



Bharat Heavy Electricals Ltd.



Maharatna Company

**Bharat Heavy Electricals Limited
BHEL House, Siri Fort,
New Delhi-110049**

**Tender Document
For hiring of services for Maintenance of BHEL's web site www.bhel.com**

Tender Enquiry No.: CC/WEBS/02/2013-14 dated 19.02.2014

**Issued by:
BHEL Corporate Communication
Jeevan Tara Building,
5, Sansad Marg, New Delhi-110001**

Total No. of Pages: 31

**भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Ltd.
कॉर्पोरेट संचार / Corporate Communication
जीवन तारा बिल्डिंग / Jeevan Tara Building
5, संसद मार्ग / 5, Parliament Street
नई दिल्ली-110001 / New Delhi - 110001**



ISSUE LETTER OF BIDDING DOCUMENT

NAME OF WORK : Hiring of services for Maintenance of BHEL's web site

TENDER NO : Tender No. CC/WEBS/02/2013-14

One set of Tender document is hereby issued to:

Name of the Bidder:

Address of the Bidder:

Nature of work	Cost of Tender Documents (in Rs.)	Date of Issue of Tender Documents	Tender submission date & time	Tender opening date & time
Hiring of services for Maintenance of BHEL's web site	NIL	19.02.2014	03.03.2014 by 1300 hrs	03.03.2014 at 1600 hrs

Executive (CC)
BHEL Corporate Communication
Jeevan Tara Building,
5, Sansad Marg,
New Delhi-110001

Pallani

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Ltd.
कॉर्पोरेट संचार / Corporate Communication
जीवन तारा बिल्डिंग / Jeevan Tara Building
5, संसद मार्ग / 5, Parliament Street
नई दिल्ली-110001 / New Delhi - 110001

NOTICE INVITING TENDER

To provide services for maintenance of BHEL Website along with providing support for the updation on static and dynamic pages as and when required by BHEL initially for a period of two years, sealed offers under two part bid system are invited from Indian, Technically Competent, Experienced and Financially sound Website Maintenance agencies (meeting Pre Qualification Requirement criteria as per clause 1.0 of Special Terms and Conditions, Annexure III of the tender enquiry).

The shortlisted agency shall subsequently enter into separate rate contract with BHEL for various activities as listed in the Scope of Work (Annexure II of the tender enquiry). The duration of service contract shall be two years which can be extended by another one year. Following points relevant to the tender may please be noted and complied with:

1.0 Salient features of NIT

Sl. No.	ISSUE	DESCRIPTION
i	Tender no.	NIT NO. CC/WEMS/02/2013-14
ii.	Name of Work	Tender for Hiring of services for Maintenance of BHEL's web site
iii.	Tender Document Cost	NIL
iv.	Earnest Money Deposit (EMD)	Rs 20,000/- (Twenty Thousand only) payable by way of DD / Pay Order drawn in favour of Bharat Heavy Electricals Limited, payable at New Delhi
v.	Place of Issue of Tender	BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
vi.	Submission/ Receipt of tenders	Upto 1300 hrs on 03.03.2014 at BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
vii.	Opening of Tender	On 1600 hrs on 03.03.2014 at BHEL, Corporate Communication Jeevan Tara Building, 5, Sansad Marg New Delhi-110001
viii.	Last Date of seeking clarification(s)	In writing/via emails, at least 3 days ahead of the date of submission of bids at the address of the undersigned.

ix.	Latest Updates	Latest updates on the Important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications, Terms & Conditions etc. will be hosted on BHEL webpage (www.bhel.com) & https://eprocure.gov.in and not in the newspapers. Bidders to keep themselves updated with all such information
-----	----------------	--

2.0 Terms and Conditions

- 2.1 Interested Agencies (meeting Pre Qualification Requirement criteria as per clause 1.0 of Special Terms and Conditions, Annexure III of the tender enquiry) may collect the tender document from BHEL Corporate Communication office or by downloading from BHEL webpage (www.bhel.com) & <https://eprocure.gov.in>
- 2.2 Mere issuance of tender document/ obtaining tender document through BHEL web site should not be construed that the bidder is considered qualified.
- 2.3 The Bidding Document is non-transferable.
- 2.4 The tender document shall not be sent by post.
- 2.5 Bids/ offers may be sent by post/ courier to the office of tender submission authority namely, Additional General Manager, Corporate Communication, BHEL, Jeevan Tara Building, 5, Sansad Marg, New Delhi - 110001. However, BHEL accepts no responsibility for any loss/ delay/ non-receipt of offers not submitted in person. Offers received incomplete/ late are liable for rejection.
- 2.6 EMD as mentioned above shall be paid separately by DD/ Pay Order of any scheduled Indian bank in favour of Bharat Heavy Electricals Limited, payable at New Delhi. Offer received without EMD will be rejected.
- 2.7 During opening of Techno-commercial Bid (i.e. Part-1) the name of Bidders who have submitted their offers along with details of Earnest Money Deposit will only be read out and no other information/ details whatsoever will be read out.
- 2.8 Bidders will not be allowed to quote in association, with their group companies or in association with other companies. Therefore, all the supporting documents required to be submitted with the tender documents are to be in the name of bidding agency only.
- 2.9 Each and every page of Tender document along with supporting documents should

- be signed by authorized person with company seal as a mark of their acceptance of terms and condition of the tender.
- 2.10 BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
- 2.11 In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.

**For & On behalf of
Bharat Heavy Electricals Limited**

Pallavi

(Pallavi Chaudhuri)
Executive (CC)

BHEL Corporate Communication
5, Jeevan Tara Marg, Sansad Marg
New Delhi-110001

Date: 19.02.2014

Place: New Delhi

Enclosures:

- Annexure- I : BHEL- Corporate Profile
Annexure- II : Scope of Work
Annexure- III : Special Terms & Conditions (includes PQR)
Annexure- IV : General Terms & Conditions
Annexure- V : Price Proforma
Annexure- VI : No Deviation Certificate
Annexure- VII : Declaration Certificate (Infrastructure and Manpower)
Annexure- VIII : Declaration Certificate (Legal)
Annexure- IX : Submission of Offers
Annexure- X : Checklist
Annexure- XI : NEFT Details Format



