

**Bharat Heavy Electricals Ltd.
(A Govt. of India Undertaking)
Heavy equipment Repair Plant
Tarna, Shivpur, Varanasi - 221003**

Tender Ref: HERP: HR: Canteen:2020-21

Date: 24.10.2019

NOTICE INVITING TENDER

**NOTE: INTENDING BIDDER TO PARTICIPATE MAY DOWNLOAD FROM WEB SITES
OR
PURCHASE TENDERS FROM THIS OFFICE**

Sealed offers in Two part bid system are invited from experienced bidders meeting PRE QUALIFICATION CRITERIA as mentioned in Annexure-I, for the subject job by the undersigned on behalf of BHARAT HEAVY ELECTRICALS LIMITED as per the tender document. Issue of tender to any bidder shall not construe that the bidder is considered to be qualified. Following points relevant to the tender may please be noted and complied with.

1.0 SALIENT FEATURES OF NIT:

SL. NO.	ISSUE	DESCRIPTION
i	TENDER NUMBER	<i>HERP: HR: Canteen:2020-21</i>
ii	Broad Scope of job	<i>Hiring of canteen services at BHEL, HERP Varanasi</i>
iii	DETAILS OF TENDER DOCUMENT	
a	Section I	<i>General Terms & Conditions of Contract</i>
b	Section II	<i>Special Terms and Conditions of Contract</i>
c	Section III	<i>Price Schedule</i>
iv	Issue of Tender Documents	<p>1. <u>Sale from BHEL HERP Office:</u> <i>Start: 24.10.2019.</i> <i>Close: 14.11.2019.</i></p> <p>2. From the following website: http://www.bhel.com Or http://www.herp.bhel.com Or http://eprocure.gov.in</p>
v	DUE DATE & TIME OF OFFER SUBMISSION	<p><i>Date: 14.11.2019, Time :14-00 Hrs.</i> <i>Place: BHEL office, HERP, Tarna, Shivpur, Varanasi</i></p>
vi	OPENING OF TENDER	<p><i>Date: 14.11.2019.</i> <i>2 hours after the latest due date and time of Offer submission, i.e. 16-00 Hrs</i> Notes: <i>(1) In case the due date of opening of tender becomes a non-working day, tenders shall be opened on next</i></p>

		<i>working day at the same time. (2) Bidder may depute representative to witness the opening of tender.</i>	
vii	EMD	Rs. 3,25,000.00	
viii	SD	As per clause no. 7 of Section I of the NIT	
ix	COST OF TENDER	Zero	
x	LAST DATE FOR SEEKING CLARIFICATION	<p>Date: 14.11.2019 (1200HRS)</p> <p>Along with soft version also, addressing to the contacts given below:</p> <p>Mr. Raj Karan Mishra Sr. Executive-HR, Phone: 8874550174 Email – rajkaran@bhel.in Or</p> <p>Mr. Santosh Kr. Gupta Sr. DGM-HR Phone: 9810108160 Email : santoshk@bhel.in</p>	Applicable
xi	Latest updates	<i>Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Specifications will be hosted on websites mentioned in Sl. no. iv above and not in any other portal. Bidders to keep themselves updated with all such information.</i>	

2.0 The offer shall be submitted as per the instructions of tender document and as detailed in this NIT. Bidders to note specifically that all pages of tender document, including these NIT pages of this particular tender together with subsequent correspondences shall be submitted by them, duly signed & stamped on each page, as part of offer. **Rates/Price including discounts/rebates, if any, mentioned anywhere/ in any form in the techno-commercial offer other than the Price Bid, shall not be entertained.**

3.0 Unless specifically stated otherwise, bidder shall remit cost of tender and courier charges if applicable, in the form of Electronic Fund Transfer (EFT) in favour of Bharat Heavy Electricals Ltd. Sale of tender Documents shall not take place on National Holidays, holidays declared by Central or State Governments and BHEL HERP at Varanasi and Sundays.

4.0 Unless specifically stated otherwise, bidder shall have to deposit any/all payments through EFT in favour of Bharat Heavy Electricals Ltd. Copy of the UTR receipt for each payment shall be enclosed along with techno-commercial offer. Parties shall also intimate BHEL in respect of such transactions through e-mail at rajkaran@bhel.in/santoshk@bhel.in. EFT details of BHEL are as follows:

BANK DETAILS (EFT), BHEL-HERP, VARANASI	
Bank Name	State Bank Of India
IFSC Code	SBIN0000201

Account Number	11103264820
Branch Code	0201
Address	State Bank Of India, Main Branch Kachaheri, Varanasi.
PAN No	AAACB4146P
GST No	09AAACB4146P2ZC

5.0 Earnest Money deposit shall be exempted for Micro and Small Enterprises in accordance with guidelines for benefits to be extended to MSEs as per MSMED Act and Public Procurement Policy.

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) **or** valid NSIC certificate **or** EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure-E where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining for determining the deemed validity will be the date of bid opening (technical bid). Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted Officer."

SECTION - I

GENERAL TERMS AND CONDITIONS

1.0 Instructions, Opening of tenders & Pre-Qualification Criteria

- 1.1 The envelope containing the quotation should be super-scribed as Quotation for "**Hiring of canteen services at BHEL, HERP Varanasi**"
- 1.2 Sealed tenders will be received on behalf of Sr. Executive (HR) in the dispatch section of the office of BHEL-HERP, Varanasi up to **1400 Hrs. (02.00 p.m.)** on **14.11.2019** from participating bidders.
- 1.3 Technical bid of the tenders shall be opened at **1600 Hrs. (04.00 p.m.)** on **14.11.2019** in presence of parties who wish to be present on the occasion.

1.4 Annexure I - Pre-Qualification criteria for the contract

Sl. No.	Criteria
1	<p>Bidder should have average Annual Turnover of minimum Rs. 48.75 Lakh in the last 3 (three) Financial Years ending on 31-03-2019 & should have positive net worth as on 31-03-2019.</p> <p>Audited balance Sheet and Profit & Loss Account of the Bidder need be submitted for last 3 (three) Financial years, ending on 31-03-2019 in support of this requirement.</p>
2	<p>Bidder should have executed similar work during the last 7 (seven) years, ending on 31.09.2019, value of which should not be less than either of the following:</p> <p>1 (single) work of value not less than Rs. 130 lakhs Or</p> <p>2 (two) works of value not less than Rs. 81.25 lakhs each Or</p> <p>3 (three) works of value not less than Rs. 65 lakhs each</p> <p>"Similar work" referred above may include Guest House Catering business, restaurant services, cafe, canteen, catering for events and functions, parties or conferences and delivery of cooked ready to eat food or meals.</p> <p>Relevant document i.e. Work order and certificate of completion in support of the above shall be submitted.</p>
3	Bidder should submit valid PAN and Valid Trade License in Uttar Pradesh.

2.0 Miscellaneous:

- 2.1 All entries in the tender document should be in one ink. Erasing and over writing shall not be permitted. All cancellations and insertions should be duly signed and stamped by the Bidder concerned.
- 2.2 Bidder shall fill in all required particulars in the tender documents and also sign and stamped each and every page of the tender documents before submitting the tenders.

2.3 Tender should be submitted in **02 (Two)** parts viz.

(1) TECHNICAL BID (refer Clause 03) including **CONTRACTOR'S REGISTRATION- Annexure-A**,
(2) PRICE BID (Refer Annexure-D).

Both parts of the bid should be submitted in separate envelopes duly signed & sealed. **Thereafter, all envelopes mentioned above should be sealed in a single outer envelope by the Bidder before submission.** The outer envelope should be super-scribed as Quotation for "**Hiring of canteen services at BHEL, HERP Varanasi**". Offers must be submitted on or before the due date and time of submission at the below mentioned address:

**Sr. Dy. GM (HR),
 HR Department
 Bharat Heavy Electricals Limited
 Heavy Equipment Repair plant,
 Tarna, Shivpur, Varanasi-221003 (U.P.).**

2.4 In quoting the rates the Bidders are advised to take into account all relevant factors pertaining to the scope of the contract. No claim will be entertained on any account at a later date.

2.5 BHEL reserves the right to reject any or all of the tenders, partially or in full, without assigning any reasons thereof.

2.6 In the event of tender being submitted by a partnership firm, the tender must be signed and stamped separately and legibly by each partner or member of firm, or in their absence by the person holding the power of attorney on behalf of the other partners of the firm concerned. Copies of the partnership deed and the power of attorney must accompany the tender.

