | Due Date For Quotation |
|---|---|---|---|
| **OFFICE COPY** | 1801700678 | 23.05.2017 | 24.06.2017 |

Please quote Enquiry No, Date and due date in all correspondences.
This is only a request for quotation and not an order

| Item | Description | Unit | Quantity | Delivery Schedule Quantity | Date |
|---|---|---|---|---|---|
| 10 | L125413320101001<br>CALCIUM SILICATE<br>CALCIUM SILICATE SLAB:<br>Size:50 x 150 x 500;Conforming to IS:9428<br>To withstand 950 Degree Centigrade.<br>Density:260 Kg per Cubic Meter.<br>Packing:" The material shall be sealed all-round by polythene paper to prevent moisture absorption during transit and storage, and then packed in seven ply or equivalent card board boxes. Suitable cushioning material will be provided around material inside the box for tight packing and to prevent damage from vibration/jerk during handling and transportation. Finally the cardboard box shall be sealed and stretch wrapped.<br>Guarantee Required:As per the Specification. | NO | 7750.000 | 7,750.00 | 31.12.17 |
| 20 | L125413320101001<br>CALCIUM SILICATE<br>CALCIUM SILICATE SLAB:<br>Size:50 x 150 x 500;Conforming to IS:9428<br>To withstand 950 Degree Centigrade.<br>Density:260 Kg per Cubic Meter.<br>Packing:" The material shall be sealed all-round by polythene paper to prevent moisture absorption during transit and storage, and then packed in seven ply or equivalent card board boxes. Suitable cushioning material will be provided around material inside the box for tight packing and to prevent damage from vibration/jerk during handling and transportation. Finally the cardboard box shall be sealed and stretch wrapped.<br>Guarantee Required:As per the Specification. | NO | 7750.000 | 7,750.00 | 31.12.17 |
| 30 | L125413320101001<br>CALCIUM SILICATE<br>CALCIUM SILICATE SLAB:<br>Size:50 x 150 x 500;Conforming to IS:9428<br>To withstand 950 Degree Centigrade.<br>Density:260 Kg per Cubic Meter. | NO | 7750.000 | 7,750.00 | 31.12.17 |

The offers should reach us 30 minutes before the time of opening of tenders.
The offers will be opened at 14.30 hrs on the due date of tender in the presence of tenderers who have submitted their offer and who may like to be present for the tender opening.Late and delayed offers are liable to be rejected.

Yours faithfully,
For **BHARAT HEAVY ELECTRICALS LIMITED**

MANAGER / PURCHASE
(FOSSIL BOILERS)

Packing:" The material shall be sealed all-round
by polythene paper to
prevent moisture absorption during transit and
storage, and then packed
in seven ply or equivalent card board boxes.
Suitable cushioning
material will be provided around material inside
the box for tight
packing and to prevent damage from
vibration/jerk during handling and
transportation. Finally the cardboard box shall
be sealed and stretch
wrapped.
Guarantee Required:As per the Specification.

| | | | | | |
|---|---|---|---|---|---|
| 40 | L125413320101001 | NO | 7750.000 | 7,750.00 | 31.12.17 |

CALCIUM SILICATE
CALCIUM SILICATE SLAB:
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in seven ply or equivalent card board boxes.
Suitable cushioning
material will be provided around material inside
the box for tight
packing and to prevent damage from
vibration/jerk during handling and
transportation. Finally the cardboard box shall
be sealed and stretch
wrapped.
Guarantee Required:As per the Specification.

**General Note:**

1. Supply shall be as per enquiry.

2. Indian vendors: You are requested to quote on FOR- site basis, all inclusive of P & F and Freight charges. Insurance shall be in BHEL scope.

Import vendors: Offers to be submitted in CFR- Chennai Port basis all inclusive of P & F and Freight charges. Insurance shall be in BHEL scope.

3. Bids are to be submitted in Two part.

4. Delivery date indicated above is only tentative. Exact delivery date will be indicated in the PO as per site requirement.

5. You are requested to send filled in Annexure A of Terms and Conditions and PQR Annexure.

The offers should reach us 30 minutes before the time of opening of tenders.
The offers will be opened at 14.30 hrs on the due date of tender in the presence of tenderers who have submitted their offer and who may like to be present for the tender opening.Late and delayed offers are liable to be rejected.

Yours faithfully,
For **BHARAT HEAVY ELECTRICALS LIMITED**

MANAGER / PURCHASE
(FOSSIL BOILERS)
Yours faithfully,

6. The entire quantity will be considered as single package for evaluation and ordering. Splitting of order is not possible.

7. BHEL reserves the right to finalize the tender through Reverse Auction.

8.Site Address:

M/s TSGENCO
RAMANUJUVARAM
MANUGU
KHAMMAM
TELANGANA-507117

9.MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM, II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure -1 where deemed validity of EM H certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement
portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer. Please refer Annexure "Micro Small and Medium Enterprises (MSE) clause for NIT" and submit all applicable supporting documents.

10. In case L1 is Non-MSE, L2 is MSE supplier satisfying the eligibility criteria (should have quoted within L1 all inclusive rate + 15%) and if they accept the L1 rate on counter offer, PO for entire package will be given to the L1 vendor. In case of eligible L2 vendor not accepting
the L1 rate, we will take up with other eligible vendors and so on. If none of the eligible MSE vendors accept our counter offer MSE rate, PO will be released to the L1 Non MSE supplier.

11. For entire package, if L1 vendor is MSE, PO for the total package will be given to L1 vendor only.

12. Since it is a package wise requirement, it is not possible to provide any share (4% for SC/ST MSE suppliers out of 20% for MSE suppliers) for SC/ST MSE Suppliers.

13. Offers requesting for Price variation clause and offers not accepting for risk purchase clause will be rejected.

14. Tender will be finalized on the total cost to BHEL basis only.

15. The requirement is for TSGENCO Bhadradri-1 to 4 project.

16. Vendors shall accept a delivery period of "Four months form the date of PO for the entire PO quantity".

17. Filled in Non-disclosure agreement form shall be submitted with sign d seal.

18. Supplier Registration Form (SRF) has to be duly filled up online and send one copy with all the documents as mentioned in SRF & if vendors have already submitted SRF & hard copy is sent to BHEL, can mention SRF Number (Application Number).

URL for online Registration form is as below

https://supplier.bhel.in/

19.The Suppliers & Bidders, while submitting documents for registration or in response to NIT/Tender etc. are required to ensure that all documents submitted with the offer shall be signed and stamped in each page by authorized representative of bidder.

20.Offers not meeting BHEL specifications are liable for rejection.

1.This tender has been published on BHEL & NIC website http://www.bhel.com/tender/tender_home.php & http://tenders.gov.in and also in leading national dailies with ref no NIT_xxxxx. All corrigendum will be published on BHEL & NIC websites only, vendors are requested to visit these websites regularly.

22. Offers shall be submitted only in m-junction Enterprise procurement system (https://bheleps.buyjunction.in). The necessary help file can be referred from the enclosures No 08 & 09.

23. Enclosure No. 09 shall be referred by new suppliers with respect to submission of supplier registration form (SRF).

**Enclosures:**

1.Annexure A (Indigenous)
2.Annexure A (Import)

The offers should reach us 30 minutes before the time of opening of tenders.
The offers will be opened at 14.30 hrs on the due date of tender in the presence of tenderers who have submitted their offer and who may like to be present for the tender opening.Late and delayed offers are liable to be rejected.

Yours faithfully,
For **BHARAT HEAVY ELECTRICALS LIMITED**

MANAGER / PURCHASE
(FOSSIL BOILERS)
Yours faithfully,

1801700678 / 23.05.2017 23505

3.Annexure PQR
4.Checklist
5.MSE Document
6.CA certificate format
7.BHEL Terms and conditions
8.m-junction supplier bidding manual
9.e-proc. vendor communication
10.Guidelines for new suppliers.
11.Third party non-disclosure agreement.

"LD clause has to be confirmed without fail."

**The bidder along with its associate / collaborators / sub-contractors / sub-vendors / consultants /service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website http://www.bhel.com and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.**

PR Links

| Material. | PR.No | PR.Item. | Quanity | Acc. Assign | Customer Number |
|---|---|---|---|---|---|
| L125413320101001 | 118270926 | 00010 | **7750.000** | U2/1254-LU-367-1-33-201 | U2/1254 |
| L125413320101001 | 118270927 | 00010 | **7750.000** | U2/1255-LU-367-1-33-201 | U2/1255 |
| L125413320101001 | 118270928 | 00010 | **7750.000** | U2/1256-LU-367-1-33-201 | U2/1256 |
| L125413320101001 | 118270929 | 00010 | **7750.000** | U2/1257-LU-367-1-33-201 | U2/1257 |

list of suppliers

RFQ-5200005960
Open Tender Dummy Code

The offers should reach us 30 minutes before the time of opening of tenders.
The offers will be opened at 14.30 hrs on the due date of tender in the presence of tenderers who have submitted their offer and who may like to be present for the tender opening.Late and delayed offers are liable to be rejected.

Yours faithfully,
For **BHARAT HEAVY ELECTRICALS LIMITED**

MANAGER / PURCHASE
(FOSSIL BOILERS)
Yours faithfully,

An ISO 9001
Company

**Bharat Heavy Electricals Limited**
(High Pressure Boiler Plant)
Tiruchirappalli-620 014, Tamil Nadu, India
Dept: MATERIALS MANAGEMENT/BOI

**ANNEXURE-A –General Terms and Conditions (INDIGENOUS VENDOR)**
**ACCEPTANCE OF TECHNO - COMMERCIAL TERMS AND CONDITIONS BY THE BIDDERS**
**(To be Filled and submitted along with techno commercial offer for evaluation and to consider for Bid opening)**

| | |
|---|---|
| **Description of the material:** | CALCIUM SILICATE SLAB |
| **Project** | BHADRADRI 1 to 4 (1254 to 1257) |
| **BHEL Tender No. & Date** | 1801700678/03 date 23.05.2017 |

| Sl. No | Terms and conditions | Vendor's confirmation |
|---|---|---|
| 1 | **Technical:**<br>Supply shall be as per enquiry. | |
| 2 | **Firm Price:**<br>The quoted / finalised rates shall be Firm till execution of the supplies. Offer with PVC clause will not be considered. | |
| 3 | The tender will be operated on two part bid basis (Part 1 techno commercial bid and Part 2 price bid) | |
| 4 | **Price Basis:**<br>The quote shall be on FOR site basis as indicated in enquiry, inclusive of Packing, forwarding and Freight to yours account. Please quote Lumpsum charge for freight. Insurance will be to BHEL scope. | |
| 5 (a) | **Payment terms:**<br>100% direct payment after 45 days against site acknowledgement | |
| 5 (b) | **Loading Criteria :**<br>**Payment Terms:** Any deviation in the BHEL payment terms will attract loading as per below.<br><br>"Base rate of SBI (As applicable on the date of bid opening. Techno-commercial bid opening in case of two part bids) + 6% shall be considered for loading for the period of relaxation sought by bidders".<br><br>Payment through bank is not acceptable. If still demanded by vendor, loading will be 3% on the offered material value. In case of DTS (Direct to site) only 90% through bank will be considered. In case of payment through bank is opted by supplier, BHEL prefers documents submission through bank with copy of LR and door delivery of goods to site/ stores with consignee copy attached.<br><br>LC will not be operated for Indigenous vendors. Offers with payment terms as LC from indigenous vendors will be rejected. | |
| 6 (a) | **Liquidated damages:**<br>Delivery of the goods specified in the purchase order should be made within the time prescribed. Failure to dispatch the materials in the time as per the delivery quoted in our Purchase Order would make the supplier liable to an un-conditional LD at the rate of ½% | |

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| | of the total Purchase Order value for each week of delay subject to a maximum of 10% of the total ordered Purchase Order value on part there off. | |
| 6 (b) | **Loading Criteria**<br>**LD / Penalty:** Any deviation on BHEL LD / Penalty clause, loading (Basic material Value) will be applied to the extent to which it is not agreed by the bidder. Loading value = (Mentioned LD in the enquiry – Accepted LD in the offer by the vendor) in % x Base value. | |
| 7 (a) | **Guarantee / Warranty Period:** Guarantee clause 24 months from the date of supply or 18 months from the date of actual put in use / Commissioning, whichever is earlier. | |
| 7 (b) | **Loading Criteria:**<br>**Guarantee / Warranty Period:** No Deviation is permitted. If still vendor offered any deviation on the Guarantee / warranty period, it may lead to rejection of offer. | |
| 8 | **Taxes & Duties:**<br>All Taxes, Duties, Service Taxes etc. payable as extra to the quoted price should be specifically stated in offers along with CST & TIN No / Tariff No. etc., failing which the purchaser will not be liable for payment of such Taxes and Duties. Our TIN No. 33243560005, TNGST No. 3560005, CST. No. 239383 Dt. 11-06-1991 & BHEL ECC No. AAACB4146PXM012, Assessment circle Tiruverambur. | |
| 9 | **Risk purchase:**<br>If the supplier fails to deliver the goods within the delivery specified in the Purchase Order, BHEL will be entitled to terminate the contract and to Purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or despatch within the delivery period mentioned in the Purchase Order. | |
| 10 | **Delivery Period:**<br>04 months from the date of PO for the entire PO quantity. | |
| 11 | **Validity:**<br>90 days minimum from techno commercial bid opening ( Part-1) | |
| 12 | **Reverse Auction:**<br>BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on 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.<br><br>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 | |

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| | suppliers/ contractors (as available on www.bhel.com).<br><br>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.<br><br>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). | |
| 13 | **Repair & replacements:** Within the guarantee period vendor has to replace / rectify the defective/ damaged items on free of cost within a reasonable time of reporting from our end. | |
| 14 | **Inspection and testing requirements**: Inspection and testing requirements are to be carried out as per the specification and BHEL /Customer approved QAP and all test certificates are to be submitted in complete set as indicated in our specification / QAP | |
| 15 | Test certificate shall be submitted prior to despatch for our review and approval. Shipment shall be made only after obtaining despatch clearance from BHEL | |
| 16 | In case of order, vendor Quality plan shall be submitted within seven days from PO date. | |
| 17 | **Excise Duty**: Vendor to quote applicable ED%. | |
| 18 | **Applicable CST/VAT %** : Vendor to quote | |
| 19 | **MSE VENDOR:** MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM, II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure -1 where deemed validity of EM H certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer. Please refer Annexure "Micro Small and Medium Enterprises (MSE) clause for NIT" and | |