Annexure I

BHEL — CORPORATE PROFILE

Established in 1964, BHEL is India's largest engineering and manufacturing company of its kind engaged in the design, engineering, manufacture, construction, testing, commissioning and servicing of a wide range of products, systems and services for the core sectors of the economy, viz. Power, Transmission, Industry, Transportation, Renewable Energy, Oil & Gas and Defence. The company has been earning profits continuously since 1971-72 and paying dividends uninterruptedly since 1976-77. In recognition of its consistent high performance, BHEL has been conferred with the 'Maharatna' status by the Government of India on 1st February 2013. It is now one among seven Maharatna PSEs. The company has added Power Plant Piping Unit, Thirumayam, Tamil Nadu as its 16th Manufacturing Unit on 2nd August 2013. BHPV, the 100 percent subsidiary of BHEL located at Vishakhapatnam in Andhra Pradesh, has been merged with BHEL and renamed 'Heavy Plate & Vessels Plant (HPVP)' - the 17th manufacturing unit of the company. With a widespread network of 17 manufacturing units, two repair units, four regional offices, eight service centres, eight overseas offices, 15 regional centres, seven joint ventures, and infrastructure to execute more than 150 project sites across India and abroad, BHEL provides products, systems and services to customers efficiently and at competitive prices. The company has established capability to deliver 20,000 MW p.a. of power equipment to address the growing demand for power generation equipment. The company is also setting up a new Greenfield Power Equipment Fabrication Plant at Bhandara, Maharashtra, the foundation stone for which was laid on 14th May 2013. BHEL places strong emphasis on innovation and development of new technologies. Its research and development (R&D) efforts enables a strong customer orientation for responding to changes in the market.

BHEL has achieved the highest ever turnover of Rs.50,157 Crore during 2012-13. With a Net Profit of Rs.6,615 Crore, the company maintained the level of previous five years (2007-12) average profit margins of 14% on the back of strong focus on manufacturing efficiencies. At the end of the year, total orders in hand were about Rs.1,15,100 Crore as of 31st March, 2013 for execution during the year 2013-14 and beyond.

Most of BHEL's manufacturing units and other entities have been accredited to Quality Management Systems (ISO 9001:2008), Environmental Management Systems (ISO 14001:2004) and Occupational Health & Safety Management Systems (OHSAS 18001:2007).

Continuing its tradition of winning prestigious national/international awards, the organization and its employees won several awards during the year which included 'SCOPE Meritorious Award for Human Resource Management'; Indian Chamber of Commerce 'PSE Excellence Award' in the R&D, Technology & Innovation category; and '3 Star Gold Awards' for Quality Circles by 3 BHEL units. Significant awards conferred in the Individual category to the CMD include NITIE Distinguished Alumnus Award 2012; 'BT-STAR Best PSU Man of the Year Award 2012' and Evertia 'Power Man of the Year Award', to name a few. BHEL was also declared the Best PSU in the Electrical & Electronics category by Dun & Bradstreet.

Power Generation

The power generation sector comprises thermal, gas, hydro and nuclear power plant businesses. With an installed capacity of 1,15,500 MW, BHEL has maintained its lion's share of

Page 6 of 31
भारत हवी इलैक्ट्रिकल्स लि.
Bharat Heavy Electricals Ltd.
कॉर्पोरेट संचार / Corporate Communication
जीवन जारा बिल्लियन / Jeevan Jara Billion
5, संसद मार्ग / 5, Sansad Marg
नई दिल्ली-110001 / New Delhi-110001

57% in the country's total installed capacity comprising thermal, hydro and nuclear sets as of 31st March, 2013. BHEL has achieved an all time high 10,340 MW synchronization/commissioning of power plant equipment during 2012-13, including 10 nos. 500 MW sets and India's first indigenously manufactured subcritical set of 600 MW rating at North Chennai. As a testimony to its prowess of manufacturing superior quality equipments, BHEL's 500 MW thermal sets have been achieving a consistent availability of more than 90% for the last six years.

BHEL supplies steam turbines, generators, boilers and matching auxiliaries up to 800 MW ratings, including sets of 660/700/800 MW based on supercritical technology. BHEL has facilities to manufacture thermal sets up to 1000 MW unit size. To make efficient use of high ash content coal available in India, BHEL also supplies circulating fluidised bed combustion (CFBC) boilers for thermal plants. BHEL has proven turnkey capabilities for executing power projects from concept-to-commissioning. BHEL is one of the few companies worldwide, involved in the development of Integrated Gasification Combined Cycle (IGCC) technology which would usher in clean coal technology.

The company manufactures 220/235/500/540/700 MWe nuclear turbine-generator sets and is geared up to take higher rating nuclear sets. Custom-made hydro sets of Francis, Pelton and Kaplan types for different head-discharge combinations are also engineered and manufactured by BHEL. BHEL has supplied hydro turbines and generators of up to 250 MW.

The company has proven expertise in Plant Performance Improvement through renovation, modernization and uprating of a variety of power plant equipment, besides specialized know-how of residual life assessment, health diagnostics and life extension of plants.

BHEL-built thermal sets have been consistently exceeding the national average efficiency parameters. During 2012-13, BHEL made coal-based sets registered a Plant Load Factor (PLF) of 73.7% against the national average of 69.95%.

Industries

BHEL designs, manufactures, supplies and offers services for a broad range of systems and individual products, such as coal and gas-based captive power plants (including co-generation and combined cycle plants), industrial boilers and auxiliaries, waste heat recovery boilers, gas turbines, heat recovery steam generators, steam turbines and auxiliaries, pumps, HT motors, centrifugal compressors, drive turbines, valves, Reverse Osmosis (RO) based water desalination systems & water treatment plants, for power utilities and a number of other industries, including oil and gas, metallurgical and mining, as well as process industries, such as cement, fertiliser, sugar and paper industries.

Transportation

BHEL manufactures and supplies electric locomotives and provides electrical propulsion systems and controls including IGBT-based Systems to Indian Railways, which operates one of the world's largest railway networks. BHEL also manufacture diesel electric locomotives for cement, steel and fertiliser plants, thermal power stations, coal fields, other medium and large

industries, ports and metro rail transportation projects. The company has also has diversified into the area of track maintenance machines for Indian Railways.

In addition, BHEL manufactures complete rolling stock i.e. Mainline 25 kV AC locomotives up to 5,000 hp, EMU coaches and Diesel Electric Shunting locomotives from 350 hp to 1,400 hp.

Oil and Gas

BHEL is supplying onshore drilling rig equipment viz. draw-works, rotary-table, travelling block, swivel, mast and substructure, mud systems and rig electrics to ONGC and Oil India Ltd. Wellheads & X-Mas Tree valves up to 10,000 psi rating for onshore as well as offshore application are also being supplied to ONGC, Oil India Ltd. and private companies who are in the business of drilling operations. BHEL has also supplied Casing Support Systems, Mudline Suspension Systems and Block Valves to ONGC for offshore application. The company has the capability to supply complete onshore drilling rigs capable of drilling up to 9000M, with AC-SCR system or AC Drives having latest state-of-the-art technology, mobile rigs, work-over rigs and sub-sea wellheads. Currently, BHEL is executing orders for the supply of 2,000 hp onshore drilling rigs with AC drives to ONGC and for refurbishment and upgradation of onshore oil rigs from ONGC & Oil India Ltd.

