

**Due Date of opening of Part-I bid: 19.12.2012 at 12:00 Hrs.**

**Sub: Quotation for organizing the event of 'BHEL Day' on 03<sup>rd</sup> January, 2013 at Talkatora Stadium, New Delhi**

Dear Sirs / Madams',

Bharat Heavy Electricals Ltd. (A Govt. of India PSU) shall be celebrating 'BHEL Day' and intends to Hire a reputed Event Management Agency for making arrangements for organizing the whole event scheduled for 03<sup>rd</sup> January 2013 at Talkatora Stadium as per the scope of work and other terms and conditions listed in the specified annexures enclosed.

Competitive offers / bids (in two Parts – Part-I {Techno-commercial} & Part-II {Price Bid}) are invited in a sealed cover with Enquiry No., Enquiry Date and Quotation Due Date, legibly super-scribed on it, for the under mentioned Scope / Items subject to acceptance of the enclosed Terms and Conditions. The quotation should reach in the office of the undersigned **latest by 11:00 Hrs on or before the Due Date i.e. 19.12.2012.**

<b>SN</b>	<b>Description / instructions</b>
1.	<p><b>a)</b> General Terms &amp; Conditions / Specifications (Annexure-"I"). <b>b)</b> Specific Conditions of Contract (Annexure-"II"). <b>c)</b> Scope of work on BHEL Day celebration (Annexure-"III"). <b>d)</b> Acceptance letter/deviation statement (Annexure-"IV"). <b>e)</b> Declaration reg. Non banning (Annexure-"V"). <b>f)</b> Price Bid Format (Annexure-"VI"). <b>g)</b> Bidder's Detail (Annexure-"VII") <b>h)</b> Technical Details (Annexure-"VIII") <b>i)</b> Checklist (Technical Bid) (Annexure-"IX").</p> <p><b>IMPORTANT INSTRUCTIONS:</b></p>
2.	<p>1. These documents are meant for the exclusive purpose of bidding against this specification and shall not be transferred, reproduced or otherwise used for the purpose other than that for which these are specifically issued. 2. Vendors must go through all these Annexure before submitting the bid. 3. The prices must be <b>quoted in the enclosed Price Format only.</b> 4. Price Bids will be opened of the technically &amp; commercially acceptable parties.</p>

The Part-I offers of the parties, shall be opened on due date of opening, i.e. **19.12.2012 at 12.00 Hrs** in the presence of authorized representatives of the parties who may like to be present.

Thanking you,

Yours sincerely,

( Charanjit Chawla )  
Manager (HR-GAX)

**(1) PRE QUALIFYING CRITERIA:**

- a) The Agency should be registered with any Govt. agency / department. Such registration shall be at least 03 years old. Self-certified copy of 'Registration Certificate' to be submitted.
- b) The bidder has to declare the agency profile such as Partnership / proprietorship / company.
- c) The bidder should have the experience of working with Central or State Government / Public sector Undertaking / Large Corporates / National level Professional bodies / Statutory Bodies in India or abroad of providing similar service for 03 years from the date of tender and had successfully completed work of similar nature and magnitude. A self-certified list of clients with date of event to be provided.
  - ❖ Similar nature of work means successfully completed events involving Public functions in a large function area set up especially for the purpose complete with tentage, stage and catering.
- d) Self-certified copy of Service tax registration certificate.
- e) Self-certified copy of PAN card.
- f) Average turnover of over Rs. 11.60 Lakh Per Annum for the last 03 financial Years (2009-10, 2010-11 & 2011-12). Copy of balance Sheet, Profit & Loss Account or Certified from CA along with copies of related three assessment years to be attached with Part-I bid.
- g) The bidder must have managed exclusive events of similar nature in last 05 years as under for which copies of Pos / contract agreement / certificate from the client to be submitted:
  - i. Completed Work Order for minimum 1 event involving value of Rs.31.00 lakhs  
OR
  - ii. Completed Work Orders for minimum 2 events each involving value of Rs.19.50 Lakhs.  
Or
  - iii. Completed Work Orders for minimum 3 events each involving value of Rs. 15.50 lakhs.

Note: The Work Orders / contract agreement / certificate from client giving scope / details of the event with Value, etc., to be submitted by the bidders along with Part-I bid.

**Required documents, if not submitted alongwith Part-I bid, shall be required to be submitted within 24 hrs of opening of Part-I bids. Thereafter, no consideration will be given and it will be assumed that bidder does not have the documents and will be disqualified.**

**(2) INSTRUCTION FOR FILLING IN AND SUBMITTING THE TENDER**

- a) Your offer should be submitted to the undersigned in two parts, Part-I (technical Bid) and Part-II (Price Bid) in the individually sealed covers, together placed in a single envelope & sealed and super-scribed with **"Offer for BHEL Day Event on the evening 03.01.2013 at Talkatora stadium, New Delhi". The complete offer in the prescribed manner should reach us on or before 11 AM on 19.12.2012.**

Part-I (Technical Bid) shall be opened at 12.00 AM, on 19.12.2012 at the above mentioned address. In case of change in venue of opening in Part-I of the offer subsequently, the same will be intimated to the bidders who have submitted their offer. Non-submission of any of the above document may lead to rejection of your bid. Intimation for opening of Part-II (Price Bid) on a subsequent date **shall be given to all techno-commercially qualified bidders, and shall be opened in the presence of the bidders, who may like to be present.**

- b) All the tender papers should be returned to us duly signed and stamped on each page by the authorized signatory of the bidder as a token of acceptance of terms and conditions and scope of work given there in.
- c) All the deviations, if any, to the tender conditions shall be clearly brought out in a No Deviation certificate.