2.7 Tenders & '**Price BID**' not submitted on the prescribed formats shall be summarily rejected.

2.8 Rate should be quoted in figures as well as in words with respect to each item shown in the attached '**Price Offer**' form and should be submitted in a **separate envelop** super-scribed as '**PRICE BID**'.

2.9 Bidders are required to comply with all the statutory provisions such as PF, ESI, and minimum wages during the complete duration of the contract as may be applicable in respect of execution of terms and conditions of the contract. No reimbursement in respect of the above shall be made. Bidders are also required to comply with the provisions of GST which shall be reimbursed as per applicable clauses of the tender.

3.0 **Technical Bid:**

Technical bid prepared by the Bidder must contain the following documents in a separate envelope. Tenders will be accepted for further participation only if following documents are deposited as part of Technical bid.

The List of documents to be submitted under Technical bid:

- a) Copy of the proof indicating the nature, Date of establishment and address of the organization.
- b) Copy of a Valid Pan Number.
- c) Copy of Income Tax Return for last 3 financial year ending on **31.03.2019**.
- d) Earnest Money Deposit of **Rs. 3.25 Lacs (Rupees three Lacs twenty-five thousand only)** in the following forms only:
 - (i) EFT in favour of 'Bharat Heavy Electricals Ltd.' UTR Number of which must be provided.
 - (ii) In case of MSME/NSIC vendors, valid EM II certificate along with MSME certificate must be submitted.

Offers will not be accepted unless earnest money (EMD) is deposited as part of the technical bid.

- e) Copy of proof indicating a valid PF/ESI number.
- f) Balance Sheet and Audited Profit & Loss Account of the bidder need be submitted for last 3 (three) Financial years, ending on **31-03-2019**.
- g) Bidders have to qualify the pre-qualification as mentioned in the tender document. Relevant documents in support of the same must be submitted along with the technical bid.
- h) Copy of registration papers under GST Act. The Bidder shall bear all Govt taxes/duties, levies as imposed on them by various Govt authorities from time to time. No plea for payment/reimbursements by BHEL in this regard shall be entertained.
- i) Copy of Certificates for experience in providing services required as per Pre-qualification criteria.
- j) No Deviation Certificate – Annexure 'B'
- k) A complete bid form duly signed and stamped as per Annexure 'C'.

4.0 **Earnest Money Deposit**

- 4.1 The Earnest money shall be refunded to the unsuccessful bidders **within 15 days of award of work**. In case of successful bidder, the earnest money shall be adjusted towards the security deposit and the same shall be later adjusted in accordance with BHEL's provision for security deposit.
- 4.2 **Bidder must be ready to provide the services of canteen by 01.01.2020.**
- 4.3 The validity of the bids shall be for **90 days** after the date of technical bid opening. Incomplete offer(s) will be rejected.
- 4.4 If a bidder withdraws his/her services after submission of tender and/or if after acceptance of his/her tender, fails to start the work in accordance with the instructions, **the earnest money deposit shall stand forfeited.**

5.0 **PRICE BID**

5.1 The Bidder shall quote his rates in the prescribed '**PRICE OFFER**' form in a separately sealed envelope. This will be opened only in case of fulfilment / qualification of the Bidder with respect to clause 3 (Technical Bid) above.

5.2 The contract shall be awarded to the qualified L-1 Bidder. **L1 bidder shall be decided on the basis of lowest overall gross amount of the price bid. Bidders have to quote discount/Premium in percentage against BHEL Estimated Expenditure mentioned in the price bid.**

e.g. Bidder "A" quoted a discount of 1.5% of Estimated expenditure of an amount of Rs 1,54,76,645.00 so overall gross amount quoted by Bidder "A" will be 1,52,44,495.00 and accordingly amount against each category will be automatically calculated by multiplying quoted percentage with rates in each category.

Similarly, if Bidder "B" quoted a premium of 1.5% of Estimated expenditure of an amount of Rs 1,54,76,645.00 so overall gross amount quoted by Bidder "B" will be 1,57,08,795.00 and accordingly Rate against each category will be automatically calculated by multiplying with each category rate with quoted Discount/Premium percentage.

To Evaluate New rates of each category: -

- 1) For discount 1.5% multiply by 0.985 with individual category rates mentioned in Column (2).
- 2) For Premium 1.5 % multiply by 1.015 with individual category rates mentioned in Column (2).

If two or more bidder quoted same lowest L1 value than we will call for negotiation to get the lowest value and order will be awarded to the lowest bidder.

5.3 A tentative quantity against each item of the price bid has been considered for the purpose of calculating the contract value. However, billing quantity shall be as per actual.

5.4 **The rates/amount quoted shall remain firm for the entire duration of the contract** and no price variation clause for any reason whatsoever shall be entertained.

5.5 Only those bidders who have quoted for all the services shall be considered. In price offer, part quoting of services shall lead to rejection of price offer of tender.

6.0 **Validity of Contract:**

6.1 **The contract will be valid for a period of 02 (Two) years** from the date of its commencement **i.e. 01.01.2020** and may be extended for further period(s) by mutual consent.

6.2 Price quoted/agreed upon negotiation shall remain firm for the entire period of contract.

6.3 All payment of salaries / compensation to the canteen staff shall be settled by the contractor only.

6.4 All payments of raw materials for food items/ snacks/ sweets/ tea etc. shall be borne by the contractor.

6.5 Payment of gas cylinders shall be borne by the contractor.

7.0 Security Deposit

7.1 An amount equal to **5 % of the awarded contract value** shall be deposited by the contractor as security deposit towards fulfilment of any obligations in terms of the provisions of the contract.

7.2 Security Deposit amount shall not carry any interest and may be furnished in the following forms:

- (i) By EFT.
- (ii) Fixed deposits, NSC, Kisan Vikas Patra duly pledged and discharged in favour of BHEL. Subject FDR should bear its auto renewability clause/feature.
- (iii) Bank Guarantees from any scheduled Bank in the format approved by BHEL. The validity of Bank Guarantees towards Security Deposit shall be initially up to the completion period as stipulated in the Letter of Intent/Award + 3 months, and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the Contractor, by BHEL.

It may be recovered @ 10% from running Bills. However, in such cases at least 50% of the Security Deposit amount should be deposited before start of work and the balance 50% to be recovered from running bills.

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 the Contractor or recovered from payment/s due to the Contractor.

7.3 The successful Bidder(s) shall, within Seven (7) days of the receipt of LOI by them, deposit with the Finance Department of BHEL, HERP, Tarna, Varanasi a sum which together with the amount of earnest money already deposited by them along with their tender shall add up to the Security Deposit amount to be computed as specified in clause 7.1 above.

7.4 The security deposit will be retained by BHEL for full term of the contract as security for due fulfilment of the contract and it shall not attract any payment of interest.

7.5 Without prejudice to any other rights of BHEL under provision of these document or tender or any other law for the time being in force, the security deposit and any other amount securing to the contract and any amount payable to the party shall be liable for forfeiture in the event of the party violating any of the conditions of the contract and/or to be set off against any damages or expenditure incurred by BHEL on account of omission and commissions by the party(s).

7.6 Format of bank guarantee for SD shall be provided to successful bidder.

8.0 Payment:

8.1 The bills for the work/service completed in all respect shall be presented to the Human Resource Department of BHEL, HERP, Varanasi once in every month.

8.2 The bills shall be supported with all required documents pertaining to the claim.

8.3 Due payment will be made through EFT mode only within one month of submission of bills completed in all respect by the party for which details of Bank Account, IFSC code of the contractor's bank shall be furnished by them to Finance department of BHEL, HERP, Varanasi. Payment shall be made only at the agreed rates.

- 8.4 All other costs whatsoever must be borne by the contractor.
- 8.5 The Vendor should submit two copies of the bill complete in all respect to BHEL for payment once in every month and BHEL shall pay the said bill after necessary checking **within 30 working days** from the date of receipt of the bill at Finance Department.
- 8.6 Clarification required, if any, on the bill submitted by contractor/supplier/service provider shall be sought by BHEL in one go within 7 days from the date of submission of the bill. Payment of the bill as per clause 8.5 shall be made only after receipt of clarifications. Time taken by contractor/supplier/service provider in providing clarification will not be counted within 15 days mentioned in previous clause for calculation of payment due date.

8.7 TAXES AND OTHER DUTIES:

- 1. Goods and Service Tax (GST) for the execution of the contract shall be payable extra as per prevailing rate (Present rate 5%).
- 2. New taxes and duties, if imposed subsequent to the due date of offer submission by statutory authority during contract period (including extension if the same is not attributable to you) shall be reimbursed by BHEL on production of relevant supporting documents to the satisfaction of BHEL. However, you shall take prior approval from BHEL before depositing new taxes and duties.

