



## Bharat Heavy Electricals Limited

(A Government of India Undertaking)

**BOILER AUXILIARIES PLANT**

INDIRA GANDHI INDUSTRIAL COMPLEX, RANIPET – 632 406

Web Site:www.bhel.com

PHONE NO.241115,254077

**FAX NO.241159**

RP:FIN:ADMN:Consultancy

DT.27.05.2011

To

Dear Sirs,

Sub: Consultancy Services – Reg.

\*\*\*\*\*

We are pleased to enclose our enquiry for Consultancy services as per the scope detailed below and request you to send your valuable quote in a sealed cover through Registered post/Courier/speed post on or before 02.06.2011 to Accounts Officer/Administration, Finance Department, BHEL, BAP, Ranipet 632 406. Quote received after 14.00 hours on 02.06.2011 will be rejected. The tender will be opened on the same day at 14.30 hrs by the Authorised Officer in the presence of the Tenderers who choose to be present for the same. The sealed covers shall have the tender reference superscribed on the top of the cover.

The tender opening date: 02.06.2011

Time:14.30 hrs.

Venue: Auditors room / Eastern Wing of Finance & Accounts Dept.

Interested Consultant may also download the tender document from BHEL web [www.bhel.com](http://www.bhel.com) vide NIT No. 10003 for quoting to this enquiry. However the tenderer shall meet the qualification criteria as per the terms indicated therein. The tenderer is to sign all the documents with seal and signature.

Accounts Officer/Admn.

## TERMS AND CONDITIONS

### **Definition**

<b>Contractee – BHEL/BAP</b>	: Bharat Heavy Electricals Limited, Boiler Auxiliaries Plant, Indira Gandhi Industrial Complex, Ranipet-632 406
<b>Authorised Officer</b>	: Accounts Officer/Administration Finance & Accounts Dept. BHEL BAP RANIPET 632 406 E mail id:senthamizh@bhelrpt.co.in Phone No.04172-284177
<b>Qualification criteria</b>	: A Practicing Chartered Accountant Firm/Cost Accountant Firm
<b>Consultant</b>	: The successful bidder possessing Qualification criteria as accepted by BHEL and awarded consultancy contract in writing by BHEL
<b>Consultancy Scope</b>	: Consultancy includes auxiliary and assisting work associated with (a) invoicing on BHEL customers, (b) Bill passing for making payment to BHEL suppliers (c) compilation of Returns under Excise, Service Tax, Sales Tax, WCST, PF, Income-tax etc (d) Preparation of cheques through normal and electronic media, (e) preparation and distribution of Statutory Forms (f) Compilation of annexures, documents and files in connection with (a) to (f) and other works assigned by the Authorized officials of Finance and Accounts Dept. from time to time. For minimum number of consultants to be appointed for the above scope of work, see below.

## **Assistants of Consultants**

The Consultant shall appoint qualified assistants referred as Assistant Consultant (hereinafter called as AC) who shall be a minimum B.Com or equivalent degree holders from any recognized University. The Age of the AC preferably below 30 years as on 01.05.2011. **The Minimum number of AC engaged shall be Eleven at any point of time during the tenure of the contract .**

## **Working Timings & Place**

The consultants shall be present from 08.00 hrs to 16.30 hours on all working days of BHEL at Finance & Accounts Dept.. In case of exigency, consultants need to be present during extended hours of working if desired by authorized officer..

## **CST & TIN Registration of BAP**

BHEL's Registration No. under '  
CST act 1956 and Tamilnadu VAT Act 2007  
CST Registration No. 239383  
TIN No. under TN VAT 33243560005  
Service Tax registration No:AAACB/4146/PST008

## **FACILITIES & CODE OF CONDUCT**

As the AC is to use Computer and other peripherals of BHEL for the purpose of the execution of the scope, the same shall be carried with utmost care without negligence. The AC shall use the facility for the authorised purpose only. Calculators and other instruments arranged by the Authorised officer for execution of work shall be returned to the Authorised Officer under acknowledgement after completion of the task. The data and records available in the soft and hard copy shall be handled with utmost care and judicious application of mind. The data, information, documents and knowledge of BHEL operation is the secured property of BHEL and shall not be divulged directly or indirectly by AC or Consultant to anybody and the secrecy is to be maintained.

