

Bharat Heavy Electricals Limited

BHEL House, Siri Fort, New Delhi-110049



Last date of submission of tender – 14:00 hrs on 18.04.11
Due date for opening of tender – 15:00 hrs on 18.04.11

Tender Enquiry for Appointment of Architect
for Renovation of BHEL House, Siri Fort,
New Delhi



Bharat Heavy Electricals Ltd.

Corporate Administration
BHEL House, Siri Fort, New Delhi-49

Ref: AA:GAX:07:BH:101

Date: 01.04.2011

Last date of submission of tender – 14:00 Hrs. on 18.04.2011
Due date for opening of tender –15:00 Hrs. on 18.04.2011

Sub: Tender Enquiry for Appointment of Architect for Repair & Renovation of
BHEL House, Siri Fort, New Delhi

Your most competitive bids are invited in sealed covers for the above tender. The Tender Enquiry having the following sections has been enclosed.

<u>S N</u>	<u>SECTION</u>	<u>PAGE No.</u>
1	Pre Qualification Criterion for Tenderers	3
2	Terms and Conditions of the Tender	5
3	Procedure for Submission of Bids	7
4	Major Works	8
5	Stage- wise Scope of Service	10
6	Delivery Schedule	11
7	Payment Schedule	12
8	Site Details	13
9	Annexures: I. Price Bid Format II. Compliance statement for terms of the Tender III. No Deviations Certificate IV. Declarations V. Check- List for submission of Tender VI. Summary of Manpower strength at BHEL House	14 15 18 19 20 22

The tender(s) should reach the under mentioned on or before the last date for submission of tenders. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. Security Deposit is to be submitted by the successful tenderer as per Para 24 of Section-2 (Terms and Conditions of the Tender). For any addendum/s to this tender enquiry if issued by BHEL, the tenderers are suggested to visit the website regularly. Any clarification, if required, should be sought from the undersigned before 11.04.2011.

For & on behalf of BHEL

(Rajan Yadav)
Manager (HR-GAX)
Phone no.: 011 – 66337405
Mob No.: 9810506306
Fax: 011 - 66337428
E-mail: admry@bhel.in

Enclosures: As above

Pre-qualification criterion (Section-1)

The tenderers must qualify all the following pre-qualification criteria:

<u>SN</u>	<u>Pre-qualification criteria</u>	<u>Supporting document/s to be submitted</u>
1.	<p>The tenderer should have executed following job/s of providing architectural consultancy service for design of building(s) built on a govt. authorized plot (Excluding residential and industrial plot), involving exterior / interior works, during last 7 years ending on 31.03.11:</p> <p>i) one job of architectural consultancy fee of ₹ 1.37 Crores; or</p> <p>ii) Two jobs of architectural consultancy fee of ₹ 85.5 Lakhs each; or</p> <p>iii) Three job of architectural consultancy fee of ₹ 68.5 Lakhs each.</p>	Copy of relevant Work Order(s) along with Certificate of having provided satisfactory services
2.	<p>The tenderer should have executed following job/s of providing architectural consultancy services for multi-storey building (minimum Ground+2 Floors), built on a govt. authorized plot (Except residential and industrial plot) involving exterior / interior works, during last 7 years ending on 31.03.11:</p> <p>i) One job covering 1,00,000 Sqft area; or</p> <p>ii) Two jobs covering 65,000 Sqft area each; or</p> <p>iii) Three jobs covering 50,000 Sqft each.</p>	Copy of relevant Work Order(s) along with Certificate of having provided satisfactory services

