



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

Corporate Office: BHEL House,
Siri Fort, New Delhi-110049
Tele No. 011- 66337436

Request for Empanelment / Enlistment (RfE) of Contractors
for Interior & Furnishing Work in Delhi-NCR

Sir/Madam,

BHEL having its Corporate & Registered Office at BHEL House, Siri Fort, New Delhi-110049 invites applications from experienced, reputed and competent agencies / contractors involved in the field of interior & furnishing work to apply for empanelment to carry out activities for refurbishing / renovation / repairs of flats / premises of BHEL in Delhi-NCR. The application shall be downloaded from the live tender section of BHEL's website <http://www.bhel.com>. The panel of enlisted contractors will be used in future, for issuing Tender Enquiries as and when required.

CRITICAL INFORMATION

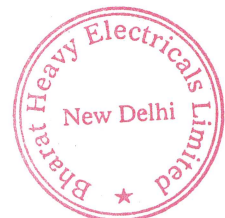
1	RfE No.	AA: GAX:24: IF:101
2	Date of Issue of RfE:	18-10-2024
3	Title:	Empanelment / Enlistment (RfE) of Contractors for Interior & Furnishing Work in Delhi-NCR.
4	Last date/ time for receipt of applications:	02-11-2024 by 02:30 PM
5	Place of Submission of Application:	Tender Box, placed at the reception of Corporate Office, BHEL House, Siri Fort, New Delhi-110049
6	Duration of Empanelment:	One -Year

All corrigenda, addenda, amendments, time extension, clarifications, etc. to the RfE will be hosted on website <http://www.bhel.com> only. Recipients should regularly visit website till the due date of submission to keep themselves updated. Any clarification(s) regarding Notice Requesting Empanelment, if required, should be before the due date & time.

Thanking you,

For & on behalf of
Bharat Heavy Electricals Ltd.

(Habibul Rehman)
DGM (HR-GAX & ISMG)
e-mail: habib@bhel.in
Mobile No. 9560144884



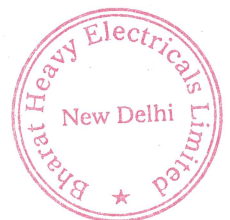
GENERAL INSTRUCTION AND TERMS & CONDITIONS FOR APPLICANTS

A. PROCEDURE FOR SUBMISSION OF FORMS

1. Applicants must submit their applications / forms as per instructions in the RfE.
2. Applications submitted by post shall be sent by 'REGISTERED POST / COURIER' and shall be posted with due allowance for any postal/courier delays. BHEL takes no responsibility for delay, loss or non-receipt of applications sent by post/courier. The application received after the specified time of their submission are treated as 'Late Applications' and shall not be considered under any circumstances.
3. The application shall be submitted offline ('REGISTERED POST / COURIER') along with self-attested copies of all the required documents.
4. There shall be one-time submission of documents at the time of application. Decision shall be taken on the basis of documents submitted at the time of application. No subsequent additional records shall be allowed during scrutiny for applicants seeking Enlistment / Empanelment.
5. No changes / additional documents are allowed once the application is submitted.
6. Applicants are required to ensure that self-attested (at each page) documents as per Annexure-II are submitted before finally submitting the application to avoid the rejection.
7. Application form for empanelment shall be submitted in sealed envelope super scribing
'Application for Empanelment / Enlistment (RfE) as Contractor for Interior & Furnishing Work in Class.....'

B. REJECTION OF APPLICATION FOR ENLISTMENT

1. Applications received without Annexure-III not signed by the owner or filled up with incomplete information, Annexure V2 and V3 is not in prescribed format shall be rejected.
2. The applicants will be provided one opportunity to clarify and attend to the shortcomings which shall be intimated by e-mail only. In the event of no response or incomplete documents within stipulated timeline, application shall be liable for rejection without further opportunity.
3. Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to BHEL-Corporate Office, Siri Fort, New Delhi-110049.
4. The applications shall not include any conditions whatsoever. Only unconditional forms will be accepted. Any conditional form will be liable for rejection.
5. BHEL reserves the right to accept or reject any of the application / all applications without assigning any reason whatsoever and in such case, applicant shall have no claim arising out of such action by BHEL. The acceptance of application will rest with BHEL.

