



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

Bharat Heavy Electricals Limited
BHEL House, Siri Fort,
New Delhi-110049

Tender Document
for
Empanelment of Advertising Agencies

Tender Enquiry No.: CC/ADEM/01/2025-26 dated 06.08.2025

Issued by:
Corporate Communication, BHEL
BHEL House, Siri Fort, New Delhi - 110049

All the bidding agencies are required to attend a pre-bid meeting on 11.08.2025. The purpose of the pre-bid meeting is to explain the scope of work to the bidding agencies. The pre-bid meeting shall be held as per the below mentioned schedule:

Date of Pre-bid meeting: 11.08.2025; Time: 2:30 PM
Venue: 2nd Floor Conference Hall, BHEL's Corporate Office,
Siri Fort, New Delhi - 110049

NOTE: The entire bid document should be indexed and all the pages should be duly numbered & scanned in good resolution to be uploaded on BHEL's online procurement portal – <https://eprocurebhel.co.in>. Information / extra booklets / brochures / Agency Profiles / Agency's own Annual Reports which are not asked for SHOULD NOT be submitted.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in
Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

NOTICE INVITING TENDER

To handle various image building, advertising and miscellaneous PR activities for all BHEL offices (country-wide), offers through BHEL's online procurement portal (<https://eprocurebhel.co.in>) under two-part bid system are invited from Indian, technically competent, experienced advertising agencies (meeting Qualification Requirements criteria as per clause 1.0 of Special Terms and Conditions, Annexure III of the tender enquiry) for empanelment. The bids are to be submitted online on BHEL's portal <https://eprocurebhel.co.in/>. The bidders need to register first on the portal with a digital signature in order to submit bids.

The shortlisted agencies shall subsequently enter into separate rate contract with BHEL for various activities as listed in the Scope of Work (Annexure II of the tender enquiry).

The duration of empanelment and rate contract shall be for a period of two years. BHEL reserves the right to short-close the rate contract.

Following points relevant to the tender may please be noted and complied with:

1.0 Salient features of NIT

Sl. No.	ISSUE	DESCRIPTION
I	Tender No.	CC/ADEM/01/2025-26
ii	Name of Work	Tender for Empanelment of Advertising Agencies
iii	Submission/ Receipt of tenders	Upto 14:00 hrs on 18.08.2025 – Online through BHEL's portal https://eprocurebhel.co.in/
iv	Opening of Tender	At 14:30 hrs on 18.08.2025 – Online through BHEL's portal https://eprocurebhel.co.in/
V	Last Date of seeking clarification(s)	In writing, at least 1 day ahead of the date of submission of bids
vi	Latest Updates	Latest updates on the Important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc to Tender Specifications, Terms & Conditions etc. will be hosted on BHEL's online portal https://eprocurebhel.co.in/

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India [bhel.india](https://www.instagram.com/bhel.india) [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

2.0 Terms and Conditions

- 2.1 Interested agencies (meeting QR criteria as per Clause 1.0 of Special Terms and Conditions, Annexure III of the tender enquiry) may register on BHEL's portal – <https://eprocurebhel.co.in/> using a Digital Signature and submit bids online.
- 2.2 Obtaining the tender document through <https://eprocurebhel.co.in/> OR BHEL website OR from any other source should not be construed that the bidder is considered qualified.
- 2.3 Bids/ offers may be submitted only through BHEL's online portal <https://eprocurebhel.co.in/> . **Bids/Offer received by post/ courier / by hand shall not be accepted.** However, BHEL accepts no responsibility for any technical glitches/delay/ non-receipt of offers through BHEL's online portal.
- 2.4 **Bidders will not be allowed to quote in association with their group companies or in association with other companies. Therefore, all the supporting documents required to be submitted with the tender documents are to be in the name of bidding advertising agency only**
- 2.5 Each and every page of tender document along with supporting documents should be signed/digitally signed by authorized person with company seal as a mark of their acceptance of terms and condition of the tender.
- 2.6 In case any agency refuses to carry out any work at the agreed rates in the rate contract, irrespective of the reason (except in case of Force Majeure as detailed in Clause No. 11.0 of Annexure IV – General Terms & Conditions), BHEL shall have the right to de-panel such an agency.

For & On behalf of
Bharat Heavy Electricals Limited

Sayed Salahuddin
Manager (Corporate Communication)

Date: 06.08.2025

Enclosures:

- | | |
|----------------|--|
| Annexure- I | : BHEL's Corporate Profile |
| Annexure- II | : Scope of Work for Advertising agencies |
| Annexure- III | : Special Terms & Conditions (includes QR) |
| Annexure III A | : Performa for Self-Certification of QR |
| Annexure- IV | : General Terms & Conditions |
| Annexure- V | : Price Proforma |
| Annexure- VI | : No Deviation Certificate |
| Annexure- VII | : Submission of Offers |
| Annexure- VIII | : Checklist |

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

ANNEXURE- I

BHEL'S CORPORATE PROFILE

BHEL is India's largest engineering and manufacturing enterprise in the energy and infrastructure sectors. Established in 1964, we are a leading power equipment manufacturer globally and one of the earliest and leading contributors towards building an Aatmanirbhar Bharat.

We serve our customers with a comprehensive portfolio of products, systems and services in the areas of power-thermal, hydro, gas, nuclear & solar PV; transmission; transportation; defence & aerospace; oil & gas and Energy Storage.

Right from developing country's power generation capacity to creating multiple capabilities in country's core industrial & strategic sectors, BHEL is deeply aligned to the vision of a self-reliant India. Consistent expenditure of around 2.5% of its turnover on R&D and innovation; establishment of world-class manufacturing assets, development and absorption of new technologies; and creating sustainable business solutions and initiatives in skilling youth, promoting health & hygiene, education, cleanliness and environment protection, stand a testimony to our commitment to contribute not just to our business interests, but also to society at large.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

 www.bhel.com  [BHELOfficial](https://www.facebook.com/BHELOfficial)  [BHEL_India](https://twitter.com/BHEL_India)  [BHEL_India](https://www.youtube.com/BHEL_India)  [bhel.india](https://www.instagram.com/bhel.india)  [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

ANNEXURE – II

SCOPE OF WORK

The broad scope of work for the agencies to be empanelled with BHEL to handle various image building, advertising and miscellaneous PR activities for all BHEL offices (countrywide) is defined below:

- Design, artwork, creation, preparation, and placement of all types of advertisements (both Digital, Print, Electronic, Outdoor, etc.) in all the media including newspapers, magazines, films, TV, Radio, outdoor, etc.
- Artwork, Composing, Design, Visualisation, Supervision of Printing of Annual Report (English and Hindi)
- Design, artwork, creation, preparation, of all types of Creatives and their adaption to different sizes. Artwork, Composing, Design, Visualisation, preparing of dummy, etc. of Brochures, House-journal/newsletter, Manuals, Flyers, Booklets, Compendiums, Management Messages, Banners, Backdrops, Translites Panels, Social Media Artwork, Digital Posters, Website Banner, Invitation Card / Greeting Card, Envelope, Citation, Certificates, Plaque, Stationery items, Folder, Labels, Memento, Souvenir, any other creative with artwork, leading to high visibility content for brand building of the company, etc. in English, Hindi or any other language
- Design and Visualisation of Calendars including print-ready file on email and supervision of printing, if required.
- Making/ Updating of Film including concept, treatment, script, shooting in Full HD/4K
- Design & fabrication of custom built-up stall/pavilion & associated services for Domestic & International Exhibitions.
- Branding Work & associated works for Events/ Conferences/ Seminars/ Inaugurations etc. irrespective of media or location
- Designing of Posters
- Hiring of Octonorm Systems
- Printing of High-Quality Flex
- Supervision of Printing and Publishing Jobs
- Industrial Photography
- Creation of 2D and 3D animations
- Creation of Virtual Reality, Augmented Reality Content
- Public Relations activities involving Media Relations within the country
- Social Media Campaigns, Reports, Creation of short video reels, animations
- Creation of Flipbook
- Creation and printing of customized hand sketched greeting card
- Colour correction of images
- Translation in Indian and Foreign Languages.
- Any other work related to the above but not specifically defined, may also form part of the scope as per requirement.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