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| | submit all applicable supporting documents. | |
| 20 | Vendor who are not registered with BHEL –Trichy for supply of Calcium Silicate Slab as a permanent vendor, those vendors are requested to submit the vendor registration through online and submit the registration application number along all the necessary documents.<br>(available in http//www.bheltry.co.in/- Online Vendor Registration-Material Management)<br><br>Note :<br><br>Vendor have to submit all the documents duly filled in "Supplier Registration Forms" through online (available in http//www.bheltry.co.in/- Online Vendor Registration- Material Management). Duly filled-in Supplier Registration Forms, along with all credentials and supporting documents, Certificate of Rating from D&B (Dun & Brad) sheet or equivalent agencies (For Foreign vendors), Financial Performance / Profit & Loss Account / Balance sheet for last three years etc. (With Techno-Commercial Bid). Availability of minimum manufacturing, handling, testing and measuring facilities, to be detailed are to be mentioned clearly. All the documents to be uploaded. Apart from Qualifying the Techno-Commercial requirements of the enquiry, BHEL has the right for spot assessment of the facilities for evaluation, approval and for registration. | |
| 21 | **Firm price and price variation clause:**<br>Prices shall be firm till the execution of order. No. PVC is accepted. Offers not confirming for firm price and those requesting for PVC will be rejected. | |
| 22 | Lowest prices received against BHEL tenders need not be technically acceptable one and in that case BHEL reserves the right not to consider the same. | |
| 23 | BHEL reserves the right to negotiate or refloat the tender opened , if L1 price is not the lowest acceptable price to BHEL. Also, BHEL reserves right to increase or decrease the tender quantity. | |
| 24 | Pointwise confirmation to Annexure-A to be submitted with technical offer | |
| 25 | Inspection by BHEL or BHEL nominated agency shall be carried out at vendor's works prior to despatch. | |
| 26 | Tender will be finalised on the basis of "Total cost basis to BHEL" & on package basis. | |
| 27 | The monthly production capacity "sparable to BHEL/Trichy" against this tender to be clearly indicated in the offer. Please note if your capacity is less in order to execute this requirement of BHEL within quoted delivery period, we may not consider your offer further capacity, offer may not be considered. | |

An ISO 9001 Company

**Bharat Heavy Electricals Limited**
(High Pressure Boiler Plant)
Tiruchirappalli-620 014, Tamil Nadu, India
Dept: MATERIALS MANAGEMENT/BOI

**ANNEXURE-A General Terms and Conditions (IMPORT VENDOR)**
**ACCEPTANCE OF TECHNO - COMMERCIAL TERMS AND CONDITIONS BY THE BIDDERS**
**(To be Filled and submitted along with techno commercial offer for evaluation and to consider for Bid opening)**

| | |
|---|---|
| **Description of the Material** | CALCIUM SILICATE SLAB |
| **Project** | BHADRADRI 1 to 4 (1254 to 1257) |
| **BHEL Tender No. & Date** | 1801700678/03 date 23.05.2017 |

| Sl. No. | Terms and conditions | Vendor's confirmation |
|---|---|---|
| 1 | **Technical:**<br>Supply shall be as per enquiry. | |
| 2 | **Firm Price:**<br>The quoted / finalised rates shall be Firm till execution of the supplies. Offer with PVC clause will not be considered. | |
| 3 | The tender will be operated on two part bid basis (Part 1 techno commercial bid and Part 2 price bid) | |
| 4 | **Price basis:**<br>Offer shall be submitted on CFR Chennai Port basis inclusive of P&F and freight charges. It is requested to indicate the Freight amount separately. Scope of freight from supplier works to Chennai port is with supplier and that from Chennai port to site is with BHEL. Insurance from supplier works to site lies with BHEL scope. | |
| 5 (a) | **BHEL Payment terms:**<br>100% payment on CAD basis after 45 days from the date of receipt of documents specified in PO at BHEL bank. Respective bank charges to respective account. | |
| 5 (b) | **Loading Criteria :**<br>**Payment Terms:** Any deviation in the BHEL payment terms will attract loading as per below.<br><br>Any deviation in the above BHEL payment term will attract loading as mentioned below.<br>"Base rate of SBI (as applicable on the date of bid opening. Techno-commercial bid opening in case of two part bids) + 6% shall be considered for loading for the period of relaxation sought by bidders.<br><br>i) In the case of Usance LCs the loading will be considered @ 1.5% on the offered Value.<br>ii) For LC at sight the loading will be considered @ 3.5% on the offered Value.<br><br>iii) Normally CAD at sight and Confirmed LCs are liable for rejection<br><br>BHEL will evaluate the offers and consider the ranking after the loading is applied as referred above wherever deviations are observed. | |

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| 6 (a) | **Liquidated damages:**<br>Delivery of the goods specified in the purchase order should be made within the time prescribed. Failure to dispatch the materials in the time as per the delivery quoted in our Purchase Order would make the supplier liable to an un-conditional LD at the rate of ½% of the total PO value of goods for each week of delay subject to a maximum of 10% of the total ordered Purchase Order value on part there off. | |
| 6 (b) | **Loading Criteria**<br>**LD / Penalty:** Any deviation on BHEL LD / Penalty clause, loading (Basic material Value) will be applied to the extent to which it is not agreed by the bidder. Loading value = (Mentioned LD in the enquiry – Accepted LD in the offer by the vendor) in % x Base value. | |
| 7 (a) | **Guarantee / Warranty Period:** Guarantee clause 24 months from the date of supply or 18 months from the date of actual put in use / Commissioning, whichever is earlier. | |
| 7 (b) | **Loading Criteria:**<br>**Guarantee / Warranty Period:** No Deviation is permitted. If still vendor offered any deviation on the Guarantee / warranty period leads to rejection of offer. | |
| 8 | **Risk purchase:**<br>If the supplier fails to deliver the goods within the delivery specified in the Purchase Order, BHEL will be entitled to terminate the contract and to Purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or despatch within the delivery period mentioned in the Purchase Order. | |
| 9 | **Delivery Period:**<br>04 months from the date of PO for the entire PO quantity. | |
| 10 | **Validity:**<br>90 days minimum from techno commercial bid opening ( Part-1) | |
| 11 | **Reverse Auction:**<br>BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on 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.<br><br>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).<br><br>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 | |

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| | agrees to this condition and undertakes to execute the contract on thus awarded rates.<br><br>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). | |
| 12 | **Repair & replacements:** Within the guarantee period vendor has to replace / rectify the defective/ damaged items on free of cost within a reasonable time of reporting from our end. | |
| 13 | **Inspection and testing requirements**: Inspection and testing requirements are to be carried out as per the specification and BHEL /Customer approved QAP and all test certificates are to be submitted in complete set as indicated in our specification / QAP. | |
| 14 | For Evaluation, exchange rate (TT selling rate of State Bank of India) as on scheduled date of tender opening (part –I bid in case of two part bid) shall be considered. | |
| 15 | Test certificate shall be submitted prior to despatch for our review and approval. Shipment shall be made only after obtaining despatch clearance from BHEL | |
| 16 | In case of order, vendor Quality plan shall be submitted within seven days from PO date. | |
| 17 | Vendor who are not registered with BHEL –Trichy for supply of Calcium Silicate Slab as a permanent vendor, those vendors are requested to submit the vendor registration through online and submit the registration application number along all the necessary documents. (available in http//www.bheltry.co.in/- Online Vendor Registration-Material Management)<br><br>Note :<br><br>Vendor have to submit all the documents duly filled in "Supplier Registration Forms" through online (available in http//www.bheltry.co.in/- Online Vendor Registration- Material Management). Duly filled-in Supplier Registration Forms, along with all credentials and supporting documents, Certificate of Rating from D&B (Dun & Brad) sheet or equivalent agencies (For Foreign vendors), Financial Performance / Profit & Loss Account / Balance sheet for last three years etc. (With Techno-Commercial Bid). Availability of minimum manufacturing, handling, testing and measuring facilities, to be detailed are to be mentioned clearly. All the documents to be uploaded. Apart from Qualifying the Techno- Commercial requirements of the enquiry, BHEL has the right for spot assessment of the facilities for evaluation, approval and for registration. | |
| 18 | **Firm price and price variation clause:**<br>Prices shall be firm till the execution of order. No PVC is accepted. Offers not confirming for firm price and those requesting for PVC will be rejected. | |
| 19 | Bidders should submit their offer for CFR / Chennai Port basis with freight break up details and Place of delivery – INTVT6 – CONCOR ICD. | |

| | | |
|---|---|---|
| | PORT OF LOADING SHOULD BE INDICATED WITHOUT FAIL.<br><br>PORT OF DISCHARGE should be CHENNAI and PLACE OF DELIVERY - INTVT6 – CONCOR ICD<br><br>**CONTAINERIZED CARGO**<br><br>For CFR terms, moved through CONTAINERS (Suppliers should clearly specify this in their offer) it would be presumed by BHEL that the freight charges quoted is on LILO (LINER IN LINER OUT) basis including extra charges, if any, like Container Imbalance Charges, Trade Imbalance charges or any other charges payable to the Liner. No other charges other than the quoted Freight rate will be paid by BHEL excepting applicable Terminal Handling Charges, Container cleaning Charges, DO charges to Shipping Liner at Discharge Port. 14 FREE DAYS FOR Container detention shall be provided. If any deviation is taken by Tenderer, a loading of 22% on the freight rate per MT shall be considered by BHEL for arriving at the Total landed Cost.<br><br>In case of shipment through Containers on CFR basis, the BL should bear the endorsement that **"14 free days for Container Detention is applicable".**<br><br>Place of delivery – INTVT6 – CONCOR ICD should be clearly specified in the Bill of Lading.<br><br>**BREAKBULK CARGO**<br><br>For CFR terms, moved through BREAK BULK BASIS (Suppliers should clearly specify this in their offer) it would be presumed by BHEL that the freight charges quoted is on LILO (LINER IN LINER OUT) basis.<br><br>Place of delivery – INTVT6 – CONCOR ICD should be clearly specified in the Bill of Lading. | |
| 20 | Lowest prices received against BHEL tenders need not be technically acceptable one and in that case BHEL reserves the right not to consider the same. | |
| 21 | BHEL reserves the right to negotiate or refloat the tender opened, if L1 price is not the lowest acceptable price to BHEL. Also, BHEL reserves right to increase or decrease the tender quantity. | |
| 22 | Pointwise confirmation to Annexure-A & PQR are to be submitted with technical offer | |
| 23 | Inspection by BHEL or BHEL nominated agency shall be carried out at vendor's works prior to despatch. | |
| 24 | Tender will be finalised on the basis of "Total cost basis to BHEL" & on package basis. | |
| 25 | The monthly production capacity "sparable to BHEL/Trichy" against this tender to be clearly indicated in the offer. Please note if your capacity is less in order to execute this requirement of BHEL within quoted delivery period, we may not consider your offer further.capacity, offer may not be considered. | |

# ANNEXURE – PQR

| SL. No. | BHEL's Pre Qualification Requirement | Vendor, Confirmation to BHEL's Pre Qualification Requirement |
| --- | --- | --- |
| 1 | The Supplier should meet our specification requirements as mentioned in enquiry. | |
| 2 | The Supplier should be original manufacturer of the product. | |
| 3 | The supplier shall submit following documents:<br>1. Reference list of similar Industry/ applications for which the material has been supplied by the supplier<br>2. End user certificate for satisfactory performance of minimum 2 years. | |

## Checklist

For Registered vendors with Permanent Vendor code

1. Confirmation to applicable Annexure A and PQR

For New Vendors not registered with BHEL Trichy

1. Confirmation to applicable Annexure A, PQR and Guidelines for new vendors

For any queries regarding tender you may contact

Mrs. B. S. Karthiga
Sr.Engineer/MM/BOI
BHEL Trichy
0431-2577618
karthi_25@bheltry.co.in

Mr.P Pandiarajan
DGM/MM/BOI
BHEL Trichy
0431-2574104
pprajan@bheltry.co.in

## Guidelines for new vendors who are not registered with BHEL Trichy for the supply of Calcium Silicate Slab (material group: 33CSS) for submitting Supplier Registration Form

1. The tender is in two parts. One part consisting of techno-commercial details along with PQR (Pre-qualification requirements) and other with price details. Part 1 and Part 2 shall be submitted in separate sealed covers. In addition to technical and commercial conditions, vendors who are not registered vendor of BHEL, Trichy have to submit the filled in "Supplier Registration Forms" *(to be filled online)* along with the technical bid & if vendors have already submitted SRF & hard copy is sent to BHEL, can mention SRF Number (Application Number). Based on this and other conditions, as well as capacity and capability, vendors will be short-listed. Both these covers are to be put in a single cover duly super scribing the Enquiry Number. The part 1 bid will be opened on the due date and based on the acceptance of vendor on technical grounds, vendor evaluation, the part 2 bid (price bid) of the qualified vendors will be opened on a suitable date with due intimation.

2. Supplier Registration Form (SRF) has to be duly filled up online and send one copy with all the documents as mentioned in SRF & if vendors have already submitted SRF & hard copy is sent to BHEL, can mention SRF Number (Application Number).

URL for online Registration form is as below

https://supplier.bhelin/

For any help regarding filling of SRF, you may contact following

Mrs. Nalini Subramanian (Purchase Officer- Supplier Development Cell)
Ph:0431/2577301
Email ID: nalini@bheltry.co.in

Mr. Ebinesan (Sr. Manager- Supplier Development Cell)
Ph:0431/2577448
Email ID: ebi@bheltry.co.in

**<u>CORPORATE MATERIALS MANAGEMENT</u>**
**<u>BHEL NEW DELHI</u>**

AA: MM: Doc-MSME
Dated: 25.04.14

## Circular No 04 of 2014-15
## (Supersedes Circular 17 of 2013-14 dated 24.08.13)

## <u>Guidelines to provide the intended benefits for MSE suppliers as per MSMED Act 2006 and Public procurement Policy 2012 to Genuine MSE Suppliers.</u>

In order to have effective & efficient working capital management in the company and to ensure that the intended benefits for MSE supplier as per the 'MSMED Act 2006', & 'Public Procurement Policy for MSE, 2012' and Gazette notification ref. S.O. No. 3322(E) dated 04.11.2013 by the Ministry of MSME, goes to the genuine MSE suppliers, following guidelines are to be followed by Units/ Regions while dealing with MSE suppliers:

i. In cases where the MSE status is based on Acknowledgement of Entrepreneur Memorandum Part II (hereinafter referred as EM II Certificate), the validity of such EM II certificate will be **deemed as 5 years** (2 years earlier deemed validity + 3 years present extension as per the gazette notification) from the date of acknowledgement of the EM II certificate, unless it is accompanied by a CA certificate (format as per Annexure-1), which will be required for each bid.

ii. Following clause is to be **mandatorily inserted** in all NITs (Open/ Limited/ Single).

"MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure -1 where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer. "

iii. All MSE suppliers shall continue to be in PMD with MSE status based on the EM II certificate or valid NSIC certificate.

iv. Any new supplier will be eligible for registration with BHEL as MSE supplier provided at least any one of the following documents are submitted along with application for registration.

a. Valid NSIC Certificate or
b. Entrepreneurs Memorandum part II (EM II) certificate (valid based on deemed validity of 5 years) or
c. EM II certificate along with attested copy of CA certificate (as per prescribed format at annexure 1) applicable for the relevant financial year (latest audited), where the deemed validity of EM II is over.

