



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403

**General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY**

DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

TABLE OF CONTENTS

- 1. GENERAL**
- 2. ORIGIN OF QUOTATION**
- 3. SUBMISSION OF TENDER**
- 4. TENDER OPENING**
- 5. SPECIFICATION, DRAWINGS & STANDARD**
- 6. PRICE SCHEDULE**
- 7. REVERSE AUCTION**
- 8. DELIVERY TERMS.**
- 9. PENALTY FOR LATE DELIVERY.**
- 10. PAYMENT TERMS.**
- 11. TAXES AND DUTIES**
- 12. WEIGHMENT**
- 13. BANK GUARANTEE.**
- 14. GUARANTEE / WARRANTY & CORRESPONDING REPAIRS / REPLACEMENT OF GOODS.**
- 15. QUALITY REQUIREMENT.**
- 16. VALIDITY.**
- 17. RIGHT OF ACCEPTANCE.**
- 18. TRANSIT INSURANCE.**
- 19. RISK PURCHASE.**
- 20. FORCE MAJEURE CLAUSE.**
- 21. FRAUD PREVENTION POLICY**
- 22. NON-DISCLOSURE AGREEMENT.**
- 23. SETTLEMENT OF DISPUTES/ARBITRATION.**
- 24. WHARFAGE / DEMURRAGE RESPONSIBILITY**
- 25. CONDITIONS FOR AVAILING MICRO & SMALL ENTERPRISES (MSE'S) BENEFITS**
- 26. CONDITION TO BREAK TIES IN LANDED PRICE**
- 27. INFORMATION TO THE BIDDERS.**
- 28. NOTE**

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403

**General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY**

DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

1. GENERAL :

These general terms & conditions shall apply to all the Tender Enquiries, notice inviting tenders, request for quotations concerning the supply of goods and / or rendering of services to Bharat Heavy Electricals Ltd., CFFP, Haridwar (hereinafter referred to as BHEL or the Purchaser).

2. ORIGIN OF QUOTATION:

2.1 The quotation should preferably be from the Principal Bidder. However tender specific authorized registered dealer/agent can also submit the bid on their behalf, failing which the quotation is liable to be ignored. **BHEL prefers to deal directly with the principal manufacturers.**

2.2 An agent cannot quote on behalf of more than one principal in the same Tender Enquiry.

3. SUBMISSION OF TENDER

3.1 IN CASE OF PAPER BID :

3.1.1 In Case of Paper Bid: Bid/Quotation must be enclosed in sealed cover on which tender enquiry number and the due date MUST BE written and be invariably sent under REGISTERED POST / SPEED POST / COURIER/Dropped in the Tender Box: addressed as follows:-

Quotation against Enquiry No. _____ **Dated:** _____

Due on: _____

To,

THE HEAD OF PURCHASE DEPARTMENT, Central Foundry Forge Plant,

Bharat Heavy Electricals Limited, HARIDWAR-249403 (Uttarakhand), INDIA.

3.1.2 In case of Three/Two Part Bid, technical bid containing technical offer, duly signed; and un-priced copy of the Price Bid should be kept in one envelope. Price Bid containing only the price should be kept in a separate envelope. All envelopes indicating Part-1 or Part-2 or Part-3 as the case may be to be put in a bigger envelope. Please note that un-priced bid should be the exact replica of price bid without prices but with applicable taxes and duties.

3.1.3 The bid/quotation must be posted before due date, keeping allowance for postal transit time. Alternatively, the tenders duly sealed and super-scribed as above may be deposited in the Tender Box. Quotations sent by any mode but not received in time will be ignored. Tender received through authorized E-mail is also acceptable. However, in time submission of tender in tender box shall be the responsibility of the bidder, sent through any mode. **Documents submitted with the offer/bid shall be signed and stamped in each page by authorized representative of the bidder.**

3.2 IN CASE OF E-TENDER :

3.2.1 Offer to be submitted only on e-procurement portal. Hard copy of offer is not required to be submitted to CFFP-BHEL. Any offers received in Hard copy (for e-Tender Enquiries) shall not be considered and liable to be ignored by CFFP.

