



Bharat Heavy Electricals Limited
Heavy Equipment Repair Plant (HERP)

Tarna, Shivpur, Varanasi - 221003

Enquiry Ref No.: **HERP/OT/E-588-17-0009-69-1**

Dated 18.01.2018

TENDER DOCUMENT

PART I: TECHNO-COMMERCIAL BID

PART II: PRICE BID &

PART III: - SUPPLIER REGISTRATION FORM (SRF)

TENDER FOR IP BASED PBX at HERP, VARANASI



**MATERIAL MANAGEMENT DEPARTMENT
BHARAT HEAVY ELECTRICALS LIMITED
HEAVY EQUIPMENT REPAIR PLANT
TARNA, SHIVPUR
VARANASI – 221 003 (U.P)**

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NOTICE INVITING TENDER

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Annexure-I

Sub: Open Tender for IP BASED PBX

The Heavy Equipment Repair Plant (HERP) located in Varanasi, Uttar Pradesh, India is one of the manufacturing plants of Bharat Heavy Electricals Ltd. The core business of HERP includes supply of Bowl Mill Spares and Turbine Spares. Sealed tenders with the Tender No. and opening date clearly super scribed on the cover are invited from the interested parties (registered as well as unregistered) for the supply of the items mentioned at Annexure-V.

The tender documents, Supplier Registration Form (SRF) & Drawings/Specification of item can be downloaded from our web site www.bhel.com, www.bhelherp.com and www.eprocure.gov.in. BHEL will not issue tender in hard copy. It shall be downloaded from the above mentioned websites. ***The bids shall be submitted in sealed envelopes only. No bids through e mail /Fax will be accepted by BHEL.***

Tenders will be received up to 02.30 P.M. on **09.02.2018** and will be opened on the same day at 03.00 P.M. in the Tender Room, BHEL, HERP Varanasi. **Please note that tender received after due date & time (02.30 PM on 09.02.2018) may not be opened.** BHEL will not be responsible for any type of postal / courier delay. Tender will be opened on the due date and time in the presence of authorized representative of the bidders who may like to be present. The authorized representative should bring authority letter from their firm for attending the bid opening.

Amendments / Corrigendum, if any, will be hosted on above mentioned websites only. Other terms and conditions will be as per tender documents.

1. Address for Tender submission:

Tender Box
MM Department
Bharat Heavy Electricals Limited,
Heavy Equipment Repair plant,
Tarna, Shivpur
Varanasi-221003.

2. For any information/clarification, parties may contact the following executives of HERP Purchase Department: -

1. Shri. Abhishek
Sr. Engineer (Purchase)
Ph No: - 0542-3076022
Email: - abhishek@bhel.in

2. Shri. Ashok Kumar
Dy. Manager (Purchase)
Ph No: - 0542-3076021
Email: - ashokk@bhel.in



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Annexure-I

Offer is to be submitted in three parts in two separate properly sealed envelopes super scribed as "PART-I-Techno-Commercial Bid with Supplier Registration Form" and "PART-II-Price Bid". All aforesaid two envelopes to be put in third sealed envelope super scribing on each envelop -: "TENDER FOR IP BASED PBX" having Tender No: - **HERP/OT/E-588-17-0009-69-1** Dated 18.01.2018 and Due Date: - **09.02.2018**

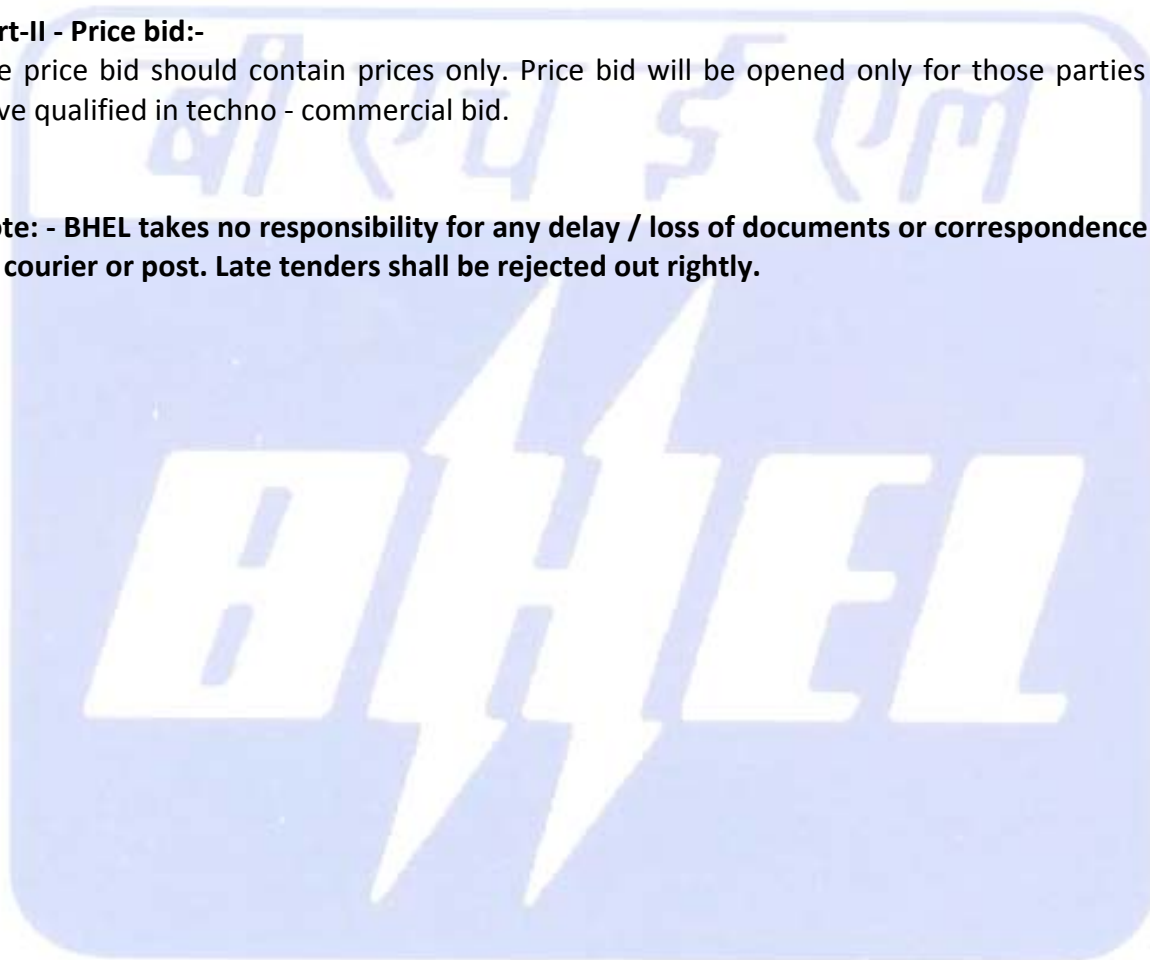
Part-III - Supplier Registration Documents and Part-I-Techno Commercial bid:-

Part I & III of the sealed tenders will be opened by BHEL on the date of opening of this tender in the presence of tenderers who are present at the date and time.

Part-II - Price bid:-

The price bid should contain prices only. Price bid will be opened only for those parties who have qualified in techno - commercial bid.

Note: - BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post. Late tenders shall be rejected out rightly.





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Annexure-II

SUPPLIER REGISTRATION FORM

Supplier Registration Form for indigenous and foreign vendors is enclosed as per Annexure- E and Annexure – F respectively along with tender.

(PDF Format attached, 08 Pages for indigenous and 04 Pages for foreign vendors)

Note: Vendors who are already registered at BHEL, HERP, Varanasi need not to submit the Supplier Registration Form. They need to mention their Supplier Code only.





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Annexure-III

SPECIAL INSTRUCTIONS TO BIDDERS FOR OPEN TENDER DEFINITION

a. Registered Vendors - Are those who are registered with BHEL, HERP, Varanasi.

b. Un-registered Vendors - Are those who are not registered with BHEL, HERP, Varanasi.

c. ESSENTIAL INSTRUCTIONS:

1. The tenders shall be submitted in two parts as described above on or before the due date:

- i. Part I - Techno -Commercial Bid,
- ii. Part II - Price Bid

2. Part-II (Price Bids) along with supplementary price bids if any will be opened at the subsequently decided date of only those bidders whose techno-commercial bid has been found to be acceptable/suitable.

3. Currency exchange rate (TT selling rate of SBI) will be applicable on the date of opening of Part-I (Techno-commercial Bid) for evaluation purpose.

4. Evaluation of Bid: - The bid shall be evaluated on Cost to BHEL basis. The loading /other cost, if any determined at later stage, shall be communicated to the vendor.

5. Tenders when finalized shall be in the name of the bidder only and change of name during tender evaluation (without certificate from registrar of company) and after submission of the tender is liable to make the offer ineligible for participation.

6. BHEL will evaluate the technical bids against essential criteria/requirements. BHEL may seek clarifications, if required, from the bidders. **The offers of those bidders, who are unable to respond in specified time frame, may likely to be ignored/may be processed further with the terms and conditions already submitted with the respective bidder's risk and cost .**

7. Suitability of delivery shall be the important criteria for evaluation of techno commercial bid and the bids falling within the delivery period and meeting the last delivery requirement shall be considered. Delivery period quoted by the parties beyond the required delivery period may not be considered.

8. This open tender is floated for supply & commissioning of IP BASED PBX with digital phones, handsets, MDF and other accessories as per ANNEXURE-A.

9. FINALITY OF MANAGEMENT DECISION

At all places in the preceding clauses, BHEL Management's decision shall be final.

IN CASE YOU ARE NOT MAKING AN OFFER AGAINST THIS ENQUIRY, THEN PLEASE ARRANGE TO SEND A LETTER OF REGRET IF YOU HAVE DOWNLOADED THE TENDER DOCUMENTS.



