

I. TENDER SPECIFICATIONS

BHEL, Tiruchirappalli is planning to award the work for printing and supplying of WRI JOURNAL along with envelopes to reputed offset printers. It is a technical magazine published quarterly by Welding Research Institute, BHEL, Tiruchirappalli for the past thirty seven years.

The contract shall be for printing and supply of eight quarterly issues of WRI Journal for the period during January 2017 to December 2018. The printing contract and the rate will be operative upto 29.06.2019.

400 copies shall be printed per issue. For eight quarterly issues over the 2 years period, a total of 3200 copies (BK) will be the requirement.

EPS Enq.S1 No.10

Rate for papers, designing, printing, wrapper, wrappers lamination, binding and door delivery for the entire work involving 4 wrapper pages and 36 inner pages in A4 size for 400 copies per issue fulfilling the above specification including 400 mailing envelopes.

EPS Enq.S1 No.20

Rate for printing of every additional inner pages in multi colour design and printing on 120 GSM foreign art white paper with colour images, graphs and charts

II. GENERAL CONDITIONS:

- 1. The rates should be inclusive of papers, wrapper lamination, designing, printing, binding and door delivery at WRI for all the eight issues of WRI Journal.*
- 2. Input matters from WRI will be the property of BHEL and should not be reproduced or used anywhere.*
- 3. Soft copy of the final approved version of each issue of WRI Journal should be sent to WRI in pdf format through mail and the size of the **file should not exceeded 7 MB**. A good image quality is to be maintained in the soft copy of final version.*
- 4. Font, text sizes, composition of tables, graphs and column sizes shall be indicated by WRI and should be standardized for all the eight issues.*

5. L1 will be evaluated on package rate quoted for 400 copies in serial number 10 and the rate quoted for printing of 4 multi colour pages in serial number 20.
6. Detailed Specifications, Scope of work and a copy of WRI Journal are available in the Annexures.
7. Vendors can visit the purchase department for viewing the hard copy of Sample journal before quoting the tender (or) Hard copy of WRI Journal will be sent to the suppliers based on request.
8. A copy of the journal in pdf format is attached in the tender for your reference.
9. Quantity tolerance of $\pm 10\%$ on the ordered quantity shall be applicable based on BHEL actual requirements
10. **IMPORTANT:** Any errors in the journal as a result of faulty proof-reading or failure to carry out corrections indicated by WRI is liable to result in rejections of the entire lot by WRI. In that case, the printer has to re-print and supply all the copies again at no extra cost to WRI, after carrying out the corrections.

III. PRE QUALIFICATION CRITERIA

1. Registration certificate as a printer like Declaration under section 4 (1) of the press and registration of Books Act, 1867 before District Revenue Officer and Additional District Magistrate to be enclosed.
2. Printers should have at least three years of experience in multi colour offset printing. (Document proof like PO copy, customer certificate etc., to be enclosed)

IV. SCOPE OF WORK

1. Quality printing and prompt supply of WRI JOURNAL along with envelopes. It involves design, printing and supply of eight quarterly issues of WRI Journal along with envelopes over the two years period. In total, for eight quarterly issues, 3200 books with equal number of envelopes have to be printed and supplied.
2. Periodicity of publication will be once in 3 months from January 2017 to December 2018 (Volumes 38-1 to 4 and 39-1 to 4)

YEAR 2017

January 2017	-March	Volume 38 (Issue 1)
April 2017	-June	Volume 38 (Issue 2)
July 2017	-September	Volume 38 (Issue 3)
October 2017	-December	Volume 38 (Issue 4)

YEAR 2018

January 2018	-March	Volume 39 (Issue 1)
April 2018	-June	Volume 39 (Issue 2)
July 2018	-September	Volume 39 (Issue 3)
October 2018	-December	Volume 39 (Issue 4)

3. The size of WRI Journal should be 210 mm width and 297 mm in height after trimming, in (A4 size) portrait form.
4. Four wrapper pages shall be of 220 GSM foreign art board Lumi German white paper suitable for multi-colour printing with 15 micron laminations and will have colour images. The images need to be worked with Photoshop.