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403
General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY
DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

3.2.2 Responsibility for submission of tender in time solely lies with vendor. Vendors are requested to submit offers well in advance of due date and time to avoid last minute rush and system related issues/ problems.

3.2.3 Foreign template (for offer submission) to be selected only by Foreign Vendor on whom order is to be placed. Offers submitted by Indian/ Indigenous vendors in foreign template shall not be accepted.

3.3 Any additional documents submitted by supplier/bidder, during processing of registration application / tender or after placement of order shall not be accepted unless it is submitted with forwarding letter and duly signed and stamped as mentioned above in clause 3.1.3.

3.4 The bids of the bidders who are on the banned list and also the bids of the bidders, who engage the services of the banned firms, shall be rejected. The cutting/overwriting in the bid/offer must be duly attested by the signatories to the bid. The list of firms banned by BHEL is available on BHEL web site www.bhel.com.

3.5 Being PMD vendor, if you are not quoting against this tender enquiry, please send your regret letter positively for our reference with valid reasons for not participating in the tender enquiry. ***Repeated lack of response on the part of bidder may lead to deletion of such PMD Vendor from BHEL's approved vendor list.***

3.6 The bidders will submit Integrity Pact, duly signed by its authorized signatory, along with their bids wherever it has been asked in tender enquiry.

3.7 In case of open tender, the unregistered bidder shall submit inter alia duly filled-in Supplier Registration Form (SRF) online at <https://supplier.bhel.in> . A certificate of the same to be attached with the submitted offer.

3.8 BHEL reserves the right to procure enquired material from more than one source/ vendor/ seller. Details will be specified in respective tender enquires.

3.9 BHEL may also reduce the Tender Quantity for offering it to Micro & Small Enterprise (MSE) Indian Vendors as per applicable Government of India rules as detailed in the Clause 23.0

4. TENDER OPENING :

4.1 PAPER BID: Tender opening is scheduled to start in the Tender Room at 2:00 PM, on due date. Therefore bid/ quotations must reach this office/ tender box latest by 1:45 PM on the due date. Only participating bidders are allowed to attend the Tender Opening. **Tenders received after the specified time of their "Submission" will be treated as late tenders and shall not be considered under any circumstances.**

The bidders or their authorized representatives may be allowed to attend tender opening/ price bid opening for on that particular day with specific letter mentioning tender enquiry details in the Authorization letter. General authorization letter is not accepted.

4.2 E-TENDER: Tender submitted on e-tender/ e-procurement will be opened as per the schedule mentioned in the e-tender.

5. SPECIFICATIONS, DRAWINGS AND STANDARD:

5.1 Bidders must give their detailed specification in the quotation along with relevant technical literature/catalogue etc. against the tender enquiry.

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403

**General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY**

DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

5.2 Wherever national/international (N/IN) standards are referred, the latest N/IN standards are to be followed. Mention year & date of standard revision that shall be followed for the supply.

5.3 All Drawings and Standards are proprietary of BHEL. It must not be used in anyway detrimental to the interest of the company.

