



भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

Ref no.: AA:GAX:22:EV:102

Date: 12/07/2023

To,
M/s AKOI SAAB, The Imperial hotel,
Janpath, New Delhi - 110001
Email: 'kraina@theimperialindia.com'

Kind attention: Mr. Kiran Raina

Sub: NIT for organising Board dinner on 13/07/2023 at Daniell's Travern in The Imperial hotel, Delhi

BHEL invites your best quotation for organising BHEL's board dinner on 13/07/2023 at Daniel in The Imperial hotel. The scope of work, terms & conditions are placed below. Detailed scope of work & Price Bid Format is placed at Annexure-B.

Scope of Work:

1. During the function, mineral water, juice etc. shall be provided in the hall for the guests as per BHEL requirements.
2. Buffet dinner with snacks is to be arranged for 35 persons as per menu decided by BHEL (vegetarian & non-vegetarian).
3. For detailed scope of work, refer Annexure-B.
4. The above facilities should be at par with the highest standards of quality to the satisfaction of BHEL. For unsatisfactory service/ quality, BHEL reserves the right for not to pay for unsatisfactory service/suitably levy the penalty. BHEL's decision in this regard shall be final and binding.

5. Taxes & Duties

- (i) To enable BHEL to avail GST Input tax credit, contractor shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Payment shall be made to the contractor only after submission of GST complaint Tax invoice. The successful tenderer shall raise GST compliant invoice affixing GSTIN of BHEL's unit availing the services.
- (ii) BHEL reserves the right to protect its interest against any loss on account of availability of GST credit.
- (iii) GSTIN of BHEL will be provided to the contractor along with the work order.
- (iv) Any new/change in statutory levy as and when made applicable by the Government shall become applicable against documentary evidence.
- (v) Payment to the contractor will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act & GST, as amended from time to time and a certificate to this effect shall be provided to the contractor by BHEL.

यतेंद्र कुमार सिंग / YATENDRA KUMAR SINGH
अभियंता / Engineer
कॉर्पोरेट मा.स.-प्रशासन / HR-ADMIN & ISMG
भारत हेवी इलेक्ट्रिकल्स लिमिटेड / Bharat Heavy Electricals Ltd.
बी.एच.ई.एल हाउस, सीरी फोर्ट / BHEL House, Siri Fort
नई दिल्ली-110049 / New Delhi-110049



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- (vi) Applicable GST shall also be recoverable from the contractor in case of LD recovery/penalty on account of breach of terms of contract

6. Payment Terms:

- Payment shall be made as per the actual nos. of BOQ items provided by the agency.
- The payment of final bill will be made only after satisfactory completion of the event as per tender terms & conditions. No claim will be entertained after signing the final bill.
- Bills raised by the agency shall be certified by the officer in-charge of BHEL at the venue and the payments will be made against final bill, within 30 days from the date of receipt of invoice through NEFT/RTGS subject to fulfilment of conditions mentioned at S. no. 6 (Taxes & Duties). The agency shall not be entitled to any interest with respect to any money which may be due to him from BHEL.

7. Penalty/ LD Clause: It is expected that the service provider will provide the best services during entire event including food/ meals and other hospitality requirements. Complaint in any of the services/ arrangements shall lead to penalty of 10% of the actual bill value. Decision of BHEL shall be final in this respect. In case of penalty/ LD recovery, the applicable GST shall also be recoverable.

8. BHEL also reserves the right to reject the offer without assigning any reason.

9. The quoted prices shall remain firm till the conclusion of the event.

10. Any clarification on the scope of work is to be obtained from the undersigned.

11. You are requested to kindly quote your best rates in the enclosed price bid format only (Annexure-B).

12. This should be treated IMPORTANT & reply may be sent to us on "Priority". Thanks & Regards.

For & on behalf of

(Y K Singh)

Engr. (HR-GAX & ISMG)

BHEL Corporate Office

Asiad, Siri Fort, New Delhi 110049

(Phone: 011 66337415; Mobile: 9990772660)

यतन्द्र कुमार सिंह / YATENDRA KUMAR SINGH
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Annexure-B

12/07/2023

DETAILED SCOPE OF WORK & PRICE BID FORMAT

Estimate for arrangement of board dinner in hotel The Imperial on 13th Jul 2023							
Sl. No.	Description of Services	Qty	Rate excluding taxes	Total amount	GST (%)	Grand total incl. taxes	Remarks
1	Buffet dinner including snacks	35					As per the menu finalised
2	Beverages	1 lot					As per the menu finalised
3	Audio-Visual (Mike and sound box)	1 set					
4	Approximate total expenditure						

- Note:** 1. Payment beyond specified minimum guarantee of 35 pax. shall be as per actual utilization of services, duly verified by BHEL.
2. Any additional requirement of BHEL arises during the function shall also be catered by the agency and the same shall be payable as per actual utilization of services / items, duly certified by BHEL.
3. Fresh juices of required variety may also be served to the guests if demanded.
4. Since, there is very short time available, you are requested to send your most economical quotes with stamped & signed by the authorised signatory through email on priority.
5. Menu for the event is already shared with you.

(Signature with stamp of hotel)

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