However credentials of all MSE suppliers will be verified before considering the intended benefits for MSE suppliers as per clause (ii) at the time of tender evaluation.

v. All the units/ regions shall make a provision (if not existing earlier) in their system to capture and record PO/ WOs details for MSE status as per the above NIT condition and report the procurements from MSEs to Corporate MM as per the MIRs in vogue

Based on above guidelines, Units/ Regions may issue necessary work instructions to all the concerned departments to implement the same.

These guidelines are issued with the approval of competent authority and are to be implemented within one month from the date of issue of this circular. This supersedes earlier circular (no. 17 of 2013-14 dated 24.08.13 issued by corporate MM) accordingly.

25/4/14.
(A.K.Jain)
GM / Corporate MM

**DISTRIBUTION:**

- All MM Heads of Units/ Regions
- All Heads of Finance
- All Unit/ Region Heads.
- ED / SSBG
- GM (I) / ROD
- Corp. MM Intranet page

CC: CVO

CC: Director (Power)
Director (IS & P)
Director (Fin)
Director (HR)
PA (E,R&D)
For kind information

CC: SA to CMD - For kind information of CMD

## 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 per the latest audited financial year ....................... 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

**(Strike off whichever is not applicable)**

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.

Or

The company has been graduated from its original category (Micro/ Small) **(Strike off which is not applicable)** and the date of graduation of such enterprise from its original category is ................... (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

# THIRD PARTY NON-DISCLOSURE AGREEMENT

I, ____________________, on behalf of the ________________ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with BHEL, Trichy on contract is confidential and that the nature of the business of the BHEL, Trichy is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the BHEL, Trichy Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data,

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to BHEL, Trichy all documents and property of BHEL, Trichy, including: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to BHEL, Trichy 's business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also.

I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the BHEL, Trichy and are reasonable given the nature of the business carried on by the BHEL, Trichy I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at ________________, this ____ day of _____, 20__.

Name

Company

Signature

## TERMS AND CONDITIONS

1. a) QUOTATIONS : Each tender should be sent in double cover, inner cover should be sealed with tenderer's distinctive seal and superscribe with correct tender No. item of supply and due date of opening. The outer cover should only bear the address of this office and should not have any indication that a tender is within. Two or more quotation should not be sent in one cover but the quotation against each tender should be sent separately to avoid confusion. Tender should not be addressed to any individual's name but only by designation.

b) Tenders should be free from CORRECTION AND ERASURES. Corrections if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.

c) Price should be nett F.O.R despatching station inclusive of risk in transit and remain valid for 60 days from the due date.

d) If any Sales Tax is payable as extra to the quoted price it should be specifically stated in quotations alongwith CST & TNGST No failing which the purchaser will not be liable for payment of Sales Tax. Our T.N.G.S.T No 3560005 Dt. 01-04-1995 CST No. 239383 Dt. 11.6.1991.

e) No revision of prices will be entertained after tenders are opened.

f) Manufacturer's Name, Trade Mark or Patent No. if any should be specified. Illustrative leaflets giving technical particulars are required alongwith quotation wherever necessary.

g) Products with I.S.I Certification marks will be preferred.

h) The purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.

2. SAMPLES : Wherever possible, sample should be submitted separately whether specifically requested or not so as to reach the purchaser on or before the due date of the enquiry. They should be clearly marked with the enquiry No and the date on the outside cover to facilitate identification.

3. PACKING AND MARKING: The supplier shall arrange for securely protecting and packing the stores to avoid loss or damages during transit

4. TERMS OF PAYMENT : Payment will be made within 30 days of satisfactory receipt of materials at site. Wherever required by the purchaser the successful tenderer must send the operation and maintenance manuals, test certificates, drawings, etc., for the materials ordered. These should be sent immediately after despatch of the materials and a statement to that effect should be made in the Invoice. Failure to comply with this provision will result in delay in payment of the bills. Goods despatched either by V.P.P or by the document presented through bank will not be accepted unless agreed to by the Purchaser.

The duplicate copy of the invoice meant for the transporters should accompany the material as stipulated under C.E. Rules 52A and 173C (or 57GG. A photostat copy of the above Invoice for each delivery challan should be submitted alongwith the original bills routed through bank or submitted directly to BHEL Finance Department.

5. SECURITY DEPOSIT : For purchases over Rs. 5,000/- the successful tenderer/s may be requested to furnish a Bank Guarantee, Security Deposit for an appropriate value as may be determined by BHEL.

6. LIQUIDATED DAMAGES/ PENALTY AND INTEREST ON ADVANCES FOR DELAY IN DELIVERY:

If the supplier fails to deliver the raw material / equipment / components within the period specified in the contract the purchaser shall deduct Liquidated Damages a sum equivalent to 0.5 % of the price for each week of delay upto a maximum of 15% of the price of the delayed / undelivered goods. In addition to the recovery of interest at normal cash credit rate plus 2% for the unadjusted portion of the advances. If the delay in delivery of a part contributes to delay in execution of total system, LD and interest on advances will be recovered on the total contract price / total advance paid.

7. RISK PURCHASE : Alternatively the purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or despatch within the time stipulated as aforesaid or if the same were not available, the best and the nearest available substitute therefor. The supplier shall be liable for any loss which the Purchaser may sustain by reason of such risk purchases in addition to penalty at the rate mentioned in clause 6 above.

8. PREFERENTIAL DELIVERY : It should be noted if a contract is placed on a higher tenderer as a result of this invitation to tender in preference to the lowest acceptable offer in consideration of the earlier delivery, the seller will be liable to pay to the purchaser the difference between the contract rate and that of the lowest acceptable tender on the basis of final price F.O.R. destination, including all elements of freights, sales tax, duties and other incidents, incidental in case of failure to complete supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the contract.

9. MODVAT CREDIT : If any Excise Duty is payable, the chapter head/sub-head reference and the rate of the duty should be quoted. If the tender is availing MODVAT credit for this inputs materials, the effect of proforma credit should be passed on to the purchaser. Tenderer under "MODVAT" shall be preferred.

10. Purchase : Preference will be given to CPSUs as per. Government Guidelines.

11. GENERAL : The purchaser reserves the right to split up the tender and place order for individual terms with different tenderers and also increase or decrease the quantity.

Any Other conditions which might have been quoted by the Seller and are in contravention to the terms prescribed in the order and which have not been spelcifically accepted in by Purchaser will not be applicable to the contract.

# Supplier Bidding Manual

| DOCUMENT RELEASE NOTICE | |
|---|---|
| **Supplier's Bidding Manual**<br>Release 1.0<br>Date of Release: 12.09.2011 | |
| **Author(s):**<br><br>Abhishek Das | Date:09.09.2011 |
| **Reviewer(s):**<br><br>R.Vishwanathan | Date: 13.09.2011 |

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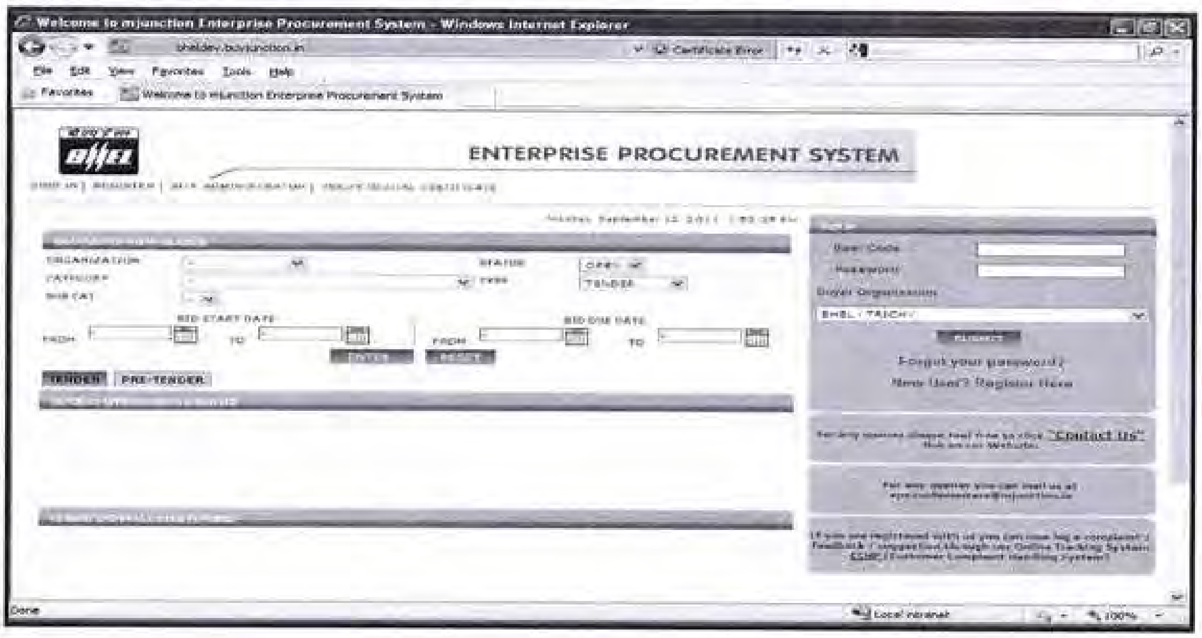
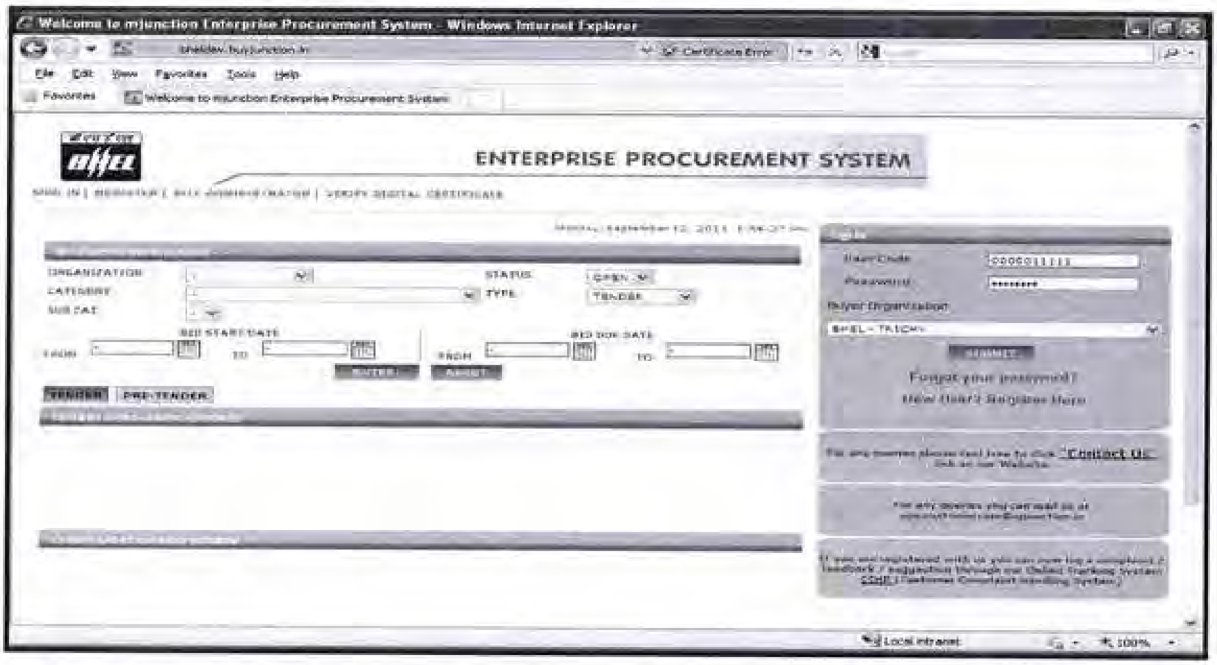
1) The supplier opens the website https://bheleps.buyjunction.in in his computer using the browser Internet Explorer 6.0 or above.

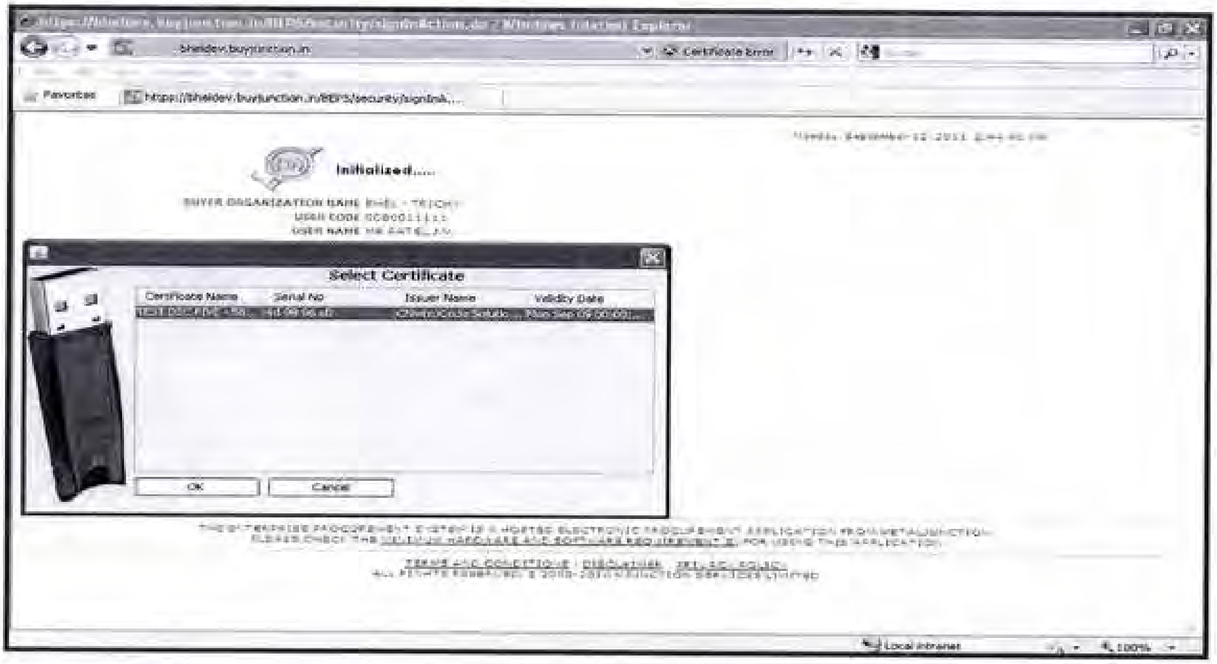

2) The supplier then clicks on the SIGN IN link on the top right of the page



3) The supplier then provides his User Code, Password, selects the buyer organization as BHEL – TRICHY and clicks on the SUBMIT button.