6. PRICE SCHEDULE:

- 6.1** Kindly quote your prices in figures and words both (In Case of Paper Bid). In case of any discrepancy in value, the prices quoted in words shall be considered for evaluation and establishing L1 status (In Paper Bid Only).
- 6.2** Prices quoted should not be more than the prices quoted to any other BHEL units/offices/divisions. Vendor to submit copy of latest Purchase Order placed by any unit of BHEL for similar items in the technical bid. In case no order has been placed for such items, specific confirmation that no order has been placed for such items should be provided.
- 6.3** Prices should be quoted on F.O.R. destination basis including packing freight, transit insurance, any other taxes / duties applicable.
- 6.4** The offers quoted on other than F.O.R destination basis may result in non-consideration of such bids.
- 6.5** In case BHEL accepts the EX-Works prices such offers will be loaded by 1% to 3% of EX-Works value towards freight depending on distance from material dispatch location to Haridwar or with actual freight charges as per BHEL freight rate contract whichever is higher.
- 6.6** In case of Indigenous items covered by DGS & D Rate Contract, the bidders should submit latest valid copy of the rate contract along with bid / quotation.
- 6.7** Applicable Taxes (IGST/ CGST/ SGST) and any other statutory levy should be indicated separately and clearly in the bid/quotation.
- 6.8** Bidders can dispatch goods through any Indian Bank Association approved transporters having their branch at HARIDWAR/destination. If material is dispatched through other than Indian Bank Association approved transporter, material to be delivered on door delivery BHEL Stores basis.
- 6.9** In case of dispatch of material through any unapproved transporter, payment shall be made only after receipt of material and any additional charges payable to the transporter shall be to the bidder's account.
- 6.10** No demurrage / godown rent will be payable to the vendor / vendor's transporter for any delay in payments attributable to the vendor.
- 6.11 Financial evaluation of L1, L2, L3 status will be decided on the basis of Landed Cost to BHEL.**

7. REVERSE AUCTION:

- 7.1** BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid/ Price bid in e-portal, submitted by the bidder. This will be decided after Techno- Commercial Evaluation. All bidders to give **Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.**



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403
General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY
DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides for RA. Detailed guidelines available at our site www.bhel.com.

7.2 In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. . **Online sealed bid during reverse auction must be same or lower than the price quoted for the tender. In case rate found higher, BHEL will take action against vendor as per company policy.** Non- Submission of 'online sealed bid' by the bidder will be considered as tempering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

7.3 Highest bidder during online sealed bid will not be permitted to participate further in Reverse Auction of the tender enquiry for respective items.

8. DELIVERY TERMS

Goods shall be delivered on 'FOR Destination' basis. Destination shall be Central Stores, Central Foundry Forge Plant, BHEL, Haridwar unless otherwise specified in the tender enquiry.

9. PENALTY OF LATE DELIVERY

9.1 Date of delivery will be considered as per the delivery terms mentioned in the Purchase Order. Penalty will be applicable @0.5% per week subject to maximum of 10% of the unexecuted portion of the PO. Acceptance / Non Acceptance of this CONDITION must be specifically mentioned in your quotation. Any deviation from this will be loaded accordingly i.e. BHEL shall load maximum penalty under penalty for late delivery Clause, to the extent the same is not agreed by the bidder, for the purpose of evaluation.

9.2 Bidders are requested to quote the best delivery meeting the delivery requirements. BHEL reserves the right to reject the offers not meeting BHEL's delivery requirement.

9.3 Commencement of delivery period shall be reckoned from the date of PO / LOI or any other agreed milestone.

9.4 Bidder shall deliver the goods in the manner and schedule agreed under the terms and conditions of Purchase order.

9.5 DELIVERY IN CASE OF REJECTION: In case the material is rejected, then date of replacement will be considered as the actual date of delivery.

9.6 DELIVERY AGAINST BANK DOCUMENTS: In case payment terms quoted by bidder are documents through bank, and the delivery terms being "FOR Haridwar/FOR Transporter Godown", then date of delivery will be date of intimation by transporter/bidder of delivery of material at Haridwar for the penalty purpose.

9.7 Where the payments are through bank, the documents may be presented for negotiation to BHEL authorized/nominated bank.

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403
General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY
DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

10. PAYMENT TERMS

- 10.1** BHEL's Standard payment term is 100% within 30 days after receipt & acceptance of material at CFFP/ BHEL, Haridwar through e-payment unless otherwise specified in the special terms attached to the Tender Enquiry.
- 10.2** BHEL reserves the right to accept or reject the offer of the bidder who quotes the payment term other than BHEL's standard payment term.
- 10.3** Loading on account of deviation in payment terms shall be done as per extant rules of BHEL-Haridwar.

