

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

कॉर्पोरेट संचार

Corporate Communication



CC/ADVT/RECR/6/2020-21
19.03.2021

Madam/Sir

Subject: Publication of advertisement regarding recruitment of Supervisor Trainees

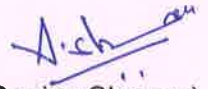
BHEL invites sealed quotations for publishing advertisement regarding recruitment of **Supervisor Trainees** in select publications (as per list encl.). Your fully compliant offer, in the prescribed manner, should reach us at the address given below **on or before 22.03.2021, 14:00 hrs:**

**Additional General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
BHEL House, Siri Fort,
New Delhi-110049**

The bids shall be opened at **15:00 hrs**, on the same day i.e. **22.03.2021** at BHEL's Corporate Office, BHEL House, Siri Fort, New Delhi – 110049, in the presence of the bidders, who may like to be present.

Thanking you,

Yours faithfully,


(Sanjay Sharma)
Dy. Manager (CC)

Encl. as under:

- Annexure – I Scope of Work
- Annexure – II Special Terms & Conditions
- Annexure – III Price Bid Format
- Annexure – IV Submission of offer

संजय कुमार / Sanjay Kumar
उप प्रबंधक / Dy. Manager
कॉर्पोरेट संचार / Corporate Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Limited
बी.एच.ई.एल हाउस, सीरी फोर्ट / BHEL House, Siri Fort
नई दिल्ली-110049 / New Delhi-110049

वेब साईट / Website: <http://www.bhel.com>

पंजीकृत कार्यालय: बीएचईएल हाउस, सीरी फोर्ट, नई दिल्ली -110049
Regd. Office: BHEL House, Siri Fort, New Delhi-110049



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Bharat Heavy Electricals Limited

Annexure – I

Scope of Work

1. Publication of advertisement regarding recruitment of Supervisor Trainees in the following publications on a date to be communicated later:

S.No.	Newspaper	Editions	Size (sq cms)
1	The Hindustan Times (Shine)+ Hindustan Hindi (Niyuktiyan)	All Editions Colour	64
2	Deccan Chronicle	South Editions Colour	64
3	The Telegraph (Jobs)	Kolkata Edition Colour	63.2
4	Daily Excelsior (J&K)	Jammu & Kashmir B/W	64
5	Employment News (English+Hindi+Urdu)	Delhi B/W	1325

2. Composing of advertisement by the selected agency based on the matter to be given by BHEL. The agency would be selected on the basis of evaluation criteria given in clause no. 2.1 of the special terms and conditions (encl.).
3. The assignment will be governed by the Special Terms & Conditions indicated in Annexure – II and the terms and conditions of the contract between BHEL and the advertising agencies.


संजय कुमार शर्मा / SANJAY KUMAR SHARMA
उप प्रबंधक / Dy. Manager
कॉर्पोरेट संचार / Corporate Communication
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Limited
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Annexure – II

Special Terms & Conditions

- 1.0 Your offer should be compliant to following special terms and conditions:
- 1.1 Your offer should be complete in all respects as given in Annexure – IV.
- 1.2 Price quoted should be firm. No increase in rates will be allowed once the bids are opened and the same will remain valid for the entire period of this contract.
- 1.3 Price to be given in words as well as in figures without any correction/ overwriting for each item. Care should be taken to ensure that the amount in words and figures match with each other. In case of any mismatch between the prices quoted in figures and words, higher of the two will be considered for evaluation and lower of the two will be considered for placement of the order and no objection would be entertained by BHEL in this regard. Similarly, if there is an error in calculation, the calculation shall be corrected by BHEL. In such a case (i.e. in case of calculation error in the amount quoted by the bidder and the corrected amount calculated by BHEL), higher of the two will be considered for evaluation and lower will be considered for placement of the order and no objection would be entertained by BHEL in this regard.
- 1.4 All prices should be inclusive of all taxes and duties, etc., as applicable **except GST** in case applicable. Price to be filled as per the Price Proforma enclosed as Annexure – III. Change in Proforma is not allowed.
- 1.5 Offers not fulfilling any of the above conditions are liable for rejection.

2.0 AWARD OF WORK

- 2.1 The bidder is required to quote essentially for the entire scope of work. **Release Order (R.O.) shall be issued to the agency having L1 (lowest) rates against S. No. 6 (Amount, all inclusive, excluding GST) of the price proforma.**
- 2.2 In case, two or more agencies emerge as lowest bidders quoting identical amount against S. No.6, BHEL will invite snap bids from these agencies to determine L1 agency.
- 2.3 BHEL reserves the right to cancel / scrap the tender without assigning any reason thereof.

3.0 TERMS OF PAYMENT

- 3.1 Full payment shall be made within 30 days of satisfactory completion of the job as per tender and receipt of bill
- 3.2 While making the payment, statutory deductions as applicable, shall be made by BHEL.
- 3.3 BHEL reserves the right to make payment through EFT mode.

4.0 PENALTY

- 4.1 In the event of non-publishing of the advertisement on a date as specified, besides non-payment of the charges of that particular paper/edition (rate of the respective edition), penalty @ 5% of the total R.O. value shall be imposed on the selected agency.

संजय कुमार शर्मा
कोर्पोरेट सॉल्यूशंस
भारत हेवी इलेक्ट्रिकल्स लिमिटेड
बी.एच.ई.एल. हाउस, सिन फोर्ट
नई दिल्ली-110049

Page 3 of 7



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

5.0 TAXES

- 5.1 It is mandatory to comply with all taxes applicable for the required services. Your price should be all inclusive **except GST**.
- 5.2 To enable BHEL to avail GST Input tax credit, contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit in the name of BHEL Corporate Office, BHEL House, Siri Fort, New Delhi.
- 5.3 Payment shall be made to contractor only after submission of GST compliant tax invoice as mentioned above and other relevant documents. However, to protect BHEL's interest for GST input tax credit, GST portion amount along with notional interest on GST credit for 2 months' period (presently rate of interest is @ 24%) shall be withheld and the same shall be released only after confirmation from GST website/portal that such invoice has been declared in GSTR-1 return filed by contractor within the stipulated time for relevant period and tax amount thereon has been paid by contractor to Govt. within the stipulated time period as per GST Law.
- 5.4 In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL due to non/delay in filing of GSTR-1 Return or delay in/non-payment of tax to Govt. by contractor or for any other reasons not attributable to BHEL, in such case any financial implication on BHEL on account of delay/loss/recovery from BHEL of such GST Credit along with interest levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from the contractor's bill and/or adjusted against GST amount not paid as indicated above.
- 5.5 Irrespective of refund of GST Credit and interest thereon to BHEL by GST portal upon subsequent declaration of such invoice by contractor in his GSTR-1 for any period after due date of such return and/or payment of GST thereon by contractor on GST portal, the notional interest for delayed period of GST credit (i.e. delay for the period when GST credit is actually allowed and the period when GST credit should have been allowed had contractor declared such invoice in his GSTR-1 and paid tax thereon in the relevant month as per GST law) shall be recovered from contractor.
- 5.6 The contractor has to submit their GST registration certificate to BHEL Corporate Office, Siri Fort, New Delhi within 30 days from the acceptance of work order. GSTIN of BHEL will be provided to the contractor by respective office of BHEL within 30 days from the placement work order.

6 SECURITY DEPOSIT

- 6.1 The total amount of Security Deposit will be 5% of the contract value (Release Order Value). Upon acceptance of tender, the successful tenderer must submit the security deposit in any of the following forms:

- Cash (as permissible under the extant Income Tax Act)
- Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL.
- Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL. [It is insisted upon the bidders that BGs to be submitted by them should be sent to BHEL directly by the issuing bank under Registered post (A.D.)]
- Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor/Bidder, a/c BHEL).
- Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor/Bidder)



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furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL).

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

6.2 The security deposit shall not carry any interest. Security Deposit shall be released to the successful tenderer/bidder upon fulfilment of all contractual/statutory obligations as per terms of the contract/tender.

7 GENERAL

7.1 All information in the Tender Document is meant for your consumption only and not for sharing, unless and otherwise, authorized by BHEL in writing.


संजय कुमार शर्मा / SANJAY KUMAR SHARMA
उप प्रबंधक / Dy. Manager
कॉर्पोरेट संचार / Corporate Communication
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Annexure-III

Price Proforma

Publication of advertisement regarding recruitment of Supervisor Trainees in the following publications on a date to be communicated later:

S. No	Publication	Editions	Colour/ B&W	Size (sq cms)	Rate per Sq cm (Rs.)	Amount (All inclusive) excluding GST (Rs.)
1	The Hindustan Times (Shine)+ Hindustan Hindi (Niyuktiyan)	All Editions	Colour	64		
2	Deccan Chronicle	South Editions	Colour	64		
3	The Telegraph (Jobs)	Kolkata Editions	Colour	63.2		
4	Daily Excelsior (j&K)	J&K	B&W	64		
5	Employment News (English +Hindi +Urdu)	Delhi	B&W	1325		
6.	Total (Total of S.No. 1 to 5)					

GST as applicable

Evaluation Criteria: The bidder is required to quote essentially for the entire scope of work. Release Order (R.O.) shall be issued to the agency having L1 (lowest) rates against S. No. 06 (Amount, all inclusive, excluding GST) of the above price proforma.

(Signature)
 संजय कुमार शर्मा / SANJAY KUMAR SHARMA
 उपाय प्रबंधक / Dy. Manager
 कॉर्पोरेट संचार / Corporate Communication
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Signature & Seal of the agency _____



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Annexure – IV

SUBMISSION OF OFFER

The offer should contain the following:

- Signed copy of scope of work i.e. Annexure – I, as a token of acceptance.
- Signed copy of **Special Terms & Conditions Annexure – II**, as a token of acceptance.
- Price Bid:** Strictly as per **Price Proforma enclosed at Annexure - III**.

Your offer has to be submitted **in sealed cover** as follows:

- Sealed cover containing a), b), and c) stated above, should be superscribed with:
 - 'Offer for publishing recruitment advertisement'**
 - Name and address of Agency**
 - Due date for opening the tender: 22.03.2021, 15:00 Hrs.**
- The offer should be addressed to:

**Add. General Manager,
Corporate Communication,
Bharat Heavy Electricals Limited,
BHEL House, Siri Fort,
New Delhi - 110049**


संजय कुमार शर्मा / SANJAY KUMAR SHARMA
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