**(3) Other Requirements:**

- a. The offer sent in any other format will not be considered by this office.
- b. The price offer should be inclusive of service tax or any other taxes imposed by Govt., and should clearly indicate rate of service tax to be charged or rate of any other tax if any included in quoted rates.
- c. The quotation received (Part-I) by due date and time shall be opened the same day at **12:00 AM** in the presence of the representative of tendering bidder, who may like to be present.
- d. The quoted price must be written in both figures and words. Alternations if any, should be made clearly by crossing the whole entered rate and last corrections should be attested by the bidder with their full signature and rubber stamp, in no case there should be overwriting and all bids with such over writing shall be liable for rejection.
- e. The bidder shall bear all costs associated with the preparation and submission of its bid, and the BHEL will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

**(4)** Bidder may note that the due date and time of opening of tenders will be strictly adhered to and accordingly if they wish to present themselves in the tender opening they should bring necessary authorization letter from company. However, due to declaration of unexpected holiday or any unforeseen circumstances the tenders are not opened on the due date, the same will be received & opened on the next working day at same time.

**(5)** Alternate quality may not be accepted by this office. Therefore, you are requested not to deviate from the specimen specification / qualities mentioned against each item.

**(6)** Your quotation should be valid for 30 days from the opening of Part-I bid.

**(7)** The work is to be carried out as per direction & satisfaction of BHEL's organizing committee. Any deviation from the standard specification will not be acceptable and are liable to be rejected without assigning any reason.

**(8) Liquidated Damages & Penalty:**

Any work assigned to the agency may be required to be completed urgently within the time stipulated for the work otherwise liquidated damages (delay) will be imposed @2.5% per hour of the contract value subject to maximum @10% of the contract value for the concerned job as per Price Bid format. In case any deviation is noticed by organizing committee during the event in respect of specific / assigned jobs as per Price Bid, the same will attract a penalty of a maximum of 10% from your billing (excluding taxes). This shall be in addition to the LD clause indicated above. The decision of BHEL organizing committee with regard to imposing LD & Penalty shall be final & binding.

**(9) TERMS OF PAYMENT:**

Best efforts shall be made to release the 100% amount, contractually payable, to the successful bidder within 30 days on satisfactory completion of total work and upon receipt of your bills in duplicate. The payment will be made through EFT mode only. Details of same shall be obtained from the successful bidder & the due payments shall be subject to statutory deductions as per Govt. Norms. However, no interest shall be paid on delays in making the payment.

**(10) SELECTION PROCESS:**

- (a) The part-I (Technical bid) will be opened first to ascertain PQR and submission of other documents required as per tender requirements. Subject to submission of the required documents and fulfilling PQR Criteria stipulated in the tender, the bidders shall become techno-commercially Qualified for opening of their Price Bids.

**Note:** It is mandatory to quote for the entire scope of work. Incomplete offers shall not be considered for evaluation purpose at all.

- (b) The part-II (Price Bid) of only technically qualified bidders will be opened.

**(11) EVALUATION:**

Bidder shall quote their prices in the prescribed format i.e. Price Bid (Annexure-VI) enclosed for items given therein. Evaluation shall be done **on the basis of total price for entire scope of work inclusive of all taxes including service tax, quoted by bidder**. In the event of one or more Bidders quoting identical L-1 price, such bidders would be asked to submit their revised snap bids in the sealed cover on the spot. In order to maintain the status-quo of overall L-1 Bidder during the execution of contract, BHEL reserves the right to ask the concerned for matching itemised L-1 rates in the tender. Bidders shall accordingly depute their representatives with due authorization to quote these revised bids on the spot. Work shall be awarded on the L-1 bidder (all inclusive).

**(12) DISCREPANCIES & ADJUSTMENT OF ERRORS:**

Price to be given in words as well as in figures without any correction / overwriting. Care should be taken to ensure that the amount in words and figures match with each other. **In case of any mismatch between the prices quoted in figures and words, higher of the two will be considered for evaluation and lower of the two will be considered for placement of the order** and no objection would be entertained by BHEL in this regard. Similarly, **if there is an error in calculation, the calculation shall be corrected by BHEL. In such a case** (i.e. in case of calculation error in the amount quoted by the bidder and corrected by BHEL), **higher of the two will be considered for evaluation and lower will be considered for placement of the order and no objection would be entertained by BHEL in this regard.**

**(13) AWARD OF WORK**

- a. The award of work shall be based on the lowest Total Amount quoted in the price Bid (Annexure "VI") i.e. Total Amount inclusive of all taxes, in Part-II of the offer subject to the clause No. 12 above concerning calculation errors.
- b. Notwithstanding anything contained in this tender enquiry, BHEL reserves the right to cancel / scrap the tender without assigning any reason whatsoever.

**(14) CHANGE IN THE ORDERED QUANTITY (S)**

BHEL reserves the right to increase or decrease the ordered quantity by  $\pm 15\%$  in the food and beverages items. However, increase / decrease in quantity (s) of any other item shall be based on actual. Unit rate quoted / approved for the same shall apply.

