

REF: BPL/CMM/FE/DGFT/EOI/2021-22

**EXPRESSION OF INTEREST (EOI) FOR HIRING
DGFT CONSULTANT**

REF NO: BPL/CMM/FE/DGFT/EOI/2021-22 DTD: 12.10.2021



LAST DATE & TIME OF SUBMISSION

: 06.11.2021

: 1100 Hrs

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1. INTRODUCTION

This Expression of Interest (EOI) seeks response from interested parties for Consultancy services in Foreign Trade Policy area and coordination with DGFT Regional Authority- Bhopal and Indore offices to facilitate redemption/ Export Obligation Discharge Certificate (EODC) of Advance Authorisation and Export Promotion Capital Goods (EPCG) schemes availed by BHEL.

2. ABOUT BHEL

Bharat Heavy Electricals Limited (BHEL) is an integrated Power Plant equipment manufacturer and one of the largest engineering & manufacturing companies in India. BHEL is a public sector enterprise under Ministry of Heavy Industries, Government of India. Company is engaged in design, engineering, manufacture, construction, testing, commissioning & servicing of wide range of products & services to core sectors of economy, viz. Power, Transmission, Industrial Systems and products, Transportation (Railways), Renewable energy, Oil & Gas and Defense & Aerospace.

Company has 16 manufacturing units, 2 repair units, 4 regional offices, 8 service centers, various active joint ventures, regional marketing centers and overseas office to execute and service 150+ project sites (across India & abroad). Company has global footprint with references in 84 countries.

3. INSTRUCTION TO INTERESTED PARTIES

- 3.1. Scope of interested party shall be limited to response and suggestions to this EOI only.
- 3.2. Scope of Work, deliverables, timelines, Terms and Conditions, Eligibility / Pre-Qualification Criteria, NDA defined in this EOI will be applicable for compliance for prospective bidders at the time of tender. However, in response to EOI, interested party may suggest improvement wherever necessary.
- 3.3. Interested parties may submit their offer with a Letter of Intent (LOI) along with format Annexure-I by email on or before **06 Nov 2021** to below mentioned recipients.

<p>Madhurendra Manderwal Senior Manager (CMM-FE), 2nd Floor Administrative Building, Bharat Heavy Electricals Limited HEP Bhopal, Piplani – 462022 , Phone: 0755 2505210 Email: madhurendra@bhel.in</p>	<p>Balkrishna Chandra Senior Engineer (CMM-FE) 2nd Floor Administrative Building, Bharat Heavy Electricals Limited HEP Bhopal, Piplani – 462022 , Phone: 0755 2503026 Email: krishnachandra@bhel.in</p>
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- 3.4. The details submitted by the interested party shall be complete in all respects and BHEL may seek clarifications/additional information as considered necessary. Such clarifications / additional information must be provided within 5 days of BHEL request.
- 3.5. The interested parties may be called for interaction, if required. Further award of work shall be through tendering process and evaluation criteria as detailed in Notice inviting tender (NIT). BHEL may adopt Quality and Cost Based Selection (QCBS) process for procurement of consultancy services.
- 3.6. Any request for further information or clarification on the EOI document may be submitted to the above-mentioned official within 5 days from date of issue of EOI.
- 3.7. Duly authorized representative of the interested party shall sign on each page of document and send document over email to above mentioned recipient. Response to EOI should prepared in such a way as to provide a straight forward proposal for scope of work and concise description on interested Party's organization and manpower capabilities.

- 3.8. Notwithstanding anything contained in this EOI, BHEL reserves the right to accept or reject any proposal and to annul the EOI process in whole or part, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 3.9. BHEL reserves the right to verify all statements, information and documents submitted by the interested party in response to the EOI. Any such verification or lack of verification by BHEL shall not relieve the interested party of his obligations or liabilities hereunder nor will it affect any rights of BHEL.
- 3.10. The EOI process shall be governed by and construed in accordance with the laws of India and the Courts at Bhopal shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the EOI process.
- 3.11. Interested parties should provide complete details as per Annexure-I including organization details, fulfilment of eligibility criteria (Pre-qualification requirement), financial credentials for the last three years, experience details, expected timeline and estimated price for completion of activities covered in scope of work.

4. BROAD SCOPE OF WORK

- 4.1. BHEL Bhopal is availing various duty exemption/ remission schemes for duty free imports of inputs for export production- primarily being Advance Authorisation (AA) and Export Promotion Capital Goods (EPCG).
- 4.2. AA scheme is availed for importing inputs physically incorporated in export products for physical as well as deemed export jobs. AA are obtained mainly on basis of self-declaration or ratified norms for similar products. EPCG schemes are used for importing Capital goods for in-house use to enable production and manufacturing quality goods and enhancing competitiveness.
- 4.3. On completion of imports-exports and expiry of stipulated Export obligation (EO) period, BHEL is required to apply to DGFT through physical/online mode for redemption / Export Obligation Discharge Certificate (EODC) as prescribed in Foreign trade Policy (FTP), Handbook of Procedures (HBP) and Appendices & *Aayat Niryat* Forms (ANF).
- 4.4. The appointed Consultant will facilitate BHEL in preparing application for submission to DGFT to obtain EODC in both AA and EPCG schemes. Consultant will liaison, coordinate and regularly follow-up with DGFT offices to expedite EODC issuance.
- 4.5. Details of AA and EPCG authorisation obtained by BHEL, already submitted to DGFT for redemption/EODC and pending for submission will be shared in actual Notice inviting tender issued to interested parties on basis of response to EOI issued.
- 4.6. Deliverables and Timelines
 - 4.6.1. Consultant to facilitate submission of application for EODC to DGFT for pending AA and EPCG authorisations within mutually agreed time in days/weeks
 - 4.6.2. Consultant to coordinate with DGFT and arrange EODC for AA & EPCG cases within mutually agreed time in days / weeks.
 - 4.6.3. Consultant will be required to submit progress report for pending AA and EPCG on fortnightly basis.