5. **WRI Journal title will have to be printed with spot UV varnish.**
6. Inside pages shall be of 120 GSM foreign art matt Lumi German white paper suitable for multi-colour printing.
7. Each issue of the WRI Journal shall have minimum of 36 inside pages and a maximum of 60 inside pages in black colour texts except the titles, single or multi coloured images, tables and graphs on the white back ground.
8. Finishing shall be centre pinned and trimmed to the size of 210 mm width and 297 mm height.
9. Envelopes should be of 315 mm width and 225 mm height excluding folder flap of 60 mm length in landscape model. The envelopes shall be printed in double colour as per the design shades to be approved by WRI.
10. The required inputs for every issue of the Journal shall be supplied by WRI in a periodic manner as and when the required contents are ready and compiled. The printer shall be ready to take up the work immediately on the receipt of matter from WRI.
11. For every issue of WRI Journal, printer shall carry out the design and send the proof for corrections at WRI. The proof shall be sent either in soft copy through **email/CD** or can be sent as hard copy in printed form. The corrections as indicated by WRI shall be incorporated without any deviations. The proof shall be corrected to the fullest satisfaction of WRI. Every issue is expected to have at least two to three proof corrections before being made ready for printing. Printing of every issue shall be carried out only after getting the approval from WRI.
12. **The every issue of WRI Journal should be supplied within 45 days which is including point no.11, printing and door delivery at WRI in BHEL Trichy.**
13. The rough-layout, making proofs, artwork, scanning of photograph, plate making charges, works involved in Photoshop, Coral draw and Page maker etc., shall be within the scope of this printing contract.



BHARAT HEAVY ELECTRICALS LIMITED
MATERIAL MANAGEMENT/PURCHASE/PSS
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ANNEXURE-A

I. PROCEDURE FOR ENTERPRISE PROCUREMENT SYSTEM (EPS)

a. Interested bidders / Suppliers shall submit their offer through e-Procurement mode at <https://bheleps.buyjunction.in> Offers in any other mode will not be accepted. For Enterprise Procurement System (EPS) Bidders/Suppliers are requested to follow these steps.

REQUIREMENTS

1. A PC with Internet connectivity.
2. DSC (Digital Signature Certificate) (Class 3- SHA2- 2048 BIT- SIGNING & ENCRYPTION)
3. The site is best viewed in Internet Explorer 9.0. If you are using Internet Explorer 10 or above then enable compatibility view available under Tools menu
4. Install Java 1.8 Update 67/72/79/77 (32 OR 64 Bit)

MANDATORY REQUIREMENT:

Suppliers interested for registration for BHEL Open Tenders should have a valid DSC (Digital Signature Certificate) before Proceeding forward for Registration. Herein a Valid DSC refers to an Active and unexpired Signing and Encryption Certificate, with specification Class III SHA 2 2048 bit.

UNREGISTERED SUPPLIER IN EPS:

Procedure for Online Registration in EPS for Open Tender Suppliers for BHEL

Unregistered Supplier: Supplier visits EPS at <https://bheleps.buyjunction.in>

Please follow the below steps for registration

1. Click Register Button (Top of the Screen)
2. Please input your organization PAN No (in case of Indian supplier) or click "Foreign" in case you are an overseas Supplier.
3. Click on INTERESTED Button against the respective BHEL Unit
4. Key in your desired login id (Login Code should be 8 - 24 characters in length and can only use numeric values) If you have registered by keying in PAN No. then your desired login id will be prefixed by "OTI", In case of overseas suppliers it will be prefixed with "OTF"
5. Fill in the other details.
6. Fill in the Captcha code and click next
7. Register your Signing certificate and click next
8. Select atleast one procurement category you may be dealing in.

Once the above steps are completed, your profile will be activated by mjunction within 2 business hours. After registering follow the steps provided in "For Registered Supplier" to view RFQ.

In case of any assistance, please call the following nos for support: **033-6601 1717 (From 9:30am to 5:30pm)**

NB:-

1 -- BHEL Administrator or user will have no role for approving Registration and Open Tenders and DSC for Any supplier who has registered himself from the front END which is in case of OT.

