



**SERVICE
ENQUIRY
(IMPORTS)**

BHARAT HEAVY ELECTRICALS LIMITED

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(A Government of India Undertaking)
HIGH PRESSURE BOILER PLANT
PURCHASE DEPARTMENT - Fossil Boilers
THIRUCHIRAPALLI - 620014
TAMILNADU (INDIA)

OFFICE COPY

Enquiry No

2651600028

Enquiry Date

22.08.2016

**Due Date for
Quotation**

15.09.2016

Please quote Enquiry No, Date and due date in all correspondences.
This is only a request for quotation and not an order.

ITEM NO ITEM DESCRIPTION

SINo	Description	Delv Date	Quantity	UOM
10	Consulting services for Enhansing vendor activity1 ✓	31.10.16 ✓	1.000	AU ✓

General Note :

The bidder along with its associate / collaborators / sub-contractors / 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.

The supplier shall submit EI/EII forms to BHEL time to time as indicated by the BHEL and in case of inordinate delay in issuing EI/EII forms, then BHEL reserves the right to deduct 5% of the value of the supplied items against which EI/EII forms pending to be issued.

1. Please submit your detailed offer in two part bid system i.e Part-I. Technical bid + Checklist (Annexure-A) + Unpriced bid indicating taxes & duties (Annexure-III) in a sealed cover, super scribing on the cover as "TECHNICAL & COMMERCIAL BID / PART-I"

Part-II. Priced offer in another separate sealed cover super scribing on the cover as "PRICE BID / PART-II"

Both the covers shall be duly super-scribed with tender reference and due date of opening. These covers shall be put in a single cover duly super-scribed with tender reference and due date of opening and addressed to us.

2. Point-to-point confirmation to BHEL's specification and commercial terms & conditions shall be provided. The supplier must fill and send all the Annexures as indicated in the list of attachments. Annexure-A & Annexure-III (with taxes and duties, without indicating prices) should be filled and submitted along with the technical bid, else your offer is liable for rejection.

3. Offers with validity of less than 60 days and non-acceptance of LD & RP clause will lead to rejection of submitted offer.

4. If the due date of tender opening happens to be a holiday, the tenders will be opened on the next working day.

The offers should reach us before the time of opening of tenders.
The offers will be opened at 14:30 hours on the due date in the presence of the tenderers who may like to be present. Late tenders are liable to be rejected.

Yours faithfully,
For **BHARAT HEAVY ELECTRICALS LIMITED**

R.I. PETER IRUDAYARAJ
Senior Manager
EXECUTIVE / Fossil Boilers

Materials Management /
BHEL, TIRUCHY - 620 014.



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TAMILNADU (INDIA)

2651600028 / 23505

5. All clarifications may be sought at least ten days prior to tender due date, from the undersigned with due written request.
6. Order shall be placed on single vendor on cumulative L1 basis for total package.
7. BHEL will consider MSE vendor as per Government guidelines.
8. Vendors are requested to avoid the following points while submitting the Bid Documents:
 - a. Loose or spiral bound bid documents are not encouraged.
 - b. In case of any corrections/overwriting in the tender documents, the same shall be duly attested by the bid submitter.
9. Corrigendum if any, with respect to this tender will be hosted only in the website <http://www.bhel.com> or <http://tenders.gov.in>. You are requested to visit the website regularly for updates.
10. List of Attachments:
 - a. Qualifying Criteria: Annexure-I
 - b. Tender Specification & Scope: Annexure-II
 - c. Commercial Terms & Conditions: Annexure-A
 - d. Price Bid Format: Annexure-III
 - e. CA certificate for MSE vendors: Annexure-C.

Enclosures :

"LD clause has to be confirmed without fail."

The offers should reach us before the time of opening of tenders.
The offers will be opened at 14:30 hours on the due date in the presence of the tenderers who may like to be present. Late tenders are liable to be rejected.

