



BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI 620014
HRM CANTEENS

<u>TITLE</u> Expression of Interest for Supply of Raw materials to BHEL Canteens for Food Preparation	Phone : + 91 431 2577327 / 2577067 Fax : +91 431 252 00 76 E-mail : sound@bhel.in
Enquiry Reference Number: BHEL:HRM:CANT:EOI:2024 dt 02/04/2024	
You are requested to quote the Enquiry number in all your correspondences. This is only a request for Expression of Interest. Application can be submitted in all working days.	

BHEL/TRICHY is looking for empanelment of new vendors for supply of: “RAW MATERIALS TO BHEL CANTEENS FOR FOOD PREPARATION”. Applications will be processed as and when received as per the extant guidelines of BHEL.

Filled in expression of interest application form along with supporting documents should be sent either by Registered post / Speed Post / courier / also in person to the following Address. The Secretary, Canteen Managing Committee, Ground Floor, Bldg-24, BHEL, Trichy-620014	Yours Faithfully, For Bharat Heavy Electricals Limited A Soundararajan ENGINEER (HR - Canteen) BHEL, TRICHY – 620014. Phone: 0431 – 2577327 / 2577067 Fax: 0431 – 2520076 E-mail: sound@bhel.in
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ANNEXURE - I

Requirements of Procurements in Details				
Sl. No	Description	Approx.Qty	Required Per	Tender Submission
1	SUGAR (S30)	10000 Kgs	Two month	Once in a two month
2	SUN FLOWER OIL (Double Refined,De waxed) (Brand : Sun drop, Dhara, Ruchi's Nutrala, Gold winner, Fortune, Aachi, Dr.Gold, Mr.Gold, Goldensun, Sun Fresh, Sunpure, Goldmine & sunland) (Supply : 5 itres jerry can)	7000 ltrs.	Two month	Once in a two month
3	WHEAT ITEMS			
	RAVA (SOOJI) (Big granules) (Brand :SPS, Sri Saradhaa's, True, Annapoorna, TV Tower, Aashirvad, Naga, Sri Saradhaa's, Nalaas & Mayil Mark) (Supply : 70% - 10 Kg Sachet bags & 30% - 5 Kg Sachet bags)	550 kgs	Month (Delivery 1/2 times)	Every month
	WHEAT RAVA (Samba wheat) (Supply : 25 Kg / 30 Kg bag)	550 kgs	Month (Delivery 1/2 times)	Every month
4	RICE			
	Karnataka ponni (Boiled)	25000 kgs	Two month	Once in a two month
	Tiffin Rice (CR-50)	12000 kgs	Two month	Once in a two month
	Raw Rice (Andra Ponni)	5000 kgs	Two month	Once in a two month
5	MILK (Homogenized & Standardized) (4.5% Fat & 8.5% Soilds Not Fat)	1100 ltr	Day	Yearly
6	CURD (4.5% Fat and 9% Solids Not Fat)	300 ltr	Day	Yearly
7	INSTANT COFFEE POWER (Coffee=60% & Chicory=40%)	500 kgs	Month (Delivery 1/2 times)	Yearly

8	TEA DUST (CTC Tea Dust Packed in 1 Kg pack)	1000 kgs	Month (Delivery 1/2 times)	Yearly
9	GROCERY - A ITEMS			
	Bengal Gram Dhall	350 kgs	Month (Delivery 1/2 times)	Every month
	Black Gram Dhall	2000 kgs		
	Green gram Dhall	22000 kgs		
	Fried Bengal Gram dhall	1400 kgs		
	Toor Dhall	3000 kgs		
	Bengal Gram Floor	150 kgs		
	Chilly Powder (500gm Packet)	150 kgs		
	Coriander Powder (500gm Packet)	230 kgs		
	Tamarid (Tumkur)	450 kgs		
10	GROCERY - B ITEMS			
	APPALAM (Each Bundle weight-400 gms . Minimum of 70 Numbers of appalam per bundle with 10cms dia each.)	1400 Bundle	Month (Delivery 1/2 times)	Every month
	Asafoetida Powder (Brand : NS /LG Supply: 50gm Pockets)	40 kgs		
	Asafoetida Solid (Brand : NS /LG Supply : 50gm Pockets)	25 kgs		
	Backing Soda	1 kgs		
	Beaten Rice	20 kgs		
	B.G.Sundal (Brown) Big size only	350 kgs		
	B.G.Sundal (White) Big size only	200 kgs		
	Cardamon	8 kgs		
	Chilli Whole (Dry)	120 kgs		
	Cinnamon	6 kgs		
	Cloves	6 kgs		

