



भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
कॉर्पोरेट वित्त  
**BHARAT HEAVY ELECTRICALS LIMITED**  
**CORPORATE FINANCE**

No. AA: FIN: ADMN: EL Fund: 2010  
30/08/2010

**Closing Date: 14.09.2010**

Dear Sir,

**Sub: Expression of Interest (EOI) for Appointment of Consultant firms for advising on various aspects relating to creation of fund for Encashable Earned Leave**

BHEL is the largest engineering and manufacturing enterprise in India in the energy related /infrastructure sector, today. BHEL was established more than 50 years ago and manufactures over 180 products under 30 major product groups and caters to core sectors of the Indian economy viz., Power Generation, Transmission, Industry, Transportation, Renewable Energy, Defence etc. The wide network of BHEL's 15 manufacturing divisions, 4 Power Sector Regional Centres, over 100 Project Sites all over India and abroad, 8 Service Centres, 18 regional Offices, 4 Overseas Offices and 1 subsidiary enables the company to promptly serve its customers and provide them with suitable products, systems and services efficiently at competitive prices.

BHEL's vision is to become a world-class engineering enterprise, committed to enhancing stakeholder value. The company is striving to give shape to its aspirations and fulfill the expectations of the country to become a global player.

BHEL is a "Navratna PSU" and a Limited Company registered under the Companies Act, 1956 and its stock is listed with BSE and NSE. Presently GOI holds 67.72%, FIIs hold 15.21% and balance is held by Mutual Funds, FIs and Public. The present Market capitalization of the company is over Rs. 1150 billion and Turnover is likely to cross Rs. 38000 crores in 2010-11.

BHEL proposes to create a fund for Encashable Earned Leave. For this purpose, BHEL desires to take assistance and offers opportunity to leading and reputed professional consultant firms, meeting the qualification criteria, to advise on various aspects relating to the creation of the above-mentioned fund. The firms have to draft and critically review the proposal in line with the rules and regulations of Deptt. Of Public Enterprises (DPE)/Reserve bank Of India (RBI)/Insurance Regulatory and Development Authority (IRDA)/Securities and Exchange Board of India (SEBI) including availability of Income Tax deductions/benefits for the company, along with finalizing other modalities in this regard.



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Interested professional consultant firms, having requisite infrastructure as detailed in the EOI document, are invited to submit their Expression of Interest (EOI) for appointment.

The shortlisted consultant firms will have to make a presentation to the BHEL team. This will be followed by Techno-Commercial and Price Bids, based on which a consultant will be selected to advise BHEL on the same. The party so selected has to subsequently enter into separate contract with BHEL for carrying various activities as listed in the Scope of Work (Scope of Work will be listed in the tender for the contract).


Detailed Qualification Requirements and Terms and Conditions, etc., are given in the enclosed Annexures.

Your EOI, in the prescribed manner as detailed in Annexure and super-scribed with '**Expression of Interest for appointment of Consultants for creation of fund for Encashable Earned Leave**' should reach us on or before 14.09.2010, up to 3:00 p.m., at the following address:

Sr. Manager,  
Corporate Finance (Administration),  
Bharat Heavy Electricals Limited,  
BHEL House,  
IInd Floor, Corporate Finance,  
Asian Games Village Complex,  
Siri Fort, New Delhi – 110049.

Thanking You,

Your's faithfully,  
for Bharat Heavy Electricals Limited

  
(Sumeet Salhotra)  
Sr. Manager (Finance)



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Annexure - A

PRE-QUALIFICATION REQUIREMENT (PQR) FOR CONSULTANTS

Expression of Interest shall be considered only from INDIAN, TECHNICALLY COMPETENT, EXPERIENCED and FINANCIALLY SOUND professional consultant firms who meet the following PRE-QUALIFICATION REQUIREMENT:

