

**BHEL, R.C.PURAM, HYDERABAD – 32
H.R. DIVISION / CANTEEN**

***NOTICE INVITING EXPRESSION OF INTEREST
FOR SUPPLY OF VEGETABLES TO CANTEEN.***

BHEL, Ramachandra Puram, Hyderabad-502 032, Andhra Pradesh, a Navaratna Central Public Sector Undertaking (in short called ‘The Company’) invites **Expression of interest (EoI)** from interested and eligible Vendors for empanelment **for supply of Vegetables etc to BHEL Canteens regularly as per the terms & conditions stated below. (As this is only an EoI, no price offers need to be enclosed) The vendors getting empanelled against this advt will be addition to the existing empanelled vendors.**

The approximate value of requirement is Rs. 100 Lakhs per year, the details of which are as per the **Annexure - I enclosed**. It is to be noted that the items/quantities given in the Annexure are only indicative and actuals may vary as per requirement.

- 01)** The Prospective Vendor (in short ‘PV’) in order to be eligible for empanelment shall be a Sole Trader/Partnership firm Registered under the Indian Partnership Act / a Company Regd under the Indian Companies Act / a Cooperative society, Regd under the relevant Act with Minimum Annual Sales Turnover of Rs. 100 (Hundred) lakhs on Vegetables and having Registered office/Local Office/ point of supply located within 60 kms (approx) radius to BHEL, Ramachandrapuram Canteens. (It is suggested the PV may make physical visit to the canteens to have first hand idea about their location etc). **The PV shall submit its Request For Empanelment along with Annexures – I to V (including checklist) duly filled in with the required details and further enclosing therewith all supporting documents without which EoI is liable to be rejected; and the decision of the competent authority in this regard shall be final and binding.**
- 02)** The Company after receipt of EoIs would make an evaluation as per **Evaluation Sheet** enclosed vide **Annexure - V** considering the total weightage points scored therein and cut-off points as decided by the competent authority, if any. Accordingly the names of the Vendors for inclusion in the Empanelment List would be finalized by the competent authority whose decision would be final. In case the number of eligible EoIs after evaluation are more, all the eligible EoIs would be ranked in order of the total weightage points scored and the Company has the right to decide to empanel only such number of PVs as it feels necessary. Thereafter the Company informs the eligible PVs about their being considered for inclusion in the panel and payment of the Security Deposit amount as mentioned below for issuing Letter of Empanelment. A PV becomes an Empanelled Vendor (EV) only after payment of requisite Security Deposit and issue of such Empanelment Certificate by the Company. **This empanelment is only for the limited purpose of developing a list of prospective vendors and does not indicate any commitment by the company to accept supplies from such EVs.**
- 03)** **The empanelled list will be valid for a period of two years.** However, the company reserves the right to review the empanelled list periodically by way of addition of new vendors or deletion of the EV by giving one month prior communication to such vendors based on the Company requirements. Further the company also reserves the right to

scrap the total list of EVs by giving one month prior intimation in the interest of the company.

- 04) Any EV can request for delisting its name from the Panel with one month notice. The company may accept such request and settle any amounts due to it subject to deduction of any amounts due to the company as per the terms of the contract / agreement with BHEL in respect of delayed supplies, rejected supplies etc.
- 05) After the completion of Empanelment process, the Company sends / hands over an Enquiry to all EVs with details of Vegetables required to be supplied during the **‘supply month’ starting from the 1st of next Month to the end of the Month. The EVs have to quote item wise rates and values in the specified format only and submit the Price bid in a sealed envelope. The rates quoted shall include all taxes and duties including freight, loading and unloading (for which manpower arrangements have to be made by EV itself & at its own cost.) i.e. an all inclusive Single Delivered Rate to BHEL Canteens.** Such rates quoted shall be valid during the ‘Supply Month’ as per enquiry and cannot be increased in between for whatever the reason may be.

It is to be noted that BHEL requires best quality sorted and graded vegetables which requirement will be monitored by Canteen Managing Committee. Similarly delivery of the Vegetables in time is the essence.

