



02. SUPPLY OF DRY SNACKS.

ELEGIBILITY CRIETERIA

01. Thre registration of the contractors / suppliers / suppliers is for supply of Bakery products of good quality and taste for all Contract Labors and Trainees working in General Shift annual rate contract basis. The Bakery items are required for serving to all the Contract Labors and Trainees in the morning hours at their work spots.
02. The daily requirement will be around 1600 packets and each packet should weigh up to 100 Grams depending on the variety. The items should be hygienically prepared and individually packed in suitable pouches. Items supplied should have shelf life of at least Four days and of dry in nature. The bakery product should not lose its shape or break in to pieces while transportation.
03. Items selected should be delivered as per schedule at our factory premises every day between 2.00 PM to 3.00PM with your own transport arrangement. The supplier should ensure that the qualities of the materials supplied are as per our specification. On receipt of the materials, it will be subjected to thorough quality and quantity checks before acceptance. The Weekly/Monthly delivery schedule will be intimated in advance.

The other terms & Conditions:

04. The quantity demanded daily may be changed time to time as per our requirements. But the agreed rate (Including all taxes) of the bakery items will remain firm during the period of contract for one year.
05. The items should be supplied at BHEL Electronics Division Canteen along with a Delivery Challan and normal procedure at our Security gate to be followed. The acknowledgement for quantity supplied will be done after counting.
06. Individual pouches should be properly sealed and packed neatly in carton boxes.
07. You shall comply with quality requirements. In case of quality complaints/feedback communicated; necessary steps for improvement should be taken. However, repetitive quality complaints shall make the contract liable for cancellation forthwith without notice.
08. Payment shall be made promptly by the Purchaser, but in no case later than thirty days of after submission of an invoice/ bill or claim by the supplier, subject to the claim is in order.
09. The contractor to submit the details of his firm in the following format.



Firm's Profile

Sl No.	Particular Of Information	Detail of Firm
1	Registered Name of Firm	
2	Office Telephone Number	
3	Address of Manufacturing Unit with Phone No. and Fax No.	
4	Nature of Business (Proprietary Partnership/Limited Company)	
5	Name of Contact Person with Phone No/Mobile No	
6	Detail of CST No. With Date, KST No Date and PAN NO. and copy of them	
7	Act under which firm is Registered	
8	Attach the Xerox copy of Income Tax for the year 2009-10,2010-11, 2011-12	
9	Please specify the type of equipment used for production of Bakery Items (Fully Automatic or Mannual)	
10	Indicate No of Person employed on this job	
11	Annual turnover and audited profit & loss account and Balance sheet for the year 2009-10,2010-11, 2011-12	
12	Detail of transport facility available	
13	Daily production capacity	
14	Daily production capacity item wise Information may be furnished	
15	Facility available for quality check	
16	No of years of experience in the field	
17	List of customers (Govt. or public or Private Institutions)	
18	Any other point relevant to subject may be furnished	



10. Defective packets should be replaced free of cost.
11. The packets should be sent in carton boxes in the convenient manner such that the items do not break or crush.
12. In case of any change of Grammage of the items, the intimation of the same should reach us at least one week in advance and in such an eventuality BHEL reserves the right to discontinue purchase of the item without effecting the pricing of the other items.
13. The payment will be made normally through Electronic Fund Transfer [EFT].
14. In the event of quality is defective and / or based on the feedback of our Employees regarding poor quality, the intimation of the same will be given to you Immediately either orally/ through letter. You will be required to look into the matter for improvement on receiving such complaint, besides replacing on free of cost basis. In case of repetitive complaints on quality/ packing/service etc, or there is no improvement of quality after receiving the feedback from us, the order is liable for cancellation. Also, BHEL reserves the right to cancel the order any time without assigning any reasons whatsoever.
15. Whenever our factory remains closed on account of National and Festival Holidays Or for any reasons, the supply/distribution for that day will not be required. We shall intimate about the non-supply in advance.



APPLICATION FORM
FOR REGISTRATION / EMPANELMENT OF CONTRACTORS / SUPPLIERS

Complete all sections of the form and send the completed form and attachments in a sealed envelope marked 'Application for Registration of Contractors'. All the pages are to be signed by the authorized signatory and the contractors seal affixed.

