



NOITCE INVITNG TENDER
WEB PORTAL FOR BHEL R&D

Date: 18th May 2008

Ref: -

BHEL invites offers from established and registered entrepreneurs developing and maintaining websites for development and maintenance of an exclusive website for BHEL R&D. The site shall address all internal as well external licensed users. Additionally shall provide access to general public with conditional access/registration facility to business associates.

Vendors meeting following requirements are eligible for offering a quote:

1. Qualification requirements:

- 1.1. Vendor shall have a turnover of Rs.100 Lakhs/annum from such activities.
- 1.2. Should have a registered office and approved board of directors.
- 1.3. Shall have developed minimum 10 such sites and shall be maintaining at least 3 sites in past one year.
- 1.4. Shall have an executive strength of minimum 25.

2. Technical Requirements:

- 2.1. Users: General public, Internal (BHEL Staff), External (vendors)
- 2.2. Accessibility: Limited, Complete (to licensed users)
- 2.3. Home page Feature: Identical to other BHEL unit sites
- 2.4. Links: Corporate site and other BHEL unit sites
- 2.5. Transfer: Information related to tender activities to corporate portal.
- 2.6. Document authentication/signature: Electronic
- 2.7. Print enable formats
- 2.8. Data base: Information assimilation/ retrieval
 - 2.8.1. Materials Management
 - 2.8.2. Project management
 - 2.8.3. Stores management
 - 2.8.4. Vendor management
 - 2.8.4.1. Registration management
 - 2.8.4.2. PO management
 - 2.8.4.3. Payment management

3. Delivery requirements:

- 3.1. The site shall be developed, maintained, hosted on net and made available for general access throughout the contract period.

- 3.2. The server specifications and the link required shall be specified and offered on lease.
- 3.3. The maintenance engineer/ web master deputed shall be capable of addressing both Software and Hardware issues and shall be available on 24x7 basis (reliever accepted during emergencies).
- 3.4. The site shall be ISMS compatible and a back-up created at another (BHEL identified) location.

4. Commercial terms:

- 4.1. The vendor shall sign a Non Disclosure Agreement (NDA) for confidentiality of information, protecting the site/ information against hacking, viruses and other net related threats.

5. Other terms:

- 5.1. Technology and SW packages/Modules used must be specified and should be a part of supply.

Interested vendors may discuss the requirement further for clarification prior to offer, with:

1. A.Madhu, SDGM(ITX)
2. Mr. M.Srinivas, Manager(ITX)

On or before tender submission date.

(S.V.Rao)
SDGM/MM

DETAILED SPECIFICATIONS

WEB PORTAL FOR BHEL R&D

Site address

One of the following site addresses is preferred.

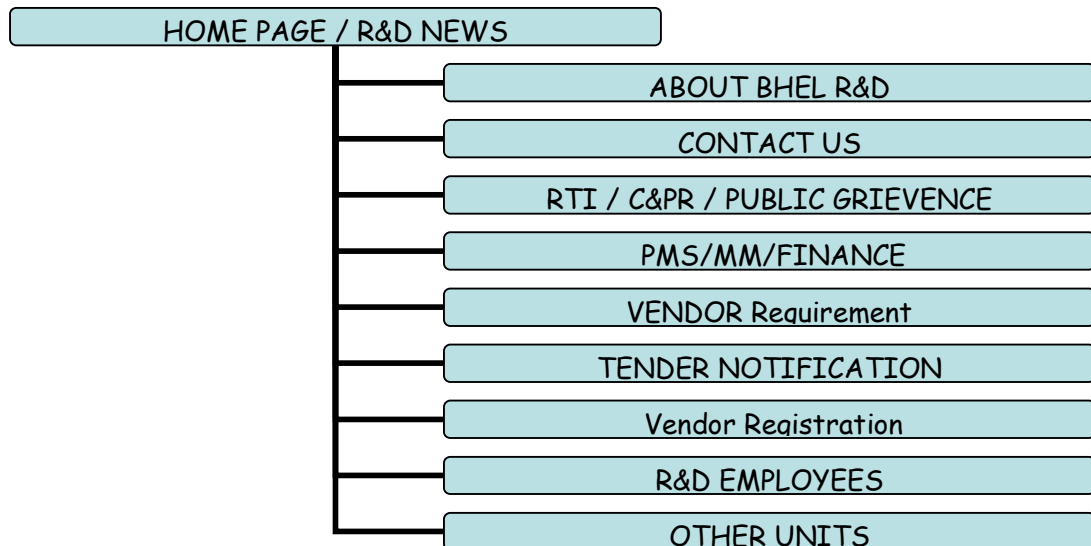
1. www.bhelrnd.co.in
2. www.bhelrnd.com

Site Organisation

The Web page (HOME) shall be divided in following fields:

1. Title (BHEL R&D, Top)
2. Message line (Scrolling, below title)
3. Pull down menus (25% of left space) below message line
4. Picture field (25% of leftover space below message line and pull down menu)
5. E-News heading (space below picture)
6. Hyperlinked e-News field (field to renew every day)
7. Address field (prominent location on the screen)
8. Disclaimer statement (vendor to select location)

The pull down menu shall contain following titles:



Titles other than "About BHEL R&D", "Contact Us", "Vendor Registration/ Requirement" and RTI shall be pass word protected.

About BHEL R&D

"About BHEL R&D" shall contain pages on Laboratories, center of excellence and achievements of the unit in past 10 years. Information on executive man power and intellectual property is displayed together with contribution to environment protection and corporate social responsibilities shall also be available on these pages.

Contact us

This button shall prompt to a "query page" seeking identity of the person and facilitating user space for an e-mail message to web manager/ BHEL Representative. The information shall be copied to data base. Reply by the contact person shall similarly be logged in data base.

RTI / C&PR / PUBLIC GRIEVENCE

This button shall prompt to a "query page" similar to contact us seeking identity of the person and facilitating user space for an e-mail message to RTI officer/ BHEL Representative. The information shall be copied to data base. Reply by the contact person shall similarly be logged in data base.

PMS/MM/FINANCE

This button is pass word protected and only authorised users shall be allowed entry to this field. The user logs-in by entering ID and password on the HOME page to activate this field.

The field is divided in three sub-sections i.e. PMS, MM and Finance.

The fields support data-input and data-retrieval in different standard output forms. Department wise preliminary requirements are given in following paragraphs:

Preliminary Requirements of PMS Department

Project Management Services are supporting approval of project proposals, capital schemes and maintenance and repair (M&R) proposals. This department tracks the project initiation, approval and execution. The group advises head of the unit and corporate office on project related issues. The group consolidates various outputs for monitoring. Advance budgeting for the unit is another major activity of the group.

Project initiation reports are the starting document for PMS. The project proposals are initiated by groups/ laboratories. The format shall be available for users along with a query where the fields are identified and the text is transferred to the format.

The completed document shall be printable and shall have provisions for enclosures/ attachments as in case of purchase indent. The whole document shall be stored in soft form in the data base.

The format is available with PMS department and shall be converted as specified. Few interactive field need to be provided for calculation of PIR outlay. The process shall start from Annexure-7 of the PIR where material/equipment / prototype and other expenditures are listed, followed by man-hours assigned for the project. The man hour cost shall be calculate directly and transferred to desired area by the application, rates appended by PMS executive annually.

The completed PIR shall be posted for scrutiny by PMS and Finance. On approval the PIR can be e-approved by the section head, TC/PC and others as required before forwarding to corporate office by PMS. The proposal data at this stage is stored in the system and corrected and frozen on approval of proposal by corporate office.

Schedule for project expenditure shall be modified on approval and acceptance of project start date by the project leader. The project leader accesses the schedule and approve for records.

Capital and M&R proposals are similarly monitored.

Expenditure against "others" head shall be compiled separately and expenses booked against this head shall have a separate page/query.

Log of foreign trip shall similarly be available to PMS executive for data management.

Other application including annual maintenance contracts, AMCs, shall be discussed further with PMS executives.

Preliminary Requirements of MM Department

1. Indenting process:

- a. Indent fields/format: A standard indent format is to be designed and stored as a blank format with designated fields. There are about 40 fields to be addressed by the indenter. A consolidated query, as given below, shall be generated and shall be available to the indenter, desiring to indent an item. On submission the data shall be transferred to the standard printable format.