FOR REGISTERED SUPPLIER IN EPS:

- a. Supplier visits EPS home page
- b. Supplier signs in with their user id and password
- c. Selects the RFQ Code and views it.
- d. Attaches themselves to the RFQ by clicking the interested button
- e. Supplier fills the bid template and makes necessary attachments
- f. Supplier submits their bid by clicking CONFIRM.

In case of any assistance, please call the following Nos for support:
033-6601 1717 (From 9:30am to 5:30pm)

b. Bidders are requested to quote their offer price on F.O.R Destination (BHEL/Stores) basis only (The basic price of the material quoted in the bid should be inclusive of Packing, Forwarding, freight and transit insurance, etc.,). Ex-works offers will be summarily rejected without further clarification.

c. No charges shall be indicated as "Lumpsum" or "Approximate" in absolute value. All charges like taxes and duties should be clearly specified as "percentage" of the quoted rates.

d. If any sales tax is payable as extra to the quoted price should be specifically stated in quotations along with CST & TIN no failing which the purchaser will not be liable for payment of sales tax. Our TIN No. 33243560005 Dated. 01.01.2007, CST No.239383 Dtd.11.06.1991.

e. Manufacturer's name, trademark or patent no. if any should be specified. Illustrative leaflets giving technical particulars are required along with quotation wherever necessary.

f. Products with I.S.I. certification marks will be preferred.

g. The Purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept in Part or full without assigning any reason whatsoever.

- h. The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Purchaser on time-to- time basis in the E-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.
- i. The user should complete all the processes and steps required for bid submission. The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the processes and steps. BHEL and mjunction Services Ltd. will not be responsible for incomplete bid submission by users. Users may also note that the incomplete bids will not be saved by the system and are not available for the Purchaser for processing.
- j. Before uploading scanned documents if any, the bidders shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity.

II.TERMS AND CONDITIONS OF THE ENQUIRY

1. Offers should have a validity of minimum 90 days from the date of Technical bid opening. The quoted/**Finalized rates shall be Firm for till end of contract period (June 2019) from the date of finalization of Rate Contract** / till completion of the supplies including amendment / deviation / extension if any in quantity / date.
2. On the due date of tender opening, only technical bids will be opened. The opened technical bids will be evaluated by us and clarifications required, if any, will be called for from the bidders on technical and commercial points. If no reply is received from the vendor for the clarification raised by BHEL with in the final cut-off date those vendors offer will be processed with the documents available / submitted against this tender. Offers not meeting the required specification, pre-qualification criteria and technical condition will be summarily rejected. The price bids of technically suitable bidders will be opened on a later date with prior intimation to techno-commercially suitable bidders.
3. No revision of prices will be entertained at any circumstances after tenders are opened.
4. The tender will be finalized through negotiated L1 prize, In the event of more than one vendor becoming L1
5. BHEL reserves the right to short close or reduce the quantity mentioned in the Enquiry / Purchase Order.
6. In case of failure in supplying the items as per PO terms and conditions within the delivery period, BHEL reserves the right to cancel the PO and share the quantity other vendors who have accept the L1 rate in sequence of ascending rank. Also such failed vendors will be removed from BHEL vendor list and not consider for future tenders.
7. BHEL reserves the right to negotiate with L1 vendor or re-float the tender for items where, L1 price is not the lowest acceptable price. BHEL reserves the right to increase or decrease the tender quantity.
8. The rates are to be quoted on F.O.R. destination basis only ie.Door Delivery at BHEL/WRI (Inclusive of Packing, Forwarding, and Freight and Transit Insurance charges to supplier account). Other delivery conditions like Ex-works / Ex-Godown/ Transportation of materials through transport carriers from your works up to the transport carrier's office at Tiruchy and taking delivery of goods by BHEL from such office of transport carriers is not acceptable to us and such offers will be summarily rejected.
9. **Payment Terms (Indigenous):**
Payment term is 100% direct payment within 45 days from the date of receipt and acceptance of materials at BHEL/WRI. (Bill will be forwarded to finance only after assembling the boxes). Any deviation in the above payment term will attract loading as mentioned below.
"Base rate of SBI (as applicable on the date of bid opening. Techno-commercial bid opening in case of two part bids) + 6% shall be considered for loading for the period of relaxation sought by bidders.
10. **Liquidated Damages (LD) clause.**
Staggered delivery schedule
In case of staggered delivery schedule, if the Supplier fails to deliver the quantity of any line item of the P.O within the period specified in that line item, Purchaser shall deduct Liquidated Damages, 0.5% of the undelivered portion per week delay or part thereof subject to maximum of 10% of the total order value
Liquidated Damages (LD): (Any deviations shall attract loading to the extent of relaxation sought to which it is not agreed by the bidder at offered value).



