

**BHARAT HEAVY ELECTRICALS LIMITED
BHEL ESTATE OFFICE**

**BHEL- TOWNSHIP, SECTOR-17
NOIDA, UP - 201301**



TENDER DOCUMENT

FOR

**Organizing the event of 'Golden Jubilee Celebration Program' on 7th
January, 2015 at BHEL Township, Sector-17, Noida**

NIT No. 13:AA:NOI:ADMN.:GJ:112:2014-15

Dated: 24.12.2014

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Last date for Submission of offer: 30.12.2014 upto 1500 hrs



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Ltd.

सम्पदा कार्यालय, सेक्टर -१७, नोएडा - २०१ ३०१ (यू.पी.), भारत

BHEL Township : Estate Office, Sector-17, Noida-201 301 (UP) INDIA

फोन (का.)/ Tel.- 0120-6740983, फैक्स (Fax)- 0120-6740994

NOTICE FOR INVITING OPEN TENDER

Sealed tenders are invited in two parts bids for the following Work in BHEL Township, Sector-17, Noida.

Name of Work : Organizing the event of 'Golden Jubilee Celebration Program' on 7th January, 2015 at BHEL Township, Sector-17, Noida.

NIT No. : 13:AA:NOI:ADMN.: GJ:112:2014-15
Dated: 24.12.2014

Date of Function : on 07/01/2015.

Earnest Money : Nil

Tender Cost : Nil

DATE OF SUBMISSION & OPENING OF TENDER

Last date for submission of sealed tender at Estate Office, BHEL Township, Sector-17, Noida : 30/12/2014 at 1500 Hrs.

Date of opening the tender : 30/12/2014 at 1530 Hrs.

Venue for opening of Tender : Estate Office, BHEL Township Sector-17, Noida

The Tender Document may be obtained from the office of Engineer (HR-TAX), Estate office, Sector-17, Noida free of cost or may be downloaded from BHEL web site (www.bhel.com) or from CPP portal (<http://eprocure.gov.in>). The sealed tender may be sent either by registered post/ Speed Post/ Courier Services or by hand in the office of Engineer (HR-TAX), between 9.00 AM to 5.30 PM on any working day latest by 30.12.2014 at 3:00 PM. In case of any clarification the bidder can contact undersigned on Tel. No.-0120-6740983, mobile No.-8800957694 or at e-mail: omender@bhel.in.

(Omender Singh)

Engineer (HR-TAX)

On behalf of "BHEL"

PART 'A' – TECHNO- COMMERCIAL BID

A. INSTRUCTIONS FOR THE BIDDERS:

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT page for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer, except in the relevant price bid and submitted in separate sealed envelope. In case of any clarification, bidder may contact this office.
2. Tender documents are also available on BHEL web site (www.bhel.com) & on CPP Portal (<http://eprocure.gov.in/cppp/>) which can be downloaded and used as tender document for submitting the bid.
3. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed.
4. Tender must be submitted in two parts, i.e., (i) Techno-Commercial Bid along with un-price bid (Annexure-I) and (ii) Price Bid. The tenderer must submit their tenders in two separate sealed envelopes prominently super scribed as Part – A 'Techno- commercial bid' and Part-B 'Price Bid' along with NIT No. & due date written on each of the envelope. These two separate envelopes shall together be kept in third envelop super scribed with name of Work & NIT No.
5. Techno-commercial bid should contain all the documents in proof of Pre- qualifying criteria, signed tender document having NIT page, Instructions for tenderer, general conditions, Special Conditions, un-price bid, all the annexure duly filled & signed by the tenderer.
6. The tenderer shall submit the Bank details along with a cancelled cheque for payment through NEFT/RTGS.
7. Price Bid should contain only the "Part-B, Price Bid Format" after quoting the rates as specified in the Price bid format.
8. Rate shall be quoted for each item inclusive of all taxes but exclusive of service tax which shall be quoted separately in same price bid format. Rates must be quoted in figures as well as in words.
9. On the date of opening of tender, only Techno-Commercial Bid shall alone be opened.
10. Date of opening of Price Bid will be intimated by post, telephone or e-mail separately to the Tenderers who qualify in the Techno-Commercial bid.
11. BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter.
12. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail & shall be binding on the tenderer.
13. The Tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
14. **In case any document required as per PQR is not submitted in techno-commercial bid (part-A) the party shall be asked to submit the same within 24 hours by email, etc. If the document(s) is/are not received within 24 hours the offer may be rejected.**
15. **Tenderers are requested to go through the scope of work, visit the site/location etc. and get fully acquainted with the work place and prevailing working conditions to get all their doubts clarified regarding the above services before submitting the offer.** Engineer-in-charge's decision will be full and final in the event of any doubt. Any queries regarding this tender may be clarified from Engineer (HR-TAX), on Telephone No. 0120- 6740983 / mobile No.-8800957694 or e-mail : omender@bhel.in
16. The tenderers or their representative may attend the opening of techno-commercial bid (Part-A) and the technically qualified tenderers or their representative may attend the opening of Price bid (Part B), if they so desire. The tenders (both the parts) shall be opened on schedule date & time even if the bidders or their representative are not present.