ANNEXURE III

SPECIAL TERMS AND CONDITIONS

1. ELIGIBILITY CONDITIONS/ QUALIFICATION REQUIREMENTS

Offers shall be considered only from Indian, technically competent, experienced agencies who meet the following Qualification Requirements:

S.No.	Parameter/Criteria/Requirement	Minimum Requirement	Documents required in support
i	INS Accreditation	Accreditation with Indian Newspaper Society (INS) valid on the date of publication of this tender.	Self-Certification confirming accreditation with INS valid on the date of publication of this tender as per Annexure IIIA. Note: Please note that BHEL shall confirm the accreditation status of the agencies from INS, before opening Price Bids. Those whose submissions are not found in line with QR, their Price Bids will not be opened and they shall stand disqualified.
ii	Central Bureau of Communication [(CBC) — erstwhile BOC/DAVP] accreditation/ empanelment	Agency should be empanelled with Central Bureau of Communication - CBC (erstwhile BOC/DAVP) as on date of publication of this tender	Self-certification as per Annexure IIIA Note: Please note that BHEL shall confirm the accreditation/empanelment status of the agencies from CBC, before opening Price Bids. Those whose submissions are not found in line with QR, their Price Bids will not be opened and they shall stand disqualified.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

iii	Empanelment and Release Order/Work Orders along with completion certificate	
	<p>A) Empanelment with minimum 3 different organizations as specified in the note below:</p> <p>B) Release Orders/Work Orders issued in the last 5 years (beginning from 1st July 2020 to 30th June 2025) for:</p> <p>1) Print advertisements (Display OR Financial OR Chairman Speech/AGM Speech) designed and released in the print media</p> <p>(The advts which will be considered are as stated</p>	<p>A) Empanelment: Empanelment from minimum three different organizations (as mentioned in the note below) valid on the date of submission of bid.</p> <p>At-least five Release Orders/Work Orders (as per break-up below and of organizations mentioned in the note below) in the last five years beginning from 1st July 2020 to 30th June 2025)</p> <p>(1) Print Ads – One</p> <p>1) Copy of Letter of Empanelment / Official Email for empanelment / Empanelment Agreement (of three different organizations (as mentioned in the Note below) valid as on the date of publication of the tender.</p> <p>2) Copy of Latest Work Order/Release Order/Official Email for each work or organizations per the note mentioned below</p> <p>For Print Advertisement Work Orders, Colour Soft Copy of the Creative published has to be uploaded, as per Annexure IIIA.</p> <p><u>Also, for each Work Order/Release Order, Work Completion Certificate has to be uploaded from concerned organization, along with contact details (Name, Phone Nos, Email) of the issuing authority. In case of ongoing work, a certificate/official email certifying that the work is being carried out satisfactorily has to be submitted from the concerned organization.</u></p>

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

	<p>above; recruitment ads, notices, tenders, or any other type of advt will not be considered).</p> <p>2) Designing of Brochures/News Letters/ E-Newsletter / Folder / House journal/ Leaflet /Flyer / Pamphlet / Magazine/Booklet any other publication / any other printed material</p> <p>3) Designing & Production of Annual Reports</p> <p>(4) Production of Corporate Film/Film/Audio Visual/TVC of any duration</p> <p>5) Making of Exhibition Design OR Organizing / Execution of Exhibition</p>	<p>(2) Brochures/News Letters/ E-Newsletter / Folder / House journal/ Leaflet /Flyer / Pamphlet / Magazine/Booklet /any other publication/any other printed material – One</p> <p>(3) Annual Report – One</p> <p>(4) Corporate Film/Film/Audio Visual/TVC of any duration – One</p> <p>(5) Making of Exhibition Design OR Organizing / Execution of Exhibition - One</p>	<p>Note: BHEL may verify with the concerned in case of each work completion certificate and in case any discrepancies are found, their Price Bids will not be opened and they shall stand disqualified.</p>
	<p>Note: The work orders for above mentioned five categories and Empanelment Letters from three different organizations shall only be from PSUs /Central Govt./State Govt./Ministry/Autonomous Bodies/Statutory Bodies/ Listed Companies/Govt. In case, of work order/Release Order/ Empanelment Letter is from any other organization/body, the same will not be accepted.</p>		
iv	<p>Software All agencies should possess/use the latest version of the following</p>	<p>Latest version of the following software:</p> <ol style="list-style-type: none"> 1. Corel Draw 2. Adobe InDesign 3. Adobe Illustrator 	<p>Self-certification on the agency's letterhead (as per Annexure IIIA) certifying that the agency has/uses the latest version of software with</p>

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

software with official license/(s): 1. Corel Draw 2. Adobe InDesign 3. Adobe Illustrator 4. Adobe Photoshop 5. Adobe Acrobat Professional 6. Adobe Premiere Pro 7. Adobe After Effects	4. Adobe Photoshop 5. Adobe Acrobat Professional 6. Adobe Premiere Pro 7. Adobe After Effects	licenses mentioned in the previous column. Note: BHEL has the right to verify the software licensing mentioned here and in case any discrepancies are found, their Price Bids will not be opened and they shall stand disqualified.
---	--	---

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

 www.bhel.com  [BHELOfficial](https://www.facebook.com/BHELOfficial)  [BHEL_India](https://twitter.com/BHEL_India)  [BHEL_India](https://www.youtube.com/BHEL_India)  [bhel.india](https://www.instagram.com/bhel.india)  [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited
(भारत सरकार का उपक्रम / A Government of India Undertaking)
CIN: L74899DL1964GOI004281
(कॉर्पोरेट संचार) / (Corporate Communication)
फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

Annexure III A

PROFORMA FOR SELF-CERTIFICATION OF ELIGIBILITY CONDITIONS / QUALIFICATION REQUIREMENTS

(To be submitted on the Bidder's Letterhead)

Tender Enquiry No.: CC/ADEM/01/2025-26

Date of Bid Submission: [Insert Date]

To,
Addl. General Manager, Corporate Communication
Bharat Heavy Electricals Limited (BHEL)

Subject: Self-Certification of Eligibility Conditions / Qualification Requirements for Empanelment of Advertising Agencies

Dear Sir,

We, [Name of Bidder Company], having our registered office at [Bidder Company Address], hereby confirm and self-certify our compliance with all the Eligibility Conditions / Qualification Requirements as stipulated in your Tender Enquiry No. CC/ADEM/01/2025-26 dated 06.08.025.

Our details and confirmations are as follows:

1. INS Accreditation

We hereby confirm that we possess valid accreditation with the Indian Newspaper Society (INS) as on the date of publication of this tender.

[] Yes, we are INS accredited. (Please tick)

2. Central Bureau of Communication (CBC) Accreditation / Empanelment

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in
Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

We hereby confirm that we are empanelled with the Central Bureau of Communication (CBC) (erstwhile BOC/DAVP) as on the date of publication of this tender.

☐ **Yes, we are CBC empanelled.** (Please tick)

3. Empanelment and Release Order / Work Orders with Completion Certificates

A) Empanelment with Other Organizations:

We confirm that we are empanelled with a minimum of three (3) different organizations (PSUs / Central Govt. / State Govt. / Ministry / Autonomous Bodies / Statutory Bodies / Listed Companies / Govt.) valid as on the date of submission of this bid.

