

भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
BHARAT HEAVY ELECTRICALS LIMITED

BHEL NEW BUILDING COMPLEX, PLOT NO. 25,  
SECTOR – 16A, NOIDA



**TENDER DOCUMENT FOR**

**Organizing BHE Day Function at New Building Complex,  
Plot no.- 25, Sector -16A, Noida.**

निविदा संख्या/ NIT No.: AA: NBP-CAG:BHEL Day: 2023-24:07 Dated: 23.12.2023

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- 1- सीमित निविदा आमंत्रित करने की सूचना / Notice Inviting Limited Tender from following bidders: -**

Sl. No.	Name of Bidder eligible for submitting the Limited tender
1.	M/s Ifly Vacations Pvt. Ltd.
2.	M/s Jinnie Facilities Pvt. Ltd.

**जमा करने की अंतिम तिथि: 26.12.2023 11:00 बजे।**  
**LAST DATE FOR SUBMISSION: 26.12.2023 at 11:00 Hrs.**



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Ltd.**

BHEL New building, Plot No. – 25, Sector – 16A, Noida.

**NOTICE FOR INVITING LIMITED TENDER**

NIT No. AA: NBP-CAG:BHEL Day: 2023-24:07 Dated: 23.12.2023

Last date of Submission of Sealed Tender: 26.12.2023 at 11:00 Hrs.

Date of opening of Tender: 26.12.2023 at 11:30 Hrs.

Venue for opening of Tender: Admin block, 10<sup>th</sup> Floor, BHEL new building, Noida**Subject: Organizing BHE Day Function at New Building Complex, Plot no.- 25, Sector -16A, Noida.**

Dear Sir,

We are pleased to invite your most competitive offer for “*Organizing BHE Day Function at New Building Complex, Plot no.- 25, Sector -16A, Noida*” as per following terms & conditions and Price Format:

**PRICE FORMAT**

Sl. No.	Description of service / arrangement	Qty/ nos. (A)	Unit	Rates excluding taxes (in Rs.) (B)	Total Amount excl Taxes (in Rs.) (C = A x B)	GST %	GST Amount (Rs.) (D)	Total Amount (all incl) (in Rs.) (E = C + D)
1	<b><u>Stage Setup:</u></b> Stage Riser 30'X36'X2'6"	1	nos.	1,49,800.00	1,49,800.00	18%	26,964.00	1,76,764.00
2	Truss with Covering 40'X40'X14' with top covering	1	nos.	85,600.00	85,600.00	18%	15,408.00	1,01,008.00
3	New Maharaja Carpet	1080	Sq. Ft.	21.40	23,112.00	18%	4,160.16	27,272.16
4	Goal Post Truss for lights & Sound 44'X18"	1	nos.	85,600.00	85,600.00	18%	15,408.00	1,01,008.00
5	LED Warm light	12	nos.	535.00	6,420.00	18%	1,155.60	7,575.60
6	Audience Blinder	4	nos.	2,140.00	8,560.00	18%	1,540.80	10,100.80
7	LED RGB	46	nos.	535.00	24,610.00	18%	4,429.80	29,039.80
8	Profile Light	2	nos.	2,675.00	5,350.00	18%	963.00	6,313.00
9	Light Control Board	1	nos.	8,025.00	8,025.00	18%	1,444.50	9,469.50
10	Podium	2	nos.	4,280.00	8,560.00	18%	1,540.80	10,100.80
11	Chair On Stage with Arm rest	8	nos.	2,140.00	17,120.00	18%	3,081.60	20,201.60
12	Coffe Table for stage	4	nos.	1,070.00	4,280.00	18%	770.40	5,050.40