-
1. Project No.
 2. Budget code:

DYQ 05 093 35
Auto-generated for the lab/group in data base

3. Indent Date:
 4. Short Description of item:
 5. Code: M02
 6. Proprietary: Yes/No
 7. Emergency:
 8. Imported :
 9. Estimated Value (INR):
 10. Cost working sheet : Prompt for Indigenous/Imported
 11. Delivery by date:
 12. Details: Table with serial, item, quantity, approx cost
 13. Mode of dispatch: Prompt for Road/SEA/AIR
 14. Documents required: Prompt for TC/GC
 15. Inspection: Prompt for PDI/ by third party
 16. Previous purchase reference: PO No. & Date
 17. Suggested suppliers: Link supplier data base / table for data entry
 18. Indent reference:
 19. Indent by:
 20. Indent approving authority:
 21. Any other information:
-

- b. Indent enclosures: The enclosures, word/ pdf files, are annexed with the indent for supplementing additional information in the form of text or drawings. Software shall invoke and support these independent attachments to the indent format. The enclosures are further linked /used during tendering as enclosures to enquiry.
- c. Indent submission: On submission of the indent a check need to be performed for completeness of information, only complete indents shall be accepted. Accepted indents are classified and assigned a serial number and complete format with input information is displayed. Display shall have printing / save option.
- d. Indent authentication: On submission the Project Number and the item code shall be cross-checked with the PMS data bank and in case of mismatch message (Item not identified) shall be displayed. Accepted indents shall be posted for approval of defined competent authority.
- e. Indent approval: Electronic, the competent authority on receipt of approval on his desk top shall check and authenticate by typing his name and authorization code/ electronic signature.
- f. Indent registration and Information dissemination: Complete and approved indent shall be posted to head MM/ purchase officer concerned.
- g. Registration and feedback: On acceptance, registration information shall also be available on indenter's (laboratory/service/group) page and the concerned HOD.
- h. Access to other groups: PMS, Finance, Stores.

Preliminary Requirements of FINANCE Department

Please refer Annexure -IV

VENDOR Requirement

This field is open to general public, displays list of items with hyperlinked specification of materials/ equipment to be developed for BHEL R&D. The field is placed with a view to develop new vendors for identified material / equipments. A supplier accessing this field shall be able to show his interest in developing the listed proposed product/s. **Wish to develop** prompt shall direct the supplier to vendor registration link.

TENDER NOTIFICATION

This field is open to general public, displays list of items with hyperlinked specification of materials/ equipment required by BHEL R&D. The field is placed with a view to attract vendors for identified material / equipments for participation in the tender. **Wish to participate** prompt shall direct the supplier to vendor registration link.

Vendor Registration

This field is open to general public, displays a query seeking information for registration. The supplier is assigned a temporary code on application. The contents shall be displayed to Supplier Evaluation committee for evaluation and feed back to the supplier. On acceptance by the committee the supplier is assigned a permanent code.

R&D EMPLOYEES

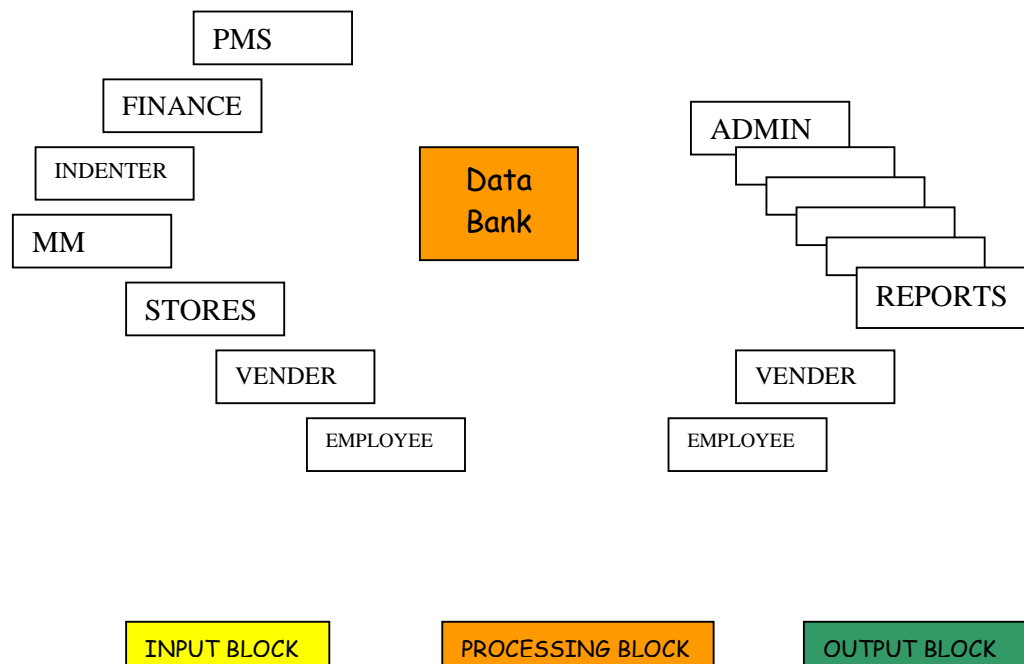
This field is individual specific, on log-in the employees is directed to a task panel/page. Assigned/ planned/ pending task are displayed for action by the employee. The tasks (hyperlinked) permit him to access the information and give his decision. The page also permits an employee access to authorised information. The information on self, contact numbers/ e-mail addresses and access to various queries/ formats for day to day use.

