



1.0 Notice Inviting Tenders

Sealed tenders are invited from reputed, experienced and eligible bidders for the following work.

Sl No	Name of work	Earnest Money
1	Design, development and maintenance of an exclusive website and intranet applications for BHEL R&D for both internal and external users including general public as defined in Scope of work at clause no 3 of Instructions to bidders.	Rs 1,50,000.00
2	Work Completion period	<p>1. Design, development, hosting of web portal as per scope of work (clause 3) with 2 year warranty period - 8 months.</p> <p>2. Supply of hardware and software on 5 year lease basis as mentioned in technical specifications (clause 6) - 8 months.</p> <p>3. Management and maintenance of web portal- 3 years after successful completion of part-1 with warranty period.</p>

2.0 Instructions to Bidders

1. BHEL invites offers from established and registered entrepreneurs developing and maintaining websites for development and maintenance of an exclusive website for BHEL R&D. The site shall address all internal as well external licensed users. Additionally shall provide access to general public with conditional access/registration facility to business associates.
2. The vendor desirous of quoting for the work should satisfy the following minimum requirements:
 - a. The vendor should be in the web application software development work in India for at least 3 years, as on **March 31, 2009**.
 - b. The technical manpower available with the vendor for web portal development, application software development and support should be at least **25** who are in services of the vendor for a minimum of 1 year.
 - c. The vendor should have developed and implemented two or more similar software packages of value more than 25 lakhs each in the past three years. Copies of the purchase orders and references can be submitted as supporting documents and information on the projects to be furnished.
 - d. The vendor should have annual turnover of at least Rs.2 crores from software business for the last three years.
 - e. An undertaking (Self Certificate) that the bidder hasn't been blacklisted by PSU/central/state government institution and there has been no litigation with any government department on account of similar services.
 - f. The vendor should have presence in India with representative office in Hyderabad/ Secunderabad .
 - g. **The Software service provider should have ISO 9001 : 2000/ (Clause Deleted)**
 - h. **Software service provider should have ISO 9001:2000 for software development and related services or CMM 3 or CMMI 3 level or higher certification (Clause Revised)**

3.0 Scope of work

Web Site address

Design, development and hosting of secured web portal on the internet and intranet of BHEL R&D. Web portal must be bi-lingual (English & Hindi). The site should have role based password protection for different types of users.

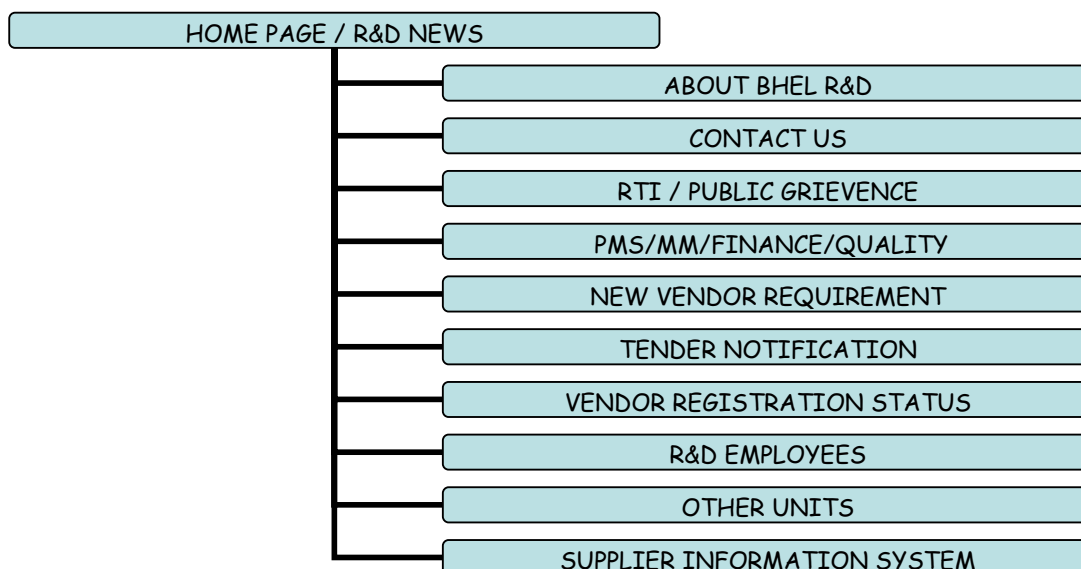
Web Site Organisation

The Web page (HOME) shall be divided in following fields:

1. Title (BHEL R&D, Top)
2. Message line (Scrolling, below title)
3. Pull down menus (25% of left space) below message line
4. Picture field (25% of leftover space below message line and pull down menu)
5. E-News heading (space below picture)
6. Hyperlinked e-News field (field to renew every day)
7. Address field (prominent location on the screen)
8. Disclaimer statement (at the bottom of the screen)

Site organization is basically divided as two parts. The main system will be on intranet of R&D for internal usage by all departments and the other part is for general public/vendors thru internet.

The pull down menu shall contain following titles:



Titles “PMS/MM/Finance”, “Vendor registration”, “R&D Employees”, “other units” and “Supplier information system” should be password protected. All other titles can be used by general public.

About BHEL R&D

“About BHEL R&D” shall contain pages on Laboratories, center of excellence and achievements of the unit in past 10 years. Information on executive man power and intellectual property is displayed together with contribution to environment protection and corporate social responsibilities shall also be available on these pages. Information will be provided by PR department which in turn will obtain from Labs. Only PR department employees are to be given permission for updating of this page.

Contact us

This button shall prompt to a “query page” seeking identity of the person along with his email address and facilitating user space for an e-mail message to web manager/ BHEL Representative. The information shall be copied to data base. Reply by the contact person shall similarly be logged in data base.

RTI / PUBLIC GRIEVENCE

A pull down menu with two options has to be provided on selection of this option. One option “right to information in BHEL” should link to bhel.com. Another option “Seeking information under RTI” shall prompt to a “query page” similar to contact us seeking identity of the person along with email address and facilitating user space for an e-mail message to RTI officer/ BHEL Representative. The information shall be copied to data base. Reply by the contact person shall similarly be logged in data base.

PMS/MM/FINANCE

This module is an internal module to be used by BHEL R&D staff only.

This option should display that “it is for the BHEL R&D staff only” and pass word protected and only authorised users shall be allowed entry to this field. The user logs-in by entering ID and password on the HOME page to activate this field.

The field is divided into three sub-sections i.e. PMS, MM and Finance.

The fields support data-input and data-retrieval in different standard output forms. Department wise preliminary requirements are given in following paragraphs:

ABOUT PMS DEPARTMENT

BHEL R&D activities encompass developing new products or bringing improvements to the existing products of BHEL. In this process the labs will prepare project initiation reports and forward it to PMS. Planning and Management Systems (PMS) Dept. processes the proposals of Projects, Plant & Site Support activities & Overseas visits for approval & ensures timely completion of projects as well as capital schemes by proper planning & monitoring. The department documents all the activities right from the initiation of projects/Plant & Site Support activities till the completion by maintaining the database and also maintains On-line Monthly Time Record database for the projects and Plant & Site Support activities. Formulation of Revenue (Material) & Capital budget for unit is another major activity of the Dept. and also ensures timely allocation of budget for successful completion of projects and plant/site support activities. The Dept. functions as a liaison among the various laboratories, the Product / technical committees, Head of the Unit & Corporate Office. The Dept. prepares the unit balance scorecard and monitors the various parameters for achievement of targets. The Dept. also generates and submits various Management Information Reports as per schedule to Local as well as Corporate Management

Primary Requirements - Related to Projects

Work Flow & Input Data

Processing of PIRs for approval

- Projects are raised in a prescribed format called as Project Initiation Report (PIR) by the Labs. PIR is the starting document for processing the project proposal for approval. The format shall be available for Project Leaders along with a query where the fields are identified and the text is transferred to the format. The Project Leader frames PIR on-line and submits to central data bank.
- The format is available with PMS department and shall be converted as specified. Few interactive field need to be provided for calculation of PIR outlay. The process shall start from Annexure-7 of the PIR where material/equipment / prototype and other expenditures are listed, followed by man-hours assigned for the project. The man-hour rates will be modified on annual basis by PMS/Finance. The man hour cost

shall be calculated directly and transferred to desired area by the application, rates appended by PMS executive annually. Cost working sheet and formation of Annexure -7 shall be automated.