Yours faithfully,
For BHARAT HEAVY ELECTRICALS LIMITED

R.I. PETER IRUDAYARAJ EXECUTIVE / Fossil Boilers
Senior Manager

Materials Management /
BHEL, TIRUCHY - 620 014.



BHARAT HEAVY ELECTRICALS LIMITED
TRICHY-620014

Implementation requirement: Consulting Services for Enhancing Vendor Base

BHEL is currently engaged in the process of enhancing suppliers for its business. BHEL invites potential Service Providers to submit their proposal for providing consultancy service for enhancing vendor base.

BHEL aims to register reliable and quality conscious Suppliers BHEL Trichy Division. BHEL has defined Basic requirements like similar previous jobs, qualification of personnel, turnover, related industry experience etc. for various categories/ codes. BHEL publishes the list of products / services for which the new suppliers / suppliers are invited to get themselves empanelled. Such interested Service Providers are requested to submit their detailed proposal along with necessary documents required as per specification on or before 19-09-2016.

AGM / MM / Services
4th Floor, 24 Building,
Bharat Heavy Electricals Limited,
Tiruchirappalli- 620 014.



BHARAT HEAVY ELECTRICALS LIMITED
TRICHY-620014

A. Current State / Practice:

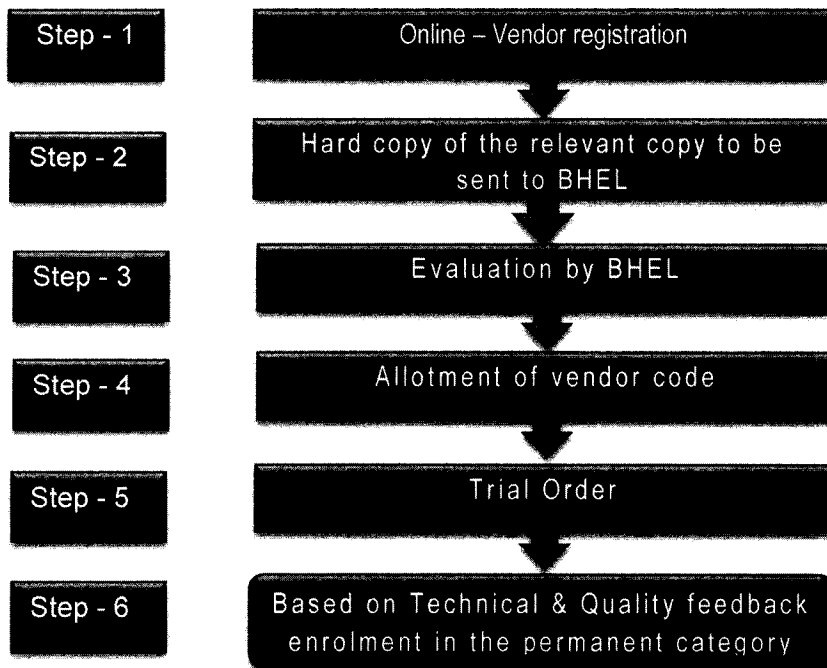
Interested suppliers fill up registration form and send to BHEL, Trichy along with relevant supporting documents on following parameters:

- Section I: Company Profile and General information
- Section II: Resources owned by the company
- Section III: Work Experience

Once the filled in registration form along with supporting documents are received from interested suppliers, the evaluation team then evaluate the suppliers based on:

- Part A: Organisational Soundness
- Part B: Quality Systems
- Part C: Technical Competence
- Part D: Final Recommendation