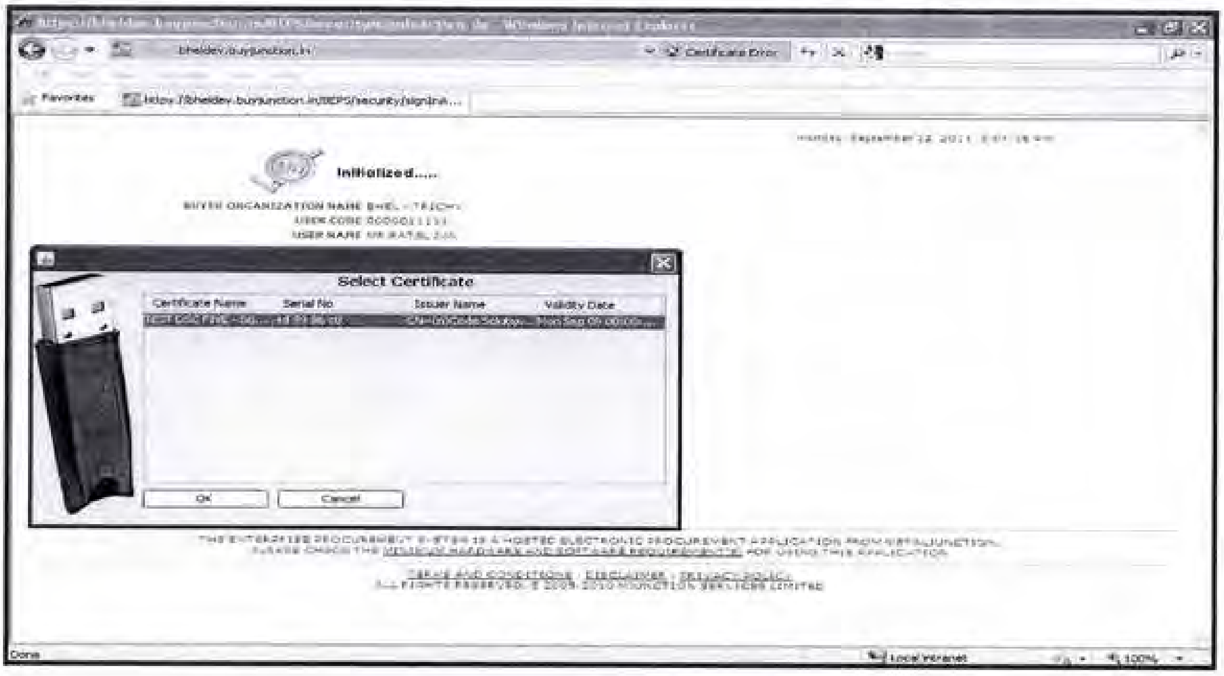


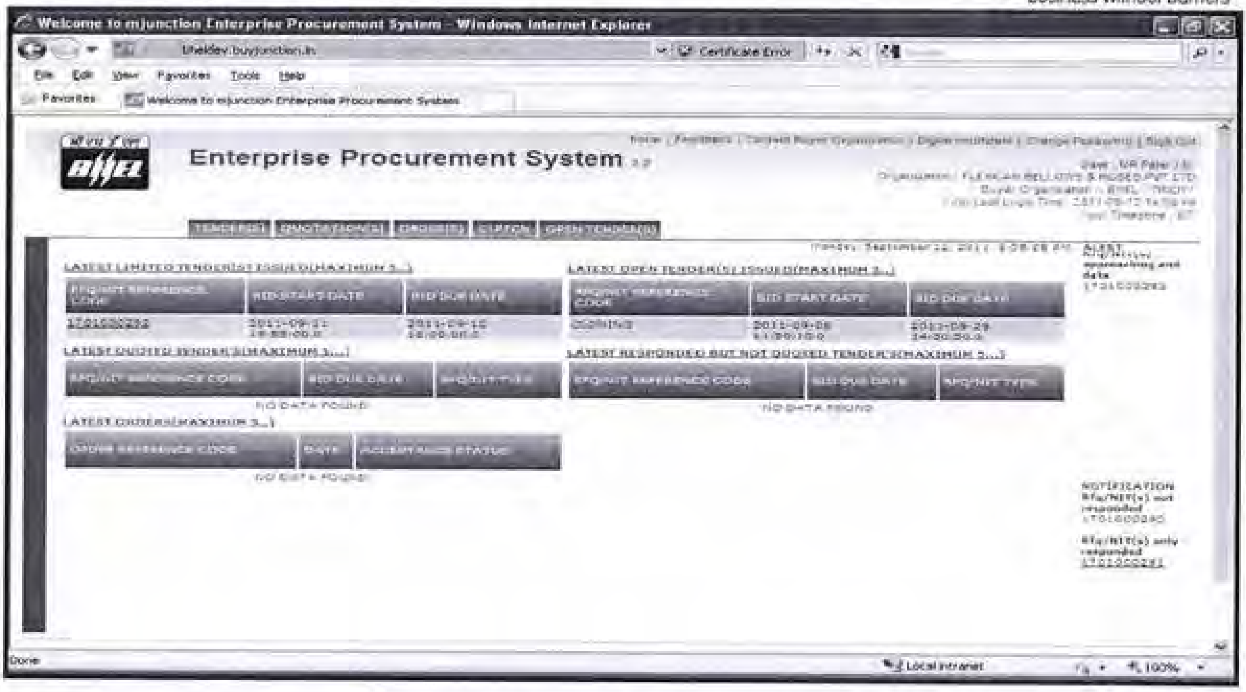

4) The system will then ask for the sign in DSC from the supplier (In case of 1024 bit DSC there will be a single sign in and encryption DSC but in case of 2048 bit DSC there will be different DSC for sign in and encryption). The supplier has to select the relevant DSC in the pop-up window and click on OK button.



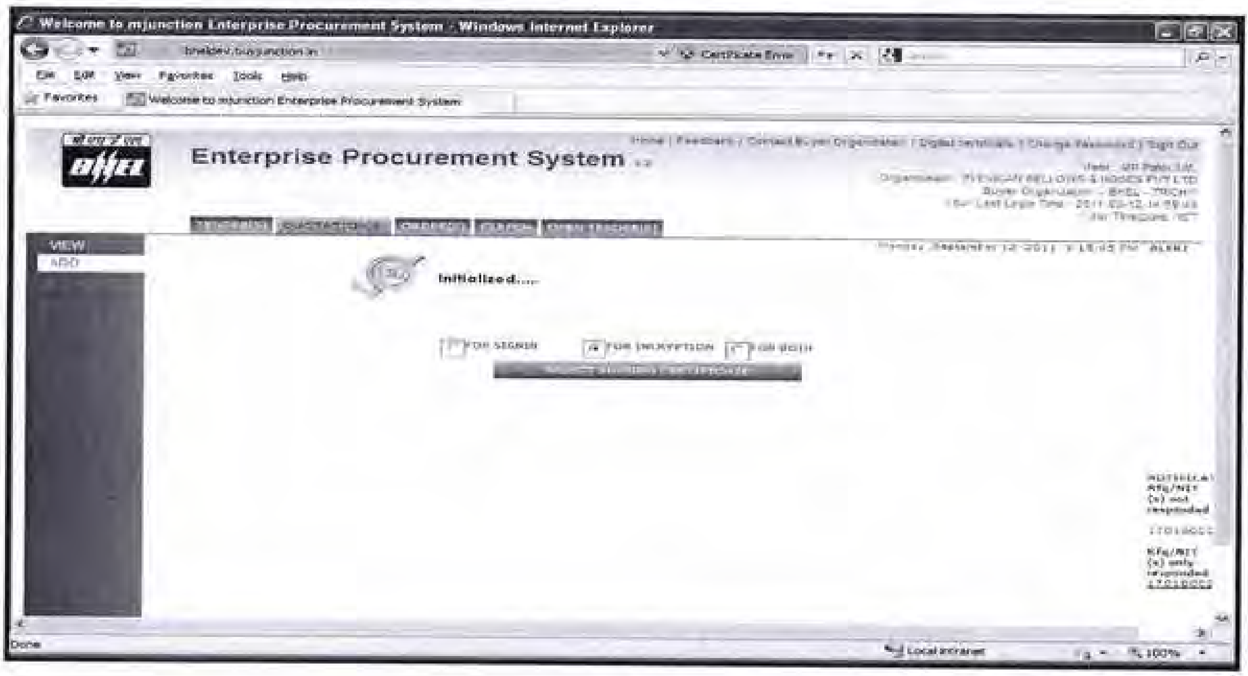
5) The system will verify the provided DSC and will momentarily display a "Pending for Approval" message on the screen and then will immediately logout the supplier of the system and will take him back to the sign in page.


6) After the supplier sign in DSC is approved in the system by the Admin the supplier can re-login to the system using the same sign in DSC. This time the system will validate the DSC and will allow the supplier to view his dashboard.

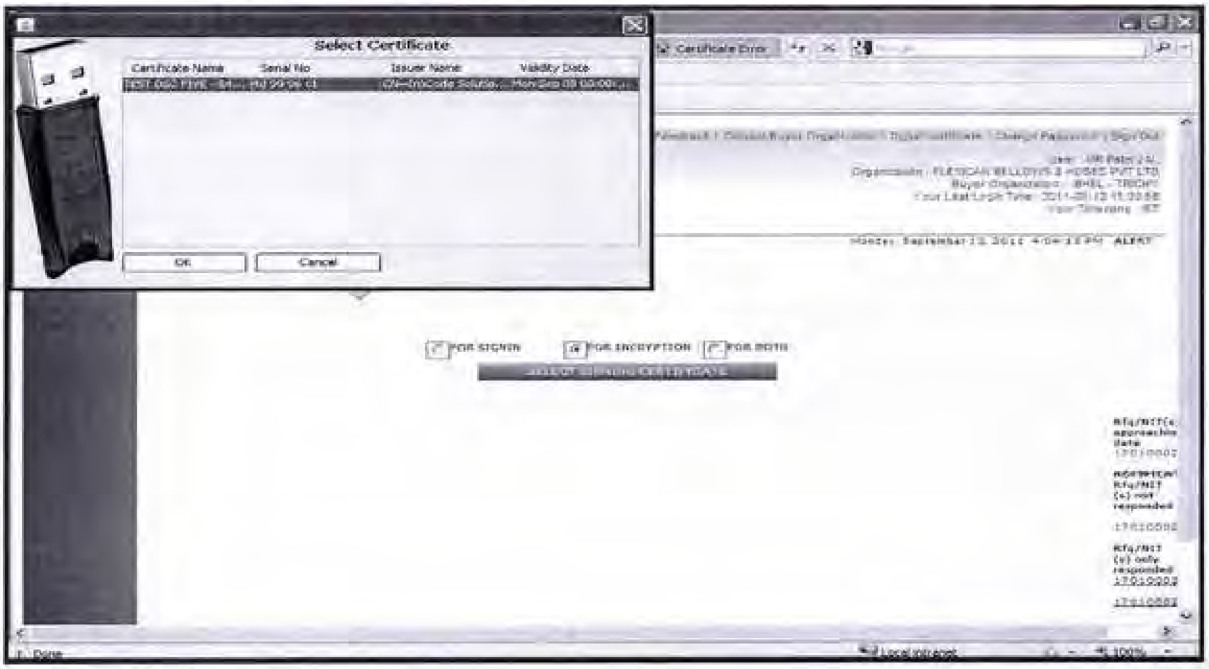





7) After successfully logging in the supplier needs to map his encryption DSC in the system (In case of 1024 bit DSC there will be a single sign in and encryption DSC but in case of 2048 bit DSC there will be different DSC for sign in and encryption). The supplier needs to click on the"Digital certificate" link on the top right of the page, then click on ADD link on the left pane of the page. Then "FOR ENCRYPTION" option needs to be chosen in case of 2048 bit certificate or "FOR BOTH" option needs to be chosen if 1024 bit certificate is used. Then click on the "SELECT CERTIFICATE" button



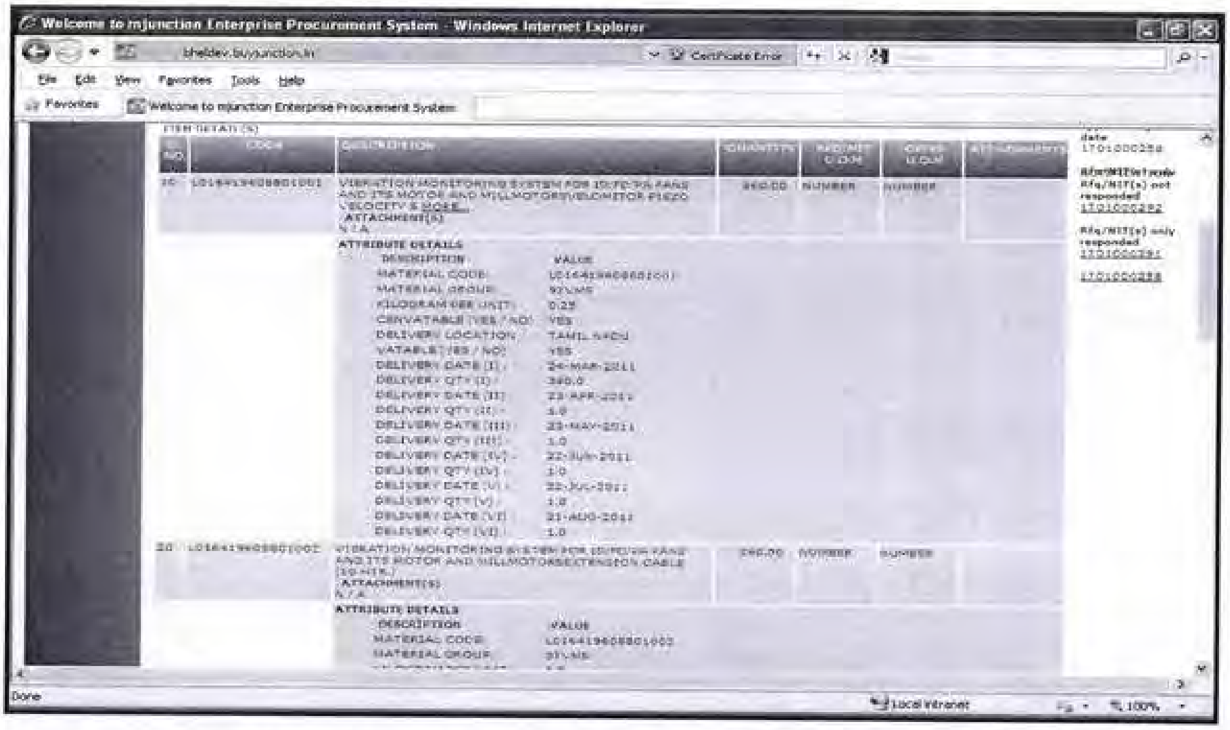
8) On clicking the abovementioned button will open a pop-up menu where the supplier needs to provide his encryption DSC (In case of 1024 bit DSC there will be a single sign in and encryption DSC but in case of 2048 bit DSC there will be different DSC for sign in and encryption) and click on OK.



