

Bharat Heavy Electricals Limited

(A Govt. of India Undertaking)

Boiler Auxiliaries Plant, Ranipet 632 406, India

HUMAN RESOURCE MANAGEMENT DEPARTMENT

FAX : 91 - (04172) – 241102 Phone : 241189 , 284944



AN ISO 9001 COMPANY

EXPRESSION OF INTEREST

FOR ENROLLMENT/REGISTRATION OF VENDORS INTERESTED TO SUPPLY VEGETABLES TO BHEL CANTEEN, RANIPET

EOI No. BHEL/BAP/HR/CT:00

Dated: 19/03/2013

GENERAL TERMS & CONDITIONS

Last date & time for submission of sealed Application : **10/04/2013: 15.00 Hrs**

Date & time of opening of Application : **10/04/2013: 15.30 Hrs**

Venue : **At HR conference Hall**

BHEL, Ranipet-632 406, Tamil Nadu.

I. GENERAL INFORMATION:

The Company is desirous of enrolling/empanelling/registering probable vendors who are interested to supply vegetables to canteen through single part bid monthly tender on daily market rate. The quality of vegetables, approximate quantity required, method of delivery and payment terms are furnished below. This is purely an "Expression of Interest" calling for enrollment/empanelment/registration of vendors. **Interested vendors, are requested to download from BHEL's website the EOI form, sign and affix the official stamp on all pages. The model format for vendor registration/enrollment is to be duly typed / written legibly in your official Letter Head, sign on all pages and also affix the official seal. The EOI FORM along with Enrollment form shall be submitted in a sealed cover superscribing the EOI No, Date and Description on the top of the cover and addressed to Sr.Executive, HRM Welfare Department, BAP/BHEL, Ranipet-632406. Before applying for the enrollment as new vendor, kindly go through the General Terms & Conditions for supply of Vegetables enclosed as ANNEXURE-I. The Enrollment form must be sent by Speed post / Courier / Registered Post or deposit in the tender box kept in HR-Welfare only that too well in advance before the date and time mentioned above.**

Mere submission of application does not guarantee acceptance by BHEL for enrollment/empanelment/registration.

The submitted forms will be scrutinized by BHEL. Separate tender forms with complete details will be sent to the successful vendors who have been accepted by BHEL for their enrollment/empanelment/registration. BHEL has the right to accept or reject any application without assigning reason whatsoever. The decision of BHEL is final and binding in this regard.

II. Eligibility Criteria:

The tenderer should possess correct address, all requisite licenses and registration etc. for supplying vegetables. Proof towards this should be submitted.

The tenderer should have PAN number which should be printed in the letter head.

Signature of the vendor with Seal

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III General Terms for monthly tender enquiry:

1. Rate should be quoted every month on or before the dates as mentioned in the separate tender form.
2. Rate should be in percentage above or below the base rate. **'Daily Vellore market Rate' published in "Dinakaran" Newspaper on the date of vegetable supply shall be taken as base rate** and the rate is firm throughout the month for which rates are quoted (no increase whatsoever in the rates will be encouraged).
3. All vegetables shall be fresh, wholesome, reasonably good sized and should not be rotten/damaged/infested with insects and fungus.
4. Approximate quantity of vegetables is indicated below. Quantity may vary depending upon the actual requirement.
5. Normally, Vegetable should be delivered at BHEL canteen stores twice a week (Monday & Thursday) on the date and time mentioned in the order. This may change depending upon the actual requirement.
6. Vegetables should be brought in suitable containers. These containers should be taken back by the supplier immediately after delivery.

SL.NO	INGREDIENT	UNIT	APPROXIMATE QUANTITY PER MONTH
1	COCONUT	NO	7000
2	TOMATO	KG	8000
3	POTATO	KG	7000
4	ONION	KG	8000
5	AVARAIKAI	KG	400
6	BEANS	KG	650
7	BEETROOT	KG	1000
8	BITTER GOURD	KG	150
10	CABBAGE	KG	3500
11	CHOW CHOW	KG	700
12	DRUMSTICK	KG	750
15	GOOSEBERRY	KG	325
16	LADY'S FINGER	KG	500
17	LIME	KG	500
18	MANGO	KG	500
19	MINT	KG	350
20	NARTHANKAI	KG	350
21	PLANTAIN GREEN	KG	850
22	RADDISH	KG	300
23	SENAI	KG	1500
25	WHITE PUMPKIN	KG	350
26	BRINJAL	KG	800
27	CARROT	KG	2000
28	KATTUKALAKAI	KG	300
31	CURRY LEAVES	KG	250
32	CORRIAN. LEAVES	KG	450
33	GREEN CHILLIES	KG	650
34	GINGER	KG	550
35	MANGO GINGER	KG	250

