

BHARAT HEAVY ELECTRICALS LIMITED

CORPORATE R&D DIVISION, VIKAS NAGAR, HYDERABAD - 500 093, AP, India

General Terms and Conditions of Enquiry & Contract for the Purchase of Goods/ Services

- 1. The quotation and any order resulting from this enquiry shall be governed by these General Terms and Conditions of enquiry and contract for the supply of goods and the supplier quoting against this enquiry shall, unless specifically stipulates any different terms or conditions, be deemed to have read and agreed to the same.
- Sealed quotations in double cover with tenderer's distinctive seal, superscribing enquiry number, date and due date are to be submitted so as to reach on or before
 due date & time, addressed to Additional General Manager(MM), Bharat Heavy Electricals Limited, Corporate Research & Development Division, Vikasnagar,
 Hyderabad, Andhra Pradesh, India PIN–500 093, India to be deposited in Tender Box located at Security gate for hand deliveries.
 - In the case of **Two-part bid**, each inner cover shall clearly be labeled as a) **Technical & Commercial Bid** containing technical data/ drawings/ catalogues/ quality plans along with commercial terms and conditions & copy of the price bid with the price columns left blank (unpriced price bid), b) **Price bid** containing prices quotes. Installation and/or Commissioning charges shall be spelt out in absolutely lucid terms, taking into account total charges, rather than quoting vaguely, such as charges per man-day or charges per engineer per day etc. If the price bid was found later to be different from the unpriced price bid in any way, the offer will be rejected summarily. The rate shall be quoted in both figures and in words.
- 3. Any Supplier (Agents/distributors/ representatives) desirous of quoting imported goods/ services, they should submit the quote in foreign currency along with agency agreement copy, failing which their offer is liable for rejection. In case of non-submission of agreement copy, the principal should submit quotation to BHEL directly. Foreign suppliers will also indicate in their offer Indian agent's name, if any, and address with percentage of agency commission out of the quoted price, if any. Name and Address of the supplier's Bankers address should also be given
- 4. **Tender/ Technical bid Opening**: Unless specified otherwise, tenders/ technical bids will be opened on appointed date and time as mentioned in the enquiry or as communicated changed date/time, if any, in the presence of such of those tenderers who may be present.
- 5. Late Tender: Tenders received after tender due date/ time (12:00 hrs) shall be treated as late tenders and will not be considered...
- 6. The Quotation should be free from overwriting and erasures. Corrections and additions, if any, must be attested. Incase of difference in unit price and corresponding total value or figures or words/text, the buyer (BHEL) reserves the right to select the figures or words/text leading to lowest cost to buyer.
- 7. Supplier should indicate in the quotation dimensions (Size), weight, rate etc., in the metric system unless the enquiry calls for different unit.
- 8. Validity of Quotation: All quotations shall be kept open for acceptance for a period of ninety days from the date of opening of Tenders/ Technical bid and this shall be deemed to be an express condition of all quotations.
- 9. In the case of Two-part bid, the vendor should furnish technical clarifications, if any, within stipulated time mentioned, failing which, it will be construed that the vendor is not interested in the tender and BHEL shall not consider the offer for further evaluation.
- 10. **Price Impact**: In the event of any bidder, after finalizing the technical specifications and scope of supply, opting to revise their original bid, they have to submit the Price-Impact only. The Original price bid along with Price-Impact bid shall be opened during pricebid opening. Unsolicited bids will not be considered.
- 11. Pricebid Opening: Unless specified otherwise in the enquiry, the Price bids of technically qualified vendors shall be opened with prior intimation in the presence of such of those tenderers who may be present.
- 12. **Conformity to Specifications**: The material should be of the best quality and shall be conforming to our specification given in our enquiry. Unless otherwise agreed upon by BHEL, no payment shall be due by BHEL in respect of any sample. Offers without details of specifications/ applicable catalogues will not be considered and are liable to be rejected.
- 13. **Terms of Delivery**: All Suppliers shall quote the lowest prices on EXW/ FOB/ FCA basis in case of foreign suppliers and on ex-works /Free-on-Rail/Road /F.O.R-destination basis in case of Indian/ indigenous Supplies, indicating packing & forwarding charges if any, separately.
- 14. Taxes and Duties: Unless specified otherwise in the enquiry, BHEL do not provide "C" Form as it is engaged in R&D. All Indian suppliers shall clearly mention current Sales Tax/ VAT, Excise Duty, and Service Tax etc, if any, payable in addition to the quoted price and indicate applicable rates/ percentage, item-wise clearly. The vendors should mention applicable Registration Number(s) specifically in their quotation. Being a research institution, BHEL R&D is exempt from Customs duty against direct imports from foreign suppliers and exempt from Central excise duty against indigenous suppliers as per Govt. of India. Hence, suppliers are requested to submit their bids clearly stating applicable taxes/ duties. The quoted taxes/ duties will be taken for cost evaluation & order placement and no change will be entertained later except in the case of changes made by the Government.
- 15. Insurance: Insurance will be arranged by BHEL in case of Ex-Works as well as FCA / FOB basis supplies.
- 16. Terms of Payment: Full payment will be made within 30 days after receipt, inspection and acceptance of the material (and where involved, Erection and commissioning of the material/ equipment at BHEL/Destination) though Electronic Fund transfer (RTGS/NEFT/SEFT) with bank charges, if any, to the supplier's account. For foreign suppliers, the preferred payment term will be on wire transfer basis and bank charges inside India will be to BHEL account and outside India will be to supplier's account.
- 17. **Pricebid evaluation**: All offers shall be evaluated based on unit price, P&F, taxes/duties, freight charges if any, loading due to non-acceptance of our standard terms. All foreign offers shall be evaluated based on exchange Rate (TT Selling rate of State Bank of India) as applicable at technical bid opening date. Suppliers shall quote competitive price and best delivery for all the items mentioned in the enquiry. BHEL reserves the right to reject partial quotations and to place order on overall landed cost basis. Correct date of effecting supplies in the event of an order should be indicated in the offer. If the supplier's quoted terms are different from BHEL standard terms, their offers will be evaluated as per Loading factors form sent along with enquiry.
- 18. **Packing**: The supplier shall be responsible for the goods being properly and adequately packed so as to prevent any loss, damage or deterioration during transit and indicate packing charges, if any, separately.
- 19. **Part/ Split Ordering:** BHEL reserves right to Order part of the item/ quantity of the enquiry and/or split the order among qualified vendors.
- 20. In case the goods enquired are on Rate Contract basis with any other unit of BHEL, such fact should be clearly indicated in the quotation giving full particulars of Rate Contract number, validity and price and also your willingness to comply with order if placed against such Rate Contract. A true copy of Rate contract signed by the supplier should be sent with the quotation.
- 21. Inspection: On receipt, the goods shall be subjected to inspection and also test, if necessary, and our decision regarding the acceptability of the goods shall be final and binding on the suppliers.
- 22. **Penalty for late delivery**: The time stipulated for delivery of goods shall be deemed to be the essence of the contract and delivery must be completed within the stipulated date/s. In the event of supplier's failure to supply the goods by the stipulated date/s, a penalty of ½% per week for the delayed no of weeks or part thereof for the undelivered portion of PO subject to a maximum of 10% of total order value shall be levied at the discretion of BHEL.
- 23. **Withdrawal from the Contract**: In case the supplier withdraws their offer before placement of order, BHEL reserves the right not to send next enquiry(ies). In case the supplier withdraws the quotation after its acceptance by BHEL or fails to supply the goods as per the terms and conditions of contract, or at any time repudiated the contract wholly or in part, BHEL shall be at liberty to cancel the Purchase Order and to recover from the supplier the extra cost and other loss, incidentals due to the breach of contract on the part of the supplier through risk purchase.
- 24. Guarantee/ Warranty certificate and Manufacturer's Test report: Invariably in all cases where it is so stipulated, the supplier should furnish Guarantee/ Warranty certificate valid for a period of 18 months from date of supply or 1 year from the date of receipt, acceptance and commissioning (or more, if provide by oem) whichever earlier and manufacturer's Test report along with the goods, failing which, BHEL shall have the right to reject the goods.
- 25. Recovery of Dues: BHEL shall recover any amount due from the supplier or any amount outstanding to the credit of the supplier with BHEL R&D unit or any other BHEL unit(s) and/or by legal action.
- 26. Arbitration & Forum for Legal Proceedings: All disputes arising in connection with indigenous/ foreign supplies shall be settled through arbitration held at Hyderabad, AP, India and arbitrator shall be appointed by BHEL from the enlisted panel. The Courts at Secunderabad/ Hyderabad, AP, India shall have jurisdiction in respect of any suit or other legal proceeding arising from or relating to this contract