13	<b><u>Sound, LED Screen &amp; Camera Man :</u></b> 6 Top+4 Bass Main PA, 6 Top for Delay, Digital Mixer, 06 Cordless hand mic with stand and Reader Stand, 02 Podium mic, Amplifier as per requirement with 01 laptop for music	1	nos.	1,81,900.00	1,81,900.00	18%	32,742.00	2,14,642.00
14	LED screen 12' by 8' Suitable for Day Light	3	nos.	25,680.00	77,040.00	18%	13,867.20	90,907.20
15	LED screen Riser	3	nos.	3,745.00	11,235.00	18%	2,022.30	13,257.30
16	Video Camera for Live Coverage	2	nos.	10,700.00	21,400.00	18%	3,852.00	25,252.00
17	Social Media Live Telecast technical team	1	nos.	48,150.00	48,150.00	18%	8,667.00	56,817.00
18	<b><u>Cafeteria Area Setup:</u></b> Cafateria on Truss 60'X40'X14' with side and top coverings	1	nos.	1,49,800.00	1,49,800.00	18%	26,964.00	1,76,764.00
19	New Maharaja Carpet in Cafateria Area	2400	Sq. Ft.	21.40	51,360.00	18%	9,244.80	60,604.80
20	2 Seater Sofa	10	nos.	2,140.00	21,400.00	18%	3,852.00	25,252.00
21	Centre Table	6	nos.	856.00	5,136.00	18%	924.48	6,060.48
22	Round Table	6	nos.	535.00	3,210.00	18%	577.80	3,787.80
23	Chair with cover and Tie	36	nos.	160.50	5,778.00	18%	1,040.04	6,818.04
24	Buffet Table	50	nos.	321.00	16,050.00	18%	2,889.00	18,939.00

25	<b>Food:</b> Hi Tea Catering with Bone china Crockery): a) Soup- Basil Tomato b) Cheese and Tomato Cucumber butter sandwich and bruchetta c) Cookies sweet and salted and Naan Khatai Cookies d) Cheesy Twist e) Dhokla f) Bhutte ke kebab g) Palak Patta Chaat h) Vegetable assorted pakode i) Purani delli ki khashta kachori, alloo ki sabji, methi ki chatni, mirch ka achar and vegetable j) cheese vol-u-vent or mumbai ki tiny pao bhaji with amul butter k) Roasted, salted cashew and almonds l) Gajar ka halwa and badaan milk m) Brownie n) Tea - masala, lemon, green. o) Cappachino made with fresh beans p) Packed drinking water bottles	100	nos.	2,140.00	2,14,000.00	5%	10,700.00	2,24,700.00
26	Pack Snacks (consist of Veg Sandwich, Vada Pao, Dal Kachori, Small pack of cashews,	2000	nos.	181.90	3,63,800.00	5%	18,190.00	3,81,990.00

	Muffin, Banana, Cocojal)							
27	<b><u>Sitting Area:</u></b> Chairs with Cover and tie	1200	nos.	53.50	64,200.00	18%	11,556.00	75,756.00
28	2 Seater Sofa	40	nos.	2,140.00	85,600.00	18%	15,408.00	1,01,008.00
29	Centre Table	10	nos.	1,070.00	10,700.00	18%	1,926.00	12,626.00
30	Red Carpet for Passage	800	Sq. Ft.	16.05	12,840.00	18%	2,311.20	15,151.20
31	Side Covering	400	Sq. Ft.	42.80	17,120.00	18%	3,081.60	20,201.60
32	Misc LED Lights	50	nos.	535.00	26,750.00	18%	4,815.00	31,565.00
33	Gas Heaters	25	nos.	3,210.00	80,250.00	18%	14,445.00	94,695.00
34	Dustbins	10	nos.	321.00	3,210.00	18%	577.80	3,787.80
35	Q Managers	10	nos.	1,284.00	12,840.00	18%	2,311.20	15,151.20
36	<b><u>Flower Decoration:</u></b> Front Of stage (two pillars - 17'x2' & 30' x 4') and VIP Lounge and Main Building entrance (size of side - 12' x 14') and Reception area. Small Gate for the VIP Passage (size - 10' x 12') & Cageteria Entrance (Flower - Rose, Marigold, Carnation and dry flower arrangement) (total weight of fresh flower used for decoration - min 400 kg)	1	nos.	4,38,700.00	4,38,700.00	5%	21,935.00	4,60,635.00
37	Total Amount inclusive of all including GST in ₹							26,40,272.08
38	Percentage Above/ Below (+/-) / at par with S. No. 37 in ₹							_____ %
39	Total Amount inclusive of all including GST after applying % of serial no. 38 (Rs)							
40	Total Amount inclusive of all including GST (in words): Rupees _____							