Signature of the vendor with Seal

IV SPECIAL TERMS AND CONDITIONS FOR MONTHLY TENDER ENQUIRY

1. BHEL reserves the right to increase or decrease the tendered quantity and place orders accordingly in any proportion, based on commitment, requirement and suppliers' capability in terms of delivery and quality.
2. In case the Lowest priced item does not meet the specifications of the tender, BHEL reserves the right not to consider the same.
3. BHEL reserves the right to negotiate or re-float the tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.
4. BHEL reserves the right to negotiate the L1 rate with the L1 tenderer.
5. The tenderer should possess the correct address of the Firm / Shop, and proof as required under the "Eligibility Criteria"
6. The item vegetable should be of good quality as specified
7. Delivery is to be made as per date indicated in the purchase order.

V GENERAL TERMS AND CONDITIONS FOR SUPPLY OF ITEMS:

1. Tender should be submitted in a sealed cover, superscribed the Enquiry No, Date and Description on the top of the cover and addressed to the Accounts Officer, HRM Department, BAP/BHEL, Ranipet- 632406 well in advance before the tender submission date as indicated in the tender enquiry.
2. Tender should be sent by Registered Post / Speed Post / Courier / or deposit in the tender-box kept at BHEL / BAP / WELFARE only. No other mode of dispatch will be allowed.
3. Tenderer should quote the rate in the model format enclosed by us and should affix his official seal and signature in the quotation.
4. If needed BHEL may select sample at random from the supplied vegetables by the successful Tenderer for testing the conformity of the supply with the standards specified in the " Prevention of Food adulteration Rules 1955 by the Central Food Technology Research Institute (CFTRI) , Mysore.
5. In the event of the CFTRI, Mysore certifying that the sample is NOT CONFORMING with the standards of Prevention of Food Adulteration Rules 1955, the rate for the already used will be paid at a rate less than the Tender rate at the sole discretion of BHEL,Ranipet .
6. Further the Tenderer will stand disqualified from participating in any Tender for vegetable for a period of 3 months. Any Tenderer failing in the quality test by CFTRI, Mysore more than once will stand debarred from participating in any tender for a period of three years.

Signature of the vendor with Seal

7. **The successful tenderer shall report at 08.00 AM and complete the delivery of vegetable at the canteen stores on the schedule date before 12.00 Noon.**
8. The successful tenderer shall also arrange his own transport and the vehicle should have all the statutory documents including pollution clearance certificate. Weighing will be done in the premises of BHEL/Ranipet either in weigh Bridges located near Gates or in the weighing balance of BAP Canteen. Type of weighing for any particular supply will be decided by designated Canteen Supervisor. The supplier shall unload the entire quantity for weighing/counting first at the Stores receipt area and after weighing keep the items inside the Store room. This only completes the process of delivering the supply of vegetable at the canteen Store.
9. It shall be the responsibility of the successful tenderer to weigh/count the items properly and count the bundles also before loading at their end for supply to BHEL Canteen Stores. Delivery challan / Credit bill in triplicate should accompany the supply.
10. The supply should be made in suitable container or packing only.
11. **The delivery is to be made at BHEL canteen stores. The quantity to be delivered to the canteen Stores will be informed at the time of ordering in the Proforma Purchase Order. Delivery should be made as per PPO any excess materials brought inside the Stores will not be returned at any cost.**
12. Items not conforming with the standards of "Prevention of Food Adulteration Rules 1955" and quality/brand specifications mentioned against each item will be rejected outright. In case of any other defective supply, the full quantity is to be replaced by the successful tenderer immediately and then only the rejected stocks will be returned.
13. In case of failure in supplying the vegetable as well as replacement in time, difference including transport & handling charges if any in the price procured by BHEL in the open market to meet the urgent requirements of such occasions, shall be recovered from the pending bills of the successful tenderer.
14. **You may quote a fixed percentage below or above the base rate i.e. the daily Vellore market rate published in "Dinakaran" Newspaper on the date of vegetable supply for a period of 1 month for the vegetable to be supplied. The rate should include transport, handling, packing, gunny bag cost, profit margin and all taxes etc. inclusive of free delivery of vegetable at BHEL Canteen stores.**
15. The payment for the supply of items shall normally be made payment by Account Payee Cheque of SBI, Mukundarayapuram (or) through EFT payment within 30 days on receipt of the Consolidated statement of Bills for the supply made by the supplier to BHEL canteen stores at the discretion of BHEL. In case of cheque, the same will be sent through Registered Post/ Speed Post/ Courier only and will not be given in person.

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16. Payment will be made against net weight only. Weight of packing materials viz Gunny bag, Carton box, Plastic bags etc., shall not be included for payment purpose even if the rate quoted is as per Kilogram basis.
17. Net weight of gunny bags that are normally used are reckoned as follows for the purpose of weight calculation. 1 Kg, 0.75 Kg, 0.50 Kg and 0.25 kg.
18. Where any deviation is made in supply against the traditionally understood gross weight of the item supplied, the vendor shall mention such deviation in the delivery challan to enable BHEL personnel to take cognizance of such deviation, ascertain the facts and allow payments accordingly.
19. Any other container belonging to the vendor and deemed to be returned shall be entered at the security gate to enable the security personnel witness the outward movement of such containers from the canteen and factory premises of BHEL/Ranipet.
20. The decision of BHEL in awarding the contract is final and BHEL reserves the right to reject any or all tenders without assigning any reasons.
21. Clarification, if any, before quoting may please be had from the Accounts Officer/ HR- Canteen, HRM Department , BAP/BHEL, Ranipet-632406.
22. Price quoted will be firm and valid for the respective month or period for which tender is called for .
23. Late offer after the submission date and time will be rejected.
24. Separate intimation and tender formats will be sent to the tenderers who have been registered/enrolled by BHEL for this purpose.

25. Submission of Application for Registration/ Enrollment:

Please sign on all pages of the EOI form and enclose it along with your application for registration/enrollment . Application for registration/enrollment should be submitted in your official Letter head (the model format enclosed) in a cover sealed with wax only, superscribed the EOI No, Date and Description on the top of the cover and addressed to Sr. Manager/ HR WELFARE Department, BAP/BHEL, Ranipet- 632406 well in advance before the form submission date as indicated in the EOI FORM.

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Signature of the vendor with Seal

**MODEL FORMAT FOR VENDOR REGISTRATION/ENROLLMENT**

To  
 Sr.Executive/HR - Welfare  
 HRM – Welfare Department  
 BHEL/BAP  
 Ranipet- 632 406

Sir,

Sub: Application for Registering as Vendor for BHEL Canteen supply- reg  
 Ref: Your Expression of Interest No. **BHEL/BAP/HR/CT:00 Dated: 19/03/2013**

I/we wish to register/enroll as vendor for the supply of the following category of items to your canteen located at BHEL/BAP/Ranipet.

| Sl.No | Particulars                                                                  |  |
|-------|------------------------------------------------------------------------------|--|
| 1     | Name of the Shop/Firm                                                        |  |
| 2     | Address of the Shop/Firm<br>(Proof Should be enclosed)                       |  |
| 3     | TIN No.                                                                      |  |
| 4     | PAN No.                                                                      |  |
| 5     | Whether already supplied<br>the listed category of items<br>to BHEL/Canteen. |  |
|       | If yes, period of supply                                                     |  |
|       | If yes, category of items<br>supplied                                        |  |
| 6     | Any other information                                                        |  |

We have gone through entire content of your “Expression of Interest” under ref: **BHEL/BAP/HR/CT:00 Dated: 19/03/2013** and I/we accept to abide by the terms & conditions mentioned in it fully. Kindly register/enroll ourselves into your vendor list.

Signature with Seal

Date:

Note: **To be typed in your Letter Head and attach with the EOI form as 7<sup>th</sup> page.**