3.	The tenderer should have an average annual turnover of ₹60 Lakhs during last three financial years ending on 31.03.2010.	Copy of Audited Balance sheet and Income Tax Return for last three financial years ending on 31.03.2010.
4.	<p>The tenderer should have following infrastructure:</p> <p>i) An office of at least 2500 sq. feet area in Delhi / Gurgaon / Noida / Faridabad / Ghaziabad / Greater Noida</p> <p>ii) At least 5 regular employees with B.Arch level or higher qualification in the rolls since last one year ending on 31.03.2011.</p>	<p>Affidavit supporting the same to be submitted by the tenderer which will be ascertained by BHEL Official's visit, if required</p> <p>Copy of Salary slips and co-relating Bank Statements of salary account.</p>
5.	The tenderer should have Income Tax Permanent Account No. and should also have service tax registration No.	Copy of Pan Card and Service Tax Registration Certificate

Note: Exterior / Interior Works wherever mentioned above shall necessarily be inclusive of following works:- Exterior Façade up-liftment, Furniture works, ceiling, partitioning, flooring, plumbing, Air Conditioning system, Electrical distribution system, Fire detection and fire fighting systems, LAN Networking and Telephone Cabling.

Terms and Conditions of the Tender (Section – 2)

1. The cost of proposed work shall be ₹39 Crores approximately. However, the successful tenderer shall have to work out the detailed estimate.
2. The major works to be executed by the successful tenderer have been described in Section-4 (Major Works).
3. The various stages in which the services are to be rendered by the successful tenderer are described in **Section – 5** (Stage-wise Scope of Service).
4. The payment schedule is enclosed in **Section– 7** (Payment Schedule).
5. The Architectural consultancy is to be provided for renovation of BHEL House, the site details of which are given in **Section-8** (Site Details).
6. The fee should be quoted in the price bid format **Annexure–I** (enclosed). If the fee is quoted in any other form then the bid is liable to be rejected.
7. The fee to be quoted should be inclusive of all taxes and levies except Service Tax, which shall be payable extra, at applicable rate. The fee to be quoted should be inclusive of all charges such as consultancy fee for hiring of structural engineer, electrical engineer, HVAC engineer, Fire engineer, GRIHA accredited professional, any other associate consultant, (if not available in-house) for completing the work. Fee quoted should be inclusive of TA, DA, Conveyance and all other incidental charges. However, if approval is required from any statutory authorities before & after undertaking the work of renovation of BHEL House, then in such case architect will obtain all necessary approvals well in time from such statutory authorities and BHEL will deposit the required amount with such authorities as and when required.
8. The quoted fee shall remain fixed till the successful completion of the renovation work and shall not be increased on any grounds whatsoever.
9. **Evaluation Criterion:** The tenderer who quotes the lowest fee (Refer price bid format **Annexure–I**) shall be L-1. If any difference is found in the amount mentioned in figures and words, then the higher one will be considered for comparison of bids and lower one for ordering.
10. The successful tenderer shall have to engage a GRIHA accredited professional right from the zero date so that he is associated from the concept & design stage itself and upto the execution stage, in an effort to achieve the 3 Star GRIHA Rating.
11. The successful tenderer shall be fully responsible for the work of his associate consultants, if engaged by him, including the calculations, the detailed design and periodic inspection and evaluation of the work entrusted to them by the successful tenderer.
12. The process of tendering for award of work to contractor to execute the renovation works shall be carried out by BHEL. BHEL will invite, receive and evaluate tenders and award contract as per BHEL policy. The successful tenderer shall assist BHEL in finalization of contractor.