11	Coconut oil (1ltr) (Brand : MSR, AVM, VVD Gold & pure Drops (VVD) Supply : 1 Litre Pockets)	25 ltrs		
	Coriander Seeds	20 Kgs		
	Corn Flakes	20 Kgs		
	Crystal Salt (Edible & Iodised)	1500 kgs		
	Gingely oil (Brand: Idayam /Thamarai) (Supply : 1 Litre Pockets)	150 ltrs		
	Ground Nut Seed (Fully Dried)	500 kgs		
	Jeeragam	120 kgs		
	Kasa Kasa	10 kgs		
	Mustard	80 kgs		
	Pasipayaru	250 kgs		
	Pepper	60 kgs		
	Rice Flour	30 kgs		
	Sombu	30 kgs		
	Table Salt (Brand : Tata, captain, Krystal & Annapoorna)	500 kgs		
	Turmeric Powder	60 kgs		
	Venthiyam	70 Kgs		
	VEGETABLES			
	GROUP - A			
	Ash Pumpkin	400 kgs	Month (Delivery Daily)	Every month
	Avaraikkai	400 kgs		
	Bittergourd	250 kgs		
	Brinjal	1700 kgs		
	Chow Chow	2200 kgs		
	Coriander Leaves	400 kgs		

	Curry leaves	200 kgs		
	Drumstick	500 kgs		
	Ginger	600 kgs		
	Green chillies	500 kgs		
	Ladies Finger	400 kgs		
	Lemon	50 kgs		
	Mint	100 kgs		
	Red pumpkin	500 kgs		
	Bottle Gourd	500 kgs		
	Tomoto	6000 kgs		
	Senai Kilangu	500 kgs		
	GROUP – B			
	Beans	400 kgs		
	Beet root	2000 kgs		
	Cabbage	2200 kgs		
	Carrot	1800 kgs		
	Radish	300 kgs		
	Small onion	1000 kgs		
	Garlic (Country)	400 Kgs		
	Coconuts	5000 Nos		
	GROUP – C			
	Big Onion	4000 kgs		
	potato	4000 kgs		

