



**NOTICE OF INVITING TENDER**

**NIT/FIN/SV/2019-20-21/002 Dt. 11<sup>th</sup> July 2019**

Tender Document for **appointment of stock verifier** for Financial Year 2019-20 and 2020-21

Finance Department, BHEL, Bhopal invites tender on two part bid basis (Part I Techno-Commercial Bid & Part II- Price Bid) from experienced Chartered/Cost Accountant Firms for carrying out on behalf of BHEL physical stock verification of raw materials, stores & spares, tools, Assets, WIP, FG, Material with Fabricators, consumables etc. inside the factory area, Township area and in the warehouse and shop floor of Fabricators wherever the items/inventory of BHEL is lying with them.

Interested parties may visit the following websites-for details:-[www.bhelbpl.co.in](http://www.bhelbpl.co.in).

All corrigendum, corrections, amendments, time extensions, clarifications etc, to the tender notice will be hosted on BHEL website ([www.bhel.com](http://www.bhel.com)). Bidders should regularly visit the website to keep themselves updated. Last date of receiving of offer is **02/08/2019 by 11.00 AM**

Download

DGM (Finance)

0755-2502664

Heavy Equipment Plant(HEP)

Bharat Heavy Electrical Limited

Bhopal, MP

APPOINTMENT OF STOCK  
VERIFIER FOR FINANCIAL YEAR 2019-20 & 2020-21

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## Part-A

### INVITATION OF PROPOSAL FOR APPOINTMENT OF STOCK VERIFIER FOR FINANCIAL YEAR 2019-20 & 2020-21

#### **1) Introduction – BHEL :**

Bharat Heavy Electricals Limited (BHEL, hereinafter referred to as Company) is a PSU under the Ministry of Heavy Industries, Government of India. Heavy Equipment Plant (HEP) is a Unit of the Company located at Bhopal, Madhya Pradesh. HEP Unit is involved in the Design, Manufacture and Supply of a wide range of Capital Equipment to the Power, Industry and other vital sectors of the Economy.

#### **2) Stock Verification – Introduction:**

Stock Verification is to be carried out in compliance of Stock Verification Manual issued by BHEL Corporate Office from time to time. Independent stock verification is an important tool to exercise internal controls to guard against losses due to pilferage and leakage. Periodical and Perpetual Stock Verification of Stores and Assets is required to bring to the notice of management the cases of wrong account keeping of stores and Assets as well as shortages. This Stock Verification Reports are also referred to by Statutory Auditors for certification of Books of Accounts of the Company.

#### **3) Scope of Work:**

The particulars of items to be verified, volume for 2 years, location of stock verification as per present records is given in para 10. However, mentioned quantity may vary depending upon actual stock position at the time of verification.

Frequency of verification is different for different category of items. For Example physical verification of Raw Material Inventory of A & B class is to be carried out every year and for 'C' class it is to be completed in Two Years.

For bidders convenience it is clarified that all quantities indicated are for full contract period of 2 years.

Chartered/Cost Accountants Firm shall engage five numbers of articles/staff to carry out the daily verification work in time under its supervision on all BHEL working days. Besides regular stock verification, additional man power may be required from time to time for Surprise verification of valuables and pilferable items of stores and assets, WIP and Finished Goods. Verification work will be carried out during office hours i.e. 8:00 am to 12:00 am and 1:00 pm to 4:00 pm.

Description of Location of items of verification:

Inside Factory Area :- Factory area comprise of 16 Manufacturing blocks, 5 Labs, 14 office buildings, canteens and HRDC etc.

Township :- Township consist of 4 localities namely Piplani, Berkhera, Habibganj and Govindpura area under which schools, hospital, dispensaries, Township Administration and Maintenance Section etc. are located at different places.

The items to be verified includes following:

3.1 Raw materials, components, stores and spare parts.

3.2 Fixed asset items (Including Assets value less than INR. 10,000)

3.3 Equipments, furniture and fixtures supplied by BHEL to institutions like schools/clubs/community centre, etc., in the township as BHEL assets.

3.4 BHEL materials lying with Fabricators /Sub-contractors.

3.5 Stationery, gift articles and Library books.

3.6 Items available in Horticulture, Water Supply, Civil, Electrical and CISF Store in township.

3.7 Assets/kitchen-ware under the charge of canteens. Items available in Construction, Communication, Electrical, Transport store etc. in Factory Premises.

3.8 Assets at hospitals, dispensaries, guesthouses, staff welfare clubs and community centres etc.

3.9 The Scope of stock Verification of stores and assets, is to ensure that the Materials and Assets held in stock or in the custody of respective dept., to confirm description and specification in Bin Card / stock / Asset register, that the actual physical balance thereof agrees with balance appearing in Bin Card / stock / Asset register.