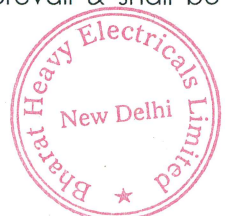


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6. BHEL shall not be bound to empanel any or all applicants and reserves the right to reject any applicant(s) or revoke the empanelment without assigning any reason thereof. Empanelment should not be construed by the applicants as an assurance of contract award or accreditation by BHEL.
7. BHEL also reserves the right to cancel the empanelment/enlistment process at any stage due to any administrative / internal reasons; whatsoever and in such case applicant(s)/successful applicant shall have no claim arising out of such action by BHEL.
8. Applications which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the RfE conditions etc., are liable to be rejected.
9. If the applicant deliberately gives wrong information in his application, BHEL reserves the right to reject such application at any stage or to cancel the contract if awarded and forfeit the Earnest Money/Security Deposit/any other money due.

C. DESPATCH INSTRUCTION

1. **All pages of the RfE document and application shall be duly signed, stamped and submitted along with the offer in token of complete acceptance thereof.** The information furnished shall be complete by itself. The applicant is required to furnish all the details and other documents as per the tender terms & conditions.
2. Documents not signed & stamped by the authorized signatory of the applicant shall not be accepted and considered for evaluation of application.
3. The above requirement is equally applicable even if the documents are received in soft form. In such cases, Documents / Clarifications received electronically should be from the registered e-mail ID of the applicant.
4. Applicant(s) has to provide at least one valid email ID for fast communications. Two email IDs are desirable. All communications shall be sent to these email IDs and hard copies will not be sent. Such communication(s) shall be deemed as delivered and final. Applicant(s) has to regularly view their email. Non-viewing of e-mail or non-functioning of Internet & PC will not be entertained as a reason for no-response to any official communication. Two Mobile phones numbers should also be provided for communication / reminder(s). Such phones should be promptly attended. If due to any reason, applicant / authorized representative is unable to attend a call, he/she should revert to BHEL officials as soon as possible on the same day or, at the maximum, on the next working day. Any change in e-mail ID should be properly communicated in person, e-mail & hard copy.
5. Applicants are advised to study complete documents carefully. Submission of application by any applicant shall be deemed to have been done after careful study, examination of the document and with the full understanding of the implications thereof. If the applicants have any doubt about the meaning of any portion of the RfE document or find discrepancies or omissions in the RfE document issued or require clarification on any of the aspects, he/she shall at once, contact the authority inviting the RfE for the same, well in time (so as not to affect last date of submission) before the submission of the application or else, BHEL's interpretation shall prevail & shall be



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binding on the applicant. The terms and conditions shall be deemed to have been accepted by the applicant in his application. Non-compliance with any of the requirements and instructions of the RfE may result in the rejection of the application.

6. All entries in the application should be in one ink.
7. Application should be free from correction, overwriting, using corrective fluid etc. Any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature(s) of person(s) signing the application else application shall be liable for rejection.
8. No clause of the RfE document should be altered /amended /edited etc. by the applicant under any circumstances.

D. OTHER TERMS & CONDITIONS

1. **ENLISTMENT CATEGORIES, CLASSES AND TENDERING LIMIT:** Various classes of enlistment in this category are A, B & C. Those contractors who have works experience as defined for "Interior & Furnishing Work" and satisfy the prescribed criterion corresponding to the class can be enlisted in the said class under this category. Enlisted contractors can bid up to the tendering limit.

2. **TENDERING LIMIT:**

The enlisted contractors shall be eligible to bid for specified category works where the estimated cost put to tender is not more than their tendering limit, without pre-qualification or eligibility bid, but subject to bidding capacity, unless otherwise specified in the bid document. The tendering limits of all categories and classes of contractors are given below:

S. No.	Class	Category: <i>Interior & Furnishing Work</i>
1	A	Rs.4.0 Cr.
2	B	Rs.1.3 Cr.
3	C	Rs.0.40 Cr.

3. **ELIGIBILITY CRITERIA FOR ENLISTMENT**

- 3.1. The status of an applicant for enlistment as a contractor may be one of the following:

- (a) Sole proprietorship
- (b) Partnership firm*
- (c) Limited liability partnership*
- (d) Private limited company*
- (e) Public limited company*

*To be registered with the competent authority.

- 3.1.1. No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant or demoted to a lower class of enlistment or debarred from the enlistment or having business banned by any government department or public sector undertaking or local body or autonomous body in the past or convicted by a court of law, shall be entitled for enlistment. However, enlistment may be considered where disciplinary action was taken against the contractor for a specified period and such period is already over.



- 3.1.2. Sole proprietor, all partners of partnership firm / limited liability partnership and all directors of private limited company / public limited company / limited company must have their individual valid Aadhar card and PAN card.

3.2. **WORK EXPERIENCE**

- 3.2.1. The criterion for work experience shall be of completed works, as given in **S. No.3.2.4**, of the prescribed nature and magnitude executed on independent contract basis during the last 5 year. The works should have been executed in the same name and style in which the enlistment is sought by the applicant.
- 3.2.2. Experience gained by executing work on back-to-back contract basis is not acceptable. Experience of petty contractor, labour rate contractor work shall not be accepted. Experience of an associate contractor, subcontractor or those executing work on subletting is not allowed.
- 3.2.3. **Annexure-III:** The applicant shall furnish the details of completed works in **Annexure III**. He shall also furnish award letters of all the works. Copy of final bill of the work mentioned in **Annexure-III** is required for private works. However final bill is not compulsory for Central/State Government Department or Public Sector Undertaking works. **Annexure-III** is not valid if owner signature with seal and designation is missing. Copy of original **Annexure-III** is to be submitted. Works mentioned in **Annexure-III** at the time of application for enlistment cannot be changed. Only maximum three works can be submitted by the applicant.
- 3.2.4. The magnitude of work experience required for Interior & Furnishing Work category for various classes is given in following Table.

Number of Completed Similar work	Magnitude of each completed Similar Work (Rs. In lac)		
	CLASS		
	A	B	C
Three	160	72	16
OR			
Two	200	64	20
OR			
One	320	104	32

Definition of "similar works" – Construction / Renovation / Upgradation / Repair / Addition / Alteration of a residential or non-residential structure which must involve the enhancement or modification of the building's interior. This includes Drywall Installation & Finishing / Painting & Wall Treatments / Flooring / Trim & Molding / Cabinetry & Millwork/ Lighting Fixtures/ Plumbing Fixtures/ Windows & Doors/ Interior Design Elements etc.

3.3. **FINANCIAL SOUNDNESS**

- 3.3.1. The minimum requirements for financial soundness of the applicant shall be as follows.

Criterion	Min. Amount (Rs. In Lac)		
	A	B	C
Net worth	40	13	4
Average Annual Turnover	120	39	12



- 3.3.2. Following two documents are required:-(i) Net worth Certificate (ii) Average Annual Turnover Certificate on works during the last three financial years ending on 31st March'2024.
- 3.3.3. Average Annual Turnover Certificate shall be in the format prescribed in **Annexure V-2**. This certificate shall be duly signed and issued by the certified Chartered Accountants on their letterhead.
- 3.3.4. The Networth Certificate shall be in the format prescribed in **Annexure V-3**. These certificates shall be duly signed and issued by the certified Chartered Accountants on their letter heads.
- 3.3.5. All the contractors are required to possess valid GST registration on the date of application for enlistment.

- 3.4. **CRITERIA FOR EVALUATION OF APPLICATION:** The enlistment shall be done on the basis of evaluation of performance of the applicant. The criteria for evaluation are given in **Annexure-VII**. Enlistment of the Contractor will be done on the basis of the following criteria:

SNO	Parameter	Max. Marks	Min. Qualifying Marks	Score / Recommendation
A1 & A2	Organizational soundness	50	30	Not to be empaneled: If Overall Score is Less than 75%.
	Financial soundness			
B	Technical competence	50	30	
	Total	100	60	

- 3.5. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter as well as minimum 75% overall marks. Details of completion of work shall be submitted in **Annexure-III**.

