

ANNEXURE-I
VENDOR DETAILS

SL. NO.	PARAMETER	VENDOR TO SPECIFY
01	Name of the Vendor	
02	Type of firm with document proof (proprietary/Pvt. Ltd./partnership/ Public sector etc.)	
03	Year of Establishment	
04	CIN, Excise Regn. No, Sales tax, Pan no, any other ref.	
05	Regd. / Head office address	
06	Regd. / Head office contact person details Name, Ph. No., Mob. No., e-mail, Fax etc.	
07	Marketing Office Address (packing & forwarding)	
08	Marketing Office contact person details (packing & forwarding) Name, Ph. No., Mob. No., e-mail, Fax etc.	
09	Financial status for last 3 years Audited balance sheet (copies to be enclosed)	
10	Factory Address	
11	Manufacturer / Marketing / Loan Licence / Import Licence with Govt. approved certificate& agreement copy, details to be enclosed with list of items in each category	
12	Quality control procedures adopted for Raw Material & Manufacturing process (please enclosed details)	
13	Lab test report (Govt. approved Lab)	



14	Supply of Items with bar coding facility for billing details (available / not available)	
15	WHO / GMP certificate valid copy (if available)	
16	ISO 9001/any other qualifying criteria certificate (if available)	
17	US FDA/EU if any	
18	Already supplying to BHEL Unit, if any BHEL Unit specify	
19	List of Central Govt. Institutions / Central Public Sector Hospitals already being supplied	
20	Enclose Annexure with contact person Name, Phone No., Mobile No., & e-mail etc. for the above Hospitals	
21	Items under price control by NPPA / DPCO / Government of India in Annexure-II to be indicated	
22	Approval copy for Manufacturing / Marketing of the items quoted from Government	
23	Dealer for BHEL Hospital Trichy-620 014 Contact Person: Name, Ph. No., Mob. No., e-mail, Fax etc.	
24	Dealer for BHEL Hospital / Ranipet-632 406 Contact Person: Name, Ph. No., Mob. No., e-mail, Fax etc.	


CHANDRASEKARAN.K
 OFFICER/PHARMA
 PURCHASE / STORES
 BHEL MAIN HOSPITAL
 TRICHY - 620 014.

ANNEXURE II

BHARAT HEAVY ELECTRICALS LIMITED **TIRUCHIRAPALLI-620 014** **MEDICAL DEPARTMENT**

QUALIFYING CRITERIA

1. Suppliers must be already supplying Lab Chemicals & Reagents to any one Central Public Sector undertaking (CPSU) / Central Government.
2. Suppliers shall submit the list of items supplied to CPSU / Central Government institutions
3. Suppliers shall enclose CPSU / Central Government Purchase order copies for past 3 financial years (2014 – 2015, 2015 – 2016, & 2016 – 2017) from 01.04.2014 to 31.03.2017 and the total value of this PO's shall not be less than 50 Lakhs Suppliers who fulfil the above conditions only will be qualified for the contract.
4. Suppliers shall enclose the details, Values of Purchase Order for past 3 Financial years in the enclosed format.
5. Suppliers shall enclose the past three years Balance sheet copies (2014 – 15, 2015 – 16, 2016 – 17) duly certified by auditors along with income tax return forms for the above three years must be submitted.
6. The manufacturing units must have ISO certification.
7. The Reagents / Chemicals must have either NABL / CE certification.

Contd...2



8. Two customers satisfaction certificates from NABL approved Labs for which the vendors have supplied Reagents / Chemicals for the past 3 years shall be enclosed. The details of contact person Name , Phone no & e-mail for these customers shall be enclosed for reference.
9. The Supplier if finalized for the contract must agree for executing a BANK GUARANTEE / SECURITY DEPOSIT for a value of 5% of the total contract value finalized for that particular vendor.


RD. GAUPIY SUNDER
Sr. Dy General Manager
Stores & Admn.(Medical)
BHEL Hospital
Trichy - 620 014.


Dr.S. NARAYANAN, M.B.B.S., DCP.
CONSULTANT / CLINICAL PATHOLOGY
BHEL HOSPITAL TRICHY 14.