3.10 The work involves physical verification in the location indicated in the Field Book of stock of raw materials, stores & spares, tools, assets, consumables etc. with respect to the ledger balances in System, preparation of discrepancy vouchers if any and ensure that discrepancies have been suitably addressed.

3.11 Any other work related to stock verification as may be directed by the in charge of the BHEL Stock Verification Section.

3.12 Stock Verification and settlement of discrepancies shall be conducted as per the procedures and instructions prescribed in BHEL Stock Verification Manual.

3.13 Chartered/Cost Accountant Firm carrying out the stock verification work shall submit daily progress report and monthly report of verification in prescribed format. The monthly report of verification duly signed by the concerned stores officer/Department executive (in case of assets)/sub-contractors (in case of materials lying with subcontractors) and shall be certified by the Chartered/Cost Accountant Firm.

3.14 The duties and responsibilities of Stock Verification team shall also be to comply with the duties, responsibilities and other instructions as mentioned in BHEL Stock Verification Manual.

#### 4 Selection Criteria:

4.1 Firms of Practicing Chartered/Cost Accountants registered with the Institute of Chartered/Cost Accountants of India (ICAI) having its office(s) in Bhopal shall only be considered for Shortlisting /Appointment as Stock Verifier for conducting Physical Verification of Stock of HEP Unit of the Company. **The location of office at BHOPAL is mandatory considering the regular routine of the verification activity.**

4.2 The following will be the basis of Points for selection. Applicants who obtain a minimum score of 15 will be shortlisted.

Sl. No.	Selection Criteria	Basis for awarding of Points	Maximum Scoring
1	Experience in practice (No: of years)	<b>2</b> Point for every 1 year in practice of Firm's Registration. Minimum 2 Years of Practice is essential	10
2	No. of Article / Audit Assistants employed by the of firm.	<b>1</b> Point for every Article/ Audit Assistant.	5
3	Experience of PSU Audit /Company <b>(Excluding Banks)</b>	<b>1</b> Point for each completed Audit of a PSU Unit/ Company.	3
4	Experience related to manufacturing Industry	<b>1</b> Point for a completed Audit of manufacturing Industry.	3
5	Majors clients (i.e., Companies with Annual Turnover > Rs. 50 Crores)	<b>1</b> Point for each such Client.	2
6	Profile of the Partners	<b>1</b> Point for work experience of at least 5 years of any of the partners.	1
7	Any special achievement	<b>1 Point for</b> Academic/Professional Excellence of the Partners.	1
<b>TOTAL</b>			<b>25</b>

**In case of tie in the quoted prices of qualified bidders as per selection criteria 4.2, the firm with maximum score in selection criteria shall be considered for order placement.**

Clear and complete details in separate sheets, for determination of Points in support of information against Item Sl. No. (1) to (7) above is to be furnished.

## **5 Pre-requisites for Shortlisting:**

5.1 Documentary evidence(s) in support of Criteria at (1) to (7) mentioned in tables to Para- 4.2 above is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation. In respect of criteria 3, 4 & 5 above, certification of the organisation relevant has to be produced in support.

5.2 The quotations shall be valid for 60 days from date of opening of the tender.

5.3 The bidder shall agree to comply the following –

- a. Scope of work as given in Clause – 3
- b. General terms and Conditions, Obligations and Instructions as given in Clause– 6 and 8.

5.4 The Tenure of the contract is two years from date of assignment of the contract. BHEL reserves the right to suspend the agreement any day without assigning any cause or reason whatsoever.

5.5 The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefor.

5.6 All the pages of the proposal document shall have to be duly numbered sequentially and signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorised signatory of the applicant firm(s) with the firm's seal.

5.7 The proposal should be submitted strictly as per the terms & conditions laid down in the document.

**5.8 Evaluation of offer for physical verification work will be based on total cost to BHEL for contract period of two years. No additional charges / facilities/ reimbursement will be provided / paid in addition to contract price.**

## **6 General Terms and Conditions –**

6.1 Chartered/Cost Accountant Firm shall engage five numbers of articles/staff to carry out the daily verification work in time under its supervision. Chartered/Cost Accountant Firm shall ensure that the persons engaged possess proper qualification, experience and skills to conduct the physical verification of inventory and fixed assets (preferably – CA Article/CMA Article or candidate having Minimum graduation qualification).

6.2 In case of emergency, if any additional manpower is required to carry out the verification work, Chartered/Cost Accountant Firm shall provide the additional manpower.