- (15)** In case any clause of the bidding documents is not acceptable to the bidder the same should be specifically brought out only in the No Deviations certificate enclosed with the bid document **(Annexure-IV)** with a categorical confirmation that all other clauses are acceptable to the bidder. If no mention is made in this regard, it shall be presumed that all the clauses mentioned in the tender documents are acceptable to bidder.
- (16)** The bidder is requested to understand the work properly and get familiarized with site conditions, nature of work, the events of work involved before quoting the rates. Submission of tender by the bidder implies that he has read all the documents and as made himself fully aware about the work. No dispute arising out it later will be entertained hence no extra payment or rates will be entertained on any stage.
- (17)** Work shall be executed as per the items mentioned in "Price Bid" (Annexure-VI) in line with scope of work indicated at Annexure-III.
- (18)** At any time prior to the deadline for submission of bids, the BHEL may, for any reason, whether at its own initiative, or in response to a clarification requested by a prospective bidder, amend the bidding documents. The amendment will be notified in writing to all prospective bidders that have received the bidding documents and will be binding on them. Bidders are required to immediately acknowledge receipt of any such amendment, and it will be assumed that the information-contained therein has been taken in to account by the bidder in his bid. In order to afford prospective bidders reasonable time in which to take the amendment into account in the preparing their bid, the BHEL may, at its discretion, extend the deadline for the submission of bids.
- (19)** The bidder must not be banned and de-listed by any PSU / Government Department / financial institution / court. A declaration to this effect shall be submitted along with technical Bid in the format at Annexure-V.
- (20)** This covering letter shall be the part of bid documents.
- (21) All technically qualified bidders would be considered as "Registered Vendor" with BHEL.**

Bidders are free to contact the undersigned for any clarification to be obtained or assistance required in visiting the venue of the event. We look forward to your participation.

Thanking you,

Yours sincerely,

**(Charanjit Chawla)**  
Manager (HR-GAX)  
2<sup>nd</sup> Floor, BHEL House,  
Siri Fort, New delhi-110049  
(P) 011-66337404

**GENERAL TERMS AND CONDITIONS**

**(1) DEFINITION OF TERMS**

- (a) Event Management Company, hereinafter called 'Agency' shall mean the successful bidder whose bid will be accepted by the owner for the award of the works and shall include such successful bidder's legal representatives, successors, and premised assigns.
  - (b) 'Organizing Committee' shall mean the officers appointed by BHEL to act as Organizers or the purpose to coordinate the jobs and see the quality of work and keep a check on timings of activities.
- (2) The company to whom the order will be awarded shall be solely responsible for all the activities carried out either in-house or through dedicated associate(s).
- (3) No other person except Agency's personnel shall be allowed to enter Event Venue.
- (4) Within Event Venue, the agency's personnel shall not do any private work other than their normal duties. They will wear a badge or Uniform with name of the person printed on them or an identity card has to be on display on their uniforms.
- (5) Agency shall be directly responsible for any/all disputes arising between him and his personnel engaged and shall keep BHEL indemnified against all losses, damages and claims arising thereof.
- (6) The personnel engaged by the Agency shall be subject to security check by Security Staff while entering / leaving the premises.
- (7) Agency shall be solely responsible for all types of payments to the various workers and performers he will be bringing for the purpose of BHEL Day job given to him. BHEL shall have no liability whatsoever in this regard.
- (8) Agency shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff. He will also be responsible for his stuff he will be using for BHEL Day Function. Damages arising out of his workers negligence will not be entertained.
- (9) All consumable, other material and technical items by the agency shall be of standard make. The quality of the items will be checked / accepted or rejected by the organizing committee and approval of the members shall be taken for the same. Bidder's back-end office should remain open during the period of on-site work round the clock with a provision of vehicle to provide the back-up at short notices as & when required.

**(10) TERMINATION OF CONTRACT:**

BHEL reserves the right to terminate the contract any time if the execution of work is unsatisfactory or the schedule is not strictly adhered to.

**(11) ARBITRATION:**

- (a) In the event of any dispute or difference arising out of the execution of the Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL (Purchaser).

(b) Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made hereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

(c) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable:-

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

(d) Notwithstanding any disputes between the parties, the agency shall not entitled to withhold, delay or defer his obligation, under the contract, and same shall be carried out strictly in accordance with the terms and conditions of the contract.

**(12) INSURANCE:**

(a) It will be responsibility of the successful Agency to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his own cost & risk. The agency should take necessary precautions to safeguard against possible hazards / accidents. BHEL shall not be liable to pay any additional amount to the Agency in case of any accident / mishappening and lost to the items / equipment / facility to the Agency in case no insurance cover is taken by the Agency for the items/facility provided.

(b) The agency should ensure his inventory at his own cost. In the event of any accident or on account of natural calamities/riots or any other reason whatsoever during the execution of work or during the event, the Agency shall not be entitled to any compensation or claim from BHEL for any loss to his personnel, articles, dead stock, furniture, fixtures, etc.

(c) The insurance shall protect the agency against all claims applicable under the workman's Compensation Act, 1948. Agency shall arrange necessary insurance cover for any persons deployed at all sites even for short duration. BHEL shall not entertain any claim arising out of mishap, if any, that may take place. **The cost of insurance cover shall be borne by the successful bidder.**

**(13) TAX DEDUCTION AT SOURCE:**

Statutory deductions and other taxes as applicable shall be deducted at source from the bills.

**(14) JURISDICTION:**

The law applicable to this contract shall be the laws in force in India. The courts in Delhi shall have exclusive jurisdiction in all matters arising under and on account of this contract.

