

BHARAT HEAVY ELECTRICALS LIMITED

HUMAN RESOURCES DEPARTMENT: CANTEEN

‘NOTICE INVITING EXPRESSION OF INTEREST’ FOR SUPPLY OF PROVISIONS

Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad, Andhra Pradesh, a Navaratna Central Public Sector Undertaking (hereinafter called ‘The Company’) invites Expression of interest (**Eol**) from interested and eligible Vendors for empanelment for supply of Provisions like Rice, Dals, Oils, etc to BHEL Canteens regularly as per the terms & conditions stated below. As this is only an Eol, no price offers need to be enclosed. The vendors getting empanelled against this advertisement will be in addition to the existing empanelled vendors.

The approximate value of requirement is Rs. 500 Lakhs per year (for about 6500 meals per day) the details of which are as per the **Annexure - II**. It is to be noted that the items/quantities given in the Annexure are only indicative and actual figures may vary as per requirement.

1. The Prospective Vendor (in short ‘PV’) in order to be eligible for empanelment shall be a Sole Trader / Partnership firm registered under the Indian Partnership Act / a Company registered under the Indian Companies Act / a Cooperative society, registered under the relevant Act with Minimum Annual Sales Turnover of Rs. 9 crores of which not less than Three crores shall be in respect of Provisions, Dals etc intended to be procured by the company and having Registered office/Local Office/ point of supply located within 60 kms (approx) radius to BHEL, RC Puram Canteens. (It is suggested the PV may make physical visit to the canteens to have first hand idea about their location, etc). **The PV shall submit its Request For Empanelment along with Annexures I to VIII duly filled in with the required details and further enclosing therewith all supporting documents without which Eol is liable to be rejected; and the decision of the competent authority in this regard shall be final and binding.**
2. The Company after receipt of Eols would make an evaluation as per **Evaluation Sheet** enclosed vide **Annexure - IX** considering the total weightage points scored therein and cut-off points as decided by the competent authority, if any. Accordingly the names of the Vendors for inclusion in the Empanelment List would be finalized by the competent authority whose decision would be final. In case the number of eligible Eols after evaluation are more, all the eligible Eols would be ranked in order of the total weightage points scored and the Company has the right to decide to empanel only such number of PVs as it feels necessary. Thereafter the Company informs the eligible PVs about their being considered for inclusion in the Panel and payment of the Security Deposit amount as mentioned below (Point No. 15) for issuing Letter of Empanelment. A PV becomes an Empanelled Vendor (EV) only after payment of requisite Security Deposit and issue of such Empanelment Certificate by the Company. **This empanelment is only for the limited purpose of developing a list of prospective vendors and does not indicate any commitment by the company to accept supplies from such EVs.**
3. The empanelled list will be valid till **September 2012**. However, the company reserves the right to review the empanelled list periodically by way of addition of new vendors or deletion of the EV by giving one month prior communication to such vendors based on the Company requirements. The company also reserves the right to scrap the total list of EVs by giving one month prior intimation in the interest of the company.
4. Any EV can request for delisting its name from the Panel with one month notice. The company may accept such request and settle any amounts due to it subject to deduction of any amounts due to the company as per the terms of the contract / agreement with BHEL in respect of delayed supplies, rejected supplies etc.
5. After the completion of Empanelment process, the Company sends / hands over an Enquiry to all EVs with details of provisions required to be supplied during the **‘supply month’ starting from the 1st of next Month to the end of the Month**. The EVs have to quote item wise rates and values in the specified format only and submit the Price bid in a sealed envelope. **The rates quoted shall include all taxes and duties including freight, loading and unloading (for which manpower arrangements have to be made by itself & at its own cost) i.e. an all inclusive Single Delivered Rate to BHEL Canteens.** Such

rates quoted shall be valid during the 'Supply Month' as per enquiry and cannot be increased in between for whatever reasons. **It is to be noted that BHEL requires best quality and cleaned materials only. Similarly delivery of the provisions in time is the essence.**

