

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF  
DGFT CONSULTANT

REF NO: 2022-23/TRY/MM/FE/DGFT/EOI      DT.: 20.12.2022



LAST DATE FOR SUBMISSION

: 04.01.2023

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1. INTRODUCTION

This Expression of Interest (EOI) seeks response from interested parties for Consultancy Services in Foreign Trade Policy and Customs laws. Brief scope of services is to coordinate with JDGFT, Chennai and DGFT, New Delhi for representing various committees and to facilitate BHEL in various activities and procedures under purview of Foreign Trade Policy and Customs laws.

2. ABOUT BHEL

India's premier state-owned public sector enterprise Bharat Heavy Electricals Limited (BHEL) has been playing a pivotal role in shaping the engineering and manufacturing capability in India across several core sectors, including power generation and transmission, transportation, renewables, water, oil & gas and defence & aerospace.

With 16 manufacturing facilities spread across the country that manufacture equipment compliant with latest national and international standards, BHEL's state-of-the-art facilities specialise in engineering, manufacturing, testing, aftermarket services for equipment in the power sector segment and various industrial sectors. These manufacturing units are supported by four overseas offices, four regional offices, eight service centres and 15 regional marketing centres to deliver value to its customers.

BHEL has commissioned 164625 MW of Electric Utility as on 31.03.2022. BHEL imprinted its presence in 88 countries across all 6 inhabited continents.

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, timelines, Terms and Conditions, Eligibility / Pre-Qualification Criteria, NDA defined in this EOI will be applicable for compliance of 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 04.01.2023 to below mentioned recipient:  
Angshuman Mukherjee, Additional General Manager / Services,  
4th Floor, 24 Building,  
High Pressure Boiler Plant, Bharat Heavy Electricals Limited, Trichy – 620014,  
Phone:0431-2577575; Mobile: 9425604981  
Email: [amukherjee@bhel.in](mailto:amukherjee@bhel.in)
- 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 3 days of BHEL request.
- 3.5. BHEL will have a discussion with the interested parties through Video Conference or in BHEL office (Trichy / Chennai) directly, if required.
- 3.6 The details submitted by the consultants against this Expression of Interest will be evaluated by BHEL and empanelment will be done based on evaluation. Award of contract for engaging Services with consultant will be done separately as per BHEL procedure and Policy.
- 3.7. Duly authorized representative of the interested party shall sign on each page of this EOI document and send 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 Trichy shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with this 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, estimated rate for completion of activities covered in the scope of work with validity of budgetary rates.

#### 4. BROAD SCOPE OF WORK

- 4.1. BHEL Trichy & Ranipet are availing duty exemption / remission schemes for duty free / concessional duty imports of inputs under Advance Authorisation (AA) and Export Promotion Capital Goods (EPCG) under FTP.
- 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 the basis of self-declaration for similar products. License application along with supporting documents are subsequently submitted to DGFT Norms Committee for ratification of input-output quantity.
- 4.3. EPCG schemes are used for importing Capital goods for in-house use to enable production and manufacturing quality goods and enhancing competitiveness.
- 4.4. To avail concessional duty benefit in aforementioned schemes, BHEL executed LUT bonds with Customs. On completion of imports-exports and expiry of stipulated Export obligation (EO) period, BHEL has applied 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).
- 4.6. Role of empanelled Consultant will include following activities:
  - To liaison, coordinate and follow-up with JDGFT, Chennai for issuing EODC of AA and EPCG authorisations.
  - To facilitate BHEL in submission of replies to the queries / Deficiency Letters (DL), to attend Personal Hearings (on behalf of BHEL) to JDGFT, Chennai.
  - Submission of EODC issued by JDGFT, Chennai to Customs, Chennai and follow-up for closure of LUT bond registered by BHEL.
  - To liaison and coordinate with DGFT, New Delhi committees like - Norms Committee (NC), Policy Relaxation committee (PRC), EPCG committee for various pending applications of BHEL. Consultant may also require appearing in Personal Hearing, if required, on behalf of BHEL to present the case.
  - To furnish opinion on issues pertaining to Foreign Trade, Customs laws and other statutory provisions in related areas.

#### 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. Empanelment of consultants in BHEL based on the interest submitted by the consultant against this EOI does not mean award of contract. Award of contract for engaging Services with consultant will be done separately as per BHEL procedure and Policy.
- 5.3. Payment terms
  - 5.3.1. Payment shall be made after completion of work and receipt of

5.3.1.1. EODC in original from DGFT office for individual AA and EPCG cases.

5.3.1.2. Cancelled LUT bond from Customs for individual AA and EPCG cases.

5.3.2. BHEL will make payment within 60 days from the date of submission of invoice with complete details.

5.4. Taxes and Duties

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

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

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

5.4.4. BHEL will claim input tax credit (ITC) 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 the account of the 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 shall 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 no	
GST no	
Number of years' experience in handling DGFT work. Provide details experience and qualification / certification	
Financial Credential Statement of last three years	

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	Registered office in India		
2	Experience of discharging minimum 2 Nos. of authorisations		
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		

EXPERIENCE OF THE INTERESTED PARTY					
S. NO.	NAME OF THE 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	Issue of EODC by DGFT from submission of application / reply to Deficiency Letter	4 WEEKS	
2	Closure of LUT bond executed by BHEL with Customs for AA/EPCG	2 WEEKS	

ESTIMATED RATE FOR ACTIVITY / BUDGETARY RATES				
S NO	ACTIVITY	UOM	RATE IN Rs. (IN FIGURES)	RATE IN Rs. (IN WORDS)
1	Facilitate and liaison for issuance of EODC for Advance Authorisation from JDGFT, Chennai office	NUMBER		
2	Facilitate and liaison for issuance of EODC for EPCG Authorisation from JDGFT, Chennai office	NUMBER		
3	Facilitate closure of LUT bond with Customs for AA & EPCG authorisations on submission of EODC and supporting documents	NUMBER		
4	Furnish opinion on issues related to FTP & Customs Laws	NUMBER		
5	Co-ordinate with DGFT Norms, PRC, EPCG and other committees including representation in Personal Hearings, if required, for various applications and appeals	NUMBER		
6	VALIDITY of estimated rates quoted, preferably for a period of One year	YES / NO (Validity period to be mentioned in case of deviation)		

☐ Use Annexures wherever required and strike-off text, which is not applicable.

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: