

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited
कॉर्पोरेट संचार
Corporate Communication



No. CC/VR/2016-17
June 13, 2017

Dear Sir/Ma'am,

Subject: Registration of vendors as Exhibition Agencies for BHEL

BHEL, India's largest engineering and manufacturing enterprise in the energy related/ infrastructure sectors with global presence, is registering vendors as exhibition agencies for stall fabrication and allied services, who meet criteria as per Annexure A and Annexure B attached.

BHEL invites you to submit the filled-in proforma wherever required and submit the required documents as mentioned against each item of the two Annexures.

The bidder should have suitable infrastructure by way of their own or dedicated associates to execute the job as and when BHEL decides to participate in any exhibition in India or abroad. After registration, limited tender enquiry will be issued to exhibition agencies in accordance to their presence in & around the city in India and similarly in & around the city in the same Country or neighboring country which is connected by road and close by in case of overseas exhibitions, by way of their own office or a dedicated associate who is equally structured for fabrication purposes. BHEL decision will be final in this regard.

The following enclosures form an integral part of this document:

1. **PROFORMA FOR STATUTORY REQUIREMENT** **Annexure A**
2. **PROFORMA FOR PQR** **Annexure B**

Your documents should be submitted zipped together with maximum size of email as 10MB. If required send the documents in more than one email. All the documents should reach us on or before **14:00 HRS on 04.07.2017 (Tuesday)** at the following email addresses:

1. gauravv@bhel.in
2. anupamc@bhel.in
3. ccag@bhel.in

You will be sent the acknowledgement of receipt of your documents. If in case you do not receive the acknowledgement within 2 working days, you may please contact the undersigned at 011-66337380 or +919560755260 .

You also have an option of sending the documents by courier/by hand to the following address before the deadline:

Gaurav Verma, Sr. Executive (CC)
Corporate Communication,
Bharat Heavy Electricals Limited,
BHEL House, Asian Games Village,
Siri Fort, New Delhi-110 049


The documents will be evaluated by the BHEL committee. BHEL reserves the right to visit bidder's premises to physically verify the list of facilities submitted. In case any information given is found to be false or not meeting the minimum requirement mentioned and marked with * in the Annexures, the bid is liable to be disqualified and further participation in the registration process will be blocked in such specific case(s).

Thanking you,

गौरव वर्मा / GAURAV VERMA
वरिष्ठ कार्यपालक / Sr. Executive
कॉर्पोरेट संचार / Corporate Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
बी.एच.ई.एल. हाऊस, सीरी फोर्ट / BHEL House, Siri Fort
नई दिल्ली-110049 / New Delhi - 110049
Gaurav Verma
Sr. Executive (CC)

ANNEXURE B: PRE QUALIFICATION REQUIREMENT

S.NO.	REQUIREMENT	DOCUMENTS TO BE SUBMITTED
1.0	EXPERIENCE AS AN EXHIBITION AGENCY (Insert Rows Or Attach Separate Sheets As Required)	
1.1	In India	List of Custom-built Stalls designed & fabricated with details as follows * 1. Name of client 2. Area of stall 3. Name of exhibition 4. Year 5. City/ state/Country 6. Photographs of the listed stall
1.2	Overseas	List of Custom-built Stalls designed & fabricated with details as follows * 1. Name of client 2. Area of stall 3. Name of exhibition 4. Year 5. City/ state/Country 6. Photographs of the listed stall
1.3	Work Order/ Purchase Order *	Self-attested copy of at least two valid Work Orders from PSUs/Govt. or Listed Companies executed in the past three financial years. Work Completion Certificate Required for each order submitted
2.0	DESIGN SET-UP FOR DESIGN OF STALL, EQUIPPED WITH REQUISIT SOFTWARES AND EXPERIENCED MANPOWER	
2.1	SOFTWARE	Self-certified List of Software highlighting the specifically required or their alternates with name of software
2.1.1	Auto Cad or alternate software (specify the name) for stall desinging & outputting production drawings for approval & fabrication	
2.1.2	3D Max or alternate software (specify the name) for stall designing	
2.1.3	Other Softwares (specify the name) which are being used in designing & production of Stall Designs	
2.2	WORKSTATIONS OF LATEST CONFIGURATION	Self-certified Number of Workstations and their Configuration
2.3	EXPERIENCED & QUALIFIED MANPOWER FOR DESIGN OF STALL STRUCTURES	Self-certified List of manpower highlighting the specifically required, how many number in each category along with their qualification against each
2.3.1	Structural/ Civil Engineer	
2.3.2	Architect	
2.3.3	Designer with any other qualification	
Note	Production Drawings have to be outputted on auto cad or similar softwares, in mm, for submission for approval	
3.0	GRAPHIC DESIGN SET-UP FOR DESIGN OF POSTERS, TRANSLITES, BRANDING, ETC.	
3.1	SOFTWARE	Self-certified List of Software highlighting the specifically required or their alternates with name of software
3.1.1	Coral Draw or any alternate software (specify the name)	
3.1.2	Photoshop or any other alternate software to perform the same function	
3.1.3	Other Softwares which are being used to design posters, translites, branidng, etc.	
3.2	WORKSTATION OF LATEST CONFIGURATION	Self-certified Number of Workstations and their configuration
3.3	EXPERIENCED & QUALIFIED MANPOWER	Self-certified List of manpower highlighting the specifically required, how many number & their qualification against each