B. PRE QUALIFYING CRITERIA:

- a) The bidder shall submit the complete tender document in all respects duly signed & stamped on each and every page as a token of acceptance of all the terms and conditions of tender.
- b) The bidder should **have PAN No.** Self-attested copy of PAN Card is to be submitted.
- c) Bidder should have **Service Tax Registration No.** Self-attested copy of Service Tax Registration is to be submitted.
- d) The bidder's average annual financial turnover should be Rs. 10.68 lakhs or above for the last 03 financial Years (2011-12, 2012-13 & 2013-14 ending 31st Mar 2014). Self-attested copies of balance Sheet, Profit & Loss Account Certified by CA along with copies of Income Tax return of last three financial years ending 31st Mar 2014 to be submitted.
- e) Self-attested copies of Work Orders/ Award letters/ Contract Agreement in support of proof of experience for the works executed by the bidders during last 7 years ending on 30/11/2014. The Work Orders/ Award Letters of similar services (**Similar services means Event management of functions like Golden/ Silver Jubilee/ Anniversary etc. of Corporates/ PSU/ listed companies by providing items like Hanger, Tents, Audio-Video & Lighting etc.**) shall only be acceptable. The value of work experience should be as follows:
 - i. Three similar completed jobs/ services/works costing not less than **Rs. 14.24 lakhs** each.
or
 - ii. Two similar completed jobs/ services/ works costing not less than **Rs. 17.8 lakhs** each.
or
 - iii. One similar completed jobs/ services/ works costing not less than **Rs. 28.48 lakh.**
- f) The Bidder must Submit a declaration (enclosed at Annexure –III), that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). As well as the bidder has not been suspended / blacklisted by any organization.
- g) No deviation certificate as per Annexure –IV (enclosed) must be signed and stamped.
- h) Bidder must submit the bidder's details in the enclosed format (Annexure-V).
- i) Layout map of the venue are enclosed as Annexure-VI.

C. GENERAL TERMS & CONDITIONS:-

- 1) Tenders received late /in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
- 2) BHEL will not be responsible for the postal delay under any circumstances for non-receipt of Tenders by due date & time.
- 3) The offer of the bidders who are on the banned list and also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of the banned firms is available on BHEL web site **www.bhel.com**
- 4) The Tenderers are required to quote for the complete scope of work. Tenders for part of the work or incomplete in any respect are liable to be rejected.
- 5) Rates quoted by the bidder will be firm. No price variation and escalation due to increase in labour / material cost will be allowed.
- 6) The rates quoted by the bidder are deemed to be inclusive of all and any other incidental works required to complete the work and inclusive of all the taxes but excluding Service Tax. The Service Tax shall be quoted extra in the same price bid format.
- 7) The rate should be indicated both in words and figures. All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
- 8) **OFFER VALIDITY:** Validity of offer will be **30 days** from the date of opening of the techno-commercial bid.

- 9) **EVALUATION CRITERIA:** The criteria of evaluation of techno-commercial bids shall be on the basis of documents submitted by the tenderers. BHEL may finalize successful tenderer by either **opening of sealed price bid** or conducting **online Reverse Auction**. Date of opening of sealed Price Bid / conducting of online Reverse Auction will be intimated, by post or e-mail separately to the Tenderers who qualify in the Techno-Commercial bid. The decision of BHEL will be final in this regard. In case of opening of Price Bid, evaluation of bid will be on total cost to 'BHEL'. Evaluation of Price Bid will be done on overall L-1 rate inclusive all including Service tax (on Sl.No.-73 of Price Format). In case of tie between the rates of two or more bidders, the Snap bidding system will be followed to arrive the L-1 bidder.
- 10) **REVERSE AUCTION:** BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.
- In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit online sealed bid in the Reverse Auction. Non-submission of online sealed bid by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue. The Reverse Auction shall be conducted by a Service Provider (empanelled with BHEL) as per the Business Rules and Terms & Conditions enclosed at Annexure-II.
- 11) **CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:
- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BHEL 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 shall be corrected.
 - If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
 - If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
 - In case, gross total price does not match with the total of item wise breakup, the highest price so calculated shall be considered for evaluation but in case of order, the same shall be placed at the lowest price**
 - If any bidder does not accept the correction of errors, their bids are liable to be disqualified.
- 12) **COMPLETION PERIOD:** The stage is required to be made ready by 2:00 PM on 6th January, 2015 for the purpose of rehearsal by the participants complete with lights & sound required for this purpose.
- The testing of all the equipment and lighting will be done on 6th Jan 2015.
- The entire venue shall be ready in all respects by 09.00 AM on 7th January, 2015.
- 13) **QUANTITY VARIATION:** The quantity of any item mentioned in the Price Format may vary \pm 15% during execution of work as per the direction of Engineer-in-charge.
- 14) **SUBLETING:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization.
- 15) The contractor should have PF code number & ESI code number before the start of work.
- 16) **PAYMENT TERMS:**
- Payment shall be made for the actual executed quantity of items.
 - No advance payment or the payment for mobilization of work will be made to the contractor.

- c) Bill raised by the Contractor shall be certified by the official in-charge of BHEL and the 100% payment will be made within 15 days by NEFT/RTGS from the date of receipt of in discrepant bill.
 - d) The contractor shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
 - e) All payment will be subject to deduction of taxes at source as per rules.
 - f) Any tax incurred on purchase of materials by the contractor in respect of this contract shall be treated as included in the charges and BHEL will not entertain any additional claim whatsoever in this respect.
 - g) The Service Tax shall be paid as per the quoted rate of Service Tax (at Sl. No.- 72 of Price Format). No payment of Service Tax will be made if not quoted by the tenderer in the Price Bid.
- 17) **L.D. FOR BAD QUALITY OF SERVICES:** In case the services offered are not found satisfactory an L.D. of up to 20% of total value will be deducted from the bill.
- 18) 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.
- 19) No excuses like hindrance because of extreme weather conditions, non-availability of labour and material etc. will be entertained for not completing the work in time.
- 20) All necessary precautions with respect to safety at site and environmental aspects and their impacts shall have to be taken by the contractor for activities performed by his workers.
- 21) In case of any dispute, the decision taken by BHEL Management will be final and binding on the contractor.
- 22) No party shall be permitted to tender for work in BHEL in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the BHEL. Any violation of this condition which comes to the Notice of the BHEL after the work is awarded will entitle the BHEL to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the BHEL on account thereof.
- 23) **RECOVERY FROM CONTRACTOR:** Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.
- 24) **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 / mis-happening 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.**

- 25) **POST TECHNICAL AUDIT OF WORK AND BILLS:** BHEL reserves the right to carry out a post payment audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc. and to enforce recovery of any sums becoming due as a result thereof in the manner provided into the proceeding sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the final bill.
- 26) **ARBITRATION / CONCILIATION:** In the event of any dispute arising between the parties hereafter referred as BHEL and Contractor in respect of or connected with this contract, General & Special terms & conditions of tender, then the same shall be referred to Arbitration and Arbitrator will be nominated by the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning/ interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same.
- 27) **RISK CLAUSE:** In case the contractor do not accept the work awarded to him or do not turn up after the award of work, BHEL shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of Contractor. The additional cost including loss, if any incurred by BHEL will be recovered from the Contractor.

