



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE (HR – ISMG & CA)
ASIAD, SIRI FORT, NEW DELHI – 110049.

PH : 011-66337406
FAX : 011-26493021,
email : upendra@bhel.in

Tender no.: AA:ISMG & CA:17:FC & OTC:101

Date : 24.05.2017

Bid Submission Date:30.05.2017 at 11:00AM

Bid Opening Date:30.05.2017 at 11:30AM

Sub: Notice Inviting Quotations (Limited Tender) for empanelment of agency for purchase/ sale of Foreign Currency (FC) /Travel Card (TC) / Remittance & Overseas Travel Insurance (OTI)

Dear Sir(s),

Quotations for Limited Tender are invited in sealed cover with Enquiry No., Enquiry Date & Due Date, legibly super-scribed on it, for the Scope mentioned herewith as per the enclosed Terms & Conditions. The quotation should reach, along with this letter, in the office of the undersigned by 11:00 hrs. on OR before the due date in two parts consisting of:

Part-I: Techno-Commercial Specifications (signed on each page of the tender documents) including Un-priced bid "with quoted" of Part-II;

Part-II: Price Bid (as per attached Form);

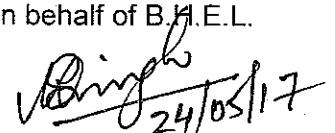
bids shall be opened at 1130 hrs., in our office, on the due date of submission of offers. The tender documents consist of the following:

Other Important Instruction:

1. Bidders are required go through all the tender documents before submitting the bid.
2. The offers shall remain valid for 90 days from the date of opening of Part-I bid and 60 days from the date of opening of Price Bids.
3. Quotations Part-I and Part-II shall be submitted in separate sealed envelopes and the same can be put together in one sealed envelope.
4. Part-I offers of the parties shall be opened on the **Due Date of Opening i.e. 30.05 2017 at 11:30 AM**, in our office in the presence of authorized representatives of the parties.
5. Participation in Price Bid Opening shall be in respect of those bidders only who are techno-commercially acceptable based on the evaluation of Part-I bid. Due date of opening of Part-II offers shall be informed separately.
6. BHEL reserves the right not to open the Techno-Commercial and/ or Price Bid(s) of any party on its sole discretion.

Thanking you,

Yours faithfully,
for and on behalf of B.H.E.L.


24/05/17

(Upendra Kumar Singh)

Sr. Manager (HR-GAX & ISMG)

Encl: as stated.



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Part-I

TECHNO-COMMERCIAL SPECIFICATIONS

1. GENERAL INSTRUCTIONS

BHEL intends to empanel Agencies of repute to provide services for purchase and sale of foreign currency (FC)/ Travel Card (TC)/ Pre-paid foreign currency debit card/ remittances for the purpose of official tours of its employees outside India and for arrangement of Overseas Travel Insurance (OTI) for employees who are traveling abroad on business visits by inviting the offers from prospective bidders. The services to be provided and the terms and conditions are mentioned below.

Considering the business volume of last 2 (two) years & the anticipated growth, the approximate business volume for the next 2 years in respect of the BHEL offices across India shall be as under:

Estimated Business Volume for two years.

a)	Foreign Currency	Rs. 3.65 Cr.	
b)	Travel Insurance	Rs. 0.03 Cr.	
	Total likely business	Rs. 3.68 Cr.	Say approx. Rs. 1.84 Cr./ annum

The above figures (Rs. 3.68 crores) are indicative for tender purposes only & does not guarantee the business volumes for the contract period of two years. This may increase or decrease depending upon the actual requirements in next two years.

2. PRE-QUALIFICATION REQUIREMENTS

The average turnover of the bidders should be at least **Rs. 55.5 Lakh** per annum during the past three years (FY: 2014-15, 2015-16 & 2016-17). In addition, during the last seven years, the prospective bidders should have either:

At least three clients, each having FOREX transaction value of **Rs. 74.0 Lakh** or more

OR

At least two clients, each having FOREX transaction value of **Rs. 92.5 Lakh** or more

OR

At least one client having FOREX transaction value of **Rs. 148.0 Lakh**

Bidders have to submit the self-certified copy of the Orders/ completion certificate received.