- The completed document shall be printable and shall have provisions for enclosures/ attachments. The whole document shall be stored in soft form in the data base. Project Leaders shall input different fields and shall append supplementary documents as essential for the PIR such as justification, scope etc. The completed PIR shall be posted for scrutiny by PMS.
- The PIR on submission shall be verified/scrutinised by the PMS with regard to correctness of data/details, support documents etc. as per checklist attached in PIR format and obtained recommendation of the Hardware / Software Committee for computer related items, if any
- The PIR which is submitted will have to assign Project No. as per PIR Numbering Scheme by PMS Dept.

PIR Numbering Scheme

It is a 10 character alphanumeric code in the form of

. **X – YZ - N₁N₂ - N₃N₄N₅ – N₆N₇**

- X - Nature of Project
- YZ - Research Area Code
- N₁N₂ - Financial Year
- N₃N₄N₅ - Project Serial Number
- N₆N₇ - Department Code

- The PIR format can be printed after submission if required. After obtaining necessary corrections and modifications from the labs, PMS Dept. will print the hard copy and forward whole PIR along with the supporting document to the concerned Technical and Product Committees for recommendation and endorsement.

- The Technical/Product Committees either recommends or rejects/defers the PIRs. Sometimes, the Committees may recommend the PIRs with minor changes in scope, duration and financial outlay.
- PIRs recommended by the Technical Committees and the Product Committees are returned to the PMS Department for further processing. Wherever PIRs need further clarifications / modifications, the same is obtained from Labs. The revised/modified PIRs are sent to respective Technical and product Committees again for recommendation & endorsement. Simultaneously softcopy shall be updated by PMS with the revised figures.
- The hardcopy of recommended PIRs are sent to Finance Department for financial scrutiny. The softcopy of the PIR shall be updated by PL/PMS, if there is any change in figures. After financial scrutiny, the PIRs come to PMS Dept.
- PMS Department once again scrutinizes the PIR for completeness with respect to the required supporting documents and forwards the whole PIR along with the supporting document to competent authorities for approval. PIRs with outlay less than Rs. 25 Lakhs are considered as local level PIRs and is approved by Head of the Unit
- PMS Department forwards the PIRs with outlay more than Rs. 25 Lakhs, recommended by the Technical Committees and Product Committees and Head of the Corporate R&D Division to the Corporate Engineering and Product Development (CEPD) for approval by the competent authority.
- CEPD arranges for the recommendations of the PIRs by the concerned business sectors for further processing for approval. Wherever clarifications are sought by CEPD, the same is obtained from concerned labs and forwarded to CEPD for further processing for approval by PMS Dept.
- The PIRs are approved as per the following delegation of power:
PIRs with outlays above Rs.25 Lakhs and up to Rs. 5 Crores – Director (Engineering, R&D)

PIR with outlays above Rs.5 Crores and up to Rs.10 Crores – Chairman and Managing Director

PIRs with outlays above Rs. 10 Crores – Board of Directors.

- On receipt of project approval order from CEPD, PMS Dept. obtains conformation of commitments towards schedule, budget etc. from the concerned Project Leaders / Lab Managers and the same is notified by PMS to all concerned by entering approval data in databank.

Project Monitoring & Report Generation

- ❖ PMS Dept. monitors the projects from the approval till their completion. Monitoring of projects is made against each activities mentioned in the PIRs for timely completion of projects.
- ❖ PMS Dept. arranges review meetings with head of the unit along with concerned HODs / LMs / Project leaders & members periodically during execution of projects. in case of any constraints, corrective action is expedited by PMS Dept. / concerned labs to keep the project on schedule.
- ❖ PMS Dept. prepares and sends the monthly status reports of projects with outlay more than Rs. 100 lakhs including MOU projects and Overdue projects based on the status collected from the concerned LMs/PLs to Corporate Engineering & Product Development (CEPD)
- ❖ Every month, the actual time spent on each project has to be consolidated & recorded by the Project Leaders/Lab Managers. Each Lab shall carry out overall compilation of monthly time record. This compiled version will be sent to the Finance department for accounting
- ❖ The physical progress of the projects are sent by the concerned labs quarterly covering project status till date, activities during reporting period & constraints, if any, to PMS Dept. by the project leaders in the prescribed format called Project Status Report (PSR). After obtaining PSRs, PMS Dept.

forwards the same to Corporate Engineering & Product Development (CEPD) and Product/Technical Committees.

- ❖ At the time of periodic review of the project, if the project team or the technical committee feels that further progress of the project will not yield any useful results then it may deem the project for deferment for the time being or for termination as the case would be. The project leader explains the reasons for deferment / termination & gives a summary of activities carried out and expenditure incurred till date in the Project Termination Report (PTR) / Project Deferment Report (PDR) to PMS Dept. to seek the approval of Competent Authority.
- ❖ PMS Dept. also follows up with Labs for submission of Project Completion Reports (PCRs) and Detailed Technical Reports (DTRs). On completion of the projects, the concerned project leaders submit the information briefly covering results achieved in comparisons to project goals , technological / commercial benefits accrued /expected , details of special equipment purchased & plan for utilization the project results in the prescribed formats called Project Completion Report (PCR) to PMS Dept. PMS Dept. consolidates product-wise PCRs, puts up for approval of Unit Head and submits them to the concerned Technical/Product committees and CEPD. Technical Committees may deem the projects as completed in all respects or may suggest any further work to be carried out. PMS Dept. also prepares and sends the monthly report on Engineering and R&D Development projects highlighting status on completed projects to Corporate Engineering & Product Development (CEPD)
- ❖ Detailed Technical Reports (DTRs) are prepared for completed projects by the concerned Labs. The reports shall be prepared & distributed within 3 months from the date of completion of the project.

Reports to be generated related to Projects

- a) Status of Major R&D Projects including MOU Projects (> 100 Lakhs) (Monthly)
- b) Status of completed Engg and R&D projects (Monthly)
- c) Status of Overdue Projects (Monthly)
- d) Time sheet (Monthly)

- e) Project Status Report (PSR) (Quarterly)
- f) Project Completion Report (PCR)
- g) Project Deferment Report (PDR)
- h) Project Termination Report (PTR)
- i) Detailed Technical Report (DTR)
- j) Status of Consultancy Projects
- k) Status of Funded Projects
- l) Status of Receipt of PCRs
- m) Status of Receipt of DTRs
- n) Ongoing Projects (Corporate/Local) (As on date)
- o) Completed Projects (Corporate/Local) (As on date)
- p) PIR under Process (TCPC/CEPD/FINANCE/HSC) (Corporate/Local) (As on date)
- q) PIR Approval Status (Corporate/Local) (As on date)
- r) EMOT (Budget) Booklet

Project Database should contain following details:

- Both Corporate as well as local level projects details like project no., leader/ team members, duration, objective, nature, scope, benefits and estimates etc.
- Status of various stages of PIR processing including HSC/Financial scrutiny
- PIR sent & receipt date to/from TCPC & CEPD and approval date of project
- Revised budget, material budget with detailed break-up year wise
- Status of consultancy and funded projects
- Date of receipt of Project Status Report / Project Completion / Termination / Deferment
- Date of receipt of Detailed Technical Report
- Capture of Monthly Time Booking Information
- Any other additional data as & when required

Output:

1. The Project Leader shall input different fields related to PIR format and shall append supplementary documents as essential for the PIR.
2. The man-hour rates will be modified on annual basis by PMS/ Finance.
3. Cost working sheet and formation of Annexure -7 shall be automated.
4. Numbering of PIR shall be automated as per numbering scheme.
5. The PIR on submission shall be verified and concurred by the PMS for technical completeness. Then PMS department will print hard copy and send the whole PIR along with the supporting document to competent authorities for approval.
6. On approval the same is notified by PMS by entering approval data in databank. The approval information is disseminated at this action to all concerned.
7. Project status reports (PSRs) and monthly status reports shall be prompted monthly/quarterly as applicable. The project leader shall input necessary progress.
8. Monthly Time Record shall be automated and generated from this system.
9. Day to day inputs on MM front shall generate daily information report on expenditure, material received etc.
10. Each lab should be able to know the status of the projects initiated by the laboratory.
11. The PMS department shall be permitted to change start and end date of an on-going project as per the approval note for date of extension.
12. PMS dept should also be able to check the status of the project on physical and financial parameters.
13. After the completion of a project, the Project leader shall be able to input a project completion report on-line. The format has defined field to be addressed, data related to expenditure shall be extracted directly from databank.
14. PCR/DTR submitted by project leader shall be registered to databank by Project Leader/Lab Manager
15. Quarterly Project Status Reports, specific to project, shall be generated automatically based on payment data and man-hour utilisation extracted from data bank.
16. PMS Reports shall be generated from this data & wherever reports depends on specific data, the screen shall have provisions to enter additional data as & when required