ANNEXURE IV

BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPALLI-620 014
MEDICAL DEPARTMENT

TELE: 0431-2574272, 2573905, 2571958 & 2553348, FAX: 0431-2553222
E-mail: dgopi@bheltry.co.in, medpur@bheltry.co.in, medstores@bheltry.co.in
medsurstores1@bheltry.co.in

REF: BHE/MED/STR/2017-2019/ LAB

DT: 09.10.2017

THIS IS ONLY A REQUEST FOR QUOTATION AND NOT AN ORDER.
FAX / E MAIL OFFERS WILL NOT BE CONSIDERED.

Dear Sir,

Sub: Request for Quotation for finalising Rate Contract for supply of Lab items to BHEL Trichy & Ranipet for 2 Years 2017-2019.

We have great pleasure in inviting offers for entering into a Rate Contract, valid for two years from the date of finalising the contract, with a view to arrange for procurement of Lab items required for BHEL Trichy & Ranipet. The list of Lab items and also our requirement quantity for 2 years in respect of each item is indicated in the schedule of items enclosed.

A. QUOTATION MUST COMPLY WITH THE TERMS & CONDITIONS LISTED BELOW:

1. The offer should only be for Branded Products against our Enquiry and shall be based on **"DOOR DELIVERY"** basis to our **MEDICAL STORES / BHEL Main Hospital, Trichy 620 014 & Ranipet 632 406**. The Brand Name of the Lab items shall be clearly mentioned in the offer.
2. Rates quoted shall be **"FIRM"** during the tenure of Rate Contract 2 years and **"NO ESCALATION"** in rate shall be allowed. The rate quoted shall be valid **"FIRM" Inclusive of base price, freight & insurance, F.O.R BHEL MEDICAL STORES TRICHY & RANIPET**. GST extra as applicable. In case of any changes in GST as per Govt. Notification the same shall be applicable from time to time.
3.
 - a. Offers for part quantity on item level basis are not acceptable to BHEL. Such partial offers will not be considered in our Enquiry for that Item. The vendors Have to furnish their offers only for the items indicated in the schedule as Per the instructions incorporated in the tender document.
 - b. Price to be quoted w.r.t. BHEL's UOM only All columns should be filled in the Formats enclosed in Tender document. The format shall not be changed. Offers will be rejected if the data is furnished in different formats.

Contd...2



c. OFFER VALIDITY:

Vendor shall specify the validity period of the offer submitted. In case the day up to which the tenders are to remain valid falls on / subsequently declared a holiday or closed day for the Purchaser, the tender validity shall automatically be extended up to the next working day

4. Quotations sent by Telex, Mail & Fax will be ignored and rejected
5. Voluntary quotation if any and late tenders will not be considered for further Processing
6. In the event of any reduction of prices, after the tender opening date/ during contract Period (as per Govt. of India notification, wherein prices of certain items may be slashed down), the benefit should be passed on to the Buyer.
7. Rate contract will be entered into by BHEL with finalized vendors as per BHEL Terms and conditions for the identified items. After finalizing the Rate contract, Purchase orders will be released based on the Rate contract as per requirement.
8. Normal expiry date of all items should be minimum one year at the time of Supply. Vendor will have to replace in the event of all the near expiry items. Your quotation should specify clearly the shelf-life of each item.
9. **L.D Clause:** In case of failure in supply by the Bidder as per schedule, a penalty @ ½% per week for undelivered portion shall be deducted subject to a maximum of 10% of Total purchase order value from the bills during payment.
10. **Risk Purchase Clause:** If items are not supplied beyond the purchase order delivery date, in case of emergency, BHEL will procure the same items through alternative sources, the difference in price will be recovered from vendor's pending bills.
11. 100% payment shall be made within 60 days after receipt of items at BHEL's stores Trichy/ Ranipet and acceptance of items based on original / copy of self-attested test reports.
12. Original / copy of self-attested test reports are to be furnished along with Consignment of items. Acceptance of items / payment of Above Consignment are to be made only after receipt of above test reports.
13. **The delivery period shall be 45 days from Purchase Order date.**