11. TAXES AND DUTIES:

- 11.1** The bidder to specify in their offer (part 1 bid) the category of their registration under GST like Registered, Unregistered and composite dealer.
- 11.2** The provisional GST registration number of Bharat Heavy Electrical Ltd, Central Foundry Forge Plant, Ranipur, Haridwar is "05AAACB4146P1ZL" with state Code as "05" and State Name as "Uttarakhand".
- 11.3** Please quote our provisional GST registration number in all invoices raised for supply of goods and services under GST regime and also ensure filing of timely return and payment of tax and compliance of other applicable provisions on supplier under GST regime.
- 11.4** No GST will be reimbursed to unregistered or composite dealer. In the event, any GST is quoted by composite dealer, the same shall be added to the cost of supply in evaluating the bid. Since, input credit of GST will be available to BHEL-Haridwar only after correct filing of return and payment of applicable GST by supplier, reimbursement of GST shall be made by BHEL-Haridwar on matching of vendor inputs at GST portal, ensuring availability of input credit to BHEL Haridwar. Payment of GST will be made to vendor after matching of input credit and vendor to ensure submission of their invoices along with consent to accept payment of tax after such matching in all cases where bills are submitted directly to BHEL-Haridwar or through bank or under LC or through any other mode.
- 11.5** In the event of any disallowance of input credit or applicability of interest or any other financial liability arises on BHEL-Haridwar due to any default of supplier under GST, such implication shall be to supplier's account.
- 11.6** In the event of any change in the status of the vendor after the submission of the bid but before the supply, GST applicable at the time of supply or in the bid, based on the registration status of the vendor, whichever is lower shall be payable.
- 11.7** Where ever applicable If PAN (Permanent Account Number) of the recipient is not available, income tax is deductible either at the normal rate or at the rate of 20 percent, whichever is higher as per Section 206AA of Indian Income Tax Act 1961.
- 11.8** The bidder shall clearly indicate HSN (Harmonised System Nomenclature) / SAC (Service Accounting Code), its description and applicable rate of GST for each item in his techno-commercial bid.

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403
General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY
DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

11.9 Statutory Variation in Taxes & duties as applicable at the time of supply shall be payable. However, in the event of no change in law but bidder quoting certain tax structure in bid document which is lower than the applicable one, such amount shall be the maximum amount of tax that can be claimed by bidder.

11.10 IMPORTED GOODS OFFERED BY INDIAN BIDDERS AGAINST DEALER INVOICE: Wherever the material being offered is imported, the bidder must quote the prices inclusive of IGST. The rate and value of IGST as included in the price must be indicated separately. In case quantum of IGST is not mentioned by the bidder the same will not be considered for evaluation. However, bidder will have to pass on the benefit of IGST to BHEL at the time supply.

Note: - Vendors must ensure compliance of all the applicable rules and procedure as envisaged in the GST Regime. Any loss to BHEL-Haridwar due to fault / non-compliance by the vendor will be to the vendor's account. All vendors are required to provide PAN details, GSTIN Number.

12. WEIGHMENT OF MATERIAL :

After receipt of material, account of material shall be based on weighment at CFFP/ Counting as the case may be and same shall be treated as final and binding on supplier.

13. BANK GUARANTEE :

In case the bank guarantees are required to be deposited towards security deposit/performance guarantee or for any other purpose as per the terms of the tender enquiry, such bank guarantees of the requisite value in the denominated currency of the purchase order should be from one of the Indian branch of BHEL consortium banks and the bank guarantee should be in the proforma as prescribed by BHEL. The proforma of bank guarantee and the list of consortium banks are displayed at BHEL website www.bhelhwr.co.in. However, in case the bank guarantee is not from BHEL consortium banks, then the bidder has to get the bank guarantee confirmed from one of the Indian branch of BHEL consortium banks and the bank charges for such confirmation will be borne by the bidder.