D. SPECIAL TERMS & CONDITIONS:

- 1) The arrangement of Hanger, tent & seating shall be as per the direction of Engineer-in-charge for which a layout/ colour plan on computer must be shown before laying out things on the ground. Any change without the knowledge/ approval of BHEL will attract penalty as per L.D. clause mentioned above. The contractor and BHEL must agree to the layout and no. of items as mentioned in Price Bid.
- 2) The party may visit the venue of arrangement before submitting the offer, if required.
- 3) All the materials/ items shall be arranged by the contractor at no extra claim basis. No material / item shall be issued from BHEL.
- 4) The Unloading of all the material and setting of items listed in price bid shall be in the scope of contractor. Hence the cartage and setting charges should be inclusive within the total amount mentioned at Sl. No. 71 of price bid. The venue of all the arrangement will be BHEL Township, Sector-17, Noida, UP 201301.
- 5) All the items provided at the site shall be of good quality and neat & clean. Stained curtains, sofa covers, chair covers etc. shall not be acceptable.
- 6) The contractor shall deploy a supervisor for supervision of full arrangement. He will follow all the instructions of the Engineer-in-charge.
- 7) After completion of function the contractor shall remove all the arrangement at the earliest without damaging any property of BHEL within the premises.
- 8) The work shall be executed / completed to the entire satisfaction of BHEL Organizing Committee in line with the schedule given by them.
- 9) Venue for 'Golden Jubilee celebration program' shall be BHEL Township, Sector-17, Noida.
- 10) The stage is required to be made ready by **2:00 PM on 6th January, 2015** (as per layout map given to successful bidder) for the purpose of rehearsal by the participants complete with lights & sound required for this purpose.
- 11) The entire venue shall be ready in all respects by 09.00 AM on 7th January, 2015.
- 12) 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.
- 13) The work shall be carried out strictly as per the schedule and as per the direction and satisfaction of organizing committee.

- 14) 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.
- 15) 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.
- 16) **All the items are on rental/hiring basis and shall be property of vendor. Vendor shall remove all items after completion of program. Hence vendor to quote rates for items on hiring basis only.**
- 17) All lightings inside the hanger/on stage should be controllable from a main console so that these can be dimmed or switched off as and when required during the program.

E. SCOPE OF WORK FOR GOLDEN JUBILEE CELEBRATION

(Not limiting but confirming to scope given here)

The Golden Jubilee is to be organized along with Excel Awards on 07.01.2015 where the programs are to be held in a sequential manner as per the final list given by BHEL well in advance. The function will be held on 07.01.2015, 2 PM onwards upto 8:00 PM. However, changes in the date and timings, sequence etc of the function on account of the unforeseen circumstances would be informed by BHEL to the successful bidder in advance and provisions for the same should be kept in mind.

Main Heads of the jobs to be carried out by the Agency are as under:

A. Hi-tea area with VIP Lounge for 300 Pax

For Location details please refer Annexure-X

1. Water proof tent (white house arrangement) for high tea for 300 Pax. Tent size 234' X 44'.
2. Inside hi tea area- setting of lounge for VIPs with a seating capacity of ~75 Pax. The lounge to have well spread out very good quality 50 nos. 3-seater sofas with cushions & linen covers along with coffee tables. This area is to be properly demarcated.
3. Covered counters of standard size 15 in nos. for serving the snacks/coffee/tea/mineral water etc. to 300 persons including VIPs.
4. Floral arrangement to be kept at all the coffee tables.
5. Entire area to be well lighted with par cans/lamp shades/halogens & other decorative elements.
6. Gas Heaters (08 nos.) to be provided and placed safely inside Hi-Tea Area.
7. Enough dustbins shall be placed for disposal of used water glasses, plates and tissue papers etc; and clearances of dustbins as many times required.
8. Sound system with USB ports/audio players, provided with two full range speakers for playing classical instrumental music. All CDs/songs/software to be provided by the vendor only.

B. Hanger (Main Function Area)

For Location details please refer Annexure-X

1. ALUMINIUM HANGER STRUCTURE :

Space frame aluminium extruded structure of Superior quality & waterproof structure covered with PVC coated blackout fabric (white in colour), having virtually nil penetration of light and air for size to 66' (B) X 266' (L) for seating capacity of around 1800 personnel with a minimum clear height of 22' at centre and 16-18' at sides. Doors of adequate sizes corresponding to the all entries/openings are to be provided in the hanger as per the requirement. Other associated decorative items w.r.t hanger like dropdown flex etc. to be included.

2. STAGE:

- i. Stage size 44' (W) X 36' (D) X 5' (H)-the stage construction should be based on scaffolding or alternate metallic pipes of adequate strength with top flooring of atleast 1" thick wooden board and should be robust enough to sustain movements during group dances such as bhangra etc. and for around 30-35 persons on stage during excel award ceremony.
- ii. The wooden floor of the stage is to be covered with lenolium sheet of antiskid quality.

- iii. Back drop (black in colour) of size 12'X44' with branding surface of size 12' X 44'. Position -at depth of around 33' from front edge of stage. There should be 04' wide X 8' high wooden doors corresponding to location of stair case coinciding with back stage and should open on the rear side for the entry of cultural performers.
- iv. 02 nos. black colour wooden frame side wings in size 4'X12' at a depth of 27' from front edge of stage parallel to back drop. Back drop design to have continuity from left side wing to backdrop to right-side wing, so as from audience sight we see one design.
- v. 4 nos. 'L' shape stair cases- 4' wide with 9 steps of 1' tread and 0.5' rise made from appropriate iron structures and SS railings secured to the stair structure. Stair case to be carpeted on every step and carpet to be tagged to the structure of every step. Ramp of standard size to be provided next to stairs. Red carpet of good quality to be use.
- vi. Two no. of podiums with brandings on front side to be brought-One for delivering the speech & other for the Emcee.
- vii. Masking/flex printing of stage height (5') from all visible sides with cloth/branding and frills.
- viii. U shape truss (3 sided- in Horizontal plane) of adequate dimensions and weight bearing capacity at a height of 17' from ground (i.e. 12' from stage level) supported on 04 nos. columns of adequate dimensions for lighting.

3. GREEN ROOM

- i. Water proof tent arrangement for making 06 nos. green room of size 10'X12' of standard height.
- ii. Full size mirrors (6' X 2' approx.) with drawers -3 nos. in each room.
- iii. Makeup man/artist with assistants and makeup kit for the cultural performers.
- iv. 02 nos. Covered tables/arrangements to be made for serving tea / coffee /water etc.
- v. Adequate lighting in Green room by providing lighting suitable for make-up rooms.

4. Q-managers for barricading the 3 sections across the width i.e. VIPs, senior officials, awardees etc.
5. Arrangements of 60 nos. very good quality 3-seater sofas with linen covers along with coffee tables.
6. Floral arrangement to be kept at 15 nos. coffee tables
7. Arrangement of 1800 nos. cushioned chairs with white cover & ribbon.
8. Arrangement of 10 nos. excellent quality high back, cushioned VIP chairs with 5 nos. center tables to be provided at stage during felicitation of awardees etc. and to be removed whenever required.
9. Gas heaters inside hanger- 40 nos.
10. Carpeting the VIP area, aisle-ways inside hanger and inside VIP lounge etc. as required with excellent quality camel carpet, approx. 10500 sqft.
11. Carpeting the VIP entrance and entrance to Hi tea area etc. as required with excellent quality red carpet, approx. 1700 Sqft.
12. 01 no. stage of size 8'X12'X3' for AV console. To be covered from all visible sides with black masking cloth.
13. 01 no. stage of size 8'X5'X3' for video team. To be covered from all visible sides with black masking cloth.
14. Entire area inside the hanger including green rooms to be well lighted with matlights, etc. (as many lights required with white lights).

15. AUDIO/SOUND SYSTEM:

Line array sound system/arrangement with all required consoles and platforms/stands for speakers spread across the hanger.

- i. Sitting Area: JBLVertec Series and woofer speakers in sitting area (Top - 8 Nos. Base - 04 Nos.) to be put both the sides of the stage and in the middle of the main function area to cater around 1800 audience.
- ii. Stage: 10 Shure / Sennheiser stand microphones (5 small and 5 big stand) for musical instruments/live performances, 04 cordless microphones of Shure / Sennheiser for MCs and other users, 04 Shure / Sennheiser microphones for the VVIPs speech on podium.
- iii. 04 JBL monitor speakers to cover the whole stage performances two in front & two at the back stage.
- iv. Lapel mike 5 nos., foot mikes 5 nos. of professional quality.

- v. Minimum 24 Track mixer to handle the microphones with expert technician. One very good quality DVD player for the performances and few classical instrumental music for the off time program. Audio and video mixing and switching, playback equipment's with DVD and USB provisions and all other items required for the event.
- vi. Sound system with USB Ports/Audio players provided with two full range speaker sets for hi tea area (to play classical instrumental music). (already mentioned in Hi tea area)
- vii. PA system in football ground for announcement of vehicles for VIPs, provided with two horn speakers to cover the whole parking slot.
- viii. 17 AVs, out of which 15 for excel award categories and one each for release of commemorative golden jubilee coin and coffee table book, with Music & voice over to be recorded. Screening on the existing screens will be made on click of mouse during announcement for each award category/event 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 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.
- ix. All audio equipments to be flawless should have their backup and thoroughly tested for any flaw for flawless quality of sound. All audio cable layout and joints to be secured well in advance to ensure flawless quality.
- x. Audio console to be properly covered from all visible sides with black masking clothes.

16. **Camera Setup:** Multi camera video set up consisting of 03 nos. HD cameras and 01 no. HD camera with jimmy jib crane for 3rd camera with Dutch head for 360 degree view, including HD switching system and other console to control live streaming of video for photography and videography, to finally produce and edit, mixing, DVD of the complete event.

17. LEDs & LCDs/Plasma:

- i. 4 nos. LED screens of approx. 9'x 7' ,indoor type, pixel pitch of 5 mm. or 6 mm., with pedestal of 10' width x 2' depth x 6' ht. 2 nos. to be provided on the either sides of stage and 02 nos. on either sides of employees section inclined at a suitable angle for playback of recorded video and live proceeds. All LED walls to be identical make to ensure same quality viewing by all audience along with playback device for awards, movie clips, slides etc.
- ii. 03 nos. 60" LCD/plasma with appropriate box. (02 nos. for viewing by dignitaries on stage and 01 in the green room area for performing artists to time their entry on stage.)
- iii. 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.

18. Lights:

- i. 48 nos. LED parcans multicolor lights - For Stage.
- ii. 08 moving heads, 08 sharpie lights, 01 follow spot light, 02 smoke machines and 01 stop light – For Stage
- iii. Adequate general lighting arrangement for the entire venue viz. inside hanger, back stage/green rooms, hi tea area, snacks distribution stalls, parking area etc.
- iv. Adequate Mirchi lights (of golden/yellow color) on 150 nos. of trees along the pathways as per the layout.
- v. All the brandings and signages are to be front lit with adequate lighting.

All the audio-visuals, LEDs, LCDs, cameras and lighting are to be provided and controlled with consoles manned by proper technical operators/staff.

C. GATES:

- 1. 01 no. bamboo structure welcome/Exit gate with clear span 30' with 3'X3' pillars and 3'X3'top with clear height of 18' with Flex Branding surfaces made out of wooden sections/ metal frames on pillars at three sides and on top at three sides.
- 2. 03 nos. bamboo structure welcome/Exit gates with clear span 18' with 3'X3' pillars and 3'X3'top with clear height of 15' with Flex Branding surfaces made out of wooden sections/ metal frames on pillars at three sides and on top at three sides.
- 3. 01 no. gate of clear span of 14' and clear height of 12' decorated with fresh flowers.