BHEL is a leader in the field of centrifugal compressors to Indian Oil and the gas sector covering a wide range of applications. BHEL provides centrifugal compressors along with drives (e.g. gas turbines, steam turbines, motors) to refineries, fertilizers, petrochemicals, pipelines, gas processing, steel sector and others. BHEL manufactures centrifugal compressors up to 350 bar.

Renewable Energy

BHEL has been manufacturing and supplying a range of renewable energy products and systems. It includes Photovoltaic (PV) cells, modules, systems and power plants. BHEL has supplied stand-alone and Grid-interactive solar PV power plants of KWp to MWp rating and is currently executing 40 MWp of solar PV power plants. The PV plants integrated to the DG grid at remote islands of Lakshadweep totalling to a capacity of 1.9 MWp executed by BHEL is one of its kind in the world for island electrification. BHEL, in collaboration with Indian Space Research Organisation (ISRO), manufactures space-grade high efficiency solar panels and solar batteries which are deployed in their satellites. BHEL offers EPC solutions for Concentrated Solar Thermal Power (CSP) projects.

Water

BHEL has been in the field of water desalination for many years. The first one MGD sea water Reverse Osmosis (SWRO) desalination plant was put up at Narippaiyur, Tamil Nadu in 1999. BHEL offers complete EPC solutions for water treatment, including SWRO plants, waste treatment plant (WTP), effluent treatment plant (ETP) and sewage treatment plant (STP) etc. for power plants, industries and other utilities.

Defence

BHEL has emerged as a reliable supplier of strategic equipment and services to the Indian defence and paramilitary forces for over 20 years. BHEL has a large infrastructure including dedicated engineering and manufacturing facilities at many locations to manufacture various types of equipment and provide complete services to meet the Indian defence requirement. Defence has been identified as a key growth area by BHEL.

Transmission

BHEL undertakes turnkey transmission projects from concept to commissioning on EPC basis which includes execution of EHV & UHV substations/switchyard ranging from 132 kV to 765 kV, HVDC converter stations (up to ± 800 kV), reactive power compensation schemes and power system studies. BHEL also supplies a wide range of products and systems for power transmission and distribution applications. The products manufactured by BHEL include power transformers, HVDC converter transformers, instrument transformers, dry type transformers, shunt reactors, power capacitors, vacuum and SF6 switchgear, gas insulated switchgear (33 kV onwards), control & relay panels, SCADA, thyristor valves & controls for HVDC application, ceramic & composite insulators, etc. BHEL has indigenously developed 765kV transformers. BHEL is currently executing orders for supply of 765 kV auto transformer, generator transformers and shunt reactors for substation/ switchyard. For the 1,200 kV test station at Bina, BHEL has supplied the first 1,200 kV transformer developed indigenously in the country and has also supplied 1,200 kV CVT and disc insulator, which are under successful operation. BHEL has successfully developed and tested 530 kN disc insulators and now has a range of disc insulators for EHV and UHV AC/DC applications up to 1,200 kV AC and ± 800 kV DC with electro-mechanical strength from 70 kN to 530 kN suitable for both clean and polluted environments. BHEL has also successfully developed 400 kV gas insulated switchgear (GIS).

BHEL has a rich experience of more than four decades of setting up indoor and outdoor substations/switchyards on turnkey basis and has executed numerous transmission projects all across the globe. BHEL has indigenously developed and executed schemes using FACTS devices like fixed series compensation for 400 kV lines for enhancing the power transfer capability & reducing transmission losses and controlled shunt reactor (CSR) for dynamic reactive power management of long 400 kV transmission lines. For controlling power flow in 400 kV systems, BHEL has indigenously developed & supplied phase shifting transformer BHEL has also supplied 'Static VAR Compensation' (SVC) for transmission utilities and industries for rolling mills & furnace application. A number of High Voltage Direct Current (HVDC) systems have been executed for economic transmission of bulk power over long distances. BHEL is currently executing the world's largest ± 800 kV, 6,000 MW Ultra High-Voltage multi-terminal DC transmission link, in consortium with international partner.

International Business

BHEL has, over the years, established its references in 76 countries across all the six continents of the world. These references encompass almost the entire range of BHEL products and services, covering thermal, hydro and gas-based turnkey power projects, substation projects and rehabilitation projects, besides a wide variety of products like; transformers,

compressors, valves and oil field equipment, electrostatic precipitators, photovoltaic equipment, insulators, heat exchangers, switchgear, castings and forgings, etc.

Some of the major successes achieved by BHEL have been in gas-based power projects in Oman, Libya, Malaysia, UAE, Saudi Arabia, Iraq, Bangladesh, Sri Lanka, China, Kazakhstan, Belarus, Yemen; thermal power projects in Cyprus, Malta, Libya, Egypt, Indonesia, Thailand, Malaysia, Sudan, Syria, Ethiopia, Senegal, New Caledonia, Ukraine; hydro power plants in New Zealand, Malaysia, Azerbaijan, Bhutan, Nepal, Taiwan, Tajikistan, Vietnam, Rwanda, Thailand, Afghanistan, Democratic Republic of Congo, Burundi; and substation projects & equipment in various countries. Execution of these overseas projects has also provided BHEL the experience of working with world renowned consulting organizations and inspection agencies. The company has been successful in meeting demanding requirements of international markets, in terms of complexity of work as well as technological, quality and other requirements viz. HSE requirements, financing packages and associated O&M services, to name a few. BHEL has proved its capability to undertake projects on fast-track basis. BHEL has also established its versatility to successfully meet the other varying needs of various sectors, be it captive power, utility power generation or for the oil sector. Besides undertaking turnkey projects on its own, BHEL also possesses the requisite flexibility to interface and complement other international companies for large projects, and has also exhibited adaptability by manufacturing and supplying intermediate products.

The company is taking a number of strategic business initiatives to fuel further growth in overseas business. This includes firmly establishing itself in target export markets, positioning BHEL as a regular EPC contractor in the global market both in utility and IPP segments and exploring various opportunities for setting up overseas joint ventures etc.