14. GUARANTEE/ WARRANTY & CORRESPONDING REPAIRS/ REPLACEMENT OF GOODS.

14.1 Goods shall comply with the specifications for material, workmanship and performance. Unless otherwise specified, the warranty shall be for a period of 12 months from the date of receipt or as specified in the special terms of the tender enquiry. If the material/ goods is found non-compliant during the warranty period, leading to rejection, the Seller shall arrange free replacement / repair of goods, within one month from the date of intimation or any mutually agreed period. The rejected goods shall be taken away by the Seller at his cost and replaced on Delivered Duty Paid (DDP) (FOR - BHEL Stores / designated destination basis) within such period. In the event of the Seller's failure to comply, Purchaser may take action as appropriate, including Repair / Replenish rejected goods & disposal of rejections, at the risk & cost of the Seller. In case the defects attributable to Seller are detected during processing of the goods at BHEL or our subcontractor's works, the Seller shall be responsible for free replacement/ repair of the goods as required by BHEL.

14.2 **RETURN OF REJECTED MATERIAL FOR REPLACEMENT.** The rejected material shall be sent back only after receipt of replacement /submission of BG/refund of amount paid. . In case of rejection of material after receipt at CFFP, seller is required to take back the rejected material at their cost within 45 days from the date of rejection memo / note. If seller fails to take back the rejected material from CFFP within 90 days from the date of rejection

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403

**General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY**

DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

memo / note. CFFP has the right to dispose of the rejected material at the risk & cost of the seller and no further claim for the rejected material will be entertained.

15. QUALITY REQUIREMENT:

Your bid/quotation should have specific confirmation regarding meeting all our quality requirements such as.

- (i) Test Certificate (TC)/ Original Manufacturer's Certificate: Original Manufacturer Test Certificate is required along with the dispatch documents. In case supplies are from trader/ seller, it shall be responsibility of the trader/ seller to provide Original Manufacturer's Test Certificate with linkage to trader/ seller invoice stating batch no.
- (ii) Guarantee Certificate (GC) / Warranty Certificate (WC),
- (iii) Quality Plan (QP) (if applicable); and
- (iv) Pre-Dispatch Inspection at your works (if applicable).

16. VALIDITY:

The quotation should be valid for a minimum period of 90 days effective from the date of opening of tender, unless otherwise specified in the tender enquiry.

17. RIGHT OF ACCEPTANCE

- 17.1** BHARAT HEAVY ELECTRICALS LIMITED HARIDWAR reserves the right to reject any or all the bids/quotations without assigning any reason thereof. BHEL also reserves the right to increase or decrease the tendered quantities. Bidders should be prepared to accept order for reduced quantity without any extra charge.
- 17.2** Any discount/revised offer/bids submitted by a bidder on its own shall be considered, provided it is received on or before the due date and time of offer/bid submission (Part-1). Conditional discounts shall not be considered for evaluation of tenders.
- 17.3** Unsolicited discounts/revised offers/bids given after Part-1 bid opening shall not be accepted. No change in price will be permitted within the validity period asked for in the tender enquiry.
- 17.4** In case of changes in scope and/or technical specification and/or commercial terms & conditions having price implication, techno-commercially acceptable bidders shall be asked by BHEL to submit the impact of such changes on their price bids. In case a bidder opts to submit revised price bid instead of impact called for, then latest price bid shall prevail. However in both situations, original price bid will be necessarily opened.
- 17.5** The bidder whose bid is technically not accepted will be informed & EMD wherever submitted shall be returned after finalization of contract. EMD shall be forfeited in the event of bidder opting out after tender opening.
- 17.6** BHEL reserves the right to short close the existing Purchase Order / Rate Contract / Work Order or any extension thereof at any stage.