**A. INSTRUCTIONS FOR THE BIDDERS/TENDERERS:**

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document page for this particular tender shall be submitted by them (after signing/ stamping on each page) as a part of their offer. In case of any clarification, bidder may contact this office.
2. Tender documents are also available on BHEL web site ([www.bhel.com](http://www.bhel.com)) & on CPP Portal (<http://eprocure.gov.in/cppp/>) which can be downloaded and used as tender document for submitting the bid.
3. This tender is invited from the Limited bidders only, to whom this tender is emailed. No tender will be accepted from other bidders.
4. Bid should be free from correction, overwriting, using corrective fluid, etc. any interlineation, cutting, erasure or overwriting shall be valid only if they are attested under full signature (s) of person (s) signing the bid else bid shall be liable for rejection.
5. Tender must be submitted in single part bid including all pages of tender document. The tenderer must submit their tenders in sealed envelope along with NIT No. & due date of opening written on the envelope.
6. The tenderer shall submit the Bank details along with a cancelled cheque for payment through NEFT/RTGS.
7. BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidders in this matter.
8. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail & shall be binding on the tenderer.
9. The Tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions are likely to be rejected.
10. **Tenderers are requested to go through the scope of work, visit the site/location etc. and get fully acquainted with the work place and prevailing working conditions to get all their doubts clarified regarding the above work before submitting the offer. Engineer-in-charge's decision will be full and final in the event of any clarification. Any queries regarding this tender may be clarified from office of the Manager/ (CAG), MOBILE NO. - 9654499515.**
11. The tenderers or their representative may attend the opening of Limited Tender, if they so desire. The tenders shall be opened on schedule date & time even if the bidders or their representative are not present.

**B. GENERAL TERMS & CONDITIONS: -**

- 1) Tenders received late /in open condition/ not meeting the tender condition / incomplete in any respect are likely to be rejected.
- 2) BHEL will not be responsible for the postal delay under any circumstances for non-receipt of Tenders by due date & time.
- 3) BHEL has the right to reject all or any of the tenders and accept any tender(s) irrespective of its / their being the lowest / highest.
- 4) The Bidder Must Submit a declaration (enclosed at Annexure –I), that the bidder has not been suspended / blacklisted by any organization.
- 5) No deviation certificate as per Annexure –II (enclosed) must be signed and stamped.
- 6) Bidder must submit the bidder's details in the enclosed format (Annexure-III).
- 7) The offer of the bidders who are on the banned list and also the offer of the bidders, who engage the services of the banned firms, shall be rejected. The list of the banned firms is available on BHEL web site [www.bhel.com](http://www.bhel.com)
- 8) The Tenderers are required to quote for the complete scope of work. Tenders for part of the work or incomplete in any respect are liable to be rejected.

- 9) Rates/amount/percentage quoted by the bidder will be firm for the contract period or extended period of contract. No price variation and escalation due to increase in labour / material cost will be allowed.
- 10) The Rates/amount/percentage quoted by the bidder are deemed to be inclusive of all and any other incidental works required to complete the work and inclusive of all the taxes including GST.
- 11) The rate should be indicated both in words and figures. All entries in the Tenders must be written in ink or typewritten. Over-writing should be avoided. Corrections, if any, should be attested with signature by the bidder.
- 12) The evaluation currency for this tender shall be INR (Indian National Rupee).
- 13) **VALIDITY OF RATES:** Validity of rates will be **30 days** from the date of Tender opening.
- 14) **EVALUTION CRITERIA:** The criteria of evaluation of techno-commercial bids shall be on the basis of documents submitted by the tenderers.