5. TERMS AND CONDITIONS

- 5.1. BHEL reserves the right to verify authenticity of documents submitted w.r.t eligibility criteria including experience and past performance from the customer for whom the work has been claimed to be done. The contact details of such customers has to be submitted at the time of tender bidding.
- 5.2. After placement of Work order, successful bidder has to submit the acceptance of order within 7 days.
- 5.3. Payment terms
 - 5.3.1. Payment shall be made after completion of work and receipt of EODC in original from DGFT office for individual AA and EPCG cases.

5.3.2. BHEL will make payment within 90 days from the date of submission of invoice with complete details.

5.4. Liquidated damage

5.4.1. Liquidated damage / penalty shall be at the rate of 0.5% of the invoice value, per week of delay or part thereof subject to maximum of 10% of the total invoice value. The period of delay shall be the delay attributable to Consultant for completion of the work as per contract.

5.5. Taxes and Duties

5.5.1. Taxes (GST) shall be extra and payable as per prevailing rates.

5.5.2. Bills prepared by consultant should be pre-numbered and must mention GST registration number, PAN number and GST category (as per GST Act).

5.5.3. Tax deducted at Source: TDS shall be applicable as per applicable Income tax Rule and other statutory requirement.

5.5.4. BHEL will claim input tax credit on GST. Consultant to ensure compliance of GST law and rules applicable on services involved in this tender. In the event of non-compliance by consultant, implication of the same if any shall be to account of consultant.

6. NON DISCLOSURE AGREEMENT

6.1. Interested party / bidder shall comply with non-disclosure agreement.

6.2. All the material/information sent to the consultant shall be treated as confidential and should not be disclosed in any matter to any unauthorized person under any circumstances.

6.3. Consultant may be required to furnish Non-disclosure Agreement (NDA) at the time of finalization of tender for award of work.

ANNEXURE- I
(FORMAT FOR EXPRESSION OF INTEREST)

ORGANIZATION DETAILS		
Name of the Organization		
Type of Organization (Pvt/Public/Partnership/LLP etc.)		
Date of Incorporation		
Address of Corporate/Head/Registered office		
Phone number of Registered office		
Website		
PAN and GST no		
Number of consultants on regular rolls and more than 3 years' experience in handling DGFT work. Provide details on number of consultants, experience and qualification / certification		

CONTACT PERSON	
Name:	Designation:
Address:	Email:
Telephone:	Mobile No:

ELIGIBILITY CRITERIA OF INTERESTED PARTY (PRE-QUALIFICATION REQUIREMENT)			
S NO	CRITERIA DESCRIPTION	AGREED (Y/N)	REMARKS / DEVIATION
1	Positive Net worth for the last three years: 2018-19, 2019-20, 2020-21		
2	Experience of discharging minimum 3 Nos. of authorisations (including at least one in both Advance and EPCG category)		
3	Should not be currently black listed/ banned for business dealings by any Govt. authority / department/ agency or by any BHEL Unit/Region/Division / Office		
4	Registered office in India		

FINANCIAL CREDENTIALS OF THE INTERESTED PARTY			
FINANCIAL YEAR	ANNUAL TURNOVER (IN RS)	NET PROFIT (IN RS)	TURNOVER FROM CONSULTING (IN RS)
2020-21			
2019-20			
2018-19			

EXPERIENCE OF THE INTERESTED PARTY					
S NO	NAME OF CUSTOMER / PROJECT	NATURE & SCOPE OF WORK	CONTRACT DURATION	CONTRACT PRICE / ORDER VALUE	REMARKS
1					
2					
3					

INDICATIVE TIMELINE FOR COMPLETION OF WORK			
S NO	DELIVERABLE	NO OF WEEKS	REMARKS / DEVIATION
1	Submission of application for EODC to DGFT from the last date of input by BHEL	1 WEEK	
2	Issue of EODC by DGFT from submission of application / reply to Deficiency letter	3 WEEKS	

ESTIMATED RATE FOR ACTIVITY				
S NO	ACTIVITY	UNIT OF MEASUREMENT	RATE IN RS (IN NUMBERS)	RATE IN RS (IN WORDS)
1	EODC for Advance Authorisation	NUMBER		
2	EODC for EPCG authorisation	NUMBER		

- Use additional sheets wherever required

I hereby declare that the details furnished in response to the EOI are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false, I am aware that I may be held liable for it.

Place:

Date:

Name & Signature:

Designation:

Company Seal: