

# BHARAT HEAVY ELECTRICALS LIMITED

HUMAN RESOURCES DEPARTMENT: CANTEEN

## ‘NOTICE INVITING EXPRESSION OF INTEREST’ FOR SUPPLY OF VEGETABLES

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

**The approximate value of requirement is Rs. 100 Lakhs** per year (for about 6500 meals per day) the details of which are as per the **Annexure - II**. It is to be noted that the items/quantities given in the Annexure are only indicative and actual figures may vary as per requirement.

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

for whatever reasons. **It is to be noted that BHEL requires best quality and cleaned materials only. Similarly delivery of the vegetables in time is the essence.**

6. **It is to be noted that all the items in the Enquiry need to be compulsorily quoted and non-submission of rate for any of the listed items renders such price bid liable to be rejected in total at the discretion of the Company.** If any EV does not submit valid offers continuously for three times, such EV gets automatically delisted from the panel and S.D. of such EV would be forfeited.
7. All the EVs have to submit their monthly supply quotations in a sealed envelope properly addressed as mentioned in the enquiry and drop the same in the tender box kept for the purpose in the **Staff canteen office** or through registered post on or before the date specified in the Enquiry/or as extended. Interested EVs may also be present on the date of Tender opening as specified in the Enquiry. (For specified items two sets of samples have to be supplied along with the monthly price quotes).
8. **Since Canteens form a sensitive area of operation of the company involving industrial relations, quality and timely supplies are the essence and in view of the peculiar situation whereby quality cannot be tested before unloading of various items, it is to be noted that the company has the right to reject any of the supplies received and unloaded inside the premises and which do not meet the quality requirements.** Further, the Company has the right to make risk purchase after due intimation to the vendor, for the supplies not received in time or rejected as above and recover the additional cost from any bills or S.D payable to the EV. Further the responsibility to collect back the rejected supplies, at its own cost, lies with the EV.
9. **Evaluation of L1 Vendor for ordering will be made based on the total quoted basket value in respect of all the enquired vegetables** and the EVs with the lowest total quoted basket value will be treated as L1 Vendor for that particular supply Month for placement of Order.
10. The items / quantities mentioned in the Enquiry are indicative only and actual supply quantities depend on the company's requirements to be supplied at the accepted rates for the month. Further, the supply and delivery of vegetables etc shall be normally **thrice in a week or more in exigencies and at two points – Works Canteen and Staff Canteen of the Company**
11. The Company reserves the right to negotiate with the L1 Vendor before ordering. Company also has the discretion to split the quantities among the L1 vendors in appropriate manner in case of tie.
12. The L1 vendor shall supply on the dates specified in the Enquiry and present Bills to the company on monthly basis. Further it is the responsibility of the EV to take endorsement of CISF personnel on the Delivery Challans of supplies made and submit along with the Bills for payment.
13. The payment of the Bills will be made as per the applicable rules and procedures of the company and normally within 45 days of the date of submission of the Bills to the Company along with required documents. Should any EV seek any deviation in the payment terms, its price offers shall be loaded accordingly @18% p.a. to arrive at the landed cost to BHEL.
14. BHEL has the absolute discretion and right to accept or not to accept any or all Eols received for empanelment including the right to scrap the total process of empanelment before it is finalized in the interest of the company. It has also discretion and right to accept or not to accept any or all monthly price bids received without assigning any reasons and re-tender in the interest of the Company.
15. The PV before empanelment (not at the time of submission of Eol) shall pay an amount of Rs. 2 lakhs (Rupees Two lakhs only) towards security deposit by way of Cash / BG / DD in favour of BHEL, drawn on a Nationalised Bank or Fixed Deposit Receipts in Nationalised Banks hypothecated to BHEL. However, for Vendors whose Turnover exceeds Rs. 100 crores for three preceding financial years or Vendors who are empanelled to supply provisions/vegetables to any sister unit of BHEL, Security Deposit may be exempted. However, the quoted prices will be loaded with a loading factor of 1% in case waiver of Security Deposit is sought under this clause.

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**(On Vendor's Letter Head)**

To

**Date :** \_\_\_\_\_

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

Dear Sir,

Sub: Request for Empanelment

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

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

Kindly empanel our firm for supplying Vegetables.

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

Yours truly,

Signature and seal of Authorised person

**STATEMENT OF REQUIREMENT OF VEGETABLES FOR SUPPLY TO BHEL CANTEENS**

Sl. No.	Items	Weekly requirement (Kg/Nos.)	Unit/ measure for rate quotation
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	1750	Nos.
12	Garlic	100	Kg
13	Ginger	220	Kg
14	Green Chillies	500	Kg
15	Mullangi	450	Nos.
16	Kanda	55	Kg
17	Onion	1500	Kg
18	Potato	800	Kg
19	Tomato	2250	Kg
20	White Pumpkin	500	Kg
21	Curry Leaves	60	Kg
22	Kothmir	80	Kg
23	Pudhina	25	Kg
24	Palak	150	Kg
25	Thotakura	200	Kg
26	Kheera	250	Kg
27	Lemon	2250	Nos.
28	Cauliflower	100	Kg
29	Lady's Finger/Bhendi	180	Kg
30	Methi	180	Kg
31	Country Beans	100	Kg
32	Green Plantain	200	Nos
33	Green Mangoes	800	Nos.
34	Gongura	125	Kg
35	Amla	100	Kg
36	Konda Mirchi	100	Kg
37	Chikkudu	25	Kg
38	Chukka Kura	100	Kg
39	Green Peas	10	Kg

*Note: Vegetables at Sl. No. 29 to 36 are only seasonal purchases*

We are prepared to supply all items listed above.

Date :

**Signature of the Authorised Person with Name & Stamp**

### Annexure – III

**STATEMENT OF DETAILS FOR EMPANELMENT AS PROSPECTIVE SUPPLIER FOR SUPPLY OF 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	

Date :

Signature of the Authorised Person with Name & Stamp

**Annexure – IV**

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

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

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

**Date :**

**Signature of the Authorised Person with Stamp**

## **CERTIFICATE**

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

With address

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

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

**Date :**

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

## **CERTIFICATE**

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

M/s

With address

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

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

**Date :**

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

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



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

[illegible]

**Date :**

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

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

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

Date :

Signature with stamp

## Annexure – IX

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

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

# **PROCEDURE FOR APPLYING AND EMPANELMENT**

## **Phase – I**

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

## **Phase – II**

7. After scrutiny, shortlisted vendors will be required to submit the Security deposit for Rs. 2.00 lakhs in any form mentioned in the terms.
8. They will also be required to submit EFT form duly signed by their banker.

## **Phase – III**

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