**(15) RISK & COST:**

If the agency does not work in full or part thereof at the stipulated time, the same will be got done by BHEL at the risk & cost of the agency.

**(16) Default / Breach of Contract, Insolvency and Risk Purchase**

If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores / services not so delivered or others of a similar description where stores / services exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.

Cost of the purchases made by the Purchaser at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

**SPECIAL CONDITIONS OF CONTRACT**

- (1) The work shall be executed / completed to the entire satisfaction of BHEL Organizing Committee in line with the schedule given by them.
- (2) Venue for "BHEL Day' shall be provided by BHEL at Talkatora Stadium, New Delhi.
- (3) The stage is required to be made ready by 2:00 PM on 02<sup>rd</sup> January, 2013 for the purpose of rehearsal by the participants complete with lights & sound required for this purpose.
- (4) The entire venue shall be ready in all respects by 2:30 PM on 03<sup>rd</sup> January, 2013.
- (5) While quoting, Bidders may note that the Food of the crew members including the labour deputed by agency shall be in their scope of work and BHEL shall in no way entertain any claim on this account.
- (6) The work shall be carried out strictly as per the schedule and as per the direction and satisfaction of Officer-In-Charge.
- (7) Any work assigned to the agency may be required to be completed urgently within the time stipulated for the work otherwise liquidated damages (delay) will be imposed @2.5% per hour of the contract value subject to maximum @10% of the contract value.
- (8) It shall be responsibility of the Agency and his workmen to ensure that all necessary safety precautions are taken to achieve total safety of personnel and equipment at all times.
- (9) If the agency does not work in full or part thereof at the stipulated time, the same may be got done by BHEL at the risk & cost of the agency.

**SCOPE OF WORK FOR BHEL DAY CELEBRATION**

(Not limiting but confirming to scope given here)

The BHEL Day is to be organized along with Excel Awards on 03.01.2013 where the programs are to be held in a sequential manner as per the final list given by BHEL well in advance. Provision for minor changes in the sequence shall be kept in mind on account of the unforeseen circumstances, if any. The right time of the function will be told with the schedule well in advance before the celebration day. The function will be held in the evening of 03.01.2013. Main Heads of the jobs to be carried out by the Agency are as under:

**A. Pre-functional Area (VIP Lounge for 50 Pax)**

1. Setting of top-covered lounge for VIPs with a seating capacity of ~50Pax.
2. The lounge to have well spread out very good quality. 2-seater sofas with linen covers along with coffee tables.
3. Floral arrangement to be kept at all the coffee tables.
4. Entire area to be well lighted, decorated with lamp shades & other decorative elements.
5. Gas Heaters (05 nos.) to be provided.
6. Arrangements to be made for serving mineral water (in 200 / 250 ml. bottles)
7. Arrangements to be made for serving tea / coffee / in very good quality bone-china crockery with provision of black tea / coffee / without sugar.
8. Arrangements to be made for serving light snacks as per menu at Annexure-III-A
9. Enough dustbins shall be placed for disposal of used water glasses, plates and tissue papers etc; and clearances of dustbins as many times required.

**B. Inside the Talkatora Stadium (Main Function Area)**

1. Two No. of podiums with brandings to be brought-One for delivering the speech & other for the Emcee.
2. Lights: Sufficient light for multi cultural program such as spot lights, color lights, foot lights to cover the entire front line of the stage, two follow spot light for the awardees to cover the movement of individuals as well as group awardees (separate technicians to handle the same).
3. Sound:
  - (i) Stage: 12 Sure / Synthesizer microphones for live performances, 04 cordless microphones of sure / Sennheiser for MCs and other users, two Sure / Sennheiser microphones for the VVIPs speech on podium, 04 JBL monitor speakers to cover the whole stage performances two in front & two at the back stage.
  - (ii) Minimum 24Track mixer to handle the microphones with expert technician.
  - (iii) One very good quality DVD player for the performances and few classical instrumental music for the off time program.
  - (iv) Sitting Area: 04 Nos. JBL full range and woofer speakers to be put both the sides of the stage and 04 for the middle of the main function area or as many numbers of speakers required to cater the gathering of 3500 number of people.
4. LED Screens: 2 nos. LED screens of 9'x12' (indoor type) with 01 nos. pedestal of 13' width x 2' depth x 10' ht
5. Carpeting the entire area, approx 10000 Sqft.
6. The stadium to have well spread out very good quality 2-seater sofas with linen covers along with coffee tables.
7. Floral arrangement to be kept at all the coffee tables.
8. Entire area to be well lighted, decorated with lamp shades & other decorative elements.
9. Arrangement of Banquet Chairs with white cover.

### **C. GREEN ROOM**

1. 04 Makeup man with makeup kit for the performers.
2. Arrangements to be made for serving mineral water (in 200 / 250 ml. bottles)
3. Arrangements to be made for serving tea / coffee / in very good quality bone-china Crockery with provision of black tea / coffee / without sugar.
4. Arrangements to be made for serving light snacks as per menu at Annexure-III-A

### **D. VIP DINNER VENUE (FOR 300 Pax)**

1. The dinner menu for the VIP dining shall be as per Annexure-III-A.
2. Adequate number of well-uniformed waiters to be deployed for plate counter, food counters, dessert counters, water stations and refills of all the above
3. Adequate number of volunteers shall be in place with proper communication to manage the guests at each counter.
4. Entire area to be carpeted with very good carpets.
5. 20 Nos. of round tables complete with frills shall be laid out in the VIP dining area.
6. 8 Nos. good quality cushioned banquet chairs with frilled covers and bows to be placed on each round table. In addition 50 chairs to be placed in the venue for free seating.
7. Floral arrangement to be kept at all the round tables.
8. Enough dustbins shall be placed for disposal of used water glasses, plates and tissue papers etc; and clearances of dustbins as many times required.
9. Entire area to be well lighted.
10. Provide ~15 Nos. Coal fired stoves in the area.