3.6. ENLISTMENT PROCEDURE:

- 3.6.1. The applicant is advised to carefully read the RfE document.
- 3.6.2. The enlistment shall be done in the prescribed categories and classes by BHEL-Corporate Office. No change shall be allowed in the application.
- 3.7. While applying for enlistment, the applicant should mention the address of his registered office as well as head and branch office, if different from registered office. All documents should bear one of the above-mentioned addresses.
- 3.8. **VALIDITY OF ENLISTMENT:** The enlistment will be valid for a period of one-year from the date of issue of order or as mentioned in the enlistment order. The enlistment shall be open to review by the BHEL and liable to suspension, debarment or any other disciplinary action at any time, if considered necessary by BHEL, as per extant guidelines of BHEL.
- 3.9. An opportunity to clarify and attend shortcomings will be given to applicant through e-mail only. In the event of no response or incomplete documents within stipulated timeline, application shall be liable for rejection.



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- 3.10. **CONTRACTOR'S NEAR RELATIVES WORKING IN BHEL:** The enlisted contractor in BHEL-Corporate Office shall not be allowed to participate in the tender for work(s) in the BHEL-Corporate Office in which his near relative is posted as an Executive in any capacity. He shall also intimate the names of persons who are working or are subsequently employed by him and who are near relatives to any Executive working in BHEL-Corporate Office. A near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.
- 3.11. **REVIEW OF ENLISTMENT:** The contractors are expected to bid for works of appropriate magnitude during the enlistment period. Their application for re-validation / fresh enlistment shall be rejected if they fail to bid for any BHEL-Corporate Office works during the enlistment period.
- 3.12. **ENLISTED CONTRACTOR'S OBLIGATIONS:** The contractor shall fulfill all his obligations. Some of the obligations are summarized below:
- a) He is expected to bid for and secure works of appropriate magnitude during the enlistment period.
 - b) He shall not indulge in unethical practices and maintain good conduct.
 - c) He shall execute the works awarded to him with due diligence and strictly as per the conditions of the contract and specifications.
- 3.13. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. Incomplete application or application without proper proof for establishing their credentials will be rejected and no correspondence will be entertained in this regard. Decision of BHEL in this regard shall be final and binding.
- 3.14. **The empanelment shall be made for a specific class. However, contractor empanelled in higher class shall be eligible for the works in the lower class.**
- 3.15. If information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the BHEL at later date, the empanelment of such applicant will be cancelled immediately.
- 3.16. Empanelment does not confer any legal right to get work.
- 3.17. **RELATIONSHIP:** The empanelment does not intend to create, constitute or evidence any partnership, joint venture and trust or employer / employee relationship amongst the parties.
- 3.18. **The contractor shall abide by all the terms & conditions of RfE and the Contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications.**
- 3.19. **BHEL also reserves the right to issue tender enquiry to bidders other than those who are enlisted in the process.**
- 3.20. **SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS/ CONTRACTORS:** "The offers of the bidders who are under suspension as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com."



- 3.20.1. **Integrity** commitment, performance of the contract and punitive action thereof:
- 3.20.2. **COMMITMENT BY BHEL:** BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.
- 3.20.3. **COMMITMENT BY BIDDER/ SUPPLIER/ CONTRACTOR:**
- 3.20.3.1. The bidder/ supplier/ contractor commits to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.
- 3.20.3.2. The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.
- 3.20.3.3. The bidder/ supplier/ contractor will perform/ execute the contract as per the contract terms & conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.

If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage indulges in mal-practices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/ supplier/ contractor as per extant guidelines of the company available on <http://www.bhel.com> and/or under applicable legal provisions".