Estimated rates have been disclosed in the tender documents and percentage rate tenders are invited. Accordingly, the basic amount as per basic rates has been calculated against each item. **Bidders have to quote a single overall percentage, (+) above, (-) below or at par with the tender rates at Sl. No. 38 of Price Bid format. The same quoted percentage will be applied on every item of the BOQ. Evaluation of Price Bid will be done on overall L-1 rate inclusive of all including all taxes and duties (i.e. on Sl. No.-39 of Price Bid).**

In the course of evaluation, if more than one bidder happens to occupy L-1 status, effective L-1 will be decided by soliciting discounts from the respective L-1 bidders. In case more than one bidder happens to occupy the L-1 status even after soliciting discounts, the L-1 bidder shall be decided by a toss/ draw of lots, in the presence of the respective L-1 bidder(s) or their representative (s). Ranking will be done accordingly. BHEL's decision in such situations shall be final and binding.

- 15) **CORRECTION OF ARITHMETIC ERRORS:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:
  - i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the BHEL there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
  - ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
  - iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
  - iv) If there is any discrepancy between total quoted amount and actual total amount after applying quoted percentage (above/ below/ at par), the actual total amount after applying quoted percentage shall be prevailing and corrected.
  - v) If any bidder does not accept the correction of errors, their bids are liable to be disqualified.
- 16) If GST is applicable to the vendor then the vendor should provide the GST registration Certificate also.
- 17) **COMPLETION PERIOD:** All the arrangement with proper setting shall be completed latest by 3:00 PM on 01.01.2024. The duration of Function will be Five (05) hours (approx.).
- 18) **QUANTITY VARIATION:** The excess variation in quantity of any item mentioned in the BOQ may vary 25 % and can be reduce upto any extent as per site requirement as per the direction of Engineer in charge during execution of work due to site requirement.
- 19) **SUBLETING:** The Contractor shall not sublet, transfer or assign the full work or any part thereof to any other person/company/organization. In case it is found that the work has been subletted, the contract shall be terminated immediately & Security Deposit shall be forfeited.

- 20) The contractor should have PF code number & ESI code number before the start of work. However, in case of not having any or both the documents, the contractor shall arrange & submit the documents before claiming bill.
- 21) Accommodation in any manner will not be provided to the workers of the contractor deployed in the execution of work.
- 22) **WATER & ELECTRICITY:** Water and electricity shall be supplied to the contractor by BHEL subject to the following conditions: -
- Water & Electricity shall be provided free of cost.
  - Contractor shall make his/ their own arrangement of water/ electricity connection and laying of pipelines/ connection from existing main of source of supply as directed by Engineer in charge.
  - BHEL do not guaranty to maintain uninterrupted supply of water/ electricity and it will be incumbent on the contractor to make alternative arrangement for proper supply of the same at his/ their own cost in the event of any break down in the government water/ electricity mains so that the progress of his/ their work is not held up for the want of the same. No claim of damage or refund will be entertained on account of such break down.
- 23) **PAYMENT TERMS:**
- Payment shall be made as per the actual execution of BOQ items by the contractor.
  - No advance payment or the payment for mobilization of work will be made to the contractor.
  - The payment of final bill will be made only after satisfactory completion & satisfactory quality of the work as per tender, clearance of the site & clearance of all the liabilities on contractor's part. No claim will be entertained after signing the final bill.
  - Bills raised by the Agency shall be certified by the official in-charge of BHEL and the payments will be made against final bill excluding GST, within 30 days by NEFT/ RTGS from the date of receipt of in-discrepant bill subject to conditions mentioned at S.No. 24 (Taxes & Duties). GST will be release after verification on portal. The agency shall not be entitled to any interest with respect to any money which may be due to him from BHEL.
- 24) **TAXES & DUTIES:**
- 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 bidder shall raise GST compliant invoice affixing GSTIN of BHEL's unit availing the services.
  - BHEL reserves the right to protect its interest against any loss on account of availability of GST credit.
  - GSTIN of BHEL is "09AAACB4146P2ZC".
  - Any new/ change in statutory levy as and when made applicable by the Government shall become applicable against documentary evidence.
  - 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.
  - Invoice submitted should be in the format as specified under GST Laws viz. all details as mentioned in Invoice Rules like GSTIN registration number, invoice number, quantity, rate, value, taxes with nomenclature – CGST, SGST, IGST mentioned separately, HSN (Harmonized System of Nomenclature) Code/ SAC (Services Accounting Code) Code etc.
  - The Contractor has to give an undertaking that GST as mentioned in the invoice has been/ will be paid and also file returns as per respective extant rule.
- 25) **L. D./ PENALTY FOR DELAY IN SERVICE AND QUALITY:**
- Bad quality of services will not be accepted and contractor has to provide the new services at the earliest. In case of delay attributable to contractor in completing the work (arrangements)