9.0 Responsibilities of the contractor and compliance with applicable Labour Laws:

- 9.1 The contractor is liable to abide by all necessary licenses / permissions from the concerned Authorities as provided under the various labour legislations.
- 9.2 The contractor shall have his own PF code no. with the RPFC as required under employee PF & Miscellaneous Provisions Act, 1952.
- 9.3 The contractors shall periodically submit the Challans / receipts / proof for the depositing PF Contribution with RPFC.
- 9.4 The contractor is required to obtain labour license under the provisions of Contract Labour (R&A) Act, 1970 from the office of ALC (Central), Ministry of Labour, Govt. of India.
- 9.5 The contractor shall discharge obligations as provided under various statutory enactments including the employees provident fund and Miscellaneous Provisions Act, 1952, Contract Labour (R&A) Act, 1970, Minimum Wages Act, 1948, Payment of wages act 1936, Workman compensation act and other relevant acts, rules and regulations enforced from time to time.
- 9.6 The contractor shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him least by 7th day of the subsequent month.

10.0 Extension and Termination of the Contract:

- 10.1 The contract may be extended on the same rate and terms & conditions for further period(s) by mutual written consent.
- 10.2 After award of contract, if the Bidder on whom the contract is awarded fails or neglects or refuses to observe / perform any of the terms and conditions / obligations under the contract, BHEL may without prejudice to their other rights under the contract, terminate the contract without assigning any reason thereof and without any notice and recover from the party(s) any damages suffered by it on account of the failure, neglect, refusal, violation or any part thereof including the amount by which the cost of completing the work left by any other agency shall exceed the amount under this contract.

11.0 Closing of Contract:

The Contract shall be considered completed and closed, upon completion of provision of services as specified in the contract document / BOQ & contractual obligations of the contractor fulfilled as per BHEL's requirement, after settlement of final bill and furnishing of No Claim Certificate in Non judicial stamp paper and Indemnity Bond in Non judicial stamp paper for compensating BHEL against third party liability for labour and all other statutory levies to Government agencies as well as , indemnifying M/s BHEL against all claims and demands including other govt. dues viz. EPF/ESI and all other dues/deductions from BHEL in regards to issued work order.

12.0 Reverse Auction:

Reverse auction: "BHEL reserve the right to go for Reverse Auction (RA) (Guidelines as available on www.bhel.com) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno commercial evaluation. Bidders to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in **non-consideration of their bids**, in case BHEL decides to go for RA.

Those bidders who have given their acceptance to participate in RA will have to necessarily submit "**process compliance form**" (to the designated service provider) as well as "online sealed bid" in the Reverse Auction. Non Submission of "**process compliance form**" or 'online sealed bid' by the agreed bidder(s) will be considered as tempering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/contractors (as available on www.bhelcom).

The bidders have to necessarily submit online sealed bid less than or equal to their envelop sealed price bid already submitted to BHEL along with the offer. The envelop sealed price bid of successful l1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price & envelop sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelop sealed bid for any item(s), the vendor will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/contractors (as available on www.bhel.com)."

As a reminder to the bidders, the system will flash following message (in red Colour) during the course of 'online sealed bid'. "Bidders to submit online sealed bid less than or equal to their envelop sealed bid already submitted to BHEL".

13.0 Force Majeure:

- (i) "Force Majeure" means an event beyond the control of the contractor and not involving BHEL's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of BHEL either in its sovereign or contractual capacity, wars or revolution, floods, epidemics, quarantine restrictions and freight embargoes and/or other unforeseen events.
- (ii) If a force majeure situation arises, the contractor shall promptly notify BHEL in writing of such conditions and the cause thereof. Unless otherwise directed by BHEL in writing, the contractor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternatives means for performance not prevented by the force majeure event.

13.0 Resolution of disputes:

All disputes claims or actions arising out of/under or in connection with the contract shall be subject to the exclusive jurisdiction of the courts having jurisdiction over BHEL, Varanasi.

14.0 Arbitration:

All questions/interpretations regarding subject matter of the contract shall be decided by the contractor on the request of the BHEL and the decision of the BHEL shall be final.

1. In case of dispute, steps shall be taken by the parties to the contract to settle the same through negotiations.
2. In case, dispute is not settled in negotiations, it shall be referred to conciliator appointed by the competent authority of the BHEL. The conciliation proceedings with respect to a dispute as defined in the bhel conciliation scheme, 2018 and subsequent revisions can be initiated under the scheme at any stage whether before, during or even after the commencement of arbitration proceedings or litigation before courts.
3. In case dispute is not settled in conciliation proceedings, the same shall be referred to arbitration as per corporate guidelines of the BHEL and the arbitration proceeding shall be conducted as per provisions of the arbitration and conciliation act, 1996 read with corporate guideline as amended from time to time.
4. the Contractor shall continue to perform the contract, pending settlement of dispute(s).

B. **Jurisdiction:** all disputes or differences arising out of or in connections with the contract shall be subject to the exclusive jurisdiction of the court at Varanasi (UP) only.

15.0 BHEL Fraud Prevention Policy:

The bidder along with its associate/collaborators/sub-contractors/sub-vendors/consultants/service providers (as applicable) shall strictly adhere to BHEL Fraud Prevention policy displayed on BHEL <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

SECTION - II**SPECIAL TERMS & CONDITIONS**

1. The work to be carried out under this order, except as otherwise provided, includes purchase and use of all raw materials, resources, working hand to be engaged for execution of work etc. which are required for preparing and providing Lunch, Dinner, Tea, Snacks etc. and other services as per the menu and in the manner approved by Bharat Heavy Electricals Limited at their Unit: Heavy Equipment Repair Plant located at Tarna, Shivpur, Varanasi (UP) herein after referred to as BHEL.
2. The contractor, hereinafter referred to as the 'Party' has to prepare the Lunch, Dinner, Tea, Snacks, Sweets, etc. by LPG system. The gas bank and burners along with (08) Eight nos. empty commercial gas cylinders will be provided by the Company (BHEL). **The cost of filling the LPG cylinders required from time to time will be borne by the party. The filled LPG cylinders have to be arranged by the party at their own cost.**
3. Kitchen facilities, Canteen halls, Furniture, Dining Table & Benches, Lunch trays of Stainless Steel, Stainless Steel Tumblers, Stainless Steel water jug, Water Cooler, Stainless Lunch/Dinner plates, Stainless Steel Tea containers etc. shall be provided by BHEL, and party shall be fully responsible for the proper custody and maintenance of these items. **In case if any item handed over to the party is lost or damaged, they shall make proper arrangement to replace the lost/damaged items at their own cost.**
4. Arrangement for cleaning the Kitchen, along with cooking system, Utensils, service of Lunch / Dinner, Special Lunch, Tea, Snacks, Sweets etc. shall be arranged by the party at their own cost.
5. All raw material for cooking / service i.e. Rice, Flour, Dal, Oil, Vegetables, spices and all other ingredients will be purchased by the party at their own cost and quality of the same shall be got checked and verified by the representative of Canteen Committee of BHEL. The party will always maintain a stock of raw material to be used for cooking the food, snacks, sweets, tea etc. **equivalent to 15 days' requirement.**
6. All raw material to be procured for use in the BHEL canteen shall be as per standard specified at 'Note' in the price offer form and shall be checked at the Main Gate of the factory premises by the Security Supervisor / Guards and any material found defective and not as per standard will be rejected by them shall be taken back by the party for replacement as per standard specified above. No compromise on the same shall be permitted at any stage by BHEL.
7. The balance/left over quantity of each item after distribution of lunch/dinner, tea, snacks, sweets etc. **will be taken back by the party every day and disposed off** as per their convenience and at their cost. These items are not to be re-used by the party for serving it again in BHEL canteen.
8. In case of complaints about quality and / or quantity of food, snacks, tea, sweets etc. and on checking the quality and / or quantity is found below standard / norm or poor on any day, a

penalty, at the sole and exclusive discretion of BHEL, may be imposed on the party which may extend up to 100% of the cost of the item(s). This will also apply in case the size, weight; quantity is found less on any day. On recurrence of the same, the security deposit money may be also being forfeited.