### **E. BRANDING**

1. Backdrop with printing in 4 colors printed flex with wooden / metal frames- 2500 Sqft.
2. In front of stage side Screens: with printing in 4 colors on flex 13'x10' & stretched on the existing structure below the side screens: 02 Nos.
3. In front of Side Screens placed in the middle of the ground on either side on the pedestal below the LED walls: with printing in 4 colors on flex 13'x10' & stretched on the existing structure below the side screens: 02 Nos.
4. 8'x5' size in 4 color printed flex stretched over wooden / metal frame: 14 Nos.
5. 6'x2' size in 4 color printed flex stretched over wooden / metal frame: 18 Nos.
6. Branding on all gates on top in 7'x2.5' and two sides in size 5'x2.5' (left & right) and both sides (front & back).
7. Branding for two podiums by 2.5'x4' mounted on sun-board.
8. Badges with Neck lanyard & Plastic cover For VIPs & BHEL Volunteers (two types)

Note:

1. Design options based on BHEL brief to be submitted for approval.
2. All branding to be front lit adequately and cost quoted should be inclusive of the same.

### **F. GENERAL**

1. All entrance gate to main function area to be put up by agency for putting up branding.
2. All the venues shall be well decorated. The creative design for the same shall be got approved from BHEL. As a guideline a Blue-White theme shall be followed for the entire event.
3. Light decoration- Since the event is organized in evening, before the dinner, the role of decorative lights is very important in venue up gradation. The Agency will be required to lit up the entire venue with white metal halides, par lights in trees, jhallar bulbs, niwar pattis & other decorative lights appropriate at the venue. Other prop ups & traditional decorations could also be done as per suitability.

4. Adequate number of well-uniformed volunteers to be deployed for guiding / directing the Awardees / VIP Delegates / Performers / guests.
5. Adequate fire-fighting equipment including a fire tender shall be deployed at the event venue.
6. Necessary permissions shall be obtained by Agency from the statutory bodies for conducting such event as local police, Fire department etc. any official fee, if paid would be reimbursed by BHEL, on production of the receipt. Assistance shall be provided in this regard, if required.

#### **G. MASTER OF CEREMONY (EMCEE)**

1. Master of Ceremony (Emcee) in English and Hindi languages – Suitable presentable, well experienced and dignified emcees as Master of ceremony will have to be arranged by Agency under consultation with BHEL.

#### **H. ELECTRICAL SYSTEM**

1. The entire event is required to run on DG set from 3.00 PM onward and full load testing for all equipment and lights will be done.
2. Provision of Silent DG (05 Nos. 125 KVA each) with adequate cabling & electrical circuits etc; with fuel and operator to support the entire duration of the event spread over all sub-venues by the Agency.
3. External electrification of all the sub- venues and roads / paths leading towards them from Main Gate of Talkatora Stadium shall be carried out by the Agency.
4. Sufficient safety precautions shall be taken while setting up temporary bus-bar distribution boards at the site.
5. DG set for the main function area shall be available on 02.01.2013 also for the purpose of rehearsal.
6. All the DG set accompany with adequate length of cables so as the same can be placed out of sight and exhaust of the DG sets, besides should have Distribution Boards for all electrical circuits.

#### **I. AUDIO / VISUAL**

1. Ten AVs with Music & voice over to be created for 10 sets of Excel awards to be given to BHEL employees during the event. Screening on the existing screens will be made on click of mouse during announcement for each award category to be synchronized with the entry, during felicitations, exit, of the awardees, followed by the next category. The sample specimen can be seen in BHEL on demand during the working hours. Stock royalty-free music and professional voice over artist only to be used, all creative's by the agency, inputs will be provided by BHEL to the successful bidder. The approved AV shall become the property of BHEL and will be handed over to BHEL in appropriate media.
2. BHEL logo to be displayed with welcome message during idle time.
3. Video streaming of arrival of Chief Guest & VIPs on LED screens.
4. BHEL song to be played on PA system with BHEL flag displayed on the screens.
5. Photograph of Awardees to be displayed on LED screen at the time of announcement of awards to be followed by brief citation about their awarded works.
6. Appropriate AV support during the cultural Performances.
7. Light decorated instrumental music to be displayed at both the venues of dinner.

The Organizing Committee reserves the right to monitor the progress of the work with respect to requirement, specifications and the overall quality of the work.

**MENU FOR VIPs**

- 1. Snacks for VIPs, BHEL Volunteers & Artists ~150 PAX in Pre-functional area:** Complete with Bone China Crockery & Stainless Steel cutlery, good quality glasses for serving water etc., enough waiters for service purpose with proper Uniform & Gloves.

- ❖ Tea, coffee
- ❖ Assorted cookies & cakes
- ❖ Khandvi
- ❖ Mattar Ki Potli or Hara Bhara Kabab
- ❖ Mini Vegetables Patties (cocktail size)
- ❖ Mineral water bottles of 200ml

- 2. VIP Dinner (~300 Pax) in VIP Dinner Area:** Complete with Bone China Crockery & Stainless Steel cutlery at 4-5 counters, 20 Round Tables each with 08 chairs with covers, additional 50 chairs for loose seating.

