



## INVITATION TO TENDER

::1::

Ref: OS/SC/2023-24/37/28

Date: 06.07.2023

**Sub: Empanelment of Travel Agency for booking of domestic air tickets for M/s. BHEL- HPVP, Visakhapatnam for a period of two years – Reg.**

Sealed tenders are invited under **Two Part bid system** from the reputed and experienced Travel Agencies with sound technical and financial capability for the subject work.

| SL. No. | NAME OF THE WORK                                                                                                              | ESTIMATE VALUE In ₹ | EMD In ₹  | CONTRACT PERIOD |
|---------|-------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------|-----------------|
| 01      | Empanelment of Travel Agency for booking of domestic air tickets for M/s. BHEL- HPVP, Visakhapatnam for a period of two years | 20.00 Lakh per Year | 80,000/-* | 2 Years         |

### 1.0 ELIGIBILITY CRITERIA

- I) Average annual turnover of the contractor duly certified by a practitioner-chartered accountant during the last 3 years ending 31<sup>st</sup> March 2022 should be. **₹12.00 Lakh.**

Tenderer should enclose PAN, GSTIN registration no., Income tax returns for last three years (AY- 2020-21, 2021-22 & 2022-23) and Profit & Loss account and Balance Sheet certified by the Practicing Chartered Accountant for the last 3 Financial years.

- II) The Contractor should have experience of completing similar works during the last 7 years ending **30.06.2023** as given below: -

- (a) **Three** similar completed works costing not less than the amount equal to **₹16.00 Lakh** each

OR

- (b) **Two** similar completed works costing not less than the amount equal to **₹20.00 Lakh** each.

OR

- (c) One similar completed work costing not less than the amount equal to **₹ 32.00 Lakh.**

Work orders & Job Completion Certificates from the customer shall be enclosed in support of successful and satisfactory completion of the orders.

**Note: Similar work means booking of Air Tickets services (domestic/ International) to State/ Central Govt. or under takings or private firms.**

- III) The works executed in the own name of the tenderer will only be considered for eligibility criteria.

**IV) The bidder should have IATA (International Air Transport Association) approved travel agent. (Self-attested copy to be furnished).**

- V) Requisite Earnest Money Deposit / Relevant valid MSME Registration Certificate / NSIC Registration Certificate along with Part– I.

### 2.0 SCOPE OF THE WORK

Work is to be carried out as per Scope of Work (Annexure-I), General Conditions of Contract (Works/Service) (Annexure-II) and SOQR (Annexure- VI)

### 3.0 CONTRACT PERIOD:

Contract is valid for a period of **two years** from the date of work order or date of intimation from Officer-in-Charge.

**4.0 EARNEST MONEY DEPOSIT:**

- I. The tenderer shall submit EMD for **₹80,000/-** (Rupees Eighty Thousand only) in the following form only: -
  - a) **Electronic Fund Transfer credited in BHEL account (before tender opening) (BHEL-HPVP accounts details attached)**
- II. EMD by the tenderer will be forfeited as per NIT conditions, if:
  - a) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
  - b) The contractor fails to deposit the required security deposit or commence the work within the period as per LOI/ Contract.
  - c) EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.
- III. EMD given by all unsuccessful tenderers shall be refunded normally within 15 days of award of work.
- IV. EMD shall not carry any interest.
- V. EMD of successful tenderer will be retained as part of Security Deposit.

**Note: Micro & Small Enterprises (MSEs) are eligible for exemption of EMD as given below**  
**MSE suppliers can avail the intended benefits only if they submit valid UDYAM Registration Certificate for Micro / Small category for the above subject service along with the offer. Non-submission of such documents will lead to consideration of their bid at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents is not submitted before price bid opening.**