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Annexure-IV

IMPORTANT GUIDELINES FOR FOREIGN VENDORS

- a) BHEL shall deal directly with foreign vendors, wherever required, for procurement of equipment/machine/goods. However, if the foreign principal desires to avail of the services of an Indian agent, then the foreign principal should ensure compliance to regulatory guidelines – which require mandatory submission of an Agency Agreement.
- b) It shall be incumbent on the Indian agent and the foreign principal to adhere to the relevant guidelines of Government of India, issued from time to time.
- c) The Agency Agreement should specify the precise relationship between the foreign OEM / foreign principal and their Indian agent and their mutual interest in the business. All services to be rendered by agent/associate, whether of general nature or in relation to the particular contract, must be clearly stated by the foreign supplier / Indian agent. Any payment, which the agent or associate receives in India or abroad from the OEM, whether as commission or as a general retainer fee should be brought on record in the Agreement and be made explicit in order to ensure compliance to laws of the country.
- d) Any agency commission to be paid by BHEL to the Indian agent shall be in Indian currency only.
- e) Tax deduction at source is applicable to the agency commission paid to the Indian agent as per the prevailing rules.
- f) In the absence of any agency agreement, BHEL shall not deal with any Indian agent (authorized representatives / associate / consultant, or by whatever name called) and shall directly with the foreign principal only for all correspondence and business purposes.
- g) The “Guidelines for Indian Agents of Foreign Suppliers” enclosed at Annexure – “C” shall apply in all such cases.
- h) The supply and execution of the Purchase Order (including indigenous supplies/service) shall be in the scope of the OEM/foreign principal. The OEM/foreign principal should submit their offer inclusive of all indigenous supplies/services and evaluation will be based on ‘total cost to BHEL’. In case OEM/foreign principal recommends placement of order(s) towards indigenous portion of supplies/services on Indian supplier(s)/agent on their behalf, the credentials/capacity/capability of the Indian supplier(s)/agent to make the supplies/services shall be checked by BHEL as per the extant guidelines of Supplier Evaluation, Approval & Review Procedure (SEARP), before opening of price bids. In this regard, details may be checked as per Annexure – “B” (enclosed). It will be the responsibility of the OEM/foreign principal to get acquainted with the evaluation requirements of Indian supplier/agent as per SERAP available on www.bhel.com.
- i) The responsibility for successful execution of the contract (including indigenous supplies/services) lies with the OEM/foreign principal.



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Annexure-V

ITEM DETAILS AND DELIVERY SCHEDULE

Sl. No.	MATERIAL CODE	ITEM DESCRIPTION	QTY	DELIVERY REQUIRED
1.	RVS705000516	SUPPLY & COMMISSIONING OF IP BASED PBX WITH DIGITAL PHONES, HANDSETS, MDF AND OTHER ACCESSORIES AS PER ANNEXURE-A	1.0 SET	45 Days from the date of PO





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Annexure-VI

PRE QUALIFICATION CRITERIA & TECHNICAL SPECIFICATIONS

SL.No.		Vendor 's Confirmation
01	VENDOR MUST SUBMIT THE PRICE BID AS PER ANNEXURE-C (ATTACHED) AND SHOULD QUOTE SEPARATELY FOR THE 3 YEAR COMPREHENSIVE AMC & COMMISSIONING CHARGES. THE COMPREHENSIVE AMC SHALL ONLY BE PROVIDED FOR THE IP PBX. THE HANDSETS, DIGITAL PHONES, MDF AND OTHER ACCESSORIES SHALL NOT BE COVERED UNDER AMC.	
02	WARRANTY CLAUSE: THE ITEM QUOTED BY THE VENDOR MUST BE COVERED UNDER A 24 MONTH WARRANTY PERIOD FROM THE DATE OF COMMISSIONING AT BHEL.	
03	THE EQUIPMENT HAS TO BE INSTALLED AT HERP VARANASI AND THE LINES HAVE TO PUNCH UPTO MDF WHICH IS ALSO INCLUDED IN SCOPE OF SUPPLY. HERP VARANASI HAS THE PROVISION OF EXISTING WIRING FROM THE MDF TO INDIVIDUAL USERS DESK.	
04	THE VENDOR MUST QUOTE THE COMPREHENSIVE AMC CHARGE FOR 03 YEARS PERIOD AFTER COMPLETION OF WARRANTY. THE L-1 BIDDER SHALL BE OBTAINED AFTER CONSIDERING THE SUPPLY, COMMISSIONING AND AMC CHARGES QUOTED BY THE VENDOR. THE TERMS & CONDITIONS OF THE PAYMENT OF AMC SHALL BE AS PER ANNEXURE-A CLAUSE F.	
05	THE PQC (PRE QUALIFICATION CRITERIA) AND TECHNICAL SPECIFICATIONS WILL BE AS PER ANNEXURES ATTACHED .	



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Annexure-VII

GENERAL TERMS & CONDITIONS OF THE TENDER

Sl No	BHEL STANDARD TERMS & CONDITIONS	CONFIRMATION OF SUPPLIER YES / NO
1	A) OFFER MUST BE SUBMITTED IN TWO PART BID SYSTEM NAMELY TECHNO-COMMERCIAL BID & PRICE BID FOR THE ITEM AS PER ENQUIRY IN SEPARATE SEALED COVERS: (I) TECHNO – COMMERCIAL BID & (II) PRICE BID SHOULD BE CLEARLY SUPERSCRIBED THE ENQUIRY NO. AND DUE DATE ON THE ENVELOPES. (B) UN-PRICED OFFER WITH TECHNICAL BID IS REQUIRED TO BE FURNISHED BY THE VENDOR. TECHNICAL OFFER SHOULD CLEARLY REFLECT AT LEAST OUR MATERIAL CODE, ITEM DESCRIPTION & QUANTITY. (C) THE DIFFERENCE BETWEEN “UN-PRICED OFFER” AND “PRICED OFFER” SHOULD BE ONLY THE PRICES WHEREVER APPLICABLE. THE RATES AND AMOUNT SHOULD BE CLEARLY WRITTEN IN FIGURES AND WORDS BOTH WITHOUT ANY CUTTING / OVERWRITING. (D) IMPORTANT POINT FOR VENDOR WHO HAVE NOT SUBMITTED THE SRF (SUPPLIER REGISTRATION FORM) SO FAR: THE VENDORS, WHO HAVE NOT SUBMITTED THE SRF SO FAR, MUST SUBMIT THE SAME ALONG WITH PART- 1 BID. THE SRF TO BE DOWNLOADED FROM WWW.BHEL.COM OR WWW.BHELHERP.COM.	
2	PART-I CONTAINING THE TECHNO-COMMERCIAL BID WILL BE OPENED ON THE DATE AND TIME SPECIFIED IN THE ENQUIRY, IN THE PRESENCE OF THOSE TENDERERS WHO WISH TO ATTEND. PART-II i.e., PRICE BID WILL BE OPENED ONLY OF THOSE BIDDERS WHO ARE FOUND TECHNO-COMMERCIALLY SUITABLE AFTER SCRUTINY OF THEIR PART-I OFFERS.	
3	NO REVISED OFFERS WILL BE ACCEPTED UNLESS ASKED BY BHEL AFTER OPENING OF PART-1 BID IN ANY CASE.	
4	YOUR TECHNO COMMERCIAL BID SHOULD MENTION THAT PRICE BID HAS BEEN SENT IN A SEPARATE ENVELOPE GIVING ITS REFERENCE.	
5	ANY CORRECTIONS / AMENDMENTS SHALL BE PROPERLY AND FULLY AUTHENTICATED WITH SIGNATURE.	
6	THE QUOTED RATES SHALL BE KEPT FIRM TILL EXECUTION OF THE ORDER.	
7	VALIDITY OF OFFER SHOULD BE MINIMUM 90 DAYS FROM THE DATE OF TECHNO - COMMERCIAL BID OPENING OR 60 DAYS FROM THE REVERSE AUCTION DATE.	
8	UNLESS SPECIFIED IN THE TENDER, VENDOR MUST NOTE THAT BHEL WILL ARRIVE THE L1 STATUS FOR EACH ITEM ON LANDED COST BASIS. ACCORDINGLY ORDER SHALL BE PLACED ON LOWEST BIDDER ON INDIVIDUAL ITEM BASIS ONLY, UNLESS BHEL ASK FOR TERMS OTHER THAN THIS ON EXCEPTION BASIS.	
9	PLEASE MAKE SURE THAT THERE IS NO DISCREPANCY IN BETWEEN ACCEPTED TERMS & CONDITIONS MENTIONED IN THE CHECK LIST AND QUOTATION SUBMITTED BY VENDOR AND IF FOUND SO THEN THE TERMS & CONDITIONS WHICH ARE BENEFICIAL TO BHEL WOULD ONLY BE CONSIDERED.	
10	VENDOR TO ENSURE THAT ITEM & QUANTITY MENTIONED IN THE OFFERS ARE EXACTLY SAME AS PER ENQUIRY. IF ANY DEVIATION IS THERE PARTY MUST MENTION SPECIFIC HERWITH OTHERWISE BHEL SHALL CONSIDER THAT ITEM & QUANTITY AS REQUIRED IN ENQUIRY.	
11	BHEL RESERVES THE RIGHT TO REJECT THE OFFER, WHICH IS HAVING DEVIATIONS TO THE TERMS AND CONDITIONS GIVEN IN THE TENDER ENQUIRY.	
12	GST IF APPLICABLE WILL BE PAID EXTRA AGAINST DOCUMENTARY PROOF. THE RATE OF GST SHOULD BE CLEARLY MENTIONED IN THE OFFER.	
13	TERMS OF DELIVERY: I. FOR INDIGENOUS SUPPLIERS: THE TERMS OF DELIVERY SHOULD BE QUOTED ON F.O.R. DESTINATION (BHEL HERP STORES VARANASI) BASIS ONLY (i.e. FREIGHT & INSURANCE ON VENDOR'S ACCOUNT ONLY). IF ANY BIDDER STILL QUOTES OTHER DELIVERY TERM IN PLACE OF BHEL HERP STORES, THEIR OFFER MAY NOT BE CONSIDERED FOR FURTHER PROCESSING. IT MUST BE SPECIFICALLY NOTED. II. FOR FOREIGN SUPPLIER: TERMS OF DELIVERY SHOULD BE QUOTED ON CIF JNPT MUMBAI (INDIA) SEA PORT BASIS (i.e. FREIGHT & INSURANCE ON VENDOR'S ACCOUNT UPTO JNPT MUMBAI (INDIA) SEA PORT) OR CFR MUMBAI AIRPORT. HOWEVER FREIGHT CHARGES AS PER BHEL TRANSPORT CONTRACT FROM MUMBAI TO BHEL VARANASI WILL BE LOADED AT THE TIME OF TOTAL LANDED COST CALCULATION FOR EACH ITEM.	
14	IF ANY INDIAN SUPPLIERS ARRANGE SUPPLY FROM FOREIGN PRINCIPLES/WORKS, TERMS OF DELIVERY SHOULD BE QUOTED ON CIF JNPT MUMBAI (INDIA) SEA PORT BASIS ONLY (i.e. FREIGHT & INSURANCE ON VENDOR'S ACCOUNT UPTO JNPT MUMBAI (INDIA) SEA PORT) OR CFR MUMBAI AIRPORT. HOWEVER FREIGHT CHARGES AS PER BHEL TRANSPORT CONTRACT FROM JNPT MUMBAI SEAPORT/MUMBAI AIRPORT TO BHEL VARANASI FOR EACH ITEM WILL BE LOADED AT THE TIME OF TOTAL LANDED COST CALCULATION.	
15	INSURANCE CHARGES SHALL BE TO VENDOR'S ACCOUNT ONLY IF PRICE QUOTED ON BHEL HERP STORES BASIS. IN CASE PRICE QUOTED IS ON CIF JNPT MUMBAI BASIS/ CFR MUMBAI AIRPORT BASIS, INSURANCE UP TO CIF JNPT MUMBAI/ MUMBAI AIRPORT SHALL BE IN VENDOR ACCOUNT.	
16	PAYMENT TERMS: I. FOR MSEs VENDORS (ALSO REFER POINT NO. 19): 80 % OF EQUIPMENT COST PLUS 100% TAXES & DUTIES AGAINST SRV WITHIN 45 DAYS THROUGH EFT (ELECTRONIC FUND TRANSFER) FROM THE DATE OF RECEIPT OF MATERIAL AT BHEL. BALANCE 20% OF MATERIAL COST AND E&C CHARGES, IF APPLICABLE WILL BE PAID TO THE PARTY AFTER INSTALLATION AND COMMISSIONING OF THE EQUIPMENT AT BHEL VARANASI AND SUBMISSION OF PBG (PERFORMANCE BANK GUARANTEE). IF ANY SUPPLIER FALLS UNDER NON MSE CATEGORY, THEIR PAYMENT TERM WILL BE CONSIDERED AS NON MSE SUPPLIER PAYMENT WITHOUT ANY INTIMATION. II. FOR OTHER SUPPLIERS: 80 % OF EQUIPMENT COST PLUS 100% TAXES & DUTIES AGAINST SRV WITHIN 60 DAYS THROUGH EFT (ELECTRONIC FUND TRANSFER) FROM THE DATE OF RECEIPT OF MATERIAL AT BHEL. BALANCE 20% OF MATERIAL COST AND E&C CHARGES, IF APPLICABLE WILL BE PAID TO THE PARTY AFTER INSTALLATION AND COMMISSIONING OF THE EQUIPMENT AT BHEL VARANASI AND SUBMISSION OF PBG (PERFORMANCE BANK GUARANTEE). III. BHEL HERP WILL MAKE PAYMENTS IN TWO PARTS :- PART-I: BASIC INVOICE VALUE AND ALL OTHER CHARGES (EXCEPT GST AMOUNT) WILL BE PAID AS PER P.O. PAYMENT TERMS. PART-II: GST PORTION OF INVOICE VALUE WILL BE PAID ONLY AFTER FULFILLING FOLLOWING CONDITIONS: (A) PAYMENT OF GST AMOUNT INTO GOVT. ACCOUNT BY SUPPLIER AGAINST INVOICE RAISED TO BHEL. (B) FILING OF GST RETURN WITHIN SCHEDULED DATE. (C) DISPLAY OF GST CREDIT AGAINST BHEL GSTIN NO.09AAACB4146P2ZC ON GSTN PORTAL. NOTE: ADVANCE PAYMENT IS NOT ACCEPTABLE BY BHEL HERP VARANASI IN ANY CASE.	
17	LOADING OF PAYMENT TERM: IN CASE OF DEVIATION, LOADING OF INTEREST RATE @SBI BASE RATE + 6% (AS ON PART-1 OPENING DATE) SHALL BE LOADED WHILE ARRIVING AT LANDED COST TO BHEL.	
18	P.B.G. TERMS: THE SUCCESSFUL TENDERERS ARE REQUIRED TO SUBMIT A PERFORMANCE BANK GUARANTEE ON THE PRESCRIBED BHEL FORMAT FROM ANY OF THE CONSORTIUM BANKS OF BHEL EQUAL TO THE VALUE OF 10% OF THE TOTAL ORDER VALUE VALID FOR 30 DAYS BEYOND THE AGREED WARRANTY / GUARANTEE PERIOD.	
19	IMPORTANT INSTRUCTION FOR MSEs SUPPLIERS: 1. “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) OR VALID NSIC CERTIFICATE OR EM-II	



