

**BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM,
HYDERABAD-502032.**

Ref No: HR/CTX/VEG/2015

Dated: 19-03-2015

NOTICE INVITING EXPRESSION OF INTEREST

FOR

SUPPLY OF VEGETABLES

DISCLAIMER:

The information contained in this Expression of Interest document (the "EOI") or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of BHEL or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement and is neither an offer nor invitation by BHEL to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this EOI.

BHEL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this EOI.

The issue of this EOI does not imply that BHEL is bound to select and shortlist Applicants for next stage or to enter into any technology tie-up agreements with shortlisted Applicants for the Project.

The bidder shall bear all costs associated with the preparation, technical discussion/presentation and submission of bid, the Purchaser/Consultant shall in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their bid.

SCHEDULE OF BID PROCESS

Event Description	Scheduled Date/Time
Release of EOI Advertisement	19-03-2015
Last date for receiving Pre-bid queries	04-04-2015
Last Date and Time for Receipt of Application at Vendor complex ,BHEL	09-04-2015 11:00 Hours
Due Date & Time of Opening Bids	09-04-2015 14:30 Hours
Document cost	Rs. 1000/-

EXPRESSION OF INTEREST FOR SUPPLY OF VEGETABLE

1.1 ABOUT BHEL

Bharat Heavy Electricals Limited (BHEL) (www.bhel.com), a Government of India Undertaking and a Maharatna Company, is an integrated power plant equipment manufacturer for both Indian and export markets. It is one of the largest engineering and manufacturing enterprises in India.

BHEL is an integrated power plant equipment manufacturer and one of the largest engineering and manufacturing organizations in India. We are engaged in the design, engineering, manufacture, construction, testing, commissioning and servicing of a wide range of products and services for the core sectors of the economy, viz. Power, Transmission, Industry, Transportation (Railway), Renewable Energy, Oil & Gas and Defence. The Power sector covers generation, transmission and distribution equipment for hydro, fossil, and gas fuels. The company has 17 manufacturing units, 4 power sector regions, 8 service centers, 10 overseas offices and 15 regional offices, besides host of project sites spread all over India and abroad.

1.2 ABOUT BHEL HYDERBAD, RAMCHANDRAPURAM

Heavy Power Equipment Plant (HPEP), Hyderabad is one of the major Manufacturing Units of BHEL with an objective to manufacture and supply small size (12MW to 110 MW) Steam Turbine-Generators. Since the modest beginning, the Unit has been growing steadily in different phases of development and today it caters to diversified customer needs with a product mix of Gas Turbines, Stream Turbines, Compressors, Generators, Power Plant Auxiliaries (Pumps, Pulverisers and Heat Exchangers) and Oil Field Equipment.

2. DEFINITION

2.1 BHEL means Bharat Heavy Electrical Limited, Ramchandrapuram, Hyderabad.

2.2 Bidder means the bidder submitting proposal in response to EOI for supply of vegetable for BHEL Canteen.

2.3 EOI means Expression of Interest for supply of vegetable for BHEL Canteen.

2.4 Empanelled Supplier means one who is qualified in the EOI and the existing bidders who are supplying vegetable to BHEL as per the approved list maintained by BHEL from time to time.

2.5 Supplier mean the lowest bidder to whom BHEL has awarded the contract against the enquiry/tender for the supply month from the list of Empanelled suppliers.

3. AIM of EOI

The objective of this EOI is to solicit proposals from the interested bidders for participation in a bid process for selection of empanelment of bidders for supply of vegetable for BHEL canteen purpose which is maintained and run by BHEL R.C.PURAM. The provision of supply of vegetable is subject to compliance selection process and meeting the required eligibility criteria and other terms and conditions agreed by BHEL and bidder.

The EOI intends to bring out the details with respect to scope of supply that are deemed necessary to share with the interested bidders. As this is only an EOI, no price offers need to be enclosed. Bidders already empanelled for supply of Vegetables need not apply against this EOI/advertisement. The Bidders getting empanelled against this EOI/advertisement will be in addition to the existing empanelled bidders for a period of TWO years.

4. ELIGIBILITY CRITERIA

The approximate contract value will be Rs. 175 Lakhs per year (for about 6500 meals per day) the details of which are as per the Annexure - II. It is to be noted that the items/quantities given in the Annexure are only indicative and actual figures may vary as per requirement

Expression of Interest is invited from reputed Sole Trader /Partnership firm registered under the Indian Partnership Act / a Company registered under the Indian Companies Act / a Cooperative society, registered under the relevant Act.