18. TRANSIT INSURANCE

- 18.1** All bidders are requested to quote their prices on FOR destination basis. Destination shall be Central Stores, C.F.F.P., BHEL Ranipur, Haridwar. Quoted price shall be inclusive of transit insurance.

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403
General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY
DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

18.2 In case bidder has submitted their offer without confirmation to transit insurance to their account in their offer, BHEL will load their offer at the applicable rate at that time.

19. RISK PURCHASE

In case of abnormal delays in supplies / defective supplies or non-fulfillment of any other terms and conditions given in Purchase Order, BHEL may cancel the Purchase Order in full or part thereof, and may also make the purchase of such material from elsewhere / alternative source at the risk and cost of the supplier. BHEL will take all reasonable steps to get the material from alternate source at optimum cost. If bidder does not agree to the above Risk Purchase Clause, BHEL reserves the right to reject the offer. In the eventuality of Risk Purchase, appropriate action will be taken as per BHEL extant rules. This will be without prejudice to any other right of BHEL under the contract.

20. FORCE MAJEURE CLAUSE

Notwithstanding any other thing contained anywhere else in the contract or PO (Purchase Order), In case the discharge of obligation under the contract by either party is impeded or made unreasonably onerous, neither party shall be considered in breach of the contract to the extent that performance of their respective obligation is prevented by an event of Force Majeure that arises after the effective date (PO date).

In the above clause, Force Majeure means an event beyond the control of the parties to the contract which prevents a party from complying with any obligation of the contract including but not limited to:

- a) Act of God (Such as but not limited to earthquake, drought, tidal waves, floods etc.).
- b) War (whether war be declared or not), Hostilities Invasion, Act of foreign enemy etc.
- c) Rebellion, revolution, insurrection, civil war etc.
- d) Contamination of Radio Activity from any nuclear fuel or from any other nuclear waste or any other hazardous materials.
- e) Riots, commotions, strike unless restricted to the employees of supplier.
- f) Acts of terrorism.
- g) Other unforeseeable circumstances beyond the control of the parties and which the affected party cannot avoid even by using its best efforts.
- h) Cancellation of contract by customer.
- i) Change in law/ government. Regulation making the performance impossible.

The party claiming to be affected by force majeure shall notify the other party in writing immediately without delay on the intervention and on the cessation of such circumstances.

Irrespective of any extension of time, if an event of force majeure occurs and its effect continues for more than 180 days the affected party shall have right to cancel the contract.

As soon as reasonably practicable following the date of commencement of a Force Majeure Event, and within a reasonable time following the date of termination of a Force Majeure Event, either Party invoking it shall submit to the other Party reasonable proof of the nature of the Force Majeure Event and of its effect upon the performance of the Party's obligations under this Agreement.

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403
General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY
DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

The party shall, and shall ensure that its Subcontractors shall, at all times take all reasonable steps within their respective powers and consistent with Good Operating Practices (but without incurring unreasonable additional costs) to:

- a) Prevent Force Majeure Events affecting the performance of the party's obligations under this Agreement.
- b) mitigate the effect of any Force Majeure Event and
- c) Comply with its obligations under this Agreement.

If the war like situation has developed in a country where a seller's works is located in this P.O. or there is political instability and Indian Embassy located in that country forbids or advises for not having any business dealing with the sellers located in such zone / region/ country then BHEL reserves the right to cancel the order. Either party shall be entitled to suspend/cancel performance of his obligations under the contract without any cost to the other party, to the extent that such performance is impeded or made unreasonably onerous by any of the following circumstances: fire, war, flood, riots, earthquake, any other act of God, change in Government Policies, terrorist attack etc. or any other circumstances beyond the control of either party which inter alia include cancellation, suspension of order by end customer due to Force Majeure conditions.

21. FRAUD PREVENTION POLICY:

The bidder along with its associate/ collaborators/ subcontractors/ sub vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.

