

Materials Management Division
BHEL,Bhopal
General Guide lines for Vendors regarding Submission of
Quotation and Bills

GENERAL GUIDE LINES FOR SUBMISSION OF QUOTATIONS

- Enquiry No. Due Date of Opening & Party's name should be clearly mentioned on the envelope.
- In Case of 2 part bids , the price bid and technical bid should be put in two separate envelopes with clearly superscribed enquiry no, due date, party's name and 'TECHNICAL BID' / 'PRICE BID' as the case may be on each envelope.

Both the envelopes then should be put in 3rd envelope duly super scribed with enquiry no, due date, party's name.

- The quotations to be sent on the address as mentioned on the Enquiry.
- Quotations should reach tender room before 11:00 am of tender opening date.
- Quotations for different Enquiries should be submitted in separate envelopes.
- The Enquiry no mentioned on the quotation should match that of Envelope containing the quotation.

General Mistakes - to be avoided

- In two part bids, both the bids put in the same envelope.
- Wrong heading on envelopes i.e. mentioning 'Price Bid' on technical bid or vice versa.
- Vendors send single bid for two part bid enquiry
- Quotations reaching tender room after 11 a.m. on due date
- Quotations not signed by the supplier
- Rates not written both in words and figures
- Quotations sent thru FAX or otherwise not clearly legible.
- Supplier sends quotations thru multiple means i.e. courier, local representative, fax etc. for the same enquiry and some times the contents are different

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SUBMISSION OF BILLS

DIRECT BILLS

1. BY POST :

For timely receipt of bills all direct bills in original may be addressed to:-

Purchase bills section,
Finance and Accounts department
4th floor, Administration building,
BHEL Piplani
Bhopal
462 022

2. DROP BOX :

Bills may be dropped in the box specifically earmarked
for local bills, outside bills and discounting bills

BANK BILLS

The documents may be routed through either of the two banks:

- State Bank Of India, HET Branch, Piplani Bhopal 462022
- IDBI BANK LTD, Centre point T.T Nagar, Bhopal-462003

as per PO payment terms.

Before submitting bills in finance following points may be taken care of to expedite payment:

- Bills are raised and submitted in finance as per terms and conditions in the Purchase Order (PO).
- There is a clear indication of Purchase Order no. in the invoice.
- Indication of SME status in invoice for timely identification of SME vendors.
- PVC invoices are accompanied by supporting calculations , circulars and paper cuttings etc
- VAT/Service tax invoice are submitted in triplicate with original signature in blue ink.
- LR copy is submitted with invoice in all ex-works cases.
- Scheduled delivery of the supply as per PO is mentioned in the invoice.
- Where payment terms in PO are through bank but material is sent directly to BHEL Bhopal, bills may please be routed through MM.

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To enable timely payment of bills, objections in bills should be minimized. Some of the common objections observed in the bills are:

- Charges (P & F, freight, insurance etc) claimed in the invoice aren't as per the Purchase Order.
- Documentary proofs are not submitted for various charges claimed in the invoice.
- Mismatch in invoice rate and Purchase Order rate.
- Non availability of BG of appropriate amount and validity.
- PVC annexure and circulars not submitted.
- Mismatch in Purchase Order quantity and that claimed in the invoice.
- In case of bank bills where LD is applicable, invoice may be submitted after deducting the LD amount.
- Material description of item in invoice not matching with that of Purchase Order.
- TIN /Service tax registration no./PAN no. not mentioned in invoice.
- VAT/Service tax amount isn't separately mentioned in the invoice.
- Copy of principal's invoice and LR not submitted in E-1 sales transaction.
- Taxes and duties claimed in invoice are not inline with PO terms.
- Excise invoice is not submitted to CRX for availing CENVAT credit.
- SME details for parties covered under MSMED Act may be submitted to Supplier Evaluation Cell (SEC) for payment within stipulated time.

Queries regarding bills under objection may please be addressed to the concerned Purchase Executive of MM department.

PAYMENT OF BILLS THROUGH EFT/RTGS

Requirements for timely processing of payment:

- If EFT details have not been not submitted at the time of vendor registration, then details in original (certified by bank) may be submitted to Finance – duly addressed to Deputy Manager (Cheque section) for processing payment.

Intimation advice is dispatched by post at supplier's address as mentioned in the Purchase Order as and when payment is released.

Queries relating to payment of passed bills may be addressed to the concerned officer in the MM department by quoting bill passing number as available on B2B along with a copy of the intimation slip

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ISSUANCE OF C FORM AND TDS CERTIFICATE

Requirements for issuing C form/TDS certificates

- C form request may be submitted with following details:
 - PO no. and date
 - Vendor code
 - Invoice no. and date
 - Invoice amount
- In advance payments, final invoice in original may be submitted in finance for adjustment of advances within a week of dispatch, to enable timely processing of C form requests.
- TDS certificates are issued only when PAN of the party is available. w.e.f 01/10/09 where PAN no. isn't available TDS will be applicable @ 10% plus surcharge and cess.
- TIN no. /Service tax registration no./CST registration no./PAN no. may be mentioned in the invoice wherever applicable.
- The above details may also be submitted to the concerned MM department for updation in the vendor database.
