



**Bharat Heavy Electricals Limited**  
**Piping Centre, Chennai-17**

**EXPRESSION OF INTEREST (EOI)**

**Housekeeping, Clerical & Attenders Contract for the year 2012-14**

**Pre- Qualification criteria**

- 1.0 The Bidder shall be a Registered Firm or Private Limited Organisation with a minimum experience of Seven Years.
- 2.0 Bidder should possess valid PAN, Service Tax Registration, PF & ESI Registration Numbers.
- 3.0 Bidder shall have a full-fledged office in Chennai for dealing with day-to-day affairs and to comply with all Statutory Provisions of the Applicable Acts.
- 3.0 Bidder's Average Annual Financial turnover during the last three Financial Years ending 31<sup>st</sup> March 2011 should be at least Rs.3.0 Crores (Rupees Three Crores).
- 4.0 Experience of having successfully completed similar Jobs / Services during last Seven years ending on 31.03.2012 should be either of the following:-
  - 4.1 Three similar completed Jobs / Services in PSUs / Private Limited Companies costing not less than Rs.50.00 Lakhs each (or)
  - 4.2 Two similar completed Jobs / Services costing not less than Rs.1.0 Crore each (or)
  - 4.3 One similar completed Jobs / Services costing not less than Rs.1.5 Crores

(Similar Completed Jobs / Services shall mean Contract executed for Housekeeping and / or Clerical and / or Attenders Services in Offices, Factories and Establishments).

As a proof for fulfilling the pre-qualification criteria, the Vendors are requested to submit the following documents: -

- a) Copy of the Certificate of Registration / Certificate of Incorporation.
- b) Copy of PAN Card, Service Tax Registration, PF & ESI Registration.
- c) Bidder should submit their Expression of Interest shall have a full-fledged office in Chennai for dealing with day-to-day affairs and to comply with all Statutory Provisions of the Applicable Acts.
- d) Certified copies of Balance Sheets and Profits & Loss Account Statements of last three Financial Years i.e. FY 2008-09, 2009-10 & 2010-11 (Assessment Year 2009-10, 2010-11 & 2011-12).
- e) Copies of Acknowledgements of IT Returns of last three Financial Years i.e. Financial Year 2008-09, 2009-10 & 2010-11 (Assessment Year 2009-10, 2010-11 & 2011-12).

- f) Copies of Work Orders / Award Letters / Letter of Intents (LOIs) along with certificates of successful completion of work in support of proof of experience for the Jobs / Services executed by the bidders during last seven years ending on 31.03.2012. BHEL reserves the right to cross check the documents from the issuing Department.
- g) Bidder must Submit a Declaration, that no case is pending with the Police / Court against the Proprietor / Firm / Partner or the Company (Agency) for any Statutory Violation (or) Non-Compliance of Statutory Provisions of Applicable Acts, as well as the Bidder has not been suspended / blacklisted by any Organization.
- h) All Bidders should submit their Expression of Interests (EOIs) for the proposed Tender in their Letter Heads specifying their Registered Office Address and also Office Address at Chennai (as applicable). He shall also give a self-Certification for fulfillment of all the prescribed Pre-Qualification Criteria.

The approximate cash outflow of the contract would be Rs.8,00,000/- (Rupees Eight Lakhs only) per month and approximate total cash outflow for the total contract period (two years) would be Rs.1,92,00,000/- (Rupees One Crore Ninety Two Lakhs only).

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