**5.0 SECURITY DEPOSIT:**

- A. Security deposit means the security provided by the contractor towards fulfilment of any obligations in terms of the provisions of the contract.
- B. The total amount of the security deposit will be **3% of the contract value**. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security deposit.
- C. **Modes of Deposit:**  
 The balance amount to make up the required Security Deposit of **3%** of the contract value may be accepted in the following forms:
  - a) Cash (as permissible under the extant Income Tax Act)
  - b) Local Cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL.
  - c) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the company's act. The bank guarantee format should have the approval of BHEL.
  - d) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the company's act (FDR should be in the name of the contractor, a/c BHEL.
  - e) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)

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

**D. Collection of Security deposit:**

At least 50% of the required security deposit, should be submitted before start of the work. Balance security deposit can be collected by deducting 10% of the gross amount progressively

from each of the running bills of the contractor till the total amount of the required security deposit is collected.

Security deposit shall be released to the contractor upon fulfilment of contractual obligations as per the terms of the contract.

**E. Refund of Security Deposit:**

- i. The security deposit shall be refunded after successful completion of the Contract as per agreement and subject to deduction of any amount due to BHEL.
- ii. Security deposit shall not be refunded to the Contractor except in accordance with the terms of the Contract.
- iii. The successful tenderers shall furnish Security Deposit within 15 days from the date of Work Order / Letter of Intent. The Security Deposit shall be furnished by the successful tenderers before commencement of work by them.
- iv. The security deposit shall not carry any interest.

**Note:** Acceptance of Security Deposit against Sl. No. (d) and (e) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

F. Security Deposit / Bank Guarantee will be released after the maintenance **period of 2 months or on closure of contract whichever is later.**

G. **Bidder agrees to submit performance security required for execution of the contract within the time period mentioned. In case of delay in submission of performance security, enhanced performance security which would include interest (SBI rate +6%) for the delayed period, shall be submitted by the bidder. Further if performance security is not submitted till such time the first bill becomes due, the amount of performance security due shall be recovered as per terms defined in NIT/ contract, from the bills along with due interest.**

**6.0 INCOME TAX:**

Income tax as per statutory requirement will be deducted on each payment made to the contractor and TDS certificate will be issued to this effect.

**7.0 TDS ON GST:**

TDS on GST amount as per statutory requirement as applicable will be deducted on each payment made to the contractor. Present TDS on GST is 2%.

**8.0 PAYMENT TERMS:**

Bill payments will be arranged within 45 days for MSE (Micro/Small) / 60 days for Medium / 90 days for Large Enterprises from the date of submission of bill to HR Dept complete in all respects after due verification subject to other terms & conditions mentioned in Taxes & Duties Clause, after making deductions, if any, as per terms and conditions. No interest shall be payable for delay in making the payment.

**Note:** All payment will be made through online RTGS / NEFT only

**9.0 LIQUIDATED DAMAGES / PENALTY:**

- a) The agency must book the ticket at the earliest after receipt of the Movement Order from the concerned BHEL Travel Desk Representative but in any case, **within 06 hours** from the time of receipt of the Movement Order. In the event of failure to do so, the Travel Agent will be liable to pay a sum of **₹500/- per incident** of delay or non-performance.

- b) The agent must book the ticket strictly at the most economical fare available for the indicated time slot, as per the Deal Code of various airlines with BHEL (as provided by BHEL) unless otherwise specified in the Movement Order or as per the written instructions **(through EMAIL, WHATSAPP or SMS)** given by concerned BHEL Travel Desk Representative or User. Failing to do so shall lead to penalty of **₹500/- per incident**.
- c) In case, cancellation of the ticket is not made by the travel agent even after written communication **(through EMAIL, WHATSAPP or SMS)** requesting such cancellation has been made by the Executive concerned or by the BHEL Travel Desk representative within the permissible time (as per the Airline Rules) for making the cancellation, no payment shall be made to the travel agency for that particular transaction.

