



# Bharat Heavy Electricals Limited

Power Sector - Southern Region

690, Anna Salai, Nandanam, Chennai - 600 035.

Phone: 044 - 24342458 Fax: 044 -24328516

Email :ram@bhelpssr.co.in ,boopathy@bhelpssr.co.in :guna@bhelpssr.co.in

## PURCHASE ENQUIRY – TWO PART BID

ENQUIRY No : ER 39072

DATE : 05 11 2009

DUE DATE : 25 11 2009

Please submit your lowest quotation / offer for the item mentioned below. **Please always Super scribe the Enquiry No and Due Date on the cover as well as in the letter / quotation. Please note that this is only ENQUIRY and not an Order.**

				<b><u>Material to be delivered at :</u></b>
				Addl.General Manager I T Department BHEL PSSR 690,ANNA SALAI CHENNAI-600035
Sl. No	Description	Unit	Quantity	Specification
1	Supply, Configuration, Installation and Maintenance of Proximity Card-Fingerprint based Time & Attendance Recording System.	Set	30 Sets	Preface as per Annexure- A  Specification as per Annexure-B  Installation as per Annexure-C

### Note :

(1) The Technical Specification along with Commercial Terms & Conditions applicable for this Enquiry and price Bid formats have been posted in our web site [www.bhel.com](http://www.bhel.com). Your offer should be based on all the above documents.

(2) Offer shall be submitted for both Out right purchase as well as on Lease basis ( 5 years). BHEL will decide either one of the above depending upon the requirement.

(3) Also, you are requested to fill in the Supplier Registration formats available at [www.bhel.com](http://www.bhel.com) and send it along with your offer.

Tenders should reach us before 14.00 hours on the due date  
Tenders will be opened at 14.30 hours on the due date  
Tenders would be opened in presence of the tenderers who have submitted their offers and who may like to be present

Yours faithfully,  
For BHARAT HEAVY ELECTRICALS LIMITED

For Addl. General Manager/ P&S

New #690,ANNA SALAI, PERIAR EVR BUILDING, NANDANAM, CHENNAI 600 035, INDIA

Ph:+91-(0) 44-24342458,24330015 Extn 281 Fax +91 - (0) 44-24328516

E.mail: [ram@bhelpssr.co.in](mailto:ram@bhelpssr.co.in) , [guna@bhelpssr.co.in](mailto:guna@bhelpssr.co.in): [boopathy@bhelpssr.co.in](mailto:boopathy@bhelpssr.co.in)

Regd. Office: BHEL HOUSE,Siri Fort,New Delhi - 110 049



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### **General Note:**

1. The offer has to be submitted in TWO PART BID. Part-I Technical and Commercial ( Unpriced Bid) in a sealed cover.  
Part-II Price Bid in a separate sealed cover.  
Both the above sealed covers should be put in a separate sealed cover .  
All the covers should be super scribed with Tender no, Due date & Description of item .
2. Please quote the prices on" FOR destination".
3. Rate quoted shall cover all basic price, tax, duty, insurance, freight, Octroi etc on FOR Destination basis. However breakup details shall be furnished to enable us to claim CENVAT / MODVAT benefits. Please note that amount towards taxes and duties which will be claimed by BHEL will be deducted from the offer for evaluation purpose
4. Offer shall be submitted for both Out-right purchase as well as on Lease basis for 5 years. BHEL will decide either one of the above depending upon the requirement.
5. Payment will be released as per Annexure-D attached. Other payment terms are not acceptable.  
Offers demanding a) Advance Payment, b) Offer validity of less than 3months will lead to rejection of the submitted offer.
6. Any clarifications may be sought by Vendor should be with due written requests at least eight (8) days prior to Tender Due date.
7. If the Tender Due date of Tender opening happens to be a Holiday, the Tender will be opened on the next working day.
8. Inspection will be at Destination after delivery.
9. Please refer to the Instructions to Tenders regarding Terms and Conditions as applicable to this Enquiry, which will also form an integral part of this enquiry.



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10. Please ensure NO DEVIATION certificate, as per format enclosed is sent duly filled and signed along with your technical bid offer.

11. The offer validity should be for 90 days from the date of opening of Techno- commercial bid.

12. Vendor is requested to submit one set of this Enquiry copy, duly signed and to be submitted along with your offer as token of acceptance of our terms and conditions.

**Yours faithfully**

**For Bharat Heavy Electricals Limited**

**Addl. General Manager / Purchase & Stores**

#### **Attachments:**

- 1. Annexure : A – Preface, Scope and Functional Requirements.**
- 2. Annexure : B - Technical Specification.**
- 3. Annexure : C – Locations for Installation.**
- 4. Annexure : D - Payment Terms.**
- 5. Annexure : E – General conditions for Lease basis.**
- 6. Annexure : F – BHEL General Terms & Conditions of Purchase.**



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### Rate schedule for Out right purchase.

Sl.No	Description of Item	M/s		
		Qty No /lot	Unit Rate (in Rs.)	Total Value (in Rs )
1	Supply of Proximity Card-Fingerprint based Time & Attendance Recording system with 3 years On-site Warranty	30 Sets		
2	Installation, Configuration, Testing & Maintenance Charges (at 25 locations)	Lumpsum		
3	AMC charge applicable from 4 <sup>th</sup> year onwards			
	Packing & Forwarding	%		
	ED ( basic+ Packing+ forwarding)			
	Cess on ED			
	CST/ST / VAT <b>without C Form</b> or any other concessional form			
	Freight Charges			
	Tr. Insurance			
	Other charges if any			
	FOR Destination Price			
	MODVAT benefit ( applicable )			

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### **Rate Schedule for Lease basis:**

Sl.No	Description of Item	M/s		
		Qty No/lot	Unit Rate – per Quarter	Total Rs per Quarter
1	Supply, Installation, Configuration & Maintenance of Proximity Card-Fingerprint based Time & Attendance Recording System at 25 locations (5 year Lease; 20 quarters)	30 Sets		
2	Any other charges			



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ANNEXURE - A

## INTEGRATED TIME-OFFICE MANAGEMENT SYSTEM FOR BHEL(PSSR)

### **1. PREFACE**

#### **1.1 About BHEL-PSSR**

Bharat Heavy Electricals Limited (BHEL) is today one of the largest engineering Enterprise of India with an excellent track record of performance. The company has

14 manufacturing divisions, 8 Service centers and 4 Power Sector Regional Centers, besides project sites spread all over India and abroad. The Power Sector Southern Region (PSSR) takes care of the installation services of equipments in the states of Andhra Pradesh, Chattisgarh(p), Karnataka, Kerala, Madhya Pradesh(p), Orissa & Tamilnadu for providing quick service to customers. The head-office for PSSR is located at Chennai and the site operations/ installation services at 25 project sites (approximately, varying from time-to-time), which are connected to Chennai office through dedicated/ public data network – MPLS VPN/ MLLN/ ISDN etc.