| Sl. No. | Parameter/Criteria/ Requirement  | Minimum Requirement   | Documents required in support of the requirement  | Requirement meeting Yes/No |
|---------|--|---|---|----------------------------|
| 1       | The professional/ consultant firm shall be reputed one with qualified professionals in the respective fields.  | At least two Partners with relevant professional qualifications like CA, CFA, CPA etc. The professionals should have requisite experience in relevant fields.   | (a) List of Partners/Directors in the firm, qualification and experience.<br>(b) Details of similar assignments (as per scope specified) undertaken by these professionals.<br>(c) List of professional staff strength with qualification and experience.   |                            |
| 2       | The firm should have the technical expertise and experience of advising, assisting in the creation of fund and implementation of Encashment Earned Leave scheme of any reputed listed Indian Company/PSUs with employee strength of more than 10000.<br><br>The firm should be in a position to assume overall responsibility for ensuring that the rules framed are in line with DPE/RBI guidelines, related provisions of IRDA, SEBI etc. The firm should also be in a position to draft the guidelines. | At least 1 job of implementing or in the process of implementation of Encashment Earned Leave Scheme<br><br>The firm should be in a position to undertake the job and should have adequate qualified staff strength with qualifications like lawyers, Actuaries etc. to handle such responsibilities. | (a) Copy of Latest Job Order or Letter of Engagement as Consultants for Encashment Earned Leave Scheme specifying the complete scope of work<br>(b) Copy of satisfactory performance/completion of services from these clients for Encashment Earned Leave scheme<br>(c) Details of officials along with qualifications to handle the scope |                            |



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|---|--|--|---|--|
| 3 | The firm should be in a position to advise on the taxability aspects of such a fund including confirmation from the Income Tax department, if required.            | The firm should be in a position to undertake the job and should have technical professionals having relevant qualifications | a) Copy of Latest Job Order or Letter of Engagement as Consultants including Taxability aspects as scope<br>b) Copy of satisfactory performance/completion of services from these clients including Taxability aspect<br>c) Details of officials along with qualification to handle taxability aspect |  |
| 4 | The firm shall not have any litigation, involvement in scam or any disciplinary proceedings pending against them specifically in respect of professional services. |  | Declaration as per Annexure D   |  |
| 5 | The firm should have requisite infrastructure including IT structure   | The firm should have an office in metro cities and one office in Delhi/NCR.  | Address of Office along with the name, address and contact no. of the concerned official in the format enclosed (Annexure - E)  |  |



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Annexure – B

TERMS & CONDITIONS

**1.0 SUBMISSION OF EOI**

Your profile/proposal should be complete in all respects.

Profile/Proposals should be either typed or written legibly in English. Alterations/overwriting, if any, in the profile/proposal should be attested by the person signing the profile/proposal. The same is required to be given on Company's letterhead. Profile/Proposals with alterations etc. not authenticated as above may be rejected by BHEL.

**2.0 ELIGIBILITY CONDITION**

Only those firms who meet the **PRE QUALIFICATION REQUIREMENT (PQR)** as specified in Annexure A of the EOI document shall be eligible for appointment. Proposals not meeting the PQR shall be rejected.

**3.0 COST OF DOCUMENT**

NIL



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#### **4.0 SELECTION PROCEDURE**

For selection of the final firm to be appointed, the following procedure shall be adopted:

All the proposals received by BHEL would be scrutinized w.r.t the Pre-Qualification Requirement (PQR). Firms meeting the PQR shall only be considered. These firms shall be called as 'Eligible' firms. The firms may please note that mere meeting of the PQR does not entitle any firm the right for appointment.

The 'Eligible' firms would then be issued a detailed tender document containing detailed scope of work, terms and conditions, evaluation criteria, contract etc., for final selection of the firm to be appointed.

#### **5.0 ARBITRATION**

Any dispute or difference, whatsoever arising between the firms out of or relating to the EOI shall be referred to the sole arbitration of the General Manager, Corporate Finance of BHEL whose decision shall be final, conclusive and binding. The arbitrator shall give reason (s) for the award.

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.

#### **6.0 EFFECT AND JURISDICTION**

The law applicable to this EOI 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 EOI.



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**7.0 CONFIDENTIALITY**

All the material sent to the firms shall be treated as confidential and should not be disclosed in any matter to any unauthorized person under any circumstances.

**8.0 INCOMPLETE EOI**

Incomplete EOIs, which do not contain all the information called for and/or any addition/deletion in tender document /Annexures are liable to be rejected.

