

**Bharat Heavy Electricals Limited**  
Electronics Division  
Mysore Road, Bangalore – 560 026

Ref: BHEL/ITS/NITEMP/2009/01

**EXPRESSION OF INTEREST FOR EMPANELMENT**

**INTRODUCTION TO BHEL:**

Bharat Heavy Electricals Ltd(BHEL) is an ISO-19001:2000, ISO 140001 & ISO 18001 certified premier engineering and manufacturing organization with majority share holding by Govt of India. BHEL is catering to the core infrastructure sectors of Indian economy viz, Power Generation, Transmission, Industry, Transportation and Renewable Energy. BHEL has been in this business for almost five decades now. In India BHEL have 14 manufacturing units, 4 power sector regions, 8 service centers and 15 regional offices besides host of project sites spread all over India and abroad. BHEL supplied equipment account for more than 65% of the total installed generating capacity in India and contribute approximately 73% of the total power generation in the country.

Electronics Division(EDN) of BHEL was formed in 1976, mainly to establish a strong base in the areas of power and industrial electronics and supplement the company's pioneering efforts in power generation, transmission, industry and transportation sectors.

Making a modest beginning in 1976, the unit has registered continuous and impressive growth, which is amply reflected in the fact that a large number power plants in the country today, are equipped with products and systems made by BHEL-EDN.

The Electronics Division has established itself in the field of IT applications, using the state-of-art technology systems, for communication, computing, networking and information security requirement of the organization in achieving its business goal. In this pursuit, the unit has been certified to ISO/IEC 27001:2005 Information Security Management System from STQC, Ministry of Communication and Information Technology, Government of India.

For further details of the company, please visit our websites [www.bhel.com](http://www.bhel.com), [www.bheledn.com](http://www.bheledn.com)

**OBJECTIVE:**

Information Technology & Systems (IT&S) Department, Electronics Division, Bangalore is desirous of empanelling vendors for

- a. Supply, installation and maintenance of various IT equipment on lease – **refer**

**ANNEXURE-A**

- b. Maintenance (AMC) of various IT equipment – **refer ANNEXURE-B**

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## **INSTRUCTIONS:**

1. Supplier Registration Form, which is available on our websites [www.bhel.com](http://www.bhel.com), [www.bheledn.com](http://www.bheledn.com) and is to be duly filled up and submitted along with other relevant details.
2. Vendors, who are presently registered / dealing (for items/services mentioned above) with BHEL also required to submit their expression of interest.
3. Vendor shall clearly mention the item/category wise supply/service offered.
4. Vendor shall produce performance certificate from existing customers.
5. Equipment wise details of services offered like man power, technical skills etc., shall be submitted, in case the vendor is interested in empanelment for more than one item/service.
6. Vendor/lessor shall submit the details regarding tie-up with lease financing companies, if applicable.
7. **MARKING ON ENVELOPE:** expression of interest shall be submitted in sealed envelopes with bidder's distinctive SEAL and super-scribed as follows.
  1. Expression of Interest for Empanelment for IT Equipment
  2. Due Date of Opening
- Expression of interest should be addressed to the DGM(IT&S), Electronics Division, Bharat Heavy Electricals Limited, Mysore Road, Bangalore – 560 026. The full name and address of the tenderer, the name of the work and date of opening should be indicated on the cover.
- Expression of interest submitted by post should be sent by "Registered Post with Acknowledgement Due". These should be posted with due consideration for any delay in postal delivery.
- If in any case, the date of opening of expression of interest falls on Holiday, the offer will be opened on the next working day.
8. ***For further clarifications, the vendors shall contact :***  
DGM/IT&S. Ph: 080 26998386, Fax:080 26989217

**Annexure - A**  
**(Supply, installation & maintenance)**

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**ANNEXURE – A**  
**(Supply, installation & maintenance)**

**I - SCOPE OF WORK:**

BHEL/Electronics Division normally procures Information Technology (IT) equipment for internal usage through Leasing. The scope shall be Supply, Installation and Maintenance during the entire Lease period.

<b>S No</b>	<b>Equipment</b>
1	Desktop Computers
2	Laptop Computers
3	Printers (Laser/ Deskjet /Multifunction Devices / FAX machine / Line Matrix / Dot Matrix etc)
4	UPS
5	PhotoCopiers
6	Scanners / Plotters
7	Multimedia Projectors

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**II - GENERAL TERMS & CONDITIONS:**

**PERIOD OF CONTRACT:**

The lease period shall normally either Three years or Five years, which shall be indicated in individual tender(s).

**EARNEST MONEY DEPOSIT(EMD) & SECURITY DEPOSIT:**

The bidder may have to submit Earnest Money Deposit (EMD) & Security Deposit depending on the individual tender requirement. The details of these deposits shall be provided in the respective tenders.