13. The successful tenderer shall prepare a Time Schedule (Bar/Chart/PERT/CPM Network) for completion of work by the contractor.
14. The Successful tenderer shall supply to BHEL, free of cost, upto six sets of hard copies and soft copy of all drawings.
15. In case the Successful tenderer fails to provide the required services, the same shall be got done from the other agencies at his cost and risk.
16. Penalty for delay: In case the tenderer fails to complete the work as per the time specified in the **Section – 6** (Delivery Schedule) BHEL shall levy penalty @ 1/2% per week of part thereof, subject to a ceiling of 10%, on the total architectural fees.
17. BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
18. All disputes, differences, claims and questions whatsoever arising out of this tender shall be referred to Arbitration which shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification thereof. The venue of the arbitration shall be at New Delhi.
19. **Documentation:** The successful tenderer has to maintain proper documentation of all communication with BHEL. Minutes of Meeting are to be prepared for every meeting and the same should be got approved by BHEL. All versions of drawings are to be properly named and amendments made in every version are to be recorded. All the documents to be submitted for obtaining approvals from the authorities, has to be prepared by the successful tenderer.
20. The prospective tenderers should visit the site in their own interest to assess the quantum of work, before submission of their tender.
21. BHEL reserves the right to visit the office indicated in Clause 5 of **Section-1** (Pre-qualification criteria) and any project of the tenderers before finalization of the architect.
22. The detailed list of manpower as on February 5, 2011 to be housed at BHEL House Building is enclosed in **Annexure-VI**.
23. If any deviations are taken from the tender terms and conditions by any tenderer, then their bid is liable to be rejected.
24. The successful tenderer shall have to submit a security deposit within 15 days of the date of release of Letter Of Intent (LOI). The amount of **Security Deposit** will be 5% of the total contract value (architectural fees).

This has to be submitted in the form of a Bank Guarantee from Scheduled Bank. The Bank Guarantee format shall be BHEL approved. The validity of the Bank Guarantee shall initially be 2 years and then extended upto the date of issue of completion certificate by the competent authority. The security deposit shall not carry any interest.

The detailed Work Order will be issued on submission of Security Deposit.

Procedure for Submission of Bids (Section – 3)

The offer is to be submitted in two envelopes:

First sealed envelope should prominently be super-scribed as "Techno-commercial Bid of tender for appointment of architect for renovation of BHEL House, Siri Fort, Delhi, due on ____". First Envelope should contain following documents:

- a) Covering letter giving index interlinking all the documents. All pages in the tender envelope should be signed & stamped
- b) Documents in support of meeting the Pre-Qualification criterion as per **Section-1** (Pre-qualification criterion)
- c) Un-priced Price Bid Format as per **Annexure-I**
- d) Statement of Compliance to terms and conditions as per **Annexure-II**
- e) No Deviation Certificate as per **Annexure III**, in case there are no deviations.
- f) Declaration as per **Annexure IV**
- g) A Checklist as per **Annexure - V**

Second sealed envelope should prominently be super-scribed as "Price Bid of tender for Appointment of architect for renovation of BHEL House, Siri Fort, Delhi, due on ____". Second Envelope should contain fee duly quoted in the Price bid format (**Annexure-I**) only. The price bid should not contain any terms & conditions. All terms & conditions should be mentioned only in "Techno-commercial Bid". Terms & conditions mentioned in the price bid shall be ignored.

Note: These two envelopes should be put together in sealed cover and should be superscripted as "Tender for Appointment of architect for renovation of BHEL House, Siri Fort, Delhi, due on ____".

1. The First sealed envelope containing the documents in support of meeting the pre-qualification criterion and the techno-commercial bid of the tenderers, shall be opened first on the due date and time, as mentioned in the covering letter in the presence of tenderers or their authorized representatives who may like to be present.
2. Techno – commercial bids will be evaluated first. The price bid of only those tenderers, who qualify the evaluation of techno - commercial bids, shall be opened. Date of opening of Price Bid will be intimated separately to the Tenderers who qualify in the Techno - commercial bid evaluation, well in advance.
3. Please note that the tenderers are required to quote for all the items & no column should be left blank. Tenders for part work or incomplete in any respect, are liable to be rejected.