6.3 Change in manpower, if any shall be made only in consultation with BHEL.

6.4 The physical stock verification work shall be conducted during 08:00 Hrs. to 16:00 Hrs.

6.5 No. of items mentioned in price format is only an estimate and actual number of items in each category may vary.

## 6.6 EMD & SECURITY DEPOSIT

### **Earnest Money Deposit (EMD):- NIL**

**Security Deposit (SD) :-** The total amount of Security Deposit will be 5% of the contract value. Amount is to be deposited by the successful bidder.

i) SD will be accepted in electronic Mode, which can be deposited on line through following link as mentioned below :

<https://www.bhelbpl.co.in/qcins/iccs.htm>

Other mode of deposit of SD will be as follows :

ii) Electronic Fund Transfer in favour of BHEL

iii) Bank Guarantee form Scheduled Banks as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.

iv) Fixed Deposit Receipt issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)

v) Securities available from Indian Post offices such as National Saving Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favor of BHEL) (Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

#### Collection of Security:

- At least 50% of the required Security Deposit, including the EMD , should be collected before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected. If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by contractor or recovered from payment /s due to the Contractor.
- The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work. (Note: In case of (a) small value contracts not exceeding 20 lakhs or (b) SAS jobs, work can be started before the required Security Deposit is collected. However, payment can be released only after collection/ recovery of initial 50% Security Deposit).
- Security Deposit shall be released to the Contractor upon fulfilment of contractual obligation as per terms of the contract.
- The Security Deposit shall not carry any interest.
- Contractor, who will be awarded work, have to deposit Security Deposit before start of work. You are requested to submit your offer subject to our terms & conditions of contract as to reach us or before the due date & time. You can nominate your representative on the date of tender opening.

6.7 All information relating to BHEL including information on Stores, Assets, Inventories, etc., and reports, statements of physical verification work shall be treated fully confidential and not be shared with any outsiders other than Stock verification cell/ Finance Department of BHEL Bhopal Unit. Any Leakage of such Information shall be viewed as serious lapses in performance.

6.8 If verification report is submitted without actual verification which affects department reputation the Chartered/Cost Accountant Firm would be fully responsible.

6.9 In case the Chartered/Cost Accountant Firm does not carry out the statutory obligations or the services rendered by it are found to be unsatisfactory, BHEL shall bring the same to the notice of firm. Upon which the Firm will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days' time.

6.10 Also, BHEL reserves the right to terminate the contract any day during the operation of contract, without assigning any cause or reason whatsoever. In such an event, no damages will be payable for short closure of the contract.

6.11 All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the BHEL. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be Bhopal in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Bhopal (M.P.) Courts.

#### 6.12 THE BHEL CONCILIATION SCHEME, 2018

The Parties agree that if at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, effect, interpretation or breach of the agreement, contract or the Memorandum of Understanding (delete whichever is inapplicable), which the Parties are unable to settle mutually), arise inter-se the Parties, the same may, be referred by either party to Conciliation to be conducted through Independent Experts Committee to be appointed by competent authority of BHEL from the BHEL Panel of Conciliators.

Notes:

1. No serving or a retired employee of BHEL/Administrative Ministry of BHEL shall be included in the BHEL Panel of Conciliators.

2. Any other person(s) can be appointed as Conciliator(s) who is/are mutually agreeable to both the parties from outside the BHEL Panel of Conciliators.

The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided in Annexure----- to this GCC.

The Annexure ---- together with it's appendices will be treated as if the same is part and parcel hereof and shall be as effectual as if set out herein in these GCC.

6.13 Entry passes for manpower deputed by Chartered/Cost Accountant Firm for carrying stock verification will be arranged by BHEL.

6.14 Besides regular stock verification as per monthly programme, Surprise verification of valuables and pilferable items of stores and assets shall be carried out in the prescribed manner whenever the instructions for the same is given by the BHEL Stock Verification Officer.

6.15 Penalty: The verification work is time bound. Verification Programme will be handed over in advance. Any delay (if delay occurred for reasons attributable to Chartered/Cost Accountant Firm) will attract penalty @ 2% on the amount of fees payable for verification of items not verified as per programme. However, BHEL reserves the right to change the monthly verification programme.

6.16 BHEL shall have the privy of the contract with the Chartered/Cost Accountant Firm only and will give instructions to the Chartered/Cost Accountant Firm or his authorized representative. BHEL have nothing to do or be concerned with the employment of employees working for the Chartered/Cost Accountant Firm. The relationship between BHEL and the Chartered/Cost Accountant Firm will be of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.

