

**BHARAT HEAVY ELECTRICALS LIMITED**  
**BOILER AUXILIARIES PLANT-RANIPET**

BAP:HR:CSR:IA:01

28/08/2014

**Request for quotation for conducting Impact Assessment Study of Corporate Social Responsibility initiatives of BHEL, Ranipet.**

Bharat Heavy Electricals (BHEL) a Maharatna PSU, India's largest Engineering and manufacturing Company engaged in the design, engineering, manufacture, construction testing, commissioning, and servicing of wide range of products, systems and services for the core sectors of the economy, viz Power, Transmission, Industry, Transportation, Renewable energy, Oil and gas and Defense, Ranipet Unit of BHEL intends to conduct the third party impact assessment study of Corporate Social Responsibility Initiatives undertaken during 2010-11, 2011-12, 2012-13, 2013-14 (Annexure-E) under the guidelines issued by Department of Public Enterprises, Government of India.

**a) Objective of the Impact Assessment Study**

<b>Assessment Criteria</b>	<b>Assessment Questions</b>
<b>Relevance</b>	Did the overall goal match needs of the project area? Did the project's baseline data correctly address needs of the area?
<b>Efficiency</b>	What outputs were achieved and whether they were according to the plan? Was the implementation schedule as planned? Was the project cost within planned limit? Was the fund utilization prudent?
<b>Effectiveness &amp; Uniqueness</b>	Did the outputs help achieve the goal? Did the project have any unique feature? Comparing the inputs to the extent of goals achieved, can project implementation be considered to be effective? Can the project be replicated?
<b>Impact</b>	What were the various tangible and intangible positive and negative impacts (Socio-economic, Environment, Policy, Technology, Awareness) on different stakeholders of the project?
<b>Sustainability</b>	Would the impacts created by the project sustain? Considering the present course of project, is the project sustainable? If not, what modifications and corrections need to be done with project execution methodology?

**b) Impact report may cover the following :**

- i. Objective of the Project .**
- ii. Whether objective met, If yes, then to what extent.**
- iii. Outcome of the project are based on the conclusion of Baseline Indicators**
- iv. Expected impacts in the long run**
- v. Coverage of other points as mentioned in the Objectives Tabulated at point as above**
- vi. Intangible benefits derived from completed projects.**

**c) Methodology, Coverage and Sampling Plan**

**i.) The selected agency has to visit the project site(s) and interact with various stakeholder ( beneficiaries, project implementation agency and their representatives, BHEL's CSR co-coordinators, public authorities etc.) for the purpose of study.**

**ii.) Agency has to submit a brief research proposal, describing the proposed research methodology to be adopted including methods and tools to be used for data collection interpretation. The proposal must have the timelines and the man power requirement defined for the study, keeping in view geographical distribution of samples.**

**d) Security Deposit:**

**Security Deposit of 10% of the tender value should be furnished before the commencement of the work in the form of Bank guarantee/DD/National Saving Certificates / FDR from any scheduled bank/Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.**

**e) Agreement**

**A formal agreement in twenty rupees non judicial stamp paper outlining the roles & responsibilities of the agency shall be signed with the selected, incorporating the accepted conditions, payment terms, indemnity clause etc.**

**f) Service Tax**

**The Bidder shall not include Service Tax in their quoted rates; but the bidder has to separately indicate the Service Tax rate, amount and workings thereof in the Price sheet.**

**If service tax amount is not indicated separately in the price sheet, it will be Presumed that the quoted rate is inclusive of applicable service tax and bids will be evaluated accordingly.**

**i) Recovery and penalty**

During the contract period if the contractor is not able to complete the study the Security Deposit will be forfeited.

**j) Discrepancy in “word & Figures”**

a) If, in the price structure quoted for the required goods/services/works, there is discrepancy between the unit and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point and the unit price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.

b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the sub totals shall prevail and the total shall be corrected: and

c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.

d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored

**k) Arbitration:**

All disputes between the parties to the contract, arising out-of or relating to the contract, other than those for which decision of the BHEL or any of its employee is by the contract expressed to be final and conclusive shall after written notice by either party to the contract to the other party be referred to the sole Arbitration of AGM/HR&IC or other Officers of BHEL appointed as Arbitrator, by the AGM/HR&IC of BHEL in his sole discretion.

The venue of Arbitration shall be such a place or places as may be fixed by the Arbitrator in his sole discretion. The award of Arbitrator shall be final, conclusive and binding on both parties to the contract.

Language of the arbitration proceedings shall be in English.

Subject to the above, Court at Ranipet alone shall have the exclusive jurisdiction.

**g) Key Dates:**

Last date for submission of Tender : 30.09.2014 at 2.00PM  
Opening of Tender : 30.09.2014 at 2.30 PM

**h) Address for Communication / further clarification**

DY.MANAGER/Administration, Bharat Heavy Electricals Limited Ranipet-632 406
craja@bhelrpt.co.in
Phone nos: 04172-284362,284022

***Note: This tender is limited only to the approved vendors to whom it is addressed. The tender is hosted in BHEL web site, The Indian Government tenders web site & Central Public Procurement Portal web site for information purpose only. Other vendors interested may submit their details with valid documents & credentials for evaluation and enlistment subject to suitability. However, the other vendors who have submitted the details, will be considered for future tender only, after enlistment.***

**Details to be furnished by agency applying for Impact Assessment****A. General Information**

1. Name of the Agency
2. Registration number and Date of Registration (copy / proof to be attached)
3. Name of the Contact Person with designation
4. Address for Communication with telephone number, Fax & Email
5. Geographical Area/span of operation (mention districts in which projects undertaken)
6. Brief introduction about agency and the services offered
7. Details of the Manpower proposed to be deployed for the assignment.

Sl.No	Name of the Key Person(s)/ Experts(s)	Qualificaton/ Specialization (proof attached)	Experience in years	Major Tasks performed	CV/Profile attached (Y?N)

**8. Details of Experience of the Agency**

Sl. No	Name of the assignment (Impact Assessment)	Name of the client	Start Date	End Date	Major Tasks Performed	Location of the project	Details attached (at page no)
a)	<b>Corporate Social Responsibility/ Sustainability Service/ Community Development Projects:</b>						
b)	<b>Wildlife Protection/Environment and Ecology/Rural Development/Entrepreneurship and Livelihood</b>						
c)	<b>Development Projects financed by any Central Ministry/World Bank/NABARD and/or other international donor institution (e.g., ADB, EU etc) or Central/State PSE</b>						

## **Annexure-A**

(Sheet 2 of 3)

### **9. Financial Capacity:**

**Financial statements consisting of Auditor's report, balance sheet, Profit & Loss Account Income & Expenditure Statement and cash Flow Statement for the last 3 Financial Years and also specific details as per table.**

<b>Sl.No</b>	<b>Financial Yeara</b>	<b>Net Worth (Positive / Negative)</b>	<b>Annual Turnover</b>

### **10. Executive Summary of all the Impact Assessments/Monitoring & Evaluation work completed by the agency in the domain of Corporate Social Responsibility / Sustainability Services / Community Development Projects, financed by any Central Ministry / World Bank / NABARD and/or other international donor institution (e.g., ADB, EU etc) or Central / State PSE.**

**11. Declaration signed by agency (Refer sample declaration form)**

**DECLARATION (Sample)**

**It is certified that:**

- The information given above / in the proposal No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_, submitted to BHEL., is TRUE to the best of my knowledge. The organization shall stand liable for any information given herewith which is later found to be false / incorrect.
- Our agency /Organization/Institution is interested to undertake the proposed evaluation/study.
- We have gone through the terms and conditions and agree to abide by the same.
- I am competent/authorized to sign this Declaration.

**Authorized Signatory**

**Name:**

**Designation**

**Date:**

**Place:**

**Seal of the Organization:**

## **Annexure-B**

### **PRICE-SHEET**

To be placed in a separate envelope duly superscripting the “BHEL-CSR Impact Study, Name of the Agency and Cost Estimates” on the left hand corner of the envelop)

Sl.No	Project Year	Amount (A)	Tax %	Tax Amount (B)	Total Amount (A+B)
1	2010-11				
2	2011-12				
3	2012-13				
4	2013-14				
	Total (1+2+3+4) of A+B				

**L1 agency will be decided based on the total of all four years as package**



## Annexure C

### **Time Schedule:**

The entire exercise has to be completed within a period of maximum 30 days from the date of start of Impact Assessment.

