



BP 205315

## BHEL, P.O. TERMS & CONDITIONS (INDIGENOUS)

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. ORDER ACKNOWLEDGEMENT:

Order acknowledgement must reach the concerned officer of Materials Management Division within 10 days of issue of purchase order. Failure to do so within stipulated period would be deemed to mean that the order has been accepted by the supplier.

2. PACKING:

2.1 The supplier shall securely protect and pack the goods against loss, damage or corrosion in the transit. Packing shall allow for easy removal and checking on site and comply with carrier conditions of packing or established trade practice.

2.2 Cases and packing materials shall be supplied free of charge unless otherwise agreed to. Wherever specifically agreed to, empties shall be returned at supplier's expenses but no liability will be accepted by BHEL in respect thereof.

2.3 Damage to the consignment resulting out of poor/inferior packing shall be to the account of the supplier.

3. MARKING:

3.1 The following details clearly marked on each case/box/packing/bundle and reel.

i) Consignee ii) BHEL Order No. iii) Gross Weight iv) Net Weight v) Dimensions in mm vi) Brief description of item vii) BHEL Destination Code (refer purchase order) viii) Consignor.

3.2 All marking for safety, proper handling, storage, protection etc. are to be clearly marked on the case as per Indian Standard.

4. CONSIGNEE:

Unless otherwise mentioned, all goods shall be consigned as noted below:

4.1 Road: AGM, Central Receiving Section Block VII, BHEL. Despatches must be arranged through BHEL's approved transporters on door delivery basis, in case of ex-works delivery terms.

4.2 Post/Air parcel: AGM, Central Receiving Section Block VII BHEL, Bhopal – 462 022.

4.3 Supplier not complying with instructions at (a) & (b) above shall do so at their risk and cost.

5. DOCUMENTATION:

The supplier shall forward four sets of the documents as details below: -

5.1 1<sup>st</sup> set to the concerned Purchase Officer, BHEL Bhopal- 462 022, comprising of following, as applicable:

5.1.1 GST Invoice 1 copy

5.1.2 Challan/Despatch Advice note 2 copies

5.1.3 Guarantee Certificate 2 copies

5.1.4 Test Certificate 2 copies

5.1.5 Photo copy of LR/RR 1 copy

5.1.6 MDCC 1 copy

5.1.7 Copy of E-way bill as applicable 1 copy

5.2 2<sup>nd</sup> set to AGM, Central Receiving Section, Block-VII, BHEL, Bhopal-462 022, comprising of: -

5.2.1 Original LR /RR (if not negotiated through Bank)

5.2.2 GST Invoice 2 copies

5.2.3 Challan/Despatch Advice note 2 copies

5.3 3<sup>rd</sup> set to DGM, Purchase Bills Section, 4th floor Administrative Building, BHEL Bhopal- 462 022, Comprising of:-

5.3.1 Original Signed invoice 2 copies

5.3.2 LR copy 1 copy

5.3.3 Challan Copy 1 copy

5.3.4 Free Issue Material Statement (FIMS) 1 copy (For POs on Labour / mixed basis)

5.3.5 Scrap Retention Intimation Slip (SRIS) 1 copy (For POs on Labour / mixed basis)

5.3.6 Scrap Return Note (SCRN) 1 copy (For POs on Labour / mixed basis)

5.3.7 Copy of material issue gate pass 1 copy (For POs on Labour / mixed basis)

5.3.8 E & C Certificate 1 Copy For erection / commissioning bill payments

5.3.9 Price Variation Clause (PVC) calculation sheet in case PVC applicable 1 copy

Note: Vendor to issue tax invoices fully compliant with the GST invoice rules



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- 5.4 4th set (Only in case of documents negotiated through Bank) to the bank separately for each P.O. comprising of:-
- 5.4.1 Original LR/RR
- 5.4.2 Signed invoice 2 copies
- 5.4.3 Test certificate 1 copy
- 5.4.4 Guarantee Certificate 1 copy
6. Tax paying document:  
The original GST invoice indicating HSN/SAC CODES and drawn in favour of BHEL, Bhopal for each consignment shall accompany the transporters in case of road despatches and with R/R in case of rail despatches. In case of any other mode of despatch (such as Regd. Post Parcel/Air Parcel etc.) the same shall be forwarded to AGM, Central Receiving Section, Block-VII, BHEL, Bhopal-462 002 directly by registered post/hand delivery. The tax-paying document must not be enclosed inside the packing case. No GST shall be paid in the absence of the above document.
7. INDEMNITY:  
Supplier shall indemnify BHEL against the following:
- 7.1 Any claim of Infringement of letters, patent or registered design by the use or sale of any article or materials supplied to BHEL and against all costs and damages, which may incur in any action for such infringement or for which BHEL become liable in any such action.
- 7.2 All claims for injury or damages caused by the supplier's negligence or negligence of supplier's employee or arising from any defect in the goods supplied or on the work carried out the supplier.
- 7.3 All claims for injury to the supplier's employees or agent's employees whilst on BHEL premise.  
Any claim for material that has been rejected by BHEL and that has NOT been removed by supplier within 90 days of intimation regarding rejection.