6.17 The Chartered/Cost Accountant Firm shall adhere to all the instructions notified by the BHEL, Labour Department, P.F. authorities, Factory Inspectors, ESI Inspectors, or any other such authorities under any Act, rules and regulations from time to time.

6.18 Non-compliance of any provisions under the act/rule/instructions/guidelines shall make the Chartered/Cost Accountant Firm liable for termination of contract.

6.19 The successful bidder shall execute an agreement on INR. 500/- Non – Judicial stamp paper for the period of the contract and security deposit at the rate of 5%

6.20 The successful bidder shall commence the work within 7 days of contract awarded.

ANNEXURE-A

INSTRUCTION TO CHARTERED/COST ACCOUNTANT FIRM

STATUTORY COMPLIANCES TO BE ENSURED BY WORK ORDER ISSUING AUTHORITY  
UNDER WORKS CONTRACT

- Ø BHEL shall have the privity of the contract with the Chartered/Cost Accountant Firm only and will give instructions to the Chartered/Cost Accountant Firm or his authorized representative. BHEL will have nothing to do or be concerned with the employment of employees working for the Chartered/Cost Accountant Firm. The relationship between BHEL and the Chartered/Cost Accountant Firm will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.
- Ø The Chartered/Cost Accountant Firm shall maintain regular contact with the designated employee(s) of BHEL and will interact on matters relating to the work awarded under this contract.
- Ø Chartered/Cost Accountant Firm will ensure that the job is executed through his employees on his rolls and under no circumstances the Chartered/Cost Accountant Firm will deploy any casual employee to carry out the job nor shall sub-contract the job without prior written permission.
- Ø Chartered/Cost Accountant Firm shall observe Provisions of the Factories Act in respect of working hours, holidays, rest intervals, leave and overtime to his employee. No work shall be done on second/third shift, overtime, Sundays or on other declared holidays without written permission.
- Ø Chartered/Cost Accountant Firm shall obtain Police Verification of all his workers.
- Ø Chartered/ Cost Accountant Firm shall submit following Certificate for each contract separately.

"It is certified that PF/ESI challans of the amount -----(in words -----  
-----)pertains to my workers, whose names are appearing in the wage sheet of the  
month \_\_\_\_\_20\_\_\_ and these workers are engaged in  
\_\_\_\_\_ (type  
of work) against work Work order no. \_\_\_\_\_ in  
\_\_\_\_\_ (name of department).

Signature of Chartered/Cost Accountant Firm

PAYMENT OF WAGES

- Ø Chartered/Cost Accountant Firm shall be responsible for making payment of wages through Bank/Cheque before expiry of 7 days from the last day of wage period. No other mode of payment shall be acceptable.
- Ø In case Chartered/Cost Accountant Firm fails to make payment of wages to his employees or remittance of contribution to the concerned authorities , the security

deposit /other dues under the contract can be utilized by BHEL to discharge the liability of the Chartered/Cost Accountant Firm.

#### SAFETY AND DISCIPLINARY ACTION

- Ø Chartered/Cost Accountant Firm shall ensure that his employees do not indulge in any unsafe or hazardous practices. They use safety equipment such as safety belts, safety shoes, goggles, helmet and masks where use of such equipment is required in day-to-day operations. All such safety gadgets will be provided by the Chartered/Cost Accountant Firm failing which the contract operating division will provide safety equipment to such employee of the Chartered/Cost Accountant Firm at the cost of the Chartered/Cost Accountant Firm to be recovered from his bills. Chartered/Cost Accountant Firm shall fully indemnify BHEL against any claim for damages for injury to person or property resulting from such accidents.
- Ø Chartered/Cost Accountant Firm to ensure that employee deployed in the premises is physically and mentally fit and does not have any criminal record.
- Ø Chartered/Cost Accountant Firm will be responsible for good conduct of his employees . In case of misconduct, Chartered/Cost Accountant Firm shall take prompt disciplinary action as per "Model Standing Orders" on the advise of Contracting officer.
- Ø The Chartered/Cost Accountant Firm has to provide a distinct uniform different from BHEL employees. The Uniform should have logo of the Chartered/Cost Accountant Firms firm / company. The uniform shall be kept in neat, tidy and wearable condition. Wherever necessary, the Cap shall be integral part of the uniform
- Ø Contract awarded is liable for termination for any contravention of statutory provisions or any other reasons without assigning any explanation or notice to the Chartered/Cost Accountant Firm.
- Ø Chartered/Cost Accountant Firm shall fully comply provisions of various applicable labour laws

#### RECORDS & INFORMATION TO BE FURNISHED BY CHARTERED/COST ACCOUNTANT FIRM

- Ø Chartered/Cost Accountant Firm shall maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities.
- Ø Chartered/Cost Accountant Firm shall provide information as required in respect of all his employees employed by him to enable the contract operating division to monitor compliance of PF/ESI and also to enable him to furnish information to Ministry and Labour deptt. as may be required.
- Ø Chartered/Cost Accountant Firm shall provide full particulars of each employee employed by him before start of the work and from time to time. He will also endorse a copy of returns furnished by him to the Labour Department under the Contract Labour (Regulation and Abolition) Act 1970.