Technology Upgradation, Research & Development

BHEL's products and systems are technology intensive and R&D and technology development are of strategic importance to the company in its endeavour to become a global engineering enterprise offering a comprehensive range of products and services. During the year 2012-13, BHEL has invested about Rs. 1,252 Crore on R&D efforts, which corresponds to nearly 2.50% of the turnover of the company, focusing on new product and system developments and improvements in existing products for cost competitiveness, higher reliability, efficiency, availability and quality etc. To meet customer expectations, the company has upgraded its products to contemporary levels through continuous in-house efforts as well as through acquisition of new technologies from leading engineering organizations of the world. The IPR (Intellectual Property Rights) capital of the company has grown by 21.5% in the year, taking the total to 2170.

The Corporate R&D division at Hyderabad leads BHEL's research efforts in a number of areas of importance to BHEL's product range. Research & product development (RPD) Groups for each product group at the manufacturing divisions play a complementary role. BHEL has established Centres of Excellence for Simulators, Computational Fluid Dynamics, Permanent Magnet Machines, Surface Engineering, Machine Dynamics, Centre for Intelligent Machines and Robotics, Compressors & Pumps, Centre for Nano Technology, Ultra High Voltage

Pallavi



Laboratory at Corporate R&D; Power Electronics and IGBT & Controller Technology at Electronics Division, Bengaluru, and Advanced Fabrication Technology and Coal Research Centre at Tiruchirappalli.

BHEL has established four specialized institutes, viz., Welding Research Institute (WRI) at Tiruchirappalli, Ceramic Technological Institute (CTI) at Bangalore, Centre for Electric Traction (CET) at Bhopal and Pollution Control Research Institute (PCRI) at Haridwar. Amorphous Silicon Solar Cell plant at Gurgaon pursues R&D in Photo Voltaic applications.

BHEL has developed several state-of-the-art products, processes and also established R&D infrastructural facilities during the year. A few significant examples are: A cost-effective high pressure feed water heater for supercritical power plants, state-of-the-art unified C&I platform for 500 MW Fast Breeder Reactor-based nuclear power plant, 3-Phase, 315 MVA, 400 kV class, phase shifting transformer, cost-effective 250 kW grid-connected power conditioning unit (PCU), modular solar thermal sun tracker enabling generation of 25% additional energy during the day, mathematical model for predicting the dynamic behaviour of Integrated Gasification Combined Cycle (IGCC) plants, new variant '300 MW steam turbine' with improved heat rate, 1200 kVA AC EMU transformer, new reliable design of casing line spooler Unit for oil rigs, environment friendly copper indium gallium di-selenide (CIGS) based absorber layer of thin film solar cells, space-grade solar panels and satellite batteries on the GSAT-10 and RISAT satellites, state-of-the-art test facility for pumps for power plants up to 1,000 MW, drop tube furnace facility at the Coal Research Centre, Tiruchirappalli, for testing the combustion characteristics of Indian, imported as well as blended coals, etc.

The company is also engaged in research in futuristic areas like fuel cells for distributed environment-friendly power generation, clean coal technologies such as advanced ultra supercritical technology for thermal power plants, process for addition of nano/micro particles for improving material characteristics, superconductivity applications in transformers, generators, motors, etc. In addition to the above, BHEL is enhancing its capabilities in technologies for a clean environment including renewable energy, carbon capture and natural resources like water, etc. With an array of new technologies at its command, BHEL is confident of meeting the challenges ahead and fulfilling its responsibilities as the premier engineering and manufacturing enterprise in India.

Human Resource Development Institute

The Human Resource Development Institute (HRDI) situated in Noida, is the cornerstone of BHEL's learning infrastructure, along with the Advanced Technical Education Centre (ATEC) at Hyderabad and Human Resource Development Centres (HRDCs) at different units.

HRDI has aligned its programmes and initiatives like people development programmes, competency enhancement programmes, strategic leadership programmes, knowledge transfer workshops, job specific training & mentoring workshops, and life education workshops based on CMD's Six Point Agenda for Dynamic Growth & Leadership and Strategic Plan 2012-17.

The key focus in HRD efforts has been to keep the 'Human Capital' always in a state of readiness, so as to meet the dynamic challenges posed by the fast changing environment.

Paunji

भारत भारती
Bharat Heavy
कॉर्पोरेट कार्यालय / Corporate Office
जीवन जल विज्ञान केंद्र / Centre for Electric Traction
5, राधा कान्त / S. Parthasarathy
नई दिल्ली-110001 / New Delhi-110001

Guided by the HRD Mission statement "To promote and inculcate a value-based culture utilizing the fullest potential of Human Resources for achieving the BHEL Mission", the HRDI, through a step-by-step strategic long-term training process and several short-term need based programmes based on comprehensive organizational research, enables the human resources to unearth and polish their potential. HRDI is spearheading the HRD initiatives in the company and focusing on competency, commitment and culture building.

Some of the important programmes include core programmes, strategic need based programmes and functional programmes like Advanced Management, General Management, Strategic Management, Middle Management, Young Managers and Self Starter programmes. HRDI has developed detailed Induction Module for Executives, Supervisors and Artisans.

The HRD function of the company has prepared and implemented detailed programmes & modules from artisans to the top management. HRDI conducts various researches, surveys and studies of organizational interest in the field of HRD. Keeping with its commitment to develop the fullest potential of Human Resources HRDI is also imparting training under CSR. In addition, HRDI provides professional support to Corporate HR and HRDCs at Units/Divisions.

Sustainable Development

The concept of sustainability has been ingrained in the DNA of BHEL which is evident from the Mission Statement – **"Providing Sustainable Business solutions in the fields of Energy, Industry & Infrastructure"**.

BHEL is committed to be an Environment friendly company in all its areas of activities, products and services, providing a safe and healthy working environment. In line with the company's strategy, Environment Improvement Projects (EIP) and Sustainable Development (SD) projects are given special thrust. Some of the major EIP / SD projects executed in the past at BHEL plants and townships included tree plantation drives, installation of rain harvesting systems, efficient water management, reduction in noise level, improvement in chemical storage and handling systems, renewable energy generation through solar panels, energy conservation and energy efficiency, responsible waste management, etc.

The company is also putting in efforts to minimize the carbon footprint of organizational activities. Further it is making all efforts to help the customers reduce the carbon footprint by offering cleaner technologies. To address the broader issue of global warming through mitigation of carbon footprint in in-house activity, 250 kW solar power plants have been set up at the company's Bhopal unit as well as R&D Hyderabad. Roof top solar plants of various capacities have also been set up at in Tiruchirappalli, EDN Bangalore, ESD Bangalore, etc. Currently a 5 MWp grid-interactive solar power plant is being set up at BAP Ranipet unit.

BHEL is very conscious towards environment friendly management of air, water, waste & hazardous materials. Manufacturing units and power sector regions of BHEL are accredited to international standards viz. ISO-14001 certification for environmental management and OHSAS-18001 certification for occupational health and safety management systems.