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	CERTIFICATE ALONG WITH CA CERTIFICATE (FORMAT ENCLOSED AS PER ANNEXURE-1 WHERE DEEMED VALIDITY OF EM-II CERTIFICATE OF FIVE YEARS HAS EXPIRED) APPLICABLE FOR THE RELEVANT F/Y (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 OFFICE. 2. IN CASE OF ANY CHANGE IN THE MSE STATUS OF THE BIDDER, IT SHALL BE RESPONSIBILITY OF THE BIDDER TO NOTIFY THE CHANGE AS A PART OF THE BID DOCUMENT. IF AT A LATER DATE IT COMES TO NOTICE 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 ACTION SUSPENSION OF THE BUSINESS DEALING WITH THE BIDDER AS PER PROCUREMENT POLICY OF BHEL. 3. 20% OF THE TENDERED QUANTITY IS EARMARKED FOR MSE SUPPLIERS IN THIS TENDER. 4. OUT OF THIS 20% TENDERED QUANTITY RESERVED FOR MSE SUPPLIERS, 4% SHALL BE EARMARKED FOR PROCUREMENT FROM MSEs OWNED BY SC/ST ENTREPRENEURS. 5. IN CASE MSE VENDOR PARTICIPATING IN THE TENDER QUOTES WITHIN THE PRICE BAND OF "L1+15%", THEY WILL BE ALLOWED TO SUPPLY THE 20% PORTION OF THE REQUIREMENT SUBJECT TO ACCEPTANCE OF L1 PRICE (ON LANDED COST BASIS) BY MSE VENDOR. IN CASE OF MORE THAN ONE SUCH MSE VENDOR WITHIN THE "L1+15% PRICE BAND" THE SUPPLY SHALL BE SHARED PROPORTIONATELY (TO 20% TENDERED QUANTITY). 6. IF THE L1 VENDOR HAPPENS TO BE A MSE VENDOR AGAINST ANY ITEM CODE, THEN 100% OF THE TENDERED QTY (FOR RESPECTIVE ITEM CODE) SHALL BE PROPOSED TO ORDER ON THE L1 (MSE) VENDOR, EVEN THOUGH THERE MAY BE OTHER MSE VENDORS WITHIN THE "L1+15% PRICE BAND". 7. IN CASE AFTER OPENING OF PRICE BID, 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 "L1+15% PRICE BAND" OF L1.	
20	LIQUIDATED DAMAGES (LD): FAILURE TO SUPPLY WITHIN PURCHASE ORDER DELIVERY SCHEDULE WILL MAKE THE SUPPLIER LIABLE TO AN UNCONDITIONAL PENALTY OF 0.5 % PER WEEK OR PART THEREOF SUBJECT TO THE MAXIMUM OF 10% OF THE UNDELIVERED PURCHASE ORDER VALUE. NO GRACE PERIOD SHALL BE GIVEN. . FURTHER, IN CASE OF LD RECOVERY, THE APPLICABLE GST SHALL ALSO BE RECOVERABLE FROM THE SUPPLIERS.	
21	THE LIQUIDATED DAMAGES LD WILL BE APPLICABLE SEPARATELY ON THE COMMISSIONING CHARGES AS WELL AS ON THE SUPPLY OF THE MATERIAL. THE RATE OF THE LD ON THE COMMISSIONING WILL BE SAME AS SUPPLY OF MATERIAL.	
22	LOADING OF LIQUIDATED DAMAGES (LD): DEVIATION TO ABOVE STANDARD PENALTY CLAUSE, MAXIMUM LOADING OF 10% (IN CASE OF NON ACCEPTANCE OF LD CLAUSE) OR PART THEREOF (IN CASE OF PART ACCEPTANCE OF LD) SHALL BE LOADED WHILE ARRIVING LANDED COST TO BHEL. FURTHER IF DEVIATION IS FOUND IN THE ACCEPTED DELIVERY TERM AS WELL AS ACCEPTED PENALTY TERM, SUITABLE LOADING BASED ON TRANSPORTATION TIME TO BE TAKEN SHALL BE LOADED WHILE ARRIVING LANDED COST TO BHEL HERP STORES WHICH MAY BE AS BELOW: (i) 1% OF THE BASIC COST FOR INDIAN SUPPLIERS, (ii) 2% OF THE BASIC COST IF FOREIGN VENDOR ACCEPTS PENALTY FROM BILL OF LANDING DATE & (iii) 3% OF THE BASIC COST IF FOREIGN VENDOR ACCEPTS PENALTY FROM THE INSPECTION DATE.	
23	DELIVERY PERIOD: DELIVERY PERIOD FOR ALL THE ITEMS SHALL BE 45 DAYS FROM THE DATE OF PURCHASE ORDER.	
24	IF ANY VENDOR DOES NOT SUPPLY THE ITEM WITHIN THE PURCHASE ORDER DELIVERY PERIOD, BHEL MAY/MAY NOT ACCEPT THE SUPPLY AT ITS SOLE DISCRETION.	
25	RISK PURCHASE: IN CASE OF DELAY IN SUPPLIES/ DEFECTIVE SUPPLIES/NON EXECUTION OF PURCHASE ORDER ETC.(FOR DETAILS, REFER GUIDELINES FOR RISK PURCHASE), BHEL MAY CANCEL THE ORDER IN FULL OR PART THEREOF/ MAY ALSO MAKE THE PURCHASE OF SUCH MATERIALS FROM ELSEWHERE/ALTERNATIVE SOURCES AT THE RISK & COST OF SUPPLIER. BHEL MAY ALSO MANUFACTURE THE ITEM IN-HOUSE IN PART OR FULL DEPENDING UPON THE URGENCY OF THE ITEM. GUIDELINES FOR RISK PURCHASE IS AVAILABLE ON BHEL WEBSITE "www.bhelherp.com" at "Notice ". RESPECTIVE BIDDERS / SUPPLIERS MAY REFER THIS GUIDELINE BEFORE SUBMITTING THEIR OFFER AGAINST BHEL, HERP TENDER ENQUIRIES. IN CASE RISK PURCHASE IS APPLIED, BHEL SHALL TAKE ACTION AGAINST THE NON-PERFORMING AND/OR DEFAULTING SUPPLIERS/ CONTRACTORS IN LINE WITH THIS GUIDELINE ONLY	
26	BHEL MAY SHORT CLOSE/CANCEL AN ORDER AT ANY TIME DURING THE CURRENCY OF THE CONTRACT/PO IRRESPECTIVE OF THE PO DELIVERY DATE, IF (I) THE WORK PROGRESS OF THE VENDOR IS POOR, OR (II) THE DELIVERY REQUIREMENT OF THE ITEM IS VERY CRITICAL & NOT BEING MET BY THE VENDOR ON WHICH ORDER HAS BEEN PLACED, OR (III) THERE IS NO RESPONSE FOR IMPROVEMENT IN DELIVERY AS PER BHEL REQUIREMENT,	
27	THE OFFERS OF THE BIDDERS WHO ARE ON THE BANNED LIST AND ALSO THE OFFER OF THE BIDDERS, WHO ENGAGE THE SERVICES OF THE BANNED FIRMS, SHALL BE REJECTED. THE LIST OF BANNED FIRMS IS AVAILABLE ON BHEL WEB SITE www.bhel.com	
28	RESERVATION RIGHTS OF BHEL: – BHEL RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS WITHOUT ASSIGNING ANY REASONS THEREOF. BHEL ALSO RESERVES THE RIGHT TO INCREASE OR DECREASE THE TENDERED QUANTITIES. VENDORS SHOULD BE PREPARED TO ACCEPT ORDER FOR REDUCED QUANTITIES WITHOUT ANY EXTRA CHARGES. VENDOR SHOULD ALSO BE PREPARED FOR GIVING DISCOUNT IN CASE OF INCREASE IN QUANTITY.	
29	NON-DISCLOSURE AGREEMENT: ALL DRAWINGS AND STANDARDS ARE PROPRIETARY OF BHEL. IT MUST NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF THE COMPANY. ALL SUPPLIERS SHALL FURNISH NDAs (NON-DISCLOSURE AGREEMENT) AGAINST USE OF DOCUMENTS FURNISHED BY BHEL TOWARDS UN-AUTHORIZED USE EXCEPT FOR THE PURPOSE IT HAS BEEN FURNISHED.	
30	A.SETTLEMENT OF DISPUTES & ARBITRATION: I. ALL QUESTIONS/INTERPRETATIONS REGARDING SUBJECT MATTER OF THE CONTRACT SHALL BE DECIDED BY THE PURCHASER ON THE REQUEST OF THE SELLER AND THE DECISION OF THE PURCHASER SHALL BE FINAL. II. IN CASE OF DISPUTE, STEPS SHALL BE TAKEN BY THE PARTIES TO THE CONTRACT TO SETTLE THE SAME THROUGH NEGOTIATIONS. III. IN CASE, DISPUTE IS NOT SETTLED IN NEGOTIATIONS, IT SHALL BE REFERRED TO CONCILIATOR APPOINTED BY THE COMPETENT AUTHORITY OF THE PURCHASER. IV. IN CASE DISPUTE IS NOT SETTLED IN CONCILIATION PROCEEDINGS, THE SAME SHALL BE REFERRED TO ARBITRATION AS PER CORPORATE GUIDELINES OF THE PURCHASER AND THE ARBITRATION PROCEEDING SHALL BE CONDUCTED AS PER PROVISIONS OF THE ARBITRATION AND CONCILIATION ACT, 1996 READ WITH CORPORATE GUIDELINE AS AMENDED FROM TIME TO TIME. V. THE SELLER SHALL CONTINUE TO PERFORM THE CONTRACT, PENDING SETTLEMENT OF DISPUTE(S). B. JURISDICTION: ALL DISPUTES OR DIFFERENCES ARISING OUT OF OR IN CONNECTIONS WITH THE CONTRACT SHALL BE SUBJECT TO THE EXCLUSIVE JURISDICTION OF THE COURT AT VARANASI (U.P.) ONLY.	
31	SPECIAL NOTE FOR BIDDERS: THE QUOTATION SHOULD BE FROM PRINCIPAL / ORIGINAL EQUIPMENT MANUFACTURER ONLY. THE OFFER OF THOSE OEM, AUTHORISING THEIR TRADER / DEALER / DISTRIBUTOR TO QUOTE AND TAKE ORDER IS LIABLE FOR DISQUALIFICATION. SINCE BHEL PREFER TO DEAL DIRECTLY WITH OEM AND NOT THROUGH DEALER / TRADER / DISTRIBUTOR OF OEM, THEREFORE, OEM MUST DIRECTLY QUOTE, TAKE ORDER AND DELIVER THE MATERIAL UNDER THEIR GUARANTEE / WARRANTEE.	
32	I. FOLLOWING DOCUMENTS SHOULD BE ENCLOSED AND ADDRESSED TO DGM(FINANCE), BHEL, HERP, TARN, SHIVPUR, VARANASI-221003 FOR PAYMENT PURPOSE: (a) 03 (THREE) COPIES OF GST INVOICES (b) COPY OF GR/LR.	