We have attached copies of our Letter(s) of Empanelment / Official Email(s) for empanelment / Empanelment Agreement(s) from the following three (3) organizations:

1. **[Name of Organization 1]**

A. ☐ **Proof of empanelment attached.** (if attached, please tick)

2. **[Name of Organization 2]**

A. ☐ **Proof of empanelment attached.** (if attached, please tick)

3. **[Name of Organization 3]**

A. ☐ **Proof of empanelment attached.** (if attached, please tick)

B) Release Orders / Work Orders issued in the last 5 years (beginning from 1st July 2020 to 30th June 2025):

We confirm that we have successfully executed and completed the following minimum required work orders within the specified period, and

☐ we have attached copies of the Release Orders / Work Orders and corresponding Work Completion Certificates (or satisfactory work-in-progress certificates for ongoing work) along with contact details (Name, Phone No., Email) of the issuing authority for each. (please tick if uploaded)

For Print Advertisement Work Orders, a colour soft copy of the published creative has also been submitted.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

S.No.	Category of Work	Minimum Required	Details of Work Order Submitted (Please provide details for each)
1.	Print Advertisements (Display OR Financial OR Chairman Speech/AGM Speech) designed and released in the print media. (Recruitment ads, notices, tenders, or any other type of advt. will not be considered).	One (1)	Work Order No.: [Insert WO No.] Date: [Insert Date] Client: [Insert Client Name] Completion Certificate Date: [Insert Date]
2.	Designing of Brochures/News Letters/ E-Newsletter / Folder / House journal/ Leaflet /Flyer / Pamphlet / Magazine/Booklet / any other publication / any other printed material.	One (1)	Work Order No.: [Insert WO No.] Date: [Insert Date] Client: [Insert Client Name] Completion Certificate Date: [Insert Date]
3.	Designing & production of Annual Reports.	One (1)	Work Order No.: [Insert WO No.] Date: [Insert Date] Client: [Insert Client Name] Completion Certificate Date: [Insert Date]
4.	Production of Corporate Film/Film/Audio Visual/TVC of any duration.	One (1)	Work Order No.: [Insert WO No.] Date: [Insert Date] Client: [Insert Client Name] Completion Certificate Date: [Insert Date]
5.	Development of Exhibition Design OR Organizing / Execution of Exhibition Stall	One (1)	Work Order No.: [Insert WO No.] Date: [Insert Date] Client: [Insert Client Name] Completion Certificate Date: [Insert Date]

4. Software Possession

We hereby confirm that we will use/possess the latest version of the following software with official license(s) for all BHEL jobs:

1. Corel Draw
2. Adobe InDesign
3. Adobe Illustrator

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

4. Adobe Photoshop
5. Adobe Acrobat Professional
6. Adobe Premiere Pro
7. Adobe After Effects

☐ **Yes, we will use all the listed software with official licenses.** (Please tick)

In-house Creative & Production Setup (Self-Declaration):

☐ The agency hereby certifies that it possesses an in-house creative and production setup, enabling immediate mobilisation of resources for BHEL assignments. (Please tick)

No-Blacklist Declaration (Self-Declaration):

☐ The agency hereby declares that it is not been blacklisted or debarred by any Government department, PSU, or statutory body. (Please tick)

We understand that BHEL reserves the right to verify any information provided herein and that any discrepancies found may lead to the disqualification of our bid.

We declare that all the information provided above and in the accompanying documents is true and correct to the best of our knowledge and belief.

Thank you.

Yours faithfully,

[Signature of Authorized Signatory]

[Name of Authorized Signatory]

[Designation]

[Company Seal]

[Date]

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

2. IMPORTANT CONDITIONS

2.1 Bidders will not be allowed to quote in association with their group companies or in association with other companies. Therefore, all the supporting documents required to be submitted with the tender documents are to be in the name of bidding advertising agency.

3. EVALUATION OF TENDER AND AWARD OF WORK:

BHEL will constitute a committee for both techno-commercial evaluation of the bids and price bids opening and matching of L1 rates. This committee will evaluate the bids and shortlist agencies for empanelment with BHEL based on agencies meeting QR Criteria.

The process of evaluation is detailed hereunder:

3.1 Techno-Commercial Evaluation

- 3.1.1 A committee to open techno-commercial bids submitted by agencies and screen-shortlist agencies based on the company's qualification requirements (QR- Annexure III) indicated in the tender.
- 3.1.2 The committee will verify the accreditation status/empanelment status of the agencies meeting QR from Indian Newspaper Society (INS) and Central Bureau of Communication (CBC - erstwhile BOC/DAVP), before opening Price Bids.

3.2 Price Evaluation

- 3.2.1 The committee will open the price bids of all agencies who meet the Qualification Requirements (QR) as notified in the tender enquiry, through BHEL's online portal. The date and time for opening of price bids shall be communicated to all techno-commercially qualified bidders accordingly.
- 3.2.2 For each item listed in the Price Bid Format, BHEL shall provide an estimated price. Bidders are required to quote their offered price for each item, exclusive of GST, in the prescribed format. Price evaluation shall be carried out on an item-wise basis. For each item, the bidder quoting the lowest price (L1) among the techno-commercially qualified bidders shall be considered as L1 for that particular item. Accordingly, L1 rates for different items may be from different bidders, and there shall be no overall or composite L1 bidder for all items combined.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

 www.bhel.com  [BHELOfficial](https://www.facebook.com/BHELOfficial)  [BHEL_India](https://twitter.com/BHEL_India)  [BHEL_India](https://www.youtube.com/BHEL_India)  [bhel.india](https://www.instagram.com/bhel.india)  [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

- 3.2.3 The L1 rate discovered for each item shall be treated as the benchmark rate for that item. These L1 rates shall be counter-offered to other techno-commercially qualified bidders for matching, if required.
- 3.2.4 In the event that the L1 price quoted for any item is higher than the estimated price provided by BHEL, the estimated price shall be treated as the benchmark rate for that item and shall be counter-offered to all techno-commercially qualified bidders for matching.
- 3.2.5 Bidders are required to match the L1 rates or the estimated price, as applicable, for all items as per BHEL's counter-offer. Selective matching of rates for only some items is not permitted. In case a bidder refuses to match the L1 rate or the estimated price for even a single item, their bid shall be rejected in entirety.
- 3.2.6 BHEL's decision with regard to price evaluation and determination of L1 for each item shall be final and binding on all bidders.

4. DURATION OF EMPANELMENT AND RATE CONTRACT

- 4.1 Empanelment for a period of two years would be done with the short-listed agencies selected as per the process detailed in 3.0 above. BHEL shall enter into a rate contract with these selected agencies (on rates as finalized in the Price Evaluation above) for a period of two years. However, BHEL reserves the right to short-close the rate contract with recorded reasons.

5. QUERIES OF BIDDERS

- 5.1 Bidder(s) are required to send their queries, if any, in writing at least 1 day ahead of the final date of submission of bids.

6 EXPENSES TO BE BORNE BY BIDDERS

- 6.1 All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of bid shall be borne by Bidder, incl. attending pre-bid meeting (Refer point 12). BHEL in no case shall be responsible or liable for these costs regardless of the outcome of the Bidding process.

7. CONTRACT AGREEMENT

- 7.1 The successful bidder shall be required to execute a contract agreement with BHEL

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

 www.bhel.com  [BHELOfficial](https://www.facebook.com/BHELOfficial)  [BHEL_India](https://twitter.com/BHEL_India)  [BHEL_India](https://www.youtube.com/BHEL_India)  [bhel.india](https://www.instagram.com/bhel.india)  [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

(proforma to be shared with short-listed agencies later) on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) to be purchased within 7 days from the date of intimation by BHEL. The cost of stamp paper shall be borne by successful Bidder.

- 7.2 BHEL reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.

8. PENALTY – QUALITY

- 8.1 The agency is obligated to ensure that all final products, deliverables, or services provided strictly adhere to the quality standards, finish, and specifications as mutually agreed upon and stipulated in the Work Order or contract.
- 8.2 In the event that the final product, deliverable, or service does not meet the specified quality, finish, and/or specifications, BHEL shall not be obliged to accept such goods or services.
- 8.3 Notwithstanding clause 8.2, if BHEL, at its sole discretion, decides to accept the non-conforming goods or services, a minimum penalty equivalent to ten percent (10%) of the Work Order value for the specific non-conforming item or service shall be imposed on the agency. BHEL reserves the right to impose a penalty exceeding ten percent (10%) of the Work Order value, depending on the severity of the non-conformance and its impact on BHEL's operations or reputation.
- 8.4 Prior to the application of any penalty under this clause, the agency shall be provided with a reasonable opportunity to present their justification or explanation regarding the non-conformance. BHEL's decision regarding the imposition and quantum of the penalty shall be final and binding.

9. LIQUIDATED DAMAGES – DELAY

- 9.1 Since the jobs involving publishing of advertisements, annual reports are time bound, in case of delay/non-completion of the job in time, BHEL may suspend the empanelment with the concerned agency with immediate effect and start proceedings for termination of the contract as per clause no. 10 of General Terms and Conditions (Annexure IV) of the tender enquiry.
- 9.2 BHEL shall levy and recover by way of adjustment from the pending bills or the Agency penalty at the rate of 0.5% per week subject to a maximum of 10% of the order value. In the event of non-publishing of the advertisement on a date as specified, besides

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

 www.bhel.com  [BHELOfficial](https://www.facebook.com/BHELOfficial)  [BHEL_India](https://twitter.com/BHEL_India)  [BHEL_India](https://www.youtube.com/BHEL_India)  [bhel.india](https://www.instagram.com/bhel.india)  [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

non-payment of the charges of that particular paper/edition (rate of the respective edition), penalty @ 10% of the total R.O. value shall be imposed on the selected agency.

