

TENDER CONDITIONS

1) Definitions

- | | | |
|------------------------------------|---|---|
| 1.1. Contractee – BHEL/BAP | - | Bharat Heavy Electricals Limited,
Boiler Auxiliaries Plant,
Indira Gandhi Industrial Complex,
Ranipet-632 406. |
| 1.2. Contracting Officer | - | Sri S.KRITHIVASAN
AGM / Commercial
Bharat Heavy Electricals Limited,
Boiler Auxiliaries Plant,
Indira Gandhi Industrial Complex,
Ranipet-632 406.
Phone : 04172-254587
Fax : 04172 -241158
Cell : 9443389050
E-Mail skvasan@bhelrpt.co.in
msasi@bhelrpt.co.in |
| 1.3. Invoices | - | Invoice includes all annexures
thereto as per contracts entered with
BHEL Customers. One set consist
one invoice and multiple copies of
invoice and annexures to be
submitted to customer as per
contract. Category invoice wise
annexures detailed in the annexure-II |
| 1.4. Customers | - | BHEL's Customers with whom
BHEL entered into an agreement for
Design, Engineering, Manufacture,
civil & erection Supply of Boiler
Auxiliaries. |
| 1.5. CST & TIN Registration of BAP | - | BHEL's Registration No. under
CST act 1956 and Tamilnadu VAT
Act 2007.
CST Registration No. 239383
TIN No. under TN VAT
33243560005 |
| 1.6 Contract | - | means BHEL agreement with their
customers |

1.7. Contractor		The person/Firm on whom order will be placed by the Contracting officer for compilation of invoices in required sets from the various sources of data available on line which are to be forwarded to Customers in required manner for processing for payments to BHEL
1.8. Plan for Compilation	-	The plan as provided by the contracting officer for immediate execution.
1.9. Annexure to the invoice	-	a) LWB/RR with one original & copies thereon. b) Excise Invoice with Original for buyer and copies thereon c) Packing list d) MDCC/Test certificate one original and copies thereon e) Insurance Certificate, guarantee certificate f) ED/ST certificate g) Proof of indices h) LC sets i) Computer generated statements.
1.10 BHEL Appliances.		a) Heavy duty Scanners-3 nos b) Fat clients -4 nos c) Photo copier/Heavy duty printer 2nos. d) Office space and work table e) All required stationaries
1.11 Courier		Designated couriers with whom BHEL contracted and includes other couriers approved by the contracting officer on a case to case basis.
1.12 Banker		SBI M.R.PURAM BHEL TOWNSHIP RANIPET-632 406. and other bankers as notified by the contracting officer.

1.13 Dealing Departments	a) Commercial b) Finance c) Purchase d) OS e) Shipping f) QC g) Material Planning
1.14 Qualification of Contractor's Personnel	a) Assistants Commerce graduates 3 persons (Document Compliers) b) Assistants + 2 passed-3 persons (document scanners) c) Assistants +2 passed-2 persons (document coordinators) d) Supervisor – 1 person
1.15 Contract period	: contract period is for 1 year from the date of ordering.

2) Scope of services

1. Co-ordination with contracting officer at BHEL.
2. Co-ordination with dealing departments of BHEL for collection of Original documents as indicated in the annexure I.
3. Scanning of documents through BHEL appliances.
4. Handing over of the Original Documents to the designated officials as listed in the annexure for enclosing in the compilation under acknowledgement.
5. Making Invoice sets from on line data as specified.
6. Preparing forwarding letter online and after signature of the concerned commercial coordinator put in addressed sealed cover for on ward transmission to BHEL customers through designated couriers /Postal.
7. Submission of forwarding letter with courier docket to the contracting officer as a part of their billing on BHEL.
8. Preparation of Supply invoice copies and lists of invoices for the purpose of collection of C Forms from the customer. If required, the same is to be forwarded to BHEL customers for expediting C-Form collection.
9. Handing over of Invoice sets to the Sales section of Accounts Dept where the collection for supply prorata payment is through LC arrangement with BHEL Banker.
10. Handing over of LC documents to the Designated Banker of BHEL as forwarded by sales section of Accounts dept.
11. Feed back report to the contracting officer of BHEL on interface issues.
12. Deploying the required number of qualified persons as per cl 1.13 for carrying out the scope indicated in sl no 1 to 11

3) Handling of BHEL Documents

Dealing Depts. will hand over the documents to the contractor only for the limited purpose of Invoice set making in its presentable form. All originals being important documents, shall be handed over immediately to Commercial and Finance dept as intimated in the annexure I. The contractor shall not use these documents for any other purpose. He shall not divulge the information without the authorization of the contracting officer in writing. He shall not carry the documents outside the campus of BHEL unless authorized by the contracting officer.

4) CONTRACTORS CREDENTIALS

1. The parties interested shall be any one of the following
 - a) Any Practicing Chartered Accountant firm
 - b) Any Practicing Cost accountant firm
 - c) Retired employees of BHEL having commercial exposure at Ranipet
 - d) Similar experience holders dealing with public sectors / reputed private firms
 - e) Engineering consultancy firms having structured organization set up.
2. The Parties shall have Service Tax Registration. Copy of the Service tax registration and PAN No. shall be annexed to the offer.
3. The experience in invoicing for Reputed Public And Private Sectors shall have an added advantage. The list of such contracts executed by the contractors shall be forwarded along with offer.
4. The Contractor shall deploy minimum of 8 personnel who shall be qualified as per cl 1.13.
5. The Contractor shall abide by the working days and time of BHEL. BHEL normal days are from Monday to Saturday and normal hours of working is between 8.00 hrs to 16.30 hours. The contractor shall be present up to 18.00 hrs on all working days..