Bharat Heavy Electricals Limited

Heavy Equipment Repair Plant (HERP)

Tarna, Shivpur, Varanasi - 221003

	(c) TEST CERTIFICATE AND GUARANTEE/WARRANTEE CERTIFICATE AND PDI REPORT, IF APPLICABLE. (ONE COPY).	
	II. FURTHER TO ABOVE, 02 (TWO) COMPLETE SETS OF DOCUMENTS (COPIES OF ABOVE MENTIONED DOCUMENTS AT SL. NO. 01 SHALL BE SENT FOR PURCHASE AND QUALITY DEPARTMENTS. ORIGINAL COPIES OF TC, GC, PDI REPORTS & OTHER QUALITY PAPERS SHALL BE ATTACHED IN THE SET OF DOCUMENTS FOR QUALITY DEPARTMENTS.	
33	GUIDELINES FOR SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS/ CONTRACTORS: THE REVISED GUIDELINES FOR SUSPENSION OF BUSINESS DEALINGS ARE AVAILABLE ON BHEL WEBSITE AT "www.bhel.com" on "SUPPLIER REGISTRATION PAGE". RESPECTIVE BIDDERS / SUPPLIERS MAY REFER THIS BEFORE QUOTING AS PER THEIR REQUIREMENT. ACTION AGAINST THE DEFAULTED SUPPLIERS/ CONTRACTORS' SHALL BE TAKEN AS PER THESE GUIDELINES ONLY.	
34	VENDOR MUST FOLLOW THE SEQUENTIAL DELIVERY SCHEDULE i.e. ITEMS TO BE SUPPLIED IN SUCH A MANNER THAT THE PURCHASE ORDER HAVING OLDER DELIVERY SCHEDULE SHOULD BE SUPPLIED EARLIER AND PURCHASE ORDER HAVING LATTER DELIVERY SCHEDULE TO BE SUPPLIED LATTER. IF ANY VENDOR DOES NOT FOLLOW THE SEQUENTIAL DELIVERY SCHEDULE ESPECIALLY FOR SAME ITEM, BHEL MAY ACCOUNT FOR THE ITEM IN SEQUENTIAL MANNER OR MAY RECOVER THE FINANCIAL IMPLICATION.	
35	VENDOR MUST VISIT OUR WEBSITE www.bhelherp.com REGULARLY FOR ENQUIRY/PO/CLARIFICATIONS/FOR ANY LATEST UPDATES.	
36	ALL ABOVE ACCEPTED TERMS & CONDITIONS SHALL BE PART OF PURCHASE ORDER WITH OR WITHOUT MENTIONING IN THE PO/CONTRACT BASED ON YOUR ACCEPTANCE AND OFFER SUBMITTED.	
37	THE BIDDER ALONG WITH ITS ASSOCIATE/COLLABORATORS/SUB-CONTRACTORS/SUB-VENDORS/CONSULTANTS/SERVICE PROVIDERS SHALL STRICTLY ADHERE TO BHEL FRAUD PREVENTION POLICY DISPLAYED ON THE BHEL WEBSITE http://www.bhel.com and www.bhelherp.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.	
38	Important Instruction: I. VENDORS ARE REQUESTED TO QUOTE THEIR RATE WITH DESCRIPTION MENTIONED IN THE ENQUIRY CONSIDERING ALL TECHNICAL TERMS & CONDITIONS OF THE ENQUIRY. ALSO RATES QUOTED SHOULD BE EXACTLY AS PER SL. NO. OF HARD COPY OF THE ENQUIRY (IF ENQUIRY HAS BEEN FLOATED THROUGH CONVENTIONAL MODE) OR AS PER SL. NO. APPEARING IN THE e-Procurement PORTAL (IF ENQUIRY HAS BEEN FLOATED THROUGH e-Procurement) ONLY. IT MUST BE FOLLOWED UP TO AVOID CONFUSION AT LATER STAGES. ALSO RATES TO BE SUBMITTED BOTH IN NUMERICS AS WELL AS IN WORD. IN CASE OF DISCREPENCY, RATES SUBMITTED IN WORDS SHALL BE CONSIDERED FOR FURTHER PROCESSING. II. DOCUMENTS SUBMITTED WITH THE OFFER SHOULD BE SIGNED AND STAMPED IN EACH PAGE BY AUTHORIZED REPRESENTATIVE OF THE BIDDER. III. IN CASE OF PDI, VENDOR SHALL RAISE ONLINE INSPECTION CALL IN ONLINE INSPECTION PORTAL/INTIMATE BHEL IN WRITING (WHERE INSPECTION IS IN BHEL HERP SCOPE) AT LEAST 01 WEEK IN ADVANCE OR AS MUTUALLY AGREED PERIOD ABOUT THE DATE AND PLACE AT WHICH GOODS WILL BE READY FOR INSPECTION. IV. PURCHASER OR HIS AUTHORIZED REPRESENTATIVE SHALL BE ENTITLED TO CARRY OUT SURVEILLANCE INSPECTION OF MATERIAL AND WORKMANSHIP AT SELLER'S PREMISES OR AT HIS SUB-CONTRACTOR'S PREMISES AT ALL REASONABLE TIMES DURING EXECUTION OF THE CONTRACT. SUCH INSPECTION, EXAMINATION AND TESTING, IF MADE, SHALL NOT ABSOLVE THE SELLER FROM HIS OBLIGATIONS UNDER THE CONTRACT. V. SUCH PRE-DISPATCH INSPECTION, EXAMINATION AND TESTING, IF MADE, AT VENDOR'S WORKS SHALL NOT ABSOLVE THE SELLER FROM HIS OBLIGATIONS TO MANUFACTURE/MACHINING THE GOODS UNDER THE CONTRACT. IF DEFECTS ARE FOUND AT LATER STAGE, IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO REPLACE/RECTIFY THE SAME.	
39	IMPORTANT CLAUSE FOR GST: INPUT TAX CREDIT OF GST CAN BE AVAILED BY BHEL ONLY WHEN THE MATERIAL HAS BEEN PHYSICALLY RECEIVED AND GST INVOICE IS IN POSSESSION OF BHEL. THEREFORE, SUPPLIERS SHOULD ENSURE THE FOLLOWING IN RESPECT OF POS ISSUED BY BHEL: i. GST INVOICE SHOULD CONTAIN ADDRESS, GST NO. AND PAN NO. OF BHEL AS WELL AS OF SUPPLIER. APPLICABLE HSN CODE OF THE MATERIAL SHOULD BE INDICATED IN THE GST INVOICE. ii. THREE COPIES OF GST INVOICE AND LORRY RECEIPT MAY BE DESPATCHED ALONGWITH SHIPMENT OF THE GOODS IN ORDER TO AVOID ANY DELAY IN AVAILING INPUT CREDIT BY BHEL. iii. DECLARE SUCH INVOICE IN HIS GSTR-1 RETURN FOR THE MONTH OF DESPATCH OF MATERIAL. iv. PAYMENT OF GST TO STATUTORY AUTHORITIES WITHIN PRESCRIBED TIME. IN CASE GST CREDIT IS DELAYED /DENIED TO BHEL DUE TO NON OR DELAYED RECEIPT OF GOODS AND OR TAX INVOICE OR EXPIRY OF TIMELINE PRESCRIBED IN GST LAW FOR AVAILING SUCH ITC OR ANY OTHER REASON NOT ATTRIBUTABLE TO BHEL, GST AMOUNT SHALL BE RECOVERABLE FROM VENDOR ALONG WITH INTEREST /PENALTY LEVIABLE ON BHEL. IN CASE SUPPLIERS DELAYS DECLARING SUCH INVOICE IN HIS RETURN AND GST CREDIT AVAILED BY BHEL IS DENIED OR REVERSED SUBSEQUENTLY AS PER GST LAW, GST AMOUNT PAID BY BHEL TOWARDS SUCH ITC REVERSAL SHALL BE RECOVERABLE FROM SUPPLIER ALONGWITH INTEREST LEVIED/LEVIABLE ON BHEL.	