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

12. BHEL will consider the ranking after the loading is applied as referred above wherever deviations are observed.

~~**13. CENVAT CREDIT:** If any Excise Duty is payable, the Chapter Head / Sub-head reference and the rate of the duty should be quoted. If the tenderer is availing CENVAT credit for this input material, the effect of Proforma credit should be passed on to the purchaser. Tenderer under "CENVAT" shall be preferred. In case of ordering vendor should issue CENVAT invoice along with the material.~~

14. SALES TAX:

If any sales tax is payable as extra to the quoted price it should be specifically stated in quotations along with CST & VAT Number failing which the purchaser will not be liable for payment of sales tax. Our TIN 33243560005 dt.01.01.2007 & CST no 239383 DT, 11.06.1991.

15. PACKING AND MARKING:

- a) The supplier shall arrange for securely protecting and packing the materials in bundles to avoid loss or damages during transit.
- b) In case of any quality rejection of materials, the supplier has to collect the materials at his own cost within the 15 days of rejection of advice. Otherwise the materials will be scrapped by BHEL.

16. SPECIAL PROVISIONS FOR MICRO AND SMALL ENTERPRISES (MSE) BIDDERS:

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

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

iii. L1 will be evaluated on package basis (Cumulative L1 value for total tender requirements), hence 20% quantity will be counter offered to the MSE vendors whose rate is within L1+15% band is not applicable for this tender

iv. All supplier (new/old) will be eligible for registration/renewal with BHEL as MSE supplier provided at least any one of the following documents are submitted along with tender documents

- a. Valid NSIC Certificate (or)
- b. Entrepreneurs Memorandum part II (EM II) certificate (valid based on deemed validity of 5 years) (or)
- c. EM II certificate along with attest copy of CA certificate (as per prescribed format at **Annexure-II**) applicable for the relevant financial year (latest audited), where the deemed validity of EM II is over However credential of all MSE suppliers will be verified before considering the intended benefits for MSE suppliers as per clause (i) at the time of tender evaluation.
- d. **UDYOG AADHAR Number for MSE vendors (Details as per Annexure-III)**



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17. Conditional offers are likely to be rejected.

18. Bidders not confirming to the enquiry specifications will be disqualified.

19. The correspondences between the bidder and BHEL through email are considered as valid document legally though not signed. It is treated as valid confirmations made on behalf of the respective company and comes under the legal ambit of the business transaction and hence binding on both the parties.

20. Disclaimer Clause: Neither the Organization (Bharat Heavy Electricals Ltd.) nor the service provider (mjunction Services Ltd.) is responsible for any failure of submission of bids due to failure of internet or other connectivity problems or reasons thereof.

21. Bidders participating in the tender should declare in their technical bid whether they have been black-listed / kept on hold / given Business holiday for a specified period by any Public Sector Undertaking or Government Departments. The reasons for such action with details and the current status of such hold shall be clearly furnished to BHEL. If no such details are mentioned in the offer, it will be construed that the bidder is not under any such hold. However, at a later date if it comes to the notice of BHEL about any such hold under enforcement, BHEL reserves the right to reject the offer at any point of time and also under any stage of the finalization of the tender. Such bidders will not be permitted to participate in the further tender proceedings and will be communicated suitably.

22. The Tender Due date falling on public holiday due to any circumstances, the tender will be opened on next working day.

23. For verification of data submitted towards evaluation of bidder's capability, BHEL may decide to visit the bidder(s) works. Any fact found deviating from submitted data shall make the bidder liable to be disqualified.

24. Any other conditions which might have been quoted by the seller and are in contravention to the terms and prescribed in the enquiry and which have not been specifically accepted by purchaser will not be applicable to the contract.

25. Lowest price received against BHEL tenders need not be the technically acceptable one and in that case BHEL reserves the right not to consider the same. The purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.