#### **1.2 Proximity Card-Fingerprint based Time & Attendance Recording System**

**1.2.1** BHEL PSSR operates Centralised Payroll System in Chennai office for all its regular employees, around 1000 nos. spread across all the above locations (about 25 project sites and offices at Secundrabad & Chennai).

**1.2.2** The proposed solution is to provide Attendance with Time-recording for around 1000 persons and each person shall have normally two transactions in a day (entry/ exit). There is no turnstile or access-control door to operate.

**1.2.3** Towards its Time-office management, it intends to install, manage and maintain Proximity Card - Fingerprint based Time & Attendance Recording System for all its employees in Chennai, Secundrabad offices and project sites. Presently, the main database is stored in Oracle Server at Chennai office and accessible to all locations through the Data network.

**1.2.4** The Reader shall be capable of reading and validate based on Proximity Card followed by Finger-print reading to mark the time of presence and the same shall be immediately transferred to the main server **on-line**. The same reader shall be provided with LCD display to indicate the information and also with a Toggle-switch to change the read mode "IN" (Entry) to "OUT" (Exit) vice-



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versa, with LED indication. The suggested specification for the Reader is enclosed as Annexure-B

- 1.2.5** The reader shall be able to communicate on standard LAN-WAN data network (10/100 mbps switched network) with Ethernet (TCP/IP) interface.
- 1.2.6** The reader shall be rugged, portable, weather-proof, tamper-proof, wall-mountable and able to work in a dusty-hot environment with atleast 8 hours of operation, in its own power.
- 1.2.7** All the equipments/ Reader supplied shall have proper closing (covers) to avoid insects or rats entering into the cabinet and damage any component.
- 1.2.8** The list of locations initially covered for installation is enclosed as Annexure-C.
- 1.2.9** The reader equipments shall be shifted from one location (project site) to another after completion of the work at the specific location. The vendor shall help for the dismantling/ shifting the same from the existing location and re-installation/ configuration to the new project site/ location within Three-days time.

## **2. SCOPE**

- 2.1** The proposed system will be installed at BHEL PSSR offices & project sites as per location specified in Annexure-C. At each location/ site, one number of Proximity Card-Fingerprint Reader, except Chennai office with 3 numbers shall be installed at the convenient location (in-door) connecting with the LAN network through TCP/IP interface. Total of 30 numbers of Proximity Card-Fingerprint readers are required initially and the requirement may vary in-future, subjected to redeployment.
- 2.2** Attendance Time data will be recorded at the respective locations for all the employees present (posted & on-tour/ visit there) based on placing the Proximity Card validation followed by the Finger-print reading for the "IN" mode and will be stored at central database server at Chennai office on-line through the Data network. The "OUT" data will be recorded based on Proximity card reading.
- 2.3** Preparation and supply of Proximity Cards, 1000 nos for attendance recording along with photograph & finger-print of every employee at each location will be the vendor's responsibility. All the details of employees (staffno, name, designation, photos, finger prints, etc) captured shall be stored in the central server and if required, it would be pushed to the respective location-reader on transfer of employee to the location/ site.



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- 2.4 Installation of Proximity Card Readers with Power supply Connectivity, laying of UTP cables from edge level switches to Proximity Card Readers including termination, customization for data connectivity, configuration of Proximity Card Readers, capturing / recording of finger-prints of employees at respective locations, etc.
- 2.5 Maintenance support for the whole system, including the Readers for 5 years.
- 2.6 The vendor shall quote for the above products & services on "Outright purchase" with 5 years AMC support and also on-hire for "5 year Lease-basis"
- 2.7 PSSR has the right to decide to go for "Outright purchase" of "5 year Lease" depending of the decision of the management.

### **3. TECHNICAL AND FUNCTIONAL REQUIREMENTS**

- 3.1 The Attendance System shall have the feature of both Proximity Card reading followed by Finger-print reading to mark the time of presence at "IN" mode and the same shall be immediately transferred to the main server **on-line**. The same reader shall act as "OUT" mode through a toggle switch with LED indication for exit entry by Proximity Card reading only – no need for Finger-print validation for exit mode.
- 3.2 The stored data in the server shall be viewable by the Administrator/ authorized official **on-live** at any-time.
- 3.3 Each Reader shall have its own memory & power back-up for atleast 8 hours without any dedicated power supply.
- 3.4 Each Reader shall be provided with a dedicated IP address and always connected to the existing LAN network through Ethernet interface & also with WAN to the central server.
- 3.5 In case WAN connectivity is not available/ non-functional in any location, the data from the Reader shall be downloadable to the Notebook PC in that location and shall be able to send as mail to the Chennai office.
- 3.6 The Proximity Card Readers and all kind of cables to be kept concealed avoiding any kind of tampering. Any repair/ malfunctioning of reader shall be attended immediately on priority basis.
- 3.7 The data collected should be compatible with direct connectivity to the SAP & Oracle based HR-Finance application on "Real-time" basis and able to access the data "On-live" at any time.





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### **4. DELIVERY**

- 4.1** All the equipment supplied and installed at the stipulated locations shall be NEW and confirming to the contract technical specifications. The certificate of newness is to be furnished.
- 4.2** Delivery (i.e. Supply and installation) period shall start from the date of Order. The Project is to be **completed within 4 weeks** from the date of LOI.
- 4.3** The effective date of installation will be after complete supply, configuration & testing of the system in all locations and after completing the Acceptance test.
- 4.4** An installation certificate will be issued by BHEL after completing the Acceptance Test Procedure (ATP) terms in all locations and after successful implementation.