- a. Minimum Annual Sales Turnover of Rs. 75 lakhs
- b. The bidder should have registered office/Local Office/ point of supply located within 60 kms approximate radius to BHEL, R.C. Puram Canteens. The bidder should submit a copy of with full details of address, phone no, email id, local contract person and mobile number.
- c. The bidder should have experience in supply of vegetable.

5. DOCUMENT COST

The EOI can be downloaded from the BHEL Website www.bhel.com . The Bidder/ bidder should pay the cost of the documents of Rs 1000/- (non-refundable documentation charges) in the form of demand draft drawn from any nationalized bank in favour of Bharat Heavy Electricals Limited, or through cash paid at cash office at BHEL, R.C.PURAM during office hours from 8.30 AM to 4.30 PM. The Document Cost

should be kept in the Bid cover. If EOI is received without document cost may be liable for rejection on the ground for non -payment of document cost.

6. PRE-BID QUERIES

The bidders should carefully examine and understand the scope, terms and conditions of the EOI and may seek clarification if required. The bidders in such case may seek clarification in writing. All communication regarding points requiring clarification shall be address to Sr. DGM/Canteen at email id manoj@bhelhyd.co.in on or before 04-04-2015.

7. PROCEDURE FOR APPLYING

The duly filled documents by the bidders/bidder shall put all documents in a sealed envelope and address it to Sr.DGM/Purchase Coordination, Vendor Complex Building, BHEL Ramachandrapuram, Hyderabad - 502 032, (AP). On top of the envelope indicate that the application is being submitted for Supply of Vegetables to BHEL Canteen and the EOI Number mentioned in the advertisement. The envelope is to be sent preferably by Registered Post or Speed post within the specified date and time. Envelopes may also be sent through a representative of the EOI for dropping in the box kept in the Vendor Complex behind Administration Building. The EOI should reach the BHEL on or before 09-04-2015.

The bidder shall submit its Request for Empanelment along with Annexures I to VI duly filled in with the required details and further enclosing therewith all supporting documents without which EOI is liable to be rejected.

BHEL after receipt of EOIs would make an evaluation as per Evaluation Methodology enclosed vide Annexure - VII considering the total weightage points scored therein and cut-off points as decided by the competent authority, if any. Accordingly the names of the Bidder for inclusion in the Empanelment List would be finalized by the competent authority whose decision would be final. In case the number of eligible EOIs after evaluation are more, all the eligible EOIs would be ranked in order of the total weightage points scored and the Company has the right to decide to empanel only such number of bidders as it feels necessary. Thereafter the Company informs the eligible bidders about their being considered for inclusion in the Panel. This empanelment is only for the limited purpose of developing a list of bidders and does not indicate any commitment by the EOI to accept supplies from bidders.

8. DEADLINE FOR SUBMISSION OF BID:

Completed Tender documents shall be received in the office of Tender Box, Vendor Complex, Administrative Building, BHEL, Ramachandrapuram, Hyderabad-32 on or

before dt. 09-04-2015 at 11.00 a.m. EOI documents received later than the prescribed date and time shall not be opened and shall be returned unopened to the concerned Bidder. Delay due to postal or any other reason will not be condoned.

9. SCOPE OF EMPANELMENT

The bidders should meet all the terms and conditions, Eligibility criteria mentioned in the EOI.

The duration/validity of empanelment of bidders shall be for a period of two years from the date of intimation of LOI by BHEL. BHEL Reserves the right to extend or cancel the validity of empanelments of bidders by a notice period of 15 days.

After the completion of Empanelment process and during the empanelment period, BHEL will float the tender among all the qualified bidder/Empanelled suppliers with details of vegetables required to be supplied during the 'supply month' starting from the 1st of next Month to the end of the Month. The Empanelled suppliers have to quote item wise rates and values in the specified format only and submit the Price bid in a sealed envelope. The rates quoted shall include all taxes and duties including freight, loading and unloading (for which manpower arrangements have to be made by itself & at its own cost) i.e. an all inclusive Single Delivered Rate to BHEL Canteens. Such rates quoted shall be valid during the 'Supply Month' as per enquiry and cannot be increased in between for whatever reasons. It is to be noted that BHEL requires best quality and cleaned materials only. Similarly delivery of the vegetables in time is the essence.