**Salad**

- ❖ Fruit Chat
- ❖ Green salad
- ❖ Beans Sprouts & Capsicum Salad
- ❖ Plain Curd
- ❖ Dahi Pakodi with sonth

**Soup (Any one)**

- ❖ Veg. Manchow or Vegetable Broth or Veg. clear soup or Sweet Corn Soup (Veg.) or Tomato Dhania Shorba

**Main Course**

- ❖ Shahi Paneer or Paneer Lababdar
- ❖ Sauté vegetables(Boiled Vegetable)
- ❖ Makki Palak
- ❖ Malai Kofta
- ❖ Gobhi Masala or Baked Gobhi
- ❖ Matar Aloo with semi Grevi
- ❖ Dal Yellow Tarka
- ❖ Plain Rice
- ❖ Veg Pulao or Veg Rice Biryani

**Breads & Rotis (live Tandoor counter): To be served on the table**

- ❖ Plain Tava Roti, Tandoori Roti, Lacha Parantha, Nan & Missi Roti

**Dessert: (dessert to be served with pre-plated for 100 VIPs, balance from counter)**

- ❖ Jalebi with Rabri
- ❖ Kulfi
- ❖ Chocolate Mousse
- ❖ Fresh cut fruits
- ❖ Mineral water bottles of 200 ml

**Tea & Coffee**

**MENU FOR OTHER GUESTS**

**3. Snacks for ~3000 PAX in Post-functional Area: Good Quality Snacks Box containing:**

- ❖ Mineral water bottles of 200ml
- ❖ 01 Cheese Sandwich,
- ❖ 01 Stuff Kulcha
- ❖ 01 Onion Kachauri
- ❖ 01 Pkt. Bingo's Mad Angles (18gm)
- ❖ 01 Mixed pickle (small Pkt.)
- ❖ 01 Yoghurt (Small) (Mother Dairy's/Nestle/Amul/ Reputed Brand)
- ❖ Dry Sweet (Soncake/Pinni (Dal/Atta))
- ❖ Plastic spoon
- ❖ Tomato Ketchup(02 Pouches)
- ❖ Napkin,
- ❖ Mouth Fresheners etc;

Sourced from Bikaner/Bikanerwala/Haldiram/Evergreen/ Bengali's Sweets.

Tender No.: AA: GAX: 12: EV-101

Dated: .....

**Organizing the event of BHEL Day on 03<sup>rd</sup> January, 2013**

**No Deviation Certificate**

(To be submitted along with Part-1 Bid)

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender. We confirm that services offered by us are conforming to the Terms & Conditions mentioned in Annexure-I, Annexure-II, Annexure-III, Annexure "III-A" & Annexure "III-B".

Or

We hereby accept all terms and conditions of the above tender except the followings:

- 1.
- 2.
- 3.

**Note: Deviations may or may not be accepted by BHEL.**

Signature  
With name, Designation & seal of the firm

**DECLARATION**

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

Signature  
With name, Designation & seal of the firm

**SCHEDULE OF RATES (Price Bid) Part-II bid**  
(Rates to be filed by bidder)

**Name of Work: - Offer for organizing the event of BHEL Day on 03<sup>rd</sup> January, 2013 at Talkatora Stadium, New Delhi.**

Sl. No.	Details	Unit	Qty	Unit Rate	Amount
1	<b>Tentage</b>				
	<b>VIP Lounge - for 50 Pax</b>	No.	50		
	Top covered lounge with good quality cloth & draping	Approx 1600 Sqft	1	To be quoted	To be quoted
	2 seated sofas with linen covers	No.	25	To be quoted	To be quoted
	Coffee tables	No.	15	To be quoted	To be quoted
	Floral Arrangement - good quality at stage and VIP entry etc.	L.S.		To be quoted	To be quoted
	Flower bouquets	No.	40	To be quoted	To be quoted
	Entire Area - well lit	7 Matlite + Halogen		To be quoted	To be quoted
	Good quality carpet - Blue	No.	500	To be quoted	To be quoted
	Gas heaters	No.	5	To be quoted	To be quoted
	Dustbins	No.	10	To be quoted	To be quoted
	decorative Lamp shades	No.	3	To be quoted	To be quoted
	Other decorative elements	L.S. (As per requirement)		To be quoted	To be quoted
	<b>Inside the Stadium</b>				
	2 seated sofas	No.	100	To be quoted	To be quoted
	Coffee Table	No.	20	To be quoted	To be quoted
	Banquet Chairs with white cover	No.	500	To be quoted	To be quoted
	Carpeting - entire area, approx 10000 Sqft. area	No.	10000	To be quoted	To be quoted
	Entire area - well lit with proper illumination for the event	L.S.		To be quoted	To be quoted