The rights and remedies of BHEL stated in these General terms and conditions shall be in addition and supplemental to its rights and remedies under law and custom or usage of trade or business and shall in no way be deemed to limit, curtail, supercede or derogate from its said rights and remedies.

BHEL R&D RD:DP:MPX:F-22

LOADING FACTORS



NOTE: IN CASE OF DEVIATION TO BHEL TENDER SPECIFIED TERMS, LOADING FACTOR INDICATED IN FOLLOWING TABLE WILL BE APPLIED TO QUOTED PRICE WHILE EVALUATING THE LOWEST QUOTE ()

A. FOR INDIGENOUS PURCHASES

	A. FOR INDIGENOUS PURCHASES					
SLNO	SCOPE	COMMERCIAL TERMS	BHEL STANDARD TERM	AS OFFERED	LOADING FACTOR FOR NON COMPLIANCE TO BHEL STANDARD TERMS	
A.1				SAME	NIL	
	MENT	S		PAYMENT AGAINT PROFORMA INVOIVE / DESPATCH DOCUMENT OR CASH ON DELIVERY (COD) / CASH AGAINST PROOF OF DESPATCH	11% PER ANNUM INTEREST ON THE TOTAL PO VALUE FOR ONE MONTH	
	OF EQUIPMENT	PAYMENT TERMS	100% PAYMENT, WITH IN 30 DAYS FROM THE DATE OF RECEIPT AND ACCEPTANCE OF	ADVANCE PAYMENT WITH BANK GUARANTEE	11% PER ANNUM INTEREST ON THE TOTAL VALUE FOR OFFERED DELIVERY PERIOD (Rounded off to nearest month) + 1 MONTH	
	SUPPLY 0	PAYME	MATERIAL	PART ADVANCE PAYMENT WITH SUPPORTING BANK GUARANTEE AND BALANCE WITH IN 30 DAYS	11% PER ANNUM INTEREST ON ADVANCE FOR OFFERED DELIVERY PERIOD (Rounded off to nearest month) + 1 MONTH	
	SUP			PART ADVANCE PAYMENT WITH SUPPORTING BANK GUARANTEE AND BALANCE ON RECEIPT OF MATERIAL	11% PER ANNUM INTEREST ON ADVANCE FOR OFFERED DELIVERY PERIOD (Rounded off to nearest month) + 1 MONTH AND 11% PER ANNUM INTEREST ON BALANCE AMOUNT FOR ONE MONTH	
A.2		NCE		SAME	NIL	
	E&C	PPLIER MUST 8 OR 10% OF TH ATY PERIOD.) BY BY DY		100% PAYMENT WITH IN 30DAYS AFTER COMPLETION OF SUPPLIES AND ERECTION AND COMMISIONING	NIL (PBG WILL NOT BE INSISTED FROM THE SUPPLIER)	
				90% PAYMENT AGAINT PROFORMA INVOICE/ DESPATCH DOCUMENT OR CASH ON DELIVERY (COD) / CASH AGAINST DESPATCH AND BALANCE 10% WITH IN 30 DAYS OF E&C	11% PER ANNUM INTEREST ON 90% OF THE VALUE OF PO FOR ONE MONTH	
	EQUIPMENT INCLUDING		90% PAYMENT, WITH IN 30 DAYS FROM THE DATE OF RECEIPTAND ACCEPTANCE OF MATERIAL. BALANCE 10% WITH IN 30 DAYS OF COMPLETION OF E&C AND ON SUBMISSION OF	90% PAYMENT AGAINT PROFORMA / DESPATCH DOCUMENT OR CASH ON DESPATCH (COD) / CASH AGAINST DESPATCH AND BALANCE 10% AFTER COMPLETION OF E&C	11% PER ANNUM INTEREST ON TOTAL PO VALUE FOR ONE MONTH	
			PERFORMANCE BANK GUARANTEE (PBG) FOR 10% OF BASIC PO VALUE.	90% ADVANCE PAYMENT WITH BANK GUARANTEE AND BALANCE 10% WITH IN 30 DAYS OF E&C	11% PER ANNUM INTEREST ON 90% OF THE TOTAL VALUE FOR DELIVERY PERIOD(ROUNDED OF TO THE NEAREST MONTH) + 1 MONTH	
	SUPPLY OF	ERMS (THE (ANTEE (PB ID FOR WAF		PART ADVANCE (x%) PAYMENT WITH SUPPORTING BANK GUARANTEE AND (90 - x) % PAYMENT ON RECEIPT OF MATERIAL AND 10% PAYMENT WITH IN 30 DAYS AFTER E&C	11% PER ANNUM INTEREST ON THE ADVANCE AMOUNT FOR THE DELIVERY PERIOD(ROUNDED OF TO THE NEAREST MONTH)+ 1 MONTH AND 11% PER ANNUM INTEREST ON (90-X)% PAYMENT FOR ONE MONTH	
	Ñ	PAYMENT TE BANK GUAR. ORDER VALI		PART ADVANCE (x%) PAYMENT WITH BANK GUARANTEE AND (90 - x) % PAYMENT ON RECEIPT OF MATERIAL AND 10% PAYMENT AFTER E&C	11% PER ANNUM INTEREST ON THE ADVANCE AMOUNT FOR THE DELIVERY PERIOD(ROUNDED OF TO THE NEAREST MONTH)+ 1 MONTH AND 11% PER ANNUM INTEREST ON BALANCE AMOUNT	
_			•	•	•	