Corporate Social Responsibility (CSR)

It has always been BHEL's endeavour to act as a responsible corporate citizen committed to working for the welfare of society through inclusive growth aimed at capacity building, empowerment of communities, environment protection, development of backward regions and upliftment of the marginalized and under-privileged sections of the society. BHEL has provisioned a substantial budget for CSR & sustainability activities in line with DPE guidelines for the same.

In line with its CSR commitment, the company supported various social initiatives across the country by undertaking projects in diversified areas like education, community development, health, environmental protection, vocational training, skill development, disaster/calamity management and infrastructure development. BHEL also launched a unique company-wide campaign titled 'Vision to All-BHEL's Call' under which more than 52,000 pledges have been received for eye donation from employees, their families, relatives and other support staff of the company. BHEL has also ventured into yet another noble cause for organ donation.

In line with its brand image and world-class stature, BHEL provides state-of-the-art engineering/training for talent upgradation and training in soft skills to trade apprentices, diploma and engineering degree holders. During 2012-13, 6,139 apprentices were trained in the company. In addition, 8390 students/trainees from various professional institutions underwent vocational training. The company is also providing employability training to 100 youth of Jammu & Kashmir each year under its flagship skill development project- 'UDAAN' over a period of five years starting from the year 2012-13.

Participation in the UN's Global Compact Programme

As the world's largest global corporate citizenship initiative, the Global Compact is the first and the foremost concern which is exhibiting and building the social legitimacy of business and markets. BHEL is a life member of United Nations Global Compact (UNGC), India Network. BHEL' reiterated its commitment to the United Nations' Global Compact programme and continued to play a lead role in promoting the set of core values enshrined in its ten principles on human rights, labour standards, environment and anti-corruption and intends to advance UNGC Principles within the company's sphere of influence and has ingrained it in its strategy, culture and day-to-day operations.

BHEL demonstrated its commitment through regular pooling of communication of progress (COP) on the UNGC website and has also taken a lead role in promoting UNGC principles in other Indian organizations through the Global Compact network by organizing case studies/organizational experience sharing & addressing the Global Compact principles in the Indian context. The company publically advocates UN Global Compact principles to its stakeholders through its Annual Report, Press Conferences and other public communiqués.

Annexure – II

SCOPE OF WORK

The broad scope of work for the agency to be hired to provide services for maintenance of BHEL website is defined below:

PROVISIONS TO BE MADE

- a) Provision of auto-responders to e-mail accounts, Search facility and Site map.
- b) Provision for full form support with validation on major fields and automatic submission to e-mail address once the user submits them.
- c) Provision of source code with facility to receive data through "forms" including database connectivity.
- d) Provision / availability of website statistics as per BHEL requirements including all logs, average no. of hits per day etc., as separate reports or through web link for management view" as and when required.
- e) Provision for setting some Web pages as accessible to subscribed users only – dealing with built in applications.
- f) Provision for latest version of Adobe Acrobat reader and Real Player or equivalent for Multi Media clippings.

WEB SITE PUBLISHING

- a) Web pages on a base of HTML & PHP codes comprising of Text Audio, Video, Video and Graphics (Animated and Static) with impressive background. Video clippings will be provided by BHEL. Average page size will be 150KB excluding audio and video.
- b) Design of web pages to include JAVA Script programming ,Composing of text/color blending, Giff Animators, Static HTML coding, Dynamic coding, search based on CGI scripting ,Flash Animator Change ,Database creation , support for CGI scripts for handling mail forms and linkage to web page, scanning of 3-4 minimum pictures and rendering of special effects while design of dynamic pages including all above and shock wave macromedia , Flash Animator, 15 seconds movie with sounds, video clip, porting of audio files into digital format and porting video files into digital format.

WEB SITE PROMOTION

- a) Registration with 10 internationally renowned Search (Engine) Services for which success ranking status would be submitted by the vendor every quarter.
- b) Universal Digital Data Interface and linkages to sites relevant to BHEL. (Like associated collaborators, financial institutions, associated Indian Sites, etc. as per BHEL requirement). A list to be provided as requested by BHEL.
- c) Complementary advertisement for BHEL site on agency's web pages.

MAINTENANCE

- a) Maintenance for a period of 2 years and support for the updation on static and dynamic pages as and when required by BHEL will be provided by the agency.
- b) The 2 years maintenance period shall start from the date of Award of Work.
- c) In case BHEL decides to go in for a major revamping of the entire website during the period of the maintenance contract, the selected bidder has to also make provision for maintaining the re-designed website as applicable.

Note:

- 1.) BHEL reserves the right to short close the contract in case of any unprofessional attitude, major omission, and unsatisfactory performance on the part of the agency.
- 2.) In case BHEL decides to go in for a major revamping of the entire website, BHEL also reserves the right to short close this contract by giving a notice of 01 month.

SECURITY

- a) Website development has to be in-line with the guidelines for developing secure web application issued by CERT-IN (<http://www.cert-in.org.in>) from time to time.
- b) BHEL would conduct periodic audits of the website and identify the security vulnerabilities. The maintenance agency has to implement the changes for removal of reported vulnerabilities without any additional charges.

GENERAL

- a) Revamp of home page (index page) after every three months, if required, and complete documentation **in respect of Source Code and Databases** (in CD ROM) to be provided along with quarterly invoice.
- b) Maintenance agency will arrange training of BHEL personnel(s) at vendor premises on the use and method of retrieving statistical and other information like uploading and downloading files for 05 days. BHEL reserves the right to not use this training, in such a case no payment shall be made on this account.
- c) Data in the form of text / pictures/graphics/other details shall be provided by BHEL preferably in digital form. Wherever the digital data is not available, the same will be provided in neatly typed form on A-4 size papers.
- d) All source codes will be the exclusive property of BHEL after it is successfully tested and implemented on the selected site.
- e) Agency will not put any advertisement on BHEL web site without explicit permission from BHEL.