#### **10.0 PRICE SCHEDULE, TAXES & DUTIES:**

- a. Prices shall be quoted in the price schedule attached to the tender for the complete scope of work.
- b. The quoted prices shall be inclusive of all applicable taxes, duties & GST as applicable as on due date of tender. GST as applicable shall be payable by vendor & the same will be reimbursed as per Annexure - GST.
- c. In addition to existing taxes, any new taxes imposed by Central/ State Govt. shall be payable by the contractor and same shall be reimbursed on submission of relevant documents/proof of payment.
- d. In case, any new tax is imposed instead of existing tax, difference of the amount shall be reimbursed/ recovered on submission of documentary evidence.
- e. Any new tax is imposed by Central/ State Govt. or there is any variation in taxes after expiry of delivery / contract period, the same shall be borne by contractor only.
- f. All terms & conditions of the contract in respect of taxes & duties are subject to new taxation laws introduced time to time by Govt. and terms & conditions will deemed to be modified in accordance with the provisions of New Laws (i.e., GST).
- g. **The quoted prices shall be fixed & firm without any escalation during the entire period of contract and till completion of the work.**

#### **11.0 REVERSE AUCTION: Applicable and will be conducted by GEM.**

#### **12.0 VALIDITY OF OFFER:**

The offer shall be valid for a period of **3 months** from the last date for tender submission.

#### **13.0 RISK PURCHASE:**

**In case the contractor fails to execute the work due to any reason, BHEL reserves the right to get the same completed through some other party at the risk & cost of the contractor and any additional expenditure incurred due to the same and overhead charges shall be charged to the contractor. Risk & Cost will be implemented as per STANDARD OPERATING PROCEDURE FOR IMPLEMENTATION OF RISK & COST of BHEL.**

#### **14.0 GENERAL:**

- 14.1 **Bidders shall confirm their acceptance to all the terms & conditions of the tender enquiry.** Deviations to the tender conditions are not acceptable and BHEL-HPVP reserves the right to reject such offers which do not meet Technical / Commercial requirements without any / further correspondence.  
**Bids not accompanied with requisite EMD, incomplete / conditional offers, bids not conforming to the terms & conditions specified in the tender documents are liable for rejection.**
- 14.2 BHEL reserves the right to modify or cancel or short close the tender at any stage at its discretion without assigning any reason thereof.

14.3 The bidders shall study the Tender documents and all other relevant documents in detail for understanding the scope of work involved in various items before submission of offers.

For any clarifications required on this tender document, scope of work etc., the bidders shall depute their authorized representatives to HPVP, Visakhapatnam with prior intimation to get clarifications from concerned authorities.

14.4 Sr. Manager (HR) shall be the Officer-in-charge for herein after referred to as such in the tender. For any technical clarifications, he may be contacted on **Ph: 0891 288 1422/ email id: gcsmpa@bhel.in.**

14.5. Lowest offer need not be the rate acceptable to BHEL-HPVP and BHEL-HPVP reserves the right to go for negotiation with the L1 bidder.

14.6 The following documents (enclosed) shall form part of the contract including this Notice Inviting Tender: -

**PART - I: TECHNO COMMERCIAL BID**

- |                                                                           |                  |
|---------------------------------------------------------------------------|------------------|
| a) Scope of Work                                                          | : Annexure – I   |
| b) General Conditions of Contracts (Works / Services)                     | : Annexure – II  |
| c) Acceptance to the Tender Terms & Conditions                            | : Annexure – III |
| d) Contractor Information                                                 | : Annexure – IV  |
| e) Check List                                                             | : Annexure – V   |
| f) Service Level agreement & GTC of GeM: to be downloaded from GEM Portal |                  |

**PART - II: PRICE BID**

- |                                               |                 |
|-----------------------------------------------|-----------------|
| g) Price Bid (Schedule of Quantities & Rates) | : Annexure – VI |
|-----------------------------------------------|-----------------|

**15.0 TENDER SUBMISSION:**

**The Bid shall be submitted in two parts in GEM Portal only.**

**Part-I : Techno-Commercial Bid**

**Part-II: Price Bid**

Submission of offer by a tenderer implies that all the tender documents were read by the tenderer and the tenderer is aware of the scope and specifications of the work, site condition, local conditions and rates at which stores, tools and plant, free / chargeable materials etc., will be issued to him by BHEL - HPVP and other factors having bearing on the execution of the work.

**Offers received in any other form will not be accepted.**

**16.0 OPENING OF TENDERS:**

Techno-commercial Bids will be opened in GEM Portal at prescribed time and Date. The price bid of the technically qualified bidders will be opened / RA will be conducted in GEM Portal and the date & time of the same will be intimated accordingly by GEM.

**17.0** For this procurement, Public Procurement (Preference to Make in India), Order 2017 dated 15.06.2017 & 28.05.2018 and subsequent orders issued by the respective Nodal Ministry shall be applicable even if issued after issue of this NIT but before finalization of contract / POWO against this NIT

In the event of any Nodal Ministry prescribing higher or lower percentage of purchase preference and / or local content in respect of this procurement, same shall be applicable.

**18.0** The Bidder declares that they will not enter into any illegal or undisclosed agreement or understanding, whether formal or informal with other Bidder(s). This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

In case, the Bidder is found having indulged in above activities, suitable action shall be taken by BHEL as per extant policies/ guidelines.

**SCOPE OF WORK****::1::**

1. Services are required for booking of Air Tickets (Domestic) on all days inclusive of Sundays/Holidays and odd hours also.
2. Receiving requests from Administration Department through E-mail/photo copy /Fax for booking/rerouting/cancellation/refunds of Air Tickets.
3. Air tickets have to be arranged through Electronic Ticketing System with least fare air tickets and Confirmed Air Tickets.
4. Air E-tickets should be sent through E-mail immediately to the individual and Administration Department for verification.
- a. Benefits arising out of any agreement between BHEL and any Air Lines with respect to ticket booking shall be availed by the agency and passed on to BHEL.
5. The Travel agency shall be passing BHEL entire commission, if any, being received by them from the airlines. The Travel agency shall submit a proof of commission being paid to them by Airlines on quarterly basis. The Travel agency is required to confirm that after award of contract if any fresh commission is paid by the Airlines to Agency or increasing the existing commission due to volume of business the same shall also be passed on to BHEL in total.
6. The Travel agency shall be responsible and ensure booking / delivery / cancellation of domestic air tickets to the concerned official during / after office hours, including holidays.
7. The tickets should be booked within 30 minutes from the time of receipt of request from Administration. In case any request is received late night which could not be processed on the same day, shall be processed on next working day in early hours.
8. BHEL will prefer purchase of air tickets (Domestic) at most economical rates available so as to derive maximum benefit in air travel.
9. Bill submitted by the Agency will be processed, only if it is associated with the printouts of the documents as mentioned below:
  - a) Agency should submit the bill fortnightly.
  - b) Bill should include - Air Ticket, Agency tax Invoice and Airlines tax invoice or tax break up in Agency tax invoice.
  - c) BHEL reserves the right to extend the services of engaged Travel agency to sister units of BHEL at same rate and Terms & conditions.
10. The successful Travel agency shall assist in firming up the itineraries of BHEL officials for the domestic air travel as under:
  - a. **Booking of Airline Tickets:** Booking for domestic air tickets, including cancellation & re-scheduling (without any additional cost), if required, shall be done immediately as directed by the officer authorized by BHEL and also ensuring timely delivery of the tickets directly to the individual (via mail).
  - b. BHEL will prefer purchase of air tickets at the most economical fare available for the indicated time slot, unless otherwise specified in the Movement Order or as per the written instructions (through EMAIL, WHATSAPP or SMS) given by concerned BHEL Travel Desk Representative or User.
  - c. Agent is required to book the Air Tickets as a Corporate booking (food, seat selection-window or aisle side, web check in should be included in ticket).
  - d. Agency should provide maximum discount on base fare.
  - e. Services charges should be minimum.

**SIGNATURE OF TENDERER WITH SEAL**

**Ref: OS/SC/2023-24/37/28**

**Date: 06.07.2023**

**Sub: Empanelment of Travel Agency for booking of domestic air tickets for M/s. BHEL- HPVP, Visakhapatnam for a period of two years - Reg.**

**ACCEPTANCE TO TENDER TERMS & CONDITIONS**

I / We hereby confirm that the Tender documents, all Annexures etc. have been studied in detail and we have fully understood the scope of work.