LOADING FACTORS_290509.xls

SLNO	SCOPE	COMMERCIAL TERMS	BHEL STANDARD TERM	AS OFFERED	LOADING FACTOR FOR NON COMPLIANCE TO BHEL STANDARD TERMS	
			B. FOR FORE	IGN PURCHASES (IMPORTED)		
B.1				SAME	NIL	
	EQUIPMENT	ERMS.	AGAINST SIGHT DRAFT ON PRESENTATION OF DESPATCH DOCUMENTS VIZ INVOICE, AWB ETC	100% PAYMENT AFTER RECEIPT AND ACCEPTANCE OF MATERIAL AT BHEL R&D BY WIRE TRANSFER. (DESPATCH DOCUMENTS WILL BE SENT TO BHEL R&D DIRECTLY ALONG WITH BANK DETAILS)	NIL	
	P.	Ë	TO OUR BANKERS (ALL BANK CHARGES INSIDE INDIA TO BHEL ACCOUNT AND OUTSIDE INDIA	LC PAYMENT	11% PER ANNUM INTEREST ON THE BASIC VALUE FOR ONE MONTH	
	SUPPLY	PAYMENT TERMS	WILL BE TO THE SUPPLIER'S ACCOUNT)	ADVANCE BY WIRE TRANSFER WITH BANK GUARANTEE	11% PER ANNUM INTEREST ON THE BASIC VALUE FOR DELIVERY PERIOD + 1 MONTH	
				PART ADVANCE (x%) PAYMENT WITH SUPPORTING BANK GUARANTEE AND BALANCE PAYMENT AFTER RECEIPT OF MATL	11% PER ANNUM INTEREST ON THE ADVANCE AMOUNT FOR THE DELIVERY PERIOD+ 1 MONTH AND 11% PER ANNUM INTEREST ON BALANCE AMOUNT FOR ONE MONTH	
B.2	G E&C	ER ICE 10% ORDER 0.)		SAME	NIL	
	ICLUDIN	ERMS (THE SUPPLIIT A PERFORMAN ANTEE (PBG) FOR IG VALUE OF THE I		90% PAYMENT WILL BE MADE WITH IN 30 DAYS	LC PAYMENT FOR 90% OF THE ORDER VALUE + 10% AFTER E&C WITH IN 30 DAYS	11% PER ANNUM INTEREST ON 90% OF BASIC VALUE FOR ONE MONTH
	SUPPLY OF EQUIPMENT INCLUDING			TERMS (THE :	ERMS (THE STANDED TO THE STANDED TO	FROM THE DATE OF RECEIPT OF MATERIAL ON ACCEPTANCE AND BALANCE 10% WITH IN 30 DAYS OF COMPLETION OF E&C AND ON SUBMISSIONOF PERFORMANCE BANK GUARANTEE FOR 10% OF BASIC VALUE
	SUPPLY OF	PAYMENT T MUST SUBN BANK GUAF OF THE BAS VALID FOR		BANK GUARANTEE AND BALANCE (I.E. 90-X)AFTER	11% PER ANNUM INTEREST ON THE ADVANCE AMOUNT FOR THE DELIVERY PERIOD+ 1 MONTH AND 11% PER ANNUM INTEREST ON BALANCE AMOUNT OF 90% OF ORDER VALUE (I.E. 90-X%)	
			C. PERFORMANCE BANK GUARANTE	E, PBG (COMMON FOR INDIGENOUS AND I	MPORTS)	
C.1		PERFORMANCE BANK GUARANTEE	PBG FOR 10% OF THE BASIC PO VALUE SHALL BE FURNISHED IN BHEL PRESCRIBED FORMAT.	IF NOT AGREED	10% OF THE BASIC MATERIAL COST	
		•	D. PENALTY (COMM	ION FOR INDEGENOUS & IMPORTS)		
