



कॉर्पोरेट ज्ञानार्जन एवम् विकास
CORPORATE LEARNING AND DEVELOPMENT
मानव संसाधन विकास संस्थान, नोएडा
HUMAN RESOURCE DEVELOPMENT INSTITUTE, NOIDA

TENDER ENQUIRY

Tender Enquiry Ref. no. AA/CLD/PUR/2021-22/AAI/01
Date: 17.01.2022

M/s

PRE-BID MEETING. 27.01.2022

TENDER SUBMISSION DATE UPTO: 07.02.2022

TENDER OPENING DATE (PART – I): 07.02.2022

Sub: Association with Academic Institute of repute

Dear Sirs/Madams,

Most competitive rates are invited from reputed institutions for Association with Academic Institute of repute for BHEL for a period of 2 years. You are requested to submit your sealed quotation so as to reach this office on or before **07.02.2022** in the manner explained below. Quotations received late shall be ignored. Part – I of the Tender will be opened in this office on **07.02.2022** in the presence of the representatives of the bidders who may choose to be present.

Pre-Bid meeting has been scheduled at 1100 Hrs on **27.01.2022** in our office to clarify issues, if any with regard to the tender. All bidders are requested to attend this meeting.

Procedure for submission of sealed tender:

The bidder must submit their Tender as required in separate covers prominently superscribed as:

Part-I/ Cover-I: Techno Commercial Bid and

Part-II/ Cover II: Price-Bid.

Each cover should also indicate the Tender Enquiry Ref. No., Due Date & Time as mentioned above and each cover should be properly sealed.

Part-I/ Cover-I: Techno Commercial Bid:

Please submit all documents as per Pre - Qualifying Requirements in **Annexure –1** of the Tender document, Copies of documentary evidence (duly signed & stamped) as asked for, copy of tender document duly signed & stamped on each page as token of your acceptance to the tender's Terms & Conditions. The cover to be properly sealed. All documents submitted by the bidder shall be duly signed and stamped by Competent Authority of the Bidder.

Part-II/ Cover-II: Price-Bid:

Only price bid in the prescribed Price-Format should be enclosed in Part-II/ Cover-II, duly sealed.

Sharma
17.01.22





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These two separate covers (Cover I & II) shall together be enclosed in a third envelope and this sealed cover shall be superscribed with Tender name, Tender Enquiry Ref. No., Due date & Time and submitted as per Sl. No. 3 of Annexure-4 of the NIT at the following address:

**Tender Box, Room no. 206, Second Floor,
Human Resource Development Institute (HRDI),
Corporate Learning and Development (CLD),
Bharat Heavy Electricals Limited (BHEL)
HRD & ESI Building, Plot No. 25, Sector – 16A,
NOIDA – 201301 (U.P.)**

Your quotation should reach this office latest by 1500 hrs on **07.02.2022**. Part-I/Cover-I Techno - Commercial Bid will be opened first at **1530 hrs 07.02.2022** in presence of the representatives of the tenderers who choose to be present. Quotations received late or not received in line with the above procedure or are not in the prescribed formats are liable to be rejected. Part-II /Cover-II Price-Bids of only those parties whose bids are found technically acceptable will be opened later, for which separate intimation will be sent in due course of time.

Tender documents can also be downloaded from BHEL Website www.bhel.com and e-CPP Portal www.eprocure.gov.in. Any future addendum/corrigendum to the tender will be uploaded on BHEL website and e-CPP portal only. All bidders are requested to refer above websites periodically for latest information about the tenders before submission of their bid.

Offers of the bidders, who are on the banned list, 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

"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 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."

BHEL reserves the right to accept or reject any tender without assigning any reason thereof.

**Deepak Shekhar
Dy. Manager (Purchase)
Human Resource Development Institute (HRDI),
Corporate Learning and Development,
Bharat Heavy Electricals Limited (BHEL), Noida**

Enclosures:

1. Pre-Qualifying Criteria: **Annexure- 1**
2. Scope of Association: **Annexure- 2**
3. Special Terms & Conditions of the Contract: **Annexure- 3**
4. General Terms & Conditions: **Annexure- 4**
5. No Deviation Certificate: **Annexure- 5**
6. Price Format - **Annexure - 6**



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Annexure-1

Tender No. AA/CLD/PUR/2021-22/AAI/01

Date: 17.01.2022

PRE - QUALIFYING REQUIREMENTS (PQR)

Prequalifying requirements Criteria	Evidence
The institute should list in top 10 colleges as per NIRF 2021 ranking for Management education & the institute should also list in top 5 colleges as per NIRF 2021 ranking for Engineering education	NIRF Ranking Copy
If any institute qualifies only one of the two criteria's mentioned above, then the institute can tie up with any of the institute qualifying other criteria and can bid as a sole bidder on submission of relevant documentary evidence.	Documentary Evidence of tie up

If required, BHEL will call bidders for presentations.