22. NON DISCLOSURE AGREEMENT :

All Drawing and Technical Documents relating to the product or its manufacture submitted by one party to the other, prior or subsequent to the formation of contract, shall remain property of the submitting party. Drawing, technical documents or other technical information received by one party, shall not without the consent of the other party, be used for any other purpose than that, for which they were provided. Such technical information shall not without the consent of the submitting party, otherwise be used or copied, reproduced, transmitted or communicated to a third party. Patterns supplied by BHEL will remain BHEL's property which shall be returned by the bidder on demand to BHEL. Bidder shall in no way share or use such intellectual property of BHEL to promote his own business with others. BHEL reserves the right to claim damages from the bidder, or take appropriate penal action as deemed fit against the bidder, for any infringement of the provisions contained herein.

23. SETTLEMENT OF DISPUTES/ ARBITRATION

In all cases of dispute the matter shall be referred for ARBITRATION by sole arbitrator to be appointed by the Unit Head of Bharat Heavy Electricals Ltd., at HARIDWAR. The award of the Arbitrator shall be final and binding on both the parties. The place of Arbitration shall be Haridwar.

JURIDICTION: The courts of Haridwar, India, shall have exclusive jurisdiction

24. WHARFAGE/ DEMURRAGE RESPONSIBILITY

In the event of delay in receipt of documents by Manager (Central Stores-CFFP) BHEL-Haridwar and in case where dispatches are made through Unapproved Transporter the sole responsibility for wharfage /demurrage for such delay shall be that of supplier.

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403

**General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY**

DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

25. CONDITIONS FOR AVAILING MICRO & SMALL ENTERPRISES (MSE's) BENEFITS

25.1 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 of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at annexure-1 where deemed validity of EM II certificate of five years has 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 bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents is found or the requisite 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 officer.

25.2 Any new supplier will be eligible for registration with BHEL as MSE supplier provided at least any one of the following documents are submitted along with application for registration :-

- 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 attested copy of CA Certificate (as per prescribed format at annexure-A) applicable for the relevant financial year (latest audited), where the deemed validity of EM II is over.

However, credentials of all MSE supplier will be verified before advancing the intended benefits.

25.3 MSE bidders claiming SC/ST status will have to submit SC/ST certificate of the Proprietor from competent authority. Attested (notarized or attested by Gazetted officer) copy to be submitted along with the offer.

25.4 In case techno-commercial accepted bidders include MSE source and their prices (based on landed cost – considering quoted prices) are within the price band of 15% w.r.t. L-1 bidder, then BHEL can consider to offer quantities of respective item (rounded off to nearest number) to MSE bidders at L-1 price and in case, more than one MSE bidder is in 15 % band and the same is accepted by more than one MSE bidders then offer quantities of respective items will be considered for ordering amongst MSE bidders.

25.5 In case CFFP, BHEL has envisaged two party ordering to for this tender enquiry on 70:30 basis i.e. 70% to L1 vendor and 30% to L2, L3,..... vendor then

- a.** In case L1 vendor is non MSE vendor then 70% will be ordered to L1 Vendor and balance 30% will be offered to MSE vendors equally.
- b.** In case L1 vendor is MSE vendor then 70% will be ordered to L1 vendor and balance 30% to L2, L3,..... vendor who matches L1 price based on rank i.e. 1st it will be offered to L2 Vendor, if accepted the ordered and in case not accepted by L2 vendor then 1 quantity will be offered by L3 vendor and so on.

