



BP 205316

BHEL P.O. TERMS & CONDITIONS (IMPORTED)

The Purchase Order is subject to the following Terms & Conditions unless otherwise specified and directed. Vendors may also login to B2B portal (Link: <https://www.bhelbpl.co.in/mm/>) for any information regarding PO, rejections / acceptance, bills, etc.

1. DOCUMENTATION (In English Language):

1.1 NON-NEGOTIABLE SET: COMPRISING OF FOLLOWING

- 1.1.1 Copy of non-negotiable Bill of lading / MAWB or HAWB with a mention of MAWB Number.
- 1.1.2 2 Copies of Signed Commercial Invoice.
- 1.1.3 2 copies of advice note/detailed packing list covering each item and quantity.
- 1.1.4 Certificate of Country of Origin (COO).
- 1.1.5 Inspection /Material / Mill Test Certificates.
- 1.1.6 Catalogue/Drg. for components (including casting & forging) and for Finished Goods, if applicable.

OR

Composition certificate for ferrous/non-ferrous metals/insulating & other raw material, casting & forging and other metallic components, if applicable.

1.2 DOCUMENTATION CLAUSE:

Copies of documents referred at Sl No. 1.1 above are to be e-mailed at following mail IDs within three days of dispatch of material for sea despatch and soon after despatch in case of air:

1.2.1 E-mail ID of Purchase Officer (mentioned in PO)

1.2.2 mmfe@bhelbpl.co.in

1.2.3 msseabpl@bhel.in (In case of sea freight)

1.2.4 msair@bhel.in (In case of air freight)

1.3 NEGOTIABLE SET:

- 1.3.1 Supplier should additionally forward 2 sets of documents mentioned at point 1.1.2 to 1.1.6 along with original Bill Of Lading through any international courier service / registered airmail or AWB by captain's mail within three days of obtaining the same directly to the following:

AGM (M.S) Regional Operations Division BHEL 14 th Floor Centre-1 World Trade Centre, Cuffe Parade Mumbai 400 005 INDIA Email: msseabpl@bhel.in (In case of sea freight) msair@bhel.in (In case of air freight)	DGM (FIN- FP) 4 th Floor, Administrative Bldg BHEL Bhopal - 462022 (India) E-mail : fin_fp@bhelbpl.co.in
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- 1.3.2 And Confirm forwarding details to AGM (MM- FE), BHEL Bhopal at mmfe@bhelbpl.co.in

In case the Seller decides to negotiate all 3 originals of B/L / AWB along with all original documents through negotiating Bank, non-negotiable documents (NNDs) consisting of copy of B/L / AWB & documents mentioned at Sl. no. 1.1.2 to 1.1.6 will be sent by e-mail to the Purchaser at his e-mail address given in the PO with one copy to be mailed at mmfe@bhelbpl.co.in & msseabpl@bhel.in (for sea shipment) or msair@bhel.in (for air shipment). Other documents, as required, will be separately indicated in the Purchase Order. Additional expenditure, if any, incurred by the Purchaser by way of detention / demurrage, resulting out of delay attributable to the Seller in providing Negotiable documents, will be recovered from the Seller.

In case any discrepancy is raised by bankers / BHEL with respect to documents submitted, vendor to facilitate clearance of goods through Delivery Order.

1.4 INSTRUCTIONS FOR DOCUMENTS:

- 1.4.1 Clean Bill of Lading/copy of AWB in triplicate to be drawn as below:

Shipper: Supplier details

Consignee: Government of India on behalf of BHEL BHOPAL

Note: Bank not to be notified as consignee or joint consignee.

1.4.2 B/L to be drawn as per delivery terms & conditions mentioned in Purchase Order

1.4.3 In case of HAWB a mention should be made of MAWB No.

1.4.4 Signed invoice should indicate item description, quantity, unit, rate and value of all items supplied in line with the Purchase Order. In case of subsequent shipment of short shipped items, reference of original invoice must be indicated.

1.4.5 In case of Free supply: It should be indicated if supply is against short shipment or replacement together with earlier shipment details & forward documents as per 1.1 & 1.2 above, invoice should indicate value of material for Customs purpose. In such cases, material should be supplied on Delivery Duty Paid (DDP) basis.

1.4.6 Packing list should include package wise details and each item clearly identified with the respective packing list.



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1.4.7 Any Demurrage/Wharfage paid at the ports because of delay/discrepancy in the above documents will be to the account of supplier or their representative.

1.4.8 For correspondence language must be ENGLISH or HINDI.

1.4.9 Drawings & Patterns: All drawings & patterns supplied/paid for by BHEL will remain BHEL property and shall be returned to BHEL as and when demanded by BHEL.

2. CASE MARKING:

Following details should be clearly marked on each case.

2.1 Shipper: Supplier details.

2.2 Consignee : BHEL (BHOPAL) Via MUMBAI (INDIA)

2.3 BHEL ORDER NO _____

2.4 Port of Loading _____

2.5 Port of Discharge / Place of Delivery (In case of ICD) _____

2.6 Gross Weight _____ kg

2.7 Net weight _____ kg

2.8 Brief Description _____

2.9 Dimensions in mm _____

2.10 Supplier's Name _____

3. PACKING:

Material to be packed suitably for transport by Sea/Air (as the case may be) and subsequently by rail/road to destination point. In case of wooden packing, Fumigation / Phyto Sanitary certificate to be provided along with documentation. Damage to the consignment because of poor/inferior packing shall be to the account of supplier or their representative.

3.1 INSTRUCTION FOR PACKING:

3.1.1 All markings for safety, handling, storage, protection etc. are to be clearly indicated on the cases as per international practice.

3.1.2 Special care should be taken in packing of hazardous material with all precaution for safety.

3.1.3 Proper care should be taken to ensure correct case marking and packing should be in accordance with the details in Advice Note/packing list. Any delay in clearance because of wrong case marking will be to the account of supplier or their representative. Similarly, If for any reason whatsoever discrepancies are noticed prejudicing our claim with underwriters/ carriers with consequential loss will also be to the account of supplier or their representative.