9. In case of quality of the food, snacks, tea and sweets etc. is not found up to the specified and desired standard despite repeated warnings the contract may be terminated by BHEL without serving any advance notice. Thereafter BHEL will have the right to engage a suitable agency at the risk and cost of the party.
10. Lunch, dinner, tea, snacks, sweets, biscuit packets etc. are to be supplied on valid coupons only. Collection of coupons from employees shall be the sole responsibility of the party.
11. No work under this work order shall be assigned or sub-let without the previous written approval of BHEL.
12. **The party shall be responsible for care and safe custody of BHEL's property like Kitchen Utensils, Kitchen equipment, Electrical installations, utensil, fixtures, canteen area etc. entrusted to them.**
13. The party shall indemnify BHEL against all claims arising out of his negligence or misconduct including those of the hands engaged by him for execution of this work order.
14. The party shall get all his personnel medically checked-up prior to their engagement for due performance of the contract. A certificate to this effect shall be submitted by the party. During the tenancy of the contract the party will get all personnel engaged by them medically checked up every six months. The expenditure on this account shall be borne by the party and no reimbursement of any sort shall be made by BHEL to the party.
15. Supply of lunch, dinner snacks, tea, sweets etc. and its services will be done on every working day in all shifts. Shift timings are as under:

(i) 'A' Shift	-	06.00 a.m.	to	02.00 p.m.
(ii) General shift	-	08.00 a.m.	to	05.00 p.m.
(iii) 'B' shift	-	02.00 p.m.	to	10.00 p.m.
(iv) 'C' shift	-	10.00 p.m.	to	06.00 a.m. (Following day)
16. **Canteen Menu (Lunch/Dinner/Tea/Snacks/Sweets) is as per details below: -**

1.	Lunch/Dinner for Employees (Monday to Saturday	Menu - A	a) Chapatti - Wheat flour (4 nos. approx.) b) Rice cooked - 100 gms (Jeera-32) c) Vegetable curry - 100 gms (According the weekly menu) d) Vegetable Dry - 100 gms (According the weekly menu) e) Salad (Onion / Tomato / Radish / Kheera / Other seasonal items) f) Dal - All types / Rajma / Karhi (According to weekly menu) g) Curd - 100 gms (Only in Summer Season i.e. approx 8 months) h) Chutni-Dhaniya/pudina(According to weekly menu)
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2.	Lunch/Dinner for Others (Monday to Saturday)	Menu - B	a) Chapati -wheat flour (4 nos. approx.) b) Rice cooked-100 gms. (Jeera-32) c) Vegetable curry (According the weekly menu) d) Salad (Onion, Tomato, Radish, Kheera & Other seasonal items) e) Dal - All types/Rajma/Karhi (1 kg. Raw Dal to be used for 20 Thalies)
3.	Special Lunch (For Guest)	Menu - C	a) Puri/Chapati of good wheat flour - 4 nos. b) Rice Basmati - Dehradun 100 gms. Cooked (Fried or plain as desired) c) Vegetable Dry - 100 gms. d) Vegetable Curry -100 gms. e) Dal - special fry 100 gms. f) Curd 100 gms. g) Sweet (Rasagola - One big standard size) and Fruit (Banana-two or Apple-One) h) Salad (Onion,Tamato, Radish, Kheera and other seasonal items)
4.	Snacks (According to the weekly menu)	Menu - D	Samosa/Cutlet/Pakauri/Bread Pakora /Kachauri /AlloChop /Vegetable-chop etc.– 50 gms. each piece.
5.	Sweets (According to the weekly menu)	Menu - E	Boondi / Besan Laddu / Balusahi / Launglata / Gulab Jamun etc. - 30 pcs. per kg of toal material used
6.	Biscuit for distribution in 'C' shift only	Menu - F	Between 02.30 am to 03.00 am (Brand: Parle-G Glucose. Six biscuits in each packet). As per market rate. Sample of Biscuit packet to be distributed to be approved by BHEL.
7.	Tea (100 ml.)	Menu - G	Gol Dana Super quality (01-One kg. Milk to be used for 16 cups of tea)

17. The existing schedule for service of Lunch / Dinner, Tea, Snacks, Sweets, biscuit packets are as under:

Sl. No.	Shift	Type of Service	From	To
1	A	Tea with snacks	07.45 am	08.00 am
2	General	Tea with snacks	09.45 am	10.00 am
3	B	Tea with snacks	03.45 pm	04.00 pm
4	C	Tea with sweet	11.45 pm	12.00 Midnight
5	A	Lunch	10.30 am	11.00 am
6	General	Lunch	12.00 am	01.00 pm
7	B	Dinner	06.30 pm	07.00 pm
8	C	Tea with biscuit packet (*)	02.30 am	03.00 am
9	A	Tea with sweet	12.45 pm	01.00 pm
10	General	Tea with sweet	03.00 pm	03.15 pm
11	B	Tea with sweet	08.45 pm	09.00 pm
12	C	Tea	04.45 m	05.00 am

Note (*): Brand: Parle-G Glucose. Minimum Six biscuits in each packet

18. BHEL shall have a right to terminate the contract and / or impose penalty but not restricted to them on the following condition also:

- (i) Any discrepancy noticed in the operation of the contract leading to immediate termination of the contract.
- (ii) A penalty up to Rs. 500/- (Rupees Five Hundred only) per incident in case of non-supply / delayed supply / supply of inferior quality of food, snacks, sweets, tea etc. on any day.
- (iii) The time of service should be strictly as per time schedule at Sl.No. 11 above. Failure to adhere to the time of service indicated therein may invite a penalty of Rs.100/- (Rupees one hundred only) for every 15 minutes of delay such service.
- (iv) If the contractor fails to provide his service on any day(s) on account of any reason attributable to the contractor, **BHEL shall make alternative arrangement at the risk and cost of the party along with 15 % overhead charges.**

19. The rate as per 'Price Offer' will be firm for the initial period of **02 (Two) years** of the contract and also during the mutually extended period of the contract if any.

20. Party will ensure that supply of Lunch, Tea, Snacks, Sweets, biscuit packets are made against the valid coupon / requisition slips to the employees and others. BHEL shall not be responsible for any loss on account of non-receipt of coupons / requisition slips by the party from employees of BHEL and others.

21. The party will be responsible for the good conduct of the working hands engaged by them for execution of the contract. The hands engaged should always wear proper & clean dress. Any misbehavior during the service of food etc. by the party or his personnel will be viewed seriously and action as deemed fit and proper will be taken by BHEL.

22. The party will be responsible for the items handed over to him for purpose of serving meals. The party shall be solely responsible for any shortage and/or damage in such items for whatever reasons and the cost of the same will be recovered from party on current market rate.

23. The party shall keep insured his personnel against accident etc. during the tenure of the contract at his own cost. They shall be required to submit the copy of Insurance policy that shall cover all liabilities under the Workmen Compensation Act, 1923.

24. The party shall maintain the equipment and utensils provided in the Kitchen and Dining Hall including the Kitchen and Dining area in proper hygienic condition by regular cleaning and use of cleaning materials and detergents. Any laxity in this regard shall be construed as a reason for levy of penalty at the rates specified at Sl.No. 17 above.

25. The contractor shall duly comply with all labour Laws, Acts, Rules and regulations framed there under, if applicable, in force from time to time and shall keep BHEL indemnified against all penalty claims and liabilities of any kind for any violation of such Acts, rules and regulations.

26. The party must be registered under GST Act. GST will be payable extra on compliance of following conditions:

- i. GST invoice should contain address, GST No. and PAN No. of BHEL as well as of contractor. Description of service, GST rate and amount should be indicated in the invoice.

- ii. Two copies of GST invoice should be provided.
- iii. Declare such invoice in his GSTR-1 Return for the month of providing the service.
- iv. Payment of GST to statutory authorities within prescribed time.

In case GST credit is delayed/denied to BHEL due to non or delayed receipt of invoice or expiry of prescribed timeline prescribed in GST Law for availing such credit or any other reason not attributable to BHEL, GST amount shall be recovered from the contractor along with interest/penalty leviable on BHEL.

In case, contractor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law, GST amount paid by BHEL towards such credit reversal shall be recovered from contractor along with interest/penalty levied/leviable on BHEL.