S.No.	Activity	Duration in Days
1	Study of the Project by the agency –its nature, area of operation, etc.	Within a period of maximum of 30 days.
2	Preparation & submission of evaluation materials, Sampling method and action plan	
3	Pre-testing, adjustment of evaluation materials / and Pilot testing	
4	Site movement, Data Collection	
5	Data Entry, Compilation, Processing and Data Analysis	
6	Submission of 1 <sup>st</sup> Draft to BHEL	
7	Preparation, submission and acceptance of final report after receiving the comments from BHEL	

### **Payment terms:**

The payment shall be made to the selected agency through EFT, as per the following norms:

1.	Submission and acceptance of the same by BHEL	100 %
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**Annexure-D****2010-11 UNIT CSR ACTIVITIES**

<b>Name of the Village / Location where the CSR activity was done</b>	<b>Nature of CSR activity done</b>
Seekarajapuram-NH Junction	High Mast Lighting near
Govt. High School, SIPCOT	40 Sets of Desk & Benches
Govt. High School, Tiruvalam	40 Sets of Desk & Benches
PU School, Vannivedu Mottur	Providing RCC roofing for the School
Deenabandhu Ashram – Walaja	Providing RCC roofing & reconstruction of damaged walls

**2011-12 – UNIT CSR ACTIVITIES**

<b>S. No.</b>	<b>Name of the Village / Location where the CSR activity was done</b>	<b>Nature of CSR activity done</b>
<b>1.</b>	<b>NH4 Bye-Pass (Seekarajapuram &amp; Malaimedu Village)</b>	<b>Street lighting in the NH4 Bye-Pass Road on 2km stretch</b>
<b>2.</b>	<b>SIPCOT, Ranipet</b>	<b>Construction of toilet facility in Govt. High School, SIPCOT, Ranipet.</b>
<b>3.</b>	<b>Vinnampalli / School</b>	<b>40 Set Bench &amp; Desks</b>
<b>4.</b>	<b>Ozhugur / School</b>	<b>40 Set Bench &amp; Desk</b>
<b>5.</b>	<b>Vellam / School</b>	<b>20 Set Bench &amp; Desk</b>

**2012-13 – UNIT CSR ACTIVITIES**

<b>S. No.</b>	<b>Name of the Village / Location where the CSR activity was done</b>	<b>Nature of CSR activity done</b>
1.	NH4 Bye-Pass (Seekarajapuram & Malaimedu Village)	Street lighting in the NH4 Bye-Pass Road on 2km stretch
2.	Govt. Girls High School, Arcot	Construction of Laboratory
3.	T.V.K. Aided Elementary School, Malaimedu	Construction of Class Room & Renovation of toilet
4.	Govt. High School, Vilapakkam	30 Set Bench & Desks
5.	Govt. High School, Walaja	30 Set Bench & Desks
6.	Govt. Elementary School, SIPCOT.	25 Set Bench & Desks
7.	Govt. Middle School, Uppupet	5 Set Bench & Desks

**2013-14 – UNIT CSR ACTIVITIES**

<b>S. No.</b>	<b>Name of the Schools / Location where the CSR activity was done</b>	<b>Nature of CSR activity done</b>
1.	Construction of compound wall for Govt. Girls Higher Secondary School, Sholinghur	Construction of Compound Wall
2.	Providing RO Water facility for Govt. Girls Higher Secondary School, Sholinghur	RO Plant installation
3.	Construction of Kitchen, Store Room and distribution area for mid-day meal at SRK-BHEL School, Ranipet	Kitchen and Store Room construction
4.	Sri SRK-BHEL School, Ranipet	Furniture for SRK-BHEL School.
5.	Digging of Bore-well and Water Tank for Dr. Ambedkar Charitable Trust	Poor people study centre
6.	Construction of Toilet, providing drinking water for local vendors at Shanty at BHEL Township.	Facility for the Shanty (open market) users