3. SCOPE OF WORK

Bidder to ensure delivery of foreign currency and OTI Policy in line with the Delivery Terms at the respective BHEL offices after the requisition for the same is sent by BHEL. In case of requirement of FC and OTI Policy after office hours / on holidays, the Bidder shall arrange delivery of the same at employees' residence within reasonable time. JBR



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(Inter Bank Rate) shall be provided by BHEL and successful bidder must bill accordingly for sale/ purchase of FOREX.

4. **Composition of the Bids:**

4.1 **Part-I (Techno-Commercial Bids)**

The Part-I Bid shall contain all details and documents listed in **Annexure-D**. No price details are to be furnished in Part-I of the bid.

4.2 **Part-II Bid (Price Bid)** shall comprise of Price Format, duly filled, as per the enclosed instructions / details.

5.0 **EVALUATION CRITERIA AND AWARD OF CONTRACT**

BHEL shall carry out detailed evaluation of the bids to determine that the requirements set forth in the bid specifications are met. BHEL may accept or reject the deviations sought by the bidder (s) & may load the bids for price for accepting the deviation.

Based upon the evaluation, BHEL shall determine the techno-commercially acceptable bidders. BHEL reserves the right to reject any bidder without assigning reason for the same.

Based on the outcome of Price Bid Opening, the bidders would be ranked from L1 position in ascending order based on the rates quoted for FOREX (Sale of Currency). In the event of more than one bidder having quoted identical lowest rates for FOREX and there is a tie amongst the bidders, the respective bidders would be asked to submit their revised price bids. This process would continue till the distinct L-1 rate is arrived and the purchase order will be placed on L-1 bidder.

6.0 **VALIDITY OF OFFERS**

The offers submitted by the parties shall be valid for a period of 90 days from the date of opening of Part-I bid and 60 days from the date of opening Part-II bid. Participation in Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, BHEL reserves the right to reject the offer of bidder (s) without assigning any reason.

7.0 **VALIDITY OF CONTRACT**

The contract will be valid for a period of two years. The same may, however, be extended further for 3 months with mutual agreement, in writing, and on the same Rates, Terms and Conditions.

8.0 **TERMINATION OF CONTRACT**

Based upon the feedback from the users about deficiency in services, BHEL reserves the right to terminate the contract at its sole discretion with giving 3 (three) weeks' notice in writing.

9.0 Profile / documents to be attached with Part-I (Techno-commercial bid) shall be as per sheet attached as **Annexure-D**.



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10.0 **PAYMENT TERMS:** Payment for supply of foreign Currency/TC/Pre-Paid Foreign Currency Debit Card/Remittance /Overseas Travel Insurance shall be made within 15 working days after receipt of individual invoice/ bill by BHEL. However, no interest shall be payable for delay in making the payment.

11.0 The offers of the bidders who are on the banned list as also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site www.bhel.com.

12.0 **Taxes & Duties:**

The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by BHEL. Invoice shall be submitted within prescribed time limit. Any new tax structure (like Goods & Services Tax) as and when implemented by the Government shall become applicable in addition to or in lieu of existing tax structure.

13.0 **ARBITRATION**

13.1 In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/ Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL (Purchaser).

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

13.2 In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable: -

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/ Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, Provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

14.0 **LAWS GOVERNING THE CONTRACT**

The Order/ Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/ Contract.



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15.0 JURISDICTION OF COURT

Courts at Delhi/ New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

16.0 DEFAULT/ BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

16.1 If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores / services not so delivered or others of a similar description where stores / services exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

16.1 Cost of the purchases made by the Purchaser at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

17. OVERSEAS TRAVEL INSURANCE (OTI)

17.1 Quotes are to be strictly in the Price Performa enclosed **Annexure-F2**.

17.2 The rates mentioned should be net rates inclusive of all charges. However, Service Tax and any other statutory charges should be indicated separately.