4. 02 nos. gate of clear span of 11' and clear height of 12' decorated with fresh flowers.
 5. 01 no. gate of clear span of 18' and clear height of 15' decorated with fresh flowers.
 6. 3 nos. covered galleries size 6' wide X 40' long of standard height from flower gates to hanger.
 7. 01 no. covered galleries size 6' wide X 15' long of standard height from flower gates to hanger.
- Locations of bamboo gates and flower gates are as per layout/Annexure X©

D. MASTER OF CEREMONY (EMCEE)

Master of Ceremony (Emcee) – Pooja/Vandana Vadhera/Vimmi/Mandeep proficient 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 for the entire duration of event as well as for morning full dress rehearsal.

E. BRANDING, SIGNAGES, FLEX PRINTING:

1. Branding on bamboo structure gates as per size mentioned earlier.
2. 30 nos. of direction indicators self-standing with print area of around 2'X3' for eye level communication made from metallic pipe.
3. 12 nos. of direction indicators self-standing with print area of around 6' X 4' for eye level communication made from metallic pipe.
4. 10 nos. branding surfaces made out of wooden sections/ metal frames for printed flex size 8'X4' to be tied on the boundary walls of parade ground/main event on 3 sides facing outside.
5. 04 nos. self-standing structures made out of wooden sections/ metal frames for printed flex size 15'X8' to be placed on boundary walls of the township for viewing by moving traffic and people with provision of lighting from front side, backside to be covered properly.
6. 03 nos. self-standing structures made out of wooden sections/ metal frames for printed flex size 12'X8' to be placed on gates of the township for viewing by moving traffic and people with provision of lighting from front side, backside to be covered properly.
7. 01 no. self-standing structures made out of wooden sections/ metal frames for printed flex size 15'X12' to be placed on gates of the township for viewing by moving traffic and people with provision of lighting from front side, backside to be covered properly.
8. Flex printing on excellent quality flex material and fixing on branding structures /gates / signage etc. – approx. 6000 sq.ft.
9. Branding for two podiums by 2.5'x4' mounted on sun-board.
10. In front of stage side LED Screens: with printing in 4 colors on flex 12'x 6' & stretched on the existing structure below the side screens: 04 Nos.
11. Badges with Neck lanyard & Plastic cover for BHEL Volunteers.

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. SNACKS BOX DISTRIBUTION AREA

1. 2 nos. of 15'X30' covered tent with 10 nos. tables for snacks distribution to employees against production of coupons given by BHEL.
2. Proper illumination of the area

G. MISCELLANEOUS

1. 06 nos. Female ushers - decently dressed with trays etc. for welcome tilak and handling stage movements throughout the show.
2. 50 nos. fresh flower bouquets of excellent quality for VIPs
3. Rose and other flower petals approx. 5 kg.
4. 15 nos. trained guards for manning the gates of hanger and vehicle movement/parking area
5. All manpower deployed should be in uniform and walky talky sets for coordination between consoles, LED, cameras, electricals etc.
6. Silent diesel generators (125 kva X 2 nos. and 65 kva X 1 no.) including backup with fuel topped up adequately for general lighting, AV and decorating lightings for 6th and 7th Jan. as per schedule to cover up the entire event and rehearsals stretched up to 14-15 hours of total usage. The numbers of DGs provided above are indicative and based on approximation, actual nos. may be provided keeping in view of total power required.
7. Brass lamps of 5' height and other associated required material.
8. 12 nos. chemical toilets of standard size to be provided

9. 15 nos. tables with cloth and frills for placing mementoes, prizes etc.
10. Flower decoration on stage area/on other area as required.
11. Fixed gate type metal detector of standard size to be provided on all entrances into main venue.
12. Portable fire extinguishers in Main Venue, Hi-Tea Area and VIP Parking area.

H. THEME

All the venues shall be well decorated. The creative design for the same shall be got approved from BHEL. As a guideline a Golden-White theme shall be followed for the entire event.

I. 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 prior to the main event.
2. Provision of Silent DG (s) 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 BHEL Township, Noida 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 06.01.2015 & 07.01.2015 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.
7. Around 20 – 25 five pin power points with 220 Volts are to be provided along with the wall of Hanger.

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.

(Omender Singh)
Engineer (HR-TAX)
On behalf of “BHEL”

UN- PRICE BID

Name of Work : Organizing the event of 'Golden Jubilee Celebration Program' on 7th January, 2015 at BHEL Township, Sector-17, Noida.

NIT No. : 13:AA:NOI:ADMN.:GJ:112:2014-15 **Dated:** 24.12.2014

Date & Duration of Function: on 07/01/2015 for SEVEN (07) hours.

S.No.	Details	Unit	Qty	Unit Rate	Amount
A) HI-TEA AREA with VIP LOUNGE FOR 300 PAX					
1	Water proof tent (white house arrangement) for high tea for 300 Pax. Tent size 234'X44'. Inside hi tea area- setting of lounge for VIPs with a seating capacity of ~75 Pax.	Sq.ft	10296	XXXXXXX	XXXXXXX
2	3-seater sofas with cushions & linen cover along with coffee tables. At VIP Lounge. Floral arrangement to be kept at all the coffee tables.	Nos.	50	XXXXXXX	XXXXXXX
3	Covered counters of standard size for serving the snacks/coffee/tea/mineral water etc. to 300 persons including VIPs.	Nos.	15	XXXXXXX	XXXXXXX
4	Entire area to be well lighted with parcans, lamp shades, halogens & other decorative elements in hi tea area	LS		XXXXXXX	XXXXXXX
B) HANGER (Main Function Area)					
5	Aluminium hanger structure : Space frame aluminium extruded structure & waterproof structure covered with PVC coated blackout fabric (white in colour), having virtually nil penetration of light and air for size to 66' (B) X 266' (L) for seating capacity of around 1800 personnel with a minimum clear height of 22' at centre and 18-19' at sides. Doors of adequate sizes corresponding to the all entries/openings are to be provided in the hanger as per the requirement. Other associated decorative items w.r.t hanger like dropdown flex etc. to be included.	Sq.ft.	17556	XXXXXXX	XXXXXXX

