

Bharat Heavy Electricals Ltd.
(A Govt. of India Undertaking)
Heavy equipment Repair Plant
Tarna, Shivpur, Varanasi - 221003

Tender Ref.: HERP:HR:Courier:2018

Date: 11.01.2018

NOTICE INVITING TENDER
NOTE: INTENDING BIDDER TO PARTICIPATE MAY DOWNLOAD FROM WEB SITES
OR
PURCHASE TENDERS FROM THIS OFFICE

Sealed offers in three part bid system are invited from experienced bidders meeting PRE-QUALIFICATION CRITERIA as mentioned in Annexure-I, for the subject job by the undersigned on behalf of BHARAT HEAVY ELECTRICALS LIMITED as per the tender document. Issue of tender to any bidder shall not construe that the bidder is considered to be qualified. 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 NUMBER	HERP: HR: Courier: 2018	
ii	Broad Scope of job	Courier services at BHEL, HERP Varanasi	
iii	DETAILS OF TENDER DOCUMENT		
a	Section I	General Terms & Conditions of contract	Applicable
b	Section II	Special Terms and Conditions of Contract	Applicable
c	Section III	Price Bid	Applicable
iv	Issue of Tender Documents	1. <u>Sale from BHEL HERP Office:</u> Start : 11-01-2018. Close : 31.01.2018. 2. From the following website : http://www.bhel.com Or <u>http://www.bhelherp.com</u> Or <u>http://eprocure.gov.in/cppp</u>	1. Applicable 2. Applicable
v	DUE DATE & TIME OF OFFER SUBMISSION	Date : 31-01-2018, Time :14-00 Hrs. Place : BHEL office, HERP, Tarna, Shivpur, Varanasi	Applicable
vi	OPENING OF TENDER	Date : 31-01-2018. 2 hours after the latest due date and time of Offer submission, i.e. 16-00 Hrs Note: Bidder may depute representative to witness the opening of tender.	Applicable
vii	EMD	Nil	
viii	SD	Nil	
ix	COST OF TENDER	Rs. 500/- (including GST)	Applicable
x	LAST DATE FOR SEEKING CLARIFICATION	Date: 20-01-2018 Along with soft version also, addressing to the contacts given below: Mrs. Prachi Preetam Jha Sr. Engineer-HR,	Applicable

		<i>Phone : 0542-3076065</i> <i>Email – prachi@bhel.in</i> Or <i>Mr. Santosh Kr. Gupta</i> <i>Sr. DGM-HR</i> <i>Phone : 0542- 3076004</i> <i>Email : santoshk@bhel.in</i>	
xi	Latest updates	<i>Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Specifications will be hosted on websites mentioned in Sl. no. iv above <u>and not in any other portal.</u> Bidders to keep themselves updated with all such information.</i>	

- 2.0 The offer shall be submitted as per the instructions of tender document and as detailed in this NIT. Bidders to note specifically that all pages of tender document, including these NIT pages of this particular tender together with subsequent correspondences shall be submitted by them, duly signed & stamped on each page, as part of offer. **Rates/Price including discounts/rebates, if any, mentioned anywhere/ in any form in the techno-commercial offer other than the Price Bid, shall not be entertained.**
- 3.0 Unless specifically stated otherwise, bidder shall remit cost of tender and courier charges if applicable, in the form of Electronic Fund Transfer (EFT) only in favour of Bharat Heavy Electricals Ltd. Sale of tender Documents shall not take place on National Holidays, holidays declared by Central or State Governments and BHEL HERP at Varanasi and Sundays. Copy of the UTR receipt for each payment shall be enclosed along with techno-commercial offer. Parties shall also intimate BHEL in respect of such transactions through e-mail at prachi@bhel.in/santoshk@bhel.in. EFT details of BHEL are as follows :

BANK DETAILS (EFT), BHEL-HERP, VARANASI	
Bank Name	State Bank Of India
IFSC Code	SBIN0000201
Account Number	11103264820
Branch Code	0201
Address	State Bank Of India, Main Branch Kachaheri, Varanasi.