Note: Documentary evidence in support of all the above said stated requirements are to be provided along with the Techno Commercial bid.

BHEL reserves the right to ask the bidder/contractor to provide any or all of the original documents referred above at any time during bid evaluation and/or during the contract which bidder/contractor has to comply. Failure to do so or furnishing of incorrect information will invite action as specified in the tender documents.

Signature of the bidder

With Institution Seal

JSK
17.1.22

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ANNEXURE- 2

Tender No. AA/CLD/PUR/2021-22/AAI/01

Date: 17.01.2022

SCOPE OF ASSOCIATION

Review of TNI system, training calendar, course design & content, feedback system, training effectiveness engaging faculties from academic institute, development of internal faculties, support in development of e-modules, new programme on upcoming technology

Handwritten signature
17-01-22

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ANNEXURE- 3
Tender No. AA/CLD/PUR/2021-22/AAI/01
Date: 17.01.2022

SPECIAL TERMS & CONDITIONS OF THE CONTRACT

- 1. Duration of validity of the contract:** The contract will be valid for a period of 2 years from the date of award of the work order. Contract may be extended for a further period of 3 years' subject to the mutual consent of both the parties.
- 2. Deliverables:** Deliverables along with the timelines is defined in the PRICE FORMAT as attached.
- 3. Payment schedule:** Educational institute to raise bills once in three months. Payment shall be released within 30 days of receipt of duly signed bill.
- 4. Payment Schedule:** Full payment except GST portion, shall be released within 30 days from the date of invoice after successful completion of each programme as per the LOA/ Work Order duly verified by the executing department/user group. However, GST/taxes & duties (if any) shall be paid as per clause 14 of General terms & conditions (Annexure-4) of the NIT.
- 5. Liquidated Damage:** Applicable on items sl no 1,2,3,5a, 6 & 7 at the rate of 0.5% per week subject to a maximum of 10% of the rate for that particular item on which LD will be levied. LD will be recovered from the running bills.
- 6.** The price quoted in the PRICE FORMAT of the NIT, will remain firm (fixed) for the entire contract duration.
- 7.** Institute/Bidder to submit "No Deviation certificate" as specified in Annexure-5



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ANNEXURE- 4

Tender No. AA/CLD/PUR/2021-22/AA1/01
Date: 17.01.2022

GENERAL TERMS & CONDITIONS.

1. Tenderers are advised to study all the tender documents carefully. Any submission of tender by the tenderer shall be deemed to have been done after careful study and examination of the tender documents and with full understanding of the implications thereof.
2. This tender specification as a whole, furnishing all the details and other documents as required in the following pages, shall be **duly signed & stamped** and sent in a sealed cover super scribing the name of Tender as a given in the tender notice.
3. Tenders can either be deposited in tender room in person or sent by Courier/ Registered or Speed Post to the address mentioned in NIT. It shall be Institute's/bidders' responsibility to ensure that tenders are delivered in time. Tenders submitted by post shall be sent as "REGISTERED POST ACKNOWLEDGEMENT DUE". The tenders received after the due date and time of opening shall be rejected. Offers received by any other mode as mentioned above, may not be considered.
4. Name of Institute's/Bidder's dealing person with Contact No(s), Email ID and Address of correspondence shall be provided in the bid.
5. Tenders shall be opened at the time and date as specified in the tender notice in the presence of such of those tenderers or their authorized representatives who may be present.
6. No correspondence shall be entertained from the tenderers after opening of Part-II (Price bid), except clarifications (if any) asked by BHEL in writing.
7. Only one representative of the Institute/bidder will be permitted to be present for tender opening. The representative to be present for tender opening should have proper authentication/Photo Identity Proof which needs to be produced on demand by BHEL.
8. The tenderers shall closely peruse all the clauses & specifications indicated in the tender documents before quoting. Should the tenderer have any doubt about the meaning of any portion of the Tender Specifications or find discrepancies / omission of the tender documents issued are incomplete or shall require clarification on any of the aspect. Scope of work etc., he/she shall at once contact the authority inviting the tender for clarification before the submission of the tender.
9. Tenderer must fill up all the schedules and furnish all the required information as per the instructions given in various sections of the Tender Specification. **Each and every page of the Tender Specification must be SIGNED, STAMPED AND SUBMITTED along with THE OFFER BY the Tenderer in token of complete acceptance thereof.** The information furnished shall be complete by itself.
10. **ACCEPTANCE OF ORDER:** Institute/Bidder should acknowledge and accept the LOA/ Work Order issued by BHEL within 7 days of its receipt. Seller/ Institute should examine the LOA/ Work Order immediately upon receipt and bring to the notice of BHEL, within 7 days of receipt, any discrepancy with regard to scope of work, rates, taxes & duties, agreed terms & conditions



