

# **Bharat Heavy Electricals Limited**

(A Government of India Undertaking)

**Boiler Auxiliaries Plant RANIPET - 632 406. INDIA**

**FINANCE AND ACCOUNTS DEPARTMENT**

Web site : : [www.bhel.com](http://www.bhel.com)

BHEL: BAP:FIN:ADMN:Consultancy

Dt 10.12.2013

To

Dear Sirs,

**Sub: Consultancy Services – reg**

We are pleased to enclose our enquiry for Consultancy services and request you to send your quote in a sealed cover through Registered post/Courier/speed post on or before 26.12.2013 @14:00 Hrs. to Dy. Manager/Finance/Administration, Finance Department, BHEL, BAP, Ranipet 632 406. **Quote received after 14.00 hours on 26.12.2013 will be summarily rejected.** The tender will be opened on the same day at 14.30 hrs by an authorized Officer in the presence of the Tenderers or his authorized representative who choose to be present for the same. The sealed covers shall have the tender reference superscribed on the top of the cover.

**The tender opening date: 26. 12.2013 Time:14.30 hrs.**

**Venue: Conference Hall, Finance and Accounts Department. II Floor, Administrative Building, BHEL, BAP, Ranipet 632 406.**

Interested Consultants may also download the tender document from BHEL web – [www.bhel.com](http://www.bhel.com) vide NIT No. \_\_\_\_\_ for quoting to this enquiry. However, the tenderers shall meet the qualification criteria as per the terms indicated therein. **The tenderers are to sign all the documents with seal and signature.**

Dy. Manager/Finance/Admn

## TERMS AND CONDITIONS

<b>Contractee - BHEL/BAP</b>	Bharat Heavy Electricals Limited, Boiler Auxiliaries Plant, Indira Gandhi Industrial Complex, Ranipet-632 406
<b>Authorized Officer</b>	Dy. Manager/Fin./Administration Finance and Accounts Department, BHEL/BAP/Ranipet-632 406. E mail id:kbala @bhelrpt.co.in Phone No.04172-284676
<b>Qualification criteria</b>	A Practicing Chartered Accountant Firm/Cost Accountant Firm
<b>Consultant</b>	The successful bidder possessing Qualification criteria as accepted by BHEL and awarded consultancy contract in writing by BHEL.
<b>Consultancy Scope</b> <b>1</b>	Consultancy includes auxiliary work associated with (a) invoicing on BHEL customers, (b) Bill passing for making payment to BHEL suppliers / Fabricators, (c) compilation of Returns under Excise, Service Tax, Sales Tax, WCST, PF, Income tax. (d) Preparation of cheques through normal and electronic media, (e) preparation and distribution of Statutory Forms, (f) compilation of annexures, documents and files in connection with (a) to (f) and other works assigned by the authorized official of Finance and Accounts Department.
<b>2</b>	The Consultant shall appoint qualified assistants referred as Assistant Consultant ( <b>hereinafter called as AC</b> ) who shall be a minimum B.Com or equivalent degree holders from any recognized University. The Age of the AC preferably above 18 and less than 30 years of age as on 1.12.2013. <b>The Minimum number of AC to be engaged is Fourteen.</b> The number of ACs will be decided depends upon the requirement then and there.
<b>Working Timings &amp; Place</b>	The consultants shall be present from 08.00 hrs to 16.30 hrs on all working days. of BHEL, at Finance & Accounts Dept., In case of exigency, consultants need to be present during extended hours of working if desired by authorized officer
<b>CST,TIN &amp; Service Tax Registration of BAP</b>	TIN No. under TN VAT 33243560005 Service Tax registration No:AAACB4146PST008 BHEL's Registration No. under ' CST act 1956 and Tamilnadu VAT Act 2007 CST Registration No. 239383

## **FACILITIES & CODE OF CONDUCT**

As the AC is to use Computer and other peripherals of BHEL for the purpose of the execution of the scope, the same shall be carried with utmost care without negligence. The AC shall use the facility for the authorised purpose only. Calculators and other instruments arranged by the Authorised officer shall be returned under acknowledgement. The data and records available in the soft and hard copy shall be handled with care. The data, information, documents and knowledge of BHEL shall not be divulged directly or indirectly by AC or Consultant to anybody and the secrecy is to be maintained.

The AC shall maintain his workplace neat and clean and attend Office by maintaining the decent dress code. The AC shall maintain good and cordial rapport with all employees of Finance and Accounts Dept. and other connecting Depts. of BHEL. Any dispute or disagreement shall be referred to only the Authorised Officer and direct confrontation with employees of BHEL shall be totally avoided.

If any AC found not suitable, the consultant shall arrange for the immediate replacement of suitable AC, so that the work shall not be affected.

The consultant shall take the entire responsibility for safe travel of their personnel. Suitable insurance cover if required will be the responsibility of the Consultant. BHEL is not responsible for any liability of whatsoever in nature.

The consultants should follow the Security, Safety and other rules of BHEL framed from time to time.

All communication and correspondence shall be with Authorised Officer Only.

Any dispute shall be resolved subject to Arbitration as per Arbitration Act and BHEL reserves the appointment of sole Arbitrator to adjudicate. The decision of the Arbitrator shall be final and binding on BHEL and Consultant.

Lunch will be provided at the designated canteen of BHEL on chargeable basis at Rs.3 per head per day as applicable presently. The AC shall make his own transport facility to reach Finance & Accounts Dept. in time.