D.1		LD CLAUSE	IN THE EVENT OF DELAY IN AGREED CONTRACTUAL DELIVERY, PENALTY OF 0.5% (HALF PERCENT) PER WEEK BUT LIMITED TO A MAX OF 10% VALUE OF UNDELIVERED PORTION OF BASIC MATERIAL COST WILL BE APPLICABLE	AGREED	NIL	
				IF NOT AGREED	10% OF THE BASIC MATL COST	
				IF AGREED FOR 5% OTHER THAN THE ABOVE	5% OF THE BASIC MATERIAL COST 10% MINUS THE AGREED MAX PERCENTAGE OF THE BASIC MATERIAL COST WILL BE LOADED.	

LOADING FACTORS_290509.xls



BHARAT HEAVY ELECTRICALS LIMITED CORPORATE R&D Division Vikasnagar, Hyderabad – 500093, India.

Suppliers' compliance statement to basic conditions of enquiry

(to be submitted along with Technical & Commercial bid)

Enquiry number:: Enquiry date::

(In case Order to be placed on Indian supplier in Indian currency)

	BHEL R& D's terms & Conditions	Supplier's compliance (indicate Yes/No. if 'No', state terms desired)
1) Validity of offer	Unless specifically mentioned in the enquiry, 90 days from the tender opening date	
2) Delivery requirements	Free delivery at our stores or FOR destination (or as indicated in the enquiry)	F.O.R Delivery: within weeks from PO date
3a) Warranty	Unless specifically mentioned in the enquiry, all supplied items to be provided with warrantee for one year (or more, if provided by the OEM) from the date of acceptance/commissioning. In case of equipment involving erection and commissioning, warrantee shall be for 18 months from the date of despatch or 12 months from the date of commissioning, whichever is earlier	
Test report	Test Certificate to be provided with Goods	
4) Terms of payment	Unless specifically mentioned, full payment will be made within thirty days after receipt, inspection and acceptance of the material at BHEL R&D (and where involved, erection and commissioning of the material/equipment at BHEL/destination), by EFT/RTGS with bank charges, if any, to supplier \subseteq account.	
5) Taxes & Duties	specify rates of taxes/ duties element wise on the price quoted and related percentages.	ED+ Cess : % Extra/ inclusive/ Nil/ NA VAT/ CST: : % Extra/ inclusive/ Nil/ NA Service Tax: : % Extra/ inclusive/ Nil/ NA
6) Penalty for late delivery	0.5% per week beyond the delivery date on undelivered portion subject to a maximum of 10% of the total order value	