ANNEXURE – II

ELGIBILITY CRITERIA & DOCUMENTS REQUIRED FOR INCLUSION OF NEW VENDOR

Sl No	Description	Essential Document Required
1	SUGAR (S30)	1. Filled vendor registration Form 2. FSSAI, PAN No, GST No 3. Vendor Sales Experience in market – 2 Years 4. Minimum Average Monthly Sale/Turnover Value – 2.0 Lakh or Security deposit for the amount of Rs.8,000.
2	SUNFLOWER OIL	1. Filled vendor registration Form 2. FSSAI, PAN No, GST No 3. Vendor Sales Experience in market – 2 Years 4. Minimum Average Monthly Sale/Turnover Value – 4.0 Lakh or Security deposit for the amount of Rs.50,000.
3	WHEAT ITEMS	1. Filled vendor registration Form 2. FSSAI, PAN No, GST No 3. Vendor Sales Experience in market – 2 Years 4. Minimum Average Monthly Sale/Turnover Value – 0.75 Lakh or Security deposit for the amount of Rs.5,000.
4	RICE	1. Filled vendor registration Form 2. FSSAI, PAN No, GST No 3. Vendor Sales Experience in market – 2 Years 4. Minimum Average Monthly Sale/Turnover Value – 8.00 Lakh or Security deposit for the amount of Rs.65,000.
5	MILK	1. Filled vendor registration Form 2. FSSAI, PAN No, GST No 3. Vendor Sales Experience in market – 2 Years 4. Minimum Average Monthly Sale/Turnover Value – 20.00 Lakh 5. Max distance from BHEL – 200 Kms & Cold storage facility required.
6	CURD	1. Filled vendor registration Form 2. FSSAI, PAN No, GST No 3. Vendor Sales Experience in market – 2 Years 4. Minimum Average Monthly Sale/Turnover Value – 10.00 Lakh 5. Max distance from BHEL – 200 Kms & Cold storage facility required.
7	INSTANT COFFEE POWER	1. Filled vendor registration Form 2. FSSAI, PAN No, GST No 3. Vendor Sales Experience in market – 2 Years 4. Minimum Average Monthly Sale/Turnover Value – 1.00 Lakh
8	TEA DUST	1. Filled vendor registration Form 2. FSSAI, PAN No, GST No 3. Vendor Sales Experience in market – 2 Years 4. Minimum Average Monthly Sale/Turnover Value – 1.00 Lakh
9	GROCERY – A ITEMS	1. Filled vendor registration Form 2. FSSAI, PAN No, GST No 3. Vendor Sales Experience in market – 2 Years 4. Minimum Average Monthly Sale/Turnover Value – 5.00 Lakh or Security deposit for the amount of Rs.40,000.
10	GROCERY – B ITEMS	1. Filled vendor registration Form 2. FSSAI, PAN No, GST No 3. Vendor Sales Experience in market – 2 Years 4. Minimum Average Monthly Sale/Turnover Value – 3.00 Lakh or Security deposit for the amount of Rs.20,000.
11	VEGETABLES	1. Filled vendor registration Form 2. PAN No 3. Vendor Sales Experience in market – 2 Years, 4. Monthly Sale/Turnover Value – 5 Lakh (Group-A), 5 Lakh (Group-B), 3 Lakh (Group-C) or Security deposit for the amount of Rs.50,000 Max distance from BHEL – 250 Kms for Group - A & B and 500 Km for Group - C



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(Pls Tick the products for applying for vendor registration)

**APPLICATION FOR REGISTRATION OF VENDORS FOR SUPPLY OF RICE / GROCERY-A/
GROCERY-B / SUN FLOWER OIL / VEGETABLES / WHEAT ITEMS / SUGAR / MILK / CURD
/ TEA DUST / INSTANT COFFEE POWDER/BISCUITS / FESTIVAL ITEMS / BUN&BREAD**

INFORMATIONS REGARDING THE FIRM

1. NAME OF THE FIRM :
(in capital letters only)
2. FULL ADDRESS :
(in capitals letters only)
3. STATUS OF THE CONCERN :
(Proprietary / Partnership/ Co-operative
Institution/ Limited Companies)
4. NAME, full Address/Phone of :
Proprietor / Partner / Directors
5. Documents enclosed for the status :
Of concern (Furnish details like copies
Of partnership deed, etc., for the above)
6. Indicate if any relatives employed in :
BHEL (or) EX- employee of BHEL is
Associated with this firm. Whether BHEL
Employee has any share in this firm.
(if yes, give full details of name,
Designation, relationship, etc.)
7. Branch address if any :
8. INCOME TAX PAN :
(Copy to be attached)

Contd.....2

9. **Certificate of Registration Number** :
(Copy of R.C. to be attached)

10. **GST No** :
(Copy to be attached)

EXPERIENCE:-

11. Details of contracts executed with
BHEL/ Other Insitutions / Companies
(Attach copies of contract) :

COMPANY INFORMATION:-

12. Attach latest Auditors Report with :
Profit & loss account, balance sheet:

13. Particulars of your bankers :

14. Whether Manufacturer / Wholesale :
Dealer / Retailer

15. (a) **Owned / lease (-do-)** :
(b) **List of items dealt with for grocery** :