Contd..3



B. GENERAL TERMS & CONDITIONS:

1. In case of any dispute arises out of this contract, the decision of Medical Superintendent of BHEL / Trichy shall be final and binding on all the parties.
2. BHEL reserves the right to randomly select any item sample from the batch and get it analyzed from a recognized laboratory at BHEL cost. In case of any discrepancy, concerned vendor's name will be deleted from the approved vendor list.
3. Frequent changes in local supplying agency is not acceptable. Not more than two Change shall be allowed during the tenure of the Rate Contract.
4. Literature / catalogues shall be attached with the offer.
5. Proper packing to be ensured and material shall be stamped as "**BHEL SUPPLY, NOT FOR SALE**"
6. **Evaluation of offers :**
 - a) The price bid of the technically acceptable offers alone shall be opened and the Offers will be evaluated on the basis of total cost to BHEL.
 - b) BHEL reserves the right to increase or decrease the tendered quantity.
 - c) BHEL reserves the right to negotiate the rates/other commercial terms and conditions or refloat any of the items in the tender, if L1 rate is not the lowest acceptable rate to BHEL inter-alia other reasons.
 - d) BHEL reserves the right to distribute the tendered quantity to one or more vendors based on requirement. BHEL may counter offer the L1 finalized rate to other vendors based on the tender Ranking L1, L2, L3 etc. (except H1 Vendor-Highest bidder) based on requirement and split the tendered quantity among more than one vendor and place order accordingly in any proportion, based on commitment/ requirement and supplier's capacity in terms of delivery and quality.
 - e) The offer will be evaluated total cost to BHEL.
7. BHEL reserves the right to terminate the Rate Contract at any point of time without assigning any reasons there-of.
8. The Agents / Distributors submitting Quotations on behalf of their Principal to whom this Enquiry is sent, shall enclose a letter of authorization from their principal, specifying the enquiry reference.
9. In case there is any merger / take over / change of address during the Course of Proposed Rate Contract, it is the duty of the supplier to inform BHEL accordingly with proper documentary evidence, by both the parties, so that suitable amendments can be done. Contd-- 4



12. Once Rate Contract is finalized, for any failure to supply the items against Purchase Orders Placed under the Rate Contract, appropriate action will be taken including deletion of the vendor from BHEL vendor list.
13. 1 Original and 2 copies of Invoices/bills are to be sent along with the consignment while dispatching the materials. Supply without invoices will not be accounted and payment processing will not be done.
14. All supply Invoices will be accounted and sent for payment within 15 days from the date of receipt of supply in stores. Any clarifications/corrections in the invoices, should be settled within 15 days from the date of goods receipt.

15. **Bank Guarantee:**

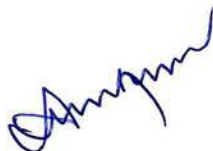
The bidder in the event of finalization of contract, should furnish a Bank Guarantee from BHEL's consortium Banks or counter guarantee by Vendor's Bank to BHEL's consortium banks, at no extra cost to BHEL, in a Performa prescribed by BHEL, provided along with the Contract awarding letter, for an amount equivalent to **5% (Five percent)** of the total value of the contract finalized for the Vendor. The Bank Guarantee shall be valid for the total period of contract from the date of entering into contract with BHEL. Any deviation to this may lead to rejection of the offer.

16. **Fraud Prevention Policy:** "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.
17. **MSE VENDORS:** As per Govt. norms **MSE** vendors participation is applicable for this contract as per (**Annexure V**) . Vendors shall submit the MSE certificate as per the given **Annexure**.
18. ANY CHANGES TO SUPPLIER'S QUOTATION IF INTIMATED AFTER TENDER OPENING WILL NOT BE CONSIDERED.

C. SUBMISSION OF OFFERS:

1. Offer shall be submitted as **Technical Bid and Price Bid** separately (**TWO PART**)
2. Technical Bid and Price Bid should be sealed by the tenderer in separate covers duly super scribed and both sealed covers are put in a bigger cover which should also be sealed.
3. The information like our **NIT.NO** and **Tender due date** are to be super scribed clearly on all the covers including outer cover.
4. **OPEN TENDER OF RATE CONTRACT FOR PROCUREMENT OF LAB ITEMS FOR THE YEAR 2017-2019 FOR BHEL HOSPITAL TRICHY & RANIPET**
Shall be also written as title on all the 3 covers.