10. PERIODIC REVIEW

- 10.1 The performance of the empanelled agencies shall be reviewed regularly, on the basis of reports received from the user departments. Further continuation in the panel, thereafter, shall depend upon the satisfactory performance.

11. OTHER IMPORTANT CONDITIONS

- 11.1 All rights, title, and ownership of the creatives, designs, concepts, and any other intellectual property developed or produced by the selected advertising agencies in the course of executing assignments for BHEL shall, at all times, vest exclusively with BHEL. The advertising agencies shall have no proprietary, copyright, or any other rights or claims whatsoever over such materials, whether during or after the period of empanelment.
- 11.2 The selected advertising agency shall be solely responsible for ensuring that all materials, content, and deliverables provided to BHEL are original and do not infringe upon any third-party copyrights, trademarks, or intellectual property rights. In the event of any dispute, claim, or legal proceedings arising out of copyright violation, plagiarism, or infringement, the agency shall bear full responsibility and indemnify BHEL against any losses, damages, or liabilities. BHEL shall not be a party to any such disputes.
- 11.3 To ensure fairness, transparency, and optimal utilisation of creative talent, the following business allocation mechanism will be adopted:
- a. For routine and low-complexity assignments, such as standard design or artwork requirements, jobs will be allotted on a rotational basis, ensuring equitable opportunity and consistent engagement across all empanelled agencies.
 - b. In cases of strategic creative work such as major corporate campaigns, special publications, or flagship visual content - a concept pitch approach will be used, wherein all empanelled agencies may be invited to submit creative proposals, and the best concept will be selected for execution at pre-approved rate contract prices.
 - c. For high-value or specialised jobs particularly publication of advertisements or exhibition fabrication, where execution costs and technical precision vary significantly

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India [bhel.india](https://www.instagram.com/bhel.india) [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

- BHEL reserves the right to float a limited tender within the empanelled panel, enabling price discovery through inter-panel competition.

- 11.4 It is expressly clarified that empanelment with BHEL does not confer any right to receive a minimum volume of business. The allocation of assignments shall be strictly as per the principles outlined above and shall be determined solely by BHEL's requirements.

12. PRE – BID MEETING

- 12.1 All the bidding agencies are required to attend a pre-bid meeting on 11.08.2025. The purpose of the pre-bid meeting is to explain the scope of work to the bidding agencies. The pre-bid meeting shall be held as per the below mentioned schedule:

Date of Pre-bid meeting: 11.08.2025; Time: 2:30 PM
Venue: 2nd Floor Conference Hall, BHEL's Corporate Office,
Siri Fort, New Delhi - 110049



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

ANNEXURE IV

GENERAL TERMS AND CONDITIONS

1. SUBMISSION OF OFFER

- 1.1 Your offer should be complete in all respects (refer Submission of Offer -Annexure VIII, and Checklist for e-procurement – Annexure IX).
- 1.2 Offer should be typed in English and scanned in high resolution and uploaded on BHEL's online portal <https://eprocurebhel.co.in>. Alterations/ over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc. not authenticated as above may be rejected by BHEL.
- 1.3 **Information / extra booklets / brochures / Agency Profiles / Agency's own Annual Reports which are not asked for SHOULD NOT be submitted**

2. PRICE

- 2.1 The prices quoted by the bidder shall be firm and valid for the entire duration of the empanelment.
- 2.2 Bidders are required to quote their prices in figures for every item, covering the entire scope of work as specified in the tender.
- 2.3 The Price Proforma provided as Annexure-V in this tender document is for reference only. Bidders must fill in the Price Proforma/BOQ available on the e-procurement portal at <https://eprocurebhel.co.in> exclusively. No changes, modifications, or additions to the online Price Proforma/BOQ are permitted. Bidders must not enter any values, remarks, notes, deviations, or conditions in the Price Proforma/BOQ other than the required price values.
- 2.4 Under no circumstances should prices be filled in, mentioned, or attached in any part of the signed and stamped tender document, including the techno-commercial bid (Part 1) or any other document submitted online or as part of the technical bid. Any bid found to contain price information in the techno-commercial bid, or any location other than the designated online price bid section of the e-procurement portal shall be summarily rejected.
- 2.5 The prices quoted shall be inclusive of all duties and levies, but exclusive of GST, which shall be payable extra as applicable.
- 2.6 Offers not fulfilling any of the above conditions are liable to be rejected.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

3. VALIDITY OF OFFER

- 3.1 The offers of parties shall be valid for a period of six months from the date of opening of Part-I bid and three months from the date of opening Part-II bid. Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, BHEL reserves the right to reject the offer of bidder(s) without assigning any reason.

4. TAXES

- 4.1 It is mandatory to comply with all taxes applicable for the required services. The price should be inclusive of all taxes, duties and levies except GST.
- 4.2 The agency must have registration under all applicable taxes/registrations required for performing works throughout the country. BHEL shall not be responsible in any way, for violation of any rules/regulations by the Advertising Agency.
- 4.3 To enable BHEL to avail GST Input tax credit, contractor shall submit GST complaint 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.
- 4.4 Payment shall be made to contractor only after submission of GST complaint 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.
- 4.5 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.
- 4.6 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.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

 www.bhel.com  [BHELOfficial](https://www.facebook.com/BHELOfficial)  [BHEL_India](https://twitter.com/BHEL_India)  [BHEL_India](https://www.youtube.com/BHEL_India)  [bhel.india](https://www.instagram.com/bhel.india)  [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

- 4.7 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.
- 4.8 Contractor must submit GST-compliant tax invoices with BHEL's GSTIN.
- 4.9 GST amount will be released only after confirmation from GST portal that the invoice is reflected in BHEL's GSTR-2B and tax has been paid by the contractor.
- 4.10 Any statutory changes in GST will be applicable as per law, but no increase in price will be allowed for delayed deliveries.
- 4.11 If BHEL is liable to discharge tax liability under the Reverse Charge Mechanism, the service provider shall provide all necessary documents within 10 days from date of completion of service to enable BHEL to meet the GST liability. Any implications arising from a delay shall be the responsibility of the service provider and will be charged to the service provider's account.

5. SECURITY DEPOSIT (SD)/ PERFORMANCE GUARANTEE

- 5.1 The successful agencies shall be required to furnish a Security Deposit of Rupees Two Lakh only within seven (7) days from the date of intimation by BHEL. The Security Deposit shall not carry any interest.
- 5.2 The Security Deposit shall be liable to forfeiture and may be appropriated by BHEL in the event of non-fulfillment of any contractual conditions or in case of delay in performance by the agency.
- 5.3 The Security Deposit will be released only upon the satisfactory fulfillment of all contractual obligations by the agency, as certified by BHEL.
- 5.4 The Security Deposit may be furnished in any one or a combination of the following forms:
 - (i) Cash (as permissible under the extant Income Tax Act);
 - (ii) Local cheques of Scheduled Banks (subject to realization), Pay Order, Demand Draft, or Electronic Fund Transfer in favour of BHEL;
 - (iii) Bank Guarantee from Scheduled Banks or Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format must be as approved by BHEL;
 - (iv) Fixed Deposit Receipt (FDR) issued by Scheduled Banks or Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the Contractor, a/c BHEL;

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

 www.bhel.com  [BHELOfficial](https://www.facebook.com/BHELOfficial)  [BHEL_India](https://twitter.com/BHEL_India)  [BHEL_India](https://www.youtube.com/BHEL_India)  [bhel.india](https://www.instagram.com/bhel.india)  [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

- (v) Securities available from Indian Post Offices such as National Savings Certificates, Kisan Vikas Patras, etc., held in the name of the Contractor furnishing the security and duly endorsed, hypothecated, or pledged, as applicable, in favour of BHEL;
- (vi) Insurance Surety Bonds.

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

6. PRICE ESCALATION CLAUSE

- 6.1 All the prices quoted by the agencies shall be in Indian Rupees and shall remain unaltered for the entire period of the contract.

