

**Open tender for tentage arrangement during BHEL AGM  
at Manekshaw Centre on 22<sup>nd</sup> Sep, 2016**



**Bharat Heavy Electricals Open  
BHEL House, Siri Fort, New Delhi-110049  
Tel: 011-66337426, Fax: 011-66337428**

*fd*



**Bharat Heavy Electricals Ltd.**  
**BHEL House, Siri Fort, New Delhi-49**

**Corporate Office**

Ref: No.AA:GAX:AGM:16-17:01  
Date: 16/08/2016

**Last date of submission of tender – By 14:30 Hrs. on 23/08/2016**  
**Due date for opening of tender – At 15:00Hrs. on 23/08/2016**

**Sub: Open tender for arrangement of tentage during**  
**Annual General Meeting at Manekshaw Centre on 22<sup>nd</sup> Sep, 2016**

Bharat Heavy Electricals Ltd.(BHEL) is inviting sealed tender in two parts for tentage arrangement during Annual General Meeting in Manekshaw Centre, parade Road, Khyber Lines, Delhi Cantt. Delhi on 22/09/2016 as per details mentioned further in this NIT. The complete tender enquiry (NIT) with terms and conditions is available on BHEL web site (<http://www.bhel.com>) and **CPP portal** for downloading. The last date for submission of sealed tender is 23<sup>rd</sup> Aug. 2016 by 02.30 PM. All eligible parties can participate in this tender.

"All corrigenda, addenda, amendments, time extension, clarifications etc. to the tender will be hosted on BHEL website (<http://www.bhel.com>) and CPP portal only hence bidders are advised to visit the website(s) regularly to keep themselves updated". For any clarification, please contact Mr. R B Rai, Asst. Engineer, BHEL, Corporate Office, New Delhi. (Ph.-011-66337426, Mob.9560947575 & FAX : 011-66337428, E-mail: rbrai@bhel.in).

For & on behalf of BHEL

(Amit Wadekar)  
Sr. Engineer (HR-GAX)

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**BHEL House, Siri Fort, New Delhi-110049**  
**Tel:011-66337426, Fax:011-66337428**



**Corporate Office, New Delhi**

No.AA:GAX:AGM:16-17:01 , Dt. 16/08/2016  
Due date for submission of bid: 23/08/2016 by 1430 hrs  
Due date for opening of bid: 23/08/2016 at 1500 hrs

**Sub: Open tender for arrangement of tentage during**  
**Annual General Meeting at Manekshaw Centre on 22<sup>nd</sup> Sep, 2016**

BHEL is holding its 52<sup>nd</sup> Annual General Meeting on 22<sup>nd</sup> Sep, 2016 at Manekshaw Centre, Parade Road, Khyber Lines, Delhi Cantt. Delhi. All the interested and eligible parties are requested to submit their competitive bid in two parts exactly as per details given in annexure 'A1' in sealed cover for the subject work.

**PRE-QUALIFYING REQUIREMENTS FOR THE BIDDERS:**

- 1.1 The bidder must have minimum annual turnover of Rs.1,09,710/- for the last three years i.e. FY 2012-13, 2013-14 & 2014-15. Audited balance sheet & profit & loss account for above mentioned Fin. Years must be submitted along the bid.
- 1.2 The bidder should have experience of tentage arrangement for Annual General Meeting in preceding last seven years before Mar 2016. Documentary evidence for the same is to be submitted along the bid as follows:
  - (i) Single work order of value not less than Rs.2,92,560/-
  - Or
  - (ii) Two work order of value not less than Rs.1,82,850/- each,
  - Or
  - (iii) Three work order of value not less than Rs.1,46,280/- each.
- 1.3 The bidder must submit self-certified PAN card copy.

**2. TERMS & CONDITIONS OF TENDER:**

- 2.1 The tender enquiry No. & due date must be legibly super scribed on the envelope.
- 2.2 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.
- 2.3 Tenders shall be strictly in accordance with the tender specifications. Any deviation may lead to rejection of tender.
- 2.4 The Offers shall remain valid for 90 days period from the due date of submission of tenders.

*[Handwritten signature]*

- 2.5 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.
- 2.6 Tenders received after due date & time are liable to be rejected.
- 2.7 **BHEL reserves the right to increase or decrease the quantity of tentage items by ± 15% of contract value at the same rates and terms & conditions of this contract.**
- 2.8 Each page of the tender document must be stamped and duly signed by the tenderer.
- 2.9 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 by BHEL to the successful tenderer for execution of the above work.
- 2.10 Price quoted by the tenderers should be inclusive of all taxes and charges etc. as per Govt. rules and regulations.
- 2.11 **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 there is mismatch/discrepancies in price bid between unit price and total price (which is obtained by multiplying the unit price by quantity), the unit price shall prevail and the total price shall be corrected accordingly, unless in the opinion of the purchaser, there is an obvious misplacement of decimal point in the unit price, in which case the total price as quoted shall govern and unit price corrected accordingly.**
- 2.12 **The total work i.e. fixing of shamiyana, arrangement of furniture, barricading work, preparation of counters with electrical points and fans must be completed in all respect latest by 1600 hrs on 21<sup>st</sup> Sep 2016. The electrical points must be functional by 1630 hrs. on 21<sup>st</sup> Sep, 2016. However flower decoration must be completed before 0630 hrs in the morning on 22<sup>nd</sup> Sep, 2016.**
- 2.13 **Penalty @10% of total value of bill will be levied against any delay in completion of work, poor quality of shamiyana/furniture etc.**
- 2.14 BHEL reserves the right to accept or reject any of the bid / all bids with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no tenderer shall have any claim arising out of such action by BHEL.
- 2.15 All documents submitted by the tenderer shall be accompanied with a covering letter with index interlinking all the documents.