6	<p>STAGE Stage: Stage size 44' (W) X 36' (D) X 5' (H)-the stage construction should be based on scaffolding or alternate metallic pipes of adequate strength with top flooring of at least 1" thick wooden board to be covered with lenolium sheet of antiskid quality. Back drop (black in colour) of size 12'X44' with branding surface of size 12' X 44' with 2 nos. 04' wide X 8' high wooden doors and 02 nos. black colour wooden frame side wings in size 4'X12'. 4 nos. 'L' shape stair cases- 4' wide with steps of 1' tread and 0.5' rise made from appropriate iron structures and SS railings secured to the stair structure, one Ramp of standard size. Red carpet of good quality to cover stairs/ramp. Two no. of podiums with brandings on front side. Masking/flex printing of stage height (5') from all visible sides with cloth/branding and frills. U shape truss (3 sided- in Horizontal plane) of adequate dimensions and weight bearing capacity at a height of 17' from ground (i.e. 12' from stage level) supported on 04 nos. columns</p>	No.	1	XXXXXX	XXXXXX
7	Excellent quality high back, cushioned VIP chairs with center	Nos.	12	XXXXXX	XXXXXX
GREEN ROOM					
8	Water proof tent arrangement for making green room of size 10'X12' of standard height with 3 nos. full size mirrors (6' X 2' approx.) with drawers in each green room.	Nos.	06	XXXXXX	XXXXXX
9	Makeup man/artist with assistants and makeup kit for the cultural performers.	Nos.	06	XXXXXX	XXXXXX
10	Covered tables/arrangements to be made for serving tea / coffee /water etc.	Nos.	02	XXXXXX	XXXXXX
INSIDE THE HANGER					
11	Q-managers	Nos.	50	XXXXXX	XXXXXX
12	3-seater sofas with linen covers along with coffee tables.	Nos.	60	XXXXXX	XXXXXX
13	Floral arrangement to be kept at coffee tables	Nos.	15	XXXXXX	XXXXXX
14	Cushioned chairs with white cover & ribbon.	Nos.	1800	XXXXXX	XXXXXX

15	Carpeting the desired area as per instruction of organizing committee with excellent quality carpet, (Camel colour)	Sqft.	10500	XXXXXXX	XXXXXXX
16	Carpeting the desired area as per instruction of organizing committee with excellent quality carpet, (red colour)	Sqft.	1700	XXXXXXX	XXXXXXX
17	Stage of size 8'X12'X3' for AV console covered from all visible sides with black masking cloth.	Nos.	01	XXXXXXX	XXXXXXX
18	Stage of size 8'X5'X3' for video team covered from all visible sides with black masking cloth.	Nos.	01	XXXXXXX	XXXXXXX
19	Gas Heaters (Hi Tea plus Hanger area)	Nos.	50	XXXXXXX	XXXXXXX
	Lights:			XXXXXXX	XXXXXXX
20	48 nos. LED parcans multicolor lights - For Stage.	Nos.	48	XXXXXXX	XXXXXXX
21	08 moving heads,	Nos.	08	XXXXXXX	XXXXXXX
22	08 sharpie lights	Nos.	08	XXXXXXX	XXXXXXX
23	01 follow spot light,	Nos.	01	XXXXXXX	XXXXXXX
24	02 smoke machines	Nos.	02	XXXXXXX	XXXXXXX
25	Stop Light	Nos.	01	XXXXXXX	XXXXXXX
26	Adequate Mirchi lights (of golden/yellow colour) on tress	Nos. of tree	150	XXXXXXX	XXXXXXX
27	Adequate general lighting arrangement for the entire venue viz. inside hanger, back stage/green rooms, snacks distribution stalls, parking area etc. with adequate nos. of Mat lights.		LS	XXXXXXX	XXXXXXX
28	All the brandings and signage are to be front lit with adequate lighting		LS	XXXXXXX	XXXXXXX
	Audio/Sound System:			XXXXXXX	XXXXXXX
29	JBLVertec Series (Full range) and woofer speakers in sitting area (Top - 8 Nos., Base - 04 Nos.)	set	01	XXXXXXX	XXXXXXX
30	JBL monitor speakers to cover the whole stage performances	Nos.	04	XXXXXXX	XXXXXXX
31	Lapel mike of professional quality.	Nos.	05	XXXXXXX	XXXXXXX
32	Foot mikes of professional quality.	Nos.	05	XXXXXXX	XXXXXXX

33	Minimum 24 Track mixer to handle the microphones with expert technician. One very good quality DVD player for the performances and few classical instrumental music for the off time program. Audio and video mixing and switching, playback equipment's with DVD and USB provisions and all other items required for the event.	Nos.	1	XXXXXXX	XXXXXXX
34	PA system with two horn speakers to cover the whole parking slot for announcement of vehicles for VIPs.	Nos.	01	XXXXXXX	XXXXXXX
35	Shure / Sennheiser microphones (along with 5 small and 5 big stands) for musical instruments/ live performances,	Nos.	10	XXXXXXX	XXXXXXX
36	Cordless microphones of Shure / Sennheiser for MCs and other users	Nos.	02	XXXXXXX	XXXXXXX
37	Shure / Sennheiser microphones for the VVIPs speech on podium.	Nos.	02	XXXXXXX	XXXXXXX
38	AVs with Music & voice over to be created for 17 sets out of which 15 for excel awards categories and one each for release of commemorative coin and coffee table book during the event. Stock royalty-free music and professional voice over artist only to be used, all creative by the agency, inputs will be provided by BHEL to the successful bidder.	Nos.	17	XXXXXXX	XXXXXXX
39	Sound system with USB Ports/Audio players provided with two full range speakers for playing classical instrumental music in HI-Tea Area. All CDs, songs, software to be provided by the vendor.	Nos.	01	XXXXXXX	XXXXXXX
40	CAMERAS Multi camera video set up including HD switching system and other console to control live streaming of video for photography and videography, to finally produce and edit, mixing, DVD of the complete Consisting of a) HD cameras b) HD cameras with jimmy jib crane with Dutch head for 360 degree view.	Nos. Nos.	03 01	XXXXXXX	XXXXXXX