5) INTER FACE ISSUES

The contractor shall intimate to the Contracting officer through feed back report (**annexure-IV**) immediately on meeting the dealing departments for immediate resolution of any interface issues.

The contractor shall desist from dealing in unauthorised issues with BHEL customers. In case of any system failure, the same shall be brought to the notice of contracting officer in the format enclosed, as any delay in invoice set making will adversely affect BHEL Commercial transactions.

6) LOSS OF DOCUMENTS

In case of any documents lost while handling, recovery will be made from the contractor's bill amount that will be decided by BHEL

7) QUOTE

The contractor shall take into account all the inter-related issues, while submitting offer, involved right from the collection of documents from various Dealing Departments, till handing over for personal collection/Courier the Invoice sets to Customers.

Consumables like Xerox paper, wrappers, staplers will be issued by BHEL at free of cost. The contractor shall use the same judiciously.

The Rate per Set of invoice categories as listed in **Annexure-II**, for the scope of service is firm and all inclusive through out the contract period and no variation of whatsoever in nature is payable as extra by BHEL. The no. of sets to be prepared for each invoice depends upon BHEL customer contract conditions and the same will be notified by the contracting officer. The no. of sets indicated in the annexure-II is tentative only and BHEL is not assuring minimum quantity. The claim shall be made to the Contracting officer in triplicate with list of sets of invoices category-wise made and couriered. The rate is exclusive of applicable service tax if any and the reimbursement of the same at actuals is subject to the submission of service tax invoice and proof of payment of service tax.

The payment will be made by electronic transfer to the account of the contractor by contractee once a month.. No advance will be given by BHEL. No reimbursement of out of pocket expenses of whatsoever in nature by BHEL.

8) FORWARDING TO COURIER

The contractor shall forward the sets after proper packing, labeling the address, and forwards to the courier. The details of the each courier shall be entered into a register in the format enclosed in the **annexure-III** for the purpose of control.

9) LIABILITY CLAUSE

The original documents collected from the dealing dept are property of contractee and the same should be held by the contractor as a bailee with utmost care till the submission to the contractee under acknowledgement dispatched to customer. Any financial implication on account of unauthorized/illegal use by the contractor is to the contractor's account. The party to whom order is placed by BHEL, shall take the entire responsibility for safe travel of their personnel. Suitable insurance cover if required will be the responsibility of the Contractor and any expenditure on their account to be included in the rate. BHEL is not responsible for any liability of whatsoever in nature encountered in the process of collection.

10) SECURITY DEPOSIT

5% of the each bill will be withheld till the completion of the tenure of the contract and will be released at the end of the contract period.

11) TENDER SUBMISSION

The interested Parties shall submit their tender (duly signed and stamped in all pages) to the Contracting Officer in sealed cover by filling up the Rate schedule (Ref Annexure II) on or before **17.07.2010 -1400 hours** either in person or through RPAD by duly superscribing the Tender Enquiry No **NIT-8342** on the left hand corner and “ **Tender for Invoice compilation**” in the centre of the Tender Cover. Any tender received after the time indicated above shall be summarily rejected. No canvassing of any nature is entertained. The offer shall be without overtyping or overwriting.

12) STATUTORY OBLIGATIONS

The contractor has to comply with all statutory regulations like PF, ESI, minimum wages, bonus etc.

13) CONTRACT PERIOD

Contract period is for one year from the date of ordering.

14) ORDERING

Order will be placed on the party whoever quotes less considering all rate schedules cumulatively and as per tender terms & conditions.

ANNEXURE-I

SOURCE DEPT.	DOCUMENT NAME	DESTINATION DEPT.
SHIPPING DEPT.	LWB/RR	COMMERCIAL/FINANCE
	EXCISE INVOICE	COMMERCIAL/FINANCE
OUTSOURCING DEPT.	ACF EXCISE INV. ORIGINAL	COMMERCIAL
	ACF LWB	COMMERCIAL
	ACF DECLARATION AND DC	COMMERCIAL
PURCHASE DEPT.	DTS MDCC	COMMERCIAL
MATERIAL PLANNING	DTS LWB,DTS DECLARATION	COMMERCIAL
Q.C. DEPT.	MDCC/COC/CHP	COMMERCIAL
FINANCE DEPT.	LC DOCUMENTS	SBI, M.R.PURAM
	MISC INVOICES	COMMERCIAL
COMMERCIAL DEPT.	TIME DOCKET	FINANCE
	COMPILED SETS OF INVOICES	DESIGNATED CUSTOMERS

ANNEXURE – II

Category	Annexure	Qty in sets	Rate per set
I	<u>Supply Invoices & LC documents</u> a)LWB/RR with one original & copies thereon. b)Excise Invoice with Original for buyer and copies thereon c)Packing Slip d)MDCC/Test certificate one original and copies thereon for NTPC Contracts and other contracts notified by contracting Officer. E)Insurance Certificate, guarantee certificate f)ED/ST certificate g) LC covering letter	15000	

Annexure-III

Courier register

The following details shall be entered in register while dispatching invoices through courier.

- 1. Courier date**
- 2. Sl no of the courier**
- 3. Customer with cust no**
- 4. Address**
- 5. Invoice no**
- 6. Bill amount**
- 7. Courier name**
- 8. Courier docket no & dt**
- 9. Signature of the contracting officer**

Annexure –IV

Interface issues information format

SI No	Nature of Issue	Agency to resolve	Date of report	Resolved on
-------	-----------------	-------------------	----------------	-------------