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etc. for due rectification. If the Institute/Bidder fails to give such intimation/acceptance within seven days, the Institute/Bidder shall be deemed to have agreed to all terms & conditions as per LOA/ Work Order.

11. The tenderer shall quote the rates in English Language and international numerals. Those rates shall be entered in figures as well as in words. In case of difference in rates between words and figures **THE LESSER OF THE TWO** will be treated as valid rate. For the purpose of tender, the metric system of units shall be used.
12. All entries in the tender shall either be typed or be written in ink. Erasers and over writing are not permitted and may render such tenders liable to rejection. All cancellations and insertions shall be duly attested by the tenderer.
13. Evaluation Criteria: Evaluation shall be on the basis of delivered cost (i.e. "total cost to BHEL") as mentioned in the Price Format.

14. TAXES AND DUTIES:

- i. Prices should be all inclusive, except GST. The amount towards GST should be indicated separately in the specified place in Price Format.
- ii. To enable BHEL to avail GST Input Tax Credit (ITC), agency shall submit complete Tax invoice containing all the particulars as stipulated under Invoice Rules of GST. Such invoice shall be submitted within prescribed time limit in the name of BHEL Corporate Office, BHEL House, Siri Fort, New Delhi.
- iii. In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL non/delay in filing of GSTR or delay in/nonpayment of tax to Govt by agency or for other reasons not attributed to BHEL, in such case any financial implication on BHEL account of delay/loss/recovery from BHEL of such GST credit along with in levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from agency's bill.
- iv. Any statutory changes as and when made applicable by Government shall be applicable against documentary evidence.
- v. While making the payment, statutory deductions as applicable, shall be made by BHEL, payment to agency will be subject to TDS as per rules in force from time to time. Tax Deduction at Source(TDS) shall be done as per the provisions of Income Tax Act, GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the agency by BHEL.

15. **VALIDITY OF OFFER:** The offer/quotation/bid shall be kept open for acceptance for a minimum period of three (3) months from the date of opening of tenders. In case BHEL calls for negotiations such negotiations shall not amount to cancellation or withdrawal of the original offer, which shall be binding, on the tenderers.

[Signature]
17.04.22

[Circular Stamp]
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16. **TERMINATION OF CONTRACT:** BHEL shall have the right to terminate the Order/Contract, wholly or in part, in case they are obliged to do so on account of any deviation, decline, diminution, curtailment or stoppage of any terms & conditions of the Contract, with due information to the Institute/Bidder.
17. **SETTLEMENT OF DISPUTES:** Any dispute or difference shall be, to the extent possible, settled amicably between BHEL & Institute/Bidder, failing which the disputed issues shall be settled through arbitration. Institute/Bidder shall continue to perform the order/contract, pending settlement of dispute(s).
18. **ARBITRATION:** In the event of any dispute or difference arising out of execution of order/contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision by Institute/Bidder in any manner touching upon order/contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of the arbitration shall be the place from which the contract is issued or such other place as the arbitrator at his discretion may determine.

19. **REVERSE AUCTION'S TERMS & CONDITIONS:** BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on www.bhel.com) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ Institute/Bidders (as available on www.bhel.com).

The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. **The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.**

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ Institute/Bidders (as available on www.bhel.com).



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ANNEXURE- 5

Tender No. AA/CLD/PUR/2021-22/AAI/01

Date: 17.01.2022

NO DEVIATION CERTIFICATE

THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATIONS OF YOUR TENDER AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER. WE HEREBY UNDERTAKE AND CONFIRM THAT WE HAVE UNDERSTOOD THE SPECIFICATIONS PROPERLY AND SHALL BE PROVIDING THE SERVICES MENTIONED IN THIS TENDER ENQUIRY.