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3.3.1	Graphic designers (specify the institutes e.g. NID or College of Fine Arts or any other institutes)	
Note	Share the list of dedicated associates with name of company, address, contact details & no. of designers, their qualification,	
4.0	DIGITAL PRINTING FACILITY	Self certified List of printing machines suitable for printing on flex, photo media, fabric, size, quantity and make of each machine
4.1	Flex	
4.2	Photo Media (eco solvent/ latex)	
4.3	Fabric (eco solvent/ latex)	
Note	Share the list of dedicated associates with name of company, address, contact details & size and make of machine for each	
5.0	FABRICATION WORKSHOPS	Self certified details of metal & wooden fabrication workshops highlighting the address, covered area, open area, manpower deployed with designation/ function and in how many number and list of machinery
5.1	METAL FABRICATION	
5.1.1	Complete address	
5.1.2	Covered area (in sq.ft.)	
5.1.3	Open area (in sq.ft)	
5.1.4	List of manpower with their designations or by function	
5.1.5	List of machinery	
Note	It is mandatory for on-site work to use pneumatically or electrically operated tools	
5.2	WORKSHOP FOR WOOD FABRICATION	Self certified details of metal & wooden fabrication workshops highlighting the address, covered area, open area, manpower deployed with designation/ function and in how many number and list of machinery
5.2.1	Complete address	
5.2.2	Covered area (in sq.ft.)	
5.2.3	Open area (in sq.ft)	
5.2.4	List of manpower with their designations or by function	
Note	It is mandatory for on-site work to use pneumatically or electrically operated tools	
5.3	LIGHTING & AV DEPARTMENTS IN-HOUSE (list of inventory of lights & AV equipment as applicable)	Self certified list of lights, category wise and their numbers in each category and AV equipment
Note	Share the list of dedicated associates with name of company, address, contact details & list of inventory in case of the same is	


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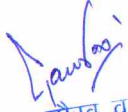
Annexure - A: STATUTORY INFORMATION