- 27. If at any time, any question, disputes or differences on matters connected with his work contract arises; the same shall be referred to arbitration of a person to be nominated by the General Manager, Bharat Heavy Electricals Limited, Unit: Heavy Equipment Repair Plant, Tarna, Shivpur, Varanasi. Decision of the arbitrator shall be final and binding on the parties, subject to provisions of the Arbitration Act 1996 and rules made there under and all amendments to the said Act and Rules.
- 28. BHEL will have the right to terminate the contract immediately at any time without assigning any reason thereof.
- 28. The general conditions of the contract of BHEL also apply to this contract agreement to the extent they are not inconsistent with any of the conditions stipulated herein.
- 29. The contractor should be registered with the appropriate authorities, necessary proof(s) of which should be produced prior to the awarding of contract failing which the contract shall not be awarded under any circumstances.
- 30. Parties should be registered/bonafide having a contact phone number (Landline and/or Mobile and E-mail ID).
- 31. Any deviation with ulterior motive/manipulation of any sort during the tenancy of the contract shall be considered as a breach of contract and the same will be liable for cancellation immediately without any advance notice.
- 32. The charges on account of income tax, other duties and taxes etc. as far operation of this contract is concerned shall be borne by the Contractor. **However, reimbursement of amounts on account of payment of GST, as applicable, will be made to the Contractor after submission of proof of payment of tax including duly incorporating the GST registration number.**
- 33. Water Charges at the rate of Rs.1 per Rs. 1000 of gross bill amount shall be deducted from the contractors' bills.**

34. Electricity required for execution of the contract shall be provided free of cost. No deduction against electricity charges used within the plant premises shall be made.
35. Contract may also be terminated by BHEL on serving of an advance notice of one month without assigning any reasons thereof.

Annexure 'B'

NO DEVIATION CERTIFICATE

To,
Sr. Dy. GM (HR)
Bharat Heavy Electricals Ltd.
Tarna, Shivpur
Varanasi

Sub: Quotation for " **Hiring of canteen services at BHEL, HERP Varanasi**"

Sir,

This is to inform you that we have not taken any deviation from any of the terms and conditions mentioned at **Section: I - General Terms and Conditions** and **Section: II - Special Terms and Conditions**, of the tender documents while quoting the rates for the tender for **Hiring of canteen services at BHEL, HERP Varanasi**.

All the terms and conditions mentioned at **Section-I** and **Section-II** of the tender document No. TENDER NO.: HERP:HR: Canteen: 2020-21 dated 24.10.2019 are acceptable to us.

Thanking you,

Yours Sincerely

Signature seal and address of the party

Annexure 'C'

To,
Sr. Dy. GM (HR)
Bharat Heavy Electricals Limited,
HERP, Tarna, Shivpur
Varanasi-221003

Sir,

Having examined the Bid Documents, the receipt of which is hereby duly acknowledged, we the undersigned, submit our offer for services for '**Hiring of canteen services at BHEL, HERP Varanasi**' in conformity with the said Bid documents in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to provide such services by **01.01.2020** as specified in the Bid document.

We agree validity of all Terms and Conditions of this Bid for a period of 90 (Ninety) days from Technical Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your Letter of Intent/notification of award, shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the Laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", if we are found involved, in any manner, in Bid pooling or Law against fraud and corruption my/our firm may be black listed.

Further we certify that our organization is not blacklisted by any Govt. Dept./Govt. Of India Undertaking/Autonomous body etc.

Thanking you,

(Signature)
Name & Seal of the Firm

Place: _____

Date: _____

SECTION III				Annexure D	New Rates for each Menu category Rates in each Menu category will be automatically derived after multiplication with Quoted Discount/Premium to BHEL Estimated Rates in that category
Price Bid					
Items to be supplied as per menu Specified in <u>NIT</u> <u>Section II Clause No. 16</u>		BHEL Estimated Rate Exclusive of GST (Rs.)	Quantity (No.) <u>(B)</u> (3)	Total Amount	
(1)	(2)	(3)			
Menu - 'A'	Rs. 47.70 per plate	58728 (Avg. Qty. for 24 month)	28,01,325.6		
Menu – 'B'	Rs. 35.81 per plate	77736 (Avg. Qty. 3239 per month)	27,83,726.16		
Menu – 'C'	Rs. 67.7 per plate	648 (Avg. Qty. 27 per month)	43,869.6		
Menu – 'D'	Rs. 5 per piece	600432 (Avg. Qty. 25018 per month)	30,02,160.00		
Menu – 'E'	Rs. 5.2 per piece	631968(Avg. Qty. 26332 per month)	32,86,233.60		
Menu – 'F'	Rs 2/- per Unit	44496 (Avg. Qty. 1854 per month)	88,992.00		
Menu – 'G'	Rs. 5.26 per cup	659760 (Avg. Qty. 27490 per month)	34,70,337.60		
Estimated Expenditure for 24 months (Z)			1,54,76,644.00		
Discount/Premium** has to be Offered on total Estimated Expenditure value i.e. on "Z" (Y)			In terms of percentage (%) _____ (in words _____)		
After quoting Discount/Premium percent – Final Gross value will be:- (X)			Rs (_____) In Words (_____)		

** In terms of percent: - *Discount has to be write with “-” sign and premium has to be write with “+” sign.*

(Signature & Seal of Party)

The contract shall be awarded to the qualified L-1 Bidder. **L1 bidder shall be decided on the basis of lowest overall gross amount of the price bid. Bidders have to quote discount/Premium in percentage against BHEL Estimated Expenditure mentioned in the price bid.**

e.g. Bidder “A” quoted a discount of 1.5% of Estimated expenditure of an amount of Rs 1,54,76,645.00 so overall gross amount quoted by Bidder “A” will be 1,52,44,495.00 and accordingly amount against each category will be automatically calculated by multiplying quoted percentage with rates in each category.

Similarly, if Bidder “B” quoted a premium of 1.5% of Estimated expenditure of an amount of Rs 1,54,76,645.00 so overall gross amount quoted by Bidder “B” will be 1,57,08,795.00 and accordingly amount against each category will be automatically calculated by multiplying quoted percentage with rates in each category.

To Evaluate New rates of each category:-

1) For discount 1.5% multiply by 0.985 with individual category rates mentioned in Column (2).

2) For Premium 1.5 % multiply by 1.015 with individual category rates mentioned in Column (2).

If two or more bidder quoted same lowest L1 value than we will call for negotiation to get the lowest value and order will be awarded to the lowest bidder.

Note:	
1	<p>a) All vegetables should be cooked in branded mustard Oil such as 'Engine', 'Saloni' or 'Fortune', (b) Puri should be cooked in branded Refined oil such as 'Flora', 'Sunflower', 'Fortune' or 'Sundrop', (c) Vanaspati Oil should be of 'Dalda', 'Sunflower', 'Rath' or 'Ruchi No.1' Brand (Mustard, Refined and Vegetable oils should not be reused for cooking purpose), (d) Salt should be of 'Tata' and 'Annapurna' brand, (e) Tea should be of 'Tata', 'Tazaa' or 'Brooke Bond' brand. (f) Masala such as 'Haldi', 'Lal Mircha', 'Dhania', 'Kali Mirch' etc. should be packed and of 'Ashok' and 'Catch' brand</p>
2	The above quoted rates are EXCLUSIVE of GST as applicable.
3	For the purpose of evaluation of L1, the gross amount at D shall be considered.
4	<p>GST will be payable extra on compliance of following conditions :</p> <ol style="list-style-type: none"> i. GST invoice should contain address, GST No. and PAN No. of BHEL as well as of contractor. Description of service, GST rate and amount should be indicated in the invoice. ii. Two copies of GST invoice should be provided. iii. Declare such invoice in his GSTR-1 Return for the month of providing the service. iv. Payment of GST to statutory authorities within prescribed time. <p>In case GST credit is delayed/denied to BHEL due to non or delayed receipt of invoice or expiry of prescribed timeline prescribed in GST Law for availing such credit or any other reason not attributable to BHEL, GST amount shall be recovered from the contractor alongwith interest/penalty leviable on BHEL.</p> <p>In case, contractor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law, GST amount paid by BHEL towards such credit reversal shall be recovered from contractor alongwith interest/penalty levied/leviable on BHEL.</p>

(Signature & Seal of Party)

Annexure E**Certificate by Chartered Accountant on letter head**

This is to Certify that M/S (hereinafter referred to as 'company') having its registered office at is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-II) dtd:....., Category: (Micro/Small). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:
Rs.....Lacs

(Strike off whichever is not applicable)

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs forMicro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:



(Signature)

Name -

Membership number -

Seal of Chartered Accountant

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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INFORMATION WITH * MARKS IS SCOREABLE.

PART- A : ORGANISATIONAL SOUNDNESS

ALL COLUMNS SHOULD BE PROPERLY FILLED IN THE SPACE PROVIDED FOR, WHEREVER IT IS NOT APPLICABLE, PLEASE WRITE "NOT APPLICABLE". INCOMPLETE OR INCORRECT FORMS MAY NOT BE CONSIDERED. PLEASE ATTACH SEPARATE SHEET, IF SPACE AVAILABLE IS INADEQUATE.