7. TERMS OF PAYMENT

- 7.1 Separate work orders shall be placed for each work.
- 7.2 FOR NON MSME Bidders, 100% payments shall be released within 90 days from the date of acknowledged receipt & submission of billing documents.
- 7.3 FOR MSME Bidders, 100% payment shall be released within 45 days from the date of acknowledged receipt & submission of billing documents.
- 7.4 While making the payment, statutory deductions as applicable, shall be made by BHEL.
- 7.5 BHEL reserves the right to make payment through E-mode. Successful advertising agency shall be required to furnish the following information upon selection on its letter head as per Annexure VII
- 7.6 GST amount shall be paid only after compliance with GST input credit requirements.
- 7.7 No interest is payable by BHEL on any amount due under this contract.
- 7.8 Payment shall be made through bank transfer/ NEFT only; no cash/cheque payments.

8. LATEST UPDATES

- 8.1 All corrigenda, addenda, amendments, time extensions, correspondences, clarifications, changes, errata, revisions etc. to the tender will be hosted on the website (<http://eprocure.gov.in>) only. Bidders should regularly visit the website till the date of submission of the bids to keep themselves updated.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

 www.bhel.com  BHELOfficial  BHEL_India  BHEL_India  [bhel.india](https://www.instagram.com/bhel.india)  [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

9. BREACH OF CONTRACT, REMEDIES AND TERMINATION

9.1 Breach of Contract

The following shall constitute a breach of contract by the empaneled agency:

- Failure to provide services or complete work within the scheduled period as per the contract or as extended from time to time.
- Failure to perform as per the activity schedule, with sufficient reasons to justify that services will be inordinately delayed beyond the contractual period.
- Delivery of services or materials not conforming to the contracted quality or specifications.
- Failure to replace or rectify defective work or materials as per the contract.
- Withdrawal from or abandonment of the work by the agency before completion as per contract.
- Assignment, transfer, or subletting of the contract by the agency without BHEL's written permission.
- Non-compliance with any contractual condition or any other default attributable to the agency.
- Any other reason(s) attributable to the agency towards failure of performance of contract.
- If any declaration furnished by the agency at the time of bidding or entering into the contract is found to be untruthful and such declaration could have resulted in non-award of contract or could expose BHEL to adverse consequences.
- If the agency is convicted of any offence involving corrupt business practices, anti-national activities, or any such offence that compromises the business ethics of BHEL.
- BHEL shall notify the agency in writing of the breach and provide an opportunity to rectify the reasons causing the breach within a period of 14 days. If the agency fails to remedy the breach to the satisfaction of BHEL within this period, BHEL shall have the right to take recourse to any of the remedial actions available under the contract.

9.2 Remedies in Case of Breach of Contract

If the agency fails to remedy the breach within the stipulated period, BHEL may:

- Terminate the contract on the grounds of breach of contract without any further notice.
- Upon termination, BHEL shall be entitled to recover an amount equivalent to 10% of the contract value as damages on account of breach of contract, by encashing the security deposit, performance bank guarantee, or through other financial remedies (including available bills, retention amounts, or any money due to the agency under any contract with BHEL).

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

- If the value of security instruments available is less than 10% of the contract value, the balance amount shall be recovered from other financial remedies or through legal action.
- The defaulting agency shall not be eligible for participation in any future BHEL tenders to complete the balance work. This restriction applies to the agency in its current form and to any firm comprising the same partners or proprietors.
- The above amount shall be considered a genuine pre-estimate of damages that BHEL would incur in completing the balance contractual obligations through any other agency, and BHEL will not be required to furnish any further evidence for the estimation of damages.
- In addition to the above, imposition of liquidated damages, debarment, termination, de-scoping, or short-closure may be applied as per the provisions of the contract.

9.3 Limitation of Liability

Notwithstanding anything to the contrary in this contract, the maximum liability of the agency for damages shall not exceed the contract value. Neither party shall be liable to the other for any indirect or consequential loss or damage, including but not limited to loss of use, loss of profits, or loss of contracts, arising out of or in connection with this contract.

10. CONTRACT/ EMPANELMENT TERMINATION

- 10.1 BHEL reserves the right to terminate the contract /empanelment any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to.
- 10.2 The process of termination shall involve evaluation of the performance, facts and circumstances by a BHEL committee. The proceedings shall be done in a transparent manner and the agency shall be given a reasonable opportunity, to the extent possible, to put forth agency's views and defend itself.
- 10.3 In case of termination of the contract/empanelment, the concerned agency/partner/director of the firm shall not be eligible to get themselves registered/empanelled under different company name/firm name across BHEL.
- 10.4 The Security Deposit / Performance Guarantee shall be forfeited / encashed if the contract/empanelment is terminated.
- 10.5 Once the contract is terminated, the agency will not be eligible for empanelment for a period of two years, beyond which this may be reviewed.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India [bhel.india](https://www.instagram.com/bhel.india) [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

11. FORCE MAJEURE

11.1 Definition of Force Majeure

For the purposes of this contract, "Force Majeure" shall mean any event or circumstance beyond the reasonable control of either party, which could not have been foreseen or prevented by the exercise of due diligence and which renders the performance of the contract, in whole or in part, impossible or impracticable. Such events shall include, but are not limited to, acts of God, fire, flood, earthquake, epidemic, pandemic, war, civil commotion, riots, insurrection, acts of terrorism, or restraints imposed by any government or statutory authority.

11.2 Exclusions from Force Majeure

The following events shall not be considered as Force Majeure and shall be the sole responsibility of the affected party:

- (a) Strikes, work-to-rule actions, go-slow, or similar labour difficulties within the control of the party;
- (b) Delays in delivery of equipment or materials not caused by a Force Majeure event;
- (c) Economic hardship or financial difficulties.

11.3 Notification of Force Majeure

If either party is prevented, hindered, or delayed in the performance of any of its contractual obligations by a Force Majeure event, the affected party shall promptly, but not later than fifteen (15) days from the occurrence of such event, notify the other party in writing, providing full particulars of the event and the circumstances leading to its occurrence.

11.4 Effect of Force Majeure on Contractual Obligations

Upon the occurrence of a Force Majeure event, the obligations of the affected party under this contract shall be suspended for the duration and to the extent of such Force Majeure event. The time for completion of the contract shall be extended by a period equal to the duration of the delay caused by the Force Majeure event, as determined by BHEL.

11.5 No Breach or Liability

Delay or non-performance by either party due to the occurrence of a Force Majeure event shall not constitute a default or breach of contract, nor shall it give rise to any claim for damages, additional costs, or expenses, provided that the affected party has taken all reasonable steps to mitigate the effects of the Force Majeure event.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

11.6 Resumption of Performance

The affected party shall use all reasonable efforts to resume full performance of its obligations under the contract as soon as possible after the cessation of the Force Majeure event and shall promptly notify the other party of such resumption.

11.7 Termination Due to Prolonged Force Majeure

If the Force Majeure event continues for a period exceeding ninety (90) days, either party shall have the right to terminate the contract by giving written notice to the other party, without any liability except for payment for goods or services already delivered or performed.

12. CONTRACT LAW, ARBITRATION, AND JURISDICTION

a. Governing Law

The Order/Contract shall be governed by and construed in accordance with the laws of India. All matters, claims, disputes, or differences arising under or in connection with this Order/Contract shall be subject to the exclusive jurisdiction of the competent courts at Delhi/New Delhi, India.

b. Notices

Any notice, communication, or demand required to be given under this Order/Contract shall be made in writing and shall be delivered by hand, sent by registered post, or transmitted by email or facsimile to the addresses specified in the Order/Contract. Such notice shall be deemed to have been duly given or made when delivered or, in the case of email or facsimile, when sent and confirmed as received.

c. Arbitration

- (i) In the event of any dispute or difference arising out of or in connection with the execution of the Order/Contract, or concerning the respective rights and liabilities of the parties, or in relation to the interpretation of any provision of the Order/Contract (except as to any matters, the decision of which is specifically provided for in the Order/Contract), such dispute or difference shall be referred to arbitration.
- (ii) The arbitration shall be conducted by a sole arbitrator to be appointed by the competent authority of BHEL. The arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (India), as amended from time to time, and the rules made thereunder.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

- (iii) The venue of arbitration shall be New Delhi, India. The language of the arbitration proceedings shall be English.
- (iv) The award of the arbitrator shall be final and binding on both parties. Subject to the above, the courts at Delhi/New Delhi shall have exclusive jurisdiction in all matters arising out of or in connection with the Order/Contract.