1.0	ADDRESSES	DOCUMENTS REQUIRED
1.1	NAME AND CORRESPONDENCE ADDRESS OF THE VENDOR SEEKING REGISTRATION WITH BHEL AS AN EXHIBITION AGENCY Name of agency: Address: Contact Nos. Email IDs:	NA
1.2	REGISTERED OFFICE ADDRESS Address: Telephone No. Website	Incorporation certificate as applicable
1.3	CONTACT DETAILS FOR ADDRESS AT DELHI NCR if different from 1.1/ 1.2 above Name: Address: Contact Nos.	NA
2.0	NAME AND ADDRESS OF OTHER OFFICES OF THE AGENCY IN INDIA & OVERSEAS (insert more rows as required) Note: Tenders will be issued to exhibition agencies in accordance to their presence in & around the city in India and simialary in & around the city in the same Country or neighbouring country which is connected by road and close by in case of overseas exhibitions, by way of their own office or a dedicated associate who is equally structured for fabrication purposes. BHEL decision will be final in this regard.	Utility bill in the name of co. or rent/lease agreement entered into atleast 3 months ago
3.0	DESIGN/ FABRICATION INFRASTRUCTURE (insert more rows as required) starred items are mandatory requirement	*
3.1	DESIGN STUDIO * Name: Address: Contact Nos. Email IDs:	Utility bill in the name of co. or rent/lease agreement entered into atleast 3 months ago
3.2	MULTIMEDIA PRINTING FACILITY (e.g. Flex, fabric, vinyl, backlit etc.) Name: Address: Contact Nos. Email IDs:	Utility bill in the name of co. or rent/lease agreement entered into atleast 3 months ago
3.3	WORKSHOPS (AT LEAST 1) in the name of the exhibition agency seeking registration * Name: Address: Contact Nos. Email IDs:	Utility bill in the name of co. or rent/lease agreement entered into atleast 3 months ago
4.0	NAME & ADDRESS FOR DEDICATED ASSOCIATES IN INDIA & OVERSEAS (insert more rows as required) Note: Tenders will be issued to exhibition agencies in accordance to their presence in & around the city in India and simialary in & around the city in the same Country or neighbouring country which is connected by road and close by in case of overseas exhibitions, by way of their own office or a dedicated associate who is equally structured for fabrication purposes. BHEL decision will be final in this regard.	
4.1	ASSOCIATE 1: Name: Associated for: Address: Email id:	utility bill in the name of co. or rent or lease agreement entered 3 months or before
4.2	ASSOCIATE 2: Name: Associated for: Address: Email id:	utility bill in the name of co. or rent or lease agreement entered 3 months or before
4.3	ASSOCIATE 3: Name: Associated for: Address: Email id:	utility bill in the name of co. or rent or lease agreement entered 3 months or before
5.0	DETAILS OF CHIEF EXECUTIVE of the exhibition agency seeking registration Name: Designation: Email: Contact Nos.	NA
6.0	OWNERSHIP INFORMATION (FURNISH DOCUMENTS AS APPLICABLE)	
6.1	OWNERSHIP	
	Govt. of India Undertaking	-
	State Govt. Undertaking	-
	Public Limited Company	Memorandum of Association, Articles of Association & Certificate of Incorporation
	Private Limited Company	Memorandum of Association, Articles of Association, LLP
	One Person Company	
	Limited Liability Partnership	

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Gaurav

	Partnership Firm	Registered Partnership Deed duly signed by Registrar or Firms
	Proprietorship	Profession Tax Regn./Municipal Regn./ PAN of Firm (Proprietor)
	Co=Operative Society	Certificate of Registration of society issued by Registrar of Societies along with Society Rules and Bye Laws (as per Extant Act)
	Trust	Registered Trust Deed
	Others (Please Specify)	Attach a copy of relevant Statutory Document
6.2	Year of Commencement of Business (company should have been incorporated/ registered at least 3 years before i.e. on or before 01.04.2014)	Work Order and job completion certificate for any job prior to 01.04.2014
7.0	REGISTRATION PARTICULARS (FILL WHATEVER APPLICABLE & SUBMIT DOCUMENTS AS APPLICABLE) of company seeking registration * starred item are mandatory	
	PARTICULARS	DETAILS
7.1	PAN no. *	Copy of PAN Card
7.2	Central Sales Tax Regn. Number/TIN Number	Registration document
7.3	State Sales Tax/VAT/TIN Number	Registration document
7.4	Excise Control Code Number	Registration document
7.5	Service Tax Regn Number	Registration document
7.6	Whether Company is Micro/Small Enterprise Category (Yes/No)	MSME document
7.7	Compliance with Taxation Rules	Certified true copy of Income Tax Returns duly vetted by CA for last 3 years
8.0	QUALITY STANDARDS	
8.1	Whether ISO 9001 Certified (submit valid certificate if applicable)	Enclose certificate
8.2	Whether ISO 14000 Certified (submit valid certificate if applicable)	Enclose certificate
8.3	Whether OHSAS 18000 Certified (submit valid certificate if applicable)	Enclose certificate


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