17.3 It will be for the bidder to comply with all the rules and regulations pertaining to insurance. In case of any violation, the bidder will be liable to pay the difference in



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the premium to the Regulator. The bidder in consultation with the concerned Underwriter will handle the dispute, if any, with the Tariff Advisory Committee directly and BHEL, will not be, in any way, party to it. Declaration to this effect will have to be submitted in the attached format.

- 17.4 The Overseas Travel Insurance policy is to be un-named policy/ Corporate Blanket Cover. However, individual policies in the name of officials travelling abroad from time to time will be issued from within the above blanket cover.
- 17.5 The said corporate blanket Cover Policy will be valid for 2 (Two) years from the date of award of the assignment. Underwriter will not have any option to cancel the policy during its tenure.
- 17.6 Bidder has to ensure that it pays the insurance premium on the OTI Policy in time to the Insurance Company so that the Policy is effective from the issue date. However, it will claim reimbursement of the premium amount from BHEL on fortnightly basis as per Clause 4 of General Conditions and this will not affect the validity of the Policy from the issue date.
- 17.7 No subsequent increase in the premium rates will be allowed under any circumstances
- 17.8 Premium shall be payable for actual number of days traveled.
- 17.9 No medical examination of the beneficiary shall be required.
- 17.10 The policy issued shall be strictly in accordance to the terms and conditions of the tender. BHEL will not guarantee any minimum number of days under the policy.
- 17.11 The Schedule of Benefits is at **Annexure "E"**. Premium to be quoted should be for all the benefits indicated. The benefits mentioned above are for each instance of travel and there should not be any limitation on the liability of the insurer in respect of policy issued to an individual.
- 17.12 In the event of an Insurance Claim, in case BHEL and Underwriter fail to agree on certain issues such as tenability and quantum, the matter will be referred to arbitrator under the provisions of the Arbitration and Reconciliation Act, 1996.

18. Documents Required:

- 18.1 Audited Balance Sheet along with Profit & Loss statement of the Company for the last 3 (three) years along with the copy of the contract/ order/ any documentary proof from concerned clients/ customers towards providing FOREX & OTI during last 7 years.
- 18.2 Un-priced price bid format duly signed by the tenderer shall be submitted along with technical bid (Part-I) by mentioning 'Q' in the column where quote is to be offered by the party.
- 18.3 A copy of tender enquiry duly signed on each and every page shall be submitted along with technical bid.
- 18.4 Bidder has to submit the No Deviation Certificate duly signed in the format mentioned in Annexure-A.



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- 18.5 The Bidder must submit a declaration (Annexure–B) that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- 18.6 Tender has to be submitted with contact address and e-mail ID etc. duly filled and signed as placed in Annexure-C.
- 18.7 Bidder must submit duly filled and signed check list enclosed at (Annexure-D).
- 18.8 Bidder must submit duly signed schedule of benefits enclosed at (Annexure-E).
- 18.9 The bidder shall submit the Bank details along with a cancelled cheque for NEFT/RTGS.



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Annexure-A

Tender no.: AA:ISMG & CA:17:FC & OTC:101

Date : 24.05.2017

No Deviation Certificate

(To be submitted along with Part-1 Bid)

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by us is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender in line with tender terms & condition.

Or

We hereby accept all terms and conditions of the above tender except the following:

- 1.
- 2.
- 3.
- 4.

Signature

With name, Designation & seal of the firm



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Annexure – B

Tender no.: AA:ISMG & CA:17:FC & OTC:101

Date : 24.05.2017

DECLARATION CERTIFICATE

I / We do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I / We have not been suspended / delisted / blacklisted by any other Govt. Ministry/Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

Signature

With name, Designation & seal of the firm



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Annexure –C

Tender no.: AA:ISMG & CA:17:FC & OTC:101

Date : 24.05.2017

Bidders Contact Details

Sl. No.	Description	Details
1	Name of the Bidder	
2	Address of the Bidder	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Party	
8	PAN No.	
9	Service TAX No.	