41	LED screens of approx. 9'x 7' pixel pitch 5 mm. or 6 mm. with pedestal of 10' width x 2' depth x 6' ht.	Nos.	04 Nos.	XXXXXX	XXXXXX
42	60" LCD/plasma with appropriate box. (02 nos. for viewing by dignitaries on stage and 01 in the green room area)	Nos.	03	XXXXXX	XXXXXX
43	MASTER OF CEREMONY (EMCEE) any one of them: Pooja Vimmy Vandana Vadhera Mandeep			XXXXXX	XXXXXX
GATES					
44	Bamboo structure welcome/Exit gate with clear span 30' with 3'X3' pillars and 3'X3' top with clear height of 18' with Flex Branding surfaces made out of wooden sections/ metal frames on pillars at three sides and on top at three sides. Rates of preparing flex surface only to be quoted as the rates of flex printing & mounting is to be quoted separately at S.No. 57.	Nos.	1	XXXXXX	XXXXXX
45	Bamboo structure welcome/Exit gates with clear span 18' with 3'X3' pillars and 3'X3'top with clear height of 15' with Flex Branding surfaces made out of wooden sections/ metal frames on pillars at three sides and on top at three sides. Rates of preparing flex surface only to be quoted as the rates of flex printing & mounting is to be quoted separately at S.No. 57.	Nos.	3	XXXXXX	XXXXXX
46	Gate of clear span of 14' and clear height of 12' decorated with fresh flowers.	Nos.	1	XXXXXX	XXXXXX
47	Gate of clear span of 11' and clear height of 12' decorated with fresh flowers.	Nos.	2	XXXXXX	XXXXXX
48	Gate of clear span of 18' and clear height of 15' decorated with fresh flowers.	Nos.	1	XXXXXX	XXXXXX
49	Covered galleries size 6' wide X 40' long of standard height from flower gates to hanger.	Nos.	3	XXXXXX	XXXXXX
50	Covered galleries size 10' wide X 15' long of standard height from flower gates to hanger.	Nos.	1	XXXXXX	XXXXXX

51	Direction indicators self-standing with print area of around 2'X3' for eye level communication made from metallic pipe. Rates of preparing flex surface only to be quoted as the rates of flex printing & mounting is to be quoted separately at S.No. 57.	Nos.	30	XXXXXXX	XXXXXXX
52	Direction indicators self-standing with print area of around 6' X 4' for eye level communication made from metallic pipe. Rates of preparing flex surface only to be quoted as the rates of flex printing & mounting is to be quoted separately at S.No. 57.	Nos.	12	XXXXXXX	XXXXXXX
53	Branding surfaces made out of wooden sections/ metal frames for printed flex size 8'X4' to be tied on the boundary walls of parade ground/main event on 3 sides facing outside. Rates of preparing flex surface only to be quoted as the rates of flex printing & mounting is to be quoted separately at S.No. 57.	Nos.	10	XXXXXXX	XXXXXXX
54	Self-standing structures made out of wooden sections/ metal frames for printed flex size 15'X8' to be placed on boundary walls of the township for viewing by moving traffic and people with provision of lighting from front side, backside to be covered properly. Rates of preparing flex surface only to be quoted as the rates of flex printing & mounting is to be quoted separately at S.No. 57.	Nos.	04	XXXXXXX	XXXXXXX
55	Self-standing structures made out of wooden sections/ metal frames for printed flex size 12'X8' to be placed on gates of the township for viewing by moving traffic and people with provision of lighting from front side, backside to be covered properly. Rates of preparing flex surface only to be quoted as the rates of flex printing & mounting is to be quoted separately at S.No. 57.	Nos.	03	XXXXXXX	XXXXXXX

56	Self-standing structures made out of wooden sections/ metal frames for printed flex size 15'X12' to be placed on gates of the township for viewing by moving traffic and people with provision of lighting from front side, backside to be covered properly. Rates of preparing flex surface only to be quoted as the rates of flex printing & mounting is to be quoted separately at S.No. 57.	Nos.	01	XXXXXXX	XXXXXXX
57	Flex printing on excellent quality flex material and fixing on branding structures/gates/signage etc.	Sq.ft	6000	XXXXXXX	XXXXXXX
58	Badges with Neck lanyard & Plastic cover BHEL Volunteers (150)	Nos.	150	XXXXXXX	XXXXXXX
59	SNACKS BOX DISTRIBUTION AREA 2 nos. of 15'X30' covered tent with 10 nos. tables with Proper illumination of the area	L.S.		XXXXXXX	XXXXXXX
60	Female ushers - decently dressed with trays etc. for welcome tilak and handling stage movements throughout the show.	Nos.	06	XXXXXXX	XXXXXXX
61	50 Nos. of Fresh flower bouquets of excellent quality for VIPs & Rose petals and other flower petals approx. 5 kg.	LS.		XXXXXXX	XXXXXXX
62	trained guards for manning the gates of hanger and vehicle movement/parking area	Nos.	15	XXXXXXX	XXXXXXX
63	Silent diesel generators (125 kva X 2 nos. and 65 kva X 1 no.) including backup with fuel topped up adequately for general lighting, AV and decorating lightings for 6 th and 7 th Jan. as per schedule to cover up the entire event and rehearsals stretched up to 14-15 hours of total usage. The numbers of DGs provided above are indicative only based on approximation, actual nos. may be provided keeping in view of total power required.	LS		XXXXXXX	XXXXXXX
64	Chemical toilets of standard size to be provided at different locations	Nos.	12	XXXXXXX	XXXXXXX
65	Brass lamps of 5' height and other required material.	Nos.	1	XXXXXXX	XXXXXXX
66	Portable fire extinguishers in Main Venue, Hi-Tea Area and VIP Parking area.	Nos.	15	XXXXXXX	XXXXXXX