- 06) **It is to be noted that all the items in the Enquiry need to be compulsorily quoted and non-submission of rate for any of the listed items renders such price bid liable to be rejected in total.** If any EV does not submit valid offers continuously for three times such EV gets automatically delisted from the panel and S.D. of such EV would be forfeited.
- 07) All the EVs have to submit their quotation in a Sealed Envelope properly addressed as mentioned in the enquiry and drop the same in the Tender Box kept for the purpose in the Staff canteen office on or before the date specified in the **Enquiry/or as extended.** Interested EVs may also be present on the date of Tender opening as specified in the Enquiry.
- 08) **Since Canteens form a sensitive area of operation of the company involving industrial relations, quality and timely supplies are the essence and in view of the peculiar situation whereby quality cannot be tested before unloading of various items, it is to be noted that the company has the right to reject any of the supplies received and unloaded inside the premises and which do not meet the quality requirements.** Further, the Company has every right to make risk purchase after due intimation to the vendor, for the supplies not received in time or rejected as above and recover the additional cost from any bills or S.D payable to the EV. Further the responsibility to collect back the rejected supplies lies with the EV at its own cost.
- 09) **Evaluation of L1 Vendor for ordering will be made based on the total quoted value in respect of all the enquired Vegetables etc** and the EV with the lowest Total quoted value will be treated as L1 Vendor for that particular supply Month for placement of Order.

- 10) The items / quantities mentioned in the Enquiry are indicative only and actual supply quantities depend on the company's requirements to be supplied at the accepted rates for the month. Further the **supply and delivery of Vegetables etc shall normally be thrice a week and at two points – Works Canteen and Staff Canteen of the Company**
- 11) The Company reserves the right to negotiate with the L1 Vendor before ordering and also has the discretion to split the quantities among the L1 vendors in appropriate manner in case of tie.
- 12) The L1 vendor shall supply vegetables as Indented to BHEL, R.C.Puram Canteen from time to time, and present Bills to the company on monthly basis. Further it is the responsibility of the EV to take endorsement of CISF personnel on the Delivery Challans of supplies made and submit along with the Bills for payment. The payment of the Bills will be made as per the applicable rules and procedures of the company and normally within 45 days of the date of submission of the Bills to the Company along with required documents.
- 13) BHEL has the absolute discretion and right to accept or not to accept any or all EoIs received for empanelment including the right to scrap the total process of empanelment before it is finalized in the interest of the company. It has also discretion and right to accept or not to accept any or all monthly price bids received, without assigning any reasons and re-tender in the interest of the Company.
- 14) **The PV before empanelment (not at the time of submission of EoI) shall pay an amount of Rs. 2 lakhs (Rupees Two lakhs only) towards security deposit by way of Cash / BG / DD in favour of BHEL, drawn on a Nationalised Bank. The Security deposit will not carry any interest.**
- 15) **The PV (Prospective Vendor) should not have been blacklisted by any other Govt. Ministry/Department/Public Sector undertaking/Co-operative Society.**

Annexure – I**Requirement of Vegetables for supply to BHEL Canteens**

Sl. No.	Name of the Vegetable	Average Appx. Weekly Qty (Kg /no)	Unit/ measure for rate quotation (Kg /nos)
1.	Beans	40	Kg
2.	Beet Root	125	Kg
3.	Beera	175	Kg
4.	Brinjal	350	Kg
5.	Capsicum	50	Kg
6.	Cabbage	500	Kg
7.	Carrot	250	Kg
8.	Water Coconut	880	Nos.
9.	Cucumber	200	Kg
10.	Donda	200	Kg
11.	Drumsticks	1,750	Nos.
12.	Garlic	100	Kg
13.	Ginger	220	Kg
14.	Green Chilies	500	Kg
15.	Mullangi	450	Nos.
16.	Kanda	55	Kg
17.	Onion	1,500	Kg
18.	Potato	800	Kg
19.	Tomato	2250	Kg
20.	White Pumpkin	500	Kg
21.	Curry Leaves	60	Kg
22.	Kothmir	80	Kg
23.	Pudina	25	Kg
24.	Palak	150	Kg
25.	Thotakura	200	Kg
26.	Kheera	250	Kg
27.	Lemons	2250	Nos.
28.	Cauliflower	100	Kg
29.	Bhendi	180	Kg
30.	Methi	180	Kg
31.	Country Beans	100	Kg
32.	Green Plantains	200	Nos.
33.	Green Mangoes	800	Nos.
34.	Gongura	125	Kg
35.	Amla	100	Kg
36.	Konda Mirchi	100	Kg
37.	Chikudu	25	Kg
38.	Chuka Kura	100	Kg
39.	Green Peas	10	Kg