- 4.0 Tender cost shall be exempted for Micro and Small Enterprises in accordance with guidelines for benefits to be extended to MSEs as per MSMED Act and Public Procurement Policy.
MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure-E where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (technical bid). Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefit shall be applicable for this enquiry if the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted Officer.”

SECTION - I

GENERAL TERMS AND CONDITIONS

1.0 Instructions, Opening of tenders & Pre-Qualification Criteria

- 1.1 The envelope containing the quotation should be super-scribed as Quotation for "**Courier services at BHEL, HERP Varanasi**"
- 1.2 Sealed tenders will be received on behalf of Sr. Engineer (HR) in the dispatch section of the office of BHEL-HERP, Varanasi up to **1400 Hrs. (02.00 p.m.)** on **31.01.2018** from participating bidders.
- 1.3 Technical bid of the tenders shall be opened at **1600 Hrs. (04.00 p.m.)** on **31.01.2018** in presence of parties who wish to be present on the occasion.

1.4 Annexure I - Pre-Qualification criteria for the contract

SI No.	Criteria
1	Bidder should have average Annual Turnover of minimum Rs. 88000.00 in the last 3 (three) Financial Years ending on 31-03-2017 and must have earned profit in any one of last 3 (three) Financial Years, ending on 31-03-2017 & should have positive net worth as on 31-03-2017. Audited balance Sheet and Profit & Loss Account of the Bidder need be submitted for last 3 (three) Financial years, ending on 31-03-2017 in support of this requirement. In case financial statements have not been submitted for all the three years as indicated against above then the applicable audited statements submitted by the bidders against the requisite three years, will be averaged for three years.
2	Bidder should have experience of having successfully completed similar work of providing courier services during the last 7 (seven) years, ending on 31.01.2018, value of which should not be less than either of the following: 1 (single) work of value not less than Rs. 2.36 lacs Or 2 (two) works of value not less than Rs. 1.48 lacs each Or 3 (three) works of value not less than Rs. 1.18 lacs each Relevant document in support of the above shall be submitted.
3	The bidder must have an office within the municipal boundaries of Varanasi.
4	Bidder should submit valid PAN and Valid Trade License in Uttar Pradesh.

2.0 Miscellaneous:

- 2.1 All entries in the tender document should be in one ink. Erasing and over writing shall not be permitted. All cancellations and insertions should be duly signed by the Bidder concerned. There should be no cutting or over-writing in the price bid. This may be ensured while filling the price bid. In case there is a difference in the price quoted between figures and words, the rates quoted in words shall prevail. The prices shall be firm for the full period of contract and no revision in the quoted rates shall be allowed under any circumstance.
- 2.2 Bidder shall fill in all required particulars in the tender documents and also sign each and every page of the tender document along with supporting documents before submitting the tenders.

2.3 Tender should be submitted in **03 (Three)** parts viz.

- (1) **CONTRACTOR'S REGISTRATION**- Annexure-A
- (2) **TECHNICAL BID** (refer Clause 03), and
- (3) **PRICE BID** (Refer Annexure-D).

All three parts of the bid should be submitted in separate envelopes duly signed & sealed.

Thereafter, all three envelopes mentioned above should be sealed in a single outer envelope by the Bidder before submission. The outer envelope should be super-scribed as Quotation for "**Courier services at BHEL, HERP Varanasi**". Offers must be submitted on or before the due date and time of submission at the below mentioned address:

**Sr. Engineer (HR),
HR Department
Bharat Heavy Electricals Limited
Heavy Equipment Repair plant,
Tarna, Shivpur, Varanasi-221003 (U.P.).**