**9.0 PREBID MEETING**

All the short listed firms will be called for a pre-bid meeting before calling for two part limited tender wherein the requirements of BHEL will be presented so that there is no ambiguity. The time and venue will be intimated subsequently.

**10.0 CANCELLING THE EOI**

BHEL reserves the right to cancel/scrap the EOI without assigning any reason whatsoever.

**11.0 AUTHORISED OFFICER**

General Manager (Finance)/BHEL, or any other officer nominated by him, shall be the authorized officer with regard to the EOI. The decision of the authorized officer shall be final and binding on the firm.



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**12.0 CONTACT PERSONS**

For any clarifications/queries, the firms may contact the following officials of BHEL:

- Sh. Sumeet Salhotra – Sr. Manager (Finance-Admn)  
Tel: 011-66337240  
E-mail: [finss@bhel.in](mailto:finss@bhel.in)
- Ms. Sangeeta Singh – Manager (Finance)  
Tel: 011-66337255  
E-mail: [ssingh@bhel.in](mailto:ssingh@bhel.in)

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**SUBMISSION OF EOI**

Your EOI has to be submitted in as follows:

- (a) Documents and information required for ascertaining the qualification of the firm as per Annexure – A (**Pre Qualification Requirement**)
- (b) Acceptance of Terms & Conditions as per Annexure – B, duly stamped and signed.
- (c) Check List as per Annexure – C
- (d) Declaration Statement as per Annexure – D
- (e) Firm Details as per Annexure – E
- (f) Deviation, if any, as per Annexure – F

**Note:**

1. Firms to ensure that their EOI's are complete in all respects.
2. Proposal/Profile and all certificates including Annexure C to F will be given on the firm's letter head only.

The offer is to be placed in a single sealed envelope, duly super scribed with:

1. '**Expression of Interest for appointment of Consultants for creation of fund for Encashable Earned Leave**'
2. Due date and time of submission of EOI.
3. Name and address of the Firm.
4. BHEL address as given in the covering letter.



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Annexure – C

CHECKLIST

| Sl. No. | Description/Item  | Enclosed<br>Yes/No |
|---------|---|--------------------|
| 1.      | List of employees/partners in the firm along with their joining date, qualification and experience in the respective field. |                    |
| 2.      | List of Clients related to the scheme.  |                    |
| 3.      | Copy of Latest Job Order or Letter of Engagement as Consultants (related to the scheme) from clients.                       |                    |
| 4.      | Copy of satisfactory performance/completion of services from these clients.   |                    |
| 5.      | Copy of Attested Balance Sheet & Profit & Loss A/C of the last three years along with Income Tax Return.                    |                    |
| 6.      | Acceptance of Terms & Conditions as per Annexure – B duly Stamped and signed.   |                    |
| 7.      | Declaration Certificate as per Annexure -D.   |                    |
| 8.      | Firm Details as per Annexure – E  |                    |
| 9.      | No Deviation Certificate as per Annexure – F  |                    |



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Annexure – D

DECLARATION CERTIFICATE

I/We do hereby declare that there is no case with the Police/Court/RBI/IRDA/SEBI/Regulatory authorities against the proprietor/firm/partner/employee. Also I/We have not been suspended/delisted/blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/RBI/IRDA/SEBI/Autonomous Body/Financial institution/Court. We also certify that neither our firm nor any of the partners are involved in any scam or disciplinary proceedings settled or pending adjudication.

(Signature & Seal of the firm)



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Annexure – E

FIRM DETAILS

|   |  |
|---|--|
| Name of the Firm                                      |  |
| Communication Address                                 |  |
| Name of the authorized<br>Partner/Proprietor/Employee |  |
| Telephone Nos.  |  |
| Fax Number  |  |
| Mobile Nos.   |  |
| E-mail Address  |  |
| Date of Establishment                                 |  |
| Web Site Address (if any)                             |  |

(Signature & Seal of the Firm)



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Annexure – F

NO DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our EOI, we hereby accept all the terms and conditions of this EOI and we do not have any deviation to this EOI. We hereby undertake and confirm that we have understood the scope of work properly and shall carry out the work as mentioned in this EOI.

(Signature & Seal of the Firm)