### **5. PAYMENT TERMS**

- 5.1** The Payment for out-right purchase option shall be 90% against installation and balance on completion of warranty period.
- 5.2** The payment of lease charges (in case of 5 year Lease basis) shall be made on quarterly basis after completion of each quarter and submission of invoices(s) in triplicate clearly indicating taxes applicable on verified invoices.

### **6. WARRANTY TERMS**

- 6.1** The vendor shall guarantee the performance of the Reader for continuous use and ensure the availability as above 99%. Problem if any shall be attended within 8 hours in the cities and 24 hrs in out station. The Warranty period for the Readers will be 3 years from the date of installation.
- 6.2.** All the items supplied be maintained for a period of 5 years from the date of installation.



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### **Annexure-B**

#### **Technical Specification:**

#### **A: Proximity Card-Fingerprint Biometric Reader:**

No	Feature	Requirement	Compliance
1	No of Proximity-Finger print Readers	30 sets	
2	Proximity-Card with Finger print sensor Reader	Contact-less/ proximity reader Optical Fingerprint scanner	
3	Memory	1 MB	
4	Read Range	< 5 cm	
5	Reader feature	“IN” & “OUT” mode with control of toggle feature/switch	
6	Local database Storage	~ 2,000 fingerprint templates	
7	Allowable finger rotation in the reader	+/- 30°	
8	No of Transactions stored	15,000	
9	Enrollment Time	< 5 seconds	
10	Verification time	< 2 seconds	
11	Communication Interface	Ethernet connectivity RJ 45 - 10/100 mbps; Built-in TCP/IP communication protocol for Static IP addressing	
12	LED Indicator / Display	Mode of operation – “IN” or “OUT” reading	
13	LCD Display	Backlit LCD display for easy readability even in dark & day-time. Screen should have space to display Employee details –Name/ Staffno Time & Date	
14	Audio Alert	Beep sound, while on successful completion of a reading/ transaction. Long beep sound for erroneous transaction/ reading	
15	Built-in Power backup	Built in lithium battery back up <b>for 8 hours</b> & Real time clock with calendar	
16	Firmware update	Able to remotely upgrade the software in the reader over	

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		Ethernet	
17	Indication for critical function	Power on AC mains/ battery indication, Reader acknowledgment, error indications etc	
18	Authentication mode	Support for Card+Finger / Card only / Finger only. Mode shall be set employee-wise for IN- OUT-wise by Administrator	

### B: Proximity Cards:

No	Feature	Requirement	Compliance
1	No of Proximity-Cards	1000	
2	Card Size	Standard (credit card size)	
3	Card Printing	Employee Details with Photo on front (color) & other information on organization on back (black) printed directly on the card	
4	Accessories	Plastic card holder with lanyard for each card.	



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### Annexure- C

## BHEL – PSSR SITE LOCATION

Sl. No.	Project Name	Location Details		CONNECTIVITY
	BHEL Site Office at	Address	Contact No	
1	Bellary TPS	NH 63, Hospet road, Kudathini - 583 115 Bellary Dt. Karnataka	08392-288611 08392-288677	1 mbps MPLS
2	Raichur TPS	Shakthi Nagar Hyderabad Road Raichur - 584 170	08532 246577	1 mbps MPLS
3	MRPL Mangalore	Mangalore Refineries Ltd CPP-III, Kuthethoor Katipall, Mangalore - 575 030	0824-2273356	1 mbps LL
4	Rayalseema TPS	V V Reddy Nagar Kalamalla / Muddanur Cudappah Dt - 516 312	08563 232258	1 mbps MPLS
5	Kakaty TPP	Boobalapalli/ Chelpur Warangal Dt - 506 168 AP	08713-200200 08713-200502	1 mbps MPLS
6	Simhadri - II stage	NTPC Simhadri Super Thermal Plant Stage-II Paravada, Vizag-531 020	08924-243985 08924-243296	1 mbps MPLS
7	RINL Vizag	Vizag Steel Plant CPP	0891-2010612	512 kbps,BB
8	Krishanpattnam	AP Power Devlpt Co Ltd Venkatachalam Nellore- 524 005 AP		1 mbps MPLS *
9	Kothagudem	Kothagudem TPS, Palooncha, Khammam Dt. AP- 507115	08744-253588	1 mbps MPLS
10	Muddanur	Rayallaseema TPS, Kalamalla, V V Reddy Nagar, Cudappah dt- 516312	08563-232258 08563-232244	1 mbps MPLS
11	Neyveli	Thermal Station-II Expan Block 29, Neyveli , TN 607 807	04142-261377 04142-218197	256 kbps,MPLS

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12	Tuticorin	NTPL Tuticorin Thermal project Tuticorin - 628 004 TN	0461-2352043	1 mbps LL
13	Koodankulam Nuc.	Koodankulam Nuclear project, Radhapuram Tk Tirunelveli Dt- 627106	04637-259915 04637-259116	512 kbps,BB
14	Bhavini Kalpakkam	Bhavini, Madras Atomic Power Project, Kalpakkam – 603 102		512 kbps,BB *
15	North Chennai	North Chennai TPS Athipattu Pudu Nagar Chennai -600120	044-27995795 044-27950145	512 kbps LL
16	Vallur	Vallur Thermal Project Kuruvimedu, Ponneri Tk Chennai - 600120	044-27966368	1 mbps LL
17	KRL Kochi	BPCL Kochin Refinery Jwalagiri, Ambalamugal Kerala -680302	0484-2120073 0484-2721489	512 kbps,BB
18	Nalco Angul	Nalco CPP Banarpal Angul Dt Orissa - 759 128	06764-211022	1 mbps MPLS
19	Malwa	MPPGenco- Malwa TPP Khandwa – 450 001		1 mbps MPLS *
20	Monnet Power	Orissa		
21	Jindal Power	Orissa		
22	Hindalco Hirakund	Orissa		
23	SAS Secundrabad	Ektara Building, 39- Sarojini Devi Road Secundrabad-500 003	040-27703037	512 kbps LL
24	Chennai (3 sets)	EVR Building 690 Anna Salai, Nandanam, Chennai-35	044-24330015	2 Mbps LL