- 2.4 In quoting the rates the Bidders are advised to take into account all relevant factors pertaining to the scope of the contract. No claim will be entertained on any account at a later date.
- 2.5 BHEL reserves the right to suspend performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of suspension and the reasons therefore. The contractor shall there upon suspend performance of such obligation until ordered in writing to resume such performance by the same authority that ordered for suspension.
- 2.6 The Contractor has to make an agreement with BHEL in the format prescribed on a Rs. 100/- Non-Judicial Stamp Paper.
- 2.7 In the event of tender being submitted by a partnership firm, the tender must be signed separately and legibly by each partner or member of firm, or in their absence by the person holding the power of attorney on behalf of the other partners of the firm concerned. Copies of the partnership deed and the power of attorney must accompany the tender.
- 2.8 Tenders & '**Price BID**' not submitted on the prescribed formats shall be summarily rejected.
- 2.9 Rate should be quoted in figures as well as in words with respect to each item shown in the attached '**Price Bid**' form and should be submitted in a **separate envelop** super-scribed as '**PRICE BID**'.
- 2.10 Bidders are required to comply with all the statutory provisions during the complete duration of the contract as may be applicable in respect of execution of terms and conditions of the contract. If the appropriate authorities raise any such requirement/claim/challan, the bidder will have to fulfill all requirements for which no financial burden shall be passed on to BHEL.
- 2.11 Bidder will have to comply with all government rules and regulations pertaining to the scope of job.

3.0 **Technical Bid:**

Technical bid prepared by the Bidder must contain the following documents in a separate envelope. Tenders will be accepted for further participation only if following documents are deposited as part of Technical bid.

The List of documents to be submitted under Technical bid :

- a) Copy of the proof indicating the nature, Date of establishment and address of the organization.
- b) Copy of a Valid Pan Number.
- c) Copy of Income Tax Return for last 3 financial year ending on 31.03.2017.
- d) Balance Sheet and Audited Profit & Loss Account of the bidder need be submitted for last 3 (three) Financial years, ending on 31-03-2017
- e) Bidders have to qualify for registration as contractor as per BHEL norms and the pre-qualification as mentioned in the tender document. Relevant documents in support of the same must be submitted along with the technical bid.
- f) Copy of Certificates for experience in providing services required as per Pre-qualification criteria.
- g) No Deviation Certificate – Annexure 'B'
- h) A complete bid form duly signed and stamped as per Annexure 'C'.

Note: In case the Tender document is downloaded from the website an amount of Rs. 5,00/- (including GST) shall be paid by the Bidders as tender document fee through EFT only.

4.0 Bidder must be ready to provide the services of Courier by 01.03.2018

The validity of the bids shall be for **90 days** after the date of technical bid opening. Incomplete offer(s) will be rejected.

5.0 PRICE BID:

- 5.1 The Bidder shall quote his rates in the prescribed '**PRICE OFFER**' form in a separately sealed envelope. This will be opened only in case of fulfilment / qualification of the Bidder with respect to clause 3 (Technical Bid) above.
- 5.2 The contract shall be awarded to the qualified L-1 Bidder. L1 bidder shall be decided on the basis of monthly rate quoted in the price bid.
- 5.3 The rates/amount quoted shall remain firm for the entire duration of the contract and no price variation clause for any reason whatsoever shall be entertained.

GST will be payable extra on compliance of following conditions :

- (i) GST invoice should contain address, GST No. and PAN No. of BHEL as well as of contractor. Description of service, GST rate and amount should be indicated in the invoice.
- (ii) Three copies of GST invoice should be provided.
- (iii) Declare such invoice in his GSTR-1 Return for the month of providing the service.
- (iv) Payment of GST to statutory authorities within prescribed time.
In case GST credit is delayed/denied to BHEL due to non or delayed receipt of invoice or expiry of prescribed timeline prescribed in GST Law for availing such credit or any other reason not attributable to BHEL, GST amount shall be recovered from the contractor along with interest/penalty leviable on BHEL.
In case, contractor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law, GST amount paid by BHEL towards such credit reversal shall be recovered from contractor alongwith interest/penalty levied/leviable on BHEL.

6.0 Validity of Contract :

- 6.1 **The contract will be valid initially for a period of 02 (Two) years** from the date of its commencement and may be extended for further period(s) by mutual consent.
- 6.2 Price quoted/agreed upon negotiation shall remain firm for the entire period of contract.
- 6.3 All payment of salaries / compensation to the Courier staff shall be settled by the contractor only.