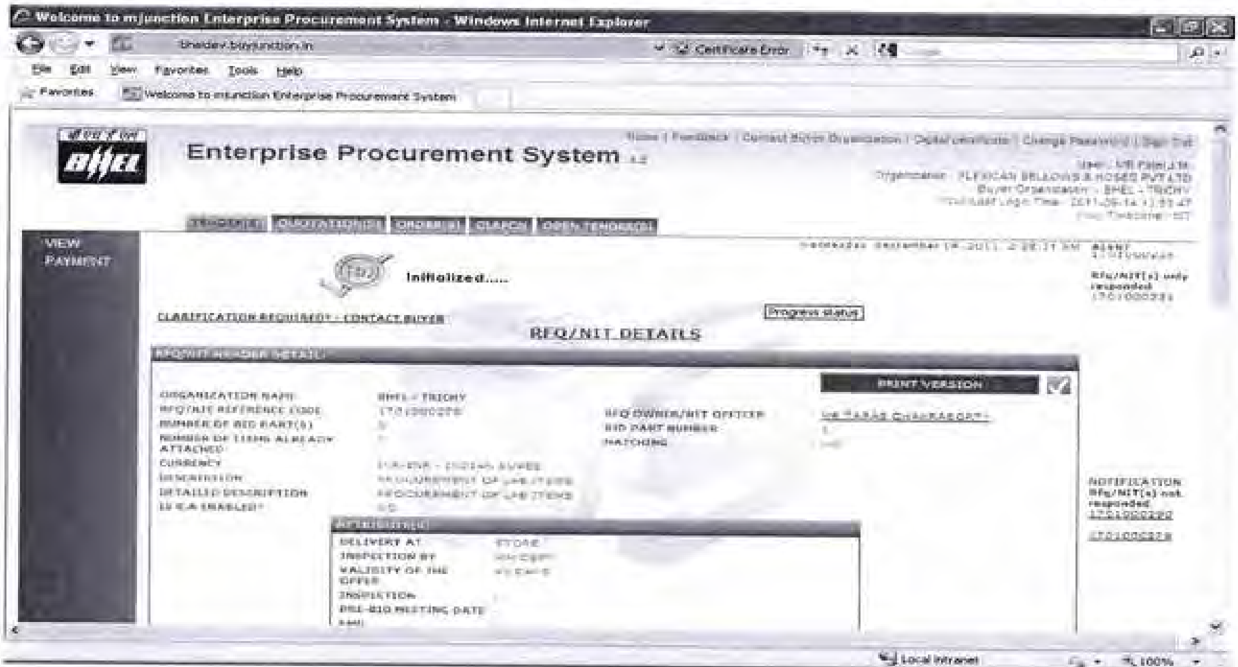

On successful mapping of encryption DSC the system will display a success message.

9) Now the supplier can visit his homepage and access the RFQ under Latest limited Tender(s) issued heading. Alternatively he can go to TENDERS ->VIEW and select status as OPEN FOR QUOTATION SUBMISSION and click on ENTER, this will display all the eligible RFQs and the supplier can click on the relevant RFQ to view all the RFQ details.

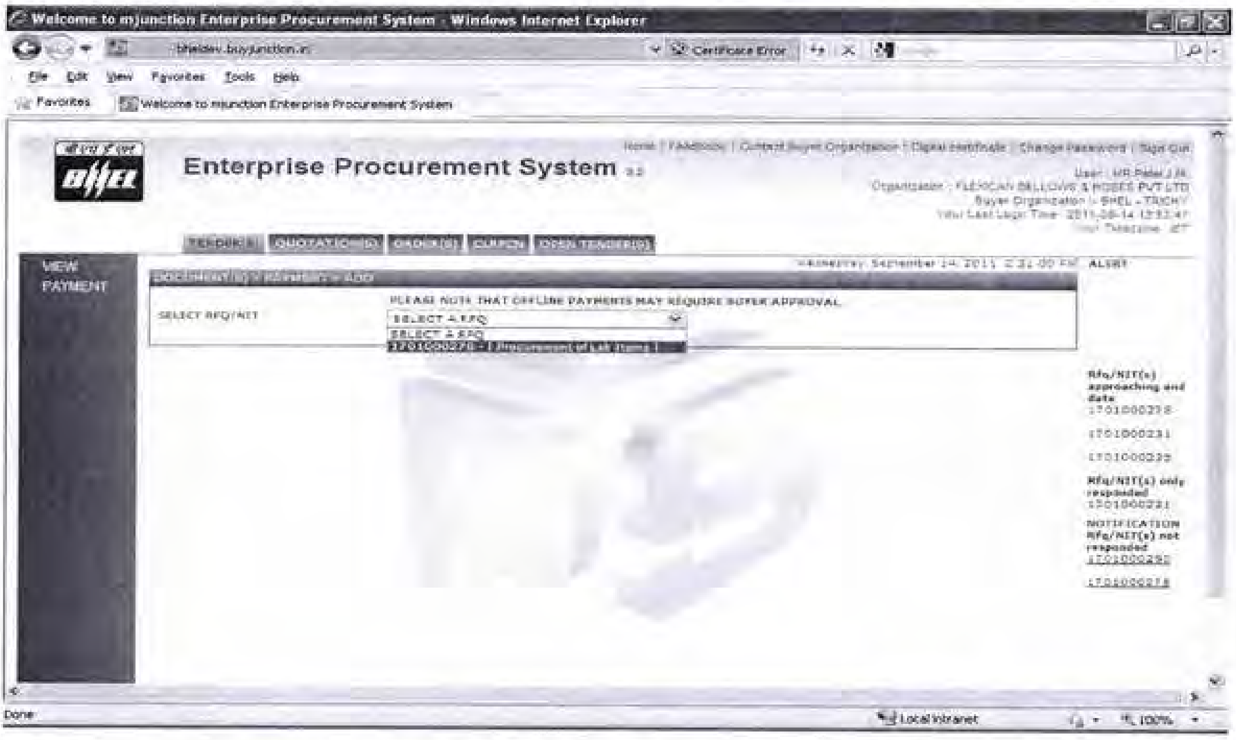

10) By clicking on VIEW ITEMS the suppliers can also view all the items attached to the RFQ.



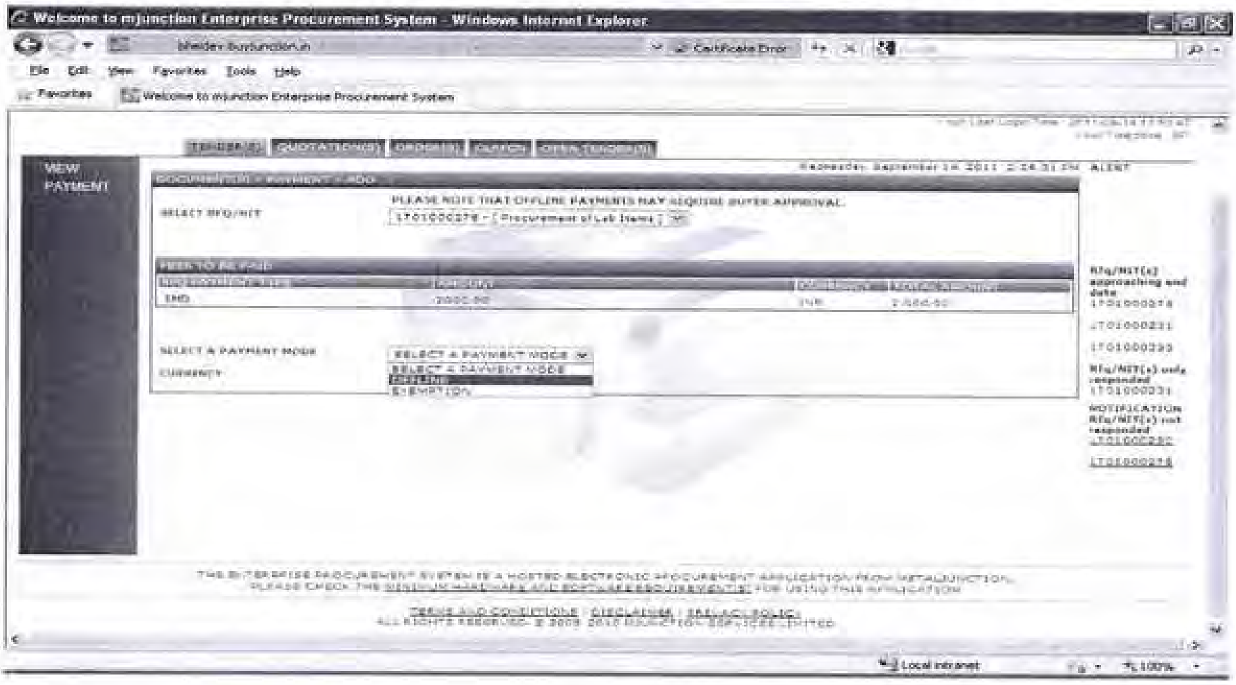

11) By clicking on BACK TO RFQ the supplier gets back to the RFQ Header. Now he needs to click on the PAYMENT link on the left pane of the page to proceed towards completion of the payment formalities associated with the RFQ.



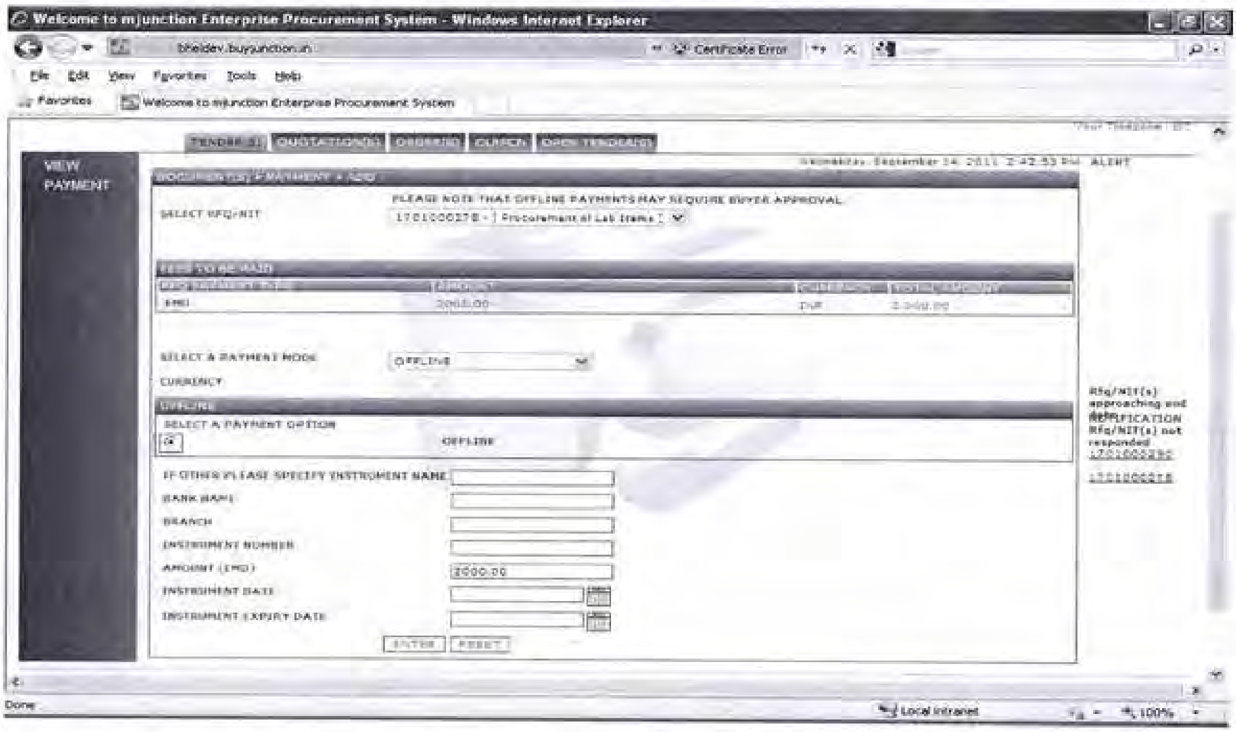
12) Now the supplier has to select the particular RFQ from the drop-down list displayed on the page



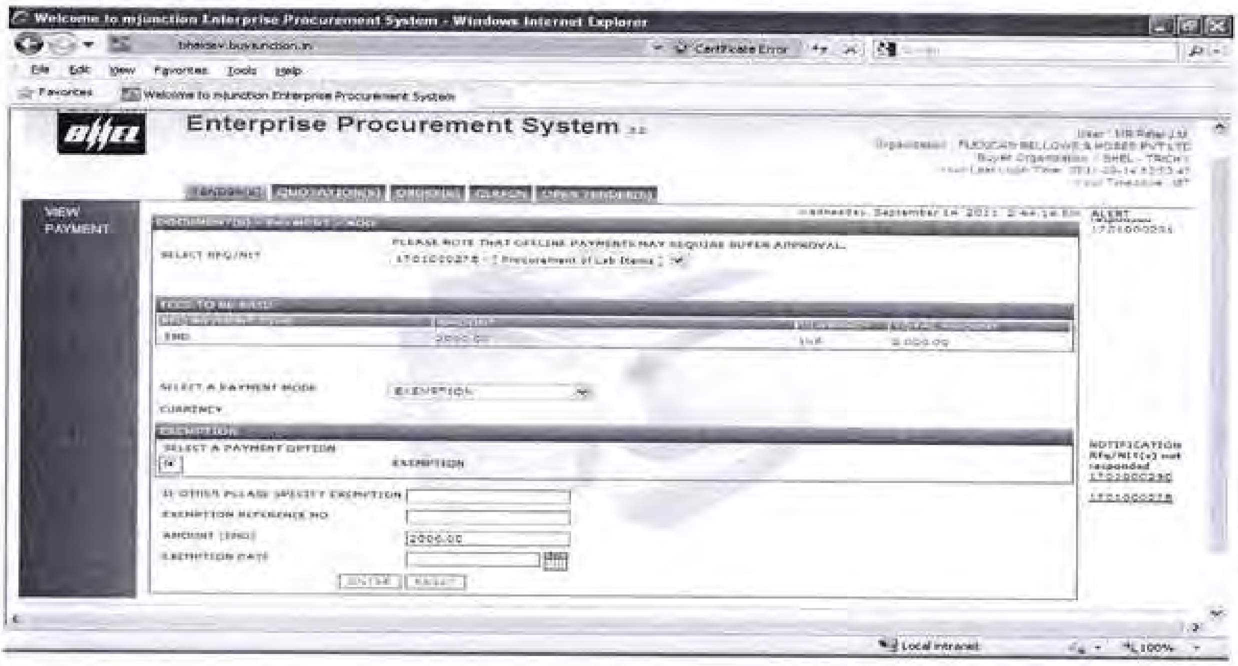

13) In the subsequent page the supplier selects the suitable payment mode from the SELECT PAYMENT MODE drop-down list and then follows the instructions displayed on screen to complete the payment process.



If he selects OFFLINE then he has to provide all the relevant details as required in the fields displayed and then click on the ENTER button to complete the payment process.