3. **Payment terms:**

- 3.1 **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.**
- 3.2 **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 in tender enquiry before submitting the offer.**

*Handwritten signature*

3.3 Work order will be placed on the lowest bidder for the complete scope of work.

3.4 **Penalty will be levied by BHEL as per clause No. 2.13 of the tender enquiry on account of delay, violation of contract conditions or poor quality of tentage items.**

3.5 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 deduction of TDS etc if any will be made as per income tax act.

#### 4.0 LAWS GOVERNING THE CONTRACT:

The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

#### 5.0 JURISDICTION OF COURT:

Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

#### 5.1 **Default/Breach Of Contract, Insolvency And Risk Purchase**

- a) 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 not so delivered or others of a similar description where stores 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.

- b) Cost of the purchases/service made by the Purchaser/Service taker 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.

## 6.0 **SCOPE OF WORK:**

6.1 As per Price Bid Format enclosed at **Annexure-A1**

## 7.0 **Procedure for submission of sealed tenders:**

The tender is to be submitted in two parts. The documents mentioned below from Sl.No. (b) to (i) must be kept in one envelope and only Price bid at Sl. No.(a) must be kept in separate envelope and now both these envelopes must be kept in 3<sup>rd</sup> sealed envelope and should be super-scribed as "Bid for tentage arrangement", due on 23/08/2016". Price should be quoted exactly as per Price Bid Format (Annexure A1), no other format will be accepted.


- 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) Self-attested PAN copy
- g) Balance sheet / profit & loss account as per clause No.1.1
- h) Work order copy as per clause No.1.2
- i) Check list Annexure-A5

Tenders incomplete in any respect are liable to be rejected. Sealed tender(s) should be dropped in the tender box kept at main gate of our office 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 Open  
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.

  
(Amit Wadekar)  
Sr. Engineer (HR-GAX)

Enclosures: As above

## Price Bid Format

<b>Price bid format for tentage arrangement in Manekshaw Centre on 22/09/2016</b>			
<b>Sl.No.</b>	<b>Description</b>	<b>Qty</b>	<b>Amount (Rs.)</b>
1	30'x75' water proof pandal with white side walls for complete pandal for catering in open ground with 08 counters, in and out queue separately, Carpets for complete pandal	1	
2	Registration counters including cloak room (24 Nos with in and out queue separately) with help of self-standing stands Multi-point electrical sockets for registration counters - 30,	24	
3	Tables with white sheets & frills on dais	9	
4	VIP chairs on dais	15	
5	Banquet chairs with white covers - 80 (approx.), tables with white sheet & frills-85 ( 60 for registration counter and 25 for snacks counter) , Pedestal fans-30,		
6	Flower Arrangements:-		
	Good quality flower bouquets	15	
	Dias decoration with fresh flowers		
7	Other charges, if any		
8	Taxes, if any		
9	<b>Total (Rs.)</b>		

## Note:

- (i) There should not be any over-writing in rates.
- (ii) The evaluation of tender will be done on the basis of overall cost to company i.e. sl. No. 9 in above table.
- (iii) Terms and conditions specified by BHEL in the tender enquiry are acceptable to us.
- (iv) Complete arrangement must be completed before 04 PM on 21/09/2016.

Signature  
Name and address of bidder  
Contact Number

*fd*

**No Deviation Certificate**

This is to certify that our bid for arrangement of tentage on 22<sup>nd</sup> Sep 2016 in Manekshaw Centre, Parade Road, Khyber Lines, Delhi Cantt. Delhi, New Delhi has no deviation.

Date:

Authorized signatory  
(With sign. & stamp)



**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)

F. D.

**Personal Details**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
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**

**Annexure-A5**

**CHECK LIST FOR SUBMISSION OF BID**

<b>Sl.No.</b>	<b>Documents attached</b>	<b>Yes/No</b>
1	Price bid format	
2	No Deviation certificate	
3	Declaration	
4	Signed tender enquiry	
5	Personal details	
6	PAN card copy	
7	Balance sheet / profit & loss account as per clause No.1.1	
8	Work order as per clause No.1.2	

(Signature & Seal of the Bidder)

