



ENERGISING QUALITY

## INSTRUCTION TO BIDDER

VCS-SD-ITB-001

### INSTRUCTION TO BIDDERS

1. Bidder to note that no correspondence shall be entered into or entertained after the bid submission.
2. Bidder shall furnish quotation only in case he can supply material strictly as per this Material Requisition and specification/data sheet forming part of Material Requisition.
3. If the offer contains any technical deviations or clarifications or stipulates any technical specifications (even if in line with MR requirements) and does not include complete scope & technical / performance data required to be submitted with the offer, the offer shall be liable for rejection.
4. Bidder must submit all documents as listed in checklist with his offer.
5. Supplier must note that stage wise inspection for complete fabrication, testing including the raw material inspected to be carried out.
6. Vendors for bought out items to be restricted to the approved vendor list attached with bid document. Approval of additional vendor if required, for all critical bought out items shall be obtained by the supplier from the purchaser before placement of order. Credentials/PTR of the additional vendor proposed to be submitted by supplier for review and approval of Purchaser/ Purchaser's representative

REV	DATE	DESCRIPTION	PREP	CHK	APPR
0	25.05.2017	ISSUED AS STANDARDS	AS	GS	AD



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## CHECKLIST - TECHNICAL

VCS-SD-CK-001

### CHECKLIST – TECHNICAL

Bidder confirms following, as a minimum, has been enclosed in the offer.

S.NO.	Requirements	Compiled by Bidder(Tick)
1	Reference List of previous supply of Procured item	<input type="checkbox"/>
2	Filled – up Data Sheets, duly signed and stamped by bidder enclosed.	<input type="checkbox"/>
3	List of recommended commissioning spares and accessories for Procured item.	<input type="checkbox"/>
4	List of recommended spares and accessories for two year normal operation for procured item.	<input type="checkbox"/>
5	Compliance statement duly filled and stamped enclosed.	<input type="checkbox"/>
6	GA & assembly drawings, cross section drawings including part list & material list enclosed.	<input type="checkbox"/>
7	Other technical details & vendor's product catalogues enclosed.	<input type="checkbox"/>

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## LIST OF SPARES

VCS-SD-LS-001

### LIST OF SPARES

S.No.	Part No.	Description	Quantity(Minimum)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

0	25.05.2017	ISSUED AS STANDARD	AS	GS	AD
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**VENDOR  
DRAWINGS  
DOCUMENT  
SCHEDULE**

**VCS-SD-VS-001**

**VENDOR DRAWINGS**

**DOCUMENT SCHEDULE**



**Vendor Drawing/ Document Submission Schedule**

Status:

Date:

Client	Project		Vendor Name					
Item Description	PO No.		Address					
	Date			Contact Person:	Fax:			
VCS Department		Contact Person(VCS)	Phone:	Email:				
S. No.	Equipment/ Item Number	Drg./Doc. Nomenclature	Vendor Drg./ Doc. Number	Vendor Drg./Doc. Title	Category Review (R) / Records	Scheduled date of 1 <sup>st</sup> submission (Rev.0)	Form Electronic / Print	Remarks
0		18.01.2020	ISSUED AS STANDARDS		AS		GS	AD
<b>REV</b>		<b>DATE</b>	<b>DESCRIPTION</b>		<b>PREP</b>		<b>CHK</b>	<b>APPR</b>



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## DRAWINGS & DOCUMENTS

VCS-SD-DD-001

### INFORMATION/ DOCUMENTS / DRAWINGS TO BE SUBMITTED BY SUCCESSFUL BIDDER

Successful Bidder shall submit four copies unless noted otherwise, each of the following:

1. Inspection & test reports for all mandatory tests as per the applicable code as well as test reports for any supplementary tests, in nicely bound volumes.
2. Filled in Quality Assurance Plan (QAP) for Purchaser's/ Consultant's approval. These QAPs shall be submitted in two copies within 15 days from LOI/ FOI.
3. Detailed completion schedule activity wise (Bar Chart), within one week of placement of order.

Note : All drawings, instructions, catalogues, etc., shall be in English language and all dimensions shall be metric units.

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