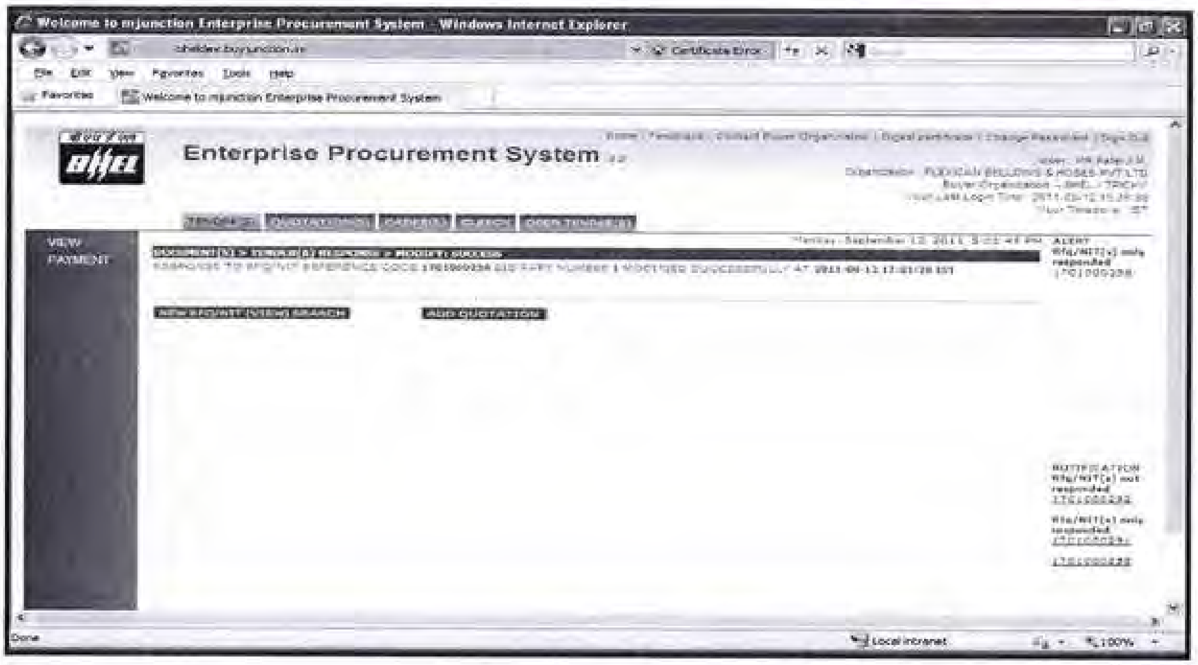



If he selects EXEMPTION then also he has to provide all the relevant details as required in the fields displayed and then click on the ENTER button to complete the payment process.

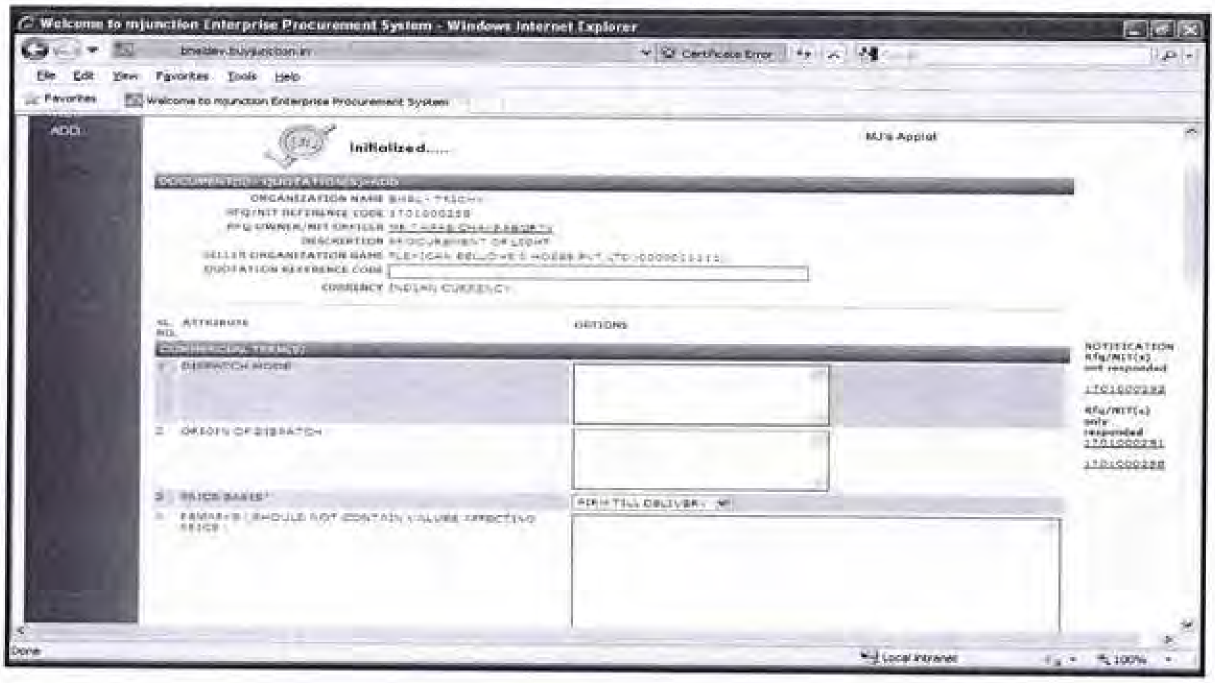


14) Now the supplier has to again follow Step 9 to access the RFQ header information and click on RESPOND TO RFQ/NIT button at the bottom of the page. The system again asks for the sign in DSC and on successful verification supplier is landed on to the Terms and Conditions page.

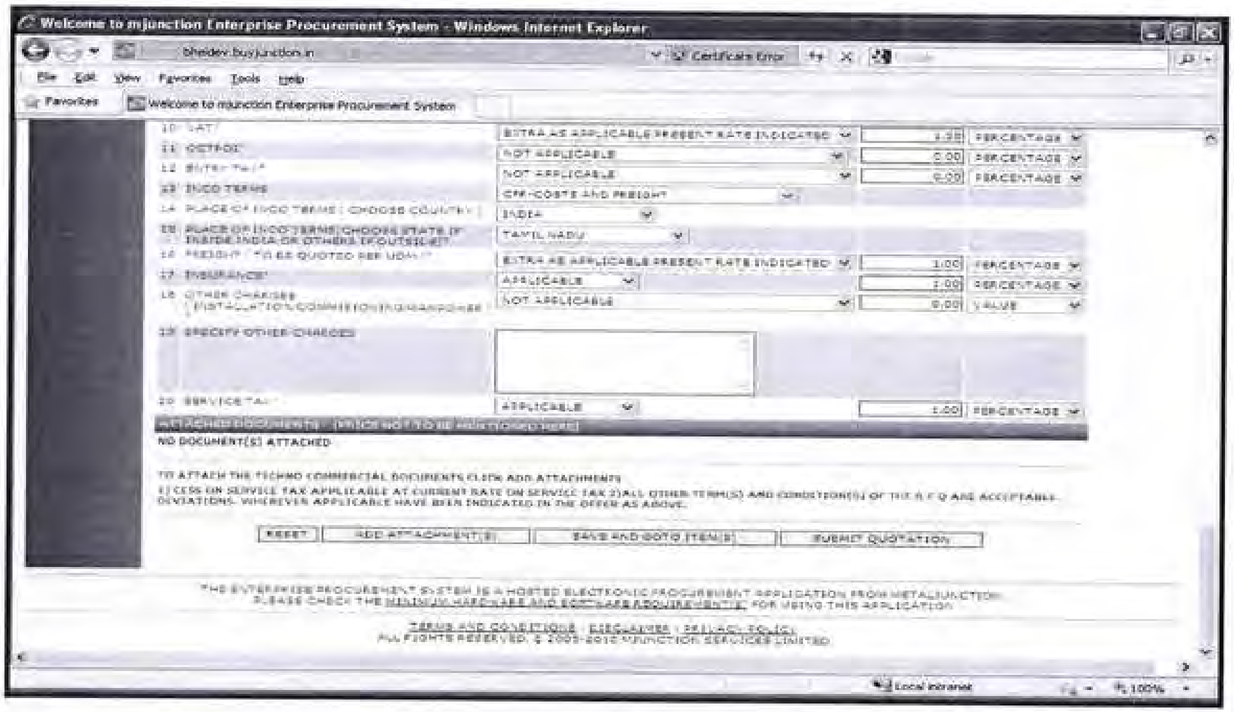

If he chooses the second option then he can provide comment on the text box and then clicks enter then he cannot participate in the RFQ and is taken out of the system. If the supplier chooses the first option and then clicks on enter button he is taken to the ADD QUOTATION page.



15) The supplier then clicks on the ADD QUOTATION button and fills in all the relevant bid details in the next page.

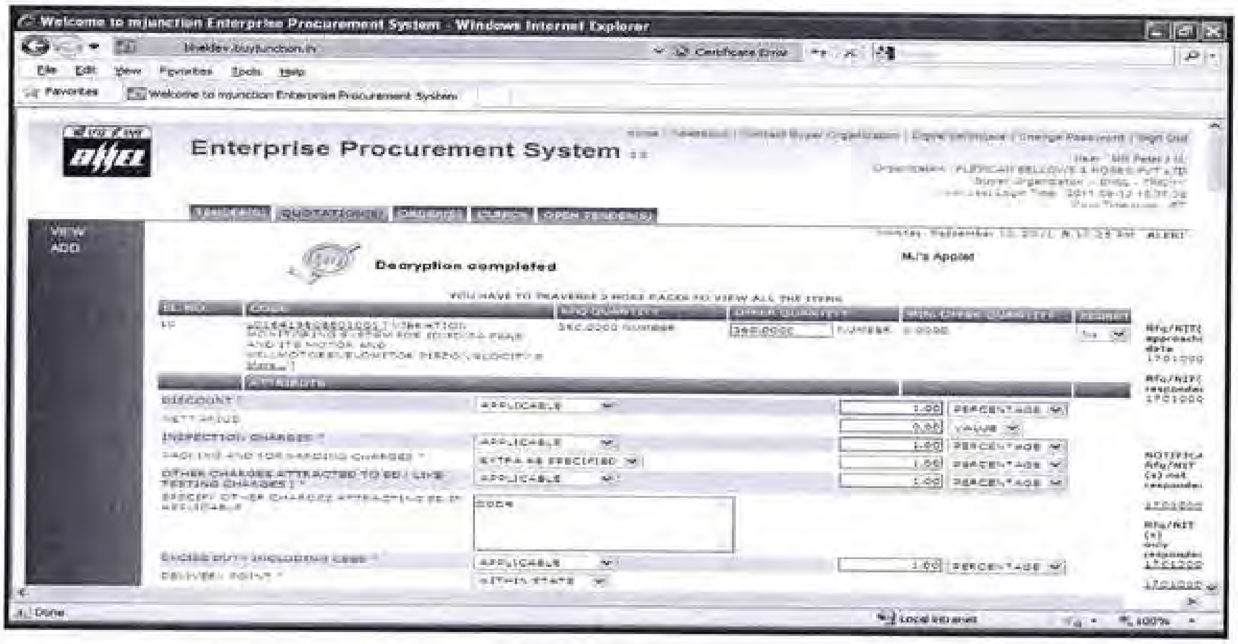



16) After filling up all the bid details the supplier clicks on SAVE AND GOTO ITEM(S) button at the bottom of the page.



17) The system again asks for DSC twice (both the sign in and encryption)


18) On successful verification the system again asks for the decryption DSC for decrypting the bid data and opening up the price bid template. The supplier can put his price bid once the decryption activity is completed and the system shows "Decryption completed"



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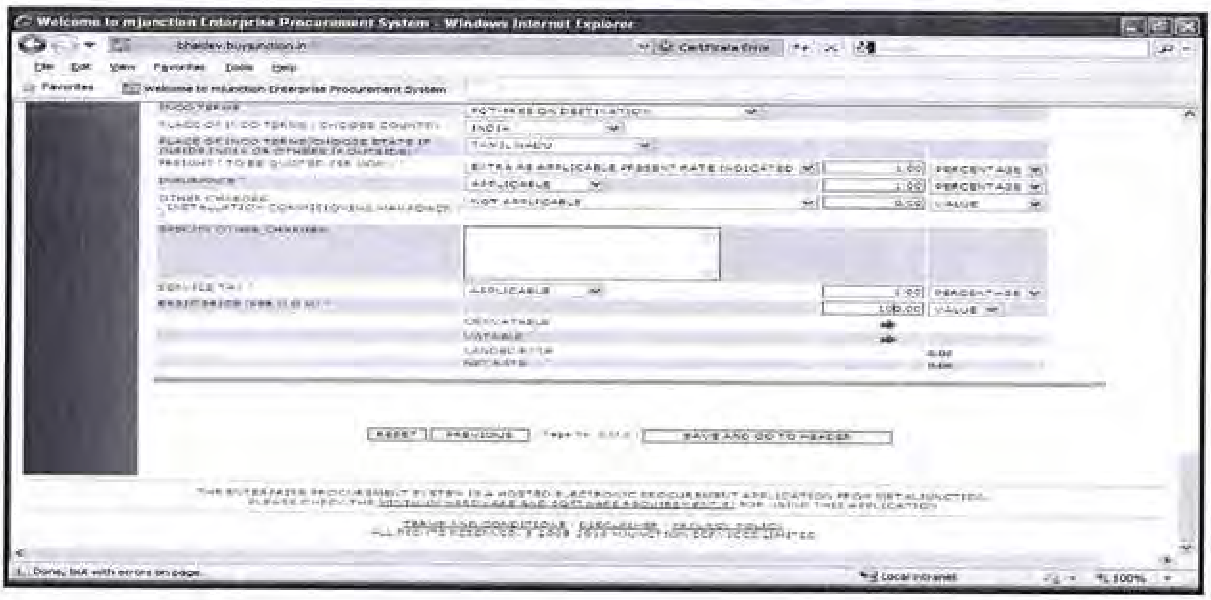
19) If there are more than 5 items in the RFQ the supplier clicks on NEXT button at the end of the page to bid for all the remaining items. For traversing from one page to another the system would ask for both sign in and encryption DSC a number of times and follow the instruction in Step 18.Once all the price bid data have been filled up the supplies clicks on SAVE AND GOTO HEADER




20) This time also the system will ask for both sign in as well as encryption DSC