Plus One spare at Chennai

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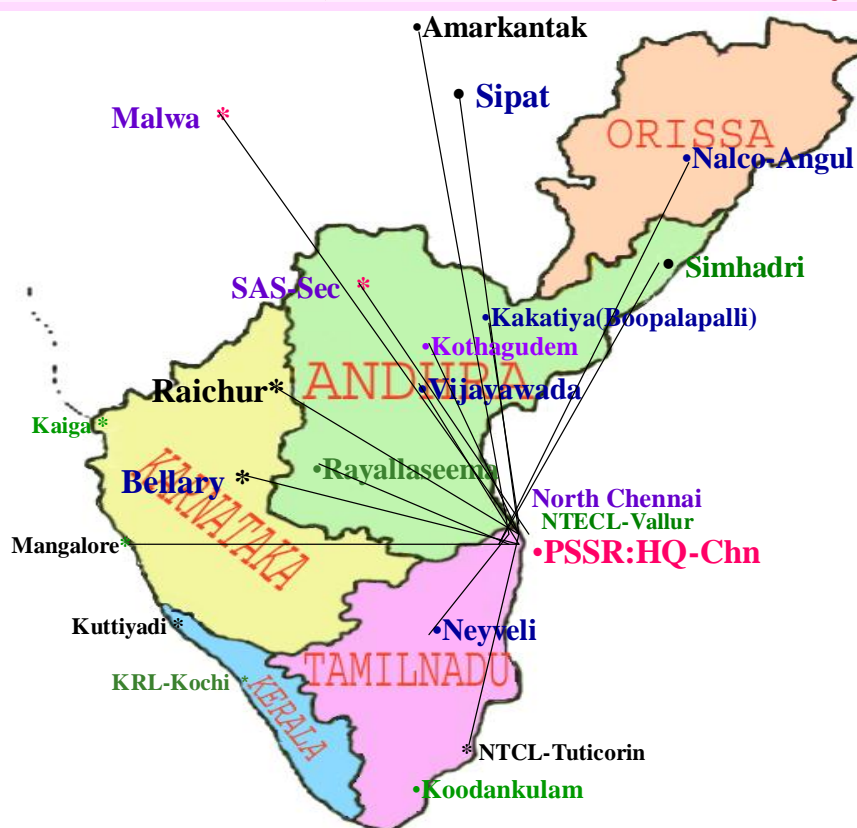
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### Indicative Location-Map for Installation of Reader (for guidance purpose to Annex-C)

## *BHEL PSSR– Project Site Connectivity (WAN)*



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### **PURCHASE ENQUIRY – TWO PART BID**

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### **ANNEXURE - D**

#### **Payment Terms For Out right Purchase:**

1. 90% payment will be made against supply and installation on submission of Material Receipt Voucher ( MRV) from HQ Chennai & installation report from respective locations.
2. 10% will be made after satisfactory report from consignee and against submission of Performance Bank Guarantee for a value of 10% of the contract value valid up to the Guarantee period.
3. AMC charges applicable beyond the Guarantee period shall be indicated.

#### **Payment Terms For on Lease basis:**

1. Lease payment will be made at the end of each quarter after 30days from the issue of System Uptime Certificate. The certificate will be issued by the end user with in 4 days after submission of the invoices for the quarterly lease rental.
2. Rental period will start only after satisfactory installation and configuration of reader equipment including all connectivity.
3. Vendor to take Insurance cover for all the items supplied to BHEL before submitting first invoice and the record of proof to be attached.
4. Vendor to execute lease agreement with BHEL in specified format before submitting first invoice.



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### ANNEXURE -- E

## General conditions for Lease Basis.

1. Lease period under the scheme shall be for **five years** and the total price shall be for the complete scope as per technical specifications, inclusive of comprehensive onsite maintenance including repair/replacement of parts during the entire lease period, all taxes & duties, Insurance, any other incidental charges, etc. Lease period of Five years shall start from the date of successful completion of installation and acceptance by BHEL. Details of acceptance procedure and requirement are enclosed separately along with the technical specifications, vendor/Leaser shall be responsible for comprehensive on-site maintenance of the supplied equipments & services during the entire lease period, payment shall be released in quarterly installments, as per payment terms and conditions.
2. Smart Card-Fingerprint based Attendance Management System in total shall be offered as a solution on **five year rental Lease basis**. The rental period will start from date of commissioning mentioned in commissioning certificate issued by end user locations. The commissioning certificate will be issued only after commissioning of entire system to the fullest satisfaction of purchaser. In case any extra item is required other than mentioned in specification for complete functioning of the system, the same must be included in the offer.
3. The rental is for a period of five years and the rental charges includes the following but not limited to these alone:
  - a. Design, Manufacture and testing and supply.
  - b. Packing, forwarding, transit insurance and transportation to BHEL's premises.
  - c. Installation, configuration and training of relevant BHEL personnel.
  - d. Maintenance and operational charges for hardware bundled with the hardware for full rental period.
  - e. Insurance at BHEL premises to cover all kinds of risk to ensure





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uninterrupted operation of system.

f. All applicable taxes shall be included and individually specified

h. Any other charges required to fulfill obligation under contract as per spec and terms and conditions.

4. **NO ONE TIME CHARGES** will be paid by BHEL (for rental scheme) either at the time of placement of order or on completion of installation.

5. The rent charges shall be kept firm till the entire rental period.

6. BHEL reserves the right to retain or return the equipment at the end of the rental period. If BHEL decides to retain the equipment at the end of the lease period, the terminal value shall be Rs 1/- (Rupee one only). In case, BHEL decides not to retain the equipment at the end of rental period, dismantling and transportation of equipment from BHEL site is at supplier's cost.

7. All equipments shall be provided with adequate locking facility to secure the equipment and its operation. The equipments shall be suitable for deploying in hot, humid and dusty manufacturing industrial environment.

8. Following services shall also be in the scope of vendor

a) Transporting, unloading and storage of material supplied at the sites at BHEL locations.

b) Carrying out field survey to locate various equipments.

c) Co-ordination with networking group for the purpose of Interconnecting the equipment with existing communication network and implementing complete network to suit our requirement.

d) Imparting training to BHEL employees.