Major Works (Section – 4)

The major works to be executed by the successful tenderer shall include the following, but shall **not** be limited to these:

1. Civil Works:

- Design of Exterior façade
- Design of Pump House and Underground fire and water tank.
- Design of Roads, Pathways, Parking area, Exterior landscaping,

2. Interior Works:

- Design of Partitioning, Ceiling and Paneling
- Design of full height Directors' cabins
- Design of full height Executive Directors' cabins
- Design of full height cabins for General Managers and Additional General Managers
- Design of low height cabins for Deputy General Managers/ Sr. DGMs
- Design of Attendant stations
- Design and layout of modular workstations for remaining employees
- Design of Conference Halls and Meeting rooms
- Design of Stores, Library, Central Record Room, Travel agent's Room, Bank Extension Counter(s), Cash Room, Auditor's Room, Union Office, BHEL Society Office, Security Room, Reception and Dispensary, etc.
- Design of Gymnasium and Recreation Room, etc.

(Detailed Summary of all employees to be seated in BHEL House along with their respective designations and departments is enclosed).

3. Electrical Works:

- Preparation of Load List and calculation of electrical load feeder wise
- Based on Load calculation,
 - (i) Design of Electrical Distribution System
 - (ii) Design of Power –Backup system consisting of DG sets and centralized UPS
- Design of Solar LED Street lights for external / Façade lighting
- Design of energy efficient internal lighting based on LED based luminaries
(25KW Solar Photovoltaic Power Plant is installed at BHEL House. This will be utilized for emergency lighting.)
- Design of Lighting protection system
- Telephone Cabling from each workstation/ cabin to MDF (Existing EPABX system and telephone instruments shall continue to be used)
- TV Cabling from input point to each cabin of GMs, Executive Directors and Directors
(Existing set top boxes, TVs/ PCs shall continue to be used)
- LAN Cabling from each workstation/ cabin to switch room Patch panel on 3rd floor

4. HVAC Works:

- Calculation of Heat load of all full height Room, Hall separately and the total heat load of the building.
- Design of an energy efficient HVAC system capable of maintaining the temperature and circulation of treated fresh air to maintain air quality.

5. Fire Fighting System:

- Design of Fire Hydrant System.
- Design of Fire Sprinkler System.

6. Kitchen and Dining Hall:

- Dining Hall has to be designed for a seating capacity of 500 persons at a time.
- The Kitchen has to be designed as per requirement.

7. PA System:

- Design of PA system with volume control for all full height cabins/ rooms for public announcement and channel music.

8. Fire detection System:

- Design of fire detection and alarm system with intelligent microprocessor based optical smoke detectors with selectable sensitivity at regular intervals.

9. Elevators:

- Design of one 4-5 Passenger elevator for front block
- Design of a 1360 Kg Goods/ services elevator for the rear block
(The existing 2 Nos. of 13 Passenger elevator in the rear block shall remain in use.)

10. Design of Dry Waste Management System of required capacity.

11. Design of Sewerage water Treatment Plant of the required capacity.

12. Design of Water Softening Plant of required capacity.

13. Design of Rain Water Harvesting System

Note:

1. Any other work not enlisted here but required to complete the renovation work of BHEL House, shall be required to be undertaken by the successful tenderer.

2. The Design wherever mentioned above shall include the following work: preparation of drawings, showing detailed calculations, framing the BOQ, working out the estimate on the basis of rate analysis duly supported by the latest budgetary offer.

Stage-wise Scope of Service (Section – 5)