I / We accept to all the **Terms and Conditions** of the Tender Enquiry and the prices quoted are in accordance with the same.

I / We accept to offer valid for a period of **3 months** from the last date for tender submission.

I / We give our acceptance to participate in **Reverse Auction** in case BHEL decides to go for reverse auction for this tender.

**Tender documents duly signed on all the pages by the Owner / authorized representative of the bidder are attached herewith.**

**SIGNATURE OF THE TENDERER WITH SEAL**

CONTRACTOR INFORMATION

| Sl. No. | Particulars                                                                                                                                                                          | To be Filled by Bidder |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 01.     | Name of the Contractor                                                                                                                                                               |                        |
| 02.     | Nature of Firm / Concern<br>(Proprietor / Partnership / Pvt. Ltd. / Public Ltd.)<br><b>Note:</b> In case of partnership concern, please enclose photo copies of the partnership deed |                        |
| 03.     | Full address                                                                                                                                                                         |                        |
| 04.     | Name of the Proprietor/Partner                                                                                                                                                       |                        |
| 05.     | Name of the Person(s) and designation authorized for signing the contract / dealing with BHEL                                                                                        |                        |
| 06.     | Telephone No. of the firm                                                                                                                                                            |                        |
| 07.     | Mobile No.                                                                                                                                                                           |                        |
| 08.     | E-mail ID                                                                                                                                                                            |                        |
| 09.     | HSN / SAC Code                                                                                                                                                                       |                        |
| 10      | GSTIN Registration Certificate                                                                                                                                                       |                        |
| 11      | PAN Number                                                                                                                                                                           |                        |
| 12      | MSE Registration no. if any<br>Valid Udyam Registration copy                                                                                                                         |                        |

**CHECK LIST**

| <b>Sl. No.</b> | <b>Particulars</b>                                                                                                                           | <b>Document Enclosed (Yes / No)</b> | <b>Document No</b> |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------|
| 01.            | Name of the Contractor<br>(Company Registration Copy)                                                                                        |                                     |                    |
| 02.            | Tender Document Signed &<br>Stamped                                                                                                          |                                     |                    |
| 03.            | Earnest Money Deposit (EMD)                                                                                                                  |                                     |                    |
| 04.            | GSTIN Registration Certificate                                                                                                               |                                     |                    |
| 05.            | PAN Number                                                                                                                                   |                                     |                    |
| 06.            | Valid Labour Licence copy                                                                                                                    |                                     |                    |
| 07.            | Income Tax Returns for last 3 years                                                                                                          |                                     |                    |
| 08             | Profit & Loss account, Balance<br>Sheet and Turnover certificate<br>certified by the Practicing Chartered<br>Accountant for the last 3 years |                                     |                    |
| 09             | Work orders & Job Completion<br>Certificates in similar works as<br>mentioned in eligibility criteria.                                       |                                     |                    |
| 10             | MSE Registration Documents,<br>Valid Udyam Registration certificate                                                                          |                                     |                    |
| 11             | Start-up India –<br>Certificate of Recognition<br>(if Applicable)                                                                            |                                     |                    |

**ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS / NEFT TRANSFER**

|    |                                                |  |
|----|------------------------------------------------|--|
| 01 | NAME & ADDRESS OF THE SUPPLIER / SUBCONTRACTOR |  |
| 02 | VENDOR CODE ASSIGNED BY BHEL, HPVP LTD         |  |

**DETAILS OF BANK ACCOUNT**

|    |                            |  |
|----|----------------------------|--|
| 03 | NAME & ADDRESS OF THE BANK |  |
| 04 | NAME OF THE BRANCH         |  |
| 05 | BRANCH CODE                |  |
| 06 | MICR CODE                  |  |
| 07 | ACCOUNT NUMBER             |  |
| 08 | TYPE OF ACCOUNT            |  |
| 09 | BENEFICIARY'S NAME         |  |
| 10 | IFSC CODE OF THE BRANCH    |  |
| 11 | EMAIL ID                   |  |
| 12 | TELEPHONE / MOBILE NUMBER  |  |