67	Tables with cloth and frills for placing mementoes, prizes etc.	Nos.	15	XXXXXX	XXXXXX
68	Adequate Flower decoration on stage area	Sqft/running ft.	500	XXXXXX	XXXXXX
69	Fixed gate type metal detector of standard size to be provided on all entrances into main venue.	Nos.	3	XXXXXX	XXXXXX
70	Dustbins of adequate size shall be placed for disposal of used water glasses, plates and tissue papers etc; and clearances of dustbins as many times required.	Nos.	20	XXXXXX	XXXXXX
71	Sub total				XXXXXX
72	Service Tax and any other taxes (%)				XXXXXX
73	Grand Total to be considered for evaluation inclusive of all taxes and duties.				XXXXXX
Total Offer value in words: Rupees XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX					

Notes:-

- The rates should be inclusive of all Charges, Event Management Fees, and incidental charges but excluding of service tax. Service tax to be quoted separately in the bid. No other charges what so ever it may be would be payable to the bidder.
- Minor items/ services, which are not specifically mentioned against each of the head above and in the scope of work of this tender but are required as per standard industry practices, the cost quoted should be inclusive of the same.
- 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.
- All the items are on rental/hiring basis and shall be property of vendor. Vendor shall remove all items after completion of program. Hence vendor to quote rates for items on hiring basis only.
- All manpower deployed should be in uniform and walky talky sets for coordination between consoles, LED, cameras, electricals etc.
- The evaluation of the price bid is based on the Grand Total above.
- Bidders are requested to go through the scope of work, general & special conditions w.r.t work, visit the site/location etc. and get fully acquainted with the work place and prevailing working conditions to get all their doubts clarified regarding the above services before submitting the offer.

Schedule of events

- The stage is required to be made ready by 2:00 PM on 6th January, 2015 for the purpose of rehearsal by the participants complete with lights & sound required for this purpose.
- The testing of all the equipment and lighting will be done on 6th Jan 2015.
- The entire venue shall be ready in all respects by 09.00 AM on 7th January, 2015.

Authorized

Signature(s).....

.. Name of Authorized Signatory & Company Seal

BUSINESS RULES FOR REVERSE AUCTION
GENERAL TERMS AND CONDITIONS OF REVERSE AUCTION

Against this Enquiry for the subject work with detailed scope of work as per our enquiry specification, Estate Office, BHEL Township, Sector-17, Noida may resort to **“REVERSE AUCTION PROCEDURE” i.e. ON LINE BIDDING (THROUGH A SERVICE PROVIDER)**. The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed Reverse Auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit ‘online sealed bid’ in the Reverse Auction. Non-submission of ‘online sealed bid’ by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite auction by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on Internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (Annexure A) before start of Reverse Auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., Price bid) which will help to arrive at “Total Cost to BHEL” like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse Auction will be conducted on schedule date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/email the duly signed filled-in prescribed format for price breakup including that of line items, if required, (Annexure B) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the price bids and price impacts, if any already submitted and available with BHEL shall be opened as per BHEL’s standard practice.
12. Bidders shall be required to read the “Terms and Conditions” section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the ‘Business Rules of Reverse Auction’, which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action *as per extant BHEL guidelines*, shall be initiated by BHEL and the results of the RA scrapped, aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder(s) (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

Annexure- A

Process Compliance Form

(The bidders are required to print this on their company's letterhead, sign & stamp before faxing)

To

- M/s. {Service provider
- Postal address}

Subject: Agreement to the Process related Terms and Conditions for the Reverse Auction

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the RFQ document for Organizing the event of 'Golden Jubilee Celebration Program' on 7th January, 2015 at BHEL Township, Sector-17, Noida vide NIT No. : 13: AA: NOI: ADMN: GJ: 112: 2014-15 **Dated** : 24/12/2014

This letter is to confirm that:

- 1) The undersigned is authorized official/ representative of the company to participate in RA and to sign the related documents.
- 2) We have studied the Reverse Auction Terms & Conditions and the Business rules governing the Reverse Auction as mentioned in your letter and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We also confirm that, in case we become L1 bidder, we will email/ fax the price confirmation & break up of our quoted price (including that of line items) as per Annexure- II within two working days (of BHEL) after completion of RA event, besides sending the same by registered post/ courier both to M/s BHEL and M/s {Service Provider}.

We, hereby confirm that we will honor the Bids placed by us during the auction process.

With regards,

Signature with company seal

Name –

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –

- Sign this document and Fax it to M/s {Service provider} at (.....) prior to start of the Event.
- Attach a signed copy of the RFQ document along with the Agreement Form/ Process Compliance form and send to M/s. {Service provider}

Annexure B

RA Price Confirmation Breakup

To

- M/s. {Service provider
- Postal address}

CC: M/s BHEL

Subject: Final price quoted during Reverse Auction, and price breakup.

Dear Sir,

We confirm that we have quoted Rs for the item covered under tender enquiry No.13: AA: NOI: ADMN: GJ: 112: 2014-15 **Dated:** 24/12/2014.

Total price of the items covered under above cited enquiry is inclusive of all the taxes & duties including Service Tax.

The breakup of total amount is given in the Price Format enclosed

Thanking you and looking forward to the valuable order from BHEL.

Yours sincerely,

For _____

Name:

Company:

Date:

Seal:

DECLARATION

I / We, do hereby declare that there is no case with the Police/Court/Regulatory authorities against the proprietor/firm/partner. Also I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

(Signature & seal of the contractor)

Place:

Date:

ESTATE OFFICE: BHEL TOWNSHIP: NOIDA

NIT No.: 13:AA:NOI:ADMN.:GJ:112:2014-15

Dated: 24.12.2014

No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender and there is no deviation in the terms & conditions of tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

(Signature & seal of the contractor)

BIDDER'S DETAILS

Name of the Contractor /Party/ Firm	
Present status of Party, whether Individual/ HUF/ Partnership firm/ AOP/ Public Ltd. Company/ Private Ltd. Company	
Name of Representative	
Postal Address	
Phone/ Landline Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	
Bank details for payment through NEFT/RTGS	Name of Bank: Branch: Account No.: IFSC No.: MICR No.:

Note: Submit a cancelled cheque for verification of above bank details.

(Signature & seal of the contractor)