PMS Screens

PMS screen should contain

- a. PIR Entry Screen

- b. PIR Modification
 - c. PIR Final Approval
 - d. PIR Closure
 - e. Monthly Time Booking Capture by authenticated Lab. Heads
 - e. Generation of Reports
- a. PIR entry screen should be able to collect the input data required for PIR and at the end of data entry with proper validations should be able to print draft PIR for review by the concerned. After authenticated by lab manager, the PIR will be given a permanent number and PIR application format to be printed by the system.
- b. Based on feed back from PMS or Finance, the PIR can be modified by the Project Leader and duly attested by the Lab Manager in the system. The revised PIR then can be printed with same number but with present date. The history record will store the older version in case of requirement. (this includes financial verification and acceptance by them).
- c. On acceptance of PIR approval by concerned agency, the status field will be updated as approved and the Project Leader will be allowed to modify the data as approved by the authorities. New schedule for the project will also be entered by the Project Leader. Verification of this data will be by PMS and on certification/confirmation by PMS in system, the project is taken as approved project.
- d. Once the project is completed, the Project Leader enters the actual completion in the system and submits PCR to PMS dept. The authenticated person in PMS then confirms the closure of the project in the system. Incase of PTR/PDR the same process will be followed.
- e. Various reports as mentioned above are required to be provided as separate entity on the screen for the Dept. user to select. All users of the Dept. can be able to take these reports. Normal input should be the project number. Incase of individual Lab /consolidated reports, option of a Lab code or full report can be given by the user requesting the report. As part of the system, the MIRs which are supposed to be sent to Corporate Office (as per the formats) are also to be generated.

ABOUT MM DEPARTMENT

Materials management department is responsible for procuring the material required by Labs and other departments. The indenter raises indent as per his project requirement and Purchase section sends enquiry, process offers from suppliers, propose placement of order and place purchase order after approval by competent authorities. Purchase shall follow-up with supplier and get order acknowledgement, dispatch details etc. Stores department on receipt of material rises material handing over note and generate RIV. On acceptance of material the RIV will be signed and the material will be accounted /used. RIVs along with relevant documents will be sent to finance for release of Payment. The payment details will be informed to supplier. Once the P.O. is closed his performance will be evaluated and rated.

Primary Requirements of MM Department

1. Indent generation:

MM arranges procurement of material, prototype and services for the R&D laboratories from local/ national/ international sources. **Indent is a request for procurement and is issued by the staff attached to a laboratory/ service.** Fund necessary for procurement are ensured by appropriate allocations while the project proposal is approved. The details such as material to be procured for the projects are made available at Annexure -7 of PIR. For others procurements necessary allocations and expense heads are available.

- a. Indent fields/format: A standard indent format is to be designed and stored as a blank format with designated fields. There are about 40 fields to be addressed by the indenter. By invoking the indent generation screen, the indenter should be able to enter details required for the indent format. On submission, the data shall be transferred to tables and to be provided in standard printable format.
- b. Indent enclosures: The enclosures, word/ pdf files, are annexed with the indent for supplementing additional information in the form of text or drawings. Software shall invoke and support these independent attachments to the indent format. The enclosures are further linked /used during tendering as enclosures to enquiry.
- c. Indent submission: On submission of the indent a check need to be performed for completeness of information, only complete indents shall be accepted. Accepted indents are classified and assigned a serial number and complete format with input information is displayed. Display shall have printing / save option.
- d. Indent authentication: On submission the Project Number and the item code shall be cross-checked with the PMS data bank and in case of mismatch message (Item not identified) shall be displayed. Accepted indents shall be posted for approval of defined competent authority.
- e. Indent approval: Electronic, the competent authority on receipt of approval on his desktop shall check and authenticate by typing his name and authorization code/ electronic signature.

- f. Indent registration and Information dissemination: Complete and approved indent shall be posted to head MM/ purchase officer concerned. A hard copy also will be sent.
 - g. Registration and feedback: On acceptance, registration information shall also be available on indenter's (laboratory/service/group) page and the concerned HOD. The indent will be assigned to a purchase executive at this stage.
 - h. Access to other groups: PMS, Finance, Stores.
2. After the Indent is received at MM dept, an "enquiry" is initiated to vendors registered with MM/ indicated by the indenter.
 3. In case indenter / Purchase suggest new vendors who are not registered with MM, temporary vendor approval format will be printed for GM's approval. This approval can be electronic with date stamp.
 4. In case of special/ large value items being procured for the first time an open tender is published in News Papers and the tenders are uploaded on available BHEL sites with tender documents.
 5. For OT tenders also, the enquiries will be posted to all known sources.
 6. All enquiries sent to vendors are accompanied with tender documents (specifications, registration forms, other relevant formats etc.) and conditions/ terms of purchase.
 7. Date and time for submitting offers and tender opening date and time are specified in the enquiry.
 8. On the day of opening of tender, the offers received are recorded and verified for contents. Offers not meeting tender receipt conditions are rejected. Accepted offers are filed and scrutinized by indenter and the purchase officer.
 9. In case of non receipt of any offers, the tender committee informs the purchase executive and suitable action will be initiated by the purchase executive. If felt necessary the due date extension approval will be obtained. This can be electronic with date stamp and can be printed after approval.
 10. Similarly incase of receipt of single offer against LT or OT tenders also, in consultation with indenter extension approval will be obtained.
 11. The offers are verified for technical compliance by indenter. Commercial terms (other than price) are verified by purchase officer. Variance in technical/ commercial terms are clarified and recorded in purchase file prior to opening of price-bid.
 12. Once the technical and commercial compliance is achieved and conditions of the offer match the specified requirements the price-bids are opened for the technically/ commercially acceptable vendors. A cost comparison summary is prepared (Comparative Statement Table, CST) to arrive at "lowest cost to BHEL" and select the technically acceptable and competitive vender for procurement.
 13. In case the offered costs are higher than the estimated cost of the indenter (indicated while indenting), a negotiation committee is formed and the prices are negotiated, with lowest (L1) vendor. Committee formation form and their nominations can be obtained electronically.
 14. At this stage a purchase proposal is prepared and put-up for approval of competent authority via finance department which concurs the proposal, certifies fund availability and forwards it to the approving authority (as per delegation of powers specified in BHEL purchase policy).
 15. On approval the purchase order is printed and dispatched to the vendor.

16. Copies of Purchase order are made available to concerned departments like; Finance, Stores, Quality, Indenter.
17. In case the purchase order conditions refer to advance payment, necessary Bank Guarantees are sought in standard BHEL Format in association with Finance.
18. The Vendor is contacted 15 days before the agreed delivery date so as to supply the goods in time indicating delay shall attract penalty.
19. Once the goods are received at Stores, the Store will indicate receipt to MM and indenter. A material receipt will be made and handed over to the supplier/ his representative who brought the items. Deliver material to the indenter through a Material Handing over Note (MHN).
20. The Delivery Report (MHN) will consist of: a. Type of Material b. Quantity of Material c. Lab for which material purchased d. Cost of the Items e. Lorry Number etc.
21. A receipt and inspection voucher (RIV) is subsequently generated by stores and sent to MM for processing payment.
22. On payment the finance department informs transaction details to MM.
23. A supplier evaluation exercise is carried out at this stage prior to closure of file.
24. The other data such as i). List of transporters with the rate schedules ii) list of insurance policies along with company name and ref no etc also to be made available.
25. For commonly used items the central stores department is maintaining data. The record will consist of the quantity of items at the start of the financial year, the items bought for the financial year, quantity which is given to different dept, the items left at the present day and the optimization level of each item. An indication to be given once the item reaches re ordering level.

Work flow, Input data and reports required are given in the attached Annexure-1.

Vendor Service Module:

1. Requirement of new Vendors

This is open to general public, displays two options:

- a. List of items with hyperlinked specification of materials/equipment which are required in near future for BHEL R&D. A supplier willing to develop the listed proposed product/s can activate the **Wish to develop** prompt and down load the specifications and other details. This option will also direct the vendor to venter registration link if he is a new vendor. Only MM should be authorized to update the requirement data.
- b. The second option will display information regarding vendor registration procedure, and allows new suppliers to download the vendor registration formats.