26. ARBITRATION: All disputes or differences whatsoever which may arise at any time during execution of the Contract shall be mutually settled by BHEL and Contractor as per provision of the Contract. However, in the event such disputes cannot be settled mutually, such disputes shall be settled as per the Arbitration and reconciliation Act, 1996 of the Govt. of India and it's subsequent amendments. In case of disputes with the Central PSUs, the same shall be settled at Tiruchirapalli as per the Guidelines of the Govt. of India. However, during the period such disputes are settled either by mutual discussions between the parties or by legal means, Contractor shall continue to do the work as per terms & conditions of Contract.

**COMMERCIAL TERMS CONFIRMATION REQUIRED FROM THE SUPPLIERS
TO BE SUBMITTED ALONG WITH PART – I (TECHNO COMMERCIAL BID)**

SL. NO	DESCRIPTION	BHEL REQUIREMENTS	Supplier confirmation (strikeout whichever is not applicable)
1	Validity	90 days from the date of technical bid opening	Accepted Not Accepted
2	Price Quoted	F.O.R Destination BHEL -WRI/ Trichy	Non Deviatable
3	Excise Duty With Cess	Supplier Option	Inclusive / extra _____ %
4	VAT / CST against form 'C'	Supplier Option	Inclusive / Extra _____ %
5	Delivery Schedule	Single PO will be released for throughout the contract period and every issue of WRI Journal should be supplied within 45 days from the date input from BHEL-WRI which is including designing, proof corrections, approval from WRI, printing, binding and door delivery at WRI in BHEL Trichy.	Non Deviatable
6	Payment Terms	Within 45 days from the date of receipt and acceptance of materials at BHEL.(Details as per sl.no:09 of "Annexure – A")	Accepted Not Accepted
7	LD Clause	0.5% per week to maximum of 10% (for details please read s.no:10 of "Annexure – A")	Non Deviatable
8	Risk Purchase Clause	(For Details Please Read S.No:11 Of "Annexure – A")	Non Deviatable
9	Price Variation	No price revision shall be entertained till completion of ordered quantity including PO amendment if any.	NON DEVIATABLE
10	Contact Person Details	Name: Mobile no: Email :	To be filled Compulsorily
11	Confirmation of Tender specifications as per ANNEXURE-I		Confirmed Not Confirmed
12	Documents as called in Sl.No.III of ANNEXURE-I Pre-Qualification Criteria 1.Registration certificate ☐ 2.Document proof for experience PO/ customer certificate ☐		Attached Not Attached
13	Bidders have to confirm that, whether they have been black-listed / kept on hold / given Business holiday for a specified period by any Public Sector Undertaking or Government Departments/any other units of BHEL. (With reference to S.No.21 of Annexure – A).		Yes / No
14	Company details indicated on Annexure-N filled & submitted		Attached Not Attached

IMPORTANT NOTE:

AUTHORIZED PERSON HAS TO SIGN & SEAL ALL THE PAGES OF THE TENDER DOCUMENT AND SHOULD BE ATTACHED IN PART-1 OF THE EPS PORTAL

Certificate by Chartered Accountant on letter head

This is to Certify that M/S
 (hereinafter referred to as 'company') having its registered office at
 is registered under MSMED Act 2006, (Entrepreneur
 Memorandum No (Part-II) dtd:.....,
 Category: (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :
 Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:
 Rs.....Lacs

(Strike off whichever is not applicable)

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs forMicro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

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

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

Online registration of Udyog Aadhar and providing benefit of Public Procurement Policy for MSE vendors

For ease of registration of Micro, Small and Medium Enterprises (MSMEs), Ministry of MSME has started Udyog Aadhar Memorandum which is an online registration system (free of cost) w.e.f. 18th September, 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhaar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012.

As per the Gazette notification dated 21.09.2015 of notification no. S.O. 2576(E) dated 18.09.2015 issued by Ministry of MSME regarding filing of Udyog Aadhaar by Micro, Small and Medium Enterprises. As per the notification, it is compulsory to register any new MSME on the Udyog Aadhaar portal.