BHEL reserves the right to award for supply of vegetable on the Empanelled suppliers based on the exigencies of Requirement or BHEL can go for open tender for procurement of vegetable at the discretion of BHEL.

It is to be noted that BHEL requires best quality and cleaned materials only. Similarly delivery of the vegetables in time is the essence.

It is to be noted that all the items in the Enquiry need to be compulsorily quoted and non-submission of rate for any of the listed items renders such price bid liable to be rejected in total at the discretion of the BHEL.

All the Empanelled suppliers have to submit their monthly supply quotations in a sealed envelope properly addressed as mentioned in the enquiry and drop the same in the tender box kept for the purpose in the Staff canteen office or through registered post on or before the date specified in the Enquiry/or as extended. Interested EVs may also be present on the date of Tender opening as specified in the Enquiry.

The Empanelled supplier already empanelled for supply of Vegetables need not apply against this EOI/advertisement. The enquiry's for the 'monthly supply' shall be send

to empanelled bidder of this EOI along with already Empanelled suppliers during the past.

10.DE-EMPANELMENT OF EMPANELLED SUPPLIER.

If any of the Empanelled supplier does not submit offers continuously for more than three times, such Empanelled supplier shall be delisted from the empanelment.

If any of the Empanelled supplier is put on hold/delisting/banning as per the guidelines for suspension of business dealings with bidders/ contractors.

If the performance of the Empanelled suppliers is found not satisfactory. BHEL reserves the right to delist the Empanelled supplier from the list of empanelment.

Security deposit of delisted Empanelled suppliers shall be forfeited.

11. SECURITY DEPOSIT

The qualified bidders in the EOI (not at the time of submission of EOI) shall pay an amount of Rs. 2 lakhs (Rupees Two lakhs only) towards security deposit by way of Cash at BHEL Cash office/ BG / DD in favour of BHEL, drawn on a Nationalised Bank or Fixed Deposit Receipts in Nationalised Banks hypothecated to BHEL. However, for Vendors whose Turnover exceeds Rs. 100 crores in each of the three preceding financial years or Vendors who are empanelled to supply vegetables to any sister unit of BHEL, Security Deposit may be exempted. However, if any Empanelled supplier sought for the waiver of Security Deposit a loading factor of 1% will be loaded on the quoted price.

12. QUALITY, INSPECTION AND RISK PURCHASE

12.1 The Empanelled supplier shall provide, furnish and deliver the supplies awarded at the premises of BHEL R.C.PURAM CANTEEN during the period of this contract commencing from the date of acceptance of the enquiry till the expiry of the contract, unless it is terminated earlier.

12.2 The Vegetable shall of the best quality and of the exact kind, quality and description demanded and if at any stage these Vegetable are found unsuitable /substandard/inferior quality shall be liable to be rejected by the BHEL or by any Officer of the Unit authorized by the BHEL. The decision of such officer shall be final and binding on the bidder.

12.3 In case the vegetable or any part thereof has been rejected, the said officer shall not be required to assign or give any reason for such rejection and his decision shall be final and conclusive and binding upon the "supplier" who shall immediately arrange to collect the rejected material within specified time from BHEL. In case of

any of the vegetable have being rejected or not being supplied as aforesaid and/or BHEL shall deducted the amount from the pending or running bills/ Security deposit.

12.4 The BHEL shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand pay to the BHEL all such extra costs charges and expenses as shall or may be incurred or sustained in procuring the same and /or the extra amount spent by the BHEL on account of such purchases, shall be deducted from the security/ running bills. In case of repeated defaults the BHEL reserves the right to terminate the contract and delist from the list of Empanelled supplier and the supplier shall have no right to any compensation or damages in this regard.

12.5 Since Canteens is a sensitive area of operation of the Company involving industrial relations, quality and timely supplies are the essence and in view of the peculiar situation whereby quality cannot be tested or inspected the vegetable before unloading of various items

12.6 Supplier shall be responsible to accept back and replace any or all material which are on inspection/opening checking/actual use found unsuitable or below the standard required by the BHEL. BHEL shall have the right to proceed in the same manner as in the case of SL. No 12.3 & 12.4 above in respect of these rejected commodities as well.