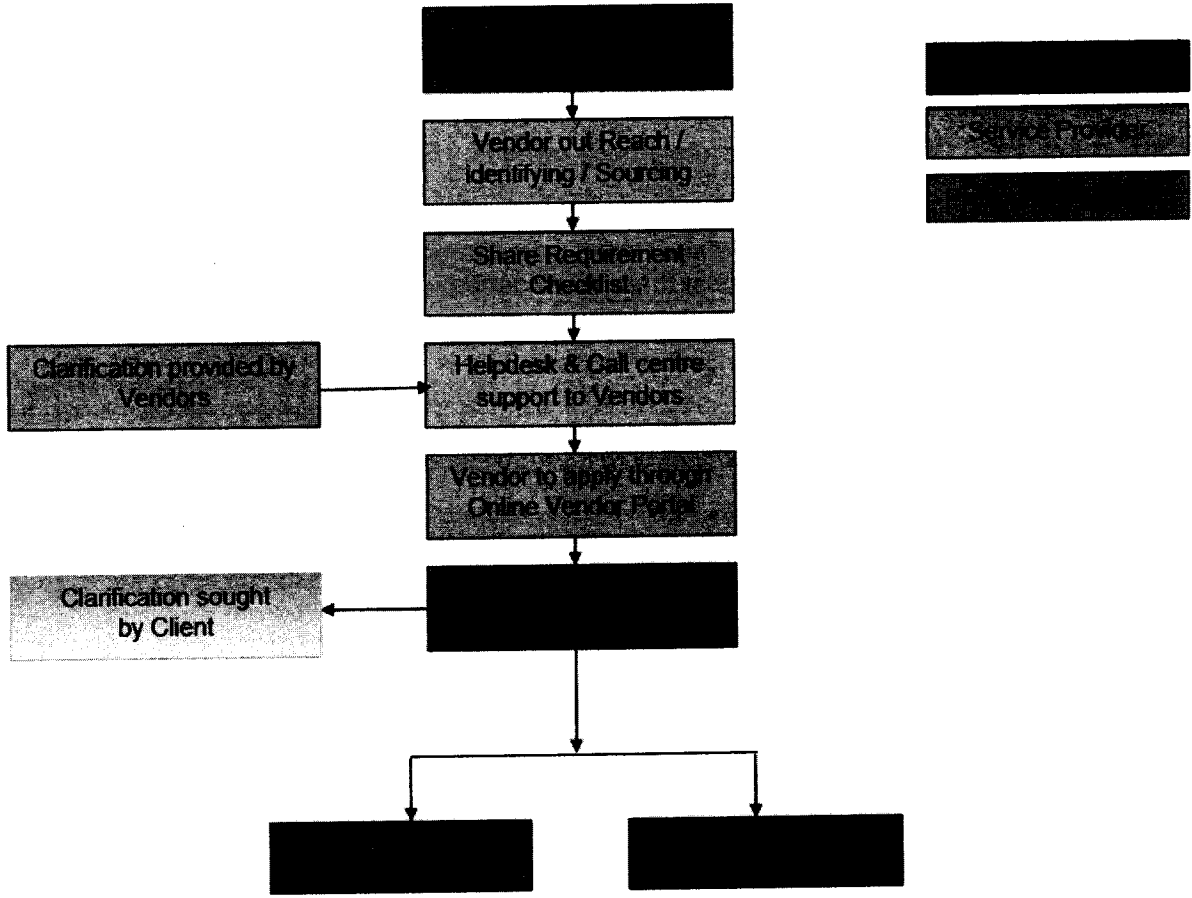
Registration Process





BHARAT HEAVY ELECTRICALS LIMITED
TRICHY-620014

B. Proposed Process Flow:





BHARAT HEAVY ELECTRICALS LIMITED
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Annexure-I

PRE-QUALIFICATION CRITERIA

Sl. No.	REQUIREMENT	RESPONSE Yes/No	BACK-UP Enclosed "Yes / No"
1	The Bidder should be a Company registered under the Companies Act, 1956 OR a company/statutory body owned by Central/State Govt.		
2	The bidder must have executed similar type of assignment at least in two reputed Companies (Enclose Order copy offered by each company for anyone of the past three as evidence).		
3	The bidder should have sound financial capacity and profit making and shall have achieved turnover of Rupees 2 Cr in year 2015-16. (Enclose CA certified copy as documentary evidence).		
4	The Bidder should have ISO 27001:2013 for the Information Security of the Vendor Data (Valid certificate to be furnished as a documentary evidence).		
5	The bidder should have minimum 20 employees on their Pay roll (Enclose the ESIC / PF Challan).		
6	The Bidder must have not been blacklisted / kept on holiday / barred by any Government Department/ Regulator/ Statutory Organization / Public Sector Companies / Banks in India during last 5 years. Bidder to provide a declaration stating this in technical bid.		