16. **In Case of lease, period of lease** :
(Copy of lease agreement should be
attached)

OTHER PARTICULARS:-

17. Capacity of production/turnover per month :
Source of procurement
(Name of your suppliers/ for major items
of groceries)

18. Details of varieties / sort dealt with :
(in case branded, brand details &
Any ISI, Agmark certificate obtained
Copies of the relevant certificate

Contd...3

FACILITIES:-

19. Details of Godown & Storage area in Sqft :

20. Packing arrangements :
(Automatic/semi automatic/manual
Gunny bag/ polythene bag)

21. Specify the sources / areas from where :
Purchased

22. Mode of Transport :
(Own or hired vehicles)
Details of vehicle owned

23. Any other information like to furnish :

24. Number of documents enclosed along :
With the application

Email ID :

Mobile No :

Place :

Date :

Signature

(Name & seal of the authorized signatory)

ANNEXURE TO THE APPLICATION FOR REGISTRATION FOR SUPPLY OF RICE / GROCERY-A/ GROCERY-B / SUN FLOWER OIL / VEGETABLES / APPALAM / FLOUR ITEMS / SUGAR / MILK / CURD / TEA DUST / INSTANT COFFEE POWDER/BISCUITS TO HRM CANTEENS

1. The vendors should possess Income tax PAN No/TNGST numbers and should have minimum experience of 2 years in the field.
2. BHEL reserves the right to reject any application not found suitable without assigning any reason.
3. The registration will be restricted to the number of sources required by BHEL and decision of BHEL for selection of vendors for registration is final.
4. Submission of application does not automatically ensure the allotment of supply.
5. BHEL reserves the right to enlist suppliers on trial or temporary basis.
6. BHEL reserves the right to send the tenders to registered suppliers based on the requirements.
7. The copies of the documents referred to in the application shall be submitted along with the application for registration.
8. Following Documents are to be submitted along with Application
 - Xerox Copy of Firm Registration certificate in case of Partnership Firm or Limited companies
 - Xerox copy of GST & PANCARD
 - Xerox copy of FSSAI Certificate
 - ITR copy & Audit Report for Last Two years
 - Purchase order copies placed on your Firm/company
 - In case of place is under lease, copy of lease agreement to be attached.



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HRM - CANTEENS
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**GENERAL TERMS AND CONDITIONS**