The items / quantities mentioned in the "Annexure-II" in the Enquiry are indicative only and actual supply quantities depend on the BHEL's requirements to be supplied at the accepted rates for the month. BHEL reserve the right to demand quantities in excess of or less to any extent than the quantities mentioned in the enquiry. Further, the supply and delivery of vegetables etc., shall be normally thrice in a week or more in exigencies and at two points - Works Canteen and Staff Canteen of the BHEL

13. EVALUATION OF LOWEST BIDDERS.

Evaluation of L1 Vendor for ordering will be made based on the total quoted basket value (*basket value means the sum total of value of all the items in the bid for the month*) in respect of all the enquired vegetables and the Empanelled Vendors (EV) with the lowest total quoted basket value will be treated as L1 Vendor for that particular supply Month for placement of Order.

The Company reserves the right to negotiate with the L1 Vendor before ordering. Company also has the discretion to split the quantities among the L1 vendors in appropriate manner in case of tie.

14. PENALTY

In case supplier fails to supply the fresh and good quality and required quantity of vegetables, supplier shall be liable to pay penalty of 1% of value of required quantity

per indent of the delay subject to maximum of 10%. In case party fails to supply demanded items, penalty will be imposed accordingly.

15. INDENTS

The supplier shall supply the vegetables as per the indent/challan given by BHEL or by any officer authorized by BHEL. If supplier supply other than the indented vegetable the cost of the supplied vegetable shall be equal to or less than the intended vegetable.

The L1 supplier shall supply on the dates specified in the Enquiry/indent/challan and present Bills to the Company on weekly or monthly basis. Further it is the responsibility of the supplier to take endorsement of CISF personnel on the Delivery Challans of supplies made and submit along with the Bills for payment.

The supplier shall maintain proper date-wise record of all indents/challans placed on them by the BHEL for supplies. The supplies must be accompanied by a proper dated challans/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.

16. PAYMENT

The payment of the Bills will be made as per the applicable rules and procedures of the Company and normally within 45 days of the invoice date along with required documents. Should any EV seek any deviation in the payment terms, its price offers shall be loaded accordingly @18% p.a. to arrive at the landed cost to BHEL to be used in the Comparison for identifying the L1 bidder. This deviation in payment terms will be applicable for any EV having a Turnover of over Rs. 100 crores in each of the three preceding financial years or Vendors who are empanelled to supply provisions / vegetables to any sister unit of BHEL.

17. BREACH OF CONTRACT

In case of breach of any of the conditions stipulated herein the BHEL shall be at liberty to terminate the contract without prejudice to the right of the BHEL to claim damages on account of breaches.

18. SIGNATURE ON EACH PAGE OF DOCUMENT:

The Authorised Signatory of the bidder/bidder must sign and put official stamp on each page of the EOI documents.

19. AMENDMENTS TO TENDER DOCUMENTS:

At any time after the issue of EOI documents and before opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and such changes in the form of the corrigendum shall be uploaded in the website www.bhel.com and such amendments will form part of the tender document.

20. LANGUAGE

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this Contract shall be in writing and in English language.

21. GOVERNING LAW AND JURISDICTION

This Contract shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Sangareddy/Hyderabad shall have exclusive jurisdiction over matters arising out of or relating to this Contract.

22. ARBITRATION:

All disputes arising in connection with the contract shall be settled by mutual consultation/Conciliation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of BHEL Ramachandrapuram, Hyderabad Unit. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be Hyderabad in India. The Award to be given by the Arbitration shall be a speaking award.

All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Sangareddy Courts.

23. OTHER TERMS AND CONDITIONS

BHEL has the absolute discretion and right to accept or not to accept any or all EOIs received for empanelment including the right to scrap the total process of empanelment before it is finalized in the interest of the Company. It has also discretion and right to accept or not to accept any or all monthly price bids received without assigning any reasons and re-tender in the interest of the Company.

(On Vendor's Letter Head)

Annexure - I

To

Date : _____

D G M (HR- Canteens)

Admn Bldg., Staff Canteen,
BHEL, RC Puram,
Hyderabad – 502 032 (AP)

Dear Sir,

Sub: Request for Empanelment

This refers to your advertisement calling for EOI for making supplies to your canteen.

All the terms and conditions mentioned in your 'Notice Inviting EOI' are acceptable to us.

Kindly empanel our firm for supplying Vegetables.

All relevant annexures and documents duly signed are enclosed for consideration.