2. Tender Notification

This field is open to general public, displays list of tender notifications issued with hyperlinked specification of materials/ equipment required by BHEL R&D. The field is placed with a view to attract vendors for identified material / equipments for participation in the tender. **Wish to participate** prompt shall direct the supplier to down load the specifications and other details and also direct to venter registration link if required.

3. Vendor Registration

This option is password protected and only authorised users shall be allowed entry to this field. In this case suppliers of R&D. The user logs-in by entering ID and password on the HOME page to activate this field. The vendor development cell will assign a temporary code on receipt of hard copy of application by entering relevant data and inform vendor his user id and pass word. The contents shall be displayed to Supplier Evaluation committee for evaluation and feed back to the supplier. On acceptance by the committee the supplier is assigned a permanent code (Ref Annexure for more details sl no 1, 2, 3 & 4 of supplier information).

4. Vendor/Supplier Information Retrieval

On login vendor/supplier is directed to task panel with the following options.

1. Vendor registration status along with tenders floated in his name in last 60 days (with a link to down load the enquiry)
2. Pending purchase orders on the suppliers with status
3. Remainders
4. Receipt status
5. Displays payments released in current year and also pending payments.
6. Displays performance rating of the P.O.s completed
7. Company details (The company details changed by the supplier should be stored in central data bank only on approval by MM dept.)

(Refer Attached Annexure-1.)

ABOUT FINANCE DEPARTMENT

Primary Requirements of Finance

Finance Department in BHEL Corporate R&D division consists of the following Sections:

1. Wages & Establishments - Personnel payments
2. Stores Bills – Indigenous & Imports materials accounting, suspense balances of advance, LC, incidentals etc.
3. Works / Civil Bills – Imprest advance and accounting of final bills.
4. Projects –Advance to employees for small purchases of materials, direct payment to fabricators/Consultants
5. Budgets, Books & Inter-Unit accounts and MIS – Preparation of Annual accounts and monthly MIRs and General Ledger and subsidiary ledgers.
6. TA – Travel advances and expenditure accounting.
7. Medical – Reimbursements to employees and direct payment to hospitals.
8. Miscellaneous – reimbursements to employees and direct payment to Agencies.
9. COTT (Commercial)
10. Data processing
11. Cash & Bank – Direct cash payments and through Bank by either cheque (printing from online data) or EFT modes.

Materials Management, PMS & all other Service Departments as well as individual Labs closely interact with the Finance & Accounts function.

Finance department is directly linked to Corporate Office for uploading the MIRs required to be furnished periodically.

Work flow, Input data and reports required:

1. Financial concurrence

A. PIR Concurrence

{After TC/PC recommendation}

Draft PIR from PMS is received together with Annexure-7.

Objective of the PIR is studied

Check with the perspective of the Company Policies (Finance policy / works policy)

Verification of supporting documents/ budgetary quotation HSC etc. - check

Classifications of equipments/material - check.

Statutory requirements (taxes & duties) - check.

Preparation of recommendation for approval by Unit Head / Corporate office

If outlay / category changes arise because of above checks, PMS carry out the changes in online system

Input of outlay/budget - PIR/SPARES/LAB.SUP/CAP ----- PMS

Identification of PIRs under AS-26 accounting standard – FMX

PIR is sent to Head of Unit for approval.

B. Purchase Concurrence

PO proposals from MM

Checks / verifications related to policy(Purchase/works) & Delegation of powers

Status of file/file tracking

Negotiation proposal from MM

Negotiation Date and Party (online capture)

PO concurrence:

- Preparation of PO by MM & copy to FMX
- If Imported PO - LC applications
- If advance payment - Advance documents
- PO Ack. from Supplier, in case of LC or advance
- If Indigenous PO, Proforma Invoice, or Advance with BG (BG details to be captured)
- In case LP/RC Invoice with forwarding note
- In case of AMC : 815(S/W) or 7690 (H/W repairs and maintenance)
- Financial codes, Letter order + Invoice + certificate from Indenter + forwarding note check for period and amount

C. Consultancy proposals from PMS

D. Labour contract /Security contract proposals from Administration

E. Capital works including M&R – minor proposals from PMS

F. Training & Development proposals from HRD

G. Proposals of fabrication / testing from various Labs

H. Miscellaneous works proposals from Civil/Project Department Foreign travel proposals from PMS

J. Repair & Maintenance, AMC proposals from Purchase Dept.

2. Accounts – Bills, Books & Budget:

All 11 Sections in Finance to be covered

Inputs for Personnel Payment have to be imported from CBasic or Oracle database.

Reports required are:

- Supplementary payments list on 10th day and 20th day of every month for Conveyance & other allowances.
- Reports on Income Tax deducted from employees including Form 16 etc (Inputs will be imported from Pay Roll Programs).
- Stores Bills – Indigenous & imported: List of advances, List for L/C applied & L/C issued, Section Ledger, List of RIVs adjusted etc.
- Works Section: List of Contracts with description and value, WIP, Advances, Completed projects, Section Ledger etc.
- Projects Section: Employee-wise Project Advances pending for adjustment, Imprests on hand employee-wise, List of Consultancy job, Vendor-wise payments released, Section Ledger, etc.
- Financial Status Reports of approved PIRs
- Site & Lab support project-wise expenditure
- List of PIRs identified under AS-26 and bookings of intangible expenditure.
- TA – TA Advances, TA adjusted – both for indigenous and foreign travels.
- Miscellaneous – Vendor-wise / Employee-wise list for verification and record.
- Medical – Reports for payment employee-wise and Inpatient hospital payments
- Cash – List of payments, section-wise, vendor-wise, Po-wise etc.

- Books Section: MIR for Operating Results, Trial balances, General Ledger, Section-wise Suspense balances, List of Assets, Calculation of Depreciation, Inter-Unit balances, Profit & Loss Account and Balance Sheet – on Monthly basis.

3. Revenue & Capital Budget

- Capital Budget: S&T schemes, M&R and M&R (minor)
- Input of data base for Capital Budget - by PMS department
- Input of data base for Revenue Budget (financial code-wise) - by Finance Dept.

4. Financial accounting, financial statements such as Trial balance, P&L account and balance sheet:

Input of accounting entries by Accountant/ Senior Assistant in the sections will be through:
(Refer Annexure-2)

1. DACPO (Debit Advice cum Pass Order)
2. Journal Voucher
3. Inter-section JVs
4. Cash Receipts
5. Bank Receipt Advices
6. Bank Payment Advices

These entries will be verified and approved by the Officer concerned on screen and a print out of the Voucher will be signed and sent to Cash section wherever payment is involved.

a) On-line screen (as per the format attached for each of the above input tool) to be provided.

b) Statutory deductions – (input in finance) - TDS report for vendors/ contractors to be generated monthly

c) Process is based on Approved PIR/LAB/SITE SUPPORT/OTHERS – check with master PIR list to be facilitated.

d) Project Outlay & Budget for PIR – Input from PMS
(Engineering cost, Matl. & Others – sub-head wise)
Engineering cost to be calculated based on the hourly standard rate, decided every year in advance.

e) Opening balances of Ledger will be input by Finance Department on the given online format to be provided.

5. Reports of Suspense balances and process:

5.1) Reports on Materials under:

- i) Collected/handed over to Freight Forwarder
- i) Customs Clearance
- ii) Ex-works dispatch
- iii) Daily Register
- iv) Bill Register
- v) RIVs under process
- vi) Equipment under E&C
- vii) Status of Training & demonstration pertaining to Equipment commissioning

5.2) For all capitalized items (input from JV based on FC code) Depreciation to be calculated and report generated. For this Date of commissioning/ put to use date from RIV and the standard depreciation rate and the life span will be input from finance.

- a) Report of Depreciation calculated for different assets
- b) Asset code, Asset Register, Location
- c) Consultancy Agreements details (with PIR Number) - Input from PMS
- d) Consultancy Payment – Milestone certification by Lab Manager/Competent authority
- e) AMC – Misc. – Letter Order details – Input from MM

6. MIRs based on expenditure:

To capture all expenditure booked under PIRs and Lab/Site Support Activities/ SIRs, Work Orders/Miscellaneous/Others, based on the Input vouchers mentioned at 4.1 to 4.6, based on the financial expenditure code.