9. After expiry of five year rental period the supplier shall ensure to undertake maintenance of equipments through AMC for a further period.

10. All software packages supplied and used in all the equipments forming part of the system shall be with proper and adequate licenses with necessary maintenance coverage for software updation/patch/upgrade and proper support



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11. Vendor shall be responsible for any IPR issues related to items supplied as part of this rental contract and BHEL is in no way responsible for any such issues.
12. Lease payment will be made at the end of each quarter after 30 days from the date of receipt of invoice
13. All the equipment supplied shall have proper closing (covers) to avoid insects or rats entering into the cabinet and damage any component.
14. If the delivery is delayed due to reasons not attributable to BHEL, BHEL reserves the right to go for alternative procurement by invoking the Risk Purchase clause..
15. There can be minor changes in the quantity ordered at the time of placement of the purchase order
16. The income tax depreciation will be claimed by BHEL.

#### **17. Indemnity**

Vendor shall fully indemnify and keep indemnified BHEL against all claims which may be made in respect of the use of System/ Software/ Item(s)/ services supplied / rendered by the Vendor for infringement of any rights protected by patent, registration of designs or trademarks and legality of the Software. All such claims in this regard will be settled as per Indian Laws. In the event of any such claims being made against BHEL, BHEL will inform in writing to the Vendor who shall at his own risk and cost either settle any such dispute or conduct any litigation that may arise there from.

18. **UPTIME:** Overall the system availability shall be more than 99% on monthly basis. The system shall be up 100% during critical usage period in morning and evening (8 am to 10 am and 5 pm to 7 pm)
19. The entire set up shall be designed with high available features and necessary redundant equipments shall be planned for the system. Vendor shall explain high availability features in their technical offer.



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#### **20. Insurance**

Insurance for the complete Systems/Goods shall be arranged by the Vendor at his own risk and cost throughout the period of lease. Purchaser/Lessee, 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. Evidence of insurance policy shall be submitted to BHEL. If the Vendor fails to renew the policy before the expiry, BHEL will effect the insurance from the lease rental.

#### **21. Confidentiality**

Vendor shall, at all times, undertake to maintain complete confidentiality of all data, information, software, drawings & documents, etc. belonging to BHEL and also of the Systems, procedures, reports, input documents, manuals, results and any other company documents discussed and/or finalized during the course of execution of the order/contract. Resident engineers and other connected people shall sign Non Disclosure Agreement format as specified under BHEL ISMS procedures.

#### **22. Subcontracting**

Order/contract or any part thereof shall not be sub-contracted, assigned or otherwise transferred without prior written consent of BHEL which will not be unreasonably withheld

23. All equipments supplied shall be brand new and proof for the same shall be submitted by vendor.

24. **Deviations:** Vendor shall quote clearly deviations if any from above specification as deviation list. If deviation is not specifically listed and approved by BHEL it shall be deemed that vendor is complying to the specification given by BHEL.

#### **25. PENALTY FOR DELAY IN PROJECT COMPLETION**

For the delay in project completion, penalty shall be levied at the rate of 0.5% per week subject to maximum of 10% of the total 5 years lease charges.

#### **26. TRAINING**

Training of BHEL personnel will be part of the contract. During installation



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at our location/campus the associated BHEL coordinators will be guided on the configuration being made and usage.

## **27. MAINTENANCE**

Adequate number of onsite, resident engineers, to ensure 98% optimum and to coordinate daily operations including monitoring, maintenance & support for 24x7 working shall be available. Maintenance service shall cover services, repairs and replacements necessary to keep the equipments in good working order on reasonable use of the equipments during the lease period. However in case of any defect or sabotage or damage due to any reason whatsoever, the same equipment should be rectified/repared by the vendor within 24 hrs (24x7 manner) of reporting of such incident. vendor shall maintain sufficient equipment inventory onsite to rectify/replace the damaged/defective/non-functioning equipments. Vendor has to submit the monthly inventory status to BHEL in a prescribed format. Periodic maintenance check should be carried out to keep the equipments in good working conditions and vendor has to submit the quarterly maintenance will include all plastic and/or rubber parts, batteries, etc. **Batteries of all Smart Card Readers are to be compulsorily replaced after 2 years**



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### ***CERTIFICATE FOR NO DEVIATION***

I, \_\_\_\_\_

Of

M/s \_\_\_\_\_

\_\_\_\_\_ *hereby certify that there is no deviation from the Tender conditions either technical or commercial and I am agreeing to all the terms and conditions mentioned in the Tender Specification.*

***SIGNATURE OF THE TENDERER***



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### **ANNEXURE - F**

PURCHASE TERMS AND CONDITIONS FOR ITEM PROCURED IN INDIA  
to ER 39072 dt 04 11 09

### **INSTRUCTIONS TO THE VENDORS/BIDDERS:**

1. **PURCHASER** : Purchaser shall mean Bharat Heavy Electricals Ltd, a company registered under Indian Companies Act 1956 with registered office at BHEL House, Siri Fort NewDelhi -1100049 or its authorized officers or other employees authorized to deal with the matters concerned and having Regional Service Centre at 690, Anna salai, Nandanam, Chennai-600035.
2. **BIDDER/VENDOR** : means to those enquiries have been sent for any purchase.
3. **SELLER** : seller means the successful bidder who is getting the purchase order from BHEL.
4. These purchase specifications as a whole, duly furnishing all the details required and other documents as required in the following pages shall be duly signed and sent in sealed covers duly subscribing the item of purchase proposed as given in the enquiry.
5. Tenders/bids/offers are invited in sealed covers for scope of supply as per the specifications detailed and enclosed to the Enquiry. The offers shall be addressed to Additional general Manager /Purchase & Stores, Bharat heavy Electricals Ltd, Power Sector- Southern Region, 690, Anna Salai, Nandanam, Chennai-600035, Tamilnadu **with the enquiry Number /date and also tender Due date duly superscribed on the cover without fail.**
6. The vendors shall closely peruse all the specifications before quoting. Should the vendor have any doubt about the meaning of any portion of



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the enquiry or find any discrepancies, or shall require clarifications, he shall at once contact the authority inviting bids for clarifications, before submission of bids.