**COMPLIANCE OF STATUTORY PROVISIONS**

Ø Chartered/Cost Accountant Firm shall fully comply provisions of various applicable labour laws provisions of the following enactments and other enactments as applicable for such contracts.

- .. Contract Labour (R&A) Act 1970 and rules 1971.
- .. Payment of Wages Act.
- .. Minimum Wages act 1948, M.P. Rules 1958
- .. Employees State Insurance Act 1948, Rules and regulations 1950
- .. Employees Provident Fund Act 1952 and Pension Scheme 1995
- .. Workmen’s Compensation Act 1923
- .. Factory Act 1948
- .. Maternity Benefit Act 1961
- .. Equal Emolument Act 1976
- .. M.P. Shram Kalyan Nidhi Adhiniyam 1982
- .. Payment of Bonus Act 1963
- Shop & establishment Act 1958
- .. Inter State Migrant Act

STATUTORY INSTRUCTIONS TO CHARTERED/COST ACCOUNTANT FIRM	
(To be ensured by contracting dept.)	
1.0	<b>STATUTORY REGISTRATIONS AND CLEARANCES</b>
	Chartered/Cost Accountant Firm shall commence the work only after obtaining :
	<ol style="list-style-type: none"> <li>1. Labour Licence</li> <li>2. Provident fund code no.</li> <li>3. ESI code no</li> <li>4. Registration no.</li> </ol> <p style="text-align: center;">Notice of commencement in Form 6-A &amp; Maintain Register of workers in form 13</p>
2.0	<b>ED/COST ACCOUNTANT FIRM CHARTERED/COST ACCOUNTANT FIRM SHALL ENSURE FOLLOWING WHILE EXECUTING CONTRACT</b>
	<ol style="list-style-type: none"> <li>1. Employment card as per rule no 76 of Contract Labour (Regulation &amp; Abolition) MP rules,1973</li> <li>2. Appointment letter to his employees.</li> </ol>

	<p>3. Annual leave with wages including EL, CL, National Holiday &amp; Festival holiday.</p> <p>4. Leave record register.</p> <p>5. Shall engage only adult workers who have attained the age of 18.</p> <p>6. Work to be done on second/third shift, overtime, Sundays or on other declared holidays with written permission.</p> <p>7. Obtain insurance cover for his employees/equipments, tools etc &amp; third party insurance coverage at his own cost.</p> <p>8. Remit Provident fund contributions in prescribed 3A &amp; 6A forms</p> <p>9. ESI contributions in Form 6</p> <p>10. Submit challans of PF &amp; ESI contributions every month.</p> <p>11. Provide Personal protective equipments for his employees</p> <p>12. Distribute wage slip each month to his employees</p> <p>13. Ensure payment of Statutory Minimum Wages as well as additional wages recommended by BHEL through bank account only.</p> <p>14. Submit employee and employer contribution as per Shram Kalyan Nidhi Adhinyam 1982.</p>
3.0	PAYMENT OF WAGES ACT
	<p>1. Those engaging 100 or more workman, should submit or copy of standing orders. 2. Shall comply with the provisions of Factories Act.</p>
4.0	ON COMPLETION OF WORK
	<p>1. Submit PF &amp; inspection report</p>

## 7 Payment Terms:

7.1 Reimbursement for monthly verification fees shall be submitted after close of every month's verification along with the report as per formats SVM 2, SVM 3, SVM 8 & SVM9 attached.