Annexure III
SPECIAL TERMS AND CONDITIONS
1.0 ELIGIBILITY CONDITIONS/ PRE QUALIFICATIONS REQUIRMENTS
1.1 PRE QUALIFICATION REQUIREMENT (PQR) FOR AGENCIES

Offers shall be considered only from INDIAN, TECHNICALLY COMPETENT, EXPERIENCED AND FINANCIALLY SOUND agencies who meet the following PRE-QUALIFICATION REQUIREMENT:

S.No.	Parameter/Criteria/Requirement	Minimum Requirement	Documents required in support
i	EXPERIENCE & PAST PERFORMANCE	Experience of successfully executing job contracts for maintenance of similar Websites for PSU's/ Govt./ Listed Companies during the last 7 years, ending 31.01.2014. One similar completed work costing not less than Rs. 4.40 lakhs OR Two similar completed works costing not less than Rs. 2.75 lakhs OR Three similar completed works costing not less than Rs. 2.20 lakhs	The bidders are to enclose self-attested Work Order copies of order executed. The Work Orders should be open to verification by BHEL and in case reported unsatisfactory performance in executing the contract for which Work Orders have been submitted, the bidder may stand disqualified for further stage of Price Evaluation
ii	ANNUAL TURNOVER for FY 2010-11 FY 2011-12 FY 2012-13	Average Annual Turnover of last three years should be more than or equal to Rs. 1,62,000/-.	Certified true copy of Audited Balance Sheet, Profit and Loss Account and Income Tax Returns (as applicable in the individual bidders case) duly vetted by a CA should be submitted. Along with the above, the following documents are also required:

			<ul style="list-style-type: none"> • Copy of PAN card • Service Tax Registration certificate • Copy of proof of registration for various taxes as may be applicable in the individual bidder's case.
iii	No. of organisations served <ul style="list-style-type: none"> • PSU's/ Govt./ Listed Companies 	At least one in last three financial years	Copy of Letter of Intent or copy of latest work order
iv.	Full-fledged office with state-of-the-art infrastructure and manpower	Complete set-up and trained manpower	Details of manpower (key personnel) including, list of office equipment. Declaration Certificate (Infrastructure and Manpower as per Annexure VII)

2.0 EVALUATION OF TENDER AND AWARD OF WORK:

The process of evaluation is detailed hereunder:

2.1 Techno-Commercial Evaluation

2.1.1 BHEL will constitute an empowered committee for techno-commercial evaluation of the bids. The committee will scrutinize the Techno-commercial bids submitted by bidding agencies based on Pre-Qualification Requirement as per clause 1.0 above and recommend techno-commercially qualified agencies for next stage of selection.

2.2 Price Evaluation

2.2.1 The committee will then open price bids for the techno-commercially qualified agencies.

2.2.2 Evaluation of the L1 bidder shall be done on the basis of amount quoted against S. No. 2 of the Price Proforma. Award of work will be on the basis of lowest amount quoted by the compliant bidder. Order shall be placed on the L1 bidder. Successful bidder shall be required to match the L1 price of any other bidder for activities mentioned at S. Nos. 3, 4 & 5 of the Price Proforma, in order to ensure that it is the overall L1 bidder for the job.

- 2.2.3 BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
- 2.2.4 In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'online sealed bid' in the Reverse Auction. Non-submission of 'online sealed bid' by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
- 2.2.5 In case BHEL decides to go for Reverse Auction, all Techno-commercially qualified bidders will be intimated regarding procedure / modality for reverse auction process prior to conduct of the Reverse Auction and price will be decided through reverse auction process.
- 2.2.6 AWARD OF WORK shall be made on the lowest amount quoted by the bidder through Reverse Auction/Sealed price bid opening. BHEL's decision in this regard shall be final & binding on bidder.

3.0 DURATION OF SERVICE CONTRACT

- 3.1 BHEL shall enter into a service contract with the selected agency (on rates as finalized in the Price Evaluation above) for a period of two years, with an option of extending it for a further period of one year.

4.0 QUERIES OF BIDDERS

- 4.1 Bidder(s) are required to send their queries, if any, in writing/via email at least 3 days ahead of the date of submission of bids.

5.0 EXPENSES TO BE BORNE BY BIDDERS

- 5.1 All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of Bid shall be borne by Bidder. BHEL in no case shall be responsible or liable for these costs regardless of the outcome of the Bidding process.

6.0 PENALTY- QUALITY

- 6.1 If the final product/work does not match the quality and specifications mentioned, BHEL will not be obliged to accept the goods/services. If at all the goods/services are accepted, penalty shall be imposed at a rate to be decided by BHEL. Agency shall be given reasonable opportunity to place their side before the penalty is applied.

7.0 LIQUIDATED DAMAGES – DELAY

- 7.1 Since the jobs involving uploading of advertisements/tenders/press releases etc. are time bound, in case of delay/non-completion of the job in time, the service contract is liable to be suspended with immediate effect and BHEL shall start proceedings for termination of the contract as per clause no. 17.0 of General Terms and Conditions (Annexure IV) of the tender enquiry.

8.0 PERIODIC REVIEW

- 8.1 The performance of the shortlisted agency shall be reviewed regularly, on the basis of reports received from the user departments. Further continuation of the service contract, thereafter, shall depend upon the satisfactory performance.

9.0 OTHER IMPORTANT CONDITIONS

- 9.1 The agency shall at all times indemnify BHEL against all claims which may be made in respect of infringement any right protected by patent, registration of designs or trade-mark; provided always that in the event of any claim in respect of alleged infringement of patent, resisted designs or trademark being made against BHEL, BHEL shall notify the agency who shall at its own expense either settle any such disputes or conduct any litigation that may arise there from.
- 9.2 Bidding document is not transferable. Bidding document once issued shall not be transferable in any other name.
- 9.3 Bidders will not be allowed to quote in association with their group companies or in association with other companies. Therefore, all the supporting documents required to be submitted with the tender documents are to be in the name of bidding firm only.

Pallavi

भारत हेवी इलेक्ट्रिकल्स
Bharat Heavy Electricals Ltd.
कॉर्पोरेट भवन / Corporate Building
जीवन तारा बिल्डिंग / Jeevan Tara Building
6, सचद मार्ग / 5, Parliament
नई दिल्ली-110011 (India)

Annexure IV

GENERAL TERMS AND CONDITIONS

1.0 SUBMISSION OF OFFER

- 1.1 Your offer should be complete in all respects (refer Annexure IX).
- 1.2 Offer should be either typed or written legibly in English. Alterations/ over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc. not authenticated as above may be rejected by BHEL.

2.0 EARNEST MONEY DEPOSIT (EMD)

- 2.1 Your offer shall be accompanied with a DD / Pay Order for Rs. 20,000/- drawn in favour of Bharat Heavy Electricals Limited, payable at New Delhi, towards EMD. Offers received without EMD shall be rejected. The EMD submitted by the bidders shall be refunded within thirty days of selection of successful L1 bidder.
- 2.2 Bidders may please note that EMD carries no interest. EMD shall be forfeited if after opening of tender, the bidder revokes his tender within the validity period.
- 2.3 EMD of successful bidder shall be refunded after submission of security deposit.