ALL THE PAGES OF THE FORM ARE TO BE SIGNED ALONGWITH SEAL BY THE AUTHORISED SIGNATORY

ORGANISATIONAL INFORMATION			
NAME AND CORRESPONDENCE ADDRESS OF THE SUPPLIER SEEKING REGISTRATION :-			
1.0 PRODUCTS / SYSTEMS / SERVICES FOR WHICH REGISTRATION IS APPLIED FOR :			
SL. NO.	DESCRIPTION	SIZE & RANGE	MFG. STD/ IS / DIN /BS ETC.
SUPPLIER'S AUTHORISED SIGNATORY			
BHEL CERTIFIED ASSESSOR			

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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ORGANISATIONAL INFORMATION

2.0 GENERAL INFORMATION :

2.1 NAMES OF THE WORKS/DIVISION (Products manufactured at each works to be mentioned :

ADDRESS :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

2.2 NAME OF CHIEF EXECUTIVE /
PROPRIETOR / PARTNER & ADDRESS :

2.3 DETAILS OF AUTHORISED SIGNATORY FOR SEEKING CLARIFICATION :

NAME :

DESIGNATION :

E - Mail :

TELEPHONE : Landline

Mobile

FAX :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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ORGANISATIONAL INFORMATION

3.0 OWNERSHIP INFORMATION : DOCUMENTS TO BE FURNISHED

3.1 GOVT. OF INDIA UNDERTAKING:

OR

STATE GOVT. UNDERTAKING :

OR

LIMITED COMPANY, :

MEMORANDUM AND
ARTICLES OF ASSOCIATION

OR

PRIVATE COMPANY :

MEMORANDUM AND
ARTICLES OF ASSOCIATION

OR

CO-OPERATIVE SOCIETY, :

SOCIETY RULES AND
BYE LAWS

OR

PARTNERSHIP FIRM, :

PARTNERSHIP DEED

OR

PROPRIETORSHIP, :

PROFESSION TAX REGN.
AND MUNICIPAL REGN.

ANY OTHER (SPECIFY) :

3.2 NATURE OF BUSINESS :

(MANUFACTURING UNIT/
ENGG CONSULTANT/ EPC CONTRACTOR)

(AGENTS/ DISTRIBUTORS/STOCKISTS/DEALERS/
TRADERS/ INDIAN SUBSIDIARY/ CHANNEL PARTNER – attach authorization
certificate of principal)

3.3 YEAR OF ESTABLISHMENT :

* 3.4 YEAR OF COMMENCEMENT OF BUSINESS :

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
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ORGANISATIONAL INFORMATION

4.0 REGISTRATION PARTICULARS

(FURNISH DETAILS AND ENCLOSE COPY OF CERTIFICATE FOR THE FOLLOWING)

4.1 PERMANENT ACCOUNT NO :

4.2 CENTRAL SALES TAX REGN NUMBER :

4.3 STATE SALES TAX / TIN NUMBER :

4.4 EXCISE DUTY REGN NUMBER :

4.5 EXCISE CONTROL CODE NUMBER :

4.6 SERVICE TAX REGN NUMBER :

4.7 CATEGORY AS PER MSMED ACT : MICRO/ SMALL/ MEDIUM

REGN NO. :

VALID UPTO :
(Attach Certificate)

5.0 TOTAL ORGANISATIONAL STRENGTH : (ATTACH ORGANISATION CHART)

GRADUATE DIPLOMA SKILLED NON-SKILLED
ENGINEERING :

MANUFACTURING :

QUALITY :

COMMERCIAL /
SERVICE AFTER SALES :

OTHERS :

TOTAL :

* 5.1 POWER BACKUP : YES/ NO
(GIVE DETAILS)

* 5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY : YES/ NO

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED
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ORGANISATIONAL INFORMATION

6.0 OTHER PARTICULARS :

(FURNISH DETAILS AND ENCLOSE DOCUMENTARY EVIDENCE/ COPY OF CERTIFICATE FOR THE FOLLOWING)

* 6.1 IF THE COMPANY IS ALREADY REGISTERED WITH ANY OF BHEL UNITS, GIVE :

6.1.1. BHEL UNIT'S NAME :

6.1.2. SUPPLIER REGN. CODE NO. :

6.1.3. ITEMS FOR WHICH REGISTERED & THEIR SPECIFICATION
(ENCLOSE PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS) :

* 6.2 IS THE COMPANY APPROVED BY
ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /
IBR / LLOYDS ETC FOR INTENDED
MATERIAL CATEGORY? : YES / NO
(ENCLOSE DOCUMENTARY EVIDENCE)

* 6.3 IS THE COMPANY ISO 9001 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE & TOC OF QUALITY SYSTEM) :

* 6.4 IS THE COMPANY AN ISO 14000 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE) :

* 6.5 IS THE COMPANY OHSAS - 18000 APPROVED? : YES / NO
(ENCLOSE CERTIFICATE)

* 6.6 TECHNICAL COLLABORATOR :
(FOREIGN OR INDIGENOUS)
(ENCLOSE DOCUMENTARY EVIDENCE)

* 6.7 R&D SET UP

6.8 DIRECTORS / PARTNERS, IF RELATED TO ANY
BHEL EMPLOYEE.

NAME : _____

STAFF NO. : _____

DESIGNATION : _____

Unit & DEPARTMENT : _____

RELATIONSHIP : _____

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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6.9 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.

NAME :
STAFF NO. :
DESIGNATION :
UNIT & DEPARTMENT :
DATE OF LEAVING SERVICE :

6.10 COMPANY'S WEEKLY HOLIDAYS

WORKS OFFICE

6.11 EXPERIENCE LIST:

(ATTACH LIST OF PRESENT CUSTOMERS WITH NAME & ADDRESS FOR OFFERED / SIMILAR TYPE & SIZE OF ITEM / EQUIPMENT FOR WHICH REGISTRATION HAS BEEN SOUGHT AND WITH WHOM YOU HAVE CONTINUOUS BUSINESS SINCE LAST THREE YEARS . ALSO ATTACH PERFORMANCE CERTIFICATES ISSUED BY ANY TWO CLIENTS FOR SUCCESSFUL EXECUTION OF THE CONTRACTS FOR LAST TWO YEARS- FOR PEM)

***6.12 DETAILS OF PENDING LEGAL ISSUES ON CONTRACTUAL ASPECTS WITH CUSTOMER, IF ANY**

6.13 The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer –EFT/RTGS) is to be submitted

1. Name of the Company
2. Name of Bank
3. Name of Bank Branch
4. City/Place
5. Account Number
6. Account type
7. IFSC code of the Bank Branch
8. MICR Code of the Bank Branch
9. Details of other Bankers (for reference purpose only)

NOTE :

Suppliers who have already submitted the above information are requested to submit a copy of the same.

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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ORGANISATIONAL INFORMATION

7.0 MANUFACTURING FACILITIES:

***7.1 LIST OF MANUFACTURING FACILITIES/EQUIPMENTS (INCLUDING MATERIAL HANDLING FACILITY)**

SL. NO	DESCRIPTION OF MACHINE/EQUIPMENT	QUANTITY	MAKE & YEAR OF INSTALLATION	REMARKS

IN CASE OF SPACE LIMITATION, PLEASE ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 7.2 IF IN-HOUSE MFG FACILITIES NOT AVAILABLE, INFORM SOURCE OF MFG. DETAILS ALONGWITH THEIR FACILITIES & EXPERIENCE**

SL. NO	PROCESS OUTSOURCED	NAME OF THE COMPANY	DESCRIPTION OF MACHINE / EQUIPMENT	REMARKS

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

*** 7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE:**

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

**BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM**

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ORGANISATIONAL INFORMATION

8.0 INSPECTION & TESTING FACILITIES:

* 8.1 LIST OF INSPECTION & TESTING FACILITIES / EQUIPMENT

IN CASE OF SPACE LIMITATION ENCLOSURE ANNEXURE / CATALOGUE WITH TAG

*** 8.2 IF IN-HOUSE TESTING FACILITIES NOT AVAILABLE, INDICATE SOURCE OF TESTING ALONGWITH THEIR FACILITIES & EXPERIENCE**

SL. NO	TEST	SOURCE OF TESTING	DESCRIPTION OF FACILITY/ EQUIPMENT & CAPACITY	APPROVAL OF EQUIPMENT/ PROCESS/PERSONNEL QUALIFICATION

IN CASE OF SPACE LIMITATION ENCLOSE ANNEXURE / CATALOGUE WITH TAG

Note:

In case of outsourcing of major testing such as NDT, Electrical & Mechanical Testing, no marks will be awarded. However, material composition testing by chemical method from recognized laboratory shall not attract negative marking