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TRICHY-620014

Annexure-II

1. Scope:

Sl. No.	Requirements	Vendor's Response
1.1.	BHEL will provide the material groups along with detailed specifications, for which additional suppliers will be required to be added. Based on BHEL input, the sourcing agency/agencies shall analyses the feasibility of vendor addition (both indigenous and foreign).	
1.2.	Service Provider to act as an extended arm of BHEL for the addition of new suppliers.	
1.3.	MSE vendors shall also be considered wherever found eligible for these material groups.	
1.4.	Enabling the potential suppliers to register through the on-line SRF portal.	
1.5.	Guide the potential vendor in compiling the SRF file hard copy and assist them to ensure all the requirements are met with.	
1.6.	Interact with BHEL and the potential suppliers for removing any bottleneck issues related to vendor registration.	
1.7.	Primary evaluation of the suppliers and their technical, commercial and capacity capabilities.	
1.8.	Provide assistance (Helpdesk & Call Centre support).	
1.9.	The service provider will develop & maintain a site containing following information for the interested bidders: - Listing of All Products / Services for which the vendor registration is sought for - Listing of details of the required documents, technical / manpower skill set, past experience and other relevant documents for vendor to get registered - Provision to notify the bidder over email for the opportunity available for the vendor registration - Provision for searching the opportunity that exists i.e. Unit wise, Location wise, Product / Services wise etc.	



BHARAT HEAVY ELECTRICALS LIMITED
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2. Measurable Activities for the purpose of Payment:

Sl. No.	Requirements	Vendor's Response
2.1.	No. of successful vendors got registered out of total vendors referred to BHEL.	
2.2.	Minimum of three vendors for 1V material groups shall have to be added.	
2.3.	Minimum of two vendors for 2V material group shall be added.	
2.4.	Minimum of one vendor for 3V material group shall be added,	

Vendor sourcing agencies need to fulfill the following activities of the Billing Milestones

A. For Activity-A:

2.A.1.	Enabling the identified vendors for submission of RFI document dully filled and verified along with the associated documents.	
2.A.2.	Service Provider will communicate to BHEL about the enabled vendor.	
2.A.3.	Report on recommendation check and approvals after every event and consolidated report at every month.	

B. For Activity-B:

2.B.1.	After submission of RFI document dully filled and verified along with the associated documents clarification between Vendor and BHEL need to be done.	
2.B.2.	Detailed report on spot visit if needed along with the audit checklist.	
2.B.3.	Identified Vendor getting registered with BHEL.	
2.B.4.	Report on referral checks and recommendations after every event and consolidated report at every month.	

C. For Activity-C:

2.C.1.	On actual participation by the vendor in tenders (to be validated through Comparative Statement of the tender in which the vendor participated).	
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3. Commercial Terms and Conditions:

3.1.	Payment will be done for the cases as per the above per permanent registration.	
3.2.	In case the vendor is marked for development/trial, the payment will be 10% for Activity-C and subsequently 10% after permanent registration.	
3.3.	If there are more than 10 rejections out of the recommendations given by the service provider(s), agreement with such service provided will be terminated at the discretion of BHEL.	