7. Expenditure Reports:

- i) FSR for PIRs – to be printed monthly
- ii) Lab support/Site support – to be printed monthly
- iii) SIRs – to be printed monthly
- iv) Work Orders – to be printed monthly
- v) List of PIRs under AS-26 and intangible expenditure booked.

8. Work Orders for inter-unit jobs through SIRs

Work orders issued by Commercial Department – to be captured on-line
SIRs issued by PMS – to be captured online

Finance screens

Finance screen should contain a. PIR concurrence b. PO proposal concurrence c. LC req / Adv req / proforma req d. RIV valuation e. Bills section payment details
f. Establishment section payment details

a. As soon as the PIR submitted for concurrence from finance a number will be provided by the system and with that ref number any clarifications if sought can be mentioned as “sent back for clarifications” or “concurred” can be entered by finance. The concurrence will be authenticated as proper personnel in finance.

b. PO proposal once received in finance with the proposal number the screen can be opened and a sl no will be provided for the proposal. Status of proposal can be entered by finance such as “sent back for clarifications” or concurred. The concurrence will be based on delegation of powers.

c. On receipt of LC request thru the system, the concerned finance person will verify the details and fill additional details required for LC request to bank. After entering these details, the LC request can be printed. Similarly for processing the Advance payment, after receipt

thru the system, the details will be verified by concerned finance person, and a voucher will be prepared. A print option will be given for taking a print of voucher to est section. Similarly proforma invoice cases where invoice is forwarded by purchase, the concerned finance person will prepare a voucher after verification with order. In case of any clarifications in all the above cases, the same will be mentioned in system and the concerned purchase executive will provide necessary clarification and update the system as “clarified”.

d. On receipt of RIV the concerned finance person will enter the riv number and checks for details such as payment is already made (advance, proforma, LC etc) and verify the details provided thru system with purchase order and prepare voucher. In case of any clarification the same will be mentioned in the system and concerned purchase officer will clarify the same and update the status.

e. Other than RIVs, such as payment against letter orders, local purchase, etc, bills section will enter these details and send voucher to establishment section.

f. Once a voucher reference given, based on the voucher, as and when payment made by Bank the details will be posted against the voucher. The details such as the amount pertains to which invoices or Pos and deduction details if any will be copied from bills section data. The same data will be picked up by supplier information system.

R&D EMPLOYEES

This field is individual specific, on log-in the employee is directed to a task panel/page. Assigned/ planned/ pending task are displayed for action by the employee. The tasks (hyperlinked) permit him to access the information and give his decision. The page also permits an employee access to authorised information. The information on self, contact numbers/ e-maid addresses and access to various queries/ formats for day to day use. The details of employee will be updated by HR dept.

The pending tasks such as tech clearance of purchase file(date of tech clearance), requirements such as “price justification”, “put to use certificate”, “e&c certificate”, “Training”, “amc certificate” etc. has to be posted on to individual desk top.

The details like Staff number, name, designation, grade, dept, dept code, category, male or female, DOB, DOJ, DOR, employees group, HOD etc. will be provided from HR department for uploading regularly/ when ever changed.

The following options are required in this module:

- 1) Birth day wishes: display list of employees whose birth day falls on today, tomorrow and yesterday. Facilitate employees to send wishes to employees and view the wishes.
- 2) List of employees retiring during the current month
- 3) Manpower reports: dept wise, employee group wise, employee group wise, grade wise etc.
- 4) Organisation charts: unit's, HODs', departments' to be displayed. Option to upload the organization chart to be provided to HR dept
- 5) Links to be provided to new circulars, CDA rules, standing orders, personnel manual

- 6) Frequently asked questions on employee benefits – a PDF file will be prepared and uploaded by HR department.
- 7) Forms / formats : various forms for claiming perks etc can be printed from the pdf files
- 8) HR processes: Time to time HR processes can be uploaded by HR for information to all employees
- 9) Recognised hospitals list
- 10) Holiday list

Other units

Other units of BHEL can access the system against a password provided to their IT counter part. This option will display vendor directory and PMD (product material directory), IUT order status and procedures of R&D. These details will be updated by MM.

Central Data Base

The relational data base shall hold various inputs received from different users and shall make them available for mining as per query/ specific queries.

The data on suppliers address, emails, faxes, materials, orders executed etc for MM;

The data on project information, outlay, duration, material etc from PMS;

The data on project, personal and other expenditure and receipts from finance; Employee personal information and related information for day to day use shall be available for extraction and use in day to day operations of the unit.

Other features

e-mails/ sms

An auto generated e-mail at following events:

New enquiry generation

On extension of tender opening date

On approval of price bid opening

On placement of order

Reminder for delivery, 15 days prior to due date of supply

VPR on completion of order and updation of rating by purchase

On payment against a PO/ invoice.

BMP Signature

In certain documents / during a process, scanned signatures of authorized persons can be introduced instead of signature on original hard copy.

Vendor Performance Report (VPR)

The VPR should be automated for all vendors for all pos completed
The marks given are as follows:

1. Quality of the Material 60 marks
2. Delivery 30 marks (based on delivery in PO)
3. Service rating 10 marks (purchase will feed the rating)

This will be shown as a pending task on his desk top.

Categories to the vendors will be given based on their VPR

98-100-----A+
90- 98-----A
75-90----- B
60-75----- C
<60-----D

Vendors in Category D shall be blocked from releasing enquiry with out Head of MM approval.

Project / document Numbering

PIR Numbering shall be automated. It means as soon as a format specifying PIR details is completed and submitted by a laboratory/group. An automated PIR number shall be generated and PIR fields shall be displayed for the indenter to fill-up.

On completion of PIR inputs a printable .pdf shall be available. The provision for attaching/ appending additional document in soft/ hard form shall also be included.

While preparing FSR, PCR, PTR, PDR, DTR, PSR, Indent, enquiry, PO and RIV, the project number should come by default in to the tables of those forms and where ever required to be displayed on the form.

Alerts

Alerts should come (by change of colors) for the cases like;

- The fund commitment is more than specified limits of budget;
- PIR or project is pending for approval for more than 60 days;
- PIR approvals pending while generation of PO and system should stop PO generation;
- approvals tasks pending for more than 2 days;
- Tech clearance pending for more than 15 days;
- Indent not converted to PO even after 30 days of price bid opening;
- Any other alerts as found necessary at the time of actual design.

Saving of drafts:

In all documents which are planned to be generated thru system, if the number of fields is more than 10, an option to save the draft and to restart by calling the draft is to be provided.

All employees to have login id and pass word

Privileges can be allocated based on department and position/grade.

4. Technical Specification:

1. Technical Requirements:

- 1.1. Users: General public, Internal (BHEL Staff), External (vendors)
- 1.2. Accessibility: Limited, Complete (to licensed users)
- 1.3. Home page Feature: Identical to other BHEL unit sites
- 1.4. Links: Corporate site and other BHEL unit sites
- 1.5. Transfer: Information related to tender activities to corporate portal.
- 1.6. Last three years data is to be migrated. (approximately 5000 vendors, 400 Projects, 3500 Indents, 3500 POs, 5000 PO Items, 5000 RIVs, 5000 payment details). In few cases more than 3 years data which is current are also to be updated. Data will be provided by BHEL in excel / dbase / access data / oracle tables.
- 1.7. Document authentication/signature: Bit map file to be attached to the forms generated by system/authorized by a person.
- 1.8. Print enable formats
- 1.9. Data base: Information assimilation/ retrieval
 - 1.9.1.1. Materials Management
 - 1.9.1.2. Project management
 - 1.9.1.3. Stores management
 - 1.9.1.4. Vendor management
 - 1.9.1.5. Finance management
- 1.10 **One person continuously required at R&D for development / changes to the system after launching of the application / portal during the first year of the contract. It may be noted that bug-fixing, minor changes and adhoc reports approved by BHEL, have to be attended throughout the lease period.** Any major change after launching of the web portal which requires modification of total design or significant portion of the application has to be taken up separately and it will not be part of the above work.