Contd..5



5. In case if all the annexures are not correctly filled & enclosed the **offer will be considered as incomplete and liable for rejection.**

6. Your offer should be addressed to

**OFFICER /PURCHASE/STORES.
BHEL MAIN HOSPITAL
KAILASAPURAM
TRICHY - 620 014 (TAMIL NADU)**

7. Please ensure that your quotation reaches the above address on or before **12.00 Hrs.** on the notified tender opening date and Offers will be opened on the same date **at 14.00 Hrs.** Representatives from suppliers will be allowed for tender opening with authorized letter/Company ID.

8. After finalization of contract, an agreement with BHEL, containing BHEL Terms & Conditions given in clause A & B of the tender documents shall be neatly typed on **Rs.100/-** value **Bond Paper** and duly signed and stamped on all the pages in person in the office of SDGM/Stores/BHEL Main hospital for the acceptance of the same. Two copies of this agreement bond shall be prepared (one copy to BHEL & one copy to vendor) the contract will be entered into with the vendor only after signing the Agreement. After that only Purchase Orders will be released.

NOTE :

I. VENDOR SHALL FILL AND SIGN & STAMP THE FOLLOWING ANNEXURES WITH TECHNICAL BID.

01. VENDOR DETAILS WITH (SUPPORTING DOCUMENTS)

02. QUALIFYING CRITERIA

03. TERMS AND CONDITIONS

04. PERFORMANCE BANK GUARANTEE FORMAT

05. TECHNICAL BID FORMAT DULY FILLED

II. PRICE BID FORMAT DULY FILLED, SIGNED & STAMPED BY AUTHORISED SIGNITARY OF THE COMPANY.

Yours faithfully,
For BHEL Heavy Electricals Ltd.



K.CHANDRASEKARAN
Officer/Medical /Stores

CHANDRASEKARAN.K
OFFICER/PHARMA
PURCHASE / STORES
BHEL MAIN HOSPITAL
TRICHY - 620 014.

Special Provisions for Micro and Small Enterprises (MSE) bidders registered as per MSME act:

i) 20% of the tendered quantity is earmarked for MSE suppliers in this tender. If L1 offer is from a Micro / Small enterprise, this provision is not applicable.

ii) Out of the 20% tendered quantity reserved for MSE suppliers, 4% shall be earmarked for procurement from MSE owned by SC/ST entrepreneurs. In event of failure of such Micro and Small enterprises to participate in the tender process or meet the tender requirements and the L1 price, the 4% sub-target for procurement ear-marked MSE owned by SC / ST entrepreneurs shall be met with other MSE enterprise/s.

iii) In case MSE vendor participating in the tender quotes within the price band of L1 + 15%, they will be allowed to supply the portion of the requirement subject to acceptance of L1 price by MSE vendor. In case of more than one such MSE, the supply shall be shared proportionately.

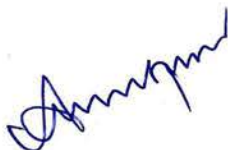
iv) MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Five years from the date of issue of acknowledgement in EM II)

v) Valid NSIC certificate or EM II certificate along with CA certificate (Format enclosed as per Annexure V-1) applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) where the deemed validity of EM II is over.

vi) Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents. This provision for MSE will apply subject to the condition that the participating MSE meets the tender requirements.

vii) In case of any change in the MSE status of the bidder, it shall be the responsibility of the bidder to notify the change as a part of the bid document. If at a later date it comes to the knowledge of BHEL, that the change in the status has not been intimated by the bidder and the order is obtained under the premise of an MSE then BHEL would cancel the pending order against this tender and take necessary steps for suspension of the business dealing with the bidder as per the procurement policy of BHEL.

viii) In case after the bid opening it is seen that no MSE has become L1, then depending on the nature of the item, if it is not possible to split the tendered items / quantities on account of reasons like customer contract requirements of supplying one make for a given project or technical reasons like tendered items being a system etc., then BHEL would not counter offer the L1 prices even though there may be MSE bidders within the +15% band of L1.



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 forMicro / 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



CHANDRASEKARAN.K
OFFICER/PHARMA
PURCHASE / STORES
BHEL MAIN HOSPITAL
TRICHY - 620 014.