	Green rooms (with mirrors, chairs, drawers)	No.	6	To be quoted	To be quoted
	Make up man with make up kit for performers	No.	4	To be quoted	To be quoted
	<b>Dinner Area for VIP - 300 Pax</b>				
	Top covered lounge with good quality cloth & draping for the dining area of approx. 4500 Sqft	Sqft	4500	To be quoted	To be quoted
	Food Counters - Top covered with canopies in front	No.	5	To be quoted	To be quoted
	Q mangers	No.	15	To be quoted	To be quoted
	Supervisors	No.	5	To be quoted	To be quoted
	Dustbins	No.	5	To be quoted	To be quoted
	Entire area to be well lit	L.S. (Parcane, Lampshades, Matlite, Halogen, Mirchi Lite		To be quoted	To be quoted
	Coal fired Sigr	No.	15	To be quoted	To be quoted
	Own arrangements for Kitchen area (water , lights etc.)	L.S. (Tentage, Takhat, Tables, Water Tank, Halogen Lights		To be quoted	To be quoted
<b>2</b>	<b>Catering</b>				
	For 3000 Pax	No.	3000	To be quoted	To be quoted
	Good Quality Snacks Box containing:- Water Bottle 200ml, cheese Sandwich, 01 Stuff Kulcha , 01 onion Kachauri, Bingo's Mad Angles (18gm) , Mixed pickle (small pkt) , Yoghurt (Small) (Mother Dairy's/Nestle/Amul/ Reputed Brand), Dry Sweet (Soncake/Pinni (Dal/Atta)), Plastic spoon, Tomato Ketchup(02 Pouches), Napkin, Mouth Fresheners etc; Sourced from Bikaner / Bikanerwala / Haldiram / Evergreen / Bengali's Sweets.				
	<b>Menu for VIPs</b>				

<b>Dinner for VIPs for 300 PAX:</b> Complete with Bone China Crockery & Stainless Steel cutlery, good quality glasses for serving water etc., enough waiters for service purpose with proper Uniform & Gloves.	No.	300	To be quoted	To be quoted
<b>Salad</b>				
· Fruit Chat				
· Green salad				
· Beans Sprouts & Capsicum Salad				
· Plain Curd				
· Dahi Pakodi with sonth				
<b>Soup (Any one)</b>				
· Veg. Manchow or Vegetable Broth or Veg. clear soup or Sweet Corn Soup (Veg.) or Tomato Dhania Shorba				
<b>Main Course</b>				
· Shahi Paneer or Paneer Lababdar				
· Sauté vegetables(Boiled Vegetable)				
· Makki Palak				
· Malai Kofta				
· Gobhi Masala or Baked Gobhi				
· Matar Aloo with semi Grevi				
· Dal Yellow Tarka				
· Plain Rice				
· Veg Pulao or Veg Rice Biryani				
<b>Breads &amp; Rotis (live Tandoor counter): To be served on the table</b>				
· Plain Tava Roti, Tandoori Roti, Lacha Parantha, Nan & Missi Roti				
<b>Dessert: (dessert to be served with pre-plated for 100 VIPs, balance from counter)</b>				
· Jalebi with Rabri				
· Kulfi				
· Chocolate Mousse				
· Fresh cut fruits				
Mineral water bottles of 200 ml				
Tea & Coffee				
<b>Snacks for VIPs/Artists/Volunteers for 150 PAX:</b> Complete with Bone China Crockery & Stainless Steel cutlery, good quality glasses for serving water etc., enough waiters for service purpose with proper Uniform & Gloves.	No.	150	To be quoted	To be quoted
Tea, coffee				
Assorted cookies & cakes				
Khandvi				
Mattar Ki Potli or Hara Bhara Kabab				
Mini Vegetables Patties (cocktail size)				

	Mineral water bottles of 200ml				
<b>3</b>	<b>Set up</b>				
	Stage - 40'x32'x5' (Iron Framed) with stairs	Sqft	1280	To be quoted	To be quoted
	Two ramps	Sqft	128 x2	To be quoted	To be quoted
	Front Stage masking	Sqft	520	To be quoted	To be quoted
	Podiums with branding (Sunboard)	No.	2	To be quoted	To be quoted
	LED Platform	No.	2	To be quoted	To be quoted
	Dias Chairs	No.	14	To be quoted	To be quoted
<b>4</b>	<b>Lights</b>				
	Sufficient light for multi cultural program	L.S.		To be quoted	To be quoted
	4 side truss				
<b>5</b>	<b>Sound (Line Era series)</b>	80 LED Parcans, 12 Moving Head, Color Wash		To be quoted	To be quoted
	12 sure / Sennheiser microphones for live performances				
	4 cordless of sure / Sennheiser				
	2 sure / Sennheiser microphones for VVIPs				
	4 JBL monitors				
	Speakers (2 in front & 2 at back of stage)				
	24 track mixer				
	DVD player				
	<b>Sitting area</b>				
	4 JBL full range & woofer speakers (both ends of stage)				
	4 for middle of the stage				
	Others for public				
<b>6</b>	<b>LED screens</b>				
	2 nos. LED screens of 9'x12' (indoor type) with 01 nos. pedestal of 13' width x 2' depth x 10' ht	2 LED screens with one pedestal		To be quoted	To be quoted
<b>7</b>	<b>Venue Set Up</b>				
	Food /Snacks distribution counters	No.	3	To be quoted	To be quoted