7. The offers shall be submitted in total compliance of the Terms and Conditions and shall reach the Purchase department before 14.30 hrs on the due date. **OFFER SHALL NOT BE IN DUPLICATE. THE VALIDITY OF THE OFFER SHOULD BE FOR 90 DAYS UNLESS OTHERWISE SPECIFIED.**
8. The offers will be opened at 14.30 hrs on the due date in the presence of Bidders/or their Authorized Representatives who may like to be present.
9. The prices shall be quoted on "F.O.R Destination" basis only unless otherwise specified. The Price shall include all Duties/Taxes as applicable . It also includes Freight and Insurance up to destination.( Consignee). If the bidders prefers to quote only the basic price, then it should be followed by the duties and taxes in percentage as applicable and freight & insurance duly quantified in terms of money. Offers with incomplete information / prices are liable for rejection. **NO PRICE ELEMENTS SHALL BE INDICATED AS EXTRA.**
10. The rates quoted are to both in words and figures. In case discrepancy found between the rates quoted in words and figures, the least of the two will be treated as valid quoted rate.
11. **The prices quoted shall be as applicable to any other Government Organization and a certificate to this effect must be submitted by the vendor without fail. If the rates are covered under DGS&D rates, copy of documents regarding rate contract rate and registration number to be furnished without fail.**
12. The price will be kept firm until the execution of the order and will not be subjected to variation, unless otherwise agreed upon specifically.
13. Payment will be effected only after receipt of total quantity of materials as per PO at the destination within the delivery date stipulated unless otherwise specifically agreed in the purchase order.



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14. No revision of prices whatsoever will be entertained /accepted after tenders are opened.

15. In case of tender for supply from abroad involving payment of foreign exchange, the price quoted should be separately indicate the foreign components involved and the extent of payment acceptable in Indian currency. **The exchange rate variation is not admitted unless otherwise specifically agreed/mentioned in the enquiry.** The tender also should give the following details without fail.

F.O.B price

Ocean freight/ insurance

Air freight/insurance

Ext gross weight of consignment

Indian agency commission payable in Indian rupees as applicable

**16. "C" FORMS OR CONCESSIONAL SALES TAX DECLARATION FORMS WILL NOT BE ISSUED BY BHEL. THE BIDDER IS REQUESTED TO TAKE CARE OF THIS WHILE SUBMITTING THE OFFER.**

17. **"NO DEVIATION CERTIFICATE "** shall be incorporated in the offer conforming to the terms and conditions of the enquiry.

18. **"LATE TENDERS/BIDS"** : The offers received after tender opening due date will be liable for rejection and shall not be considered.

19. Products with ISI certificates are preferred.

20. Manufacturer's name, Trade mark or patent number if any, should be clearly specified. Illustrative leaflets giving technical particulars/parameters are to be enclosed to the offers along with list of customers / their purchase orders to whom similar product had been supplied , in the past three years.

21. SSI units must highlight the status indicating registration number in their offer without fail for priority payment.

**22. PURCHASE PREFERENCE** : Central Public Sector units registered under company's act 1956 and statutory CPSEs will be eligible for 10% purchase preference to tenders/NITs of Rs 5.00 crores( Rupees five Crores) and above. Joint venture companies where holding of Government and /or





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CPSE's is 51% or more and Joint ventures which are subsidiaries of CPSEs holding equity 51% or more will also be eligible for the above purchase preference. Please note the instructions operable on the day of enquiry will only be considered. The vendors are requested to refer to the ministry concerned. **Operation of this clause will be in line with the Government directives ,as applicable .**

23. In case the bidder is not interested in /not in a position to quote for this enquiry, the same should be communicated without fail before due date of the tender submission for consideration in subsequent enquiries.
24. In case of participation by the authorized distributors/dealers on behalf of the vendor, the copy of the legal arrangements/terms and conditions agreed between the parties (duly made in stamped paper) should be enclosed. Due intimation in advance shall be given on or before the due date for consideration of such offers. The total responsibility for performance of the work/purchase as per specifications will be with the authorized vendor.
25. **Unless otherwise mentioned, the offers are to be submitted in two parts.**  
In such case :
- Two part bids will be submitted separately as (a) – Techno commercial bid and (b) – Price bid in separate sealed covers duly super scribing clearly the name of the bid, enquiry number, due date for submission on both the covers. These two covers should be put in one sealed cover super scribing enquiry number and due date of submission.
  - All commercial terms and conditions like payment terms, terms of delivery, guarantee , warrantee etc shall form part of techno commercial bid. The price bid cover shall contain only the price with taxes and duties.
  - **Combined bids containing both techno commercial and price details together contained in one single cover will be rejected.**
  - Techno/ commercial bid shall contain the total scope of work/purchase detailed in the specifications of the enquiry .
26. **QUATATIONS** : All documentation and correspondence regarding the Contract/Purchase **shall be in English language and international numerals only**. The rates quoted shall be in figures as well as in words.



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In case of difference between the words and figures, the least of the two will be treated as valid quoted rate. All entries shall be either be typed or to be written in ink. Erasers and over writing is not permitted and may render such bids be liable for rejection. All the cancellations and insertions shall be duly attested by the bidder. Wherever Sales tax is claimed, the Central or state Sales registration number should be given both in the offer as well as in the invoice/bill. Please refer the conditions in case of tender for supply from abroad involving payment of foreign exchange. (Clause no 15)

27. **SAMPLES** : sample should be submitted along with the offer, if asked for.

28. **INSPECTION & ACCEPTANCE OF GOODS** : It is subject to BHEL inspection at supplier's works before dispatch or on receipt at destination as the case may be, as per the agreed/approved Quality plan. Final / stage inspection will be carried out at the destination/ supplier's works by the authorized inspection official in line with agreed quality plan. Wherever preliminary or stage inspection is to be carried out at supplier's works, the same is subject to final acceptance after receipt of the material at the destination and the decision of the Purchaser shall be final. The property of goods shall not pass until final acceptance by the purchaser. In case of delay in inspection process for reasons attributable to the seller, the financial loss /liability sustained by the purchaser shall be borne by the supplier. Since delivery period includes the time for pre dispatch inspection by BHEL, the supplier shall intimate the readiness of material for inspection well in advance to expedite the inspection process and to enable the supplier effect delivery in time.