2. Delivery requirements:

- 2.1. The application shall be designed, developed, maintained and hosted. Required availability should be ensured throughout the contract period.
- 2.2. The servers shall be offered under lease for 5 years and to be kept in R&D premises.
- 2.3. The ownership of hardware, software, tools and application along with source code of application will be transferred to BHEL after mutual agreement by project managers on both the sides after launching.
- 2.4. Any changes to the software, there after will be with mutual consent.
- 2.5. The maintenance engineer deputed shall be capable of addressing Software issues and shall be available on all working days of BHEL R&D (reliever accepted during emergencies).
- 2.6. Vendor will be responsible for the upkeep and availability of hardware.
- 2.7. All software, modules, libraries used in the development of the system are also in the scope of vendor.
- 2.8. Hardware and application offered should be able to handle about 100 simultaneous connections on average, and up to 500 connections during peak usage with marginal performance degradation.
- 2.9. Vendor should have robust maintenance plan (Backup & Monitoring system)
- 2.10. The application developed, will be supported by the vendor during the period of lease.

- 2.11. Servers, software, database and any other tools should be from OEM with OEM support, authorisation and licences.
- 2.12. The site shall be ISMS compliant and a back-up should be created at another (BHEL identified) location within campus LAN / BHEL VPN.

3. Commercial terms:

- 3.1. The vender shall sign a Non Disclosure Agreement (NDA) for confidentiality of information, protecting the site/ information against hacking, viruses and other net related threats.
- 3.2. The AMC charges after the completion of warranty period (applicable from 3rd year onwards) to be mentioned in the offer. This AMC will be entered after the completion of warranty period, if required.
- 3.3. Applicable taxes and duties are to be indicated clearly in the offer.
- 3.4. Security deposit of Rs 1 lakh+7.5% of amount exceeding Rs 10 lakhs is to be deposited before start of the work in the form of DD.
- 3.5. BHEL R&D reserves the right to resort to reverse auction procedure to decide the lowest bidder.

Technical Specification:

Sl no	Features	Confirmation	
1	Enterprise level servers- 2nos		<u>Annexure 3</u>
3	The backend RDBMS software with replication support		Specify
4	Frontend: .Net Framework / Java / JSP / Servlets etc		Specify
5	Provision of Report Writer for generating any type of Customized Reports as and when required		Specify
6	Browser compatibility (I.E 6 and above, Mozilla Firefox etc)		Specify

The applications developed will comprise of the following features

1. Provision of Report Writer for generating any type of Customized Reports as and when required
2. Modularity and Parameterization
3. Menu Driven, User friendly interface
4. Customizable Authorization Levels with other high security in the database will be provisioned
5. Provision for Easy Back up and Recovery.
6. Portability and Connectivity
7. Technical Support and Maintenance.
8. Browser/Web Based
9. Reports in Graphical Format if required

5. Contents of Bids

Bids shall remain valid for 6 months from closing date for submission of the bids.
Bids will be submitted in two parts. Part I consist of Technical Bid and Part II will consist of price bid.

Part I Technical Bid: It should contain

1. Details of the organization
1. Project team structure
2. All supporting documents for qualifying to minimum eligibility criterion at clause No:2
3. Proposed methodology for the proposed work with all technical details
4. EMD amounting Rs 1,50,000/-
5. Commercial terms
6. Un priced price bid copy

Part II Price Bid: It should contain only prices as per price bid format.

6. Schedule for the proposed work:

- A. Design, development, hosting of web portal as per scope of work with 2 year warranty at clause 3 - 8 months from date of P.O
- B. Supply of hardware and software on 5 year lease basis as per technical specifications – 8 months from date of P.O
- C. Management and maintenance of web portal-as per scope of work-3 years after successful completion of part- A & B.

7. Penalty for Late delivery

Penalty will be imposed for late delivery/hosting of web portal. Penalty @1% of contract price of part A&B job will be deducted per week of late delivery subject to maximum of 10% of the total contract value of part A&B and will be deducted from first quarter charges, in case the penalty amount to be deducted is more than the first quarter rental charges, the same will be adjusted from subsequent quarters.

Vendor shall be responsible for running of the web portal at the uptime 98% per quarter.

The deduction for down time in hrs in a quarter will be deducted from your bill as per the formula below:

Deduction for down time of hard ware in Rs = 2 X Quarterly basic rate for hard ware X no of down time hours / (90X24) subject to a maximum of 100% of quarterly H/w payment.

Deduction for down time of software in Rs = 2 X Quarterly basic rate for software (i.e. 5% of Part A) X no of down time hours / (90X24) subject to a maximum of 100% of quarterly payment for Part A.

7. Terms of Payment

Payments will be released as SHOWN BELOW:

SI No	Activity	Payment
1	Design, development and hosting of web portal as per scope work and testing and acceptance of the same by BHEL.(i.e Go live) (one person's availability in R&D premises for one year)	60% payment with in 30 days of hosting the Website and balance 40% in eight equal installments in the 2 years after completion of each quarter
2	Lease charges for hardware and software supplied as per technical specification	Quarterly payment for 5 years after completion of each quarter
3	Managing and maintaining of web portal for 3 years after two years from go live (hosting of web site)	Quarterly payment for 3 years after completion of each quarter

BHEL at its discretion will place a separate order for Part C after completion of two years of warranty. For the purposes of price comparison 3 years AMC charges will be taken in to account while evaluating the lowest bid.

8.Price Bid:

SI No	Cost Item	Cost	Taxes			Total cost
			Nature	Percent age	Amount	
A	Design, development and hosting of web portal with 2 year warranty as per scope of work and acceptance of the same by BHEL(one person's availability for one year)	Rs		%	Rs	Rs
B	Lease charges for hardware, software and tools as per technical specification (per quarter)	Rs per quarter		%	Rs	Rs per quarter
C	Managing and maintaining of web portal for 3 years after hosting of web site(per quarter)	Rs per quarter		%	Rs	Rs per quarter
D	Total of A, B, C	Rs			Rs	Rs

The above cost mentioned for A, B, C should be fixed and not subject to any variation during the entire contract period. All taxes and duties etc as applicable at the time of invoice will be paid. Different taxes/duties currently prevailing should be indicated.

	Taxes, Duties etc		
SI No	Nature	Rate	Amount
1			
2			
3			
..			

Annexure 1

MATERIAL MANAGEMENT DEPARTMENT ACTIVITY WISE DETAILS

SLNO	ACTIVITY	INPUT DATA	ONLINE CAPTURE	VALIDATIONS	BY WHOM	REPORTS	remarks
1	INDENT generation	Project details, Budget allocation(Labsupport, site support,spares etc)	project no, mat code, description,qty,rate,value, tc,warranty, etc (41 fields)	project no, code,fund availability,etc.	by all Labs/ user dept	option to print Indent	indent ack will be given on system once the hard copy received along with all relevant documents, by assigning pur exec or ack no & date (this date will be the reckoning date for indent receipt)
2	enquiry generation	Indent, vendor directory, Terms & conditions , PMD	vendor codes,OT/LT/ST option,single two part bid option,over all L1 basis option, splitting of order qty option, Rev auction clause, Due date	vendor codes, temp codes, date validation	by purchase executive	1. approval for temp vendors , 2. enquiry Hard copies along with emailing option.	this first report can be online with a facility to print after approval. Task to be available on approving authority desktop. Comment field to be available for returning or for clarification
3	Tender opening	enquiry data, indent data, vendor	tender opening date	date validation	by tender opening cell	tenders due for opening on a specific day	
4	extension of due date approval	enquiry data, indent data, vendor	enquiry no, new due date	enq no validation	by pur exec	extension of due date approval format	can be online with facility for printing after approval.
5	letters to suppliers intimating the extension.	enquiry data, indent data, vendor	enquiry no, new due date	enq no validation	by pur exec	letters to suppliers intimating the extension.	email option to be available
6	late tender acceptance	enquiry data, indent data, vendor	enq no, vencode, date of receipt, reason for accepting	enq no	by pur exec	approval note for accepting late tender. Online	print option after approval
7	tech bid offers forwarding	enquiry date, indent data, vendor	current date from system,enq no,vendor code, offer references, offer dt, tech clearance by		by pur exec	offers sent to labs for tech clrs with dates and names	option to transfer responded vendors list against this item to "additions to PMD" file
8	Tech rejection details	enquiry date, indent data, vendor	current date from system,enq no,vendor code,brief reason for rejection		by pur exec / labs	option to print tech rejection letter to supplier with reasons.	
9	price bid opening approval	enquiry date, indent data, vendor	enquiry no, approved vendor codes	enq no , vendor code	by pur exec	price bid opening approval format, price bid opening intimation to suppliers (letter) along with emailing option.	on line with print option for approval process. At this stage system to capture ST/LT/OT basis.
10	preparation of comparative statement	enquiry date, indent data, vendor	enq no, vendor code, itemno, currency, qty, unit,rate,value for each item and commonly taxes,duties, payment terms, delivery, warranty,freight etc.	enqno, vend code, currency, unit,taxes, exchange rate, payment terms has to be dropdown menus	by pur exec	comparative statement	both on the screen and print options with full details