1.0 Applicant Particulars:

Name of the contractor / company / establishment / firm			
Constitution or Legal Status	Whether Individual / Partnership / Limited Company / PSU / Others.		
Registered Address:			
Contract Person Name, Designation & Nationality			
Address for correspondence			
Tel.No.		Fax No.	
Mobile No.		Email Address	



2.0 Registration is desired for the following Canteen related works/services:

(Choose from categories for which registration is required and put ✓ mark in the column marked YES)

Sl No.	Nature of Work	Registration required for	
		YES	NO
01	Maintenance and up keep service of canteen premises.		
02	Supply of dry snacks / services.		
03	Ragi ball / Chapathi preparation services.		
04	Wet break fast supply services.		
05	Providing assistant cooks for cooking services.		
06	Servicing of LPG manifold system & big LPG stoves(5 burners.)		

3.0 Essential information to be provided regarding registration with statutory authorities: (Please attach copies of the documents)

Requirement	Detail
Provident Fund – Registration code no.	
Employee State Insurance(ESI) - code no.	
Income Tax - PAN No.	
Labour License – Registration No.	
License for specific work (Eg: Electrical Works)	
Service Tax registration	
VAT registration	
MSMED / NSIC registration if any	
Bank Account Number and Banker's address	



4.0 Type of Ownership:

- ☐ Individual ☐ Partnership ☐ Limited Company (Pvt./Public)
- ☐ PSU / Govt. Undertaking
- ☐ Other, please specify

Submit proof in support of above as applicable: Income Tax Return in case of individual/ Partnership Deed/ Articles and Memorandum of Association/ Certificate of Incorporation/ Certificate of Registration.

5.0 Financial soundness of the applicant will be judged on the basis of their financial performance during the last 3 years. Applicant is required to submit copy of the I.T. Return for the last 3 years.

YEAR	2009-10	2010-11	2011-12
Annual Turnover (In Rs. Lakhs)			
Profit / Loss (in Rs. Lakhs)			
Banker's Solvency Certificate			



6.0 If you already having registration with BHEL or other organizations please provide details:

Company	Name / Unit / Location / Zone	Registration Number	Validity	Financial limit for which registered	Type of work for which registered
BHEL					
Other PSU					
CPWD / KPWD					
Central / State Govt.					
Others (Specify)					

Attach attested copy of registration.

7.0 List of works that have been executed satisfactorily during last 3 financial years

(Attach details and certificates from principal employers, use additional sheets if necessary)

Name of work	Value of contract	Period of contract	Actual period of completion	Name of principal Employer / Organization



8.0 List of major projects / works on hand and being executed *(Attach details with copies of the work order / purchase order, use additional sheets if necessary)*

Name of work	Value of contract	Period of contract	Name of principal Employer / Organization

9.1 Details of manpower employed by the contractor.

1. Total Number of Persons	:	<input type="text"/>
2. Total Number of Technical Persons		
a. SSLC Passed	:	<input type="text"/>
b. I.T.I Passed	:	<input type="text"/>
c. Diploma Holders	:	<input type="text"/>
d. Graduates	:	<input type="text"/>
e. Others	:	<input type="text"/>
3. Total number of unskilled persons	:	<input type="text"/>

10.0 Give details of Major Equipments, Tools, Accessories etc., owned by the applicant (attach additional sheets if necessary):

Name of Equipment, Tool, Accessory etc.	Capacity	Nos.	Age/Condition	Remarks

11.0 List the names of Owners / Partners / Promoters and Directors / Company Secretary / Holder of power of Attorney, as applicable, in the format detailed below:

Name of the owner/Partners/ Promoter & Directors/Company	Address	Whether Owner / Partner / Promoter / Directors / of the Company or Secretary / Holder of power of Attorney	Extent of share holding in the Firm / Company as the case may be

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14.0

DECLARATION:

I / We declare that I / we are an Indian national and I declare that the particulars provided herein are true & correct to the best of my knowledge. I or my partners have not applied for registration with BHEL in any another name. I / we are well acquainted with all existing Acts, Rules, Regulations, Orders and Byelaws including all statutory Amendments and Enactments of State or Central Government and other local authorities including all labour laws related to contract works to be carried out in BHEL / a PSU. I / we agree that the registration is not transferable and the registration does not confer any special rights or privileges on me / us and that this registration will be without prejudice to the BHEL's right to publication of open tender notice in newspapers inviting tenders from time to time for individual works and to the Company's general terms and conditions of contract. I / we agree to abide by BHEL's policies and terms & conditions governing the contracts from time to time. I / we agree to have e-payment/ electronic funds transfer (EFT) / RTGS facility with the bank. I / we agree that the registration is liable to revocation or cancellation if it is found at any time that the particulars furnished by me/ us are false.

Date.....
applicant)

(Signature & seal of