13. BHEL's FRAUD PREVENTION POLICY

- 13.1 The Bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

14. CONFIDENTIALITY

- 14.1 All the material sent to the agencies shall be treated as confidential and should not be disclosed in any manner to any unauthorised person under any circumstances.

15. ACCEPTANCE OF TERMS AND CONDITIONS

- 15.1 The bidder should accept all terms & conditions of the tender unconditionally, including the penalty and confidentiality clause. Bidders are required to submit a 'No Deviation Certificate' to this effect as per format in Annexure VI.
- 15.2 Any deviation to BHEL terms and conditions, failure to provide 'No Deviation Certificate' as per format in Annexure VI or counter terms and conditions prescribed by the Agency in the Tender shall not be considered and may lead to outright rejection of such offer.

16. INCOMPLETE TENDERS

- 16.1 Incomplete tenders, which do not contain all the information called for, are liable to be rejected.
- 16.2 The decision of BHEL in respect of evaluation of bids and/or award of contract shall be final.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India [bhel.india](https://www.instagram.com/bhel.india) [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

17. SCRAPPING OF TENDER

17.1 BHEL also reserves the right to cancel/ scrap the tender without assigning any reason whatsoever.

18. PROVISIONS FOR MSEs AND START-UP

18.1 No exemptions, relaxations, etc. including those related to prior experience, shall be extended to Micro and Small Enterprises (MSEs) or Start-ups for this tender. All bidders, including MSEs and Start-ups, are required to fully meet and comply with all the stipulated tender terms and conditions, including the Qualification Requirements (QR), without any deviation

19. INTEGRITY CLAUSE

19.1 The offers of the bidders who are under suspension as also the offers of the bidders, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com.

Integrity commitment, performance of the contract and punitive action thereof:

Commitment by BHEL:

BHEL commits to take all measures necessary to prevent corruption in connection with the tender process and execution of the contract. BHEL will during the tender process treat all Bidder(s) in a transparent and fair manner, and with equity.

Commitment by Bidder/ Supplier/ Contractor:

The bidder/ supplier/ contractor commits to take all measures to prevent corruption and will not directly or indirectly influence any decision or benefit which he is not legally entitled to nor will act or omit in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India.

The bidder/ supplier/ contractor will, when presenting his bid, disclose any and all payments he has made, and is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract and shall adhere to relevant guidelines issued from time to time by Govt. of India/ BHEL.

The bidder/supplier/contractor will perform/ execute the contract as per the contract terms and conditions and will not default without any reasonable cause, which causes loss of business/ money/ reputation, to BHEL.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India [bhel.india](https://www.instagram.com/bhel.india) [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

If any bidder/ supplier/ contractor during pre-tendering/ tendering/ post tendering/ award/ execution/ post-execution stage indulges in malpractices, cheating, bribery, fraud or and other misconduct or formation of cartel so as to influence the bidding process or influence the price or acts or omits in any manner which tantamount to an offence punishable under any provision of the Indian Penal Code, 1860 or any other law in force in India, then, action may be taken against such bidder/supplier/ contractor as per extant guidelines of the company available on <http://www.bhel.com> and/or under applicable legal provisions".

20. MODE OF BID SUBMISSION AND E-PROCUREMENT PORTAL REQUIREMENTS

- 20.1 **All bids for this tender shall be submitted exclusively through the BHEL e-Procurement Portal, accessible at <https://eprocurebhel.co.in>** . Submission of bids by any other means, including physical or email submission, will not be accepted and such bids shall be summarily rejected.
- 20.2 It is mandatory for all prospective bidders to register themselves on the BHEL e-Procurement Portal prior to bid submission. Registration requires a valid email address, mobile number, and other relevant details as specified on the portal. Bidders are advised to complete the registration process well in advance of the bid submission deadline to avoid any last-minute issues.
- 20.3 All documents uploaded and submitted as part of the bid must be digitally signed using a valid Class III Digital Signature Certificate (DSC) issued by a Certifying Authority recognized by the Controller of Certifying Authorities (CCA), Government of India. Bidders who do not possess a valid Class III DSC are requested to procure the same at the earliest, as bids without a valid digital signature will not be accepted by the portal.
- 20.4 The date and time for bid submission and opening shall be strictly as specified in the tender documents and as displayed on the e-Procurement Portal. No bid submission shall be permitted after the scheduled date and time, and the system clock of the e-Procurement Portal shall be the only reference for all deadlines. Bidders are advised to ensure timely submission, taking into account possible delays due to internet connectivity or technical issues.
- 20.5 Bidders are responsible for ensuring the accuracy and completeness of all documents uploaded on the portal. Any modification, overwriting, or tampering with the documents after digital signing is strictly prohibited and will render the bid invalid.
- 20.6 The e-Procurement Portal provides detailed user manuals and help documents for bidder registration, DSC mapping, and online bid submission. Bidders are advised to refer to these resources and may seek assistance from the portal's helpdesk in case of any technical difficulties.
- 20.7 BHEL shall not be responsible for any issues arising out of internet connectivity, computer hardware or peripheral malfunctions, DSC problems, or any other technical difficulties faced by the bidder during the bid submission process. It is the sole responsibility of the bidder to ensure timely and successful submission of the bid as per the tender schedule.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India [bhel.india](https://www.instagram.com/bhel.india) [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

21. AUTHORISED OFFICER

21.1 Head, Corporate Communication, BHEL, or any other officer nominated by BHEL, shall be the authorized officer with regard to the Contract. The decision of the authorized officer shall be final and binding on the advertising agency. The authorized officer shall hold all the meetings at Delhi only.

22. CONTACT PERSONS

22.1 For any clarification, bidders may contact the following official of BHEL:

Sh. Sayed Salahuddin – Manager (Corporate Communication)

Tel.: 011-66337379; Email: sayed@bhel.in

Sh. Anupam Chatterjee – Sr. Manager (Corporate Communication)

Tel: 011-66337376; Email: anupamc@bhel.in

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India [bhel.india](https://www.instagram.com/bhel.india) [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

ANNEXURE V

PRICE PROFORMA (BOQ)

**(NO PRICES TO BE FILLED HERE, KINDLY USE BOQ/PRICE PROFORMA UPLOADED ON
BHEL'S PORTAL: <https://eprocurebhel.co.in>)**

S.No	Particulars	Unit/Remarks	Estimated Cost all-inclusive but excluding GST	Price to be Quoted by bidder on e-procure portal
1	DESIGN & ARTWORK in English, Hindi or any other Indian Language for:		-	
1.1	Advertisements, Banners, Backdrops, Translites Panels, Social Media Artwork, Digital Posters, Website Banner	in Rs. per design	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
1.2	Citation, Certificates, Plaque, Stationery items, Folder, Labels, Memento, Souvenir, any other creative with artwork, visuals and copy irrespective of the size, colour, media, etc.	in Rs. per design	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
1.3	Design & Composition of Invitation Card / Greeting Card (upto 4 sides) (irrespective of the size, colour or media)	in Rs. per design	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
1.4	Design & Composition of Envelope (irrespective of the size, colour or media)	in Rs. per design	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
1.5	Design adaptation w.r.t. size- Changes in size of any creative already made (irrespective of the size, colour or media of original creative)	in Rs. per design	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
1.6	Design adaptation w.r.t. content - Changes in size, text, colour, visuals, photographs etc. of any creative already made (irrespective of the size, colour or media of original creative)	in Rs. Per design	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com [f](#) BHELOfficial [X](#) BHEL_India [v](#) BHEL_India [@](#) bhel.india [in](#) company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