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

BHARAT HEAVY ELECTRICALS LIMITED
SUPPLIER REGISTRATION FORM

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ORGANISATIONAL INFORMATION						
FINANCIAL INFORMATION FOR THE PREVIOUS FOUR YEARS						
9.0	Parameter	Year 1	Year 2	Year 3	Year 4	
		(Years in ascending order, Money value in Rs. Lakhs)				
* 9.1	NET WORTH (Share Capital +Reserves)					
	Growth over previous year (%)	-----				
9.2	LONG TERM DEBT / LOAN					
* 9.3	DEBT EQUITY RATIO <u>Long term Debt</u> (9.2) Net worth (9.1)					
9.4	INVESTMENT IN: Land & Building					
	Plant & Machinery					
	Other Fixed Assets					
9.5*	NET CURRENT ASSETS a) Cash on hand					
	1 b) Account receivable					
	c) Inventories					
	Total					
	CURRENT LIABILITY a) Sundry creditors					
	2 b) Interest accrued but not due					
	c) Other liabilities					
	Total					
	* 3	QUICK RATIO <u>CA - INVENT.</u> {9.5(1)-9.5(1)c} Current liability {9.5 (2)}				
	* 9.6	SALES				
Growth over previous year (%)		-----				
* 9.7	PROFIT BEFORE TAX					
	Growth over previous year (%)	-----				
* 9.8	Whether the supplier has been referred to BIFR / NCLT / any other Govt agency (If YES , enclose details)				YES / NO	
* 9.9	Whether the supplier is a potential sick company.(If YES , enclose details)				YES / NO	
<p>NOTE: 1. Copies of annual accounts (Balance Sheet) for the last four years (or from date of incorporation which ever is less) along with audit report are to be submitted. The above details shall be highlighted in the Balance Sheet.</p> <p>2. Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.</p>						
SUPPLIER'S AUTHORISED SIGNATORY			BHEL CERTIFIED ASSESSOR			

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ORGANISATIONAL INFORMATION

10. LIST OF ENCLOSURES (Tags to be put on enclosures) :

(i)	MEMORANDUM AND ARTICLES OF ASSOCIATION / SOCIETY RULES AND BYE LAWS / PARTNERSHIP DEED/	: YES / NO
	PROFESSION TAX REGN & MUNICIPAL REGN.	
(ii)	Copy of certificate of following:- <ul style="list-style-type: none">• PERMANENT ACCOUNT NO• CENTRAL SALES TAX REGN NUMBER• STATE SALES TAX / TIN NUMBER• EXCISE DUTY REGN NUMBER• EXCISE CONTROL CODE NUMBER• SERVICE TAX REGN NUMBER• REGN NUMBER OF CATEGORY AS PER MSMED ACT	: YES / NO
(iii)	ORGANISATION CHART	: YES / NO
(iv)	If registered with any other BHEL Unit, <ul style="list-style-type: none">• LETTER OF REGISTRATION WITH BHEL UNIT• PROOF OF SUCCESSFUL EXECUTION OF ONE OR MORE PURCHASE ORDERS	: YES / NO
(v)	Letter of approval from ASME / NTPC / NPC / EIL / DGS&D / RAILWAYS /IBR / LLOYDS ETC	: YES / NO
(vi)	Accreditation certificate for <ul style="list-style-type: none">• ISO: 9001• TOC of Quality System Manual• ISO : 14000• OHSAS , ISO 18000	: YES / NO
(vii)	Letter regarding technical collaboration	: YES / NO
(viii)	Experience List / Performance certificate	: YES / NO
(ix)	Balance Sheet for the last four years along with audit Report	: YES / NO
(x)	Principal's authorization in case of dealers/ agents	: YES / NO
(xi)	EFT Bank's certificate	: YES / NO

I /WE GIVE THE UNDERTAKING THAT BHEL DRAWINGS & SPECIFICATIONS SHALL NOT BE USED IN ANY WAY DETRIMENTAL TO THE INTEREST OF BHEL AND/ OR FOR SUPPLY OF ANY MATERIAL, PRODUCT OR SERVICES DIRECTLY OR INDIRECTLY TO ANY OTHER CUSTOMER.

Maximum Marks = 50

Negative Marks = -13

Minimum Qualifying marks = 30

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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Part B (QUALITY SYSTEM):

Sl. No	PARAMETERS	SYSTEM IN EFFECT (Tick if exists & provide evidences if ticked in written procedure)		RECORDS (Tick if available & submit evidences)	REMARKS
		Written Procedure	Practice		
1*	Incoming Material Control System				Furnish a copy of system and organization.
2*	In process control				Furnish at least one work instruction & record of process control parameter
3*	Manufacturing / Testing Procedure Qualification				Procedure Qualification specification may be submitted
4*	Personnel qualification for 3 above.				Record of Personnel qualification (PQR) to be submitted
5*	Calibration system				Submit list of instrument & their calibration status
6*	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.				Copy of procedure to be submitted
7*	System of Storage, Preservation , Painting & packing				Copy of procedure to be submitted
8*	System of NCR disposition & corrective preventive action				Two copies of NCR & CAPA
9*	Customer complaints handling system				Submit list of customer complaints & status for the last three years
10*	Safety measures				Submit copy of safety system & Record of accidents for last three years
11	Any other quality initiative				
SUPPLIER'S AUTHORISED SIGNATORY			BHEL CERTIFIED ASSESSOR		

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Part B (QUALITY SYSTEM):

12. LIST OF ENCLOSURES

- (i) Copy of system of control incoming materials and organization chart
- (ii) Copy of at least one process control work instruction
- (iii) Record of process control parameter
- (iv) Copy of at least one Procedure Qualification specification
- (v) Record of Personnel qualification (PQR)
- (vi) List of instrument & their calibration status
- (vii) Copy of procedure for Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.
- (viii) Copy of procedure for Storage/ preservation/ painting & packing
- (ix) Copies of two NCRs and their CAPA.
- (x) List of customer complaints & status for the last three years
- (xi) Copy of safety system
- (xii) Record of accidents for last three years

Maximum Marks = 25

Minimum Qualifying marks = 15

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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Part C: TECHNICAL COMPETENCE

Technical competence shall be evaluated in two parts viz. common competence and product/material category specific competence.

(i) COMMON TECHNICAL COMPETENCE

TECHNICAL COMPETENCE (where design specification is given by BHEL)	MARKING RANGE	Marking range, if product specific technical competency not required	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS) #	MARKS BY BHEL
1. Supplier understands the product specification.	(0-3)	(0-8)		
2. Supplier understands the inspection requirements.	(0-2)	(0-5)		
3. Supplier has process capability to achieve the product specification/dimensional requirement.	(0-3)	(0-8)		
4. Supplier has experienced manpower to carry out the job.	(0-2)	(0-4)		
TOTAL MARKS OUT OF POSSIBLE	10	25		

OR

TECHNICAL COMPETENCE (where performance specification is given by BHEL)	MARKING RANGE	Marking range, if product specific technical competency not required	PROCEDURE		SYSTEM IN EFFECT		RECORDS	
			SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS) #	MARKS BY BHEL	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS) #	MARKS BY BHEL	SUPPLIER RESPONSE (ALONG WITH SUPPORTING DOCUMENTS) #	MARKS BY BHEL
1. Design capability	(0-3)	(0-8)						
2. Adequacy of quality assurance plan	(0-2)	(0-5)						
3. Process capability for components	(0-3)	(0-8)						
4. Adequate of testing	(0-2)	(0-4)						
TOTAL MARKS OUT OF POSSIBLE Average of Total (Total/3) = -----	10	25						

(ii) PRODUCT/ MATERIAL CATEGORY SPECIFIC TECHNICAL COMPETENCE

(Max Marks: 15)

Unit MISCC to structure the parameters to be considered for the technical competence depending on material category. The score of individual parameter selected is to be decided by MISCC. MISCC shall identify the requirement of enclosures to be furnished by supplier.

Product:

Sl. No	Material category	Tech Parameter	Supplier's response	Remarks

To be filled up only on receipt of technical requirements/ specification, drawings, standards from BHEL and to be sent to BHEL for further scrutiny. Enclose documentary evidence where ever required.

LIST OF ENCLOSURES:

Maximum Marks = 25

Minimum Qualifying marks = 15

No marks is to be given by the supplier. Only supplier response along with supporting documents.