- 3.21. **BHEL Fraud Prevention Policy:** The Bidder(s) along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.
- 3.22. **SECRECY OF CONFIDENTIAL INFORMATION:** The bidder(s)/contractor agree & acknowledge that in the course of their discussions and interaction, BHEL may disclose information of confidential proprietary nature relating to its business, products, know-how, technology, customers, employees and financial to the bidder(s)/contractor. Such information shall be considered as confidential. The contractor agrees to keep it confidential & secret at all times and not directly or indirectly disclose to any party other than its employees and authorized personnel's strictly on a need know basis, without the prior written permission of BHEL.



SETTLEMENT OF DISPUTES

- 3.23. **CONCILIATION:** If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, execution, effect, interpretation or breach of the Contract, which the Parties are unable to settle mutually, arise inter-se the Parties, the same may be referred by either Party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority from the BHEL Panel of Conciliators.

The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration & Conciliation Act, 1996 or any statutory modification thereof and as provided in the BHEL Conciliation Scheme as applicable from time to time.

3.24. **ARBITRATION:**

- 3.24.1. Except as provided elsewhere in NIT, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by BHEL Corporate Office.

The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be **DELHI**.

The cost of arbitration shall be borne as per the award of the Arbitrator.

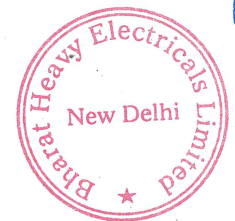
Subject to the arbitration in terms of Clause above, the Courts at **DELHI** shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract. Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

- 3.24.2. **In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable: -**

In the event of any dispute or difference relating to the interpretation and application and execution of the Contract, such dispute or difference shall be resolved amicably by mutual discussions. In case of disputes not resolved by mutual discussions, these shall be referred by either parties for resolution of CPSES Disputes (AMRCD) as mentioned for in Department of Public Enterprises (DPE) Office Memorandum Ref. No. F. No. 4 (1)/2013-DPE(GM)/FTS- 1835 dated 22.05.2018 dated 22.05.2018 as amended.



- 3.25. **APPLICABLE LAWS AND JURISDICTION OF COURTS:** Indian laws both substantive and procedural, for the time being in force, including modifications thereto, shall govern the Contract including Arbitration proceedings. Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract shall lie only in the court of competent civil jurisdiction in this behalf at **DELHI** and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.
- 3.26. **VERIFICATION OF AUTHENTICITY OF DOCUMENTS:** BHEL reserves the right to verify credentials of the applicants. BHEL also reserves the right to cross-check / verify the genuineness / authenticity of the documents submitted by the applicant from the issuing Authority. At any stage, BHEL may also ask for original documents and applicant/ contractor has to submit the same. If at any stage, the document(s) submitted by applicant/ contractor is/ are found incorrect/ false, the necessary action will be taken by BHEL against the applicant/ contractor as per extant guidelines/ policies/ terms & conditions of this RfE.
- 3.27. **PREVENTIVE CHECKS TO ELIMINATE SUSPECTED CARTEL FORMATION BETWEEN SUPPLIERS:** The applicant declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other applicant(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process. In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines.



APPLICATION / FORM FOR EMPANELMENT / ENLISTMENT

(Supporting documents annexed with the application form should be submitted as per Annexure-II)

Class

Category

1

- a. Name of the applicant
- b. Status of entity (Individual/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/ Company)
- c. Registration Number for Firm (LLPIN for LLP and CIN for Company)

2 Nationality.....

3 Address

(a) Registered Office.....

(b) Head Office (if different from Registered office)

4 Contact Details

- a. Telephone Number
- b. Fax Number
- c. Mobile Number
- d. Website URL (if any)
- e. Email Id.....

5 Other Details

- a. PAN (Individual/Firm/LLP/Company)
- b. GST registration number.....
- c. EPF registration number.....
- d. ESIC registration number.....
- e. GeM ID.....

6 Details of Individual(s)/Partner(s)/ Director(s)

Sl. No.	Name	Photograph (Size of photograph should be 2.5X 3.5cm)	Aadhar Card Last four digit only	PAN Number	Mobile Number	Signature (without stamp)

7 Is the individual/sole proprietor/ any partner/ director of company:

a.	Dismissed Government servant	:	Yes	No
b.	Removed from approved list of contractors of BHEL	:	Yes	No
c.	Demoted to a lower class of contractor by BHEL	:	Yes	No
d.	Having business banned/suspended by any Government in the past	:	Yes	No
e.	Convicted by court of law	:	Yes	No
f.	Retired engineer/official from BHEL / Engineering Department of Government of India within last one year	:	Yes	No
g.	Director or partner of any other company/firm enlisted with BHEL or any other organization	:	Yes	No
h.	Member of Parliament or any State Legislative Assembly	:	Yes	No

8

- a) Name of person holding power of attorney (if any):
- b) Nationality :
- c) Liabilities (if any) :

9

- a. Name of the Banker:
- b. Full address:
- c. Phone number :
- d. e-mail account :

10

- a) Whether already enlisted with BHEL or any other Govt. Department : Yes/No
- b) If yes, give details in table below:

S. No.	Class/ Category	Department Name	Enlistment Authority and address	Enlistment Number and date	Validity Date	Tendering Limit (in Rs. lakhs)

11

- a. Is any person working with the applicant a near relative of the official of BHEL?
- b. If yes, give details (Name, Designation, Staff No.)

- 12 Details of completed works secured during the last five years, eligible for work experience (to be filled in the proforma given in **Annexure-III**. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.

- 13 Financial Information:

Financial Year	Annual Turnover on Works in Rs. lakhs	Net Worth in Rs. lakhs	Profit before Tax in Rs. lakhs

14 Certificates (Strike out whichever is not applicable):

- (a) I/We (including all partners) certify that I/we have read the entire RfE document as amended up to date and shall abide by them.
- (b) I/We certify that I/we are not registered and will not get myself/ourselves registered as contractor(s) in BHEL-Corporate Office under more than one name in the same class.
- (c) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information /document(s) is/are found incorrect/ forged during enlistment process and or after enlistment, our application and or enlistment is liable to be cancelled.
- (d) I/We certify that,
 - (i) The constituents of the Firm/LLP/Company reflected above applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.
 - (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from BHEL except with the prior permission of BHEL.
- (e) I/We undertake that I/we will hire or otherwise arrange the tools and plants required for the works procured as a result of this enlistment if I/we do not have our own tools and plants. I/we further undertake that I/we will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this enlistment if I/we have not already employed the required Engineering Establishment.
- (f) I/We undertake that, if I/we do not possess in my/our name a valid electrical license as required, I/ we shall associate an agency having such a license for execution of work which requires such a license.
- (g) I/We have attached **Annexure-II** duly completed.
- (h) I/We undertake that the works have not been got executed through another contractor on back-to-back basis.
- (i) I undertake that I am neither empanelled nor working as arbitrator nor consultant in any Central/ State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.
- (j) We confirm that application complies with the total requirements / terms and conditions of the RfE document and subsequent addendum / corrigendum (if any) without any assumptions.
- (k) I / We have not been suspended / delisted / blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court.
- (l) We declare that the statement made and the information provided in our offer is true and correct in all respect. In case, it is found that the information/ documents provided by us are incorrect/ false, our application shall be rejected by BHEL without any reference to us.

Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

Place

Signature of applicant

Date

(Authorized Signatory)

LIST OF DOCUMENTS TO BE SUBMITTED FOR ENLISTMENT

Name of entity:

Category:

Class:

S. No.	Document Description	Submitted (Yes / No / NA)
1	Proof of constitution	
(a)	In case of sole proprietorship: an affidavit executed before the Magistrate not below the rank of Executive Magistrate/ First class Magistrate that the applicant is the sole proprietor of the firm.	
(b)	In case of partnership firm: Certification of Registration, Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm.	
(c)	In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP.	
(d)	In case of Private/Public Limited Company: Certificate of Incorporation, Article of Association, Memorandum of Association and prescribed documents indicating change in address or constitution of Board of Directors.	
2	Power of attorney, if any, or Board Resolution, if any.	
3	Self-attested copy of enlistment order, if any. [Whether approved by ASME / NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS/ ONGC/ PGCIL/BARC/ RITES/ IOCL/ PDIL/ CPWD/ Any other CPSU for similar works, for which enlistment is sought?]	
4	List of all near relatives working in BHEL.	
5	Details of completed works in <u>Annexure-III</u>	
6	Self-attested copies of award letters for completed works included in <u>Annexure-III</u>	
7	Self-attested copies of final bill for completed works included in <u>Annexure-III</u> . Not required for works executed for central / state Govt. departments or Undertakings.	
8	Net Worth Certificate (in Annexure V-3).	
9	Average Annual Turnover Certificate on works during the last three financial years ending 31st March'2024 in Annexure V-2.	
10	ITR, Balance Sheet, Profits & loss Account Statements of last 4 financial years, ending 31st March'2024.	

11	Self-attested copy of Form 16/16A & 26AS for private works.	
12	Self-attested copy of GST registration.	
13	Self-attested copy of PAN Card	
14	Self-attested copy of Aadhaar Card (of all partners/directors as applicable)	
15	Self-attested copy of EPF Certificate	
16	Self-attested copy of ESIC certificate	
17	Self-attested copy of GeM Registration (GeM ID)	
18	ISO 9001 Certificate	
19	e-Banking Mandate Form	

Note: - Copy of all the documents shall be submitted after self-attestation by the applicant.

DETAILS OF COMPLETED WORKS:**ELIGIBLE WORKS COMPLETED DURING THE LAST FIVE YEARS**

No.

Dated:

1	Name of work	
2	Location of work (mention city and state)	
3	Name of contractor (same as mentioned in Award letter)	
4	Agreement/work order number	
5	Agreement amount (Rs.)	
6	Gross value of completed work (Rs.)	
7	Amount of Gross value of last paid bill, (if final bill not paid).	
8	Stipulated date of start (DD-MM-YYYY)	
9	Date of completion:	
	(a) Stipulated date of completion (DD-MM-YYYY)	
	(b) Actual date of completion (DD-MM-YYYY)	
	(c) Justified extended date of completion, if any (DD-MM-YYYY)	
10.	Details of work:	
	Nature of work:	
	Involve the enhancement or modification of the building's interior: Owner department officers are requested to only mention either "Yes or No" against this option.	
11.	Details of extension of time for delayed completion.	
	(a) Whether extension of time for delayed completion has been decided or not? Owner department officers are requested to only mention either "Yes or No" against this option. (Option of writing "Not applicable" is only acceptable where work is completed before stipulated date of completion).	
	(b) If extension of time for delayed completion has been decided, then amount of compensation levied if any?	

	(c) Letter number and date for extension of time approved by the authority	
12.	Is there any Conciliation/Mediation/ Arbitration/Court Case(s) (from start of work till issue of this certificate), Owner department officers are requested to only mention either "Yes or No".	
13.	Status of owner department Owner department officers are requested to only mention (Govt./PSU/ State Govt./Private)	
14.	Details of owner department under which project/work executed:	
	(a) Name of Project Manager or Executive Engineer or Equivalent	
	(b) Address	
	(c) Phone	
	(d) e-mail	
15.	Quality of the Complete Work: (Excellent/Very Good/Satisfactory/Average/Poor)	

Signature with seal and designation
(Project Manager or Executive Engineer or
Equivalent Officer of owner department)

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

(Self-attestation by Applicant)

Signature with seal

Notes: -

- 1 Original Copy of Annexure-III to be submitted.
- 2 **This proforma shall be filled up separately for all three (maximum) eligible works proposed to be submitted as for work experience for enlistment.**
- 3 Annexure-III without valid signature of owner department is invalid. Owner means department who owns the project/work executed by the applicant (Contractor).
- 4 Annexure-III shall not be more than 6 (six) months old from the due date of submission of application.

ANNEXURE-V-2

FORM OF CERTIFICATE OF ANNUAL TURNOVER ON WORKS FROM CHARTERED ACCOUNTANT

Certified that following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3(three) financial years.