8.0 Payment:

- 8.1 The bills for the work/service completed shall be presented to the Human Resource Department of BHEL, HERP, Varanasi once in every month supported with log book and other related documents as may be prescribed by BHEL.
- 8.2 The bills shall be supported with all required documents pertaining to the claim.
- 8.3 Due payment will be made through EFT mode only within one month of submission of bills by the party for which details of Bank Account, IFSC code of the contractor's bank shall be furnished by them to Finance department of BHEL, HERP, Varanasi. Payment shall be made only at the agreed rates.
- 8.4 All other costs whatsoever must be borne by the contractor.
- 8.5 The Vendor should submit two copies of the bill to BHEL for payment once in every month and BHEL shall pay the said bill after necessary checking within 30 working days from the date of receipt of the bill.

9.0 Responsibilities of the contractor and compliance with applicable Labour Laws:

- 9.1 The contractor is liable to abide by all necessary licenses / permissions from the concerned Authorities and shall comply with all statutory norms/requirements.
- 9.2 The contractor shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him least by 7th day of the subsequent month.

10.0 Extension and termination of the contract:

- 10.1 The contract may be extended on the same rate and terms & conditions for further period(s) by mutual written consent.
- 10.2 After award of contract, if the Bidder on whom the contract is awarded fails or neglects or refuses to observe / perform any of the terms and conditions / obligations under the contract, BHEL may without prejudice to their other rights under the contract, terminate the contract without assigning any reason thereof and without any notice and recover from the party(s) any damages suffered by it on account of the failure, neglect, refusal, violation or any part thereof including the amount by which the cost of completing the work left by any other agency shall exceed the amount under this contract.

11.0 Force Majeure:

- (i) "Force Majeure" means an event beyond the control of the contractor and not involving BHEL's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of BHEL either in its sovereign or contractual capacity, wars or revolution, floods, epidemics, quarantine restrictions and freight embargoes and/or other unforeseen events.

- (ii) If a force majeure situation arises, the contactor shall promptly notify BHEL in writing of such conditions and the cause thereof. Unless otherwise directed by BHEL in writing, the contactor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternatives means for performance not prevented by the force majeure event.

12.0 Resolution of disputes:

All disputes claims or actions arising out of/under or in connection with the contract shall be subject to the exclusive jurisdiction of the courts having jurisdiction over BHEL, Varanasi.

13.0 Arbitration:

All disputes between the Agency and BHEL arising out of or relating to the awarding of contract and its operation shall be referred to the arbitration of person to be nominated by General Manager, Bharat Heavy Electricals Limited, Heavy Equipment Repair Plant (HERP), Varanasi and the decision of the arbitrator shall be final and binding on the parties.

- 14.0** The bidder along with its associate/collaborators/sub-contractors/sub-vendors/consultants/service providers (as applicable) shall strictly adhere to BHEL Fraud Prevention policy displayed on BHEL <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

- 15.0** The Contractor shall compensate BHEL for any loss or damage to the plant / property, material of BHEL due to his workmen / representatives' negligence or otherwise during execution of work contract.

SECTION - II

SPECIAL TERMS & CONDITIONS

Scope of work : Courier services for collection and delivery of the company's consignments / packages. The scope of service will be domestic from our Office located at Tarna, Shivpur, Varanasi to anywhere in India as indicated in the addresses on individual covers of the consignments / packages. The rates for such courier services shall be quoted by interested parties strictly in 'Rate Schedule Format' as enclosed in Annexure.

The operating terms and conditions for the subject rate contract shall be as under:

- a) The Consignments/Packages will be collected from our Office located at Tarna, Shivpur, Varanasi - 221003 on every working day between 01.00 p.m. to 03.00 p.m.
- b) The consignments handed for delivery shall be sealed and closed. They are not to be tampered with under any circumstance and you should ensure that they are delivered at the destination without it being misplaced, lost, stolen and/or mis-delivered.
- c) The Consignments/Packages so collected shall be delivered to their destinations within 24 / 48 / 72 Hours as the case may be.
- d) Acknowledgement of delivery by way of submission of Proof of Delivery (POD) or any other valid document duly certified by the agency will be required as confirmation of the delivery of consignments.
- e) In case of non-delivery of consignment/packages to their destination a penalty of Rs. 200/- (Rupees Two Hundred only) per consignment/package shall be imposed by the company on the party.
- f) Bills for Consignments/Packages delivered duly supported by Proof of Delivery (POD's) or any other valid document duly certified by the agency shall be submitted by them every month in the Office of the undersigned. Payment for the same shall be made after scrutiny within 30 (thirty) days of its submission at our Office.
- g) No price escalation in the rates quoted and/or agreed upon shall be considered during the tenancy of the contract.
- h) The Tenure of the contract, if entered upon with the party, shall be valid for an initial period of 02 (Two) years. The same may be extended for further period(s) as deemed fit upon mutual agreement and formal approval.
- i) In case the party fails or neglects or refuses to observe/perform any of the terms and conditions/obligations of/or under the rate contract, BHEL may without prejudice to other right terminate the contract without assigning any reason thereof and without any notice and recover from the contractor(s) any damages suffered by it on account of the failure, neglect, refusal, violation or any part thereof.
- j) All disputes arising out of or during the course of the operation of the contract shall be referred to the Sole Arbitration of General Manager, BHEL, HERP, Tarna, Shivpur, Varanasi whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Varanasi.

Annexure D

BHARAT HEAVY ELECTRICALS LTD.
HERP, Varanasi

Date :

Section III
PRICE BID

(Important: Contractor is advised to read the technical bid thoroughly before quoting)

1. Title of work : **Courier services at BHEL, HERP Varanasi.**
2. Tender No : **HERP:HR: Courier:2018 Dated: 11.01.2018**

Price Bid							
	Destination of consignments/Packages	Category (in weight)	Estimated rate (A) (Rs./Number)	Quantity (B) (No.)	Quote % above or below estimated rate (C) %	Final Rate (D) = (A) x (C) (Rs./Number)	Amount E = (B) x (D) (Rs.)
1	Varanasi (Local)	upto 250 gms	11	1128	Quote single percentage value for all items		
		251 to 500 gms.	15	120			
		501 gms to 1000 gms	20	120			
2	State of Uttar Pradesh (excluding Varanasi)	upto 250 gms	14	840			
		251 to 500 gms.	20	120			
		501 gms to 1000 gms	25	120			
3	State in Northern Region (i.e.Delhi, Uttarakhand, Bihar, Haryana, Rajasthan, Orrisa, Punjab,Chandigarh,Jharkhand)	upto 250 gms	20	3096			
		251 to 500 gms.	25	120			
		501 gms to 1000 gms	30	24			
4	Rest of India (ROI)	upto 250 gms	26	5712			
		251 to 500 gms.	40	120			
		501 gms to 1000 gms	60	264			
Total cost for a period of two years (Excluding GST)							
1	<p>Note: GST shall be payable extra on compliance of following conditions : (i) GST invoice should contain address, GST No. and PAN No. of BHEL as well as of contractor. Description of service, GST rate and amount should be indicated in the invoice. (ii) Three copies of GST invoice should be provided. (iii) Declare such invoice in his GSTR-1 Return for the month of providing the service. (iv) Payment of GST to statutory authorities within prescribed time.</p> <p>In case GST credit is delayed/denied to BHEL due to non or delayed receipt of invoice or expiry of prescribed timeline prescribed in GST Law for availing such credit or any other reason not attributable to BHEL, GST amount shall be recovered from the contractor alongwith interest/penalty leviable on BHEL. In case, contractor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law, GST amount paid by BHEL towards such credit reversal shall be recovered from contractor alongwith interest/penalty levied/leviable on BHEL.</p>						
2	Common percentage value to be quoted by bidder at C, above or below the estimated rates at A, to arrive at the quoted rate of the bidder at D. The final amount shall thus be worked out. The total of E shall qualify for evaluation of L1 bidder.						

Signature seal and address of the party

NO DEVIATION CERTIFICATE

To,
Sr. Engineer (HR)
Bharat Heavy Electricals Ltd.
Tarna, Shivpur
Varanasi

Sub: Quotation for "**Courier services at BHEL, HERP Varanasi**"

Sir,

This is to inform you that we have not taken any deviation from any of the terms and conditions mentioned at **Section: I - General Terms and Conditions** and **Section: II - Special Terms and Conditions**, of the tender documents while quoting the rates for the tender for **Courier services at BHEL, HERP Varanasi**.