^{*} BHEL R&D reserves the right to reject any offer due to non-compliance with the above Terms & conditions and/or non-receipt of this form in duly filled condition

^{*} Any other elements of cost in addition to the above may please be specified in detail.

AUTHORISATION LETTER FOR E-PAYMENT/ NEFT / RTGS

] 00 000 0 0 0 0 0 0 0 0000 000 00 0 0 0	0 0 0	0 0 0 0 0
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
		•
0 0 0 00 0 0		
0 000 00 000 00 00 00 0 0 0		
0 00 00		
0 0 0 0 000 0 0 0 0 0 0 0 0 0 0 0 0 0		
0 0 0 0 0 00 000 000 000 0 0 0 0 0 0 0		
0 0 0 00 000 0000 000 00 0 0 0 0 0 0		
0 0 0 0000		
0 00000000000000		
0 0 0 0 0 0 0		
0 00 0 0 0		
0 00 0 0 0 0 0 0		
0 00 0 0 00 00 0 00 00		
0 0 0 0 0 0 000 0 0 000 0 000 0 000 0 000 0	0 0 0 000 0	
0 00 0 00 0 0 0		
00 0 0 0 0 0 0		

0 0 00 0	0 0 00 0 0 000 0	$0 \ 0 \ 0 \ 0 \ 0 \ 0 $
	000000000000000000000000000000000000	$0 \hspace{0.1cm} 0 0.1cm$

 $\ \ \, 0$



BHARAT HEAVY ELECTRICALS LTD.

Corp. R&D DIVISION VIKAS NAGAR, HYDERABAD- 500 093 (INDIA)

Ph: 040 - 23772704, Fax: 040 - 23770698, email: mpx@bhelrnd.co.in

VENDOR REGISTRATION FORM

FORM TO BE SHEMITTED	* BY THE BIDDED ALONG W	MITH TECHNIC VI "BID.

		Before filling,	please refer to instruc	tions on page-4		

3.0				
4.0				
	, , , , , , , , , , , , , , , , , , ,			
5.0				
6.0				
7.0				
7.0				
		·		
8.0				
-				

9.0			
0.0			
1.0			

 1 11 11 11 11 1	1 11 11 11 1	1 1 1 11 11 11 11	1 1111
	\square \square \square \square		

(CEO / PROPRIETOR)

SEAL:

DATE:



BHARAT HEAVY ELECTRICALS LIMITED

CORPORATE R&D Division

Vikasnagar, Hyderabad, Andhra Pradesh, India – 500093

Enquiry dt:

IMPORTED

Suppliers' compliance statement to basic conditions of enquiry

(to be submitted along with Technical & Commercial bid)

Enquiry number:

(In case Order to be placed on the Principal and foreign currency)

Condition	BHEL R& D's terms	Supplier's compliance (indicate Yes/No. if 'No', state terms desired)
1. Validity of offer	90 days from the tender opening date (or as per enquiry)	
2. Delivery requirements	FCA □Nearest International Airport (or as indicated in the enquiry)	F.C.A International Airport. Delivery: within weeks from PO date
3a) Warranty	Unless specifically mentioned in the enquiry, all supplied items to be provided with warrantee for one year (or more, if provided by the OEM) from the date of acceptance/ commissioning. In case of equipment involving erection and commissioning, warrantee shall be for 18 months from the date of dispatch or 12 months from the date of commissioning, whichever is earlier	
3b) Manufa		
Report	Goods	
4. Terms of payment	Wire Transfer within 30 days of receipt of Material. All bank charges inside India will be to BHEL R&D account and out	
5. Agency commission	Pl specify Indian agency commission charges, if any, in percentage of quotation. The same shall be paid to the agency in Indian Currency only.	
6. Erection/Commission	As per enquiry	
7. Documentation	As per enquiry	
8. Insurance	BHEL will arrange Insurance based on intimation to our Insurance agency. Address of the agency will be mentioned in the Purchase Order.	
9. Penalty for late delivery	0.5% per week beyond the delivery date on undelivered portion subject to a maximum of 10% of the total order value.	

