



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

BHEL House, Siri Fort, New Delhi-110049
Corporate Administration/Asiad

Ref: No.AA: GAX: MA:15-16:01

Dated: 17/02/2016

Last date of submission of tender – 19/02/2016 by 2:30 PM
Due date for opening of tender – 19/02/2016 at 3:00 PM

Sub: Single tender for arrangement of tentage at BHEL House,
Siri Fort, New Delhi on 22/02/2016

Your most competitive bid is invited in sealed cover for the subject tender. The tender enquiry containing the terms & conditions of the tender is enclosed.

The tender(s) should reach the undersigned on or before the last date for submission of tenders mentioned above. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. Any corrigendum to this tender, if issued by BHEL in future, will be uploaded on the BHEL website (www.bhel.com). Therefore, the bidders are advised to keep visiting the website regularly. Any clarification, if required, should be sought from the undersigned before submission of bid. This tender, being Single tender, only those parties can participate in the tender who receive the tender enquiry.

For & on behalf of BHEL

(Parvinder Singh)
Manager (HR-GAX)

Phone no.: 011 – 66337409

Fax: 011 - 66337428

E-mail: parvindersingh@bhel.in

Tender No. AA:GAX:MA:15-16:01, Date: 17th Feb, 2016
Last date for submission of bids: on 19/02/2016 by 14:30 hrs
Due date for opening of bid : on 19/02/2016 at 1500 hrs

**Sub: Single tender for arrangement of tentage
at BHEL House, Siri Fort, New Delhi on 22/02/2016**

We seek to invite your competitive bid in sealed envelope for arrangement of tentage during Excel Award function in our office premises on 22/02/2016 exactly as per details given in "Price Bid Format" attached herewith.

1. TERMS & CONDITIONS OF TENDER:

- 1.1 The tender enquiry No. & due date must be legibly super scribed on the envelope.
- 1.2 Tenders shall be received and opened at BHEL House, Siri Fort, New Delhi on the due date and time as mentioned above in the presence of finance representative and bidders or their authorized representatives who may like to be present.
- 1.3 Tenders should be strictly in accordance with the tender specifications. Any deviation may lead to rejection of tender.
- 1.4 The offers and rates shall remain valid for 30 days.
- 1.5 BHEL shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept or reject any tender in part or full without assigning any reason whatsoever.
- 1.6 Tenders received after due date & time are liable to be rejected.
- 1.7 **BHEL reserves the right to increase or decrease the quantity of tentage items by \pm 15% of contract value at the same rates and terms & conditions of this contract.**
- 1.8 Tender should be submitted along with covering letter of the tenderer and each page of the tender document must be stamped and duly signed by tenderer.
- 1.9 **Price quoted by the tenderers will be firm and no escalation on account of labour or material or taxes or any reason whatsoever will be paid to the successful tenderer for execution of the above work.**
- 1.10 Price quoted by the tenderers should be inclusive of all taxes and charges etc. as per Govt. rules and regulations.
- 1.11 **Evaluation of the tenders will be done on the basis of total cost to company. If at any point of time, it is found that the rate quoted against any item is mismatching with amount of the same item or vice versa then the lower value of the two (either rate or amount) will be accepted and total amount of work order will be calculated on the basis of lower value but higher value will be considered for evaluation of bids.**
- 1.12 **The total work i.e. preparation of stage, side walls, ceiling and arrangement of furniture, carpets must be completed in all respect latest by 10 AM on 22/02/2016.**



- 1.13 **Penalty @10% of total value of bill will be levied against any delay in completion of work, poor quality of shamiyana/furniture/carpets etc.**
- 1.14 BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation of bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
- 1.15 All documents submitted by the tenderer shall be accompanied with a covering letter with index interlinking all the documents.
- 1.16 **Requirements of gas heaters will be confirmed on 21st Feb 2016 and if no communication is made from our end to the bidder by 21st Feb 2016 evening, it will be automatically presumed that no heaters are required, hence no payment will be made for heaters.**

2.0 **Payment terms:**

- 2.1 **Full and final payment will be released by BHEL only after successful completion of work. Payment will be released within 20 days approximately after submission of bill through NEFT only, for which party will have to submit its bank details as per requirement after award of work.**
- 2.2 Tenderers are requested to go through the complete scope of work as per tender enquiry, visit the site location etc. and get fully acquainted with the work place and prevailing working conditions to get all their doubts, if any, clarified by contact person mentioned below before submitting the offer.
- 2.3 Work order will be placed on the lowest bidder for the complete scope of work.
- 2.4 **Penalty will be levied by BHEL as per clause No. 1.13 of this tender enquiry on account of delay, violation of contract conditions or poor quality of tentage items.**
- 2.5 As per company policy, **no advance will be given to bidders.** The payment will be made to the successful bidder after completion of work only and TDS etc. if any, shall be deducted as per income tax act.
- 2.6 **In case of arithmetical error, lower rates will be considered for placement of order to party and higher rates will be considered for evaluation of bids.**