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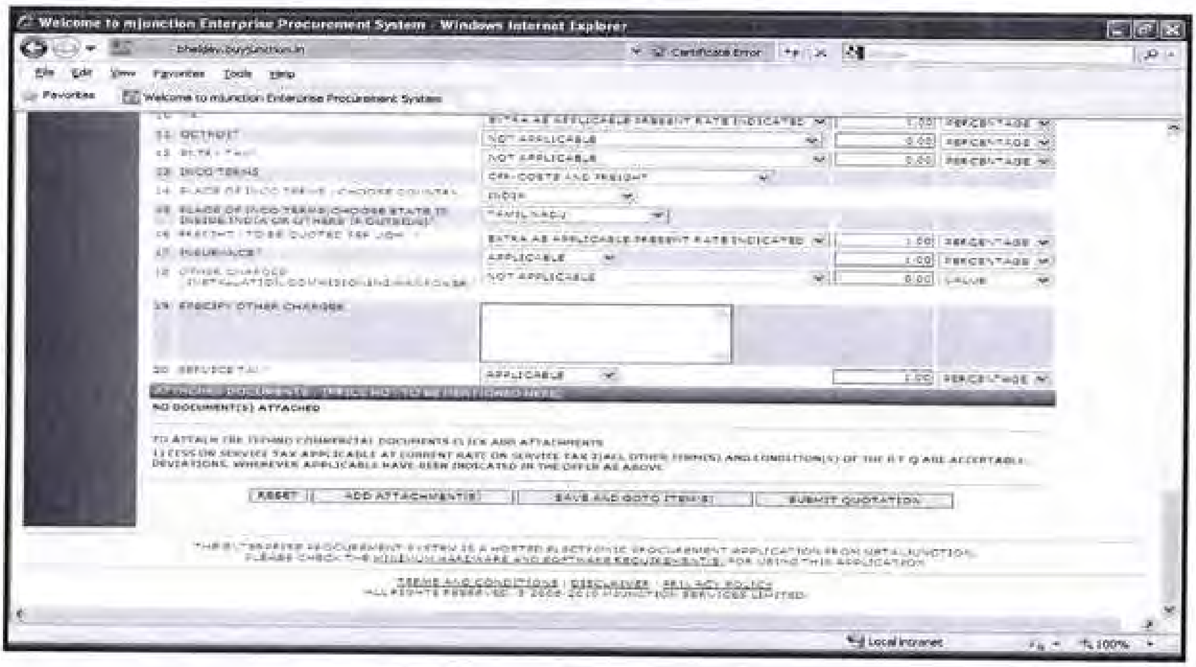
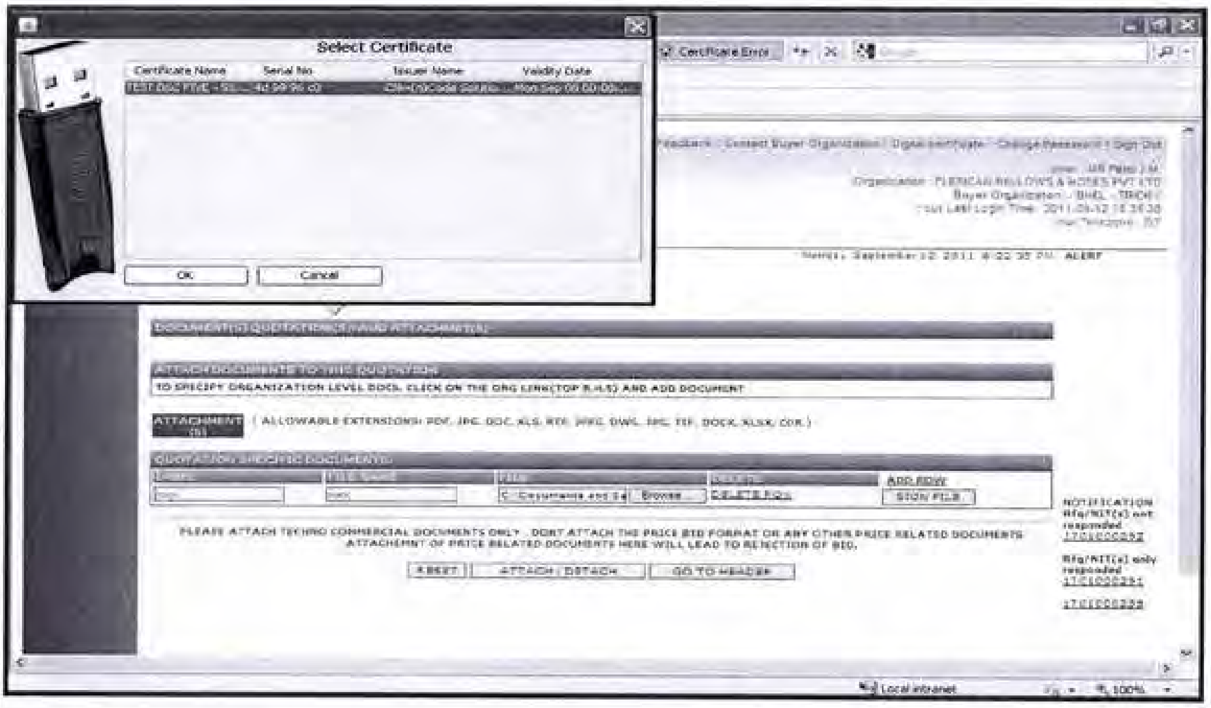
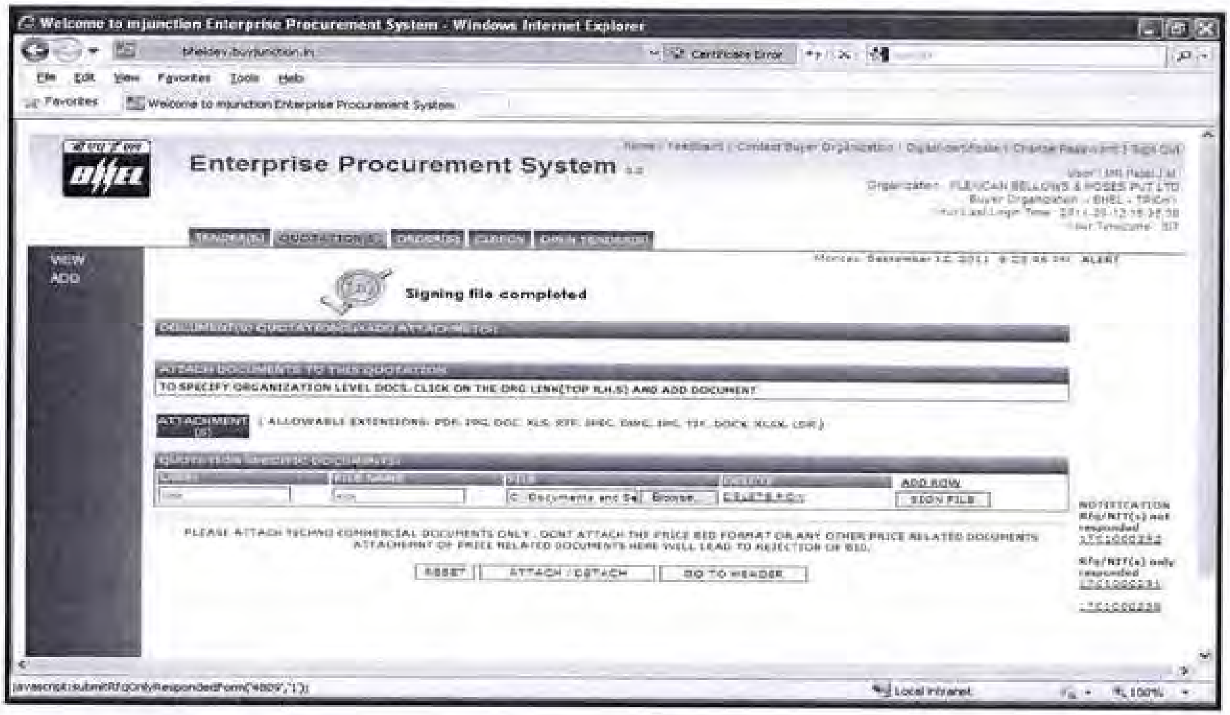
21) Once decryption is completed the supplier clicks on ADD ATTACHMENT(S) at the bottom of the page to upload any documents (if necessary)




22) This time the system will ask for the sign in DSC from the supplier.

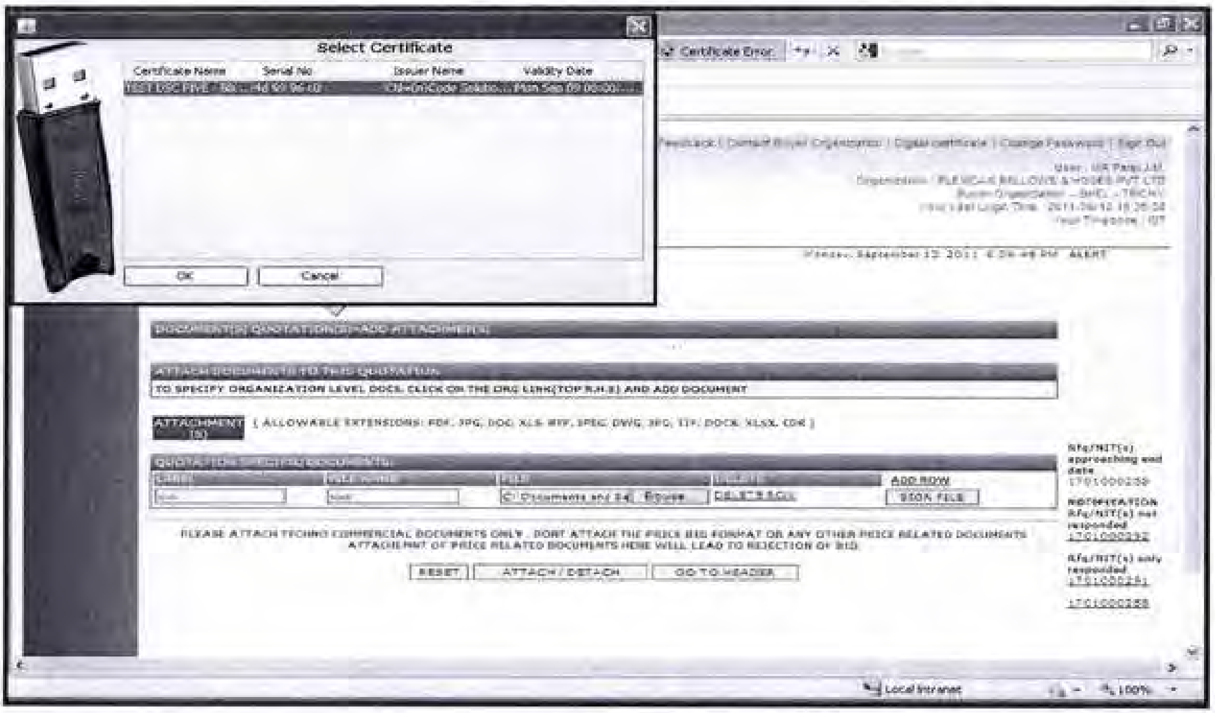
23) On the attachment section the supplier should click on ADD ROW, fill in relevant details and digitally sign the file to his bid by clicking the SIGN FILE button, when the system asks for the sign in DSC.



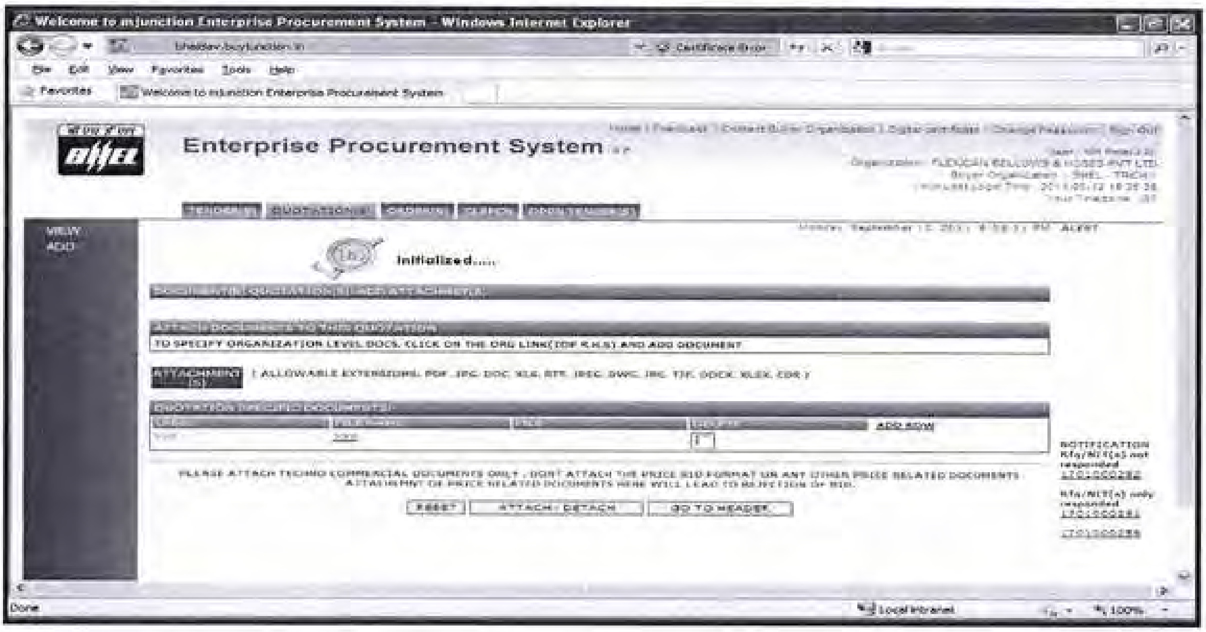


Once system shows Signing file completed the supplier can attach the next file similarly or click on GOTO HEADER.

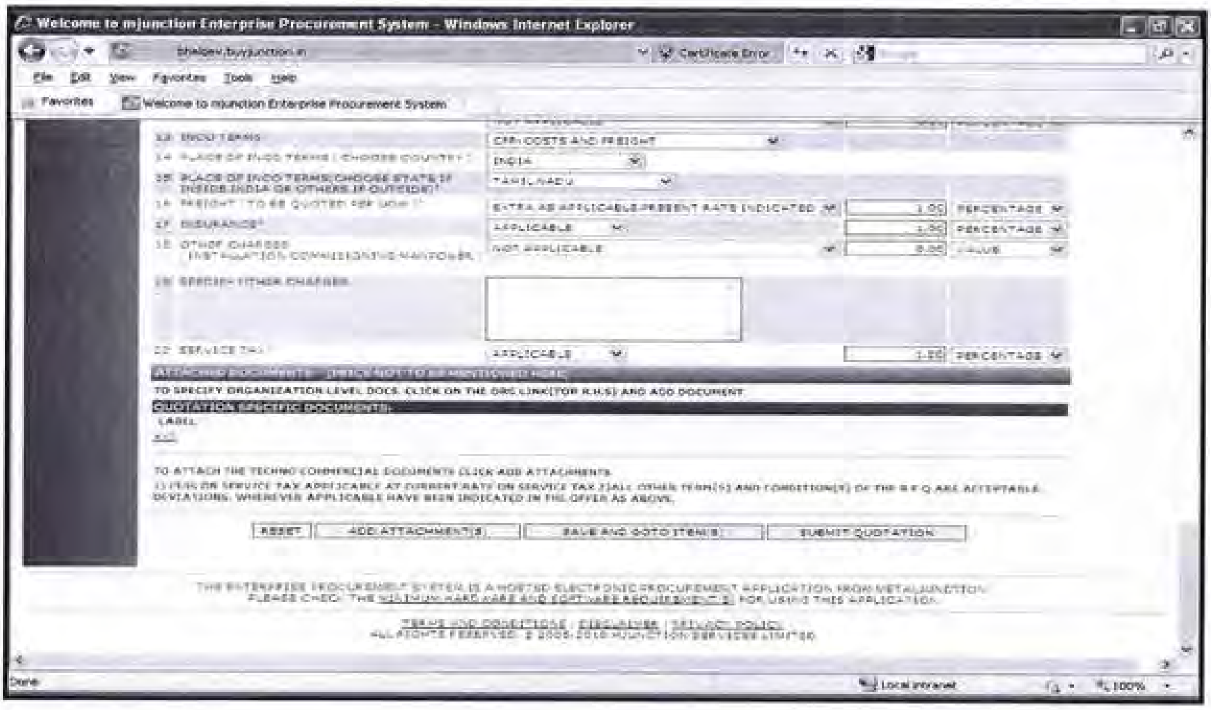
24) The supplier the clicks on ATTACH/DETACH button when system again asks for the sign in DSC.