## **OFFER**

The rate per consultant shall be quoted on firm price basis in the format enclosed as per Annexure-I and all inclusive excluding service tax as applicable from time to time. The number of AC indicated above is tentative only and the Consultant shall engage adequate number of AC to meet the scope of work in time.

## **PAYMENT**

The claim shall be made to the Authorized Officer in triplicate on a monthly basis with details of the Consultants attended and consultancy scope of work duly signed by the Authorized Officer of BHEL. The rate is exclusive of applicable service tax if any and the reimbursement of the same is subject to the submission of service tax

invoice as per rules. The proof of remittance of Service tax is to be submitted along with subsequent bill.

The payment will be made by electronic transfer to the account of the consultant.

The payment will be cleared only after entering in to an agreement in a non judicial stamp paper of Rs.100/-.

No other compensation including out of pocket expenditure of whatsoever in nature including and arising out any statutory obligations etc. will be payable by BHEL and the same is to the account of Consultant only.

## **LIABILITY CLAUSE**

The Authorised Officer is entitled to operate risk purchase clause in the event of non availability of ACs and engage equivalent assistant at the risk and cost of Consultant.

In the event of damage caused to the properties of BHEL with malafied intention on the part of the AC the same will be recovered from the Consultant.

### **Discrepancy in quoted Rates:**

- a. If, in the price structure quoted, there is a discrepancy between the Unit rate quoted and the total price (which is obtained by multiplying the Unit price by the quantity) due to arithmetical errors, the unit rate quoted will be considered valid and the total price will be corrected accordingly, unless in the opinion of BHEL there is an obvious misplacement of decimal point in the unit price. In which case the total price as quoted shall govern and the unit price corrected accordingly.
- b. If there is an error in total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- c. 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 to (a) and (b) above.
- d. If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date before which the bidder has to send their acceptance on the above lines. If the bidder does not agree to the decision of BHEL, the bid is liable to be ignored.

For the purpose of the tender, the metric system of units shall be used.

All entries in the tender shall either be typed or be written in ink. Erasers and overwriting are not permitted and may render such tenders liable to summary rejection. All cancellations and insertions shall be duly attested by the bidder.

### **Benefits to Micro, Small & Medium Enterprises (MSE):**

Guidelines of the Govt. Of India shall be followed to provide benefits to MSE. MSE suppliers can avail the intended benefits only if they submit along with offer attested copies of either EM-II certificate having deemed validity (Two years from the date of issue of acknowledgement in EM-II) or valid NSIC Certificate or EM-II certificate along with CA Certificate (Format enclosed as per Appendix – IV) applicable for the year certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) where the deemed validity of

EM-II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non-submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents.

**WAGES & OTHER PAYMENTS / CONTRIBUTIONS TO BE MADE TO THE ASSISTANT CONSULTANT DEPLOYED IN THE CONTRACT:**

The tenderer has to ensure payment of Minimum Wages as per Tamil Nadu State Minimum Wages as applicable under law from time to time + Rs.2500/- (Additional Wages)/ per month.

The Contractor shall have to remit EPF & ESI contributions at the rates applicable under law to the authorities concerned for the total wages paid (i.e.) Payment of minimum wages.

Normally the revision of Tamil Nadu Government minimum wage will be with effect from 1<sup>st</sup> April of every year. TENDERERS ARE REQUESTED TO QUOTE THEIR OFFER AFTER TAKING IN TO ACCOUNT OF THE ABOVE FACTOR ALSO. The quoted rate shall be firm for the entire contract period and any extension of contract if accepted thereafter.

**STATUTORY OBLIGATIONS**

The consultant or his authorized Assistant Consultants (AC) has to comply with all statutory regulations like PF, ESI, minimum wages, bonus etc.

**General Conditions**

- No interest shall be claimed on delayed payment by the contractee
- The contract is terminable by giving one month notice by the contractee on non performance by the consultant or his authorized assistant consultants.
- The contract period is ONE (1) year from the date of order.
- The consultant or his authorized assistant consultants is advised to familiarize themselves on the Scope of work.
- The Consultant or his authorized assistant consultants shall commence the work within 15 days from the date of order.

**Important Note:**

- \* Vendors registered with other BHEL units for similar work is only to quote with documentary evidence.
- \* Unregistered vendors (Practicing Chartered Accountant and Cost Accountant) will be considered for the next tender subject to their eligibility.

S.No.	Details	Rate per A.C. per month (in Rs.)
1	Engagement of One Assistant Consultant (AC) to execute the scope of the consultancy for a period of one month from 8.00 hrs to 16.30 hrs. of all working days of BHEL.	
	AC shall be qualified B.Com. or equivalent degree from a recognized University in India.	
	Add:	
2	Service tax applicable at 12.36% **	
	Total all inclusive rate in Rs. (Rupees only)	
	Note:	
	<ol style="list-style-type: none"> <li>1. Minimum engagement of Fourteen ACs shall be considered.</li> <li>2. The lowest offerer will be considered for ordering based on the quote for Consultant fee per AC per calendar month.</li> <li>3. Monthly payment will be made depending on the number of consultants actually engaged during the previous month within 30 days of receipt of Tax invoice as per Rules.</li> <li>4. Payment will be made only after verification of remittance of PF &amp; ESI etc. by Welfare Section of BHEL, Ranipet.</li> </ol>	
	** for which remitted challans will be submitted along with our subsequent bills.	

Signature