7.2 Payment for verification work done will be made at quoted rates (**contract price / total estimated quantity**) for the actuals in each category

7.3 Payment of verification charges shall be subject to applicable statutory deductions (like TDS etc.,).

7.4 The payment for surprise stock verification will be on the basis of normal rate of respective items verified.

7.5 In case of plant & machinery and other fixed assets payment shall be made for the items physically found.

7.6 Quoted rates shall be firm till the completion of contract.

### 7.7 GST Compliances

1. HSN code/SAC, rate of tax under GST and applicable GST (IGST,CGST/SGST) and GSTIN shall be clearly mentioned by the Chartered/Cost Accountant Firm,
2. GST portion of the invoice shall be released only upon:-
  - 2.2.1 All invoices raised by Chartered/Cost Accountant Firm must be GST compliant Tax invoices as per GST invoice rules.
  - 2.2.2 Chartered/Cost Accountant Firm declaring such invoice in his GSTR-1 or any modified return as notified by government
  - 2.2.3 Receipt of goods/services and Tax invoice by BHEL and
  - 2.2.4 Confirmation of payment of GST thereon by Chartered/Cost Accountant Firm on GSTN portal
  - 2.2.5 Alternatively, Chartered/Cost Accountant Firm has to submit BG of appropriate value which shall be valid at least one month after the confirmation of date of payment of GST by contractor on GST portal and receipt of tax invoice and receipt of services, whichever is later. Chartered/Cost Accountant Firm has to give an undertaking in this regard.
  - 2.2.6 Chartered/Cost Accountant Firm has to give an undertaking to BHEL that they have declared invoice in his return and paying GST within timeline prescribed for availing ITC by BHEL.

Payment to Chartered/Cost Accountant Firm for GST portion will be released only after completion of above activity and on Availment of ITC by BHEL.

3. In case GST credit is delayed/denied to BHEL due to non/delayed receipt of services /goods and /or tax invoice or expiry of the timeline prescribed in GST

Law for availing such ITC, or any other reasons not attributable to BHEL, GST amount shall be recoverable from the Chartered/Cost Accountant Firm along with interest levied/ leviable on BHEL.

## **8 Obligations and Compliance:**

8.1 Chartered/Cost Accountant Firm to ensure that the manpower deployed for physical stock verification are physically and mentally fit and do not have any criminal record. Such manpower deployed should possess requisite skill, proficiency, qualification, experience etc to carry out the assigned work

8.2 Chartered/Cost Accountant Firm to provide safety appliances and safety shoes to his manpower engaged. Chartered/Cost Accountant Firm shall be responsible for enforcing all safety regulations as applicable including Safety rules and regulation issued by BHEL. Chartered/Cost Accountant Firm to ensure that all precautions are taken for safety of its manpower and equipments. Chartered/Cost Accountant Firm shall provide safety appliances and maintain the same at its own cost which may be required under the statute or otherwise.

8.3 All statutory requirements under Minimum Wages Act, 1948, Factories Act, Payment of Wages Act, 1936, Workmen Compensation Act. 1923, EPF & MP Act, 1952, Payment of Gratuity Act. 1972. ESI Act 1948, The contract labour (R&A) act 1970, Payment of bonus act 1965, Income tax act, Service Tax Act, Child Labour Act ( regulation & abolition) and any other Acts as may be applicable for the time being in fore, shall be complied with by the Chartered/Cost Accountant Firm. BHEL shall not be responsible for any default on the part of the CHARTERED/COST ACCOUNTANT FIRM with respect to any of the statutory compliances.

8.4 Chartered/Cost Accountant Firm shall also comply with all statutory requirements, rules, regulations, notifications in relation to employment of its employees issued from time to time by the concerned authorities.

8.5 Chartered/ Accountant Firm shall indemnify BHEL against all claims and losses under various labour Laws, statutes or, any civil or criminal law in connection with the manpower deployed by it for physical stock verification.

8.6 Any liability for any compensation on account of injury sustained by the manpower of the Chartered/Cost Accountant Firm shall exclusively borne by the Chartered/Cost Accountant Firm.

8.7 Chartered/Cost Accountant Firm to obtain insurance cover for his manpower carrying out physical verification and take third party risk insurance coverage at its own cost. BHEL shall not be responsible for any loss or damage of any kind to the staff of the firm.

8.8 The Stock Verification (CA/CMA) Firm shall not sub-contract the Stock Verification work.

8.9 The Stock Verification team will work in strict confidence and will ensure that the data, reports and information and any other information in respect of the operation of the location / work centre / Company is dealt with in strict confidence and secrecy. A

certificate towards maintaining confidentiality shall have to be provided by the Stock Verification Auditor(s) on receipt of appointment letter from the Company or before commencement of work.

8.10 "BHEL shall recover the amount of compensation paid to victim (s) by BHEL towards loss of life/ permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below.

- A) Victim: - Any person who suffers permanent disablement or dies in an accident as defined below.
- B) Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing/ operation and works incidental thereto to BHEL factories/ offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works/ during working at BHEL unites/ offices/ townships and premises; project sites.
- C) Compensation in respect of each of the victims:
  - (i) In the event of death or permanent disability resulting from Loss of both limbs Rs 10,00,000/- (Rs Ten Lakh)
  - (ii) In the event of other permanent disability Rs 7,00,000/- (Rs seven lakh)
- D) Permanent Disablement: A disablement that is classified as a permanent total disablement under the proviso to section 2 (l) of the Employee's compensation Act, 1923."