Enquiry Ref No. : **HERP/OT/E-588-17-0009-69-1** Dated 18.01.2018 **Annexure-VII**

DETAILS OF COMPOSITION OF PART-I (TECHNO-COMMERCIAL BID), PART-II (PRICE BID) & PART-III (Supplier REGISTRATION FORM)

PART-I (TECHNO-COMMERCIAL BID) shall comprise of following documents:

1. Documents in line to PQR.
2. Supplier Registration Form.

PART –II (Price Bid):

- A. Price bid with prices to be submitted as part-II of the tender.
- B. Prices should remain firm till the execution of the order.

Part-III - Vendor Registration Form (SRF):

The SRF (as applicable) duly filled up will be assessed for manufacturing capability quality systems being followed, organizational soundness and financial worthiness.

**SPECIFICATIONS FOR IP PBX COMMUNICATION SERVER FOR BHEL HERP VARANASI**

Technical Specification for supply, installation & Maintenance of IP based PBX system with analog phones, Digital phones & other accessories/ software as per details mentioned under in Table-I:

Table I

A	Specification of PBX:* 1. IP based PBX system capable of IP Telephony VoIP, SIP Trunk supporting higher quality codecs. 2. IP PBX should be fully Non-blocking IP Telephony server, Rack Mountable, with high speed processor of 266 MHz minimum, RAM of minimum 2 GB or higher along with all required hardware & software for seamless connectivity. 3. PBX should have ISDN capability (PRI/BRI) - QSIG digital networking for basic call handling features, using PSTN public providers, reliable networking via T1/E1, E&M over TDM endpoints. 4. PBX should be 100 % non-blocking. 5. PBX should be hardware & software ready for 96 users with the capability to scale up to 240 TDM users approx. The PBX should be able to connect analog users over a distance of minimum 2 kms over 0.5mm UG PVC copper cable. 6. PBX should have PRI card for single ISDN lines and in built IP Card. 7. PBX should have latest software release & Operating System and storage space for voice mail, directory etc 8. PBX should have necessary interface, ports for online diagnosis, Centralized/remote equipment management, signaling tracing, resource management, alarm management, and quick deployment 9. EPABX should be equipped with necessary hardware (preferably in built) ready for minimum 4 GSM SIM (3G/4G compliant) and 4 analog connections trunk lines. 10. EPABX should have standard 19-inch U rack which can be fixed on wall 11. EPABX should be able to run on power supply voltage 220 -240 V AC. The PBX should have in built power back up of minimum 15 mins. 12. PBX should have feature of direct inward dial (DID), Direct outward dial (DOD), Direct inward system access (DISA), Direct Outward System Access (DOSA), flexible numbering, Voice recording, user recorded greeting message, and user recorded hold music. 13. The offered system should be the latest model of the vendor being supplied worldwide. Old models / releases will not be accepted. 14. The system should be state of the art and deployable over both packet and circuit switching infrastructure. 15. PBX should have Automatic Route Selection (ARS), voice mail storage facility 16. The system should provide advanced, embedded solutions without the need of any external hardware & software. 17. The system should provide a single management interface window for all application management. The management software should be based on a standard web browser. 18. The vendor shall supply 50 Nos. of handset (black) with CLI speaker phone. 19. The PBX should have high speed LAN port.
B	Specification of analog Handset: The vendor shall supply 50 Nos. of handset (black) with CLI speaker phone/ Memory storage function of Make Beutel/ BPL/Panasonic/ Binatone or equivalent.



C	Specification of Digital Handset: Vendor shall supply 04 Nos. of Digital phone with life time license & specification mentioned under: • Adjustable graphical Display (3x2 rows) • Flashing LED for visual ringing or system alarm • Graphical display with high resolution • Display size 70x38 mm, Navigator 4 directions • Digital handset should have contextual and programmable keys. • Speaker key, Hands - free Key with LED, Message key + LED, Help Key, Redial Key, End Key • Integrated alphabetic keyboard to access to dial by name. • Minimum 10 programmable fixed keys upgradable to 40 keys. • The digital phone should have the capacity to store number in handset and it can be easily scrolled with the navigated keys to search the number. • Soft tone electronic ringer with adjustable high low ringing. • Direct Access to text and Voice mail boxes with pressing single Key. • Mute and Redial facility should be available. • Handsfree and group listening modes. • Integrated full duplex speaker phone with adjustable volume control. • Must have option to use wired Handset or wireless Handset with Dial pad. • Multiple line appearances with LED indication. • Integrated Full-Duplex speakerphone with adjustable volume control. • Speakerphone should allow on-hook dialing. • Soft tone electronic ringer with adjustable High-Low settings. • Line powered (No external power or user installed batteries).
C	Operating conditions- The PBX should be suited for working at ambient temperature of 3° C to +45° C & RH of 5% to 95%.
D	System Management: The IP PBX system must include the possibility to have remote maintenance access via dial-up having access to the system for configuring, diagnosis and monitoring. This access must be protected with security mechanism to prevent unauthorized intrusions. The management platform must provide a single graphical client (Graphical User Interface GUI) as well as a web based interface. The Management platform must provide web access allowing the administrator to manage the system to use any PC with an internet browser
E	Other call related features: Call Back, Park / Retrieve, Minimum 3-way conference, Minimum 5 Party meet me conference, Dial by name, Directory (3000 names), Company greeting, Hunting group (cyclical, sequential, parallel), Pick up (group, individual, supervised line...), Manager / Secretary profile, Last number redial, Abbreviated dialling, Auto Call back, Call Follow me, Conference, Abbreviated Dialling, Hotline, etc. that enhance the convenience in the organization. It also offers efficient call management by way of Alternate Number Dialling, Auto Attendant, CLI based Routing, Direct Inward Dialling and Dial by Name. The features like Allowed and Denied list, Call Duration Control, Dynamic Lock, Least Cost Routing, etc. ensure tight control over the cost of communication, Personal password for set lock, override for DOD, set unlock, substitution and DISA, DND, general mini messaging consultation, programming individual repertory, key programming, follow-me, remote forwarding, private call, consultation of no replied calls repertory, Hunting Groups, Do Not Disturb.
F	Warranty, Comprehensive Maintenance Contract & PBG:

Ref

1. EPABX should have 24 months warranty.
2. The Vendor must quote for Comprehensive AMC of the PBX which will be valid of a period of 3 years after completion of warranty period of 24 months. The AMC charges quoted by the vendor shall not be subject to any price variation clause.
3. The AMC charges shall be paid by HERP through EFT on half yearly basis after completion of every 6 month.
4. During each 6 month period, the uptime of equipment shall be maintained at minimum 98% else the AMC charges shall be paid after deduction of 5 % applicable AMC charge for that period.
5. BHEL shall be free to decide on whether to award AMC after completion of warranty period. The AMC rates shall be considered for obtaining L-1 vendor.
6. The OEM shall certify that the spares, technical & hardware support of the EPABX shall be available for a minimum 5 years from the year of installation at HERP.
- 7 Performance Bank Guarantee: The vendor shall deposit 10% of the basic cost of equipment as PBG which shall be released on successful completion of warranty