3.0 **SCOPE OF WORK:**

- 3.1 As per Price Bid Format enclosed at **Annexure – A1**

4.0 **PROCEDURE FOR SUBMISSION OF SEALED TENDERS:**

The complete tender documents as mentioned below is to be submitted in a sealed envelope and should be super-scribed as "Bid for tentage, due on 19/02/2016". **Prices should be quoted exactly as per Price Bid Format (Annexure A1).**

- a) Price Bid Format given in Annexure– A1
- b) No deviation certificate as per Annexure – A2
- c) Declaration as per Annexure- A3
- d) Personal Details as per Annexure- A4
- e) The complete tender enquiry signed and stamped on each page by tenderer
- f) Check list Annexure- A5

Tenders incomplete in any respect are liable to be rejected. The tender(s) should reach the under signed on or before the due date and time mentioned above. BHEL will not be responsible for delay in receipt of tender(s), sent by post / courier. The tenders shall be opened on scheduled date and time at BHEL House, Siri Fort, New Delhi. Tenderers may provide their e-mail ID for faster communication in respect of the above.

Contact person

R B Rai

Asst. Engineer (HR-GAX)

Bharat Heavy Electricals Single

BHEL House, Siri Fort, New Delhi – 110049.

Phone No.: 011 – 66337426, Mob: 9560947575

Fax: 011 – 66337428 , E-mail: rbrai@bhel.in

For & on behalf of
Bharat Heavy Electricals Ltd.



(Parvinder Singh)
Manager (HR-GAX)

Enclosures: As above from (a) to (f)

Price Bid Format

Sl. No.	Description	Qty	Rate (Rs.)	Amount (Rs.)
1	24'x32' Scafe folding stage with red carpets, stair & frills	768 sq. ft.		
2	White ceiling 24'x32'	769 sq. ft.		
3	White side wall with coloured Mehrab to encompass the area of 95'x95' with a partition in centre	9025 sq.ft.		
4	White ceiling for complete pandal	9025 sq.ft.		
5	Green rooms of size 6'x10'	2		
6	Tables with cloth & frills	40		
7	Round glass tables with frill and table cover	10		
8	Sofa 2 seater	16		
9	Centre tables	8		
10	Chairs with white covers	400		
11	Red carpets of size 6'x30'	55		
12	Gas heaters	8		
13	Lighting Halozen with main line			
14	Cartage, if any			
15	Total			

Note:

- (i) There should not be any over-writing in rates.
- (ii) The evaluation of tender will be done on the basis of total cost to company i.e. sl. No. 15 in price bid format above.
- (iii) The terms and conditions specified by BHEL should be acceptable to bidder.
- (iv) The total work i.e. preparation of stage, white canats and arrangement of furniture, carpets must be completed in all respect latest by 10 AM on 22nd Feb 2016.

Signature
Name and address of bidder
Contact Number



No Deviation Certificate

This is to certify that our bid for arrangement of tentage for the event in BHEL House, New Delhi has no deviation.

Date:

Authorized signatory
(With sign. & stamp)

A handwritten signature in black ink, appearing to be the initials 'R.K.' or similar, located at the bottom right of the page.

Annexure-A3

DECLARATION

We hereby declare that we have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court . Also We have read and understood all the terms and conditions of this tender enquiry and agree in letter and spirit of tender enquiry.

Date:

Authorized signatory
(With seal)

A handwritten signature in black ink, appearing to be the initials 'JG' or similar, located in the bottom right corner of the page.

Personal Details

Sl. No.	Description	Details
1	Name of the Bidder	
2	Address of the bidder	
3	Contact Person's Name	
4	Cell No. of Contact Person	
5	Land Line No.	
6	FAX No.	
7	E-mail ID of the Bidder	
8	Website address if any	

Signature & Seal of the Bidder



CHECK LIST

Sl.No.	Documents attached	Yes/No
1	Price bid format	
2	No Deviation certificate	
3	Declaration	
4	Signed tender enquiry	
5	Personal details	

(Signature & Seal of the Bidder)