29. **QUALITY PLAN** : BHEL may give the quality plan of their own else may request the vendor to submit the quality plan along with the offer , as applicable, for approval by BHEL. ( please refer specifications) The quality plan is expected to cover generally specification of the items, stage inspections to be carried out, guarantee/warrantee /test certificates/inspection reports, sampling plan as per IS . BHEL will also identify the inspection agency including the customer, as applicable. The bidder/vendor shall furnish the details of the inspection facilities available with him in the quality plan, as applicable. The quality Plan will be finalized before proceeding with execution of PO. The vendor is requested to ensure completion of QP in all aspects before proceeding with PO. The



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vendor should provide calibrated instruments etc for carrying out the inspection as per the quality plan.

30. **REJECTION** : The seller shall intimate the purchaser in writing within 15 days after receipt of rejection advice regarding the disposal of rejected material **and action plan for replacement** . If no information is received within this time, the purchaser shall be at liberty to return the material at the cost of risk of the seller after recovering the cost if any, including inward freight and other incidental charges incurred. The purchaser will not be responsible for the rejected material thereafter and no claim will rest on them.

### **31. PACKING , MARKING & FORWARDING :**

**PACKING** : the supplier shall arrange for secure protective packing of the goods suitable for tropical conditions to avoid loss, damage or atmosphere action during transit by road/train/air. The packing standard shall comply with relevant national standards, where available, carriers' conditions of packing or established trade practice. The seller shall be liable to replace the material or reimburse the value of the loss notwithstanding whether insurance is arranged by him or not. The packing materials and cases **and packing charges are included in the quoted price** unless otherwise agreed .

**MARKING** : The following marking shall be made on each package in BLACK BOLD CAPITAL LETTER:

- |    |      |           |                  |
|----|------|-----------|------------------|
| a. | BHEL | CONSIGNOR | DIMENSION        |
| b. | PSSR | CONSIGNEE | WEIGHT : GROSS & |
| a. |      |           | NET              |

c. The above marking should be stenciled or written in bold letters on the package. Should the packages be too small, suitable cards/metal tags giving these details may be tagged or nailed. Copy of the packing slip should be kept in each package **without fail**.

**DESPATCH INTIMATION** : immediately after dispatch, the Seller shall intimate AGM/Purchase BHEL PSSR Chennai the details of the items dispatched , quantity, order reference, LR/RR No and date by telegram/fax/e-mail.

32. **TERMS OF PAYMENT** : Payment shall be made as per the following terms unless otherwise specified..



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- Where only supply is involved, 100% payment will be made within 30 days of satisfactory receipt of materials and on submission of Performance Bank Guarantee valid till completion of Guarantee Period and against submission of Store receipt voucher (SRV)/FARV ( fixed asset acceptance receipt voucher)/MRV ( material receipt voucher). These vouchers are issued by the consignee only.
  - Where installation and commissioning is involved, 90% payment will be released within 30 days of satisfactory receipt of materials and acknowledgement ( as per SRV/FARV/MRV) and balance 10% will be paid after successful installation and commissioning and on submission of Bank Guarantee for the 10% value valid up to the guarantee period agreed between BHEL and the Vendor .
33. **SECURITY DEPOSIT** : Where required , Security deposit or Bank guarantee shall be submitted for a sum equal to 10% of the total value of the order on receipt of confirmed purchase order from BHEL .( please refer specifications for applicability)
34. **LIQUIDATED DAMAGES & RISK PURCHASE:** Seller is to understand that " Time is the essence of the contract". Hence the delivery of the goods as mutually agreed , specified in the purchase order should be adhered to within the time mentioned. Where the seller supplies/dispatches the materials beyond the delivery date , as specified in the order, the Purchaser will have no obligations to accept the goods.

The Purchaser reserves the right to levy liquidated damages @ ½ percent of the value of the goods delayed beyond the due date ,for each week of delay or part thereof without prejudice to any other relief or compensation due to Purchaser under any other conditions of the order subject to a limit of 5%, unless the delivery extension is given. In case of delay in receipt of materials at the delivery point, for reasons not attributable to BHEL , the Purchaser will levy LD, if time extension and PO amendment is not issued. The vendor should request Purchaser for amendment to PO for time extension if reasons are **not** attributable to him before submission of invoice.

35. in addition to the above , in case the vendor shall fail to complete the supply of the any of the materials within the specified time ( either partially or fully ), it shall be lawful for BHEL PSSR Chennai ,to procure



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the same at the risk and cost of the supplier. In such event it will be obligatory on the part of the supplier to pay the additional expenditure incurred to BHEL PSSR for any loss due to such risk purchases.

36. **INSURANCE** : wherever delivery terms quoted for FOR Destination specifically agreed to and directed , the supplier shall insure at his cost the goods for all transit risks including 30 days storage risks from the date of delivery of goods at the final destination. In other cases, supplier must furnish of dispatch of each consignment immediately after dispatch . Failure to do this will make the supplier responsible for making good any loss which might have been recovered from the under –writers.

37. **SUBCONTRACTING** : This order or any part thereof shall not be subcontracted without the consent of the Purchaser. The total responsibility for the supply and performance of purchased items , as per guarantee rests with the seller, even if BHEL accepts the above arrangement..

38. **METRIC SYSTEM** : Seller shall indicate all the measurements only in Metric system.

39. **INDEMNITY**: Seller shall indemnify the Purchaser against any claim due to breach of patent, trademark, negligence, defective material, or injury to seller or his agent

### **40. GUARANTEE & WARANTEE :**

- The items purchased are to be guaranteed for satisfactory performance for a period of 12 (twelve) months from the date of commissioning or putting into use or for 18 ( eighteen ) months from the date of dispatch, whichever is earlier unless otherwise specified .
- If any defect is noticed during the above period, the same shall be replaced free of cost on FOR Chennai/destination basis within a reasonable time. The time for replacement based on the component and urgency will be intimated by BHEL and the vendor should replace the items.
- To this effect Guarantee / manufacturer's test certificate shall be furnished along with the original documents.