**EVALUATION:**

Tender(s) shall be evaluated normally through two part bid process. The offer shall be submitted in **Two** parts consisting of Techno-Commercial and Price Bids.

The technical & commercial bid should not include prices.

Price bids of only techno-commercially short listed vendor/lessor will be opened.

BHEL reserves the right to resort to **Reverse Auction** procedure to decide the lowest price bid among techno-commercially cleared bids. Incase BHEL does not resort to Reverse Auction, the price bids submitted shall only be opened as per BHEL's standard practice.

**SUPPLY CONDITION:**

All equipment supplied and installed shall be NEW and conforming to the contract technical specifications. The certificate of newness is to be furnished.

**PAYMENT TERM:**

The payment of lease rental charges will be made on quarterly basis after completion of each quarter and submission of invoice(s).

The quarterly lease payment will be due after completion of the quarter from the date of successful completion of installation & acceptance by BHEL. However, 1st quarter lease payment will be proportionate as per installation completion during installation period.

Payment will be released within 30 days of submission of verified invoices.

Payments will be through Electronic Fund Transfer (EFT) only. Details regarding bank account shall be provided in BHEL's standard format.

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**BANK CHARGES:**

Unless otherwise specified, the Bank charges, if any, shall be to the account of Vendor/Lessor.

**INSURANCE:**

Insurance for the complete Systems/Equipment shall be arranged by the Vendor/Lessor at his own risk and cost, throughout the period of lease. BHEL under any circumstances, will not be responsible for any loss/damage/theft of any Systems/goods, due to any reasons, whatsoever. Claim(s) etc., if any, will be dealt with the underwriters directly by the Vendor/Lessor.

**WARRANTY & MAINTENANCE:**

The warranty and maintenance of equipment shall be undertaken by the vendor/lessor, for the entire contract period from the date of installation.

The warranty and maintenance will be comprehensive with spares and labour. The maintenance will be inclusive of replacement of all defective components during the warranty period.

Service provider shall position experienced resident service engineer/s wherever applicable. The details will be as per individual tender requirement.

Periodic preventive maintenance shall be carried out and closure of Corrective maintenance / breakdown calls shall be attended and rectified as per Service Level Agreements of individual tender(s).

The successful bidder shall provide spares/standby equipment at BHEL as per terms and conditions of individual tenders.

**THIRD PARTY FINANCING:**

In case, the bidder intending to lease through a Third Party Leasing Financing Partner, prior written consent of BHEL has to be obtained, which will not be unreasonably withheld.

**COMPLIANCE TO ESI / PF ACTS:**

The Vendor/lessor/service provider shall comply with the provision of Employees Provident Fund and Miscellaneous Provisions Act 1952 and rules, regulations and other orders issued thereunder. He as an employer shall be liable to pay employer's contribution/deductions towards PF under the PF Act in respect of all labour employed by him for the execution of the contract in accordance with the provisions of the Employees Provident Funds and Miscellaneous Provisions Act, 1952 as amended from time to time. For this purpose he shall indicate the code number obtained from the Regional Provident Fund Commissioner or he should obtain a code number if he has not and produce the Photostat copy of the challan / receipt of

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monthly remittance of the contribution made by him to the PF Commissioner. Final payments due to him will be released only on production of a “No due certificate” from the Regional Provident Fund Commissioner if applicable. He shall also furnish such returns as are due, under the Act, to be sent to the appropriate authorities through the Principle Employer”.

The Vendor/lessor/service provider should get himself registered with the E.S.I. Authorities as an independent Employer, obtain a separate code number and remit the dues in respect of the labour employed by him for the work and produce the challans / Receipts of remittance of the ESI contributions due under the E.S.I. Act to the Company authorities. He shall also furnish such returns, as are due under the Act, to be sent to the appropriate authorities through the Principal Employer.

If any action is brought in by P.F. Commissioner/ESI authorities on BHEL for the work done by the Vendor/lessor/service provider for his labourers regarding PF/ESI amount due, short remittances, non remittances etc., the Vendor/lessor/service provider shall defend the case on behalf of BHEL and/or reimburse BHEL the expenses so incurred.

If applicable, the vendor/lessor/service provider shall insure all his labourers and materials. Any claim by his employees for damages shall be settled by the vendor/lessor/service provider even if action is against BHEL or to reimburse the legal expenses incurred by BHEL.

Vendor/lessor/service provider shall produce necessary records, documents, explanation whenever he is called upon to by any Government agencies like ESI, PF, VIGILANCE etc.