Name and registered address of individual/firm/company:

S. No.	Financial Year	Annual Turnover on Works in Rs. lakhs

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

ANNEXURE- V- 3

Form of Certificate of Net Worth from Chartered Accountant

It is to certify that as per the audited balance sheet and profit & loss account the networth and Profit before Tax of Shri/Smt/M/s..... (Name & Registered Address of individual/firm/company) after considering all liabilities are as follows:

Financial Year	Net Worth in Rs. lakhs	Profit before Tax in Rs. lakhs

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

CRITERIA FOR EVALUATION FOR ENLISTMENT

Name of the applicant:

Category:

Class:

S. No.	Parameter and evaluation criteria	Maximum marks
A1	ORGANISATIONAL SOUNDNESS (Evaluation is to be based on available documents)	
1	Year of commencement of business (a) 04 Marks for ≥ 5 Years (b) 02 Marks for 0 to 5 years	04
2	Whether all relevant information w.r.t. PAN, GSTIN, GeM-ID, EPF, ESIC submitted a. 10 Marks for Yes (02 Marks for each required document) b. 00 Mark for No	10
3	Registered with any of BHEL Units a. 04 Marks for Yes (same work) b. 01 Marks for Yes (another work) c. 00 Mark for No	04
4	Whether approved / registered by ASME / NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS/ ONGC/ PGCIL/ BARC/ RITES/ IOCL/ PDIL/ CPWD/ Any other CPSU for similar work, for which registration is sought? a. 02 Marks for Yes b. 00 Mark for No	04
5	ISO 9001 Certified a. 03 Marks for Yes b. 00 Mark for No	03
6	Conciliation/Mediation/ Arbitration/Court Case(s) on contractual aspects with customer (a) -05 marks for Yes (b) 01 mark for No	01
A2	FINANCIAL SOUNDNESS (Evaluation is to be based on available documents)	
1	Growth of Net worth over previous year (On yearly basis for last four years) (a) For every year of positive growth: 4 marks/year (b) Net Worth same as preceding year: 2 marks/ year (c) For every year of negative growth: 0 mark/year	12
2	Growth in Profit before Tax over previous year for last three years (On yearly basis for last four years)	12

	(a) For every year of positive growth (>5%) 4 marks/year (b) For every year of positive growth ($\leq 5\%$) 2 marks/year (c) For every year of negative growth 0 mark/year (d) For every year of loss (last three years -1 mark/year i.e. max negative marking 3)	
B	TECHNICAL COMPETENCE (Evaluation is to be based on available documents)	
1	WORK EXPERIENCE (a) 18 marks for minimum eligible value (b) 30 marks for twice the minimum eligible value or more Marks for intermediate values shall be determined by straight line variation	30
2	QUALITY OF COMPLETED WORKS (i) Quality graded as Excellent: 20 marks (ii) Quality graded as Very Good: 14 marks (iii) Quality graded as Satisfactory: 12 marks (iv) Quality graded as Average: 10 (v) Quality graded as Poor: 6 marks	20

Notes: If the work experience consists of more than one completed works, the marks under each parameter shall be worked out separately for each work. Each work has to qualify separately.

E-Banking Mandate Form

1. Vendor/customer / Beneficiary Name:
2. Vendor/customer/ Beneficiary Code:
3. Vendor /customer/ Beneficiary Address:
4. Vendor/customer/ Beneficiary e-mail id:
5. Particulars of bank account:
 - a. Name of Bank:
 - b. Name of branch:
 - c. Branch code:
 - d. Address:
 - e. Telephone number:
 - f. Type of account (current/saving etc.):
 - g. Account Number:
 - h. RTGS IFSC code of the bank branch:
 - i. NEFT IFSC code of the bank branch:
 - j. 9-digit MICR code:

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incompleteness or incorrectness of information given by me as above, I/We would not hold the user institution responsible.

(.....)
Signature of the Beneficiary

Certified that the particulars furnished above are correct as per the record.

Bank Stamp

Dated

(.....)
Signature of the Authorized Officer