Central Data Base

The relational data base shall hold various inputs received from different users and shall be make them available for mining as per query/ specific queries.

The data on suppliers address, emails, faxes, materials, orders executed etc for MM; The data on project information, outlay, duration, material etc from PMS; The data on project, personal and other expenditure and receipts from finance ; employees personal information and related information for day to day use shall be available for extraction and use in day to day operations of the unit.

A block diagram for interactions is as given below:



Annexure-I

Brief functions of Material Management (MM)Department

1. MM arrange procurement of material, prototype and services for the R&D laboratories from local/ national/ international sources.
2. Indent is a request for procurement and is issued by the staff attached to a laboratory/ service.
3. Fund necessary for procurement are ensured by appropriate allocations while the project proposal is approved. The details for the projects are made available at Annexure -7 of PIR. For others procurements necessary allocations and expense heads are available. A copy of Annexure-7 and the PIR is made available to MM by PMS on approval of a PIR.

4. After the Indent is received at MM dept, an “enquiry” is initiated to vendors registered with MM/ indicated by the indenter. In case of special/ large value items being procured for the first time an open tender is published in News Papers.
5. For open tenders the tenders are also uploaded on available BHEL sites with tender documents.
6. All enquiries sent to vendors are accompanied with tender documents (specifications, registration forms, other relevant formats etc.) and conditions/ terms of purchase.
7. Last date and time for submitting offers and tender opening date and time are specified in the enquiry.
8. On the day of opening of tender, the offers received are recorded and verified for contents. Offers not meeting tender receipt conditions are rejected. Accepted offers are filed and scrutinized by indenter and the purchase officer. The offers from the suppliers/ vendors are received in three forms:
 - a. Technical compliance /Specifications
 - b. Price of the Items and applicable taxes
 - c. Terms / conditions of sale.
9. The offers are verified for technical compliance by indenter. Commercial terms (other than price) are verified by purchase officer. Variance in technical/ commercial terms is clarified and recorded in purchase file prior to opening of price-bid.
10. Once the technical and commercial compliance is achieved and conditions of the offer match the specified requirements the price-bids are opened for the technically/ commercially acceptable vendors. A cost comparison summary is prepared (Comparative Statement Table, CST) to arrive at “lowest cost to BHEL” and select the technically acceptable and competitive vendor for procurement.
11. A negotiation committee is formed and the prices negotiated, with lowest (L1) vendor in case the offered costs are higher than the estimated cost of the indenter (indicated while indenting).
12. At this stage a purchase proposal is prepared and put-up for approval of competent authority via finance department which concurs the proposal, certifies fund availability and forwards it to the approving authority (as per delegation of powers specified in BHEL purchase policy).
13. On approval the purchase order is printed and dispatched to the vendor seeking his acceptance for the purchase order. Once acknowledged the contract is finalised between BHEL and the vendor.
14. Copies of Purchase order are made available to concerned departments like; Finance, Stores, Quality, Indenter and Statistical cell/ PMS.
15. In case the purchase order conditions refer to advance payment, necessary Bank Guarantees are sought in standard BHEL Format in association with Finance.
16. The Vendor is contacted 15 days before the agreed delivery date so as to supply the goods in time indicating delay shall attract penalty.
17. Once the goods are received at Stores, the Store will indicate receipt to MM and indenter. Deliver material to the indenter through a Material Handing over Note (MHN).
18. A receipt and inspection voucher (RIV) is subsequently generated by stores and sent to MM for processing payment.
19. On payment the finance department informs transaction details to MM.
20. A supplier evaluation exercise is carried out at this stage prior to closure of file.