NB: Vegetables at SL. Nos. 29 to 36 are only seasonal Purchases.

We are prepared to supply all items listed above.

Date :

Signature of Authorised Person with stamp

Annexure – II**STATEMENT OF DETAILS FOR EMPANELMENT AS PROSPECTIVE SUPPLIER
FOR SUPPLY OF VEGETABLES FOR BHEL CANTEENS**

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

ANNEXURE-III

LIST OF CUSTOMERS WITH VALUE OF SUPPLIES MADE FOR <u>VEGETABLES</u> (Additional Sheets can be enclosed as per requirement)				
Sl.No.	NAME WITH ADDRESS	2007-08 Rs. in lakhs	2008-09 Rs. in lakhs	2009-10 Rs. in lakhs
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

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

Date :

Signature of Authorised Person with Stamp

Annexure – IV**CERTIFICATE**

This it to certify that w.r.t the Audited Accounts for Financial Years referred of M/s

With address

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

Financial Year (only latest three years will be considered)	Total Sales Turnover as per Audited A/cs Rs. in lakhs	Sales Turnover of Vegetables out of Total sales Turnover Rs. in lakhs	Remarks, if any
2009 – 10			
2008 – 09			
2007 – 08			

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

[illegible]

<u>No. of Customers</u>	<u>Weightage</u>		
>4 customers in PSU/ Govt./ Co-op. Sector	20		
>4 customers in other than PSU/Govt./Co-op. Sector	15		
3 to 4 customers	10		
2 to 3 customers	5		
<2 customers	0		
TOTAL :		100	

Example – Point No. 2 (a) & (b)

Turn Over WEIGHTAGE

1-4 CRORES	10
4-10 CRORES	15
>10 CRORES	25

2.a. Maximum Score: 25

YEAR	YEARLY WTG	TURN OVER	TO WTG	SCORE
2007-08	20%	3	10	2
2008-09	30%	4	10	3
2009-10	50%	8	15	7.5
OVER ALL RATING:				12.5

Vegetables Turn

over WEIGHTAGE

1-1.5 CRORES	20
1.5-3 CRORES	25
>3 CRORES	30

2.b. Maximum Score: 30

YEAR	YEARLY WTG	Vegetables turn over	TO WTG	SCORE
2007-08	20%	2	25	5
2008-09	30%	4	30	9
2009-10	50%	4	30	15
OVER ALL RATING:				29

COMBINED Maximum Score: 55

YEAR	YEARLY WTG	TURN OVER	TO WTG	SCORE	Vegetables turnover	TO WTG	SCORE
2007-08	20%	3	10	2	2	25	5
2008-09	30%	4	10	3	4	30	9
2009-10	50%	8	15	7.5	4	30	15
OVER ALL RATING:				12.5	29		

(On Vendor's Letter Head)

To,

Date : _____

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

Dear Sir,

SUB : Request for Empanelment

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

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

Kindly empanel our firm for supplying Vegetables.

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

We also certify that we have not been blacklisted by any other Govt. Ministry/Department/Public Sector undertaking/Co-operative Society.

Yours truly,

Signature and seal of authorised person

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

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

Date :

Signature with stamp

PROCEDURE FOR APPLYING AND EMPANELMENT

Phase – I

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

Phase – II

8. After scrutiny, shortlisted vendors will be required to submit Security Deposit of Rs. 2.00 lakhs..
- .
9. They will also be required to submit EFT form duly signed by their banker.

Phase – III

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