3.0 PRICE

- 3.1 Price quoted as per price bid format should be firm. No increase in rates will be allowed once the bids are opened and the same will remain valid for the entire period of this contract.
- 3.2 Price to be filled in as per the Price Proforma (Annexure V). Change in Price Proforma is not allowed.
- 3.3 All prices should be inclusive of all taxes and duties, etc., as applicable except service tax in case applicable. Service Tax portion should be indicated separately in the place provided in the Price Proforma (Annexure V).
- 3.4 If, in the price structure quoted for the items, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- 3.5 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- 3.6 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (3.4) and (3.5) above.
- 3.7 If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- 3.8 Offers not fulfilling any of the above conditions are liable for rejection.

4.0 VALIDITY OF OFFER

- 4.1 Your offer shall be valid for a period of 60 days from the date of opening of the offer for our acceptance.

5.0 TAXES

- 5.1 It is mandatory to comply with all taxes applicable for the required services. Your price should be inclusive of all taxes, duties and levies except Service Tax. However, the amount towards Service Tax should be indicated separately in the specified place in Price Proforma enclosed as Annexure –V.

6.0 SECURITY DEPOSIT (SD)/ PERFORMANCE GUARANTEE

- 6.1 Successful bidder has to submit a Security Deposit @ 10% of the contract value (contract value shall be calculated on the basis of quoted monthly maintenance charges x 24 months) by way of Pay Order/ Demand Draft favoring Bharat Heavy Electricals Ltd., New Delhi, payable at Delhi, within 5 days of placement of order. Bidders may please note that Security Deposit amount carries NO INTEREST. Security Deposit is refundable, payable only after satisfactory completion of contract. After acceptance of order, reflection of any un-professional attitude or backing out, may lead to forfeiture of the Security Deposit.

7.0 PRICE ESCALATION CLAUSE

- 7.1 All the prices quoted by the agencies shall be in Indian Rupees and shall remain unaltered for the entire period of the service contract.

8.0 TERMS OF PAYMENT

- 8.1 Maintenance charges for 2 year contract period would be payable on quarterly basis after satisfactory maintenance; and completion of all allotted assignments as per order.
- 8.2 Payment shall be released within 30 days of receipt of invoice along with Back-up of entire BHEL website on CD. While making the payment, statutory deductions as applicable, shall be made by BHEL.
- 8.3 BHEL reserves the right to make payment through E-mode. Successful agency shall be required to furnish the following information upon selection on its letter head as per Annexure XI.

9.0 LATEST UPDATES

- 9.1 All corrigenda, addenda, amendments, time extensions, correspondences, clarifications, changes, errata, revisions etc. to the tender will be hosted on the websites (www.bhel.com and <http://eprocure.gov.in>) only and not in newspapers. Bidders should regularly visit the websites till the date of submission of the bids to keep themselves updated.

10.0 ARBITRATION

- 10.1 Any dispute or difference, whatsoever arising between the parties out of or relating to the construction, meaning and operations or effect of this contract or breach thereof shall be referred to the sole arbitration of the Head of Corporate Communication of BHEL whose decision shall be final, conclusive and binding on the parties. The arbitrator shall give reason (s) for the award.
- 10.2 Subject to the above, the provisions of Arbitration Act 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause.

11.0 EFFECT AND JURISDICTION OF CONTRACT

- 11.1 The law applicable to this contract shall be the laws in force in India. The courts in Delhi, India, shall have exclusive jurisdiction in all matters arising under and on account of this contract.

12.0 CONFIDENTIALITY

- 12.1 All the material sent to the Agency shall be treated as confidential and should not be disclosed in any manner to any unauthorised person under any circumstances.

13.0 ACCEPTANCE OF TERMS AND CONDITIONS

- 13.1 The bidder should accept all terms & conditions of the tender unconditionally, including the penalty and confidentiality clause. Bidders are required to submit a 'No Deviation Certificate' to this effect as per format in Annexure VI.
- 13.2 Any deviation to BHEL terms and conditions, failure to provide 'No Deviation Certificate' as per format in Annexure VI or counter terms and conditions prescribed by the Agency in the Tender shall not be considered and may lead to outright rejection of such offer.

14.0 INCOMPLETE TENDERS

- 14.1 Incomplete tenders, which do not contain all the information called for, are liable to be rejected.
- 14.2 The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.

15.0 CANCEL/SCRAP OF TENDER

- 15.1 BHEL also reserves the right to cancel/ scrap the tender without assigning any reason whatsoever.



16.0 LEGAL DECLARATION

16.1 The bidding agencies are required to give a declaration that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also the agency should not have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. They also need to certify that their Firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication. The declarations format is as per Annexure VIII of the tender enquiry.

17.0 CONTRACT TERMINATION

- 17.1 BHEL reserves the right to short close the contract in case of any unprofessional attitude, major omission, and unsatisfactory performance on the part of the agency.
- 17.2 In case BHEL decides to go in for a major revamping of the entire website, BHEL reserves the right to short close this contract by giving a **notice of one month**.

18.0 AUTHORISED OFFICER

18.1 Head of Corporate Communication of BHEL, or any other officer nominated by BHEL, shall be the authorized officer with regard to the Contract. The decision of the authorized officer shall be final and binding on the agency. The authorized officer shall hold all the meetings at Delhi only.

19.0 CONTACT PERSONS

19.1 For any clarification, bidders may contact the following officials of BHEL:

- **Mr. Ajay Gupta – Sr. Manager (CC)**
Tel.: 011-23340473, email: ccag@bhel.in
Fax: 011-23342769
- **Mr. Gaurav Verma – Executive (CC)**
Tel.: 011-23365279, email: gauravv@bhel.in
- **Ms. Pallavi Chaudhuri– Executive (CC)**
Tel.: 011-23347331, email: pallavi@bhel.in

Pallavi
भारत हेवी इलेक्ट्रिकल्स लि.
Bharat Heavy Electricals Ltd.
कॉर्पोरेट संचार / Corporate Communication
जीवन तारा बिल्डिंग - Jeevan Tara Building
5, संसद मार्ग / Parliament Street
नई दिल्ली-110001 / New Delhi - 110001



Annexure- V

PRICE PROFORMA

S. No.	Description	Amount including all taxes & duties except Service Tax
1.	Maintenance Charges (for the entire Scope as given in Annexure II) per month	(A1)
2.	Total Maintenance Charges for a period of two years (A1x24)	
3.	One time training cost for BHEL personnel(s) for 05 days at BHEL's Office (as applicable, subject to requirement specified by BHEL)	
4.	Charges towards addition of new web pages – Static (per page)	
5.	Charges towards addition of new web pages – Dynamic (per page)	

Service Tax, as applicable for HUF/Partnership (Payable subject to verification) indicate in %: ____
Service Tax, as applicable for Companies (Payable subject to verification) indicate in %: ____

Note:

- PI. quote for all items above, incomplete offer will not be taken into consideration.
- Change in Price Proforma is not allowed
- Evaluation of the L1 bidder shall be done on the basis of amount quoted against S. No. 2 above.
- Award of work will be on the basis of lowest amount quoted by the compliant bidder subject to matching of L1 price of any other bidder for activities mentioned at S. Nos. 3, 4 & 5 above, in order to ensure that it is the overall L1 bidder for the job.