## 9. Special Instructions

9.1 The submission of quotation shall be strictly in accordance with the terms and conditions stipulated in this tender notice. No counter conditions will be acceptable or valid.

9.2 The bidders(technically qualified) must satisfy themselves by personal study, inquiries and visit to BHEL Plant and Stores, etc. and understand thoroughly the scope of proposed work in detail and all conditions affecting the work before quoting. There shall not be at any time after submission of the tender, dispute/ complaint of any nature regarding the scope or work and interpretation of specifications or any misunderstanding with regard to nature or omission of the work to be done nor shall any application for compensation in terms of time and money shall be accepted by BHEL in regard to the above.

9.3 The rates quoted by the bidder shall be firm for the contract period. No revision in the contract rates shall be allowed during the period of contract.

9.4 Evaluation of offer for verification work will be based on the total value quoted in the offer against NIT.

9.5 It may be noted that no Travelling Allowance (TA)/Dearness Allowance (DA) will be reimbursed by BHEL. Further neither any accommodation will be provided by BHEL nor will any reimbursement for Hotel charges be paid by BHEL for completion of the Stock verification job.

9.6 BHEL will also not provide any vehicle facility to complete the job inside and outside factory area. The approximate radius of the area (inside and outside factory area) where the stock verification job has to be carried out is around 8 Kilometers. The stock verifier may have to visit some of the fabricators' workshop located in Mandideep in connection with verification job of materials lying with fabricators which is approx. 24 Km from Bhopal. But for which no separate vehicle facility will be provided. Approx. 6 fabricators are situated in Mandideep out of Approx. 106 fabricators. The verification job will cover all the fabricators within a span of three years i.e. around half of the fabricators will be covered in a financial year

10 Estimated total quantity of verification during **TWO** years of contract period are as follows :

S.NO.	Area of verification	Approx. Qty to be verified	Location	WEIGHTAGE OF ITEMS TO BE VERIFIED
"A"	"B"	"C"	"D"	"E"
1	PSL-"A" class & "B" class items	19000	Inside Factory	16.42
2	PSL-"C" class items	13000	Inside Factory	11.23
3	HOSPITAL:	2648	Inside Factory, Piplani, Berkhera, Habibganj, Govindpura	2.29
4	Schools	17564	Piplani, Berkhera, Habibganj, Govindpura	15.18
5	Building- Resident	9944	Piplani, Berkhera, Habibganj, Govindpura	8.59
6	Horticulture	330	Piplani, Berkhera, Habibganj, Govindpura	0.29
7	Community Centre	100	Piplani, Berkhera, Govindpura	0.09
8	Items in Sports & Other Clubs	324	Berkhera	0.28
9	Canteen	139	Inside Factory	0.12
10	Water Supply	287	Piplani, Berkhera, Habibganj, Govindpura, Factory, Jailhill	0.25
11	Civil	1215	Piplani, Berkhera, Habibganj, Govindpura, Factory	1.05
12	TSD-chemical lab	407	Inside Factory	0.35
13	Gas Plant Store	525	Inside Factory	0.45
14	HRD Library, TSD Library	17877	Inside Factory	15.45
15	Hindi Gyan Mandir, Medical Library	12000	Outside Factory	10.37
16	Material Held With Fabricators	3400	Industrial area Habibganj, govindpura	2.94
17	Gift & Stationery item	58	Inside Factory	0.05
18	Construction Store	156	Inside Factory	0.13
19	Photographic section	52	Inside Factory	0.04
20	Transport stores	1910	Inside Factory	1.65
21	Communication stores	99	Inside Factory	0.09

22	CISF store	161	Outside Factory	0.14
23	Electrical stores	736	(Inside , Outside factory Aarea)	0.64
24	Plant & Machinery	7000	Inside Factory	6.05
25	Finish goods, WIP	6064	Inside Factory	5.24
26	Guest House	218	Outside Factory	0.19
27	Computers its Accessories	100	(Inside and outside Factory)	0.09
28	Bymatrics Machine	400	(Inside and outside Factory)	0.35
	Total	115714		100

**Note : Estimated Quantity given above is for the complete contract period of two years and will be distributed in two Years i.e. 2019-20 & 20-21 as per BHEL Requirements.**

