

# **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 : 241118 , 284028



AN ISO 9001 COMPANY

## **EXPRESSION OF INTEREST**

### **FOR ENROLLMENT/REGISTRATION OF VENDORS INTERESTED TO SUPPLY THE FOLLOWING CATEGORY OF ITEMS TO BHEL CANTEEN, RANIPET**

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

Dated: 14/08/2014

#### **GENERAL TERMS & CONDITIONS**

Last date & time for submission of sealed Application : **05/09/2014; 15.00 Hrs**  
Date & time of opening of Application : **05/09/2014; 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 the following category of items to canteen. The quality of ingredients/brands, 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 submit their application in a cover on or before the dates and time mentioned above. Mere submission of application does not guarantee acceptance by BHEL for enrollment/empanelment/registration.

The applications will be scrutinized by BHEL. Communication will be sent to the successful vendors who have been accepted by BHEL for their enrollment/empanelment/registration. The registered vendors need to participate regularly in the monthly / yearly tenders.

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 category of items as mentioned under Point III for which the tenderer applied. Proof towards this should be submitted.

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

**III. Category of Items**

The following are the category of items for which vendor registration/enrollment is called for. A tenderer can apply for registration/enrollment for supply more than one category of items, if he posses valid licenses/registration for that category. The tenderer is required to put a tick / ticks on the category of item / items for which he is interested to supply.

1. Rice
2. Oil
3. Groceries with Brand specification and Groceries which do not require samples along with monthly rate quotation.
4. Groceries which require samples along with monthly rate quotation.
5. Egg
6. Soap oil

**IV. GENERAL TERMS AND CONDITIONS WHILE PARTICIPATING IN MONTHLY TENDER:**

1. Tender should be submitted in a cover, superscribed the Enquiry No, Date and Description on the top of the cover and addressed to the Sr. Accounts Officer, HRM Department, BAP/BHEL, Ranipet- 632406 well in advance before the tender submission date as indicated in the tender enquiry.
2. Tender & samples (if specified under ) should be sent separately by Registered Post / Speed Post / Courier.
3. Samples need not be sent for Oil, items with branded category, items that do not require samples, and egg.
4. Tenderer should use his own company letter head for quoting the rate as per the model format enclosed by us and should affix his official seal and signature in the quotation.
5. If needed BHEL may select sample at random from the supplied grocery 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.
6. In the event of the CFTRI, Mysore certifying that the sample is NOT CONFROMING with the standards of Prevention of Food Adulteration Rules 1955, the unused Grocery will be returned to the Tenderer. In such a case the rate for the already used will be paid at a rate less than the Tender rate at the sole discretion of BHEL,Ranipet .
7. Further the Tenderer will stand disqualified from participating in any Tender for grocery 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.
8. **The successful tenderer shall report at 08.00 AM and complete the delivery of grocery at the canteen stores on the schedule date before 12.00 Noon.**

9. 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 Gate 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 grocery at the canteen Store.
10. 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.
11. The supply should be made in standard jute gunny / food grade plastic packing/ Tin only.
- 12. 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.**
13. 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.
14. In case of failure in supplying the grocery 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.
- 15. You may quote fixed rate for a period of 1 month for the rice, oils, and groceries to be supplied. The rate(percentage) for egg is for one year (details are given under the heading Egg). The rate should include transport, handling, packing, gunny bag cost, profit margin and all taxes etc. inclusive of free delivery of grocery at BHEL Canteen stores. The rates quoted for brand specified items should not be more than the MRP at any cost.**
16. The payment for the supply of items shall normally be made payment by Account Payee Cheque of SBI, Mukundarayapuram (or) through EFT payment within 45 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. For supply of Eggs, payment will be normally made within 15 days on the receipt of the bill.

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17. Payment will be made against net weight only. Weight of packing materials viz Gunny bag, Tin, Carton box, Plastic bags etc., shall not be included for payment purpose even if the rate quoted is as per Kilogram basis. All the packing materials as referred above in which deliveries are made will be retained BHEL/BAP/Ranipet on acceptance of items delivered in such containers.
18. Net weight of gunny bags that are normally used are reckoned as follows for the purpose of weightment calculation. 1 Kg, 0.75 Kg, 0.50 Kg and 0.25 kg.
19. 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.
20. 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.
21. 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.
22. Clarification, if any, before quoting may please be had from the Sr. Accounts Officer/ HR- Canteen, HRM Department , BAP/BHEL, Ranipet-632406.
23. Price quoted will be firm and valid for the respective month or period for which tender is called for .
24. Late offer after the submission date and time will be rejected.
25. The rate shall be quoted only for the brand specified or quality specified against each items and for the unit of measurement specified for each item. Rates which do not comply with these conditions will not be considered.
26. Separate intimation and tender formats will be sent to the tenderers who have been registered/enrolled by BHEL for this purpose.