The AC shall maintain his workplace neat and clean and attend Office by maintaining the decent dress code. The AC shall maintain good and cordial rapport with all employees of Finance and Accounts Dept. and other wings /Depts. of BHEL. Any dispute or disagreement shall be referred to only the Authorised Officer and direct confrontation with employees of BHEL shall be totally avoided.

If any AC found not suitable by the Authorized Officer at any point of time during the tenure of the contract, the consultant shall arrange for the immediate replacement of suitable AC, so that the scope of work shall not get affected..

The consultant shall take the entire responsibility for safe commutation of their personnel. Suitable insurance cover if required will be the responsibility of the Consultant.. BHEL is not responsible for any liability of whatsoever in nature.

The consultants should follow the Security, Safety and other rules of BHEL framed time to time without fail.

All communication and correspondence shall be with Authorised Officer Only.

Any dispute shall be resolved subject to Arbitration as per Arbitration Act \_\_\_\_\_ and BHEL reserves the appointment of sole Arbitrator to adjudicate. The decision of the Arbitrator shall be final and binding the BHEL and Consultant.

Lunch will be provided to AC at the designated canteen of BHEL on chargeable basis at Rs.3 per head per day as applicable presently.

## **OFFER**

The rate per consultant shall be quoted on firm price basis in the format enclosed as Annexure-I and all inclusive excluding service tax as applicable from time to time. The number of AC indicated above is tentative only and the Consultant shall engage adequate number of AC to meet the scope of work in time.

## **PAYMENT**

The claim shall be made to the Authorised Officer in triplicate on monthly basis with details of the Consultants attended consultancy work duly signed by the Authorised Officer of BHEL. The rate is exclusive of applicable service tax if any and the reimbursement of the same is subject to the submission of service tax invoice as per rules.

The payment will be made by electronic transfer to the account of the consultant. The payment will be cleared only after entering in to an agreement in a non judicial stamp paper.

No other compensation including out of pocket expenditure of whatsoever in nature including and arising out any statutory obligations etc. will be payable by BHEL and the same is to the account of Consultant only.

## **LIABILTY CLAUSE**

The Authorised Officer is entitled to operate risk purchase clause in the event of non availability of ACs and engage equivalent assistant at the risk and cost of Consultant. In the event of damage caused to the properties of BHEL with malafied intention on the part of the AC, the same will be recovered from the Consultant.

## STATUTORY OBLIGATIONS

The consultant has to comply with all statutory regulations like PF, ESI, minimum wages, bonus etc.

### General Conditions

- No interest shall be claimed on delayed payment by the contractee
- The contract is terminable by giving one month notice by the contractee on non performance by the consultant or his authorized assistants.
- The contract period is ONE (1) year from the date of order.
- The consultant is advised to familiarize themselves on the Scope of work.
- The Consultant shall commence the work within 15 days from date of order.

S.No.	Details	Rate per AC per month(all inclusive) in Rs.
1	<p>Engagement of One Assistant Consultant(AC) to execute the scope of the Consultancy for a period of One month from 8.00 Hrs. to 16.30 Hrs. of all working days of BHEL.</p> <p>AC shall be qualified B.com or equivalent Degree from a recognized University in India.</p> <p>ADD Service Tax applicable at ___%</p> <p>Total all inclusive Rate in Rs, (Rupees _____ only)</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. Minimum engagement of Eleven ACs shall be considered.</li> <li>2. The Lowest offerer will be considered for ordering based on the quote for Consultant fee per AC per calendar month.</li> <li>3. Monthly Payment will be made depending on the number of consultants actually engaged during the previous month within 30 days of receipt of Tax Invoice as per rules.</li> </ol>	<hr/> <hr/> <hr/>
2..		