BHARAT HEAVY ELECTRICALS LIMITED
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4. Deliverables / Proposed Services:

Sl. No.	Requirements	Vendor's Response
4.1.	Get an updated list of products / services for which vendor enhancement service is sought for from respective Unit / Division.	
4.2.	Prepare the categories & codes for the product / services which are on priority for vendor enhancement.	
4.3.	Understanding the Online Vendor Registration Application of BHEL in detail, the process of making an application, required supporting documents, understanding the minimum software / technical requirements of the vendor registration application.	
4.4.	Publishing the vendor enhancement / sourcing event on the vendor registration application.	
4.5.	Promoting the Vendor Enhancement / Registration requirement of BHEL to the Target Vendor Group, debriefing them about the requirement, helping them in applying for the Online Registration and extending the necessary support.	
4.6.	Generate the data base of the suppliers / bidders of the various Central & State Government Authorities, PSUs and approach them to apply for Vendor Registration of BHEL. Share the MIS of such data to BHEL on fortnightly basis.	
4.7.	Service Provider to track the ongoing tenders, purchase orders of the various Central & State Government Authorities & PSUs and also the tender results shared by them, covering the details such as List of Bidders Participated, Bidders Profile, Contact Details of the Bidders, Tender Scope, Technical evaluation to of bidders etc. Such details would help in identifying & approaching the bidders for vendor registration who are already supplying / servicing the other tendering authorities. Thus, generating the large pool of Suppliers with good track record and having worked with Government and Corporate of repute.	
4.8.	To Promote the BHEL requirement among the Industrial Exhibitors & Visitors, the Service Provider has to Exhibit in various B2B Industrial Exhibitions across India on its own cost. Service provider to exhibit in minimum 10 such exhibitions in year. The service provider to share the details on Quarterly Basis about the exhibitions with BHEL.	
4.9.	Deploying the dedicated team of Tele Callers (3), Technical Support Executives (1), Help Desk Executives (2) & Project Manager (1) for successful Market Making & Vendor Outreach activity for both domestic and international bidders.	
4.10.	Service Provider to provide Training on regular interval.	
4.11.	Primary verification of the data provided by the suppliers, Identifying and qualifying new suppliers, primary evaluating their technical, commercial and capacity capabilities.	
4.12.	Assisting BHEL with getting the clarification from the suppliers whenever sought for.	
4.13.	Providing 24X7 helpdesk & Call Centre support to the suppliers.	
4.16.	Assist Suppliers with tracking of the vendor registration application status: i. Registered ii. Under Process iii. Clarification Sought from Supplier iv. Visit being planned to Supplier's work v. Regretted.	
4.17.	Providing MIS to the BHEL on regular intervals.	



BHARAT HEAVY ELECTRICALS LIMITED
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Annexure-III

MODEL PRICE BID FORMAT

Name of Work : Vendor Sourcing Activity

Enquiry No. & Date :

Bidder's Offer No. & Date :

Providing services for vendor sourcing. Cost to be quoted for 1 (One) material category.

Sl. No.	Description	Qty./Unit	Basic Rate/ Unit in Rs.	CST/ Vat %	Service Tax %	Any Other Tax %	Total Value including Tax in Rs.
A.	Activity A – 50 % of (D)						
B.	Activity B – 30 % of (D)						
C.	* Activity C – 20 % of (D)						
D.	TOTAL COST (A+B+C)						

*In case of temporary registration 10% and subsequently 10% after permanent registration.

Note:

1. CST with 'C' form in % =
2. CST without 'C' form in % =
3. Evaluation will be based on following criteria:
 - a. Total cost (4) for the event will be calculated on summing up of Activity-A, Activity-B & Activity-C.
 - b. L-1 will be arrived on comparing the Total cost quoted by bidders.

Signature & Seal of Vendor

The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is "Not Applicable".