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403
General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY
DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

- c. In case none of the vendor is MSE vendor then normal procedure will be followed.
- 25.6** In all other cases, quantity up to 20% will be reserved for MSE vendor(s) and following process will be adopted.
 - a. In case L1 vendor is MSE vendor then full quantity to be ordered on L1 vendor.
 - b. In case L1 vendor is non-MSE vendor then 80% will be ordered on L1 vendor and balance 20% will be distributed to MSE vendors as detailed in Clause 23.4 above.
 - c. In case none of the participating vendor is MSE vendor, normal procedure will be followed.
- 25.7** Cases where CFFP decides to order on 3 vendors then last percentage indicated in the Tender Enquiry will be reserved for MSE vendors.
- 25.8** While distributing the 20% quantity amongst MSE bidders the decimal points in quantity shall be ignored for all the bidders except the L-1 amongst MSE bidders. Balance quantity after allocating the quantity to other MSE bidders ignoring the quantities in decimal, shall be given to L-1 (amongst MSE) bidder. However if there are more than one MSE bidder at the same price level than preference for additional quantities due to ignoring off the decimal (as mentioned above) shall be given to the bidder offering favorable terms to BHEL and if the conditions offered are also same then preference will be given to the bidder having high SPR (Supplier Performance Rating) rating.
- 25.9** In case there are more than one MSE bidders (with different landed cost to BHEL) within 15% price band of lowest bidder and quantity to be offered is 1 no. only, then preference shall be given to the MSE bidder with lowest landed cost .
- 25.10** In case there are more than one MSE bidders (with same landed cost to BHEL) within 15% price band of lowest bidder and quantity to be offered is 1 no. only, then preference shall be given first, based on the favorable terms in the bid and in case terms are also same, the bidder with high SPR (Supplier Performance Rating) rating shall be given preference.

26. CONDITION TO BREAK TIES IN LANDED PRICE:

- 26.1** Cases where landed price two or more vendors are same then while ordering preference will be given to vendor/ seller whose conditions are favorable to CFFP. If all conditions are same for vendors then whose Supplier Performance Rating (SPR) is more shall be given preference.
- 26.2** First time vendor (new vendor) or vendor who has not executed any PO in material category of the tender enquiry item/s, their Supplier Performance Rating (SPR) will be treated as Zero.
- 26.3** In case, SPR of vendors are equal, then quantity will be distributed equally between those vendors who have quoted lowest landed rate. If quantity ordered is only one piece or where quantity can't be divided equally then the preference will be given to vendor whose Quality Rating is more. If Quality Rating is also same then ordering will be on vendor whose delivery rating is better.

Quotations/ Bids not accordance with General Terms and Conditions are likely to be ignored.



BHARAT HEAVY ELECTRICALS LIMITED
C.F.F.P: HARIDWAR, UTTRAKHAND -249403

**General Instruction And Standard Terms & Conditions for bidding against Tender Enquiry
FOR INDIAN BIDDERS ONLY**

DOCUMENT NO. : CFFP/MM/PUR/GT/IN/02 REV02 Dated 19.09.2017

27. INFOIRAMTION TO THE BIDDERS

- 27.1** Purchase related information is available at our Business- to-Business (B2B) Portal available on our website www.bhelhwr.co.in The user ID & password can be obtained by sending a request to concerned purchase executives.
- 27.2** Intimate your change in mail address or communication address or changes, if any, by email to hwcfmm@bhelhwr.co.in giving your bidder Code.
- 27.3** Please resolve your rejections and unexecuted overdue purchase order immediately which are posted at our B2B Portal, which can be visited through our site www.bhelhwr.co.in

28. NOTE

- 28.1** Special conditions of enquiry, if enclosed by BHEL, will supersede the respective standard/general terms of enquiry.
- 28.2** Any other Standard terms and Conditions of the bidder attached/referred against the tender enquiry will be treated as null and void ab initio.
- 28.3** In order to protect the commercial interests of BHEL, it becomes necessary to take action against suppliers / contractors by way of suspension of business dealings, who either fail to perform or are in default without any reasonable cause, cause loss of business / money / reputation, indulged in malpractices, cheating, bribery, fraud or any other misconducts or formation of cartel so as to influence the bidding process or influence the price etc. Guide- lines for Suspension of Business Dealings with Suppliers / Contractors shall prevail over which is available at BHEL website <http://www.bhel.com>