

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 forMicro / Small (~~Strike off which is not applicable~~)
Category under MSMED Act 2006.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

Terms & Conditions of Reverse Auction

Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to “REVERSE AUCTION PROCEDURE” i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit ‘online sealed bid’ in the Reverse Auction. Non-submission of ‘online sealed bid’ by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (annexure IV) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at “Total Cost to BHEL” like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.

10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL's standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the 'Business Rules of Reverse Auction', which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.



BHARAT HEAVY ELECTRICALS LIMITED
TRANSMISSION BUSINESSSS GROUP
MATERIAL RECEIPT CERTIFICATE

- a) Site:
b) LR No. with date:
c) Vehicle no.:
d) Date of receipt of material at site:
e) Material details (as mentioned below):

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

Other Remarks:

Signature with date: _____

Name & Designation: _____
(With Seal)

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

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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 (1st 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

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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