Signature and Seal of the Bidder



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Annexure -D

Tender no.: AA:ISMG & CA:17:FC & OTC:101

Date : 24.05.2017

CHECK-LIST

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description of requirement	Yes / No/ NA	Page No.
1	Copy of the PAN card .		
2	Financial Statements (Auditor's Report, Balance Sheet, Income & Expenditure Account) – Mandatory. In case of FY 2016-17, CA certify copy will also do.		
3	Copy of Experience Certificate from Corporates - Mandatory		
4	Copy of Service Tax registration certificate		
5	Declaration enclosed at Annexure - A		
6	No deviation certificate enclosed at Annexure-B		
7	Bidder's detail as per Annexure-C		
8	Schedule of Benefits Annexure-E		
9	Signed and Stamped Un- priced bid format as per Annexure-F		
10	Sealed envelope of duly filled, signed & stamped Part 'II' – as per price bid (Annexure-G)		
11	All the pages of tender document signed & stamped.		
12	List of Offices in India		
13	List of Major Customers		
14	The bidder shall submit the Bank details along with a cancelled cheque for NEFT/RTGS.		

Signature and Seal of the Bidder



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Annexure – E

Tender no.: AA:ISMG & CA:17:FC & OTC:101

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SCHEDULE OF BENEFITS
(FOR AN INDIVIDUAL TRAVELLER)

ASSISTANCE SERVICE	REQUIRED
ACCIDENT & SICKNESS MEDICAL EXPENSES REIMBURSEMENT	\$250000
DEDUCTIBLE*	\$50
DENTAL TREATMENT MAXIMUM (PER OCCURRENCE)	\$300
EMERGENCY EVACUATION	REQUIRED
REPATRIATION OF REMAINS	REQUIRED
HIJACK-PER DAY—MAXIMUM 7 DAYS	\$125
DEDUCTIBLE	1 DAY
ACCIDENTAL DEATH & PERMANENT DISABLEMENT 24 HRS (DURING BUSINESS TRIPS)	\$15000
BAGGAGE LOSS(CHECKED)	\$1500
PER ARTICLE & PER BAG LIMITS	10%/50%
ACCIDENTAL DEATH & PERMANENT DISABLEMENT (COMMON CARRIER)	\$15000
BAGGAGE DELAY (12 HOURS)	\$150
PERSONAL LIABILITY	\$500000
DEDUCTIBLE	\$200
HOSPITALIZATION-PER DAY (DAILY ALLOWANCE)	\$50
MAXIMUM	\$500
DEDUCTIBLE	1 DAY
TRIP DELAY - UPTO 6 Hours	\$100
BEYOND 6 Hours MAXIMUM AMOUNT PAYABLE	\$500
DEDUCTIBLE	\$10
LOSS OF PASSPORT	\$250
DEDUCTIBLE	\$30
REPLACEMENT & REARRANGEMENT OF STAFF	\$5000
MISSED CONNECTION DUE TO DELAY IN THE ARRIVAL OF AIRCRAFT FOR MORE THAN 3 HOURS	US\$500
DEDUCTIBLE	US\$100
FINANCIAL EMERGENCY ASSISTANCE	US\$300
TRIP CANCELLATION & INTERRUPTION – Reimbursement of the non-refundable prepaid payments or the additional expenses for the trip being cancelled or interrupted due to medical problems , personal employment problems or natural disasters	US\$500
DEDUCTIBLE	US\$100

* Deductions should be applicable as per the illness (complete treatment) basis and not as per visit to the doctor /hospital.