All the terms and conditions mentioned at **Section-I** and **Section-II** of the tender document No. TENDER NO.:HERP:HR:Courier:2018 are acceptable to us.

Thanking you,

Yours Sincerely

Signature seal and address of the party

Annexure 'C'

To,
Sr. Engineer (HR)
Bharat Heavy Electricals Limited,
HERP, Tarna, Shivpur
Varanasi-221003

Sir,

Having examined the Bid Documents, the receipt of which is hereby duly acknowledged, we the undersigned, submit our offer for services for '**Courier services at BHEL, HERP Varanasi**' in conformity with the said Bid documents in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to provide such services by 01.03.2018 as specified in the Bid document.

We agree validity of all Terms and Conditions of this Bid for a period of 90 (Ninety) days from Technical Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your Letter of Intent/notification of award, shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the Laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", if we are found involved, in any manner, in Bid pooling or Law against fraud and corruption my/our firm may be black listed.

Further we certify that our organization is not blacklisted by any Govt.Deptt./Govt. Of India Undertaking/Autonomous body etc.

Thanking you,

(Signature)
Name & Seal of the Firm

Place: _____
Date: _____

Annexure E

Certificate by Chartered Accountant on letter head

This is to Certify that M/S,
(hereinafter referred to as 'company') having its registered office at
..... is registered under MSMED Act 2006, (Entrepreneur
Memorandum No (Part-II) dtd:.....,
Category: (Micro/Small)), (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:
Rs.....Lacs

(Strike off whichever is not applicable)

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs forMicro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:



(Signature)

Name -

Membership number -

Seal of Chartered Accountant

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM**SECTION-I: Company Profile & Organisational Information****1.1 GENERAL INFORMATION**

Sl No	Detail/Particulars	Remarks by BHEL, if any
1.1.1	<u>Name of Company seeking Registration:-</u>	
1.1.1a	Work description/package for which registration is sought.	Package code to be given by BHEL
1.1.2	Date of Incorporation/Establishment :- (Please attach Certificate of Incorporation)	
1.1.3	<u>Registered Office Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.4	<u>Head Office Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.5	<u>Mailing Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.6	<u>Officer to be contacted for clarification on CONTRACTOR Empanelment:-</u> Name & Address ➤ Tel No : ➤ Fax No : ➤ Email ID:	

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

		Remarks by BHEL, if any
1.1.7 i	<p><u>Branches:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
iii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
1.1.8 i	<p><u>Sister Concerns if any:-</u> Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	
ii	<p>Address:-</p> <p>➤ Contact Person: ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.2 OWNERSHIP INFORMATION

1.2.1	TYPE OF COMPANY (please tick “√” any one applicable)	Documents to be submitted	Remarks by BHEL, if any
i	Govt of India Undertaking <input type="checkbox"/>		
ii	State Govt Undertaking <input type="checkbox"/>		
iii	Public Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
iv	Private Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
v	Co-operative Society <input type="checkbox"/>	Society Rules and Byelaws	
vi	Partnership Firm <input type="checkbox"/>	Partnership deed	
vii	Proprietorship <input type="checkbox"/>	Professional Tax Registration & Municipal Registration	
viii	Any Other (specify) <input type="checkbox"/>	Supporting docuemnts	

1.2.2	DIRECTOR/PARTNER/OWNER/PROPRIETOR INFORMATION	Position Held In Company	Remarks by BHEL, if any
i			
ii			
iii			
iv			

1.2.3 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.

NAME :
STAFF NO. :
DESIGNATION :
Unit & DEPARTMENT :
RELATIONSHIP :

1.2.4 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.