^{*} BHEL R&D reserves the right to reject any offer due to non-compliance with the above conditions and/or non-receipt of this form in duly filled condition

(Signature and Stamp/ Seal of Vendor)

^{*} Any other elements of cost in addition to the above may please be specified in detail



BHARAT HEAVY ELECTRICALS LTD. Corp. R&D DIVISION VIKAS NAGAR, HYDERABAD- 500 093 (INDIA)

SUPPLIER REGISTRATION FORM

(FOREIGN SUPPLIER)

ALL COLUMNS SHOULD BE PROPERLY FILLED IN THE SPACE PROVIDED FOR.
INCOMPLETE OR INCORRECT FORMS MAY NOT BE CONSIDERED.

1.0 G

1.1 □ NAME OF COMPA	ANY
1.2	
ADDRESS TELEPHONE: FAX .EMAIL .WEB SITE	: : :
ADDRESS TELEPHONE FAX .EMAIL .WEB SITE	
1.4	
ADDRESS TELEPHONE .FAX .EMAIL .WEB SITE	: : : :
1.5 CHIEF EXECUTIVE	3
1.6 CONTACT PERSON FOR PRODUCT OFF NAME(S) OFFICIAL CPACITY	

1.7 YEAR OF ESTABLISHMENT

ADDRESS:

FAX E-MAIL

TELEPHONE

1.8 PRODUCTION CAPACITY PER ANNUM 1.9 PARTICULARS OF PRODUCT INCLUDING SPECIFICATION AND RANGE OFFERED FOR REGISTRTION (Attach brouchers and catalogues) 1.10 NAME(S) OF BANKERS 1.11 1.12 PORT OF LOADING 1.13 NEAREST AIRPORT 1.14 NAME OF THE INDIAN AGENT, IF ANY WITH AUTHORIZATION LETTER 2.0 FINANCIAL INFORMATION $2.1 \square \square$ 2.2YES/NO **QUALITY MANAGEMENT SYSTEMS ENCLOSED FORMAT PART-B** 3.1 EXPERIENCE LIST FOR SAME/ SIMILAR ITEMS TO BE ENCLOSED **4.0** □ □**FUTURE EXPANSION PLANS:** (Give details) LIST OF ENCLOSURES: Including brouchers, catalogues, technical literature etc) ANY OTHER INFORMATION SIGNATURE OF SUPPIER (Authorized signatory)

- Note: 1. BHEL Reserves the right to take penal action as deemed fit if any of the information provided by the vendor is found to be incorrect.
 - 2. Please attach separate sheets, if space found is inadequate

3.0

5.0

6.0

NAME

DATE

DESIGNATION



BHARAT HEAVY ELECTRICALS LTD. Corp. R&D DIVISION VIKAS NAGAR, HYDERABAD- 500 093 (INDIA)

Ph: 040 - 23778474, Fax: 040 - 23770698, email: mpx@bheirnd.co.in

GUIDE LINES REGARDING DEALINGS WITH INDIAN AGENTS OF FOREIGN SUPPLIERS

- i. BHEL shall deal directly with foreign vendors, wherever required, for procurement of 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.
- ii. 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.
- iii. 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.
- iv. Any agency commission to be paid by BHEL to the Indian agent shall be in Indian currency only.
- V) Whenever Indian agents are representing on behalf of their principals the relevent authorisation letter and agreement copy to be enclosed along with Technical bid to consider the offer