**CERTIFICATE**

I / We here by agree to receive the payments due from M/s Bharat Heavy Electricals Ltd., by the National Electronic Fund Transfer / or RTGS Transfer mode by credit to my / our above mentioned Bank account. I / We also agree that payments made to the above mentioned account are a valid discharge of the liability of M/s Bharat Heavy Electricals Ltd. I / We also agree to bear the applicable Bank charges for the above mode of transfer. A copy of the Cheque leaf/ cancelled Cheque leaf of the above account is sent herewith.

(Authorized Signatories with Name & Seal)

**BANKER'S CERTIFICATION**

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of \_\_\_\_\_  
(name of account holder), the signature of authorized signatory and the MICR and IFSC codes of our branch mentioned above are correct.

Place:

Bank Manager / Officer

Date:

Signature with Bank stamp and Name seal

**FORWARDED TO ACCOUNTS DEPARTMENT / CASH SECTION**

We confirm the above details are verified with the records available with us

Signature of BHEL Official with Name & Seal  
Operating the contract / Services

**GST COMPLIANCE FOR INDIGENOUS SUPPLIERS / CONTRACTORS**

1. In Response to Tenders for Indigenous supplier will be entertained only if the vendor has a valid GSTIN which should be clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.
2. Supplier shall mention their GSTIN in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.
3. All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
4. A declaration to the effect that all invoice particulars are/were uploaded in the GSTN network/ portal & all tax liability as per GST rules and regulations have been and will be discharged, shall be mentioned in the invoice. If not mentioned in the invoice, a separate declaration shall be submitted as per the requirement of BHEL.
5. All documents like Test Certificate, LR copy, Guarantee/Warranty certificate, work completion certificate, any other document mentioned in PO, shall be sent along with the vehicle/consignment where ever applicable. For all consignments received within the calendar month, input credit will be availed within that month in line with monthly returns filing cycle. In case of any discrepancy in the document or non-submission of documents mentioned in the PO, then BHEL will not be able to accept or account the material, in such case availing of tax credit will be deferred to next month or so.
6. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal) for the shortages or rejections in the suppliers, within the calendar month notified by BHEL.
7. For any such delay in availing of tax credit for reasons attributable to supplier (as mentioned above), interest (calculated @ SBI Base Rate + 6%) along with penalty if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.
8. Under GST regime, BHEL has to discharge GST liability on LD recovered from suppliers/contractors. Hence applicable GST shall also be recoverable from suppliers/contractors on LD amount. For this Debit note will be issued by BHEL indicating the respective supply invoice number.
9. This is to inform that GST portion of invoice, shall be released only upon Vendor declaring such invoice in his GSTR-1 and receipt of goods and Tax invoice by BHEL and Confirmation of payment of GST thereon by vendor on GSTN portal. Alternatively, BG of appropriate value may be obtained from vendor which shall be valid At least one month after the confirmation of date of payment of GST by vendor on GSTN portal and receipt of Tax invoice and receipt of goods, whichever is later. Above is subject to receipt of goods/service and tax invoice thereof along with vendor declaring invoice in his return and paying GST within timeline prescribed for availing ITC by BHEL.
10. That in case vendor delays Declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from vendor/contractor along with interest levied/ leviable on BHEL.