11 Interested firms may download the attached file and fill-up as required ensuring compliance to all formalities and Sealed quotations in single cover consisting of two separate sealed covers for Techno-Commercial bid as Part A and Price bid as Part B super scribing the tender reference, tender due date, Name of work and should reach by 11:00 AM on or before 02.08.2019 at Tender Room, Admin. Block, Ground Floor, BHEL, Bhopal-462022. Techno-Commercial bid will be opened at 2:00 PM on 02.08.19, in an envelope, to be sent, at the below mentioned address. The tender shall be super scribed with the following title:-

“Tender for Stock Verification Work of Finance Department-BHEL, Bhopal”

NIT/FIN/SV/2019-20-21/002 Date : 11-07-2019

Due Date :- 02-08-2019

Quotations :- Firms are required to submit quotation as per the two parts bid System.

(a) The Part-I Technical bid in a sealed envelope super scribing “Envelope-I, Techno-Commercial Bid”, Tender Name, Ref. No. & Due date of opening” shall contain the documents as per “Instructions to Tenderers ”.

(b) The Part-II shall contain only Price bid in a separate sealed envelope super scribing “Envelope-II, Price- Bid”, Tender Name, Ref. No. & Due date of opening. Price bid will be opened for only those firms which are found to be technically competent in Part-1 (Technical bid).

Note:-

(i) The envelope should be dropped in the tender box (Green colour) in the tender room. Tender received after 11:00AM on due date will be treated as late tender.

(ii) The representative of the firm must bring their authority letter to witness the tender opening from 2:00PM onwards.

(iii) After awarding work, the successful bidder is fully liable to fulfil all tender conditions. No excuse whatsoever shall be entertained for loss of bidder or any other compensation.

11.1 Offers submitted in any other form shall not be considered.

11.2 The Company reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

11.3 The Firms are required to submit their GST registration number and Permanent Account Number (PAN) in their offers.

(To be given on the Audit Firm's Letter Head)

**PART-A (Technical BID)**

Format for submission of Offer

1. Name of the Chartered/Cost Accountant Audit Firm:		
2. Registration Number of the Chartered/Cost Accountant Audit Firm with Institute of Chartered/Cost Accountants of India:		
3. Particulars of Chartered/Cost Accountant Audit Firm:		
i) (a) Address of the Firm as registered with ICAI:		
(b) Address of the Firm at Bhopal (if different from 'a')		
ii) (a) Telephone Number with STD Code:		
(b) Mobile No. of the Senior Partner (for Contact Purpose)		
(c) Fax Number with STD Code:		
(d) Email address of the Firm:		
iii) Website of the Firm, if any:		
iv) PAN No. of the Firm:		
v) GST No of the Firm		
4. Technical Details		
Sl	Description	
1	Experience in practice (No: of years) (Details to be submitted in Annexure)	
2	Number of Article Clerks / Audit Assistants (Details to be submitted in Annexure)	
3	Experience of PSU ( <b>Excluding Banks</b> ) Stock Verification (Details to be submitted in Annexure)	
4	Experience related to <b>Manufacturing</b> Industry (Details to be submitted in Annexure)	
5	Majors clients, if any (i.e., Companies with annual turnover > Rs. 50 Crores) (Details to be submitted in Annexure)	
6	Profile of the Partners (Details to be submitted in Annexure)	
7	Any special achievement (Details to be submitted in Annexure)	

We hereby confirm the acceptance of all provisions and the terms & conditions of the Invitation without any deviation.

Place:

Date:

Authorized Signatory  
With Official Stamp

## Part-B (Price BID)

Tender Document for **appointment of stock verifier** for Financial Year 2019-20 and 2020-21

NIT No : NIT/FIN/SV/2019-20-21/002 Dt. 11<sup>th</sup> July 2019

Estimated No of Items to be verified during 2019-20-21 : 115714

Value to be quoted (INR) \_\_\_\_\_

Quoted Value in Words \_\_\_\_\_

GSTIN No \_\_\_\_\_

HSN/SAC Code \_\_\_\_\_

GST Tax Rate : MPGST \_\_\_%.CGST \_\_\_%.IGST \_\_\_%

Place:

Date:

Authorized Signatory  
With Official Stamp

Note :

1. In case Discrepancy is found in quoted rates in figures and in words, then the value written in words will be considered as final
2. Taxes as applicable will be payable extra
3. The priced format is sacrosanct and any change in the format as given above will be subject to rejection of the BID
4. **No additional claim like TA,DA or Travelling Expenses etc. will not be considered**
5. Evaluation will be done on total value quoted for two years contract.
6. Individual rate shall be derived based on total quantity of verification, as shown in clause 10 of the NIT.