21. Interested suppliers wish to register shall log-on at the site and the details shall be transferred to databank allocating an ID and edit enable password.

22. On scrutiny and approval by SDRC (supplier ... review committee) a temporary vendor code shall be allocated.

Suppliers with vendor code will be able to monitor their transactions with BHEL R&D and shall have access to down loads for enquiries, standard formats etc. Suppliers will be given a permanent vendor code on completion of minimum three successful transactions (displaying good performance record) with BHEL.

Annexure-II

Brief functions of Planning and Management Department

1. The Project Leader frames PIR on-line and submits to central data bank. The format/ man-hour rates will be modified on annual basis by PMS/ finance.
2. Indenter shall input different fields and shall append supplementary document as essential for the PIR.
3. Cost working sheet and formation of Annexure -7 shall be automated.
4. The PIR which is formulated will have the specific ID, identifying the lab, year of initiation, type of PIR etc.
5. The PIR on submission shall be verified and concurred by the PMS for technical completeness and by finance for financial completeness.
6. Then PMS department will print hard copy and send the whole PIR along with the supporting document to competent authorities for his/her approval.
7. On approval the same is notified by PMS by entering approval data in databank. The approval information is disseminated at this action to all concerned.

8. Project status reports (PSRs) shall be prompted monthly/quarterly as applicable. The project leader shall input necessary progress.
9. PMS/ Finance Reports shall be generated from this data.
10. Day to day inputs on MM front shall generate daily information report on expenditure, material received etc.
11. Each lab should be able to know the status of the projects initiated by the laboratory.
12. The PMS department shall be permitted to change start and end date of an on-going project.
13. PMS dept should also be able to check the status of the project on physical and financial parameters.
14. The list of technical and product committee for various products will be sent to the PMS department at the beginning of the financial year by the Corporate Office.
15. After the completion of a Project, the Project leader shall be able to input a project completion report on-line. The format has defined field to be addressed, some data on equipment and expenditure shall be extracted directly from databank.
16. DTR (Detailed Technical Report) submitted by project leader shall be registered to databank manually by PMS.
17. Quarterly statement Reports, specific to project, shall be generated automatically based on payment data and man-hour utilisation extracted from data bank.
18. Budget planning exercise shall be automated. The on-going project's allocation for current and future year shall be based on databank. The information on new proposals shall only be sought, on-line, from laboratory managers for this exercise.
19. The budget is divided into three heads:
 - a. Commercial
 - b. Capital and
 - c. Revenue.

On approval the information shall be fed to the system appropriately.

Annexure-III

Brief functions of STORES DEPARTMENT

1. The copy of purchase order is made available to stores dept by MM dept
2. The report of delivery of item will be sent to MM dept. as soon as the items is received at the stores.
3. A material receipt will be made and handed over to the supplier/ his representative who brought the items.
4. A Delivery Report will be made for each item. It will consist of :
 - Type of Material
 - Quantity of Material
 - Lab for which material purchased
 - Cost of the Items
 - Lorry Number
5. Material is delivered to the indenter through Material Handing Over Note.

6. The acceptance / rejection is communicated to Stores by indenter. The information is used in Vender Performance Rating (VPR).
7. The list of transporters along with their rates will be in the Stores login.
8. The list of queries with their rates will be stored in Stores login.
9. The record of the general item will be with the stores dept. The record will consist of the quantity of items at the start of the financial year, the items bought for the financial year, quantity which is given to different dept, the items left at the present day and the optimization level of each item.
10. The indication when the items reach the optimization level.
11. The list of insurance companies tied and the details of the policies.

Annexure-IV

Brief functions of FINANCE DEPARTMENT

1. At the beginning of the financial year, a budget/fund report will be generated and made available to labs and PMS dept.
2. Annexure-7 of a PIR (Project Initiation Report) received from PMS dept will be verified (with the budgets allocated) and fund shall be allocated for each lab/group.
3. The approved fund allocation will be notified to PMS.
4. For PIR concurrence at Finance:
 - 4.1. a copy of proposed PIR will be made available to Finance dept by PMS along with covering letter and supporting documents (cost working sheets, offers etc).
 - 4.2. On verification the PIR outlay will be approved by finance for further processing of PIR.
 - 4.3. On approval from approving authority, PMS will advise finance for making provisions for expenditures against PIR.