SLNO	ACTIVITY	INPUT DATA	ONLINE CAPTURE	VALIDATIONS	BY WHOM	REPORTS	remarks
11	negotiations option	enquiry data, indent data, vendir	enq no, vendor code, reasons for negotiation, grade of neg. officer, DOP approval powers	enq no, ven code	by pur exec	approval for negotiation note	
12	initiation of neg	enquiry data, indent data, vendir	enq no, date of neg, members in neg committee	enq no, date of neg, members in neg committee	by pur	letter to supplier along with option for email.	a task should appear on members desks with details and date of neg.
13	preparation of modified CST	enquiry data, indent data, vendir	enq no, vendor code, itemno, currency, qty, unit, rate, value for each item and commonly taxes, duties, payment terms, delivery, LD, warranty, freight etc.	enqno, vend code, currency, unit, taxes, exchange rate, payment terms etc has to be dropdown menus	by pur exec	comparative statement	both on the screen and print options with full details
14	preparation of proposal/s for po placement	enquiry data, indent data, vendir, DOP	enq no, psu status, iut, PPO ref and if PPO available rates item wise, split qty if needed, grouping of items if needed	enq no	by pur exec	proposal format with ref no and option to print	system to capture all details of Proposal from earlier stages.
15	financial concurrence	enquiry data, indent data, vendir, DOP	enqno, fin ref no	enq no	by fin concurring authority		activity is proposed as manual. Only after concurrence the fin ref no for this enq will be updated in sys.
16	purchase order generation	enquiry data, indent data, vendir, DOP, terms codes	enqno, ven code, fin ref, item no, qty, terms, consignee, consolidator, part shipment, other instructions etc.	enq no, vend code, fin con.ref	by pur exec	purchase order with emailing option	hard copies will be printed
17	ord ack	po data, enq data, indent data, vendir, etc.	pono, sup ref no and date, committed PDC (probable date of completion)	pono	by pur exec	1. Orders released but ack not received list. 2. "non receipt of ord acknowledgement" letter with email option.	in case of no reply this remainder will be sent
18	PO amendment	po data, enq data, indent data, vendir, etc.	pono, fields to be amended	pono, all other field where validation is required	by pur exec	PO amendment copy.	based on fields to be amended the system will pick up all relevant fields and update once the amendment is finalised
19	BG or SD details	po data, enq data, indent data, vendir, etc.	pono, BG no, BG date, BG expiry date or security deposit details	pono	by pur exec	BGs going to be expired in next 3 months	
20	Advance payment, in case of advance	po data, enq data, indent data, vendir, etc.	pono, proforma inv no, inv date, cur, value	pono	by pur exec, fin exec	letter to fin with on line approval. (hard copy with approval)	option to print after approval. After advance is paid the transaction no. will be updated in the system
21	proforma payment request, in case of proforma	po data, enq data, indent data, vendir, etc.	pono, proforma inv no, inv date, cur, value	pono	by pur exec, fin exec	letter to fin with on line approval. (hard copy with approval)	option to print after approval. After Voucher is prepared the information will be updated in the system
22	Lc request	po data, enq data, indent data, vendir, etc.	pono, value, bank name, ac no, address, validity	pono	by pur exec	letter to fin with on line approval (hard copy with PO/ack)	option to print after approval

SLNO	ACTIVITY	INPUT DATA	ONLINE CAPTURE	VALIDATIONS	BY WHOM	REPORTS	remarks
23	Lc details	po data, enq data, indent data, vendir, etc.	pono, Lcno, Lc date, valid dt, value	pono	by pur exec	lcs expiring in next one month	
24	LC extension / amendment	po data, enq data, indent data, vendir, LC data etc.	pono, Lcno, Lc date, new valid dt, value etc	pono	by pur exec		
25	despatch information	po data, enq data, indent data, vendir, LC data	pono, despatch details viz LR no, AWB no, date,ETA	pono	by pur exec		
26	intimation from bank regd sight draft/bank doc	po data, enq data, indent data, vendir, LC data	pono,cur,value,comments etc	pono	by fin		based on comments clearance for payment will be given on the system by pur exec
27	delivery receipt/ Material handing over note	po data, enq data, indent data, vendir, LC data	pono,item, pkgs, date of rect, no of items, dc no,dt,inv no,dt, dkt ref	pono	by stores		
28	physical inspection	po data, enq data, indent data, vendir, MHON	pono, mhon no	pono,mhon no	by stores	intimation on line to fin for release of payment in case of proforma	
29	RIV generation	po data, enq data, indent data, vendir, LC data MHON data etc.	pono,MHON no, item,qty inv, qty recd etc	pono,mhon no	by stores		hard copies will be printed
30	E&C/ Put to use certification	po data, enq data, indent data, vendir, RIV data, MHON data etc.	pono,RIVno, put to use date, erection and commission date and other details.	pono,RIV no	by user/labs	E&C report or put to use report	hard copy will be printed
31	RIV updation and closure	po data, enq data, indent data, vendir, RIV data,	pono,RIVno, comments by stores etc.	pono,RIV no	by stores		date of closure will be updated in system
32	RIV clarification details	po data, enq data, indent data, vendir, RIV data, MHON data Fin payment data, etc.	pono,RIV no, IOM no, IOM dt, brief details of clarifications etc.	pono,RIVno	by fin		clarification reply sent date to be updated by pur exec
33	Payment details	po data, enq data, indent data, vendir, RIV data, MHON data Fin payment data, etc.	pono,RIV no, cur, value,statutory deductions, LD, release date, transaction no	pono,rivno	by fin		

SLNO	ACTIVITY	INPUT DATA	ONLINE CAPTURE	VALIDATIONS	BY WHOM	REPORTS	remarks
review reports							
1	purchase officer wise	Indent, vendor directory,project data	date and option		by pur exe	pending indents	as on date pending and also pending for more than 60 days
2	purchase officer wise	indent,po data	date and option		by pur exe	pending purchase orders	as on date pending, outstanding as on date, pending for more than 60 days from delivery date
3	project wise	indent, project data, pono, riv data etc	proj no or all projects		by labs/all	material status item wise also summary report for a project	
4					by labs/all	pos placed during the month for uploading	
5					by pur exe	indent to po conversion	
6					by pur exe	material receipt analysis	
7					by pur exe	vendor wise pos placed	
8					by pur exe	pos placed between two dates	
9					by pur exe	vendor wise pos pending	
10					by pur exe	vendor wise full details like orders placed in last three years, pending orders, payments pending, pending pos, address and contact persons tec.	this will help at the time of negotiation
11					by stores/pur exec	receipts during the month and upto the month	for CEPD MIR
12	other reports which are in vogue					details of reports will be provided later	
SUPPLIER INFORMATION SYSTEM							

SLNO	ACTIVITY	INPUT DATA	ONLINE CAPTURE	VALIDATIONS	BY WHOM	REPORTS	remarks
1	Vendor Regn application receipt	vendir	name, address, phone, mat cat, all details of ven reg form	few charcters of name to verify duplication	by vdc	1. letter to supplier regard receipt of application or rejection of application due to lack of details. 2. list of suppliers applied for registration	drop down menu for all suppliers in vendir whose nem starts with same four chr
2	approved vendors	vendir	vencode	ven code	by vdc	letter to supplier regard approval of his application.	based on approval by USRC, the supplier data will be updated as approved
3	vendors under hold	vendir	vencode, reason for hold	ven code	by vdc	letter to supplier regard HOLD of his application.	based on USRC comments, the supplier data will be updated as HOLD
4	rejected vendors	vendir	vencode, reason for rejection	ven code	by vdc	letter to supplier regarding rejection of his application.	based on USRC comments, the supplier data will be updated as rejected. A warning to be flashed already if any PO is placed on him.
5	enquiry details	enq data,indent data,etc	vencode, password	vencode, password	by supplier	list of enquiries floated in last 90 days with due date	
6	payment details	po data,payment data	vencode, password, pono,invno	vencode,pass word	by supplier	payment released in last 90 days with podetails and ld and tds details. Also bills pending at fin to be paid	
7	pending purchase orders	podata, riv data	vencode, password	vencode, password	by supplier	list of pending pos with delivery	
8	performance rating	podata, riv data, performance data	vencode, password	vencode, password	by supplier	performance of supplier for the orders completed during last year	

assumptions:


in case of closed projects indent can not be generated.

in case project is closed after processing of indent po should not be generated

exchange rates will be taken from rbi site daily and updated by system administrator

details of all staff (i.e. staffno, name , designation, dept) will be updated once in a month by HR and also after june 25th.

all fields where limited options available, a drop down menu will be provided for the user to select.