**CONFIDENTIALITY:**

Vendor/Lessor/service provider shall, at all times, undertake to maintain complete confidentiality of all data, information, software, drawings & documents, etc. belonging to the BHEL and also of the Systems, procedures, reports, input documents, manuals, results and any other company documents discussed and/or finalised during the course of execution of the order/contract. A third party non-disclosure agreement has to be submitted in BHEL standard format

**TERMINATION OF THE ORDER/ LEASE AGREEMENT & ITS CONSEQUENCES:**

BHEL reserves the right to terminate the order/contract, either wholly or in part, upon situations arising due to non-compliance of stipulations of the Order/contract, by the Vendor/Lessor, at the risk and cost of the Vendor/Lessor.

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BHEL reserves the right to terminate the order/contract or a portion thereof for the stores not so delivered within the stipulated period, at the risk and cost to the Vendor/Lessor and the Vendor/Lessor shall be liable to BHEL for any excess costs thereof.

Vendor/lessor shall continue the performance of the order/contract under all circumstances, to the extent not cancelled.

BHEL reserves the rights to cancel the lease agreement in case the equipment and services are not found to be satisfactory by the Lessee.

Foreclosure: In case of foreclosure of the contract/order by the lessee, pro-rata compensation will be payable. Compensation will be equivalent to percentage of outright purchase cost and proportionately linked to balance lease period.

Consequences: As soon as the lease agreement is cancelled / terminated by the Lessee, no lease rent will be payable to the vendor/Lessor.

Note :

In the above, the General Terms & Conditions are indicated. However specific terms & conditions applicable to individual tender(s) will be indicated case to case basis.

BHEL reserves the right to accept or reject any or all the applications and stop processing assessment, with an intimation to the applicant. This expression of interest does not bind BHEL to send enquiry to the bidders.

### **III - QUALIFICATION CRITERION**

1. Vendor should have successfully executed similar contracts in nature within the past two years for reputed organizations, preferably government/PSU organization.
2. Vendor shall have the required skilled / trained workforce.
3. Only Original Equipment Manufacturer (OEM) or their Authorised Representatives shall be considered.



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# **Annexure - B**

## **(Annual Maintenance Contract - AMC)**

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**ANNEXURE – B**  
**(Annual Maintenance Contract-AMC)**

**I - SCOPE OF WORK:**

The following IT equipment are installed in BHEL/Electronics Division. The service provider has to maintain during the entire AMC period.

<b>S No</b>	<b>Equipment</b>	<b>No. of installations*</b>
1	Desktop Computers	1300
2	Laptop Computers	100
3	Printers (Laser/ Deskjet /Multifunction Devices / FAX machine / Line Matrix / Dot Matrix etc)	500
4	UPS	200
5	Photocopiers	50
6	Scanners / Plotters	100
7	Multimedia Projectors	20

*\* Indicates the approximate total number of installations. However the exact quantity of equipments to be offered for maintenance will be as per individual tender(s).*

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**II - GENERAL TERMS & CONDITIONS:**

**PERIOD OF CONTRACT:**

The AMC period shall be normally either one year or two years.

**EARNEST MONEY DEPOSIT(EMD) & SECURITY DEPOSIT:**

The bidder may have to submit Earnest Money Deposit (EMD) & Security Deposit depending on the individual tender requirement. The details of these deposits shall be provided in the respective tenders.

**EVALUATION:**

Tender(s) shall be evaluated normally through two part bid process. The offer shall be submitted in **Two** parts consisting of Techno-Commercial and Price Bids.

The technical & commercial bid should not include prices.

Price bids of only techno-commercially short listed vendors will be opened.

**PAYMENT TERM:**

The payment will be made on quarterly basis after completion of each quarter and submission of invoice(s).

Payment will be released within 30 days of submission of verified invoices.

Payments will be through Electronic Fund Transfer (EFT) only.

**MAINTENANCE:**

The maintenance will be comprehensive with spares and labour. The maintenance will be inclusive of replacement of all defective components during the AMC period.

Service provider shall position experienced resident service engineer/s wherever applicable. The details will be as per individual tender requirement.

Periodic preventive maintenance should be carried out and closure of Corrective maintenance / breakdown calls should be attended and rectified as per Service Level Agreements of individual tender(s).

The successful bidder shall provide spares/standby equipment at BHEL as per terms of individual tenders.

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Note :

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BHEL reserves the right to accept or reject any or all the applications and stop processing assessment, with an intimation to the applicant. This expression of interest does not bind BHEL to send enquiry to the bidders.

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**III - QUALIFICATION CRITERION:**

1. Vendor should have successfully executed similar contracts in nature within the past two years for reputed organizations preferably government organization.
2. Vendor shall have the required skilled workforce with relevant technical skills and necessary tools to carry out the service.
3. Vendor shall have local presence at Bangalore.