Rg

**ANNEXURE-B****TECHNICAL BID FOR SUPPLY, INSTALLATION & COMMISSIONING OF IP PBX COMMUNICATION SERVER FOR BHEL HERP VARANASI AS PER ANNEXURE A**

	Our Requirement		Vendor comment
1	IP based PBX system capable of IP Telephony VoIP, SIP Trunk supporting higher quality codecs.	Vendor to confirm and attach catalogue of the system.	
2	IP PBX should be fully Non-blocking IP Telephony server, Rack Mountable, with high speed processor of 266 MHz minimum, RAM of minimum 2 GB & 160 GB Hard Disk or higher along with all required hardware & software for seamless connectivity.	Vendor to confirm and provide details of processor, RAM, ROM, hardware specification.	
3	PBX should have ISDN capability (PRI/BRI) - QSIG digital networking for basic call handling features using	Vendor to confirm compliance else mention any deviation.	
4	PBX should be 100 % non-blocking.	Vendor to confirm compliance else mention any deviation.	
5	PBX should be hardware & software ready for 96 users with the capability to scale up to 250 TDM users approx. The PBX should be able to connect analog users over a distance of minimum 2 kms over 0.5mm UG PVC copper cable.	Vendor to confirm and specify the details	
6	EPABX should be equipped with necessary hardware (preferably in built) ready for minimum 4 GSM SIM (3G/4G compliant) and 4 analog connections trunk lines.	Vendor to confirm compliance else mention any deviation.	
7	EPABX should be able to run on power supply voltage 220 -240 V AC. The PBX should have in built power back up of minimum 15 mins.	Vendor to confirm compliance else mention any deviation.	
8	Specification of analog Handset: quoted shall be as per Annexure-A Sl. No-B	Vendor to mention Make & Model of Handsets quoted.	
9	Specification of Digital Handset: quoted shall be as per Annexure-A Sl. No-C	• Vendor to mention Make & Model of Handsets quoted • Vendor to confirm that there shall be no recurring charges to be paid for subscription of license and that the service shall be free for lifetime. • Vendor to attach brochure / catalogue of digital phones quoted.	
10	IP PBX quoted shall meet the system requirement mentioned at Annexure-A Sl. No-D	Vendor to confirm compliance else mention any deviation.	
11	IP PBX quoted shall meet the call related features mentioned at Annexure-A Sl. No-E	Vendor to confirm compliance else mention any deviation.	
12	Vendor to that the IP PBX quoted shall be	Vendor to confirm compliance.	

Rgh

	covered under warranty of 24 months from the date of commissioning of the complete system at HERP		
13	Vendor to that the offer for comprehensive AMC shall be valid without any price variation clause for a period from 02 years after commissioning to 05 years period from the date of commissioning at HERP and all other conditions mentioned at Sl. No-F of annexure-A	Vendor to confirm compliance. Vendor to confirm that the comprehensive AMC rate has been quoted on per year basis.	
14	LD clause & PBG clause as per Annexure-A Sl. No-F shall be accepted	Vendor to confirm compliance.	
15	Vendor to confirm that all items shall be supplied within 60 days of placement of order	Vendor to confirm compliance.	
16	Vendor to confirm that the commissioning of the system shall be completed within 15 days of intimation from BHEL.	Vendor to confirm compliance.	

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**PRICE BID FOR SUPPLY, INSTALLATION & COMMISSIONING OF IP PBX COMMUNICATION SERVER FOR BHEL HERP
VARANASI AS PER ANNEXURE A & B**

		Qty	Rate	GST	Total
1	Supply of IP based PBX system with analog phones, Digital phones & other accessories/ software as per details mentioned under in Table-I	1 Set			
2	19' rack for mounting PBX with cooling fan	1No.			
3	200 port MDF with krone module	1No.			
4	Handset (black) with CLT speaker phone/ Memory storage function of Make Beetel/ BPL/Panasonic/ Binatone or equivalent.	50 Nos			
5	Digital Phone sets	4 Nos			
6	Installation, Commissioning & punching of lines serially in MDF including supply of JFTC or CAT VI cable for connecting PBX with MDF with MDF.	1 Job			
7	System testing & capability demonstration.	1Job			
8	Training Maintenance & IT Personnel of BHEL in operation	1 Job			
9	Per year Cost of comprehensive annual AMC of the PBX after 3 years from completion of warranty period without any price	3 years			
			Total:		

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Pre-qualifying criteria for vendors for supply, installation & AMC of IP based PBX system at HERP Varanasi as per Annexure-A.

	OUR REQUIREMENT		Vendors comment
1	Original equipment manufacturers (OEM) or their authorized dealers are only eligible for submission of tenders against this NIT. Authorized dealers of the vendors shall submit 'Authorization certificate' from OEM mentioning our NIT number. OEMs shall only authorize a single vendor to quote on its behalf.	Vendor to submit authorization certificate.	
2.	The OEM should be ISO 9001-2008/2015 certified organization.	Vendor to submit details	
3	The bidder should have GSTN & PAN number.	Vendor to submit details	
4.	The vendor must have supplied same Make & same or higher capability / configuration IP based PBX to any Government organization/ undertaking/ Enterprise during a period of 05 years from issue of NIT.	Vendor to submit PO Copy, commissioning report & satisfactory performance report from user.	
5	The bidder should have a turnover of more than 01 crore rupees in any of the 03 preceding financial years. Or The bidder should have a positive growth in net worth in at least 02 out of 03 years and growth in profit before tax over previous year in at least 02 out of last 03 years.	• Vendor to submit certified audited balance sheet for last 03 financial years.	

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Applicants need to comply with the requirements of the registration process. The information/ documents furnished will be treated in strict confidence.

Instructions for filling the Registration Form

- Supplier registration is only through online portal at <https://supplier.bhel.in>.
- All columns in the Registration Form are to be duly filled up. Indicate, '**NIL**'/ '**Not Applicable**', wherever details are not available or not relevant respectively.
- All sheets of the Registration Form are to be signed & stamped/ digitally signed by the authorized signatory.
- Expeditious furnishing of any clarification/ information required during registration to be ensured, failure of which may affect the registration process.
- PO copies/ Experience certificates/ Test certificates or any other required document will be sent for verification to the concerned issuing authority. Registration will be liable to be cancelled if any document is found to be fake/ false/ forged on verification.
- Submission of fake/ false/ forged documents will invite action by BHEL as per extant Guidelines for Suspension of Business Dealings and Fraud Prevention Policy (both as available on www.bhel.com).
- Just submission of supplier registration form does not mean automatic registration. Registration shall be done, after due evaluation and will be intimated accordingly.
- Registration of supplier will be done on the basis of the following criteria depending upon the applicability

SNO	Criteria	Max. Marks	Min. Qualifying Marks	Applicable for
1.	Organizational soundness	50	30	Manufacturers*/ EPC Contractors*/ Non-Manufacturers/ Subcontractor
2.	Financial information			
3.	Quality system	25	15	Manufacturers/ Subcontractor
4.	Technical competence	25	15	
	Total	100	60	

* Minimum qualifying marks for financial information shall be 10 within the ambit of 30 marks put together for Organisational soundness & Financial information.

- For a document in language other than Hindi/ English, a self-attested Hindi/ English translated document to be attached
- Class 3, Signing & Encryption Digital Signature has to be obtained.

DECLARATION

(This declaration should be signed by the Proprietor/ Partner/ Director)

I/ Wedeclare and confirm that the information furnished and attachments submitted with the application are true and correct. I/ we are aware that any false information provided herein will result in the rejection of my/ our application for registration. I/ we shall be bound by the acts of the duly authorized signatory, who has signed this application and of any other person, who in the future, may be appointed by us in his place, whether or not an intimation of such changes has been given. I/ we undertake to communicate promptly to BHEL any changes in the conditions or working of the firm.

I/ We.....also give the undertaking that BHEL's drawings & specifications shall not be used in any way detrimental to the interest of BHEL and/ or for supply of any material, product or services directly or indirectly to any other customer.

I/ We.....have read and understood that action can be taken as per extant guidelines for Suspension of Business Dealings with Supplier/ Contractor and Fraud Prevention Policy (both as available on www.bhel.com).

I/ Weagree to participate in e-procurement as and when required by BHEL.

Name:

Position:

Date & Place:

Signature along with Office Seal:

- Scanned (Hard/ digitally) copy of declaration signed by the Proprietor/ Partners/ Director and/ or authorized signatory, who has the authority to do so, is to be uploaded.

PART- A: ORGANISATIONAL SOUNDNESS

1.0 ORGANISATIONAL INFORMATION

1.1 NAME AND CORRESPONDENCE ADDRESS OF THE FIRM/ COMPANY TO BE REGISTERED

1.2 REGISTERED OFFICE ADDRESS

Tel: Landline

Fax

Website

1.3 Address, Contact person & Telephone no for:

- **WORKS 1/ DIVISON 1/ BRANCH 1/ SISTER CONCERN 1:**
- **WORKS 2/ DIVISON 2 / BRANCH 2/ SISTER CONCERN 2:**
- **.....**
- **WORKS N/ DIVISON N/ BRANCH N/ SISTER CONCERN N:**

1.4 PRODUCTS/ SYSTEMS/ SERVICES FOR WHICH REGISTRATION IS APPLIED FOR (ATTACH BROCHURES & CATALOGUES)

SNO	DESCRIPTION	SIZE & RANGE	MANUFACTURING STANDARD (IS/ DIN/ BS/ ASME etc.)	WORKS/ DIVISON (as per cl 1.3)

2.0 GENERAL INFORMATION

2.1 DETAILS OF CHIEF EXECUTIVE:

2.2 DETAILS OF AUTHORISED SIGNATORY ATTACH AUTHORIZATION LETTER)

2.3 DETAILS OF CONTACT PERSON FOR ANY CLARIFICATION (S)

Name

Designation

Aadhar No.

E-Mail

Tel: Landline

Mobile

Fax

2.4 DETAILS OF DIRECTORS IN CASE OF PRIVATE LTD., ONE PERSON COMPANY, PUBLIC LTD. AND PARTNERS IN CASE OF LIMITED LIABILITY PARTNERSHIP/ PARTNERSHIP FIRMS, OFFICE BEARERS IN CASE OF CO-OPERATIVE SOCIETY, TRUSTEES IN CASE OF TRUST, PROPRIETOR IN CASE OF PROPRIETORSHIP FIRM, Karta of HUF:

Name	Gender (Male/ Female)	% Share of Ownership	SC/ ST (Y/ N)	PAN	Aadhar No.	DIN No. (if applicable)

BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM
(INDIAN SUPPLIER)

Doc. No. AA:SSP:SR:01 Rev:02

Date: 26.09.2016

(Attach organization chart)					
2.5 DIRECTORS / PARTNERS/ PROPRIETOR, IF RELATED TO ANY BHEL EMPLOYEE.			2.6 IF ANY EX-BHEL PERSONNEL IS EMPLOYED/ ENGAGED BY THE COMPANY		
Name of BHEL Employee			Name of Ex. BHEL Employee		
Staff No.& Designation			Staff No.& last Designation held		
Unit & Department			Place of last posting (Unit & Dept.)		
Relationship			Date of leaving Service from BHEL		
3.0 OWNERSHIP INFORMATION (DOCUMENTS TO BE FURNISHED)					
3.1 OWNERSHIP			DOCUMENTS TO BE FURNISHED		
Govt. Of India Undertaking			-		
State Govt. Undertaking			-		
Public Limited Company			Memorandum of Association, Articles of Association and Certificate of Incorporation		
Private Limited Company					
One Person Company					
Limited Liability Partnership			Memorandum of Association, Articles of Association, LLP partnership agreement, Certificate of Incorporation (LLPIN)		
Partnership Firm			Registered Partnership Deed duly signed by Registrar of Firms		
Proprietorship			Profession Tax Regn./ Municipal Regn/ PAN of Firm (Proprietor)		
Co-Operative Society			Certificate of Registration of society issued by Registrar of Societies along with its Society Rules and Bye Laws (as per Extant Act)		
Trust			Registered Trust Deed		
Others (please specify)			Attach a copy of the relevant Statutory document		
Any other Statutory document need to carry out business (please specify)					
3.2 Nature of Business					
Tick as applicable: • Manufacturer / Engg. Consultant/ EPC Contractor/ System Integrator () • Subcontractor - Machinist / Fabricator with free issue of material () • Dealer*/ Trader*/ Distributor*/ Stockist*/ Channel Partner*/ Indian sales office* or subsidiary of registered Foreign Principal* etc. (attach authorization certificate of Principal) () • Indian Agents* (attach authorization certificate of principal, third party business rating report of foreign principal from Dun & Bradstreet/ Creditreform etc. & deed of agency agreement) ()					
*Non-Manufacturer needs to submit an Authorization Certificate, clearly indicating the validity period as well as rights granted by respective OEMs to them i.e. to negotiate/ quote/ supply/ after sales service etc. in line with scope matrix submitted.					
3.3 Year of Commencement of Business (attach relevant documents)					

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4.0 REGISTRATION PARTICULARS (COPY OF RELEVANT DOCUMENTS TO BE ATTACHED)		
4.1	Permanent Account No (PAN)	
4.2	Central Sales Tax Regn. Number / TIN Number	
4.3	State Sales Tax/ VAT / TIN Number	
4.4	Excise Control Code number	
4.5	Service Tax Regn. Number	
4.6	Whether Company is Micro/ Small Enterprise (MSE) Category	YES/ NO
4.6.1	Category as per extant MSME Act (Micro/ Small/ Medium)	
Documents to be furnished (any one) & (Tick the appropriate) • Udyog Aadhaar Memorandum & Acknowledgement • Valid NSIC Certificate () • Entrepreneurs Memorandum part II (EM II) certificate (deemed validity of 5 years) () {in case of EM II certificate older than 5 Years, EM II certificate along with attested copy of CA certificate* applicable for the relevant financial year (latest audited)} () * Certificate by Chartered Accountant on letter head as per Annexure-H		
4.6.2	MSE Ownership w.r.t. SC/ ST, if applicable, documents to be furnished (Tick the appropriate)	
• Proprietor: SC/ ST Certificate () • Partnership Firm: SC/ ST Certificate of partners holding 51% shares & above () • Limited Company: SC/ ST Certificate of Directors/ Owners holding 51% shares & above ()		
5.0 OTHER PARTICULARS (DOCUMENTS TO BE FURNISHED)		
5.1 IF REGISTERED WITH ANY OF BHEL UNITS		
Name of BHEL unit		
Common/ Unit Supplier Identification (ID)Number		
Items for which supplier is registered & their specifications (copy of at least one or more successfully executed purchase orders)		
5.1.1 IF ANY OF YOUR SISTER UNIT/ FIRM IS REGISTERED FOR SIMILAR ITEM/S?		
Name of Sister Unit(s) already registered with BHEL		
Common/ Unit Supplier Identification(ID)Number/ Code		
Item/s for which supplier is registered	Item 1	Item 2
5.2 Whether approved by ASME / NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS/ ONGC/ PGCIL/ BARC/ RITES/ IOCL/ PDIL/ CPWD/ Any other CPSU for similar items, for which registration is sought?	YES/ NO (Documentary Evidence)	
5.3 Whether Supplier is ISO 9001 Certified	YES/ NO (Certificate)	
5.4 Whether Supplier is ISO 14000 Certified	YES/ NO (Certificate)	
5.5 Whether Supplier is OHSAS 18000 Certified	YES/ NO (Certificate)	
5.6 Experience List: Attach list of present customers with name & address for offered/ similar type & size of item/ equipment for which registration has been sought and with whom applicant has continuous business since last three years. Copies of latest previous two purchase orders executed to be attached. (Attach performance certificates issued by its customers for successful execution of the contracts)		
5.7 Details of Pending Legal/ Arbitrations issues on contractual aspects with customer, if any? (If Yes, kindly furnish details with latest status on a separate sheet)		YES/ NO

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6.0 MANUFACTURING FACILITIES:

6.1 LIST OF MANUFACTURING FACILITIES/EQUIPMENTS INCLUDING MATERIAL HANDLING FACILITY (RELATED TO THE ITEMS APPLIED FOR REGISTRATION)

Sl. No	Works/ Division (as per cl. 1.)	Description of Machine/Equipment	Quantity	Make & Year of Installation	Remarks

In case of space limitation, please enclose annexure / catalogue with tag

6.2 IF IN-HOUSE MFG FACILITIES NOT AVAILABLE, INFORM SOURCE OF MFG. DETAILS ALONG WITH THEIR FACILITIES (RELATED TO THE ITEMS APPLIED FOR REGISTRATION)

Sl. No	Process Outsourced	Name & address of The Company	Description of Machine / Equipment	Remarks

In case of space limitation enclose annexure/ catalogue with tag

6.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE: _____.

6.4 POWER BACK UP (Furnish details on separate sheet) YES/ NO

7.0 INSPECTION & TESTING FACILITIES

7.1 LIST OF INSPECTION & TESTING FACILITIES / EQUIPMENT AVAILABLE (RELATED TO THE ITEMS APPLIED FOR REGISTRATION)

Sl. No	Works/ Division(as per cl. 1.2)	Description of Facility/ Equipment & Capacity	Nos.	Make & Year of Manufacturing	Last Date of Calibration(With Traceability)

In case of space limitation enclose annexure/ catalogue with tag

7.2 IF IN-HOUSE TESTING FACILITIES NOT AVAILABLE, INDICATE SOURCE OF TESTING ALONGWITH THEIR FACILITIES (RELATED TO THE ITEMS APPLIED FOR REGISTRATION)

Sl. No	Test	Source of Testing	Description of Facility/ Equipment & Capacity	Approval of Equipment/ Process/ Personnel Qualification

In case of space limitation enclose annexure/ catalogue with tag

Note: In case of outsourcing of major testing such as NDT, Electrical & Mechanical Testing, no marks will be awarded. However, material composition testing by chemical method from recognized laboratory shall not attract negative marking.

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PART- B: FINANCIAL INFORMATION (to be certified by a Chartered Accountant)

1. Audited copies of annual reports/ complete set of annual accounts for the last four years (or from date of incorporation whichever is less) are to be submitted. 2. If the supplier is new in business and does not have past data, then the financial evaluation will be done on the basis of information provided. 3. Scanned copy of the financial information as below signed by a Chartered Accountant is to be uploaded.					
FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS					
"Figures to be as per Revised Schedule 6 of the Companies Act 2013, as applicable"					
8.0	Parameter	Year 1	Year 2	Year 3	Year 4
(Years in ascending order, Money value in Rs. Lakhs)					
8.1	NET WORTH (Share Capital + Reserves)				
8.2	LONG TERM DEBT/ LOAN				
8.3	DEBT EQUITY RATIO $\frac{\text{Long term Debt (8.2)}}{\text{Net worth (8.1)}}$				
8.4	INVESTMENT IN: Land & Building				
	Plant & Machinery				
	Other Fixed Assets				
8.5	NET CURRENT ASSETS				
	a) Cash on hand				
	b) Account receivable				
	c) Inventories				
	d) Loans and advances				
	e) Other current assets				
	Total				
	CURRENT LIABILITY & PROVISIONS				
	a) Sundry creditors				
	b) Advances from customers				
c) Other liabilities					
d) Provisions					
Total					
8.6	QUICK RATIO				
	$\frac{\text{CA - Inventory } \{8.5(1) - 8.5(1)c\}}{\text{Current liability } \{8.5 (2)\}}$				
8.7	SALES (excluding other income)				
8.8	PROFIT BEFORE TAX				
8.9	Contingent Liabilities				
8.10	Whether the supplier has been referred to BIFR/ NCLT/ any other Govt agency (If YES, enclose details)				YES / NO
8.10	Whether the supplier is a potential sick company.(If YES, enclose details)				YES / NO

Date:

Name:

Membership number & Seal of Chartered Accountant

Signature -----

Part C: (QUALITY SYSTEM):

9.0	Parameters	System in effect (tick if exists & provide evidences if ticked in written procedure)		Records (tick if available & submit evidence)	Remark / Relevant documents to be furnished
		Written Procedure	Practice		
9.1	Incoming Material Control System				System and documentary evidence of control over sub-suppliers in the form of Quality Plan/ Checklist (Customer Hold Point (CHP), In-Stage Inspection etc.)
9.2.1	In Process Control				Work instructions/ checklist/ job card & record of process control parameter
9.2.2	Control on Outsourced Processes, if applicable				Documentary evidence of control over suppliers in the form of Quality Plan/ Checklist (Customer Hold Point (CHP), In-Stage Inspection etc.)
9.3	Manufacturing Process/ Testing Procedure Qualification				Copy of Manufacturing process work flow/ Testing Procedure Qualification
9.4	Personnel qualification for cl. 9.3 (above).				Copy of Record of Personnel qualification for critical processes (welding, painting, NDT etc.)
9.5	Calibration system				Copy of list of instruments & their calibration status(certificate from NABL/ any other Govt. approved & accredited lab)
9.6	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.				Copy of procedure
9.7	System of Storage, Preservation, Painting & packing				Copy of procedure
9.8	System of Non Conformity Report (NCR) disposition, corrective and preventive action (CAPA)				Copy of System for NCR handling and list of NCRs observed in the last three years along with details of disposition and CAPA.
9.9	Customer complaints (CC) handling system, CC disposition, corrective and preventive action (CAPA)				Copy of System for CC handling and list of customer complaints in the last three years along with details of disposition and CAPA.
9.10	Safety measures				Copy of safety procedure/ guideline & Record of accidents for last three years.
9.11	Any other quality initiative				

Part D: TECHNICAL COMPETENCE (MARKS SHEET)

Technical competence shall be evaluated in two parts viz. common competence and product/ material category/ item specific competence.

a) COMMON TECHNICAL COMPETENCE

TECHNICAL COMPETENCE (where design specification is given by BHEL)	MARKING RANGE	Marking range, if product specific technical competency not required	Supplier to attach supporting documents	Marks by BHEL
Supplier understands the product specification.	(0-3)	(0-8)	e.g. Technical Catalogue	
Supplier understands the inspection requirements.	(0-2)	(0-5)	e.g. Inspection Report	
Supplier has process capability to achieve the product specification/dimensional requirement.	(0-3)	(0-8)	e.g. Type test report	
Supplier has experienced manpower to carry out the job.	(0-2)	(0-4)	e.g. skill matrix of the personnel	
TOTAL MARKS OUT OF POSSIBLE	10	25		

OR

TECHNICAL COMPETENCE (where performance specification is given by BHEL)	MARKING RANGE	Marking range, if product specific technical competency not required	PROCEDURE		SYSTEM IN EFFECT		RECORDS	
			Supplier to attach supporting documents	Marks by BHEL	Supplier to attach supporting documents	Marks by BHEL	Supplier to attach supporting documents	Marks by BHEL
Design capability	(0-3)	(0-8)						
Adequacy of quality assurance plan	(0-2)	(0-5)						
Process capability for components	(0-3)	(0-8)						
Adequacy of testing facilities	(0-2)	(0-4)						
TOTAL MARKS OUT OF POSSIBLE	10	25						
Average of Total (Total/3) = -----								

b) PRODUCT/ MATERIAL CATEGORY/ ITEM SPECIFIC TECHNICAL COMPETENCE

(Max. marks 15)

Unit MISCC to structure the parameters to be considered for technical competence and score of individual parameter depending on material category/ item. MISCC shall identify the requirement of enclosures to be furnished by supplier.

Product:

SNO	Material category/ item	Tech Parameter	Supplier's response with relevant documents	Remarks

To be filled up by supplier only on receipt of technical requirements/ Specification/ Drawings/ Standards from BHEL and to be sent to BHEL for further scrutiny.

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Annexure-F

Applicants need to comply with the requirements of the registration process. The information/ documents furnished will be treated in strict confidence.

Instructions for filling the Registration Form

- Supplier registration is only through online portal at <https://supplier.bhel.in>.
- All columns in the Registration Form are to be duly filled up. Indicate, '**NIL**'/ '**Not Applicable**', wherever details are not available or not relevant respectively.
- All sheets of the Registration Form are to be **signed & stamped/ digitally signed** by the authorized signatory.
- Expedient furnishing of any clarification/ information required during registration to be ensured, failure of which may affect the registration process.
- PO copies/ Experience certificates/ Test certificates or any other required document will be sent for verification to the concerned issuing authority. Registration will be liable to be cancelled if any document is found to be fake/ false/ forged on verification.
- Submission of fake/ false/ forged documents will invite action by BHEL as per extant Guidelines for Suspension of Business Dealings and Fraud Prevention Policy (both as available on www.bhel.com).
- Just submission of supplier registration form does not mean automatic registration. Registration shall be done, after due evaluation and will be intimated accordingly.
- For a document in language other than Hindi/ English, a self-attested English translated document to be attached.
- Class 3, Signing & Encryption Digital Signature has to be obtained.

DECLARATION

(This declaration should be signed by the Proprietor/ Partner/ Director)

I/ We declare and confirm that the information furnished and attachments submitted with the application are true and correct. I/ we are aware that any false information provided herein will result in the rejection of my/ our application for registration. I/ we shall be bound by the acts of the duly authorized signatory, who has signed this application and of any other person, who in the future, may be appointed by us in his place, whether or not an intimation of such changes has been given. I/ we undertake to communicate promptly to BHEL any changes in the conditions or working of the firm.

I/ We.....also give the undertaking that BHEL's drawings & specifications shall not be used in any way detrimental to the interest of BHEL and/ or for supply of any material, product or services directly or indirectly to any other customer.

I/ We.....have read and understood that action can be taken as per extant guidelines for Suspension of Business Dealings with Supplier/ Contractor and Fraud Prevention Policy (both as available on www.bhel.com).

I/ Weagree to participate in E procurement as and when required by BHEL.

Name:

Position:

Date & Place:

Signature along with Office Seal:

- Scanned (Hard/ digitally) copy of declaration signed by the Proprietor/ Partners/ Director and/ or authorized signatory, who has the authority to do so, is to be uploaded.

BHEL Trained & Certified Assessor

PART- A: ORGANISATIONAL SOUNDNESS

1.0 ORGANISATIONAL INFORMATION				
1.1 NAME AND CORRESPONDENCE ADDRESS OF THE FIRM/ COMPANY TO BE REGISTERED				
1.2 REGISTERED OFFICE ADDRESS				
Tel: Landline				
Fax				
Website				
1.2 Correspondence address & Telephone no for:				
- WORKS 1/ DIVISON 1/ BRANCH 1/ SISTER CONCERN 1: - WORKS 2/ DIVISON 2 / BRANCH 2/ SISTER CONCERN 2: - WORKS N/ DIVISON N/ BRANCH N/ SISTER CONCERN N:				
1.3 PRODUCTS/ SYSTEMS/ SERVICES FOR WHICH REGISTRATION IS APPLIED FOR (ATTACH BROCHURES & CATALOGUES)				
SNO.	DESCRIPTION	SIZE & RANGE	MANUFACTURING STANDARD (IS/ DIN/ BS/ ASME etc.)	WORKS/ DIVISON (as per cl 1.2)
2.0 GENERAL INFORMATION				
2.1 DETAILS OF MARKETING REPRESENTATIVE (OUTSIDE INDIA , IF ANY):			2.2 DETAILS OF INDIAN REPRESENTATIVE, IF. ANY : (Attach authorization letter)	
Name				
Designation				
E-Mail				
Tel: Landline				
Mobile				
Fax				

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2.3 NAME & CONTACT DETAILS OF CHIEF EXECUTIVE:			
2.4 DIRECTORS / PARTNERS/ PROPRIETOR, IF RELATED TO ANY BHEL EMPLOYEE.		2.5 IF ANY EX-BHEL PERSONNEL IS EMPLOYED/ ENGAGED BY THE COMPANY	
Name of BHEL Employee		Name of Ex. BHEL Employee	
Staff No.& Designation		Staff No.& last Designation held	
Unit & Department		Place of last posting (Unit & Dept.)	
Relationship		Date of leaving Service from BHEL	
3.0 OWNERSHIP INFORMATION			
3.1 Nature of Business			
Tick that is applicable: • Manufacturing Unit/ Engg. Consultant/ EPC Contractor/ System Integrator () • Dealer*/ Trader*/ Distributor*/ Stockist*/ Channel Partners*/ Holding Company () *Non-Manufacturer needs to submit an Authorization Certificate, clearly indicating the validity period as well as rights granted by respective OEMs to them. i.e. to negotiate/ quote/ supply/ after sales service etc			
3.2 Year of Establishment			
3.3 Year of Commencement of Business			
3.4 Report from third party business rating agencies eg. Dun & Bradstreet/ Credit Reform Etc. (MANDATORY)			
3.5 Port of Loading			
3.6 Nearest Airport			
3.7 Production Capacity per Annum (details of relevant major manufacturing/ testing facilities to be furnished)			
3.8 Name (s) of Bankers			
(Enclose banker's certificate certifying creditworthiness)			
4.0 IF REGISTERED WITH ANY OF BHEL UNITS			
Name of BHEL unit			
Common/ Unit Supplier Identification (ID) number/ Code			
Items for which supplier is registered	Item 1	Item 2	

5.0 FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS					
	Parameter	Year 1	Year 2	Year 3	Year 4
(Years in ascending order, Money value in Rs. Lakhs)					
5.1	Turnover				
5.2	Profit After Tax				

Audited copies of annual reports/ complete set of annual accounts for the last four years (or from date of incorporation whichever is less) are to be submitted.

6.0 QUALITY MANAGEMENT SYSTEM	
6.1 Whether Supplier is ISO 9001 Certified	YES (Enclose Certificate)
	NO (Enclose Quality Management System/ Written down Procedure)

7.0 EXPERIENCE LIST
Attach list of present customers with name & address for offered/ similar type & size of item/ equipment for which registration has been sought and with whom you have continuous business since last three years.

8.0 ANY OTHER INFORMATION:

9.0 LIST OF ENCLOSURES (Brochures, Catalogues, Technical Literature Etc.):
i)
ii)
iii)
IV)

Signature & Seal
(Authorized Signatory)

E – Mail:

Name:

Telephone: (landline):

Designation:

Mobile:

Date: