



BHARAT HEAVY ELECTRICALS LIMITED

Corporate Health Safety & Environment

3rd Floor, Advant Navis Building, Plot No. 7 , Sector-142, NOIDA (201305)

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NOTICE INVITING TENDERS

Open tenders, in two parts, are invited in sealed envelopes for conducting accredited 5-days Lead Auditors Training Course for EHS (EMS conforming to ISO: 14001 plus OHSMS Conforming to BS OHSAS: 18001). Part one of the tender will be techno-commercial offer and part-two will be the Price bid. Details of the tender are as follows.

Tender No. & Date	AA/HSE/NIT/2015-16/01, 09.09.2015
Name of work	Conducting an accredited 5-days lead auditor course for EHS based on IS/ISO 14001 and BS OHSAS 18001.
Estimated cost	₹ 2, 67,900/-
Earnest money	NIL
Period of contract	6 months
Last date for submission of tender	Up to 2:00 pm on 9.10.2015
Date of opening of tender	At 3:00 pm on 9.10.2015
Place for submission of tender	Office of AGM(HSE) , Corporate Office, BHEL, 3 rd floor, Advant Navis Building, Plot No.- 7 , Sector-142, NOIDA
Tender cost	NIL

Tender document can be downloaded from www.bhel.com .

Kindly note that Amendments/Corrigendum, if any, would be hosted on this website only.


AGM (HSE)

**NAME OF WORK : CONDUCTING AN ACCREDITED 5-DAYS LEAD AUDITOR COURSE
FOR EHS BASED ON ISO 14001 AND BS OHSAS 18001.**

NIT No.: AA/HSE/NIT/2015-16/01, Dated: 09.09.2015

CHECKLIST

Note: Bidders are required to fill the following details and specify respective enclosures attached against each requirement in this format itself.

S.No.	Particulars	(to be filled by the tenderer)
1	Name & address of the tenderer	
2	Email ID	
3	Phone No. (office) : Mobile No. : FAX No. :	
4	Name and designation of the official of the bidding organisation to whom all the references shall be made.	
5	Details of Tender cost. <i>[DD Number, date, amount etc.]</i>	NA
6	Details of EMD submitted. <i>[DD Number, date, amount etc.]</i>	NA
7	Service tax Registration No.	
8	Proof of experience required as per the qualifying criteria. <i>[Mention page no. of the submitted tender document]</i>	
9	Details of accreditation certificate	
10	Details of bank account for payment through electronic mode.	

Signature & Name of Contractor

Date

Account Officer

Issuing Officer

Opening Officer

NAME OF WORK : CONDUCTING AN ACCREDITED 5-DAYS LEAD AUDITOR COURSE FOR EHS BASED ON ISO 14001 AND BS OHSAS 18001.

NIT No.: AA/HSE/NIT/2015-16/01, Dated: 09.09.2015

Technical Bid

A	Scope of Work :
1	The work involves conducting an IRCA/NABET accredited Lead Auditor Course for Environment Management System and Occupational Health & Safety Management System based on latest version of ISO 14001 and BS OHSAS 18001.
2	The course shall be of 5-days (40 hours) duration.
3	Besides the basic understanding of IS/ISO 14001 the course shall also cover an overview and understanding of IS/ISO 14004.
4	The course shall be accredited and in line with the requirements of IS/ISO 14001, BS OHSAS 18001 and IS/ISO 19011.
5	All participants shall be provided with the copies of the training materials, exercises, case studies and auditing exercises. One extra copy of each document shall be provided for the organizers, i.e. BHEL's HSE department.
6	Necessary facilities like venue for the Training, Computer/Lap top, LCD projector and other logistics such as marker pens, photocopying facility, flip charts etc. shall be arranged by BHEL and provided during the working hours for the training.
7	Pre-course material and the course material shall be provided in advance for distribution to participants in case it is required.
8	Total number of participants shall be 20 maximum per course and any extra participant(s), if permitted by the course provider, shall be allowed to attend the course and shall be eligible to receive the certificate(s).
9	All participants shall be provided with the Certificates of successful completion in accordance with the terms of Accreditation Scheme. An examination may be conducted at the end of the course as per requirements of Accreditation Body. Those who pass the assessment process/examination will be awarded "certificate of achievement" and those who fail in the course assessment process/examination will be provided "certificate of attendance".
10	BHEL shall provide training venue, lunch, tea etc. for the participants. The course is likely to be organized in Delhi/NCR. However, the courses may also be held at other stations. In case, the course is organized outside Delhi/NCR, the travel charges, for maximum two course faculties, by air (economy class) or by train (AC II or equivalent) shall be reimbursed separately by BHEL on the production of proofs thereof. Stay arrangements (lodging and boarding) shall be made by BHEL at its own cost.
B	Qualifying Criteria:
	Bidder must fulfill the following qualifying criteria of this tender.
1	<p>The bidder must have sufficient experience in the field of conducting such accredited training programs and must have conducted at least 20 such courses.</p> <p>Bidder is required to submit evidence in form of detailed list of programs conducted, giving details of dates, venue and number of participants in each program with supporting</p>

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	letter/certificate from organizations for whom the program(s) were conducted.
2	Bidder shall provide summary of feedback from participants for each of the last 10 programs organized on the subject.
3	The bidder shall submit evidence of Accreditation. The evidence shall also indicate the period for which the authorization has been given.
4	The bidder shall provide faculty approved by Accreditation Body for the course. The faculty for the course shall be a Registered Lead Auditor for ISO 14001 & OHSAS 18001.
5	The bidder shall be able to organize and conduct the course for BHEL in Delhi/NCR, with an advance notice period of minimum 30 days by BHEL or as decided mutually. However, the dates shall be mutually agreed and fixed.
C General Conditions :	
1	No advance payment will be made. Payment will be made by BHEL only after successful completion of the course and disbursement of certificates to the participants.
2	Payment bill be made only through electronic mode.
3	Rates should be inclusive of all applicable taxes and other charges, if any. However, for accounting purpose, while raising invoice on BHEL course fee and applicable taxes shall be split. The total of all charges shown in the invoice shall be equal to the rate quoted by the bidder.
4	Period of validity of offer should be <u>90 days</u> from the date of opening of tender.
5	The rates shall be inclusive of local travel expenses for faculties in Delhi/NCR region, when the course is organized in Delhi/NCR region.
6	No escalation in cost will be permitted under any circumstance.
7	BHEL reserves the right to accept or reject any or all offer without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter.
8	TDS shall be deducted from the bill as per applicable rules and regulations.
D Instructions to the Bidder:	
1	One set of tender document duly signed by authorized representative of bidder and signed & stamped on each page shall be submitted as detailed further. Bidder should note specifically that all pages of tender document, including the NIT pages 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. Price shall be mentioned in the relevant price bid only and submitted in separate sealed envelope. In case of any clarification, bidder may contact this office. No overwriting / correction in tender documents by bidder shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
2	Tender must be submitted in two parts, i.e., (i) Techno-Commercial Bid and (ii) Price Bid. Both the bids i.e., "Techno-Commercial Bid" and "Price Bid" must be sealed in separate envelopes. Then, both these envelopes should be put in another envelope and sealed. (a) Envelope containing Technical bid must be super scribed with following information TECHNICAL BID FOR NIT No. AA/HSE/NIT/2015-16/01

Signature & Name of Contractor

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NIT No.: AA/HSE/NIT/2015-16/01, Dated: 09.09.2015

	<p>Name of work: Conducting accredited lead auditor course for EHS Name of the bidding organisation: _____ (b) Similarly, envelope containing Price Bid must be super scribed with following information PRICE BID FOR NIT No. AA/HSE/NIT/2015-16/01 Name of work: Conducting accredited lead auditor course for EHS Name of the bidding organisation. _____</p>
3	Techno-commercial bid should contain all the documentary proof pertaining to qualifying criteria, signed tender document, General conditions of contract, instructions to the bidder , authorization for e-payment etc.
4	Price Bid should contain only the rate quoted by the tenderer. Rates must be quoted in figures as well as in words.
5	<p>On the date of opening of tenders, only Techno-Commercial Bids shall be opened. The representative of the bidders may be present at the time of opening of the tender, if interested.</p> <p>Price bids shall be opened later, after completion of evaluation of techno-commercial bids. Only technically qualified bidders shall be considered for opening of the price bids.</p> <p>Intimation regarding opening of price bid shall be sent to technically qualified bidders alone through email only.</p>
6	Each page of the tender document i.e. NIT page, price bid, scope of work, qualifying criteria, general conditions, instruction to the bidders and price bid must be duly signed and stamped by the bidder as token of acceptance.

Signature & Name of Contractor

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Certificate by The Bidder

To,
The AGM (HSE),
Corporate office,
BHEL, NOIDA

I/we hereby offer to conduct the accredited 5-day lead auditor course for EHS (EMS conforming to ISO 14001 & OHSMS conforming to BS OHSAS 18001) as per the scope and terms & conditions given in the tender document. I/we have carefully perused the scope of work, qualifying criteria and all the terms & conditions of the tender before submitting the offer and I/we commit to abide by the same in totality.

I/we further agree to settle amicably any dispute or difference relating to the provisions of the contract through mutual discussions, or shall refer all disputes to the sole arbitrator to be appointed by BHEL's head of HSE & CSR department in his sole discretion whose decision, shall be final, conclusive and binding on both the parties. The Arbitrator, so appointed, may from time to time, with the consent of both parties, enlarge the time for making and publishing the judgment.

I/we agree that courts at NOIDA (Gautam Budh Nagar) alone shall have the jurisdiction in any matter arising out of or relating to or touching this agreement.

Yours faithfully,

Signature of bidder with name, seal & date

Signature & Name of Contractor

Date

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**AUTHORIZATION LETTER
FOR PAYMENT /ELECTRONIC FUNDS TRANSFER (EFT)/RTGS
(PLEASE FILL UP THE FORM IN CAPITAL LETTER ONLY)**

Company's Name	
Address	
City	
Pincode	
State	
Contact Person (s)	
FAX No.	
E-Mail ID.	
1. BANK NAME	
2. BANK ADDRESS	
3. BANK TELEPHONE No.	
4. BANK ACCOUNT No.	
5. ACCOUNT TYPE	
6. BANK's BRANCH CODE	
7. BANK IFS CODE	
8. ENCLOSE BLANK CANCELLED CHEQUE	
Declaration : 1. I, as representative/owner of the above mentioned company/organisation, hereby authorize BHEL to electronically make payments to the designated bank account, I hereby certify that the particulars given above are true, complete and correct. 2. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL/ transferring Bank responsible. 3. This authority remains in full force until BHEL receives & acknowledge written notification requesting a change or cancellation. 4. I have read the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under E-payment/ NEFT/RTGS.	
DATE ;	
AUTHORISED SIGNATORY	
COMPANY SEAL	

Signature & Name of Contractor

Date

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FINANCIAL BID

Note:

1. This Envelope shall contain only the "Financial Bid" of Tender Document i.e. the rates quoted.
2. No commercial/technical condition or qualification of any sort shall be indicated by the bidder in this envelope, otherwise the tender shall be summarily rejected.
3. All the rates quoted shall be firm and inclusive of all taxes and all other charges.

Particulars of work/service	Amount (in ₹)
Total charges (in ₹) for conducting accredited 5-days Lead Auditors Course on EHS based on ISO 14001 and BS OHSAS 18001 for 20 participants. The charges are inclusive of <i>Course fee, examination fees, certificate charges, courseware charges, applicable taxes and any other applicable charges.</i>	

Signature of bidder with name, seal & date

Signature & Name of Contractor

Date

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