6. **It is to be noted that all the items in the Enquiry need to be compulsorily quoted and non-submission of rate for any of the listed items renders such price bid liable to be rejected in total at the discretion of the Company.** If any EV does not submit valid offers continuously for three times, such EV gets automatically delisted from the panel and S.D. of such EV would be forfeited.
7. All the EVs have to submit their monthly supply quotations in a sealed envelope properly addressed as mentioned in the enquiry and drop the same in the tender box kept for the purpose in the **Staff canteen office** or through registered post on or before the date specified in the Enquiry/or as extended. Interested EVs may also be present on the date of Tender opening as specified in the Enquiry. (For specified items two sets of samples have to be supplied along with the monthly price quotes).
8. **Since Canteens form a sensitive area of operation of the company involving industrial relations, quality and timely supplies are the essence and in view of the peculiar situation whereby quality cannot be tested before unloading of various items, it is to be noted that the company has the right to reject any of the supplies received and unloaded inside the premises and which do not meet the quality requirements / or not matching with the samples provided along with quotation.** Further, the Company has the right to make risk purchase after due intimation to the vendor, for the supplies not received in time or rejected as above and recover the additional cost from any bills or S.D payable to the EV. Further the responsibility to collect back the rejected supplies within TEN days of intimation, at its own cost, lies with the EV.
9. **Evaluation of L1 Vendor for ordering will be made based on the total quoted basket value in respect of all the enquired provisions** and the EVs with the lowest total quoted basket value will be treated as L1 Vendor for that particular supply Month for placement of Order.
10. The items / quantities mentioned in the Enquiry are indicative only and actual supply quantities depend on the company's requirements to be supplied at the accepted rates for the month. Further, the supply and delivery of provisions etc shall be normally **twice in a month or more in exigencies and at two points – Works Canteen and Staff Canteen of the Company**
11. The Company reserves the right to negotiate with the L1 Vendor before ordering. Company also has the discretion to split the quantities among the L1 vendors in appropriate manner in case of tie.
12. The L1 vendor shall supply on the dates specified in the Enquiry and present Bills to the company on monthly basis. Further it is the responsibility of the EV to take endorsement of CISF personnel on the Delivery Challans of supplies made and submit along with the Bills for payment.
13. The payment of the Bills will be made as per the applicable rules and procedures of the company and normally within 45 days of the date of submission of the Bills to the Company along with required documents. Should any EV seek any deviation in the payment terms, its price offers shall be loaded accordingly @18% p.a. to arrive at the landed cost to BHEL.
14. BHEL has the absolute discretion and right to accept or not to accept any or all Eols received for empanelment including the right to scrap the total process of empanelment before it is finalized in the interest of the company. It has also discretion and right to accept or not to accept any or all monthly price bids received without assigning any reasons and re-tender in the interest of the Company.
15. The PV before empanelment (not at the time of submission of Eol) shall pay an amount of Rs. 5 lakhs (Rupees Five lakhs only) towards security deposit by way of Cash / BG / DD in favour of BHEL, drawn on a Nationalised Bank or Fixed Deposit Receipts in Nationalised Banks hypothecated to BHEL. However, for Vendors whose Turnover exceeds Rs. 100 crores for three preceding financial years or Vendors who are empanelled to supply provisions to any sister unit of BHEL, Security Deposit may be exempted. However, the quoted prices will be loaded with a loading factor of 1% in case waiver of Security Deposit is sought under this clause.

(On Vendor's Letter Head)

To

Date : _____

Senior Manager (HR) Canteen,
Admn Bldg., Staff Canteen,
BHEL, RC Puram,
Hyderabad – 502 032 (AP)

Dear Sir,

Sub: Request for Empanelment

This refers to your advt. calling for EoI for making supplies to your canteen.

All the terms and conditions mentioned in your 'Notice Inviting EoI' are acceptable.

Kindly empanel our firm for supplying Provisions.

All relevant annexures and documents duly signed, are enclosed for consideration.

Yours truly,

Signature and seal of authorised person

STATEMENT OF REQUIREMENT OF PROVISIONS FOR SUPPLY TO BHEL CANTEENS

Sl. No.	Items	Brand / variety	Packing/ size/ Delivery Unit (kgs)	Monthly qty. (average & indicative in kgs.)	Unit/ measure for rate quotation
1	Rice (At least 6 month old)	Sona Masuri	50 kg bag	36,000	Kg
2	Wheat flour/Atta	Any Std. brand	50 kg bag	3,200	Kg
3	Ground Nut Refined Oil/ Sunflower Oil	Srikrishna Gold/ Any Std. brand	15 kg Tin	600 Tins	15 Kg. Tin
4	Sugar	S-30/Premium Quality (PQ)	50 kg bag	5,200	Kg
5	B K Dal (Urad dal)	PQ	50 kg bag	3,700	Kg
6	B G Dal (Chana dal)	PQ	50 kg bag	1,300	Kg
7	B G Fried Dal (Putana Dall)	PQ	60 kg bag	2,800	Kg
8	Toor Dal	PQ	50 kg bag	3,600	Kg
9	B G. Flour	PQ	35 kg bag	1,500	Kg
10	Pickles	Priya	20 kg Tin	65 Tins	20 kg. Tin
11	Iddly Ravva	Jyothi/PQ	50 kg bag	1,750	Kg
12	Sooji	Minar/PQ	50 kg bag	1,450	Kg
13	Tamarind (seedless)	PQ	30 kg bag	600	Kg
14	Jeera	PQ	40 kg bag	180	Kg
15	Khus khus	PQ	40 kg bag	80	Kg
16	Maida	Minar/PQ	50 kg bag	625	Kg
17	Dry Chillies	PQ	30 kg bag	400	Kg
18	Rock Salt	PQ	50 kg bag	1,200	Kg
19	Table Salt (Iodized)	Tata/PQ	1kg pack	1500	Kg
20	G.G. Dall (Moong Dall)	PQ	50 kg bag	250	Kg
21	Coriander seeds /Dhania	PQ	40 kg bag	150	Kg/Pack
22	Haldi Powder	Swastik/Any Std. brand	100 gms. Pack	130	100 gms. Pack
23	Mustard	PQ	25 kg bag	100	Kg
24	Mustard Powder (Rai Powder)	Swastik/Any Std. brand	500 gms. Pack	20	500 gms. Pack
25	Fenugreek seeds/Menthi	PQ	25 kg bag	70	Kg
26	Shah Jeera	PQ	500 gms. Pack	1. 5	500 gms. Pack
27	Cinnamon/Dalchini	PQ	500 gms. Pack	1. 5	500 gms. Pack
28	Cardamom/Elachi (Green)	PQ	500 gms. Pack	1. 5	500 gms. Pack
29	Cloves/Lavang	PQ	500 gms. Pack	1. 5	500 gms. Pack
30	Jaggery	PQ	200 gms. Pcs	300	Kg
31	Pepper	PQ	20 kg bag	75	Kg
32	L.G. Asafoetida/Hing (Pcs)	L.G.	50 gms. Pack	80	50 gms. Pack
33	Chilli Powder	Swastik/Any Std. brand	500 gms. Pack	260	500 gms. Pack
34	Eating Soda	PQ	200 gms. Pack	10	200 gms. Pack
35	Dry Coconuts (Copra)	PQ	50 kg bag	200	Kg
36	Dry Green Peas/Batana	PQ	25 kg bag	150	Kg
37	Kabuli Chena	PQ	20 kg bag	115	Kg
38	Groundnuts/Palli	PQ	50 kg bag	400	Kg
39	White thill	PQ	20 kg bag	130	Kg
40	Dhania Powder	Swastik/Any Std. brand	500 gms. Pack	175	500 gms. Pack

41	Milk Powder	Everyday	950 gms. Pack	35	950 gms. Pack
Sl. No.	Items	Brand / variety	Packing/ size/ Delivery Unit (kgs)	Monthly qty. (average & indicative in kgs.)	Unit/ measure for rate quotation
42	Agarbathi	Cycle/Ambica	Doz. Pack	8 Doz.	Doz pack
43	Meal Maker	Ruchi	20 kg bag	60	Kg
44	Kasturi Methi	PQ	1 kg Pack	2	Kg
45	Biryani leaves		1 KG pack	2	Kg
46	Coconut Powder	PQ	1 kg Pack	40	Kg/Pack
47	Utappa Rice	PQ	50 kg bag	1250	Kg
48	Chole Masala	Everyday	100 gms. Pack	2.0	100 gms. Pack
49	Sambar Powder	777/Any Std. brand	100 gms. Pack	120	100 gms. Pack
50	Rasam Powder	777/Any Std. brand	100 gms pack	120	100 gms pack
51	Tea leaves (Red Label)	Brooke Bond	950 gms. Pack	552 pkts	950 gms. Pack
52	Tea leaves (Red Label)	Brooke Bond	490 gms. Pack	96 pkts	490 gms. Pack
53	Tea leaves (Taj Mahal)	Brooke Bond	490 gms. Pack	48 pkts	490 gms. Pack
54	Taj Mahal Tea bags	Brooke Bond	100 bags pack	20 pkts	200 gms. Pack
55	3 Roses Tea	Brooke Bond	500 gms pack	24 pkts	500 grms pack
56	Coffee Powder Instant	Bru	200 gms pack	40 pkts	200 gms pack
57	Filter coffee	Brooke Bond DGL	500 gms pack	480 pkts	500 gms pack
58	Frooti / Appy 200 ml packs	Parle Agro	30 packs per carton	200 cartons	Carton or crate
59	Phenyle	Peter Prince phenyle	5 ltrs pack	16 Cans	Cans
60	Soap	Lifeboy	120 gms pack	108	Nos.
61	Washing Powder	SURF	1 or 2 KG pack	50	KG

* PQ: Premium Quality

We are prepared to supply all items listed above.

Date :

Signature of the Authorised Person with Name & Stamp

Annexure – III

STATEMENT OF DETAILS FOR EMPANELMENT AS PROSPECTIVE SUPPLIER FOR SUPPLY OF PROVISIONS LIKE RICE, DALS, OILS ETC FOR BHEL CANTEENS

Sl.No.	ITEM	DETAILS
1	NAME OF THE SUPPLIER	
2	a) Registration status of the Unit i.e. Sole Trader / Partnership Firm / Limited Company / Co-operative society etc	
3	a) Address of Regd./Corporate office with phone / e-mail and approx. distance from BHEL Canteen	
	b) Address of Local office, if any, with phone / e-mail, name of the contact person and approx. distance from BHEL Canteen	
	c) Location and address of godown etc from which proposed supplies will be made and approx. distance from BHEL Canteen	
4	Names of the Managing Partner/ Managing Director/ CEO of the Prospective Vendor with phone / e-mail.	
5	Annual Sales Turnover in Rs. Lakhs for each Financial Year (only latest three years will be considered) enclose copy of audit reports	
	2009 – 10	
	2008 – 09	
	2007 – 08	
6	Other Information if any	

Date :

Signature of the Authorised Person with Name & Stamp

Annexure – IV

LIST OF MAJOR CUSTOMERS WITH VALUE OF SUPPLIES MADE FOR PROVISION ETC
(Additional Sheets can be enclosed as per requirement)

Sl.No.	NAME WITH ADDRESS	2007-08 Rs. in lakhs	2008-09 Rs. in lakhs	2009-10 Rs. in lakhs
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

Note : Enclose copies of POs compulsorily for each of the above entries

Date :

Signature of the Authorised Person with Stamp

CERTIFICATE

This is to certify that with reference to the Audited Accounts for Financial Years referred of M/s

With address

The details of sales turnover in respect of Provisions, Dals, etc forming part of the Total Sales Turnover as per Audited A/cs is as under

Financial Year	Total Sales Turnover as per Audited accounts Rs. in lakhs	Sales Turnover of Provisions, dals etc (Mentioned in Annexure – II) out of Total sales Turnover Rs. in lakhs	Remarks, if any
2009 – 10			
2008 – 09			
2007 – 08			

Date :

**Signature of Auditor
With ICAI Membership No.
and Stamp**

CERTIFICATE

This is to certify that with reference to the filing of monthly Sales Tax returns of

M/s

With address

The details of Sales tax/VAT returns forming part of the Total Sales Turnover as per Audited A/cs have been filed with the concerned Commercial Taxes Authority.

Financial Year	Total Sales Turnover as per Audited accounts Rs. in lakhs	Returns filed with concerned authority?	Remarks, if any
2009 – 10		Yes/No	
2008 – 09		Yes/No	
2007 – 08		Yes/No	

Date :

**Signature of Auditor
With ICAI Membership No.
and Stamp**

(Certified Month wise figures also need to be provided by the Auditor in lieu of copies of monthly Sales Tax/VAT returns in the format VII)

**SUMMARY OF SALES TAX RETURNS FILED WITH THE COMMERCIAL TAXES
AUTHORITY(in lieu of Monthly Sales Tax returns):**

[illegible]

Date :

**Signature of Auditor
With ICAI Membership No.
and Stamp**

Annexure – VIII**CHECKLIST FOR DOCUMENTS TO BE ENCLOSED****NAME OF THE SUPPLIER :**

01	Registration Status (copies of partnership deed / Certificate by Registrar of Companies / Co-op Societies etc)	Yes / No
02	Financial Statement i.e. Annual Report / Audited Profit & Loss A/C and Balance Sheet for the latest 3 Fin. years enclosed. (only latest 3 years will be considered)	
	2009 – 10	Yes / No
	2008 – 09	Yes / No
	2007 – 08	Yes / No
03	Income Tax Returns for the corresponding years	
	2009 – 10	Yes / No
	2008 – 09	Yes / No
	2007 – 08	Yes / No
04	Sales Tax Returns for the corresponding years/Auditor's Certificate (Annexure VI & VII)	
	2009 – 10	Yes / No
	2008 – 09	Yes / No
	2007 – 08	Yes / No
05	VAT Reg. Certificate	Yes / No
06	Customers List for Past supply performance vide Annexure – IV along with PO copies	Yes / No
07	Copy of Notice Inviting EoI duly signed on each page denoting acceptance of all the terms and conditions	Yes / No
08	DD for Rs 1000 towards document charges	Yes / No

Date :

Signature with stamp

Annexure – IX

Evaluation sheet for empanelment as prospective Vendor			
For supply of Provisions like Rice, Dals, Oils etc for BHEL Canteens			
Name of Prospective Vendor :			
SI no	CRITERIA	Max. Points	Actual scored
1	Weightage for Organisation form (Status) a) PSU / Govt. Sector / Co-op. Sector = 15 b) Reputed Limited Companies in Pvt. Sector = 12 c) Others = 10	15	
2	Existing Vendor of BHEL sister units	15	
3	<p>Sales Turnover / Rs. in crores</p> <p>a) Weightage for Total Annual Sales Turnover for each of latest three Financial years</p> <p>2007 – 08 2008 – 09 2009 – 10</p> <p>09 to 25 crores, Weightage = 3 26 to 50 crores, Weightage = 4 More than 50 crores, Weightage = 5</p> <p>[In case total sales turnover consists only of Provisions, Max Score points shall be 45 with individual; weights of 9,12,15 corresponding to each of the above Turnover respectively for each F.Y. and weightage for b) below will be zero]</p> <p>b) Weightage for Annual Sales Turnover of Provisions etc out of a) above for each latest Financial years</p> <p>2007 – 08 2008 – 09 2009 – 10</p> <p>(If this cannot be calculated directly from audited Annual Reports, then Auditor's Certificate giving the details to be enclosed vide Annx. IV)</p> <p>50% or more of T.O out of a) above, Weightage = 10 40-50% as above, Weightage = 8 upto 40% as above (Subject to minimum of Rs three crores sales turnover in provisions) weightage = 6 (Eol with less than Rs. 3.00 crores sales turnover in provisions taken as average for the above THREE years will not be eligible for empanelment)</p>	<p>15</p> <p>30</p>	

Sl no	CRITERIA	Max. Points	Actual scored
4	<p>Past supply performance to Customers during each Financial Year (as per Annexure III)</p> <p>Year 2007 – 08 Year 2008 – 09 Year 2009 – 10</p> <p>Five or more customers in PSU/ Govt./ Co-op. Sector; Weightage = 7 Five or more customers in other than PSU/Govt./Co-op. Sector; Weightage = 6 3 to 4; Weightage = 5 2 to 3; Weightage = 4 Less than 2; Weightage = Zero</p>	21	
5	<p>Supply Chain Logistics :</p> <p>Owns Physical supply point available within 60km range as per NIT and has enclosed proof</p>	4	
	TOTAL :	100	

PROCEDURE FOR APPLYING AND EMPANELMENT

Phase – I

1. Read all the details mentioned in the 'Notice Inviting Eol'.
2. Take a print of the letter shown at Annexure – I on your company's letter head and submit with all relevant enclosures. All supporting documents need to be self attested by the EV.
3. Enclose a DD for Rs 1000/- (Rupees One Thousand only) drawn on any nationalised bank on BHEL payable at Hyderabad, towards non-refundable documentation charges. Documents received without the DD will be rejected summarily.
4. Put all documents in a sealed envelope and address it to **Senior Manager/Purchase Co-ordination, Vendor Complex Building, BHEL Ramachandrapuram, Hyderabad – 502 032, (AP)**. On top of the envelope indicate that the application is being submitted for **Supply of Provisions to BHEL Canteen and the EOI Number mentioned in the advertisement**. The envelope is to be sent preferably by Registered Post or Speed post within the specified date and time. Envelopes may also be sent through a representative of the company for dropping in the box kept in the Vendor Complex behind Administration Building.
5. In case the vendor wants to apply for empanelment for supply of both Provisions AND Vegetables, then he should submit TWO separate envelopes complete in all respects and with separate DDs.
6. Opening of envelopes will be done at 1430 hrs on the last date announced for receipt of Eols. Interested vendors may witness the opening of Eols at the Vendor Complex. Amendments if any will be published on the BHEL website only. Vendors are requested to refer the BHEL website from time to time (till the last date announced).

Phase – II

7. After scrutiny, shortlisted vendors will be required to submit the Security deposit for Rs. 5.00 lakhs in any form mentioned in the terms.
8. They will also be required to submit EFT form duly signed by their banker.

Phase – III

9. Empanelled vendors will be required to submit their price quotations against enquiries on monthly basis