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41. Three sets of Operation & maintenance manuals/ technical literature, drawings etc are to be supplied free of charges along with the items being procured.

### **42. DISPUTES, ARBITRATION & JURISDICTION ;**

- All disputes between the Purchaser and the seller arising out of this transaction , other than those for which decision of the BHEL is final, shall after written notice by either part to the PO to other party by referred to sole arbitration of Executive Director or his nominee.
- The Arbitrations shall be conducted in accordance with provisions of Arbitration and Conciliations Act 1996. The Purchase will be governed by the law for the time being in force in the Republic of India.
- The civil court having ordinary original Jurisdiction at Chennai, Tamilnadu alone have exclusive jurisdiction in regard to all claims in respect of this transaction/ purchase. No other civil cour have jurisdiction in case of dispute , of this contract.

43. **GENERAL :** All other conditions which might have been quoted by the Seller and are in contravention to the terms prescribed in the order and which have not been specifically accepted in writing by the Purchaser will not be applicable to this order. The Seller should intimate the Consignee in writing regarding the readiness of material , in cases where Purchaser has agreed to arrange collection with a copy to AGM/Pur/BHEL PSSR Chennai.

44. ANY REFERENCE MADE HEREIN (ENQUIRY/PURCHASE ORDER) TO ANY OF THE NATIONAL/INTERNATIONAL STANDARDS IMPLIES IT'S LATEST EDITION FOUND OTHERWISE.

45. THE VENDORS SHOULD SUBMIT GUARANTEE, SOUNDNESS & BONAFIDE CERIFICATES WHILE SUPPLYING THE ITEMS. SUGGESTED FORMAT IS GIVEN UNDER 44.1, 44.2 & 44.3

### **PROFORMA ( TYPICAL)- TO BE FURNISHED BY THE SELLER WHILE SENDING MATERIALS**

New #690,ANNA SALAI, PERIAR EVR BUILDING, NANDANAM, CHENNAI 600 035, INDIA

Ph:+91-(0) 44-24342458,24330015 Extn 281 Fax +91 - (0) 44-24328516

E.mail: [ram@bhelpssr.co.in](mailto:ram@bhelpssr.co.in) , [guna@bhelpssr.co.in](mailto:guna@bhelpssr.co.in): [boopathy@bhelpssr.co.in](mailto:boopathy@bhelpssr.co.in)

Regd. Office: BHEL HOUSE,Siri Fort,New Delhi - 110 049





## Bharat Heavy Electricals Limited

Power Sector - Southern Region

690, Anna Salai, Nandanam, Chennai - 600 035.

Phone: 044 - 24342458 Fax: 044 - 24328516

Email : ram@bhelpssr.co.in , boopathy@bhelpssr.co.in : guna@bhelpssr.co.in

### PURCHASE ENQUIRY – TWO PART BID

ENQUIRY No : ER 39072

DATE : 05 11 2009

DUE DATE : 25 11 2009

**44.1 GUARANTEE Certificate :** Certified that the materials dispatched vide RR/LWB/PBW no .....dated ..... conform to the quality as per specification of the Purchaser vide PO No ..... Dated ..... and guaranteed for 12 months from the date of putting the same to actual use /consumption /commissioning or 18 months from the date of dispatch whichever is earlier against all manufacturing defects, faulty materials, bad workmanship etc. if any defect is noticed during the above period, the defective materials shall be replaced or rectified free of cost on FOR/Chennai/destination basis within a reasonable time.

Date :

signature with seal

**44.2 SOUNDNESS CERTIFICATE :** certified that the materials dispatched under RR/LWB/PWB No .....dated .....covered by our invoice No ..... Dated .....for Rs.....against your .....order.....dated .....were in a sound condition at the time of dispatch. The material supplied against this order conforms to the specification mentioned therein and if found defective at the time of inspection by you, the same will be replaced free of cost.

Date :

signature with seal

**44.3 BONAFIDE CERTIFICATE :** I have personally examined and verified and do hereby certify that the goods in respect of which the payment is being claimed have actually dispatched by me /us under RR/LWB/Air consignment Note No.....Postal receipt Number..... Duly drawn in favour of the consignee which is genuine and mentioned in the bill and I hold myself personally responsible for the correctness of this statement.

I further certify that the above mentioned RR No...../LWB

No...../Air consignment Note

No...../ postal receipt

No.....has been forwarded to the consignee mentioned in the Purchase order under Registered Post with acknowledgement due.

Date :

signature with seal



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### **PURCHASE ENQUIRY – TWO PART BID**

ENQUIRY No : ER 39072

DATE : 05 11 2009

DUE DATE : 25 11 2009

- 46.** The purchaser reserves the right to cancel or split-up the tender /offer and place order for individual items with different vendors with varying quantities in line with the enquiries.
- 47. FORCE MAJURE :** the following shall amount to force majeure – Acts of God, Acts of government, war, sabotage, riots, civil commotion, police action, revolution, flood, fire, cyclone, earthquake, epidemic and other similar causes over which the vendor is not having any control. If the vendor suffers delay in fulfilling the obligations due to force majeure, as defined above, BHEL will grant only delivery time extension , by a period of time equal to the period of delay provided that on the occurrence of any such contingency , the vendor shall immediately reports to BHEL in writing the causes of delay. The vendor is not eligible for any other compensation.





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ENQUIRY No : ER 39072

DATE : 05 11 2009

DUE DATE : 25 11 2009

#### **BHEL : PSSR : CHENNAI**

#### **DETAILS OF CONTRACTOR/SUPPLIER FOR E REMITTANCE OF PAYMENTS**

- 1 Name & Address Of The Contractor/Supplier
- 2 Bank A/C No
- 3 Type Of A/C (CC / CURRENT)
- 4 Name of the Bank
- 5 Name of the Branch
- 6 Branch Code
- 7 Banker's Address
- 8 MICR NO
- 9 IFSC CODE

**NOTE : THE ABOVE DETAILS ARE TO BE FURNISHED IN THEIR LETTER HEAD  
BY THE CONTRACTOR /SUPPLIER ,DULY ATTESTED BY THEIR BANKERS**