***Note: The above will be followed strictly for Processing vendor payments to ensure GST Compliance.***



# BHARAT HEAVY ELECTRICALS LIMITED

Heavy Plates & Vessels Plant (A Govt. of India Enterprise)

VISAKHAPATNAM - 530 012

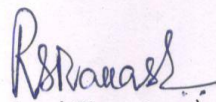
## MANDATE FORM

### *OPTION TO RECEIVE E-PAYMENT THROUGH NEFT & RTGS*

1. NAME : BHEL - HPVP
2. ADDRESS : NATHAYYA PALEM, VISAKHAPATNAM
3. PARTICULARS OF BANK ACCOUNT –
  - a. BANK NAME : STATE BANK OF INDIA
  - b. BRANCH NAME : BHPV Branch
  - c. BRANCH ADDRESS : BHPV POST, VISAKHAPATNAM
  - d. IFSC CODE : SBIN0001675
  - e. ACCOUNT NO. : 33276118389
  - f. WHETHER BRANCH IS NEFT ENABLED : YES
  - g. WHETHER BRANCH IS RTGS ENABLED : YES
4. E-MAIL ID FOR RECEIVING SYSTEM GENERATED PAYMENT ADVICE:  
: rsprakash@bhel.in

I hereby declare that the particulars furnished above are correct

For Bharat Heavy Electricals Limited, Visakhapatnam,

  
(Authorised Signatory)

### **BANK CERTIFICATION:**

This is to certify that the particulars furnished above are correct & complete as per our records.

Date:

- 3 JUL 2020

  
Bank Manager / Officer

Signature with Bank stamp and Name seal

K. SAMBA MURTY  
Deputy Manager M-10461  
Br.-1675, VSP

Ref: OS/SC/2023-24/37/28

Date: 06.07.2023

Sub: Empanelment of Travel Agency for booking of domestic air tickets for M/s. BHEL- HPVP,  
Visakhapatnam for a period of two years - Reg.

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## PART-II

### (PRICE BID)

**NOTE:**

- 1) **The quoted prices shall be fixed & firm without any escalation during the entire period of contract and till completion of the work.**
- 2) The rate quoted **shall include GST**. However, GST as applicable shall be paid by the contractor and same shall be reimbursed on submission of proof of payment along with the bill as per Annexure - GST.
- 3) **L1 shall be evaluated based on quoted total price.** Lowest offer need not be the rate acceptable to BHEL-HPVP and BHEL-HPVP reserves the right to go for negotiation with the L1 bidder.
- 4) **The price mentioned is tentative and is indicative for tendering purpose only.**
- 5) **Payment shall be as per actual utilization of services. While billing, each invoice should contain Base Fare, Service Charges on base fare & Discount on base fare.**

**SIGNATURE OF THE TENDERER WITH SEAL**

**BHARAT HEAVY ELECTRICALS LIMITED**  
**HEAVY PLATES & VESSELS PLANT**  
**VISAKHAPATNAM – 530 012**

**NAME OF WORK:** Empanelment of Travel Agency for booking of domestic air tickets for M/s.  
 BHEL- HPVP, Visakhapatnam for a period of two years - Reg.

**Tender Enquiry No.:** OS/SC/2023-24/37/28, Date: 06.07.2023

**SCHEDULE OF QUANTITIES & RATES (SOQR)**

| Sl. No | Description                                                                       | Projected Business volume of Base Fare (Excluding Taxes) ( in ₹) | Service Charge in % on Base Fare (Excluding Taxes) | Discount in % on Base Fare (Excluding Taxes) | Total amount with service charges & After Discount (in ₹.) |
|--------|-----------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------|------------------------------------------------------------|
| A      | B                                                                                 | C                                                                | D                                                  | E                                            | F = C + D - E                                              |
| 1      | Travel- Air Ticket (Domestic)                                                     | 40,00,000.00                                                     | In _____%                                          | In _____%                                    |                                                            |
|        |                                                                                   |                                                                  | In ₹ _____                                         | In ₹ _____                                   |                                                            |
| 2      | Total Amount in ₹                                                                 |                                                                  |                                                    |                                              |                                                            |
| 3      | GST @ _____% on Sl. No. 2                                                         |                                                                  |                                                    |                                              |                                                            |
| 4      | Total Amount including GST in ₹<br><b>(Please Enter this price in GeM portal)</b> |                                                                  |                                                    |                                              |                                                            |

**Total Amount in words:**

**SIGNATURE OF TENDERER WITH SEAL**