<u>Stage No.</u>	<u>Description of Work</u>
1	Submission of conceptual design with preliminary layout plan and elevation drawings in consultation with GRIHA accredited professional.
	Approval of conceptual design with preliminary layout plan and elevation drawings by BHEL.
2	Submission of detailed drawings ensuring compliance with codes, standards and legislation, as applicable.
	Approval of detailed drawings by BHEL
3	Submission of all required documents to those statutory authorities (such as ASI, UAC, DDA, MCD, CPCB, BSES, GRIHA etc.) from which approval is required as per rule position, for undertaking the proposed renovation of BHEL House.
4	Obtaining approvals from those statutory authorities (such as ASI, UAC, DDA, MCD, CPCB, BSES, GRIHA etc.) from which approval is required as per rule position, for undertaking the proposed renovation of BHEL House.
5	Submission of schedule of quantities, along with measurement sheet and detailed specifications. Submission of Detailed Estimate based on DSR. For non-scheduled items, submission of rate analysis duly supported by latest budgetary offer. Submission of all required documents for tendering for the award of work to contractor(s) as per BHEL policy.
	Approval of estimate/ budget by BHEL.
6	Submission of detailed working/construction drawings for proper execution of works.
	Approval of working/ construction drawings by BHEL
7	Visit the BHEL House, atleast once a week (or more if required), to inspect and evaluate the Renovation Works and where necessary, give clarification and interpretation of the drawings/ specifications.
	Verification of samples of various materials.
	Verification of shop drawings submitted by the vendors.
	Verification of Bills submitted by the contractor including measurement of executed items and conformation of specifications of executed items with ordered specifications.
	Issue Certificate of Virtual Completion of works.
8	Obtain completion certificate from statutory authorities, if required
	Obtain GRIHA rating as decided by BHEL

Delivery Schedule (Section – 6)

<u>Stage No.</u>	<u>Description of Work</u>	<u>Completion Time</u>
1	Submission of conceptual design with preliminary layout plan and elevation drawings in consultation with GRIHA accredited professional.	4 weeks from the date of order
	Approval of conceptual design with preliminary layout plan and elevation drawings by BHEL	
2	Submission of detailed drawings ensuring compliance with codes, standards and legislation, as applicable.	4 weeks from the date of approval of Stage-1 work by BHEL
	Approval of detailed drawings by BHEL	
3	Submission of all required documents to those statutory authorities (such as ASI, UAC, DDA, MCD, CPCB, BSES, GRIHA etc.) from which approval is required as per rule position, for undertaking the proposed renovation of BHEL House.	1 week from the date of approval of Stage-2 work by BHEL
4	Obtaining approvals from those statutory authorities (such as ASI, UAC, DDA, MCD, CPCB, BSES, GRIHA etc.) from which approval is required as per rule position, for undertaking the proposed renovation of BHEL House.	As mutually agreed upon by BHEL and the successful tenderer
5	Submission of schedule of quantities, along with measurement sheet and detailed specifications. Submission of Detailed Estimate based on DSR. For non-scheduled items, submission of rate analysis duly supported by latest budgetary offer. Submission of all required documents for tendering for the award of work to contractor(s) as per BHEL policy.	2 weeks from the date of completion of Stage-4
	Approval of estimate/ budget by BHEL.	
6	Submission of detailed working/construction drawings for proper execution of works.	Within 1 week of date of award of work to the contractor.
	Approval of working/ construction drawings by BHEL	
7	Visit the BHEL House, atleast once a week (or more if required), to inspect and evaluate the Renovation Works and where necessary, give clarification and interpretation of the drawings/ specifications.	As required by BHEL.
	Verification of samples of various materials.	
	Verification of shop drawings submitted by the vendors.	
	Verification of Bills submitted by the contractor including measurement of executed items and conformation of specifications of executed items with ordered specifications.	
	Issue Certificate of Virtual Completion of works.	
8	Obtain completion certificate from statutory authorities, if required	
	Obtain GRIHA rating as decided by BHEL	

Payment Schedule (Section – 7)

Payment to the successful tenderer shall be made stage-wise as mentioned in the table below, within 1 month from the date of completion of work under the corresponding stage or within 1 month from the date of submission of invoice, whichever is later.