1.7	Colour correction, editing and retouching of image/s	in Rs. per image	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
	The rates are excluding cost of photographs / stock images, if any. Photographs / Stock images, if required and outsourced by the agency, would be chargeable at actuals subject to prior approval of BHEL and submission of bill by the agency. However, all liabilities including legal aspects would rest with advertising agencies for sourcing such stock images for BHEL.		-	
2	DUMMY/COLOUR PRINT		-	
2.1	Colour Print/Dummy of any creative/s or publications, posters, reports, messages or any other design (A-3 size)	in Rs. per page	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
2.2	Colour Print/Dummy of any creative/s or publications, posters, reports, messages or any other design (A4 size)	in Rs. per page	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
			-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
3	TRANSLATION SERVICES		-	
3.1	Translation in Hindi	in Rs. per Hindi word	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
3.2	Translation in any other Indian Language	in Rs. per word per language	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
3.3	Translation in any Foreign Language	in Rs. per word per language	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
4	DESIGNING OF BROCHURES, NEWSLETTER, MANUALS, FLYERS, BOOKLET, COMPENDIUM OR ANY OTHER PUBLICATION in English, Hindi or any other Indian Language.		-	

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

4.1	Designing of Cover (Front, Back & both insides – 4 Pages) irrespective of language and size	in Rs per cover design	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
4.2	Designing of Cover (Front, Back only – 2 Pages) irrespective of language and size	in Rs per cover design	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
4.3	Designing, artwork and composing of inside pages with visuals & text	in Rs. per page	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
4.4	Designing, artwork and composing of inside Pages with text only	in Rs. per page	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
4.5	Designing Charges for Tables or Charts or Graphs	in Rs. Per table/chart/graph	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
4.6	Designing Charges for Illustrations or Infographics	in Rs. per illustration/Infographic	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
5	DESIGNING OF MANAGEMENT MESSAGES		-	
5.1	Designing, Artwork and Composing of Management Messages including text & visuals in English, Hindi or any other Indian Language.	in Rs. per page	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
6	ANNUAL REPORT		-	
6.1	Designing of Cover (Front & Back Cover - 4 Pages) irrespective of no. of colors, language and size	in Rs. per cover design	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
6.2	Designing, artwork and composing of inside pages with visuals and text	in Rs. per page	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
6.3	Designing, artwork and composing of inside pages with text only	in Rs. Per page	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

6.4	Design Charges for Tables	in Rs. Per Table	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
6.5	Design Charges of Charts or Graphs	in Rs. Per Chart/Graph	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
6.6	Illustrations / Infographics	in Rs. Per Illustration/Infographic	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
6.7	Deployment of manpower for composition of Annual Report to be stationed at BHEL's Corporate Office in Delhi	in Rs. Per man day	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
6.8	Proof-reading of Annual Report	in Rs. Per page	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
7	CALENDARS		-	
7.1	Design and Visualization of Calendars with date pads and visuals irrespective of the size. (Note: The rates are excluding cost of photographs / stock images, if any. Photographs / Stock images, if required and outsourced by the agency, would be chargeable at actuals subject to prior approval of BHEL and submission of bill by the agency. However, all liabilities including legal aspects would rest with advertising agencies for sourcing such stock images for BHEL.)	in Rs. Per page/sheet	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8	FILMS AND AUDIO VISUALS		-	
	Complete production of a Film in FULL HD resolution including concept, scripting, editing, voiceover and post-production work		-	
8.1	Duration up to 10 minutes	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com
 BHELOfficial
 BHEL_India
 BHEL_India
 bhel.india
 company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

				bidder only on e-procure portal
8.2	For more than 10 minutes, every 5 minutes thereof	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
	Complete production of a Film in 4K resolution including concept, scripting, editing, voiceover and post-production work		-	
8.3	Duration up to 10 minutes	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.4	For more than 10 minutes, every 5 minutes thereof	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
	CHANGES IN A FILM UPTO 10 MINUTES DURATION (Full HD OR 4K)		-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.5	Voice Over	in Rs. per voiceover	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.6	Graphics	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.7	Supers/Captions	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.8	Shots	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
	CHANGES IN A FILM ABOVE 10 MINUTES DURATION (Full HD OR 4K)		-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.9	Voice Over	in Rs. per voiceover	-	Price NOT to be quoted here, to be Quoted by

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com [BHELOfficial](https://www.facebook.com/BHELOfficial) [BHEL_India](https://twitter.com/BHEL_India) [BHEL_India](https://www.youtube.com/channel/UCBHEL_India) [bhel.india](https://www.instagram.com/bhel.india) [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

				bidder only on e-procure portal
8.10	Graphics	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.11	Supers/Captions	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.12	Shots	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
			-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.13	Farewell Film Production for Retiring Management Committee Members of BHEL: - Production Production of a farewell film (maximum upto 10 minutes duration) for retiring Management Committee members of BHEL. The service includes concept development, scriptwriting, voiceover, video creation using multicam video bytes/interviews, integration of archival/old photographs (including photo retouching), editing, background music, and final output in high-definition format.	Lumpsum in Rs. per film	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
	VIDEO SHOOTING CHARGES IN FULL HD		-	
8.14	Local	in Rs. per day	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.15	Outstation	in Rs. per day	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

 www.bhel.com  [BHELOfficial](https://www.facebook.com/BHELOfficial)  [BHEL_India](https://twitter.com/BHEL_India)  [BHEL_India](https://www.youtube.com/BHEL_India)  [bhel.india](https://www.instagram.com/bhel.india)  [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

	VIDEO SHOOTING CHARGES IN 4K			
8.16	Local	in Rs. per day	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.17	Outstation	in Rs. per day	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
	SHOOTING CHARGES WITH ONLY DRONE in 4K (Professional Grade Footage)		-	
8.18	Local	in Rs. per day	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
8.19	Outstation	in Rs. per day	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
	Note: Boarding and lodging, local transport would be provided by BHEL at BHEL locations. 1) In case of outstation locations where BHEL makes the arrangements for lodging and boarding no charges towards this shall be payable. However, where BHEL has not made the arrangements, charges towards food, incidental charges, lodging & boarding would be paid at actuals on production of original invoices / supporting vouchers. 2) BHEL shall be making the travel arrangements for outstation locations. In the event of travel arrangements not made by BHEL, expenses incurred, such as AC II tier train fare or taxi charges and local travel by taxi, etc., as per the prevailing market rates, shall be reimbursed by BHEL on production of bills. 3) BHEL shall not be liable to pay/compensate for last minute cancellation of the assignment due to unavoidable circumstances except cancellation charges for the tickets if booked directly by the agency.		-	

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com
 BHELOfficial
 BHEL_India
 BHEL_India
 bhel.india
 company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

9	DESIGNING OF EXHIBITION STALL		-	
	Designing of Exhibition Stall including 3D Open File & BOQ for the following:		-	
9.1	Up to 50 sq.mtr	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
9.2	51 to 100 sq.mtr	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
9.3	101 to 300 sq.mtr	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
9.4	For more than 300 sq.mtr - every 100 sq.mtr thereof	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
10	PRINTING OF FLEX, TRANSLITES & POSTERS			
10.1	Digital printing of posters / panels in high quality photo medium including lamination (gloss or matt) on one side and mounted on 5 mm sun board	Rs. Per sq. inch	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
10.2	Digital printing of translites (backlit) on high quality medium including lamination (matt or gloss as required) & mounting on (040) acrylic sheet of 5 mm thickness for the sizes upto 8x4 feet	Rs. Per sq. inch	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
10.3	Printing of vinyl letters, logo, text etc. in different sizes and colours	in Rs. Per sq. inch	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
10.4	Printing on Hi-quality Flex including mounting on metallic or wooden frame for signages/ backdrops & display at the venue, etc., all-inclusive but excluding transportation charges, which	in Rs. per sq. feet	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com [f BHELOfficial](https://www.facebook.com/BHELOfficial) [X BHEL_India](https://twitter.com/BHEL_India) [BHEL_India](https://www.youtube.com/channel/UCBHEL_India) [bhel.india](https://www.instagram.com/bhel.india) [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

	will be at actual & on production of bills – irrespective of the size			
10.5	Printing of Hi-Quality Flex Banner with provision of eyelet loops at four corners to enable hanging of the banner with rope or string	Rs. per sq.foot	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
11	PRINTING SUPERVISION		-	
11.1	Charges for Supervision of printing, wherever specifically assigned to be on the production cost only. Note: Service / Supervision charges are not payable on paper cost for printing jobs.	Service charges in %.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
			-	
12	PUBLIC RELATIONS ACTIVITIES INCLUDING MEDIA RELATIONS WITHIN THE COUNTRY		-	
12.1	Issuance of Press Release and ensuring media coverage irrespective of the language i.e. English, Hindi or vernacular	in Rs. Per press release	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
12.2	Organizing Press Conference including: a) Inviting & ensuring presence of journalists from print and electronic media b) Reception & manning at the venue c) Coverage in print and electronic media d) Providing set of news clippings & recording of electronic media coverage of the event (The above excludes charges printing of invitation cards, venue, backdrop, audio-visual, food, souvenirs, drafting of press release & press kits)	in Rs. Per event	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com
 BHELOfficial
 BHEL_India
 BHEL_India
 bhel.india
 company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