Yours faithfully,

Signature and seal
of Authorised person

Annexure - II

STATEMENT OF REQUIREMENT OF VEGETABLES FOR SUPPLY TO BHEL CANTEENS

Sl. No.	Items	Unit/ Measure for rate quotation	Monthly Requirement (Kg/Nos.)
1	Aml a*	Kg	140
2	Bangalore Tomato	Kg	370
3	Beans	Kg	155
4	Beera	Kg	265
5	Beet root	Kg	420
6	Bhendi	Kg	655
7	Brinjals (BB)	Kg	745
8	Brinjals (Long)	Kg	825
9	Cabbage	Kg	1905
10	Capsi cum	Kg	245
11	Carrot	Kg	1035
12	Caul i flower	Kg	245
13	Chi kkudu*	Kg	165
14	Chukka Kura*	Kg	120
15	Water Coconut (Nos)	Nos.	4045
16	Cucumber	Kg	1095
17	Curry Leaves	Kg	245
18	Donda	Kg	510
19	Drumsticks (Nos)	Nos.	11400
20	Gangabayal a*	Kg	25
21	Garlic	Kg	425
22	Gi nger	Kg	1185
23	Gongura	Kg	555
24	Gokara Kaya	Kg	0
25	Green Chilli es	Kg	4355
26	Green Peas*	Kg	80
27	Green Plantai ns	Nos.	375
28	Kakarakaya	Kg	115
29	Kanda	Kg	385
30	Kheera	Kg	730
31	Kothmi r	Kg	280
32	Lemon (Nos)	Nos.	3910
33	Mangoes (Cut-pi eces)*	Nos.	590
34	Menti kura*	Kg	210
35	Mul langi (Nos)	Nos.	2020
36	Oni on	Kg	6815
37	Pal ak	Kg	800
38	Pandumi rchi *	Kg	35
39	Potato	Kg	3085
40	Pudi na	Kg	80
41	Raw Tamarind*	Kg	65
42	Snaka Guard*	Kg	100
43	Thota kura	Kg	515
44	Tomato (Local)	Kg	9175
45	Whi te Pumpki n	Kg	3080

Note: Star Mark (*) Vegetables are seasonal purchases only

We are prepared to supply all items listed above.

Date:

**Signature of the Authorized
Person with Name & Stamp**

Annexure - III

STATEMENT OF DETAILS FOR EMPANELMENT AS PROSPECTIVE SUPPLIER FOR SUPPLY OF VEGETABLES FOR BHEL CANTEENS

SI.No.	ITEM	DETAILS
1	NAME OF THE SUPPLIER	
2	a) Registration status of the Unit i.e. Sole Trader / Partnership Firm / Limited Company / Co-operative society etc	
3	a) Address of Regd./Corporate office with phone / e-mail and approx. distance from BHEL Canteen	
	b) Address of Local office, if any, with phone / e-mail, name of the contact person and approx. distance from BHEL Canteen	
	c) Location and address of go down etc from which proposed supplies will be made and approx. distance from BHEL Canteen	
4	Names of the Managing Partner/ Managing Director/ CEO of the Prospective Vendor with phone / e-mail.	
5	Annual Sales Turnover in Rs. Lakhs for each Financial Year (only latest three years will be considered)	
	2013 - 14	
	2012 - 13	
	2011 - 12	
6	Other Information if any	
Date :		Signature of the Authorized Person with Name & Stamp

Annexure – IV

LIST OF MAJOR CUSTOMERS WITH VALUE OF SUPPLIES MADE FOR VEGETABLES

(Additional Sheets can be enclosed as per requirement)

SI.No.	NAME WITH ADDRESS	2011-12 Rs. in Lakhs	2012-13 Rs. in Lakhs	2013-14 Rs. in Lakhs
01				
02				
03				
04				
05				

Note : Enclose copies of POs compulsorily for each of the above entries

Date:

**Signature of the Authorized
Person with Stamp**

CERTIFICATE

This is to certify that with reference to the Audited Accounts for Financial Years referred (Name of firm with address) of M/s_____

The details of Sales Turnover in respect of Vegetables forming part of the Total Sales Turnover as per Audited A/cs is as under.

Rs. In Lakhs

Fiscal Year	Total Turnover As per audited accounts	Turnover of Vegetables (out of Total sales Turnover)	Remarks, if any
2013 – 14			
2012 – 13			
2011 – 12			

It is also certified that the firm has duly filed its Income Tax and Sales Tax returns for the above mentioned financial years.