**Signature of the bidder
With Company/Institute Seal**

Name:

Company's name:

Address:

Date:

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597717/2021/CO-CLD-HRDI

Ref No - AA/CLD/PUR/2021-22/AAJ/01, Dt-17.01.2022

PRICE FORMAT

Sl No	Description of work	Quantity	UoM	Rate/(Rs)	GST & other taxes as applicable	Total/(Rs) including GST	Remarks	Delivery Parameter	Timelines for completion of activities from WD date
1	Review of online training need identification process: Presently individual training need is identified through online portal & organisational training needs are identified through interaction with leaders of different business verticals of BHEL. Academic partner to assess & evaluate the present system and provide recommendation in line with the business strategy of the organisation	1	Nos					Report with recommendations	5 months
2	Review of annual training calendar: BHEL is conducting nearly 40 distinct training programmes per year. These training programmes cover Technical, Managerial, Behavioral as well Functional topics & few programmes are repeated also based on the requirement. Academic partner to review the training calendar recommend accordingly on training calendar	1	Nos					Report with recommendations	5 months
3	Review of training programme design & course content: Academic Partner to review the training programme design & course contents of the above-mentioned training programmes. Average duration of training programmes is 2.5 days	40	No of training programmes					Report with Recommendations & revised programme content	60 days from the date on which requirement has been given by BHEL for review of particular programme design. In one month, maximum of 10 nos of programme design will be offered for review.
4a	Conduct of session by academic faculties (offline mode at CLD/ Sector 16 A/Noida/ U.P.): Faculty from academic partner to conduct training sessions at Corporate Learning & development (CLD) HRDI, BHEL, Sector 16 A, Noida. Topics include Managerial, Behavioral, Functional areas & Technical topics on state of art/ upcoming technologies. In addition to this, train the trainer (TOT) sessions may also be required to be conducted by the faculty on few topics which need mass awareness across the organisation. The average duration of one session ranges from 75 minutes to 90 minutes. Academic partner to quote rate on per session basis after including travel & accommodation charges. Accommodation at BHEL guest house at Noida may be provided on chargeable basis subject to availability. In order to optimise the cost, faculty will be invited for conducting at least 2 sessions in one invite.	125	No of Sessions				Quantity for this session is indicative & may have variations of +/- 25 sessions	Conduct of session	Over a period of 2 years from date of award of Work Order
4b	Conduct of sessions by academic faculties through Online mode: Conduct of session on above mentioned areas through online mode through virtual platform.	125	No of Sessions				Quantity for this session is indicative & may have variations of +/- 25	Conduct of session	Over a period of 2 years from date of award of Work Order
5a	Review of e-learning modules: Academic partner to review existing e learning modules of BHEL and provide the revised design with contents. The average study time per e-learning modules is nearly 3 hours.	40	Nos of e-modules					Report with Recommendations & revised programme content	60 days from the date on which requirement has been given by BHEL for review of e-learning module. In one month, BHEL will offer a maximum of 10 no of e modules for review.
5b	New e-learning module: Academic partner to provide content for new e learning module & review the same after creation of e-module however this item shall remain optional and will not be binding on the selected institute. For calculation of L1 bidder, this item shall not be considered	10	Nos of e-modules					Final Course Content	3 months from the date of requirement given by BHEL
6	Review of training feedback system: BHEL has a system of capturing feedback on various aspects of the training conducted. Academic partner to review the process & recommend accordingly.	1	Nos					Report with recommendations	3 months
7	Review of system to measure impact of training programme & its effectiveness: BHEL has a system to capture the impact of the long duration trainings delivered to its employees. Academic partner to review & recommend on the same.	1	Nos					Report with recommendations	3 months
				Total					

Note:

1. Item Sl no 4 a & 4b: This item shall be operated only if the Covid norms do allow travel & offline classroom sessions. No of sessions mentioned is indicative only & shall be decided mutually by BHEL & the Selected Institute subject to the availability of expert faculty at the selected Institute

2. Contract is initially for a period of two years with an option to continue for next three years based on the mutual consent of BHEL & the selected institute.

3. All reports are subject to the acceptance of BHEL

4. The Institute needs to indicate their GST no & PAN details along with documentary proof.

17.01.22

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