**27. Submission of Application for Registration/ Enrollment:**

**Please sign on all the papers and enclose it along with your application. Application for registration/enrollment should be submitted in your official Letter head ( the model format enclosed) in a cover, superscribed the EOI No, Date and Description on the top of the cover and addressed to Dy.General Manager/ HR-Welfare, HRM Department, BAP/BHEL, Ranipet- 632406 well in advance before the tender submission date as indicated in the tender enquiry.**

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**V. RICES (MONTHLY TENDER WITH TWO PART BID)**

Different variety of Rices, quality specification and approximate monthly requirement and sample quantity required are furnished below.

| Sl. No | Ingredient          | Unit | Appx. Month Cons. | Quality Description          | Sample Quantity to be enclosed | Packing Description |
|--------|---------------------|------|-------------------|------------------------------|--------------------------------|---------------------|
| 1      | BOILED RICE (PONNI) | KG   | 10000             | 1 <sup>st</sup> sort quality | 2 Kgs.                         | Gunny Bag           |
| 2      | RAW RICE (PONNI)    | KG   | 2500              | 1 <sup>st</sup> sort quality | 2 Kgs.                         | Gunny Bag           |
| 3      | IDLY RICE (BOILED)  | KG   | 2500              | 1 <sup>st</sup> sort quality | 100 gms.                       | Gunny Bag           |

1. Rates should be quoted every month on or before the dates to be mentioned in the tender.
2. Rates should be firm through out the month for which rates were quoted and no increase whatsoever in the rates will be encouraged.
3. Indicated quantity of Samples should be submitted in a separate cover along with monthly rate quotation.
4. Quality, quantity of samples required and approximate quantity for one month are furnished above.
5. Rice(s) should be supplied in one of the following weighments only. Each bag shall weigh 100 kgs Gross (or) 75 kgs Gross (or) 50 kgs Gross (or) 25 kgs gross. One lot of supply of any given item should contain only one type of weighment. Payment will be made for net weight only. The net weight will be arrived by subtracting net gunny bag weight from gross weight.
6. Net weight of gunny bags that are normally used are reckoned as follows for the purpose of weighment calculation. 1 Kg, 0.75 Kg, 0.50 Kg and 0.25 kg. Gunny bags will be retained by BHEL at no extra cost and will not be returned to the vendor.

**VI. OILS(MONTHLY TENDER WITH SINGLE PART BID)**

Different variety of oils, brand specification and approximate monthly requirement are furnished below.

| Sl. No. | Ingredient            | Unit | Appx. Month Cons. | Quality Description                                                              | Packing Description |
|---------|-----------------------|------|-------------------|----------------------------------------------------------------------------------|---------------------|
| 1       | REFINED SUNFLOWER OIL | KG   | 4000              | Dhara, Godrej, Fortune, Sunola, SVS, Gold Winner, Dr.Gold Oil & Sun Drop Brands. | Tin/ Pkt            |
| 2       | VANASPATHY            | KG   | 100               | Dalda, Supreme & Gold Winner, Fortune Brands.                                    | Tin/ Pkt            |
| 3       | COCONUT OIL           | KG   | 15                | Agmark Quality.                                                                  | Tin/ Pkt            |
| 4       | GINGLY OIL            | KG   | 100               | Idayam, Gold Winner&Anjali Brands                                                | Tin/ Pkt            |

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1. Rates should be quoted every month on or before the dates to be mentioned in the tender for the brands specified.
2. Rates should be firm through out the month for which rates were quoted and no increase whatsoever in the rates will be encouraged. Brand, for which rates is quoted, should be mentioned against each item.
3. Brands and approximate quantity for one month are furnished.
4. Shelf life of oil(s) should not be less than four months from the date of supply to BHEL canteen.
5. All oil items shall be supplied either in Tin containers or Sachet Packet.
6. The oil tins will be retained by BHEL at no extra cost and will not be returned to the vendor.

