

Bharat Heavy Ellectricals Limited

(A Government of India Undertaking)

Boiler Auxiliaries Plant RANIPET - 632 406. INDIA

FINANCE & ACCOUNTS DEPT.

Web site : : www.bhel.com

BHEL: BAP:FIN:ADMN:Consultancy

Dt 17/10/2012

To

Dear Sirs,

Sub: Consultancy Services – reg

We are pleased to enclose our enquiry for Consultancy services and request you to send your quote in a sealed cover through Registered post/Courier/speed post on or before 31.10.2012 to Sr. Accounts Officer/Administration, Finance Department, BHEL, BAP, Ranipet 632 406. Quote received after 14.00 hours on 31.10.2012 will be summarily rejected. The tender will be opened on the same day at 14.30 hrs by an authorised Officer in the presence of the Tenderers who choose to be present for the same. The sealed covers shall have the tender reference superscribed on the top of the cover.

The tender opening date: 31.10.2012 Time:14.30

Venue: Auditors room/Eastern Wing of Finance and Accounts Department.

Interested Consultants may also download the tender document from BHEL web – www.bhel.com vide NIT No._____for quoting to this enquiry. However, the tenderers shall meet the qualification criteria as per the terms indicated therein. **The tenderers are to sign all the documents with seal and signature.**

Sr. Accounts Officer/Admn

TERMS AND CONDITIONS	
Contractee - BHEL/BAP	Bharat Heavy Electricals Limited, Boiler Auxiliaries Plant, Indira Gandhi Industrial Complex, Ranipet-632 406
Authorised Officer	Sr.Accounts Officer/Administration Finance and Accounts Department, BHEL/BAP/Ranipet-632 406. E mail id:kbala @bhelrpt.co.in Phone No.04172-284676
Qualification criteria	A Practicing Chartered Accountant Firm/Cost Accountant Firm
Consultant	The successful bidder possessing Qualification criteria as accepted by BHEL and awarded consultancy contract in writing by BHEL.
Consultancy Scope	
1	Consultancy includes auxiliary work associated with (a) invoicing on BHEL customers, (b) Bill passing for making payment to BHEL suppliers / Fabricators, (c) compilation of Returns under Excise, Service Tax, Sales Tax, WCST, PF, Income tax. (d) Preparation of cheques through normal and electronic media, (e) preparation and distribution of Statutory Forms, (f) compilation of annexures, documents and files in connection with (a) to (f) and other works assigned by the authorised official of Finance and Accounts Dept.
2	The Consultant shall appoint qualified assistants referred as Assistant Consultant (hereinafter called as AC) who shall be a minimum B.Com or equivalent degree holders from any recognised University. The Age of the AC preferably below 30 years of age as on 01.10.2012. The Minimum number of AC to be engaged is Fourteen.
Working Timings & Place	The consultants shall be present from 08.00 hrs to 16.30 hrs on all working days. of BHEL, at Finance & Accounts Dept., In case of exigency, consultants need to be present during extended hours of working if desired by authorised officer
CST,TIN & Service Tax Registration of BAP	TIN No. under TN VAT 33243560005 Service Tax registration No:AAACB4146PST008 BHEL's Registration No. under ' CST act 1956 and Tamilnadu VAT Act 2007 CST Registration No. 239383

FACILITIES & CODE OF CONDUCT

As the AC is to use Computer and other peripherals of BHEL for the purpose of the execution of the scope, the same shall be carried with utmost care without negligence. The AC shall use the facility for the authorised purpose only. Calculators and other instruments arranged by the Authorised officer shall be returned under acknowledgement. The data and records available in the soft and hard copy shall be handled with care. The data, information, documents and knowledge of BHEL shall not be divulged directly or indirectly by AC or Consultant to anybody and the secrecy is to be maintained.

The AC shall maintain his workplace neat and clean and attend Office by maintaining the decent dress code. The AC shall maintain good and cordial rapport with all employees of Finance and Accounts Dept. and other connecting Depts. of BHEL. Any dispute or disagreement shall be referred to only the Authorised Officer and direct confrontation with employees of BHEL shall be totally avoided.

If any AC found not suitable, the consultant shall arrange for the immediate replacement of suitable AC, so that the work shall not be affected.

The consultant shall take the entire responsibility for safe travel of their personnel. Suitable insurance cover if required will be the responsibility of the Consultant. BHEL is not responsible for any liability of whatsoever in nature.

The consultants should follow the Security, Safety and other rules of BHEL framed from time to time.

All communication and correspondence shall be with Authorised Officer Only.

Any dispute shall be resolved subject to Arbitration as per Arbitration Act and BHEL reserves the appointment of sole Arbitrator to adjudicate. The decision of the Arbitrator shall be final and binding on BHEL and Consultant.

Lunch will be provided at the designated canteen of BHEL on chargeable basis at Rs.3 per head per day as applicable presently. The AC shall make his own transport facility to reach Finance & Accounts Dept. in time.

OFFER

The rate per consultant shall be quoted on firm price basis in the format enclosed as per Annexure-I and all inclusive excluding service tax as applicable from time to time. The number of AC indicated above is tentative only and the Consultant shall engage adequate number of AC to meet the scope of work in time.

PAYMENT

The claim shall be made to the Authorised Officer in triplicate on a monthly basis with details of the Consultants attended and consultancy scope of work duly signed by the Authorised Officer of BHEL. The rate is exclusive of applicable service tax if any and the reimbursement of the same is subject to the submission of service tax invoice as per rules. The proof of remittance of Service tax is to be submitted along with subsequent bill.

The payment will be made by electronic transfer to the account of the consultant.
The payment will be cleared only after entering in to an agreement in a non judicial stamp paper of Rs.100/-.

No other compensation including out of pocket expenditure of whatsoever in nature including and arising out any statutory obligations etc. will be payable by BHEL and the same is to the account of Consultant only.

LIABILTY CLAUSE

The Authorised Officer is entitled to operate risk purchase clause in the event of non availability of ACs and engage equivalent assistant at the risk and cost of Consultant.

In the event of damage caused to the properties of BHEL with malafied intention on the part of the AC the same will be recovered from the Consultant.

STATUTORY OBLIGATIONS

The consultant or his authorised assistant consultants (AC) has to comply with all statutory regulations like PF, ESI, minimum wages, bonus etc.

General Conditions

- No interest shall be claimed on delayed payment by the contractee
- The contract is terminable by giving one month notice by the contractee on non performance by the consultant or his authorised assistant consultants.
- The contract period is ONE (1) year from the date of order.
- The consultant or his authorised assistant consultants is advised to familiarize themselves on the Scope of work.
- The Consultant or his authorised assistant consultants shall commence the work within 15 days from the date of order.