1. Tender should be submitted in two parts viz., a) technical bid (enclosing samples) and b) price bid in separate covers sealed with wax only, super scribed with the Enquiry No, Date and Description on the top of the cover and addressed to The Tender Opening Cell, Room No: 26, Building – 24, Ground Floor, Bharat Heavy Electricals Limited, Tiruchy-14, well in advance before the tender submission date as indicated in the Tender Enquiry. These documents should be sent either by Registered post / Speed Post / courier / also in person.
- 2 Tenderer should use his own company letter head for submission of technical and price bids strictly as per the model format given by us and should affix their official seal and signature in both the documents in every page. The subject matter in the technical bid as well as in the price bid must be duly typed, legibly signed and also affixed with the official seal. The bids submitted not in the letter head, without signature & official seal of the Company, covers not properly sealed with Wax will not be accepted and summarily be rejected.
3. The tender will be opened on the scheduled dates and time specified in the tender. In case the tenderer would like to depute a representative, a suitable authorization letter should be sent at the time of tender opening.
4. After opening the technical bid and BHEL will undertake the necessary quality test, only the samples found acceptable will be considered for the price bid opening.
5. If needed BHEL may select sample at random from the supplied items by the successful Tenderer for testing the conformity of the supply with the standards specified in the Prevention of Food Adulteration Rules 1955 by the Central Food Technology Institute (CFTRI), Mysore.
6. In the event of the CFTRI, Mysore certifying that the sample is NOT CONFORMING with the standards of Prevention of Food Adulteration Rules 1955, the unused items will be returned to the Tenderer. In such a case the rate for the already used will be paid at a rate less than the Tender rate at the discretion of BHEL.
7. In case of any other defective supply, the full quantity is to be replaced by the successful tenderer immediately and then only the rejected stocks will be returned.
8. Supply should be in accordance with norms of Food Safety (FSSAI) act. If any deficiency is found by the food safety inspector, the supplier is fully responsible for the consequences.
9. Moreover, any Tenderer failing in the quality test by CFTRI, Mysore more than once during their supply, will stand debarred from participating in any tender for a period of three years.
10. The Tenderer shall quote fixed rate for each month/year for the items to be supplied. The rate should include transport, handling, packing, gunny bag cost, profit margin, all taxes etc. delivery of the items at BHEL Canteen stores. Price quoted will be valid for entire month/year only.
11. In case the Lowest priced item does not meet the specifications of the tender, BHEL reserves the right not to consider the same.
12. The payment for the supply of items shall normally be made within 45 days on receipt of the Consolidated statement of Bills for the supply made by the supplier to BHEL canteen stores and the payment will be made only through EFT mode (Electronic Fund Transfer).
13. The successful tenderer shall report at 08.30 AM and complete delivery at our Canteen Stores on the scheduled date of supply before 12.00 Noon. If the vehicle arrives late a demurrage of Rs 500/- per hour

shall be deducted towards the administrative expenses or the vehicle will be returned without accepting the supply.

14. The supply should be made in standard jute gunny / food grade plastic packing only.

15. It shall be the responsibility of the successful tenderer to weigh the items properly and count the bundles also before loading at their end for supply to BHEL Canteen Stores. Delivery challan / Credit bill in quadruplicate (4 Copies) should accompany the supply.

16. The successful tenderer shall also arrange his own transport and unload the entire quantity first in the Stores receipt area and after weighing each bag in the electronic balance of Canteen Store and then keep the bags inside the Store room and this only completes the process of delivering the supply of items at the canteen Store.

17. The delivery is to be made in BHEL Canteen stores. **Quantity mentioned in the Annexure is Approximate only which may vary time to time based on our requirements.** The actual quantity to be delivered to the canteen Stores will be informed at the time of ordering in the Purchase Order, Delivery should be made as per PO any excess materials brought inside the Stores will not be returned at any cost.

18. If the vendor fails to supply the materials as per the delivery schedule against our indent and also not makes timely replacement, the price difference including transport & handling charges procured by BHEL in the open market to meet the requirement of such occasions, shall be recovered from the pending bills of the successful tenderer.

19. BHEL reserves the right to

a). Increase or decrease the tendered quantity and split the tendered quantity among more than one tenderer and place orders accordingly in any proportion, based on commitment, requirement and suppliers' capability in terms of delivery and quality.

b). The right to negotiate or re-float the tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons. The decision of BHEL in awarding the contract is final and BHEL reserves the right to reject any or all tenders without assigning any reasons.

c). The right to negotiate the L1 rate.

d). The right to order on more than one vendor at the lowest acceptable price.

e) Call for submission of revised price bid when there are multiple L1 vendors, to determine the lowest price among the vendors

20. The tenderer should possess the correct address of the Firm / Shop, all requisite licenses, Tax Certificates, Registration Documents, etc., for supplying the items.

21. Late offer after the submission date and time will be summarily rejected.

22. Clarification, if any, before submission of the technical and price bids or any other queries, the tenderers are requested to get the clarification from Engineer (HR-Canteens) BHEL, Tiruchy-620014. (Phone No: 0431-2577067 / 7327)

23. More than one sample submission for a single item is also summarily rejected.

24. Wherever the confusion arising about rates, the rate written in words only be accepted.

26. Any disputes arising out of any issues, our Head/HR's decision is final & binding.