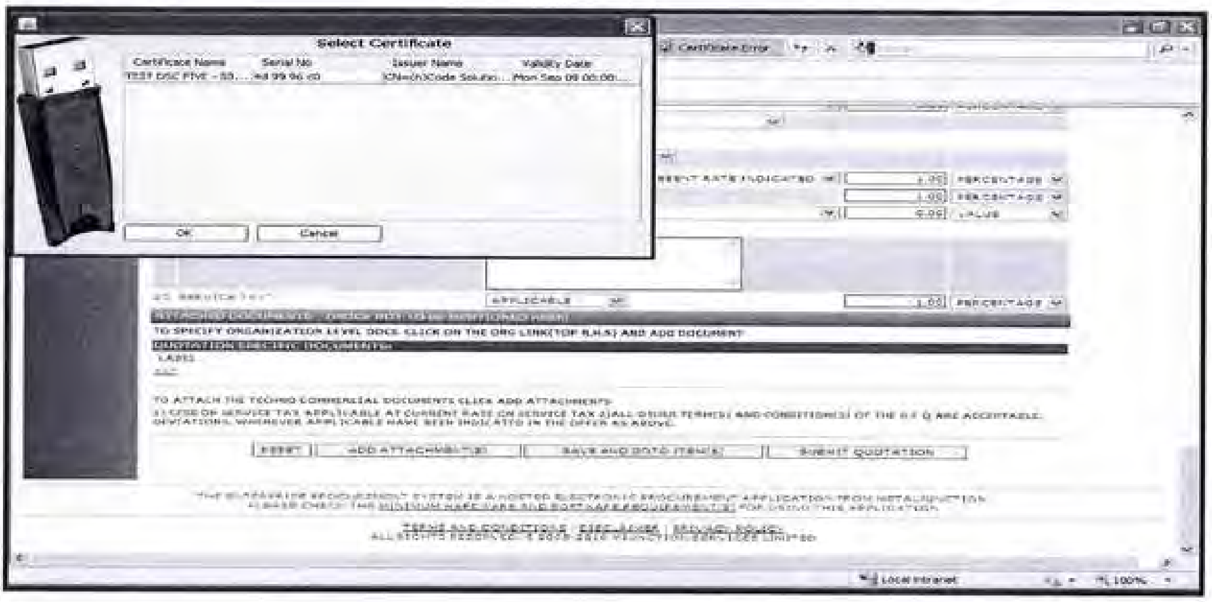
25) Once the document is attached the supplier clicks on GOTO HEADER button



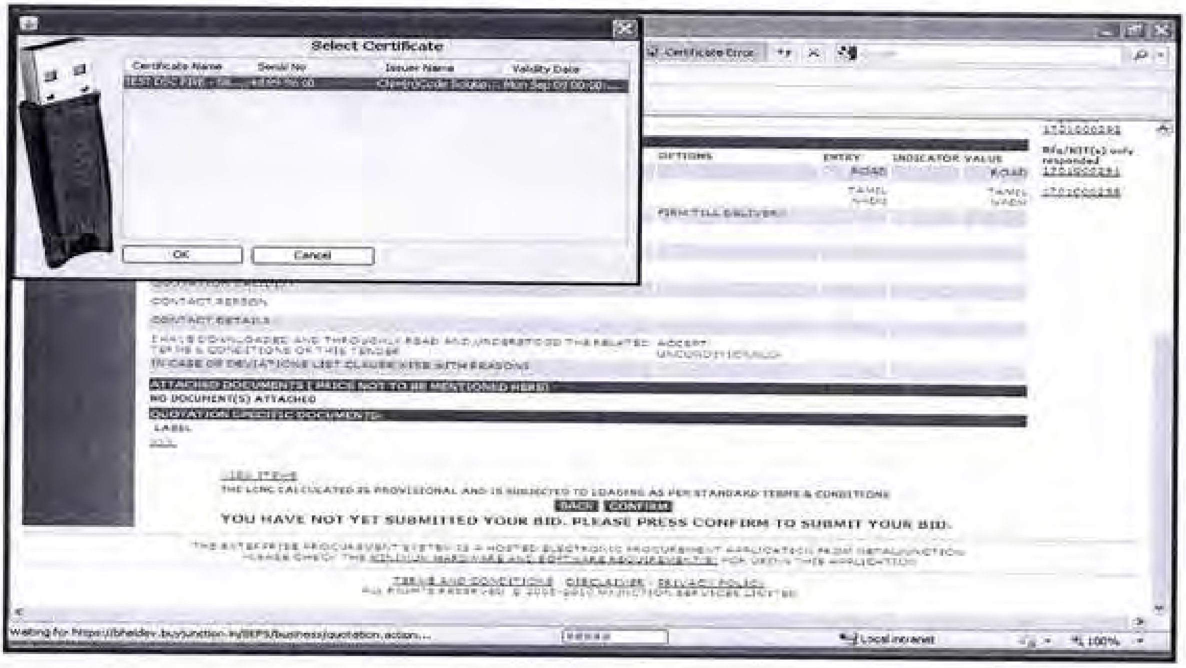
26) The system again asks for the encryption DSC and once decryption activity is completed the supplier can click on SUBMIT QUOTATION button.



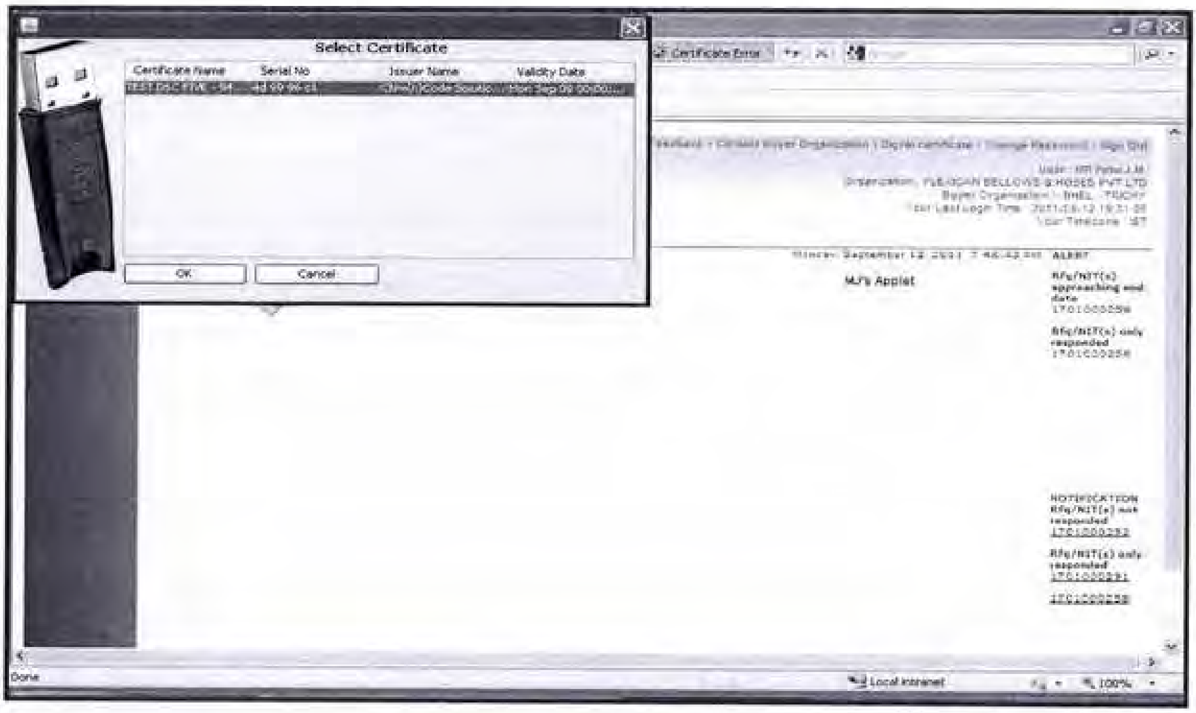

27) The system again asks for both sign in as well as encryption DSC before the supplier is taken to bid submission confirmation page.

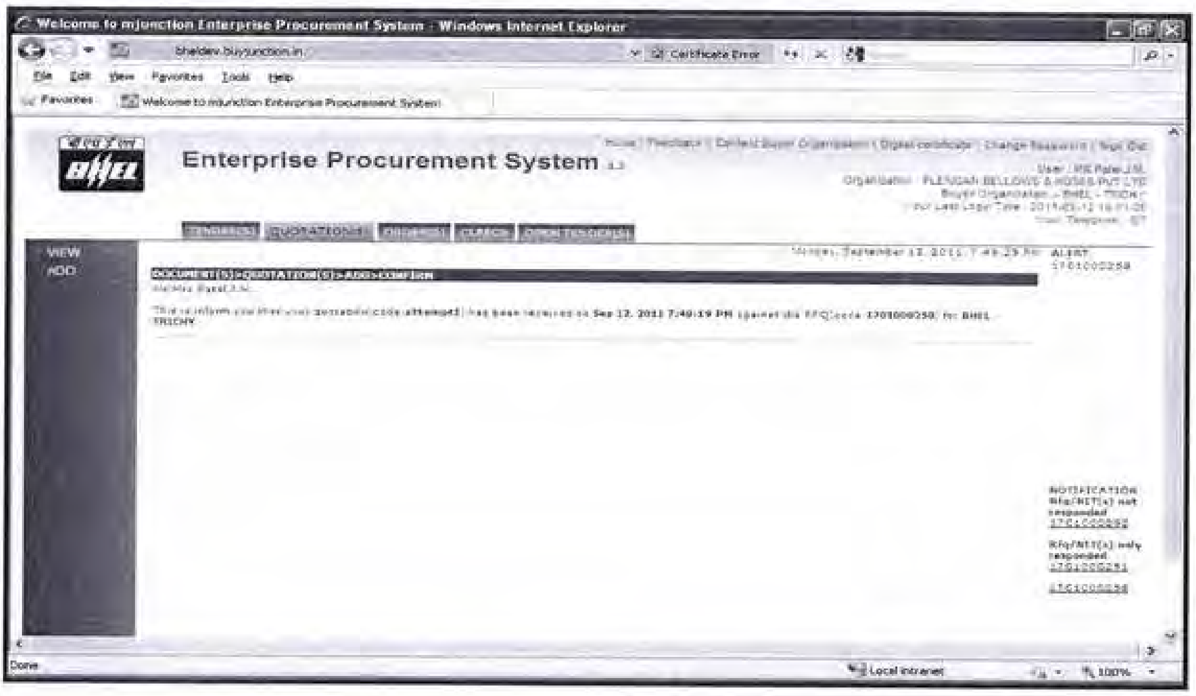



28) The supplier then clicks on the confirm button when the system asks for the sign in DSC again before final submission.



29) Before showing the bid submission confirmation message the system will ask for the encryption DSC as many times as there are items in the RFQ. Once the encryption process is completed the bid submission confirmation message is displayed



## PC Set up and initial login guide

- Install JAVA Run time Environment (JRE) 1.6 and above.
- Please install net meeting software like Teamviewer (www.teamviewer.com) , showmypc (www.showmypc.com ) for online support.
- Install Digital signature certificate with .pfx extension. Install CA & CRL (Chain Certificate)
- If your Digital Signature is in eToken , please Install eToken Driver.

  **For viewing your Digital Signature Certificate in the eToken:**

  Click Start > Programs > eToken > eToken Properties. Click "Advanced" and double-click on eToken" – under that you will see User Certificates & CA Certificates. Under User certificates option one can view certificate details viz. Issued To, Issued By, Validity, Serial Number etc.

- Login in BHEL EPS
- Put your user id & password.
- Select your respective BHEL Plant
- Click on submit.
- For the first time user, one Applet Window appears. Check the box " always trust content from this publishers" Click run.
- DSC dialog box appears. Select the respective certificate.
- Contact Buyer for certificate approval.
- Buyer approves supplier certificate
- Now Login into BHEL EPS with User ID and Password provided.
- Click Digital Certificate button on top of the page.
- Click Add button on left hand side of the page
- Select "For Encryption" Radio button if you have 2048 bit certificate. Else you select "Both" Radio button if you have 1024 bit certificate.

# e- Procurement – BHEL TRICHY

Dear Sir/Madam,

BHEL Trichy has implemented e-Procurement and it is going to be the way of working in future.

**The Requirement :**

1. A PC with Internet connectivity &
2. DSC (Digital Signature Certificate)( **Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION**)

**The following are the benefits of e-Procurement Process.**

1. Ensuring no offer is missed due to last minute submission, postal delays etc.
2. Reduced Tendering & ordering cycle time
3. Economical, smoother & speedy communication
4. Greater Transparency
5. Big step towards paperless procurement process, Minimal human error
6. No geographical barriers
7. Vendor gets alerts regarding issue of new tender enquiry, amendments, clarifications etc
8. Submission of offer from the comforts of their office from any location
9. On line clarifications
10. Direct Cost Savings such as reduced Paper costs, reduced printing costs, reduced mailing costs, reduced telephone costs and reduced fax costs.

BHEL has finalized the e-procurement service Provider

**M/s m Junction services Limited, Kolkata**

Godrej Water Side, 3rd Floor, Tower-1, Plot-V, Block - DP
Sector - V, Salt Lake, Kolkata-700091, West Bengal, INDIA

Please get in touch with them immediately. The contact details of the service provider is given below:

| SL | NAME | e-Mail ID | Mobile No | ROLE |
|---|---|---|---|---|
| 1 | DHANARAJ.P | panneer.dhanaraj@mjunction.in | (+91) 9500199108 | CRM |
| 2 | HELP DESK | eps.customercare@mjunction.in | 033-66106426/6217/6013/6046/6176 9163348283/9163348284/9163348285 /9163348286/8584008116 | |

The process of utilizing e-procurement necessitates usage of DSC (Digital Signature Certificate)( **Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION**) and you are requested to procure the same immediately, if not presently available with you. Please note that only with DSC, you will be able to login the e-procurement secured site and take part in the tendering process.

The contact details of the DSC Certifying Authority as given below

| | | | | | |
|---|---|---|---|---|---|
| 1 | **e-Mudhra** | http://www.e-Mudhra.com | 5 | **NIC** | www.safescrypt.com |
| 2 | **GNFC** | www.ncodesolutions.com | 6 | **Safescrypt** | www.safescrypt.com |
| 3 | **IDRBT** | www.idrbtca.org.in | 7 | **TCS** | www.tcs-ca.tcs.co.in |
| 4 | **MTNLTrustline** | www.mtnltrustline.com | | | |

Your early action in this regard is highly solicited.

Regards