<u>Stage No.</u>	<u>Amount payable on completion of work</u>
1	5% of total fees
2	5% of total fees
3	5% of total fees
4	10% of total fees
5	15% of total fees
6	20% of total fees
7	30% of total fees
8	10% of total fees

Site Details (Section – 8)

The details of the existing BHEL House building are as follows:

- a) The building was constituted by DDA for the Asian Games 1982. The ownership of the building was transferred to BHEL in 1985.
- b) The building is situated within 100 metres from the ASI protected monument.
- c) Situated in the Asian Games Village Complex adjoining the Siri Fort auditorium, the floor area is about 1.25 lakh sq. feet.
- d) The building comprises of two blocks:
 - 1. Front Block with a large atrium is 4-storied including basement.
 - 2. Rear Block is 7-storied including basement.
- e) The BHEL House building is a RCC framed structure with coffer slabs and large pylons. Exterior finishing material mainly comprise of stone grit finish and steel doors & windows.
- f) Interior finishing mainly comprise of PVC tiles except vitrified tiles & marble in some area. The partitions / paneling in the premises are primarily of plywood with laminated mica supported over wooden framing. The false ceiling is a combination of Aluminum and POP over wooden battens except some area with Gypsum Board / GRG panels over GI member frame.
- g) The last major renovation was carried out in 1989 except some areas.
- h) **Exclusions:** The Switch Room on the 3rd Floor, Asiad Data Centre on 3rd Floor, Lift, Bathrooms in the rear block, Conference Halls on Ground Floor and 2nd Floor and Video Conferencing Room on Ground Floor have been renovated recently and shall not be renovated again by the successful tenderer. The centralized Security Management System with Time and Attendance installed at present shall continue to be used but the Access Gates shall be designed by the successful tenderer.
- i) The proposed Renovation work is to be executed in phases, taking up 2 Floors at a time. Building shall remain occupied and the offices therein shall keep running. The phases for execution of work shall be as follows:

<u>Phase No.</u>	<u>Area to be renovated</u>	<u>Expected Time of completion of work by contractor</u>
1	5th and 4th Floors	6 months
2	3rd and 2nd Floors (Rear Block)	6 months
3	1st and Ground Floors (Rear Block)	6 months
4	2nd, 1st and Ground Floors (Front Block)	6 months
5	Basement	6 months
Total time for complete renovation work		30 months approx.

Price bid Format

<u>Item Description</u>	<u>Amount (INR)</u> <u>(including all taxes and duties, except Service Tax)</u>
Architectural Consultancy Services for Renovation of BHEL House, Siri Fort, New Delhi, as per terms and conditions of the tender	(In figures) (In words)

Note: The fee to be quoted should be inclusive of all taxes and levies except Service Tax, which shall be payable extra, at applicable rate.

Compliance Statement for Terms of the Tender

(As per Section – 2, Terms and Conditions of the Tender)

Para No.	Complied (Yes/No)	Deviations (if any)
1		
2		
3		
4		
5		
6		
7		
8		
9		

10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

22		
23		
24		

Acceptance / Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender. We hereby undertake and confirm that we have understood the terms and conditions and specifications as mentioned in this tender enquiry.

Authorized signatory
(With seal)

Declaration

We hereby declare that we have not been banned or de-listed by any PSU / Government Department / Financial Institution / Court.

Authorized signatory
(With seal)

Check-List for submission of Tender

The tenderers should write 'Yes' in the column if the corresponding document(s) submitted and 'No' if the corresponding document(s) is not submitted.

SN	Document Name	Submitted (Yes/ No)
1	Tender is submitted before due date	
2	1st sealed envelope containing the following -	
2.1	Copy of relevant Work Order(s) along with Certificate of having provided satisfactory services as per Clause 1 of Pre-qualification criteria	
2.2	Copy of relevant Work Order(s) along with Certificate of having provided satisfactory services as per Clause 2 of Pre-qualification criteria	
2.3	Copy of Audited Balance sheet & ITR for last three financial years ending on 31.03.2010. as per Clause 3 of Pre-qualification criteria	
2.4	Affidavit supporting the office space requirement as per Clause 5 (i) of Pre-qualification criteria	
2.5	Copy of Salary slips and co-relating Bank Statements of salary account as per Clause 5 (ii) of Pre-qualification criteria	
2.6	Copy of pan card and Service Tax Registration Certificate	
2.7	Statement of Compliance to terms and conditions of tender as per Annexure-II	
2.8	Unpriced price Bid Format as Per Annexure-I	
2.9	No Deviation Certificate as per Annexure-III, in case of no deviations	
2.10	Declarations as per Annexure I	
2.11	Covering letter giving index interlinking all the documents. All the pages should be signed and stamped	
2.12	List of major clients	