SUPPLIER'S AUTHORISED SIGNATORY

BHEL CERTIFIED ASSESSOR

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Part D : SCORE SHEET

1. ORGANISATIONAL SOUNDNESS (for Manufacturers):

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Whether all relevant information like ownership, PAN no., sales tax no., excise duty no., etc. submitted	Yes: 2 No: 0	2	
2.	3.4 YEAR OF COMMENCEMENT OF BUSINESS	More than 5 years : 2 1-5 years : 1 Less than 1 year : 0	2	
3.	5.1 POWER BACKUP	Yes : 1 No : 0	1	
4.	5.2 DOES THE COMPANY SELL ITS PRODUCT DIRECTLY	Yes : 1 No : 0	1	
5.	6.1 REGISTERED WITH ANY OF BHEL UNITS	Yes (same item) : 2 Yes (another item) : 1 No : 0	2	
6.	6.2 APPROVAL BY ASME/ NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS ETC	Yes : 2 No : 0	2	
7.	6.3 ISO 9001 ACCREDITATION	Yes : 3 No : 0	3	
8.	6.4 ISO 14000 ACCREDITATION	Yes : 1 No : 0	1	
9.	6.5 OHSAS - 18000 ACCREDITATION	Yes : 1 No : 0	1	
10.	6.6 TECHNICAL COLLABORATOR : (FOREIGN OR INDIGENOUS)	Yes : 1 No : 0	1	
11.	6.7 R & D SET UP	Yes : 1 No : 0	1	
12.	6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER	Yes : -5 No : 0	0	
13.	7.1 & 7.2 MANUFACTURING FACILITIES INCLUDING OUTSOURCING	Adequate : 3 Substantial : 2 Inadequate : 0	3	
14.	7.3 RATIO OF OUTSOURCED COST TO TOTAL PRODUCTION VALUE	Less than 10% : 2 10 to 30 % : 1 More than 30% : 0	2	
15.	8.1 INSPECTION & TESTING FACILITIES	Adequate : 2 Substantial : 1 Inadequate : 0	2	
16.	8.2 OUTSOURCING OF MAJOR TESTING FACILITY (Refer Note)	Yes : 0 No : 1	1	
	TOTAL		25	

1. ORGANISATIONAL SOUNDNESS (for Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal):

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Whether all relevant information like ownership, PAN no., sales tax no., etc. submitted (clause 6.0 of chapter V to be referred in this regard)	Yes: 7 No: 0	7	
2.	3.4 YEAR OF COMMENCEMENT OF BUSINESS	More than 3 years : 2 1-3 years : 1 Less than 1 year : 0	2	
3.	6.1 REGISTERED WITH ANY OF BHEL UNITS	Yes (same item) : 2 Yes (another item) : 1 No : 0	2	
4.	6.2 APPROVAL BY ASME/ NTPC/ NPC/ EIL/ DGS&D/ RAILWAYS/ IBR/ LLOYDS ETC	Yes : 2 No : 0	2	
5.	6.3 ISO 9001 ACCREDITATION	Yes : 2 No : 0	2	
6.	6.12 PENDING LEGAL ISSUES ON TECHNO – COMMERCIAL ASPECTS WITH CUSTOMER	Yes : -5 No : 0	0	

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Part D: SCORE SHEET

2. FINANCIAL INFORMATION (for Manufacturers):

S.N.	PARAMETER	CRITERIA	Maximum Marks	Marks Awarded
1.	9.1 Growth of Net Worth over previous year (%) Average of three years to be worked out	More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0	5	
2.	9.3 DEBT EQUITY RATIO <u>Long term Debt (9.2)</u> Net worth (9.1)	1 : 1 : 5 1.1 upto 1.5 : 1 : 4 1.6 upto 2.0 : 1 : 3 2.0 & above : 1 : 2	5	
3.	9.5 QUICK RATIO <u>CA - INVENTORIES {9.5(1)-9.5(1)c}</u> Current liability {9.5 (2)}	1 : 1 : 5 1 : 1 upto 1.5 : 4 1 : 1.5 upto 1.75 : 3 1 : 1.75 upto 2.5 : 2 1 : > 2.5 : 0	5	
4.	9.6 Growth in Sales over previous year (%) Average of three years to be worked out	More than 35% : 5 20 -35 % : 4 10 – 20 % : 3 5 – 10 % : 2 > 0 & < 5 % : 1 0 or negative : 0	5	
5.	9.7 PROFIT BEFORE TAX Growth over previous year (%)	More than 20 % : 5 10 – 20 % : 4 5 – 10 % : 3 > 0 & < 5 % : 2 0 or below : 0	5	
6.	9.8 Whether the supplier has been referred to BIFR / NCLT/ any other similar Govt agency	Yes: -5 No : 0	0	
7.	9.9 Whether the supplier is a potentially sick company	Yes: -3 No : 0	0	
	TOTAL		25	

Note: If the supplier is new in business and does not have past data, then the evaluation will be done on the basis of information provided by him and will be decided by MISCC.

2. FINANCIAL INFORMATION (for Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal):

S.N.	PARAMETER	CRITERIA	Maximum Marks	Marks Awarded
1.	9.6 Growth in Sales over previous year (%) Average of three years to be worked out	More than 35% : 5 20 -35 % : 4 5 - 20 % : 3 >0 - 5 % : 2 0 or negative : 0	5	
2.	9.7 PROFIT BEFORE TAX Growth over previous year (%)	More than 20 % : 5 5 – 20 % : 4 >0 – 5 % : 3 0 or below : 0	5	

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Part D : SCORE SHEET

3. QUALITY SYSTEM :

S.N.	PARAMETER	CRITERIA	Maxm. Marks	Marks Awarded
1.	Incoming Material control System	System availability : Yes: 1 No : 0	1	
		Availability of Organisation chart Yes: 1 No : 0	1	
2.	Process control	Work instruction available: Yes: 1 No : 0	1	
		Record of process Control : Available : 2 Partial record : 1 Not available: 0	2	
3.	Manufacturing / Testing Procedure Qualification	Procedure Qualification Specification : Adequate : 3 In adequate: 1 Not available : 0	3	
4.	Personnel qualification	Record of PQR: Adequate : 3 In adequate: 1 Not available : 0	3	
5.	Calibration system	Adequate : 3 In adequate: 1 Not available : 0	3	
6.	System of Identification & Traceability of materials, tools, jigs, fixtures & processed components, etc.	Procedure available : Adequate : 2 In adequate: 1 Not available : 0	2	
7.	System of Storage/ preservation/ painting & packing	Procedure available : Adequate : 2 In adequate: 1 Not available : 0	2	
8.	System of NCR disposition & corrective preventive action	Two copies of NCR & CAPA Available : 2 Not available : 0	2	
9.	Customer complaints handling system	System available : Yes: 1 No : 0	1	
		Complaints registered & resolved : 2 Complaints registered & partially resolved : 1 Complaints not registered or not resolved : 0	2	
10.	Safety measures	System available : Yes: 1 No : 0	1	
		Record available : Yes: 1 No : 0	1	
	TOTAL		25	

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Part D : SCORE SHEET

4. TECHNICAL COMPETENCE

	Maximum Marks (1)	Marks obtained (2)
A. Common Technical Competence		

And/ or

B. Product Specific Technical Competence

Column no. 1 to 4 to be filled by MISCC before sending to supplier. Column no. 5 to be filled by BHEL certified Assessor after evaluation of supplier response.

Sl. No (1)	Parameter (2)	Scoring criteria (3)	Maximum Marks (4)	Marks obtained (5)
	Sub-Total		15	

TOTAL (A+B): 25 ()

SUMMARY:

Sl. No	Criteria	Maxm Marks	Qualifying marks *	Marks obtained	Recommendation for registration
1.	Organisational Soundness	50	30		Recommended : Permanent code /Development code/ Trial code Not recommended
	Financial Information				
2.	Quality System	25	15		
3.	Technical Competence	25	15		
	TOTAL	100	60		

***Minimum Qualifying Score in Each category shall be 60%.**

REGISTRATION CRITERIA:

Sl. No	Score	Recommendation
1.	More than 90	Supplier is to be registered and given Permanent code, Normally no visit is called for.
2.	>75 <=90	Supplier may be visited if recommended by MISCC or to be registered and given permanent code.
3.	>=60 <=75	Supplier may carry out suggested improvements if advised by MISCC Supplier's visit is mandatory. Trial/ Development code may be given.
4.	Less than 60	Not to be registered

Note: Indian Stockist/ Trader/ Distributor/ Dealer/ Authorised Agent/ Channel partner/ Indian Sales office or Subsidiary of registered foreign principal are to be awarded marks on pro-rata basis and registered accordingly.

Signatures: MISCC and Suppler Evaluation Team (in case of visit)

1)

2)

3)

4)

5)

6)