	Volunteers				
	Floral arrangements				
	Dustbins				
	Coal fired sigris				
	Entire area well lit				
	Wall of Fame				
<b>8</b>	<b>Branding</b>				
	4 color printed flex with wooden / Metal frames- 2500 Sqft	Sqft	2500	To be quoted	To be quoted
	Badges with Neck lanyard & Plastic cover For VIP & BHEL Volunteers	No.	100	To be quoted	To be quoted
<b>9</b>	<b>Light Décor (External)</b>				
	white metal halides / par lights in trees / jhallar bulbs / niwar pattis & decorative lights	L.S.		To be quoted	To be quoted
<b>10</b>	<b>Volunteers</b>				
	Male Ushers	No.	6	To be quoted	To be quoted
	Female Ushers	No.	7	To be quoted	To be quoted
<b>11</b>	<b>Fire tender</b>	No.	1	To be quoted	To be quoted
<b>12</b>	<b>Ambulance</b>	No.	1	To be quoted	To be quoted
<b>13</b>	<b>Permissions</b>	PPL, IPRS, Traffic, DCP Licensing, Excise		To be quoted	To be quoted
<b>14</b>	<b>Silent DG with adequate cabling &amp; electrical circuits</b>				
	125 KVA each	No.	5	To be quoted	To be quoted
<b>15</b>	<b>External electrification &amp; venue décor</b>				
	4 venues , roads / paths	No.	4	To be quoted	To be quoted
<b>16</b>	<b>A/V with music &amp; voice over to be created for 10 excel awards</b>				
	Professional VO artist only	L.S. (Studio with Voice over artists		To be quoted	To be quoted
<b>17</b>	<b>Cartage Charges</b>	L.S.		To be quoted	To be quoted

18	<b>Others</b>				
	Lamp Lighting	Camphere, Oil		To be quoted	To be quoted
19	<b>Photography &amp; videography</b>				
	HD camera	L.S.		To be quoted	To be quoted
	3 camera set up with zip crane				
	3 photographers				
	Edit Table				
20	Printing of invitation cards in 3 to 5 different colours for employees (These will be handed over to us in advance for further distribution)	No.	3500	To be quoted	To be quoted
21	Printing of invitation cards for VIPs (These will be handed over to us in advance for further distribution)	No.	500	To be quoted	To be quoted
22	Printing of Snacks Coupons (These will be handed over to us in advance for further distribution)	No.	3500	To be quoted	To be quoted
	<b>Total for the defined scope.</b>				To be quoted
	<b>Service Tax @ 12.36%</b>				To be quoted
23	<b>Grand Total to be considered for evaluation.</b>				To be quoted

(Rupees.....)

**Notes:-**

1. All L.S. (lump Sum) items mentioned above (which can not be specifically measured) would be explained to the prospective bidders on 17.12.12 at 11.00 hrs. All interested bidders are therefore requested to be present in the office of the undersigned to understand the work properly and get familiarized with site conditions, nature of work, the events of work involved for quoting the rates appropriately.
2. Minor items/ services, which are not specifically mentioned against each of the head above and in Annexure-III, IIIA & IIIB of this tender but are required as per standard industry practices, the cost quoted should be inclusive of the same.
3. Price Bid Format to have prices only. Any comments / deviations in this part except discount shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.
4. The evaluation of the price bid is based on the Grand Total at S.No.23 above.
5. Only this sheet shall be used for submission of Price Bid.

Authorized Signature(s).....

Name of Authorized Signatory & Company Seal

**BIDDER'S DETAILS**

Name of the Contractor /Party/ Firm	
Name of Authorized Representative	
Phone Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address ( If Any)	

**(Signature & seal of the contractor)**

**TECHNICAL DETAILS**

<b>TURNOVER (F.Y.)</b>	<b>2011-12</b>	<b>2010-11</b>	<b>2009-10</b>
<b>Rs. Lacs</b>			

<b>EXPERIENCE</b>	<b>No. of Work</b>	<b>Value</b>	<b>Customer's Name</b>

<b>SIMILAR WORKS</b>	<b>Nature of Works</b>	<b>No. of works</b>	<b>Value</b>	<b>Customer's Name</b>

<b>PAN Card No.</b>	
<b>Service Tax No.</b>	

<b>Income Tax Return (F.Y.)</b>	<b>2011-12</b>	<b>2010-11</b>	<b>2009-2010</b>
<b>Details of manpower</b>			

**CHECK-LIST (TECHNICAL BID)****SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

<b>S.No.</b>	<b>Description of requirement/document</b>	<b>Yes/ No/NA</b>	<b>Page Nos.</b>
<b>A</b>	Part-I (technical Bid) to contain following, to be placed in the individual envelope and sealed and superscribed as Part-I (Technical Bid)		
1	Covering letter bearing Name & Address of the firm, Tel/Fax/Email Details		
2	Date of Establishment of Company (enclosed documentary evidence)		
3	Total work experience in organizing similar events (In years) self declaration on letter head of the company		
4	Is your firm a Proprietorship / Partnership, or registered under the companies Act. Give Details & enclose Certificates.		
5	Nature of company whether exclusive Company or Separate Division (Enclose Details)		
6	List & brief details of such exclusive events managed in last 03 years: Pos/ Contract Agreement / Certificate from Client.		
7	Service Tax Registration Details		
8	Copy of PAN Certificate		
9	Copies of Balance Sheet or Certificate from CA		
10	No deviation certificate enclosed at Annexure – IV		
11	Declaration as per Annexure-V.		
12	Bidder's detail as per Annexure- VII		
13	Technical details as per Annexure-VIII		
14	All the tender papers should be duly signed and stamped on each page by the authorized signatory of the bidder as a token of acceptance of terms and conditions and scope of work given there in		
<b>B</b>	Part-II (Price Bid) to contain following, to be placed in the individual envelope and sealed and superscribed as Part-II (Price Bid)		
1	Price-Bid as per Annexure-VI.		

**(Signature & seal of the contractor)**