

BHARAT HEAVY ELECTRICALS LIMITED
HUMAN RESOURCES DEPARTMENT: CANTEENS

‘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 (EOI) 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 EOI, no price offers need to be enclosed. Vendors already empanelled for supply of Provisions need not apply against this advertisement The vendors getting empanelled against this advertisement will be in addition to the existing empanelled vendors for the period from 01.10.2012 to 30.09.2015 (THREE YEARS).

The approximate value of requirement is Rs. 765 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. 13.5 crores of which not less than Four crores and fifty lakhs (Rs.4.5 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 EOI 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 EOIs 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 EOIs after evaluation are more, all the eligible EOIs 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 **30th September 2015**. 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. This will be applicable for EV having a Turnover of over Rs. 100 crores in each of the three preceding financial years or Vendors who are empanelled to supply provisions to any sister unit of BHEL.
14. BHEL has the absolute discretion and right to accept or not to accept any or all EOIs 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 EoI) 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 in each of the 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 : _____

D G M (HR- Canteens),
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 authorized person

STATEMENT OF REQUIREMENT OF PROVISIONS FOR SUPPLY TO BHEL CANTEENS

Sl. No.	Items	Brand / Variety	Packing/ size/ Delivery Unit (kgs)	Unit/ measure for rate quotation	Monthly qty. (average & indicative in kgs.)
1	Agarbathi	Cycle	22 gms	Packets	120
2	Atta	Any Standard Brand	Kg	50 Kg Bag	3200
3	B.G.Dal(Chena Dal)	PQ	Kg	50 Kg Bag	1450
4	B.G. Flour	Gokul Brand	Kg	35 Kg Bag	880
5	B.G. Fried (Putana)	PQ	Kg	35 Kg Bag	3000
6	B.K.Dal (Urid Dal)	PQ	Kg	50 Kg Bag	4250
7	Biryani Leaves	PQ	Kg	Kg	2
8	Chilli Powder	Swastik Brand	500 gms	5 Kg Pkts	280
9	Chole Masala	PQ	100 gms	100 gms Pkts	32
10	Coconut Powder	PQ	Kg	Kg	55
11	Coffee Powder	Green Label (Bru Roast & Ground)	500 gms	Packets	520
12	Coffee Powder	Bru Coffee - (Instant)	200 gms	Packets	76
13	Cool Drinks	Frooti/Appy	200 ml	Packets	3600
14	Corriander (Daniya)	PQ	Kg	Kg	230
15	Dalchini	PQ	Kg	Kg	1.50
16	Dalda	PQ	897 gms	Kg	6
17	Detergent	Mr White	Kg	Kg	185
18	Dhania Powder	Swastik Brand	500 gms	5 Kg Pkts	165
19	Dry Chillies	PQ	Kg	Kg	475
20	Dry Coconuts	PQ	Kg	10 Kg Bag	170
21	Eating Soda	PQ	Kg	Kg	4
22	Elaichi (Green)	PQ	Kg	Kg	2
23	Green Batana	PQ	Kg	Kg	100
24	Green Gram Dal	PQ	Kg	50 Kg Bag	500
25	Ground Nut refined Oil ,(empty oil tins on returnable basis)	Sree Krishna Gold Brand - Double Refined	Tins	15 Kg Tin	600
26	Hing Packets	L.G.	50 gms	40 Pkts Bag	140
27	Iddly Ravva	PQ	Kg	50 Kg Bag	2500
28	Jaggery	PQ	200 gms	Kg	450
29	Jeera	PQ	Kg	Kg	185
30	Kabuli Chena	PQ	Kg	Kg	170
31	Kasturi Methi	PQ	Kg	Kg	5
32	Kus Kus	PQ	Kg	Kg	85
33	Lavang	PQ	Kg	Kg	1.5
34	Maida	Minar	Kg	50 Kg Bag	500
35	Meal Maker	Ruchi (Small)	Kg	20 Kg Bag	25
36	Menthi	PQ	Kg	Kg	110

: 2 :

Sl. No.	Items	Brand / variety	Packing/ size/ Delivery Unit (kgs)	Unit/ measure for rate quotation	Monthly qty. (average & indicative in kgs.)
37	Milk Powder	Nestle Everyday	475 gms	32 Pkts Carton	52
38	Mustard (Rai)	PQ	Kg	Kg	125
39	Pally	PQ	Kg	Kg	400
40	Pepper	PQ	Kg	Kg	80
41	Phenyle	Peter's Prince Phenyle	5 Liters	Cans	25
42	Pickle (All Varieties- Jars Returnable Basis)	Priya Pickle (in 20 Kg Jar (Premium Quality)	Tins	20 Kg Tin	100
43	Rai Powder	Swastik	500 gms	5 Kg Pkts	25
44	Rasam Powder	777	100 gms	100 gms Pkts	235
45	Raw Salt	PQ	Kg	25 Kgs Bag	1250
46	Sambar Powder	777	100 gms	100 gms Pkts	200
47	Shajeera	PQ	Kg	Kg	1.5
48	Soap	Lifebuoy	120 gms	Nos	80
49	Sona Massuri Rice	Sona Massuri Rice (Atleast 6 months old)	Kg	50 Kg Bag	36500
50	Sooji	Minar	Kg	50 Kg Bag	600
51	Sugar	S-30/PQ	Kg	50 Kg Bag	5200
52	Table Salt	Annapurna/PQ	Kg	25 Kgs Bag	1200
53	Tamarind	PQ	Kg	Kg	600
54	Tea Powder	Brooke Bond Red Label Tea	Kg	Kg/Pkts	500
55	Tea Powder	Brooke Bond Red Label Tea	500 gms	500 gms Pkts	180
56	Tea	Brooke Bond Taj Mahal Tea (In 490 gram pkt)	490 gms	490 gms pkts	70
57	Tea	Brooke Bond Taj Mahal Tea Bags (100 Tea bags in each pkt)	(100 Tea bags in each pkt)	pkts	20
58	Tea Powder	Brooke Bond 3 Roses tea	500 gms	500 gms pkts	100
59	Thill	PQ	Kg	Kg	110
60	Toor Dal	PQ	Kg	50 Kg Bag	4050
61	Turmeric (Haldi)	Swastik	100 gms	5 Kg Pkts	95
62	Utappa Rice	PQ	Kg	50 Kg Bag	1650
63	Wheat Ravva	PQ	Kg	25 Kg Bag	1400
64	Hand Wash Liquid Soap	(In 5 liters Tin)-Johnson diversity brand	Cans	5 ltrs cans	05
65	Washing Soda	(in 50 kg Bag) TATA Brand	Kg	50 kg bags	04
66	Cling Film	PVC Cling Film(length :100m,Width:300MM,Thickness :11Microne)	Rolls	Rolls	30
67	Hard Broom Sticks	PQ	Nos.	Nos	150

* PQ means : Premium Quality

We are prepared to supply all items listed above.

Date :

Signature of the Authorized 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	
	2011 – 12	
	2010 – 11	
	2009 – 10	
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	2009-10 Rs. in lakhs	2010-11 Rs. in lakhs	2011-12 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
2011 – 12			
2010 – 11			
2009 – 10			

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
2011 – 12		Yes/No	
2010 – 11		Yes/No	
2009 – 10		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)

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)	
	2011 – 12	Yes / No
	2010 – 11	Yes / No
	2009 – 10	Yes / No
03	Income Tax Returns for the corresponding years	
	2011 – 12	Yes / No
	2010 – 11	Yes / No
	2009 – 10	Yes / No
04	Sales Tax Returns for the corresponding years/Auditor's Certificate (Annexure VI & VII)	
	2011 – 12	Yes / No
	2010 – 11	Yes / No
	2009 – 10	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

Sl no	CRITERIA	Max. Points	Actual scored
4	Past supply performance to Customers during each Financial Year (as per Annexure III) Year 2009 – 10 Year 2010 – 11 Year 2011 – 12 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	21	
5	Supply Chain Logistics : Owns Physical supply point available within 60km range as per NIT and has enclosed proof	4	
	TOTAL :	100	

PROCEDURE FOR APPLYING AND EMPANELMENT

Phase – I

1. Read all the details mentioned in the 'Notice Inviting EOI.
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 NIT 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 EOIs. Interested vendors may witness the opening of EOIs 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