

**BHARAT HEAVY ELECTRICALS LIMITED**  
**BHEL HOUSE, SIRI FORT, NEW DELHI - 110049**



**TENDER DOCUMENTS**  
**FOR EXPRESSION OF INTEREST**  
**FOR**  
**MOU / RATE CONTRACT FOR SUPPLY OF OFFICE FURNITURE**

**Tender Ref. No. AA:GAX:PR:09:112**  
**Dated : October 3, 2009**

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- 1- General Terms & Conditions and Scope of supply
- 2- Techno commercial Bid (Expression of interest)

**Last date for submission of Expression of interest : 26.10.2009 at 14.00 Hrs.**

**Venue for submission of Expression of interest / documents**

**: Sh. Nand Kishore**

**Sr. Asstt (HR-GAX)**

2nd Floor, BHEL House,  
Siri Fort, New Delhi – 49

## **General Terms and Conditions**

1. The approximate business of Rs. 20 Crores has been estimated for next two years. However, it is only indicative and may vary to any extent.
2. Based on PQR of Expression Of Interest, the short listed parties will be required to give presentation of their products, manufacturing facilities, sales and service network, clientele details etc.
3. If any information given in the EOI is found to be incorrect at later stage, BHEL reserves the right to reject the offer submitted by parties / cancel the MOU / Rate contract. The opinion / decision of BHEL regarding the bids shall be final and conclusive.
4. The parties may clarify any doubts related to this EOI from Sr. Manager (HR-GAX), Shri V. K. Singh, Telephone No. 66337403.
5. Duly completed EOI may be sent either by post or may be submitted personally (by hand) in the office of **Sr. Manager (HR-GAX), BHEL House, Siri Fort, New Delhi - 110049** between 9.00 AM to 5.30 PM on any working day till the due date.
6. Limited tender enquiry shall be issued to the short-listed parties of the EOI. The rates, offered in the MOU / Rate Contract, if accepted by us, shall remain firm during the entire contract period of 2 years. The Taxes / Excise Duty etc. shall be payable as per rules.
7. The furniture items to be supplied shall be under warranty for a minimum period of One year or more as per manufacturer's warranty clause. Free maintenance services shall be provided by the supplier after warranty period is over till the MOU / Rate Contract with BHEL. However, the cost of spare parts, upholstery etc. shall be borne by BHEL beyond warranty period.

## **SCOPE OF SUPPLY**

We are the leading Public Sector Undertaking in the country and we wish to enter MOU / Rate Contract with the manufacturers for supply of office furniture etc. for our Units / Offices and sites located across India on MOU / Rate Contract basis. The MOU / Rate Contract will be executed for a period of **Two years** extendable to another one year on the same rate and terms & conditions with the mutual consent.

(V. K. Singh)  
Sr. Manager (HR-GAX)

**Pre Qualifying Requirements**

1. Parties should have average Annual Turnover of Rs.100 Crores during the last Three years. Copy of Income Tax Return along with Profit & Loss Account statement for 3 years i.e. financial years 2006-07 and 2007-08 and 2008-09 duly signed / attested by Chartered Accountant shall be enclosed along with EOI.
2. Parties should have Nationwide sales and service network, dealership, clientele etc. The successful parties of MOU / Rate Contract will be required to supply of furniture etc. including installation as required to our manufacturing plants / offices as per enclosed list at **Annexure-D**. Parties should mention their nearest offices / branches covering BHEL Units & Offices in the appropriate column in Annexure-D.
3. Successful bidders will be short listed for limited tender enquiry by BHEL based on EOI and presentation by bidders who will meet above pre qualifying requirements and having range of quality products.
4. MOU / Rate Contract for procurement of office furniture etc. will be entered for a period of two years with the Manufacturers only so selected based on EOI and by way of normal tender route.
5. After tender enquiry, the successful party/parties will have to deposit an amount of Rs.2.00 Lakh towards performance warranty at the time of execution of MOU / Rate Contract. (This amount will be refundable at the expiry of agreement).
6. Parties must have their own manufacturing unit with following facilities and registration :
  - a. ISO-9001-2000
  - b. ISO-14001-2000
  - c. OHSAS-18000-2007
  - d. The bidder should have certification from BIFMA. The manufacturer should have in house facility for testing products as per BIFMA derived guidelines.
  - e. Computerized controlled through feed multi station edge bending machine with gluing and cutting, flush trimming, scrapping and butting in one operation.
  - f. Computer controlled press brake for sheet metal bending.
  - g. Converised powder coating plant with braking oven and powder applicators and with 7 stage pre treatment plant.

**Annexure-D****Location of BHEL Units & Offices**

<b>SN</b>	<b>Locations of BHEL</b>	<b>Supplier's Office covering the BHEL Units and offices</b>
1	BHEL Offices in Delhi & NCR	
2	BHEL Unit at Haridwar	
3	BHEL Unit at Jhansi	
4	BHEL Unit at Bhopal	
5	BHEL Unit at Rudrapur	
6	BHEL office at Lucknow and Unit at Jagdishpur	
7	BHEL Unit at Varanasi	
8	BHEL Unit at Goindwal	
9	BHEL offices at Chennai	
10	BHEL Unit at Ranipet	
11	BHEL Units at Hyderabad	
12	BHEL Units at Bangalore	
13	BHEL Offices at Chennai	
14	BHEL Unit at Tiruchirapalli	
15	BHEL Unit at Ranipet	
16	BHEL Office at Mumbai	
17	BHEL Offices at Kolkata	
18	BHEL Offices at Nagpur	

In addition to the above Units / Offices, BHEL sites are located across country