**VII(A). GROCERIES WITH SPECIFIED BRAND AND APPROXIMATE REQUIRED QUANTITY PER MONTH (MONTHLY TENDER WITH SINGLE PART BID).**

| Sl. No. | Ingredient                                     | Unit | Appx. Month Cons. | Quality Description                                                 | Packing Description |
|---------|------------------------------------------------|------|-------------------|---------------------------------------------------------------------|---------------------|
| 1       | CHILLY POWDER                                  | KG   | 200               | Ashirwad, Everest, Aachi and Sakthi Brand.                          | Pkt                 |
| 2       | TEA DUST                                       | KG   | 400               | 3 Roses, Tajmahal, Chakra Gold (TATA) and Lipton Yellow Lable Brand | Pkt                 |
| 3       | FILTER COFFEE POWDER – IN ½ KG POCKET          | KG   | 80                | Narasu, Leo & Coffee Day Brands. 80% coffee 20% chicory             | Pkt                 |
| 4       | COFFEE INSTANT POWDER – IN 100gm Pkt.          | KG   | 15                | Sunrise, Bru and Narasus Brand.                                     | Pkt                 |
| 5       | CORRIANDER POWDER                              | KG   | 150               | Ashirwad, Everest, Aachi and Sakthi Brand.                          | Pkt                 |
| 6       | TURMERIC POWDER                                | KG   | 60                | Ashirwad, Everest, Aachi and Sakthi Brand.                          | Pkt                 |
| 7       | CHENNA MASALA                                  | KG   | 10                | Sakthi, MTR and Everest Brands.                                     | Pkt                 |
| 8       | SOOJI                                          | KG   | 800               | True, Annapoorna, Naga & Narasu Brands.                             | Bag/Pkt             |
| 9       | MAIDA                                          | KG   | 150               | True, Annapoorna, Naga & Narasu Brands.                             | Pkt                 |
| 10      | APPALAM – 9 Cm Dia and should be packed in 50s | NO.  | 80000             | Maduram, Bindu, Ambica & Popular Brands.                            | Pkt                 |
| 11      | ASAFOETIDA (Powder)                            | KG   | 40                | LG, TT & NS Brands.                                                 | Pkt                 |
| 12      | SALT GRAINS                                    | KG   | 1500              | Tata, Captain, Krystal & Annapoorna Brands.                         | Pkt                 |
| 13      | IODIZED SALT POWDER                            | KG   | 400               | Tata, Captain, Krystal & Annapoorna & Ashirvad Brands.              | Pkt                 |
| 14      | FLOUR – WHEAT                                  | KG   | 1500              | Ashirvad, true, Annapoorna & Pilsburry Brands.                      | Bag/Pkt             |
| 15      | MILK POWDER                                    | TIN  | 5                 | Nestle, Amul and Britannia Brand.                                   | Tin                 |
| 16      | Wheat Rawa                                     | KG   | 150               | Apoorva, Swasthik and Motherland Brand.                             | Pkt                 |
| 17      | GHEE                                           | KG   | 5                 | RKG, Aavin, Amul, Britannia & Hatsun Brands only.                   | Tin/pkt             |
| 18      | ESSENCE – 20 ML                                | BOT  | 1                 | Agmark Quality                                                      | Bottle              |
| 19      | COLOUR POWDER–100 gm                           | TIN  | 1                 | Agmark Quality                                                      | Tin                 |
| 20      | VERMICILLI                                     | KG   | 0                 | True, Savarittee, Bambino&Anil Brand.                               | Pkt                 |
| 21      | JAMUN MIX                                      | KG   | 0                 | MTR, Aachi & Sakthi Brand.                                          | Pkt                 |
| 22.     | PICKLE                                         | KG   | 250               | MTR, Aachi, Lakshmi, Mothers & Sakthi Brand.                        |                     |

**VII(B). GROCERIES WHICH DO NOT REQUIRE SAMPLES (MONTHLY TENDER WITH SINGLE PART BID).**

Quality specifications and approximate quantity required per month are furnished below.

| Sl. No | Ingredient                | Unit | Appx. Month Cons. | Quality Description                                                | Packing Description |
|--------|---------------------------|------|-------------------|--------------------------------------------------------------------|---------------------|
| 1      | Baking Soda               | KG   | 4                 | 1 <sup>st</sup> Sort                                               | Pkt                 |
| 2      | Cashew                    | KG   | 5                 | 1 <sup>st</sup> Sort, Split                                        | Pkt                 |
| 3      | Dry Grapes                | KG   | 5                 | 1 <sup>st</sup> Sort without dirt and insect & fungus infestations | Pkt                 |
| 4      | Dates                     | KG   | 0                 | 1 <sup>st</sup> Sort without dirt and insect & fungus infestations | Pkt                 |
| 5      | Green Camphor             | KG   | 0                 | 1 <sup>st</sup> Sort                                               | Pkt                 |
| 6      | Nut Meg                   | KG   | 0                 | 1 <sup>st</sup> Sort                                               | Pkt                 |
| 7      | Desiccated Coconut Powder | KG   | 0                 | 1 <sup>st</sup> Sort                                               | Pkt                 |
| 8      | Kalkandu                  | KG   | 0                 | 1 <sup>st</sup> Sort                                               | Pkt                 |

1. Rates should be quoted every month on or before the dates to be mentioned in the tender for the brands specified.
2. Rates should be firm through out the month for which rates were quoted and no increase whatsoever in the rates will be encouraged. Brand, for which rates is quoted, should be mentioned against each item.
3. Brands and approximate quantity for one month are furnished .
4. Shelf life of all branded items should not be less than four months from the date of supply to BHEL canteen.
5. All items shall be supplied in proper containers/gunny bags/packets as indicated against each item.
6. Items that are to be supplied in gunny bags should be supplied in one of the following weighments only. Each bag shall weigh 100 kgs Gross (or) 75 kgs Gross (or) 50 kgs Gross (or) 25 kgs gross. One lot of supply of any given item should contain only one type of weighment. Payment will be made for net weight only. The net weight will be arrived by subtracting net gunny bag weight from gross weight.
7. Net weight of gunny bags that are normally used are reckoned as follows for the purpose of weighment calculation. 1 Kg, 0.75 Kg, 0.50 Kg and 0.25 kg. Gunny bags will be retained by BHEL at no extra cost and will not be returned to the vendor.

### VIII. GROCERIES WHICH REQUIRE SAMPLES (MONTHLY TENDER WITH TWO PART BID):

Different variety of Groceries, quality specification and approximate monthly requirement and sample quantity required are furnished below.

| Sl. No. | Ingredient            | Unit | Appx. Month Cons. | Quality Description                                   | Sample Quantity to be enclosed | Packing Description |
|---------|-----------------------|------|-------------------|-------------------------------------------------------|--------------------------------|---------------------|
| 1       | THOOR DHAL            | KG   | 2200              | 1 <sup>st</sup> sort quality of NattuThuvarai Variety | 100 gm                         | Gunny Bag/pkt       |
| 2       | BLACK GRAM DHAL       | KG   | 2000              | 1 <sup>st</sup> sort quality                          | 100 gm                         | Gunny Bag/pkt       |
| 3       | BENGAL GRAM DHAL      | KG   | 1500              | 1 <sup>st</sup> sort quality                          | 100 gm                         | Gunny Bag/pkt       |
| 4       | GREEN GRAM DHAL       | KG   | 1500              | 1 <sup>st</sup> sort quality                          | 100 gm                         | Gunny Bag/pkt       |
| 5       | FRIED GRAM DHAL       | KG   | 1600              | 1 <sup>st</sup> sort quality                          | 100 gm                         | Gunny Bag/pkt       |
| 6       | CORRIANDER SEEDS      | KG   | 60                | 1 <sup>st</sup> sort quality                          | 50 gm                          | Gunny Bag/pkt       |
| 7       | RED CHILLIES          | KG   | 250               | 1 <sup>st</sup> sort quality                          | 50 gm                          | Gunny Bag/pkt       |
| 8       | VENTHAYAM             | KG   | 40                | 1 <sup>st</sup> sort quality                          | 25gm                           | Pkt                 |
| 9       | GARLIC                | KG   | 600               | 1 <sup>st</sup> sort quality                          | 25 gm                          | Gunny Bag/pkt       |
| 10      | JEERAGAM              | KG   | 80                | 1 <sup>st</sup> sort quality                          | 25 gm                          | Pkt                 |
| 11      | PEPPER                | KG   | 85                | 1 <sup>st</sup> sort quality                          | 25 gm                          | Gunny Bag/pkt       |
| 12      | CINNOMAN              | KG   | 2                 | 1 <sup>st</sup> sort quality                          | 5 gm                           | Pkt                 |
| 13      | CARDAMOM              | KG   | 2                 | 1 <sup>st</sup> sort quality                          | 5 gm                           | Pkt                 |
| 14      | CLOVES                | KG   | 2                 | 1 <sup>st</sup> sort quality                          | 5 gm                           | Pkt                 |
| 15      | KHUS KHUS             | KG   | 20                | 1 <sup>st</sup> sort quality                          | 5 gm                           | Pkt                 |
| 16      | SOMBU                 | KG   | 30                | 1 <sup>st</sup> sort quality                          | 5 gm                           | Pkt                 |
| 17      | TAMARIND              | KG   | 400               | 1 <sup>st</sup> sort quality                          | 100 gm                         | Gunny Bag/pkt       |
| 18      | BEATEN RICE           | KG   | 25                | 1 <sup>st</sup> sort quality                          | 25 gm                          | Gunny Bag/pkt       |
| 19      | GREEN PEAS            | KG   | 300               | 1 <sup>st</sup> sort quality                          | 100 gm                         | Gunny Bag/pkt       |
| 20      | GROUNDNUT SEEDS       | KG   | 1000              | 1 <sup>st</sup> sort quality                          | 100 gm                         | Gunny Bag/pkt       |
| 21      | MUSTARD               | KG   | 100               | 1 <sup>st</sup> sort quality                          | 50 gm                          | Gunny Bag/pkt       |
| 22      | SUGAR                 | KG   | 3500              | 1 <sup>st</sup> sort quality                          | 1 Kg.                          | Tin                 |
| 23      | DRY MOCHAI            | KG   | 0                 | 1 <sup>st</sup> sort quality                          | 50 gm                          | Gunny Bag/pkt       |
| 24      | KOLLU                 | KG   | 0                 | 1 <sup>st</sup> sort quality                          | 25 gm                          | Gunny Bag/pkt       |
| 25      | DRY KARAMANI          | KG   | 75                | 1 <sup>st</sup> sort quality                          | 25 gm                          | Gunny Bag/pkt       |
| 26      | RAGI                  | KG   | 0                 | 1 <sup>st</sup> sort quality                          | 25 gm                          | Gunny Bag/pkt       |
| 27      | JAGGERY               | KG   | 0                 | 1 <sup>st</sup> sort quality                          | 50 gm                          | Gunny Bag/pkt       |
| 28      | JAVARISI              | KG   | 0                 | 1 <sup>st</sup> sort quality                          | 5 gm                           | Pkt                 |
| 29      | WHOLE GREEN GRAM DHAL |      | 75                | 1 <sup>st</sup> sort quality                          | 100gm                          | Gunny Bag/pkt       |
| 30      | CHENNA-WHITE          | KG   | 300               | 1 <sup>st</sup> sort quality                          | 50 gm                          | Pkt                 |
| 31      | CHENNA – BLACK        | KG   | 250               | 1 <sup>st</sup> sort quality                          | 50 gm                          | Pkt                 |

**EOI No. BHEL/BAP/HR/CT/:00****Dated: 14/08/2014**

1. Rates should be quoted every month on or before the dates to be mentioned in the tender for the brands specified.
2. Rates should be firm through out the month for which rates were quoted and no increase whatsoever in the rates will be encouraged.
3. Approximate quantity for one month, quality specification, sample quantity required and packing requirements are furnished above.
4. Shelf life of all items should not be less than two months from the date of supply to BHEL canteen.
5. All items shall be supplied in proper containers/gunny bags/packets as indicated against each item.
6. Items that are to be supplied in gunny bags should be supplied in one of the following weightments only. Each bag shall weigh 100 kg Gross (or) 75 kgs Gross (or) 50 kgs Gross (or) 25 kg gross. One lot of supply of any given item should contain only one type of weightment. Payment will be made for net weight only. The net weight will be arrived by subtracting net gunny bag weight from gross weight.
7. Net weight of gunny bags that are normally used are reckoned as follows for the purpose of weightment calculation. 1 Kg, 0.75 Kgs, 0.50 Kgs and ).25 kgs. Gunny bags will be retained by BHEL at no extra cost and will not be returned to the vendor.
8. Samples with required quantity as indicated against each item should properly packed with a slip containing name of the item, month and year for which sample is sent. Individual samples should be put in a separate box/cover. The box/cover should be superscribed with Name of the agency, month & year for which sample is sent, number of samples sent and should be submitted along with monthly rate quotation.

**IX. SOAP OIL (MONTHLY TENDER WITH TWO PART BID):**

**Quality specification and approximate monthly requirement and sample quantity required are furnished below.**

| Sl. No. | Ingredient | Unit | Appx. Month Cons. | Quality Description                                                                                                                                                 | Sample Quantity to be enclosed | Packing Description |
|---------|------------|------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|
| 1       | SOAP OIL   | KG   | 3000              | “to clean soiled plate, vessel, tumbler etc. also to remove oil, grease, dust, dirt etc and it should not make any skin problem, the PH value is neutral 7 to 7.5”. | 1KG                            | SUITABLE CONTAINER  |

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1. Rates should be quoted every month on or before the dates to be mentioned in the tender for the brands specified.
2. Rates should be firm through out the month for which rates were quoted and no increase whatsoever in the rates will be encouraged.
3. Approximate quantity for one month, quality specification, sample quantity required and packing requirements are furnished above.
4. Shelf life of the item should not be less than FOUR months from the date of supply to BHEL canteen.
5. Item shall be supplied in proper containers as indicated against the item. The container 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. One lot of supply should contain only one type of weighment. Payment will be made for net weight only. The net weight will be arrived by subtracting net container weight from gross weight.
6. Samples with required quantity as indicated against each item should properly packed with a slip containing name of the item, month and year for which sample is sent. Individual samples should be put in a separate box/cover. The box/cover should be superscribed with Name of the agency, month & year for which sample is sent, number of samples sent and should be submitted along with monthly rate quotation.

**X. EGG (ANNUAL TENDER)**

1. Rates should be quoted for one year on or before the dates to be mentioned in the tender.
2. The Rate will contain two parts as below.
3. Wholesale Market Rate at Vellore on the day of supply + Fixed % of Profit Margin.
4. The Wholesale Market Rate at Vellore on the day of supply will be taken from prominent Tamil Daily at the discretion of BHEL.
5. The tenderer need to quote % of profit margin only. This % of profit shall be firm for the period of one year for which tender is called for.
6. Eggs shall be fresh, wholesome and with out any damage. Each egg shall not weigh less than 50 gms.
7. Should be delivered at BHEL canteen stores, Ranipet on the date and time mentioned which will be at least once in a week. Approximate requirement per week will be 3,000 eggs.
8. The payment for the supply of eggs shall normally be made payment by Account Payee Cheque of SBI, Mukundarayapuram (or) through EFT payment (at the discretion of BHEL) within 15 days on receipt of the Bills for the supply made by the supplier to BHEL canteen stores. In case of cheque, the same will be sent through Registered Post/ Speed Post/ Courier only and will not be given in person. For supply of Eggs, payment will be normally made within 15 days on the receipt of the bill.

**SPECIAL TERMS AND CONDITIONS**

1. BHEL reserves the right to increase or decrease the tendered quantity and split the tendered quantity among more than one tenderer 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.
5. BHEL may order on more than one vendor at the lowest acceptable price to BHEL.
6. The tenderer should possess the correct address of the Firm / Shop, and proof as required under the "Eligibility Criteria"
7. For participating in the tender, the quotation should be submitted in the letter head of the tenderer only incorporating the matter available in the enclosed model format. The matter in the Quotation must be duly typed, legibly signed and also affixed the official seal. The Tender cover sent by Speed post / Courier / Registered Post that too well in advance before the Monthly tender submission date & Time.
8. Quotation/covering not in the letter head, without signature & official seal, will not be accepted.
9. All items of grocery and Egg should be of good quality as specified
10. Quotation without samples for the items as indicated under VIII will be rejected.
11. However, samples need not be sent for items which are Brand specified and items that do not require samples as indicated under V & VI
12. The offer of the selected samples only will be opened for items which require samples. Quotations for inferior variety will be rejected.
13. Decision of BHEL is final in rejecting the offer/sample.
14. Packing date and expiry date must be mentioned in the packing of branded items.
15. Quotations should only for indigenous varieties.
16. Delivery is to be made as per date indicated in purchase order.

## MODEL FORMAT FOR VENDOR REGISTRATION/ENROLLMENT

To

Deputy General Manager/HR – Welfare  
HRM 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: 14/08/2014**

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: 14/08/2014** and I/we accept to abide by the terms & conditions mentioned in it fully. Kindly register/enroll ourselves into your vendor list.

Date:

Signature with Seal

**NOTE: The application for vendor registering/enrolling should be submitted in your official letter head in the above format.**