Udyog Aadhaar portal is now operationalized and is available at <http://udyogaadhaar.gov.in/> where MSME can file the Udyog Aadhaar. FAQ link of the same is available at <http://udyogaadhaar.gov.in/UA/FAQ.aspx>.

“.....After the notification dated 18-09-2015, filing of EM-I/II by States/UTs should be discouraged and instead all efforts be made to popularize the filing of UAM on the portal created by Ministry of MSME i.e. <http://udyogaadhaar.gov.in...>”

“...It is clarified that once the UAM has been notified dated 18-09-15, there cannot be a different cut-off date announced for adopting UAM. However, in order to maintain continuity, the cases of EM-I/II filing under process till 18-09-2015 may be accepted....”

“....All other online/ offline systems of registration of MSMEs created and maintained by Central/State/UT Governments should cease to register new MSMEs forthwith. Such online platforms may be allowed to exist for the time being to enable access to useful legacy data for decision making. Henceforth, there should be only one system i.e. UAM for the registration of new MSME units.....”

Hence, vide above gazette notification the registration of MSMEs is permitted based on the Udyog Aadhaar since filing of EM II may cease to exist for registering MSMEs in the near future.

This is for your kind information and needful please.

ANNEXURE - N

THE FOLLOWING DATA SHOULD BE FURNISHED BY ALL THE VENDOR

1. NAME & ADDRESS OF THE VENDOR :
2. CONTACT / COMMUNICATION DETAILS : PERSON:
LANDLINE & MOBILE NO:
FAX NO.:
EMAIL ID:
3. BUSINESS TYPE : MANUFACTURER / TRADER / AGENT
4. BUSINESS STATUS : MSE / NON-MSE (IN CASE OF MSE,
NECESSARY DOCUMENTS SHOULD BE FURNISHED)
5. MSE TYPE : MICRO / SMALL
6. MSE OWNER CATEGORY : SC / ST (COMMUNITY CERTIFICATE SHOULD
BE FURNISHED)
7. TYPE OF MSE FIRM : PROPRIETARY / PARTNERSHIP (IN CASE OF
PARTNERSHIP
SHOULD BE FIRM, PERCENTAGE OF SHARE HELD
FURNISHED)
8. CST NO (DOC. PROOF SHOULD BE FURNISHED) :
9. VAT NO (DOC. PROOF SHOULD BE FURNISHED) :
10. EXCISE DUTY REGISTRATION NO. (DOC. PROOF SHOULD BE FURNISHED) :
11. PAN NO. :

(SIGNATURE & SEAL)

ANNEXURE - N

THE FOLLOWING DATA SHOULD BE FURNISHED BY ALL THE VENDOR

BHARAT HEAVEY ELECTRICALS LIMITED TIRUCHIRAPPALLI - 620 014		
(ALL VENDORS SHOULD FURNISH THE BELOW DETAILS)		
SI No	Details	Document Submission
1	Nature of ownership & relevant documents	
	Proprietorship Professional Tax Regn	YES / NO
	Municipal Regn	YES / NO
	Partnership firm Partnership Deed	YES / NO
	Co-operative society Society rules & bye laws	YES / NO
	Private/Limited Company Memorandum & Articles of Association	YES / NO
	State Govt. / Govt. Of India Undertaking Memorandum & Articles of Association	YES / NO
2	Nature of Business (Manufacturing Unit) (Indian Subsidiary - attach authorization certificate of principal)	YES / NO
2	Manufacturing range & facilities: (If applicable) • List down the product range & specification details. • List of Manufacturing facilities/equipment's (including material handling facility)	YES / NO
3	Licence details of the factory	YES / NO
4	• Permanent Account No	YES / NO
	• Central Sales Tax registration number	YES / NO
	• State Sales Tax / TIN number	YES / NO
	• Excise Duty Registration number	YES / NO
	• Excise Control Code number	YES / NO
	• Service tax registration number	YES / NO
	• Regn number of category as per MSMED Act (If applicable)	YES / NO
5	If registered with any other BHEL unit • Letter of registration with BHEL unit (If applicable)	YES / NO
6	Accreditation certificate for ISO:9001 / TOC of Quality System manual / ISO:14000 / OHSAS ISO 18000 (If applicable)	YES / NO
SIGN AND SEAL OF AUTHORIZED PERSON		