12.3	Interview with major publications / channels (One-on-One) in BHEL offices. (per interaction)	in Rs.Per interaction	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
13	INDUSTRIAL PHOTOGRAPHY		-	
13.1	Assignment charges for industrial photography including one assistant, lights & other equipment - Local i.e. in the same station	in Rs. Per day	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
13.2	Assignment charges for industrial photography including one assistant, lights & other equipment - Outstation	in Rs. Per day	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
	Note: Boarding and lodging, local transport would be provided by BHEL at BHEL locations. 1) In case of outstation locations where BHEL makes the arrangements for lodging and boarding no charges towards this shall be payable. However, where BHEL has not made the arrangements, charges towards food, incidental charges, lodging & boarding would be paid at actuals on production of original invoices / supporting vouchers. 2) BHEL shall be making the travel arrangements for outstation locations. In the event of travel arrangements not made by BHEL, expenses incurred, such as AC II tier train fare or taxi charges and local travel by taxi, etc., as per the prevailing market rates, shall be reimbursed by BHEL on production of bills. 3) BHEL shall not be liable to pay/compensate for last minute cancellation of the assignment due to unavoidable circumstances except cancellation charges for the tickets if booked directly by the agency.		-	
14	ANIMATION		-	
	2D ANIMATION		-	
14.1	2D Animation of 10 secs duration	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
14.2	Upto every 5 secs, thereof	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
	3D ANIMATION		-	

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com [f BHELOfficial](https://www.facebook.com/BHELOfficial) [X BHEL_India](https://twitter.com/BHEL_India) [BHEL_India](https://www.youtube.com/channel/UCBHEL_India) [bhel.india](https://www.instagram.com/bhel.india) [company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

14.3	3D Animation of 10 secs duration	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
14.4	Upto every 5 secs, thereof	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
15	CREATION OF VIRTUAL REALITY, AUGMENTED REALITY		-	
15.1	Module up to 60 seconds of Virtual Reality Content	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
15.2	Upto every additional 10 secs, thereof of Virtual Reality Content	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
15.3	Module up to 60 seconds of Augmented Reality Content	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
15.4	Upto every additional 10 secs, thereof of Augmented Reality Content	Lumpsum in Rs.	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
16	HIRING OF OCTONORM SYSTEM		-	
16.1	Hiring of Octonorm System (as per international standards & dimensions i.e. around 2.54 meter (H) X 1.0 meter (W) with both sides laminated ply including fixing of supplied sun-board posters, one spot light & wiring for each panel & its connection to nearest mains, as available at the location, all-inclusive but excluding transportation, which will be at actual & on production of bills. (cost of printing of vinyl or	Rs. Per running meter per day	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com
 BHELOfficial
 BHEL_India
 BHEL_India
 bhel.india
 company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

	posters is not included and shall be extra as per relevant items)			
17	FLIPBOOK		-	
17.1	Conversion of PDF Document (Brochure/Folder/Leaflet/Book/Reports, any other publication or document) to Flipbook format	in Rs. per page	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
18	SOCIAL MEDIA CAMPAIGNS		-	
18.1	Development of campaign strategy, content calendar, and planning	in Rs. per campaign	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
18.2	Scheduling and posting of approved content across BHEL social media platforms viz. LinkedIn, X, Instagram and Facebook - including basic community management (responding to comments/messages as per BHEL guidelines)	in Rs. Per month	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
18.3	Preparation and submission of analytics reports on campaign performance, reach and engagement.	in Rs. per report	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
18.4	Short Video/Reel Production - Conceptualization, scripting and editing of short videos or reels (up to 120 seconds) for social media.	in Rs. per video	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
18.5	Animation/Motion Graphics for Social Media - Creation of animated or motion graphic content for posts, stories.	in Rs. per animation	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
19	CUSTOMISED HAND-SKETCHED GREETING CARDS		-	

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

19.1	Creation of a greeting card featuring a hand-sketched, watercolour or pen-and-ink colour portrait of the recipient/ or a certain still life work - including illustration, and design. The final card will be printed in 6" x 9" size (portrait orientation) on premium card stock, with appropriate finishing with plain envelope	in Rs. Per card (including hand-drawn portrait, design, and print)	-	Price NOT to be quoted here, to be Quoted by bidder only on e-procure portal
------	--	---	---	--

GST, as applicable

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल: contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com
 BHELOfficial
 BHEL_India
 BHEL_India
 [bhel.india](https://www.instagram.com/bhel.india)
[company/bhel](https://www.linkedin.com/company/bhel)



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

ANNEXURE – VI

No Deviation Certificate

(to be given on Bidder's letter head)

Certificate of Acceptance

Notwithstanding anything mentioned in our bid, we hereby accept all the terms & conditions of the above tender. We confirm that the offer submitted by us is conforming to all the terms & conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of work properly and shall carry out the job as mentioned in this tender in line with tender terms & conditions.

"I _____ hereby Certify that we have read and understood all the terms and conditions of the Tender No. CC/ADEM/2025-26 dated 06.08.2025, we do not have deviations to the same and that our company/ firm, namely do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document, delivery schedule and penalty clauses therein. Deviations, if any mentioned elsewhere in our bid (whether Techno-commercial bid or Price-bid) may be treated as null and void by BHEL."

Signature of Authorized Signatory

Name/Designation and Seal of the firm

Date:

Place:

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

ANNEXURE – VII

E-MANDATE/EFT DETAILS

Please find enclosed the relevant details of my bank account for receiving NEFT credits from BHEL.

BANK NAME & COMPLETE ADDRESS WITH PIN CODE	
BANK ACCOUNT NO.	
MICR CODE	
IFSC CODE	
PARTY'S E-MAIL – ID	
PAN NO.	
GST REGN. NO.	
PARTY's NAME & COMPLETE ADDRESS	

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

ANNEXURE – VIII

SUBMISSION OF OFFER

Your offer has to be submitted in **two parts** as follows:

- TECHNO-COMMERCIAL BID – Online submission through BHEL's portal - <https://eprocurebhel.co.in> containing documents and information required for ascertaining the qualification of the bidder as per Clause 1.0 of Special Terms and Conditions (Annexure-III), Eligibility Conditions/Qualification Requirement (QR).**

Also, No Deviation Certificate, EFT Details, have to be submitted as part of Techno Commercial Bid.

- PRICE BID - Online submission as BOQ/Price Proforma (excel file) uploaded on BHEL's online portal - <https://eprocurebhel.co.in>**

Note: Bidders to ensure that their offers are complete in all respect. Any deviation or non-compliance may lead to rejection of their offer at any stage.

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(कॉर्पोरेट संचार) / (Corporate Communication)

फोन /Phone : 011-66337374 | ईमेल /Email : contactus@bhel.in

ANNEXURE – IX

CHECKLIST FOR E-PROCUREMENT

S.No.	Description /Item	Enclosed Yes/No
1	Proforma for Self-Certification of Eligibility Conditions/ Qualification Requirements on company's letterhead (Annexure IIIA)	Yes/No
2	Documents/ Information required as per Clause-1 of Annexure-III of ELIGIBILITY CONDITIONS / QUALIFICATION REQUIREMENTS (and ticked in Annexure IIIA)	Yes/No
3	Digitally signed and stamped copies of 'Scope of Work', 'Special Terms & Conditions' and 'General Terms & Conditions' (Annexure- II, III, IV) as token of acceptance.	Yes/No
4	No Deviation Certificate as per Annexure – VI on agency's letterhead.	Yes/No
5	Price Bid to be uploaded online as per the BOQ/Price Proforma format on BHEL's portal	Yes/No
6	E-Banking Mandate Form – Annexure VII	Yes/No

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल:contactus@bhel.in

Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

www.bhel.com BHELOfficial BHEL_India BHEL_India bhel.india company/bhel