BHARAT HEAVY ELECTRICALS LIMITED, TIRUCHIRAPALLI-620 014**MM: CAPITAL PURCHASE****(Check List - to be filled and submitted along with Offer)**

BHEL commercial terms and conditions for Indigenous suppliers	Vendor's Confirmation/comments
Technical confirmation to BHEL's Specification as called for in BHEL Format shall be furnished. If needed additional sheets shall be used.	
Prices shall be quoted only as per the model format (Annexure-III) enclosed.	
Price shall be quoted on "FIRM PRICE" basis only. Prices shall be quoted on "FOR Destination" basis (inclusive of all charges).	
Applicable % of service tax, sales tax etc. should be clearly indicated separately.	
Validity of offer shall be for a minimum period of 60 days from the date of Tender opening	
Liquidated Damages @ ½ % per week subject to maximum of 10% of the order value shall be applicable for delay in deliveries.	
Following Risk Purchase clause shall be applicable The purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated if the same were not available, the best and the nearest available substitute therefore. The supplier shall be liable for any loss which the purchaser may sustain by reason of such risk purchase.	
Payment Terms: 100% payment will be made after 45 days from the date of registration of vendor and on submission of invoice in triplicate.	
Security Deposit: The successful Tenderer should pay Security Deposit & rate of Security deposit is 10% of order value (Refer enclosed Annexure-B).	
Full postal Address:	
Land Line Number	
Fax Number	
Name of the contacting Person	
Mobile Number	
E-mail ID	

NOTE:-

- a) It is confirmed that all the terms and conditions stipulated in the Enquiry have been fully understood by us and all clarifications & details have been obtained.
- b) Your specific acceptances to our Payment terms, LD & Risk Purchase Clause are essential for consideration of your offer. Otherwise your offer is liable for rejection.

Signature & Office Seal of the vendor

SECURITY DEPOSIT

The successful Tenderer should pay Security Deposit before start of work & rate of Security deposit will be as follows:

Value of Contract	Rate of Security Deposit
Up to Rs. 10 Lakhs	10%
Above Rs. 10 Lakhs & up to Rs. 50 Lakhs	Rs. 1 Lakh + 7.5% of amount exceeding Rs. 10 Lakhs
Above Rs. 50 Lakhs	Rs. 4 Lakhs + 5% of amount exceeding Rs. 50 Lakhs

Security Deposit may be furnished in one of the following forms:

1. Cash (as permissible under Income Tax act).
2. Pay Order (or) Demand Draft drawn in favour of Bharat Heavy Electricals Ltd, Tiruchirapalli payable at Tiruchirapalli.
3. Local cheques of scheduled banks, subject to realisation.
4. Securities available from Post Offices such as National Saving Certificate, Kishan Vikash Patras etc. (Certificate should be held in the name of Contractor furnishing the security & duly pledged in favour of BHEL & discharged on the back).
5. Bank Guarantee from scheduled banks / Public Financial Institutions as defined in the Companies Act. The bank guarantee format should have approval of BHEL.
6. Fixed Deposit Receipt issued by scheduled bank / Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of Contractor, A/c BHEL, duly discharged on the back.
7. Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of Security Deposit should be collected before start of the work & balance 50% may be recovered from running bills.
8. EMD of successful tenderer can be converted & adjusted against security deposit.
9. The security deposit shall not carry any interest.

NOTE: Acceptance of security deposits against Sl. No: 4 & 6 above will be subjected to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or any other matter connected therewith.

Security Deposit shall not be refunded to the contractor except in accordance with the terms of Contract.

Certificate by Chartered Accountant

This is to certify that M/s.
hereinafter referred to as 'company') having its registered office at
..... is registered under MSMED Act 2006,
Entrepreneur Memorandum No (Part - II)
dtd:.....,
Category :.....(Micro / Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company
as on date as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e.
original cost excluding land and building and the items specified by the
Ministry of Small Scale Industries vide its notification No.5.0.1722(E) dated
October 5, 2006:

Rs.....Lacs

2. For Service Enterprises: Investment in equipment (original cost excluding
land and building and furniture, fittings and other items not directly related
to the service rendered or as may be notified under the MSMED Act, 2006:

Rs.....Lacs

The above investment of Rs..... Lacs is within permissible limit of
Rs.....Lacs for Micro / Small (Strike off which is not applicable) Category under
MSMED Act 2006.

Date:

(Signature)

Name -

Membership Number -

Seal of Chartered Accountant