Date:

Signature of Auditor
With ICAI Membership No.
and Stamp

CHECKLIST FOR DOCUMENTS TO BE ENCLOSED

NAME OF THE SUPPLIER:

01	Registration Status (copies of partnership deed / Certificate by Registrar of Companies / Co-op Societies etc)	Yes / No
02	VAT Reg. Certificate	Yes / No
03	Customers List for Past supply performance vide Annexure – IV along with PO copies	Yes / No
04	Copy of Notice Inviting EOI duly signed on each page denoting acceptance of all the terms and conditions	Yes / No
05	DD for Rs 1000 towards document charges	Yes / No

Date:

Signature with stamp

Evaluation Methodology

Evaluation sheet for empanelment as prospective Vendor			
For supply of Vegetables for BHEL Canteens			
Name of Prospective Vendor :			
SI no	CRITERIA	Max. Points	Actual scored
1	Weightage for Organization form (Status) 1. PSU / Govt. Sector / Co-op. Sector = 15 2. Reputed Limited Companies in Pvt. Sector = 12 3. Others = 10	15	
2	Existing Vendor of BHEL, Hyderabad or its sister units	15	
3	Sales Turnover / Rs. in crores (a) Weightage for Total Annual Sales Turnover for each of latest three Financial years 2011 - 12 2012 - 13 2013 - 14 09 to 25 crores, Weightage = 3 26 to 50 crores, Weightage = 4 More than 50 crores, Weightage = 5 b) Weightage for Annual Sales Turnover of Vegetables out of (a) above for each latest Financial years 2011 - 12 2012 - 13 2013 - 14 50% or more of T.O out of (a) above, Weightage = 10; 40-50% of (a) above, Weightage = 8; upto 40% of (a) above (Subject to minimum of Rs three crores sales turnover in vegetables) weightage = 6 (EOI with less than Rs. 3.00 crores sales turnover in vegetables taken as average for the above THREE years will not be eligible for empanelment)	15 30	
4	Past supply performance to Customers during each Financial Year (as per Annexure III) 2011 - 12 2012 - 13 2013 - 14 Five or more customers in PSU/ Govt./ Co-op. Sector; Weightage = 7; Five or more customers in other than PSU/Govt./Co-op. Sector; Weightage = 6; 3 to 4 in all: Weightage = 5 2 to 3 in all: Weightage = 4 Less than 2 in all: Weightage = Zero	21	
5	Supply Chain Logistics : Owns Physical supply point available within 60km range as per NIT and has enclosed proof	4	
TOTAL :		100	

PROCEDURE FOR APPLYING AND EMPANELMENT

Phase – I

1. Read all the details mentioned in the 'Notice Inviting EOI'.
2. Take a print of the letter shown at Annexure – I on your EOI's letter head and submit with all relevant enclosures. All supporting documents need to be self-attested by the EV.
3. Enclose a DD for Rs 1000/- (Rupees One Thousand only) drawn on any nationalised bank on BHEL payable at Hyderabad, towards non-refundable documentation charges. Documents received without the DD will be rejected summarily.
4. Put all documents in a sealed envelope and address it to **Sr. Dy. General Manager/ Purchase Co-ordination, Vendor Complex Building, BHEL Ramachandrapuram, Hyderabad – 502 032, (AP)**. On top of the envelope indicate that the application is being submitted for **Supply of Vegetables to BHEL Canteen and the NIT Number mentioned in the advertisement**. The envelope is to be sent preferably by Registered Post or Speed post within the specified date and time. Envelopes may also be sent through a representative of the EOI for dropping in the box kept in the Vendor Complex behind Administration Building.
5. Opening of envelopes will be done at 1430 hrs on the last date announced for receipt of EOIs. Interested vendors may witness the opening of EOIs at the Vendor Complex. Amendments if any will be published on the BHEL website only. Vendors are requested to refer the BHEL website from time to time (till the last date announced).

Phase – II

6. After scrutiny, shortlisted vendors will be required to submit the Security deposit for Rs. 2.00 lakhs in any form mentioned in the terms.
7. They will also be required to submit EFT authorization form duly validated by their banker.

Phase – III

8. Empanelled vendors will be required to submit their price quotations against enquiries on monthly basis.