3	2nd sealed envelope containing the following -	
3.1	Price Bid for the tender	

Summary of Manpower Strength at BHEL House									
Unit-Department	CMD	Dir / CVO	ED	GM I/c, GGM, GM	AGM	SDGM / DGM	Exe	Non- Exe	Grand Total
Corporate Office									
CMD Secretariat	1			1	2		2	4	10
Director (E,R&D) Secretariat		1					1		2
Director (Finance) Secretariat							2	1	3
Director (HR) Secretariat		1					2	1	4
Director (Power) Sectt		1					1	1	3
Director (Power) Sectt - Power Sector						1	1	2	4
Corporate Vigilance				1	1	4	2	5	13
Advanced Research Project				1	1		10	3	15
Central Public Information Office & HSE					1		1		2
Central Public Information Office								1	1
CEPD,ARP,M&A,TL&JV								1	1
CIT-Operations & Purchase						1	2		3
CIT-Software Development							1		1
CMT & IP, Monitoring, Material Mgmt			1						1
Corporate Mfg. Tech. & Investment Plng				1	1	2	4	3	11
Corporate Monitoring					2	2	2	3	9
Corporate Material Management					3		4	3	10
Company Secretariat & Law						2	11	1	14
Contract Closing Group					2		5	1	8
Corporate Engg & Product Development				1	4		5	2	12
Corporate Human Resource			1					4	5
Corporate Information Technology							2	5	7
Corporate Medical						3	1	12	16
Corporate Planning & Development			1		2	1	7	1	12
Corporate Productivity Group						1	1	1	3
FIN-Administration & Insurance							9	1	10
Finance					1	1	3		5
Finance & Accounts							3	26	29
FIN-Books & Corporate Budget							6		6
FIN-Books, Budget, Debtors Mgmt, Admn				1			1		2
FIN-Cash Management				1			4		5
FIN-Debtors Management					1		2		3
FIN-Establishment						1	3		4
FIN-Financial Services							5		5
FIN-Indirect Taxation				1		2			3
FIN-Internal Audit & MIP				1					1
FIN-Provident Fund & Establishment						1	8		9

FIN-Revenue Budget							4		4
Health, Safety & Environment				1			1	1	3
HR - Administration					1	1	13	73	88
HR - Establishment					1		6	5	12
HR-ERP					1		5	1	7
HR-Industrial Relations & Law					2	1	2	3	8
HR-New Initiative Cell				1	1		3	1	6
HR-Policy, PPX & Welfare				1			8	3	12
HR-Rajbhasha Vibhag						1	1	2	4
HR-Recruitment & Manpower Planning					1		6	3	10
HR-Top Management Group							3	2	5
M&A, CPIO & Contract Closing Group				1					1
Merger & Acquisitions							4		4
Security							1	4	5
Technical Licensing & Joint Venture				1			5	2	8
Total - Corporate Office	1	3	3	14	28	25	173	182	429
PS - Marketing Group									
Finance							1	2	3
Human Resource Management							4	5	9
Marketing 1			1		5	2	11	10	29
Marketing 2			1		1			2	4
Marketing 3				1	2		7	4	14
Marketing Contracts				1		1	6	1	9
Marketing Group				1	1	1	25	5	33
Marketing Hydro				1	2	2	4	7	16
Planning & Mktg and Systems					2		1	3	6
Total - PS - Marketing Group	0	0	2	4	13	6	59	39	123
Grand Total	1	3	5	18	41	31	232	221	552

Note: This list is as on February 5, 2011.