Puani
भारत हेवी इलेक्ट्रिकल्स
Bharat Heavy Electricals Ltd.
कॉर्पोरेट सचिवालय
जीवन तारा विद्युत उपकरण तैयारी
5, संजय रोड, इंदौर
मई दिल्ली-110001 (New Delhi-110001)



Annexure – VI

No Deviation Certificate

(to be given on Bidder's letter head)

Certificate of Acceptance

It is certified that we have read and understood all the terms and conditions of the Tender No. CC/WEBS/02/2013-14 dated 19.02.2014.

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by us is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

Date:

Signature of Authorized Signatory

Place:

(Designation)

P. Kumar

समस्त हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Ltd.
कॉर्पोरेट संचार / Corporate Communication
जीवन तारा बिल्डिंग / Jeevan Tara Building
5, संसद मार्ग / 5, Parliament Street
नई दिल्ली-110001 / New Delhi-110001



Annexure-VII

DECLARATION CERTIFICATE (Infrastructure and Manpower)

(to be given on Bidder's letter head)

I/We, do hereby declare that we possess a full-fledged office with state-of-the-art infrastructure and trained manpower as listed under Pre Qualification requirement of Special Terms and Conditions (Annexure –III) of the Tender Enquiry. Further, we have no objection in case BHEL desires to inspect and physically verify the same and shall provide the required assistance for the same.

(Signature & Seal of the firm)

Pravin
भारत हेवी इलेक्ट्रिकल्स लि.
Bharat Heavy Electricals Ltd.
कॉर्पोरेट संवार / Corporate Centre, New Delhi
जीवन तारा बिल्डिंग / Jeevan Tara Building
5, संसद मार्ग / 5, Sansad Marg
नई दिल्ली-110004 / New Delhi - 110004



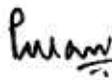
Annexure-VIII

DECLARATION CERTIFICATE(LEGAL)

(to be given on Bidder's letter head)

I/We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm /Company or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

(Signature & Seal of the firm)


भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Ltd.
कॉर्पोरेट संचार / Corporate Communication
जीवन तारा बिल्डिंग / Jeevan Tara Building
6, संसद मार्ग / 5, Parliament Street,
नई दिल्ली-110001 / New Delhi - 110001

Annexure – IX

SUBMISSION OF OFFER

Your offer has to be submitted in **two parts** as follows:

PART 'I' : TECHNO-COMMERCIAL BID (Sealed Envelope)

Envelope superscribed with 'Part I', should contain two parts i.e Part I- A & Part I- B:

Part I – A (EMD and 'No Deviation Certificate' in a Separate Envelope)

- a) **Earnest Money Deposit (EMD)** as given in Clause 2.0 of General Terms & Conditions, (Annexure IV) of the tender enquiry.

Offers received without EMD will be rejected and Part I - B of the Techno-commercial Bid shall not be opened

Part I – B (Techno-Commercial Bid in a Separate sealed Envelope)

- a. Documents and information required for ascertaining the qualification of the bidder as per Clause 1.0 of Special Terms and Conditions (Annexure-III), **Eligibility Conditions/Pre Qualification Requirement (PQR)**.
- b. **No Deviation Certificate** as per Annexure-VI.
- c. **Declaration Certificate (Infrastructure and Manpower)** as per Annexure-VII
- d. **Declaration Certificate (Legal)** as per Annexure-VIII
- e. **Check List** as per Annexure-X
- f. **Brief Company Profile & a detailed Client List**

Note:

Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance may lead to rejection of their offer at any stage.

i) PART – 'II' : Containing Price Bid (Sealed Envelope)

Envelope duly sealed and superscribed with 'PART II', should contain the the Price Bid as per Annexure V.

PART "II" to have prices only. Any comments / deviations in this Part except discount shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.



All Parts of the offer, i.e. Part I and II in an individual sealed covers, to be placed in a single sealed envelope, duly superscribed with:

1. **Offer for Maintenance of BHEL Website**
2. Due date and time of submission of offers.
3. Name and address of the bidder.
4. BHEL address as given in the covering letter.

Pulam

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Ltd.
कॉर्पोरेट संचार / Corporate Communication
जीवन तारा बिल्डिंग / Jeewan Tara Building
5, संसद मार्ग / 5, Parliament Street
नई दिल्ली - 110001 / New Delhi - 110001

Annexure – X

Checklist

S.No.	Description /Item	Enclosed Yes/No
1.	Earnest Money Deposit of Rs. 20,000 as per Clause No. 2.0 of the General Terms & Conditions (Annexure-IV)	Yes/No
2.	No Deviation Certificate as per Annexure – VI on your letter head.	Yes/No
3.	Declaration Certificate (Infrastructure and Manpower) as per Annexure-VII	Yes/No
4.	Declaration Certificate (Legal) as per Annexure-VIII	Yes/No
5.	Documents/ Information required as per Clause-1.0 of Annexure-III of ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)	Yes/No
6.	Signed and stamped copies of 'Scope of Work', 'Special Terms & Conditions' and 'General Terms & Conditions' (Annexure- II, III, IV) as token of acceptance.	Yes/No
7.	Part I (Techno-commercial Bid) in Sealed Cover duly superscribed with Part I (Techno-commercial Bid) containing two separate envelopes superscribed with Part I A & Part I B	Yes/No
8.	Part 'II' sealed in a separate envelope duly superscribed with Part II containing Price Bid as per proforma given in Annexure V	Yes/No
9.	Brief Company Profile & a detailed Client List	Yes/No



Annexure – XI

NEFT Details Format

BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	
IFSC CODE	
PARTY'S eMAIL – ID	
PAN NO.	
CST NO., IFAPPLICABLE	
VAT NO., IFAPPLICABLE	
SERVICE TAX REGN. NO., IFAPPLICABLE	
PARTY'S NAME & ADDRESS	

Pallam

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Ltd.
कॉर्पोरेट संचार / Corporate Communication
जीवन तारा विडियो / Jeevan Tara Video
5, संसद भवन / Parliament Bldg
नई दिल्ली / New Delhi 110001