NAME :
STAFF NO. :
DESIGNATION :
UNIT & DEPARTMENT :
DATE OF LEAVING SERVICE :

BHARAT HEAVY ELECTRICALS LIMITED CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.3 REGISTRATION PARTICULARS

Sl No	Description (PLEASE INDICATE PARTICULARS IN THE SPACE PROVIDED FOR EACH)	Required for	Documents to be submitted	Remarks by BHEL, if any
a	INCOME TAX (PERMANENT AC NO):-	All categories	Copy of Certificate	
b	GST REGISTRATION NO. & DATE	All Categories	Copy of Certificate	
c	Sales Tax VAT Registration Number and Date :			
	1.	As applicable	Copy of Certificate	
	2.	As applicable	Copy of Certificate	
	3.	All categories	Copy of Certificate	
	4.	As applicable	Copy of Certificate	
d	PF Registration	All categories	Copy of Certificate	
e	CPWD/Government Organisation	As applicable	Copy of Certificate	
f	Geological Survey Of India/Equivalent	For Geo Tech Investigationsetc	Copy of Certificate	
g	IBR	For Boiler and IBR Piping	Copy of Certificate	
h	Contractorship License for Electrical Works (from any State/Union Territory of India)	For Electrical Works	Copy of Certificate	

1.4	MANPOWER	Remarks by BHEL, if any
A	Organisation Strength (In number): (please submit Organisation Chart)	

B List of Key Persons on rolls of the Company					
	Category	No of persons in the Company	Qualification	Total work experience	Remarks by BHEL, if any
i	Resident Managers/Resident Engineers				
ii	Site Engineers (Erection & Commissioning)				
iii	Site Engineers (Quality)				
iv	Site Safety Co-ordinators				
v	Site Supervisors				
vi	Skilled Workmen				
vii	Others				

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1.5 OTHER PARTICULARS

A	Registration with BHEL and Other Firms	Registration/ Empanelment Number	Registration/ Empanelment valid upto	Document to be submitted	Remarks by BHEL, if any
i	BHEL/Northern Region			Documentary evidence	
ii	BHEL/Eastern Region			Documentary evidence	
iii	BHEL Southern Region			Documentary evidence	
iv	BHEL Western Region			Documentary evidence	
v	Electricity Boards			Documentary evidence	
vi	NTPC/other Public Sector/Private Sector			Documentary evidence	
vii	PWD/Railways			Documentary evidence	

B	BANKING DETAILS OF COMPANY		
	Information of Bank Account of Company	Document to be submitted	Remarks by BHEL, if any
	<p>The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer – EFT/RTGS) is to be submitted</p> <ol style="list-style-type: none"> 1. Name of the Company 2. Name of Bank 3. Name of Bank Branch 4. City/Place 5. Account Number 6. Account type 7. IFSC code of the Bank Branch 8. MICR Code of the Bank Branch 9. Details of other Bankers (for reference purpose only) <p>NOTE : CONTRACTORS who have already submitted the above information are requested to submit a copy of the same</p>	Information of Bank Account of the Company, duly endorsed by the Bank	

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1.6	QUALITY SYSTEMS	Certificate Number and Valid upto	Document to be submitted	Remarks by BHEL, if any
A	Accreditation to ISO 9001		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
B	Accreditation to ISO 14000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
C	Accreditation to OHSAS 18000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
D	In House Quality Systems		Copy of quality manual .	

1.7 FINANCIAL INFORMATION FOR THE PREVIOUS THREE YEARS

Sl No	Financial Information	Financial Value in Rupees in Lakhs (Audited)		Remarks by BHEL, if any
		Year	Value in Rupees in lakhs	
i	NET WORTH (Latest) Paid up Share Capital# + Reserves			
ii	SALES/TURN OVER (Last three Financial Years)			
		Average		
iii	CASH PROFIT (PAT + Non Cash Expenditure viz Depreciation) (Last three Financial Years)			
iv	Whether CONTRACTOR has been referred to BIFR/NCLT/ any other similar Govt. Agency (If 'YES' enclose details)		YES/NO	
v	Whether CONTRACTOR is a potential sick Company (If 'YES' enclose details)		YES/NO	
vi	Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for the last three (3) years to be submitted.			
vii	Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.			

Legend:

: Share Capital OR Partnership Capital OR Proprietor Capital as the case may be