5. Material Indents are processed in purchase department and sent to finance for concurrence.
6. The Finance dept will cross check and concur purchase proposals, verifying conditions and costs of purchase.
7. The concurred proposals will be sent to competent authority for approval prior to placement of order.
8. A copy of the purchase order is made available to the Finance for records and future reference.
9. On receipt of material/ service a payment proposal is initiated by MM and sent to finance for releasing payments. Performa Invoice, RIV and similar other documents are also enclosed with payment proposal for reference and verification by Finance.
10. After clearing the bills, the transaction details are informed to MM dept as well as to the suppliers.
11. For all on-going projects a quarterly fund status report (FSR) will be prepared.
12. The Engineering hours will be converted to Engineering cost at the start of each financial year and sent to PMS dept.
13. Finance shall be generating monthly departmental bills. Following are sections (13) for which bills are to be made:
 - 13.1. Individual
 - 13.2. Stores
 - 13.3. Miscellaneous
 - 13.4. Projects
 - 13.5. Work
 - 13.6. Travel
 - 13.7. Books
 - 13.8. Centre of Technology Transfer
 - 13.9. Medical Bills
 - 13.10. Cash & Bank
 - 13.11. Foreign Bill
 - 13.12. LTC/ LTAC Children
 - 13.13. CRPF Bills
14. In addition to above the department has to send consolidated monthly information reports (MIRs) to corporate office. The MIR shall be developed during the second phase development of this site.

Annexure-V

Information relevant to SUPPLIERS

1. Personal Details
2. VPR
3. Access to tender enquiries and specifications.
4. e-offer / postal offer.
5. Status of offer (approved or rejected)
6. Purchase Order and details.

7. Reminders
8. Track enquiry/ transaction.
9. Receipt status.

*** The personal details changed by the supplier should be stored in central data bank only on approval by MM dept.

Annexure-VI

Other features

e-mails/ sms

The vendors who log-in and complete mandatory fields shall receive an e-mail with a welcome note and an password.

On approval by SDRC and issue of temporary vendor code should once again receive another e-mail and a choice to modify the password.

An auto generated e-mail at following events:

On extension of tender opening date
On Receipt of bids

On placement of order
Reminder for delivery, 15 days prior to due date of supplying
On VPR, quarterly
On payment of PO amount.

Digital Signature

Vendor Performance Report (VPR)

The VPR should be automated for all vendors.

The marks given by on the VPR are as follows:

1. Indenter will have 60 marks for Quality of the Material. These marks Indenter will give to MM dept.
2. MM will have 10 marks of service.
3. Store will have 30 marks of delivery (for each late day 1 marks will be deducted)

Categories to the vendors will be given based on their VPR

98-100-----A+
90- 98-----A
75-90----- B
60-75----- C
<60-----D

Vendors in Category D shall be referred to SDRC for review and blockage of enquiries from MM.

Project / document Numbering

PIR Numbering shall be automated. It means as soon as a format specifying PIR details is completed and submitted by a laboratory/group. An automated PIR number shall be generated and PIR fields shall be displayed for the indenter to fill-up.

On completion of PIR inputs a printable .pdf shall be available. The provision for attaching/ appending additional document in soft/ hard form shall also be included.

While preparing FSR, VPR, PCR, DTR and RIV for that project, the project number should come by default on those forms.

Alerts

Alerts should come (by change of colors) for the cases like;
-The budget is more than specified limits,

- PIR or project is pending for more than 60 days,
- PIR approvals/ rejection,
- Placement of POs.

Comparison

The comparison of the technical specifications of the tender with those given by the Indenter should be done automatically.

Specifications

The specifications of the items in the PIR should automatically come in the enquiry form raised for that PIR.

Assigning ID

As soon as the MM dept approves a Supplier who has registered him with BHEL, a temporary ID should be sent to that supplier as e-mail and his details should go to the committee.

Again when the committee approves/ rejects a supplier, then message should be sent to that Supplier giving permanent Id and login details in former case.