Signature and Seal of the Bidder



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Annexure - F

Tender no.: AA:ISMG & CA:17:FC & OTC:101

Date: 24.05.2017

Unpriced Bid (Part – II)

Currency/ Encashment	Estimated Qty. Purchase	Margin over IBR		Estimate d Qty. Refund	Margin minus IBR		Net Margin
		For Sale			For Encashment		
		Currency	TC/ Card		Currency	TC/ Card	
		60%	40%		60%	40%	
	a	b	c	d	e	f	$g=a*(b*0.6+c*0.4)+d*(e*0.6+f*0.4)$
USD	4,80,000	Q	Q	24,000	Q	Q	By formula
EURO	60,000	Q	Q	3,000	Q	Q	By formula
GBP	10,000	Q	Q	500	Q	Q	By formula
SGD	2,000	Q	Q	100	Q	Q	By formula
Other currencies	14,000	Q	Q	700	Q	Q	By formula
						Sub-Total (A)	X
Service tax applicable (Please specify % applicable)		Q	Q		Q	Q	
Other statutory charges		Q	Q		Q	Q	

Insurance	Nos. of Day	Premiu m / Day (INR)	Total
	h	i	$j=h*i$
Excluding US/ Canada	5,000	Q	By formula
Including US/ Canada	500	Q	By formula
Service Tax		Q	
	Sub-Total (B)		Y
	Grand Total, Z		X+Y

Note:

- Quantities mentioned above are indicative for evaluation purpose and the same may increase/ decrease.
- 5% of the Currency is assumed as refund quantity.
- Nos. of days for insurance is indicative for evaluation purpose and may increase/ decrease.
- "Q" denotes "quoted"
- L1 party shall be decided based on the value arrived of Z
- L-1 bidder thus arrived must accept lowest quote of each items quoted by other bidders, if any.
- Service tax/ any other statutory charges must be indicated separately and shall be payable on actual basis. BHEL would require Service Tax Invoice for taking Service tax input credit.
- Bidder has to ensure compliance with all FEMA and RBI regulations.
- Insurance Coverage will be as per **Annexure-E**

For & on Behalf of

(.....)
Name of Authorized Signatory/Signature/ Stamp

AA:ISMG&CA:17:FC&OTI:101 dated 24.05.2017

Signature & Seal of the Bidder

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Annexure - G

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Date: 24.05.2017

Price Bid (Part – II)

Currency/ Encashment	Estimated Qty. Purchase	Margin over IBR		Estimat ed Qty. Refund	Margin minus IBR		Net Margin (INR)
		For Sale (INR)			For Encashment (INR)		
		Currency	TC/ Card		Currenc y	TC/ Card	
		60%	40%		60%	40%	
	a	b	c	d	e	f	$g=a*(b*0.6+c*0.4)+d*(e*0.6+f*0.4)$
USD	4,80,000			24,000			By formula
EURO	60,000			3,000			By formula
GBP	10,000			500			By formula
SGD	2,000			100			By formula
Other currencies	14,000			700			By formula
						Sub-Total (A)	X
Service tax applicable (Please specify % applicable)							
Other statutory charges							

Insurance	Nos. of Day	Premiu m / Day (INR)	Total
	h	i	$j=h*i$
Excluding US/ Canada	5,000		By formula
Including US/ Canada	500		By formula
Service Tax			
	Sub-Total (B)		Y
	Grand Total, Z		X+Y)

Note:

- Quantities mentioned above are indicative for evaluation purpose and the same may increase/ decrease.
- 5% of the Currency is assumed as refund quantity.
- Nos. of days for insurance is indicative for evaluation purpose and may increase/ decrease.
- "Q" denotes "quoted"
- L1 party shall be decided based on the value arrived of Z
- L-1 bidder thus arrived must accept lowest quote of each items quoted by other bidders, if any.
- Service tax/ any other statutory charges must be indicated separately and shall be payable on actual basis. BHEL would require Service Tax Invoice for taking Service tax input credit.
- Bidder has to ensure compliance with all FEMA and RBI regulations.
- Insurance Coverage will be as per **Annexure-E**

For & on Behalf of

(.....)
Name of Authorized Signatory/Signature/ Stamp