		PURCHASE INDENT FORM No. RD:MPX:F-16		Card Code 1	Batch Code 2	TY CA 3	FOR USE IN PURCHASE DEPTT. ONLY			CHARGED TO			BUDGET CODE 9		
				Buy Sec 4	Indent No. 5		Indt. Date 6		Proj. No/ Accounts Code Head 7		Dept. Code 8				
						1									
SHORT NOMENCLATURE OF THE ITEMS 10					Broad Matl. Code 11	Source 12	NATURE OF INDENT						Total estimated value in Rs. (Landed Cost) 20	Delivery 21	PL. YR. 22
							PRO 13	SST 14	EDU 15	DEV 16	ORD 17	EME 18			
											IND	1			
Key 23	24	Indt. Sl. No. 25	Material Code 26	Description/ Specification 27				Unit 28	Qty 29	Value 30 (Rs.)		Delivery 31	32		

Please see overleaf for further details

Purchase copy/ Computer cell/ Statistical copy/ Indent or's copy

MODE OF DESPATCH BY ROAD ☐ BY AIR ☐ BY SEA ☐ SPECIAL INSTRUCTIONS & REMARKS :

GUARANTEE CERTIFICATE REQUIRED ☐ NOT REQUIRED ☐

MANUFACTURER'S TEST CERTIFICATE REQUIRED ☐ NOT R EQUINED ☐

THIRD PARTY INSPECTION REQUIRED ☐ NOT REQUIRED ☐

ERECTION & COMMISSIONING REQUIRED ☐ NOT REQUIRED ☐

SPECIAL TOOLS REQUIRED ☐ NOT REQUIRED ☐

ACCESSORIES REQUIRED ☐ NOT REQUIRED ☐

SPARES REQUIRED ☐ NOT REQUIRED ☐

DESTINATION FOR MATERIAL DELIVERY

DOCUMENTS ENCLOSED

PROPRIETORY CERTIFICATE ☐ JUSTIFICATION FOR IMPORTS ☐ DRAWINGS NOS. ENCLOSED

JUSTIFICATION FOR SOURCE STANDARDISATION ☐ JUSTIFICATION FOR AIR LIFTING ☐ SPECIFICATIONSNOS. ENCLOSED

JUSTIFICATION FOR EMERGENCY ☐ OTHERS

PREVIOUS PURCHASE ORDER REFERENCE, IF ANY :

INDENTOR REFERENCE	INDENTED BY	APPROVED BY
No.	Signature	Signature
	Name :	Name :
Date	Designation :	Designation :
	Date :	Date :

NOTE : Approving authority for the Purchase Indent should be in the line with the delegation of powers for approving the Purchase Indent
For importation & air-lifting justification should be enclosed countersigned by approving authority
For source standardisation separate justification should be enclosed
For emergency indents separate note should be enclosed, giving factors of emergency involved

Annexure 2

SUPPLIER CODE

CONTROL NO.

P.O.NO.

VOUCHER NO.

DATE

DATE

STAFF NO.

JOB NO.

PROJECT NO.

BILL NO.

RIV NO.

DATE

DATE

% OF ADV

ACCOUNT HEAD

D R

C R

Rs.

Ps.

Rs.

Ps.

2 7 1 0

2 7 2 0

TOTAL

GROSS : PASSED FOR PAYMENT OF Rs. _____ (RUPEES)

NET AMOUNT PAYABLE BY CHEQUE/BC/DD/CASH Rs.

(RUPEES

To

SR. ASSISTANT

SR. ACCOUNTANT

AO/SAO/DY.MGR./MGR

ENCL :1) DEDUCTION ADVICE SLIP

B.B.P. NO.

ACQUITTANCE

C.B.P. NO.

PAID BY CHEQUE NO.

Received Rs.

DATE :

SIGNATURE

1	2	3	4
---	---	---	---

☐

INTER-SECTIONAL JOURNAL VOUCHER

[illegible]

五、關於「新民主主義」的解釋

— 3500/Py 2124/1510.
— 2016-01-27 10:00

240/0144-0145
41-51010145

**Bharat Heavy Electrical Limited**

Corporate Research & Development Division
Vikasnagar, Hyderabad - 500 093.

RECEIPT

No.

80751

DATE :

Received a sum of Rs. _____ (Rupees _____)

By Cash / M.O. / *DD. / *Cheque / *Bankers' Cheque Bearing No. _____ dt. _____

on _____

Sri / Messers _____

Staff No. _____ Dept. _____

towards _____

(* Subject to realisation)

For Bharat Heavy Electrical Limited

Sr. Accounts Officer / Cashier

BANK RECEIPTS ADVICE SLIP

CASH

Section Code :

Section :

Name of Bank :

Date of Accountal By Bank

B.B.R.No.

Date :

0245

S.No.	PARTICULARS	DR		CR.	
		Rs.	Ps.	Rs.	Ps.
	411000				
	208000				
	TOTAL				

DPC TO PUNCH THE FOLLOWING

Control No. :

Section Code :

Voucher No. :

Date. :

0245

S.No.	ACCOUNT HEAD	DR.		CR.	
		Rs.	Ps.	Rs.	Ps.
	208000				
	TOTAL				

BHEL CORPORATE (R & D) DIVISION
HYDERABAD
ACCOUNTS : CASH

BANK PAYMENT ADVICE SLIP

N^o 00945

Section Code _____

DATE

Date of Accountal
by Bank _____

S. No.	PARTICULARS	DR		CR	
		Rs.	P.	Rs.	P.
	271000				
	272000				
	411000				
	TOTAL				

DPC TO PUNCH THE FOLLOWING

Supplier's Code _____

Project No. _____

P. O. No. _____

Control No. _____

Staff No. _____

Voucher No. _____

S. No.	ACCOUNT HEAD	DR.		CR.	
		Rs.	P.	Rs.	P.
	271000				
	272000				
	TOTAL				

ACCOUNTANT

AO/SAO/DY.MGR /MGR.

Annexure -3

Item Name		Enterprise Level Server	
S.No.	Parameter / Feature	Minimum BHEL Requirements	Vendor Compliance (Yes /No)
1	Make & Model		
2	Mounting	Rack Models	
3	Height	Max 2U	
4	Processor	Dual Core Intel Xeon 3.0 GHz or higher	
5	No. of Processors	Two (2)	
6	Chip Set	Intel 5000 family chipset	
7	CPU Cache	6MB L2 Cache	
8	FSB	1333 MHz or higher	
9	RAM	8 GB ECC DDR2 667 MHz SDRAM expandable to 16GB.	
10	Extension slots	2 or more PCI-X / PCI-Express slots	
11	HDD	6 x 73-GB or higher SFF hot Pluggable SAS 10K rpm	
12	Internal HDD bays	6 or more hot plug drive bays	
13	DVDROM	8x or higher DVD-CDRW Combo Drive	
14	Raid Controller	2 Nos. of 3G SAS RAID Controller, each with 256 MB battery backed cache	
15	LAN Card	2 Nos. of separate 10/100/1000 Ethernet Cards	
16	Power Supply	Should come with Hot Pluggable & Redundant Power Supply	
17	Fans	Hot pluggable redundant fans	
18	Management Software	Management software having following features provided with each server: 1)OS independent remote management capabilities. 2)Provide proactive notification of actual or impending component failure alerts. 3)Inventory management (H/W & S/W) 4)Remote software deployment 5)Remote patch deployment	
19	Certifications	Red Hat Linux Advanced Server 3.0 or higher and MS Win2003 Enterprise Edition Server or higher.	
		For OEM : ISO 9001:2000 (CERTIFICATE TO BE ENCLOSED)	
		IEC-60950-1: 2001 / IS 13252:1992 / UL (Underwriters Laboratories)	
		ACPI 2.0 & RoHS Compliant	
20	Warranty	OEM onsite / labour / parts warranty for the entire lease period	