in time as per schedule, L.D. will be imposed @ 2½ % (i.e. 2.5 %) per hour of delay from the scheduled time of function. LD for delay will be calculated on the total contract value.

- ii) The total penalty due to delay will be up to maximum 10% of total contract value.
- 26) **TERMINATION OF CONTRACT:** BHEL may terminate the contract earlier by giving written notice of termination to the successful tenderer, if the successful tenderer does not remedy a failure in performance of their obligation under the contract or without assigning any reason and without prejudice to the rights of the Company to recover any amount becoming due under this Contract. In such a case, the Contractor shall not be entitled to any compensation thereof. The decision of BHEL about the failure on the part of the Contractor shall be final and binding on the Contractor.
- 27) **TERMINATION OF CONTRACT ON DEATH:** Without prejudice to any of the rights or remedies under this contract, if the contractor dies, the accepting officer shall have the option of terminating the contract without compensation to the contractor's survivors.
- 28) **RECOVERY FROM CONTRACTOR:** Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.
- 29) **POST TECHNICAL AUDIT OF WORK AND BILLS:** BHEL reserves the right to carry out a post payment audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc. and to enforce recovery of any sums becoming due as a result thereof in the manner provided into the proceeding sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the final bill.
- 30) **ARBITRATION / CONCILIATION:** In the event of any dispute arising between the parties hereafter referred as BHEL and Contractor in respect of or connected with this contract, General & Special terms & conditions of tender, then the same shall be referred to Arbitration and Arbitrator will be nominated by the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be final and binding on both the parties. However, any differences or doubt pertaining to meaning/ interpretation of any phrase word used in terms or in the schedule of services, their nature and manner of rendering of such services shall be the excepted matter and be referred to the Head of Administration of BHEL Corp. Office, New Delhi, whose decision shall be the final and binding. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification and re-enactment thereof will apply to such arbitration provided however, in all matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same.
- 31) **RISK CLAUSE:** In case the contractor do not accept the work awarded to him or do not turn up after the award of work, BHEL shall have the right without any prejudice to get the work done through any other alternate agency at the risk and cost of Contractor. The additional cost including loss, if any incurred by BHEL will be recovered from the Contractor.

**C. SPECIAL TERMS & CONDITIONS:**

1. The arrangement of tent & seating shall be as per the direction of Engineer-in-charge for which a layout/ colour plan must be shown before laying out things on the ground. Any change without the knowledge/ approval of BHEL will attract penalty as per L.D. clause mentioned above.
2. All the materials/ items shall be arranged by the contractor at no extra claim basis. No material / item shall be issued from BHEL.
3. The Unloading of all the material and setting of items listed in price format shall be in the scope of contractor. Hence the cartage and setting charges should be inclusive within the total amount mentioned at Sl. No. 39 of price format. The venue of all the arrangement will be BHEL new building, Plot no. – 25, Sector – 16A, Noida, UP.
4. All the items provided at the site shall be of good quality and neat & clean. All curtain poles should be fully covered with white colour cloth and curtains should be properly fixed to the poles. Stained curtains, sofa covers, chair covers etc. shall not be acceptable.

5. Plenty of fresh natural flowers shall be used for decorating Entry Gates, Stage decorations etc.
6. The contractor shall deploy a supervisor for supervision of full arrangement. He will follow all the instructions of the Engineer-in-charge.
7. All materials/ items including cleaned utensil & fuel for cooking of food etc. shall be arranged by the contractor.
8. It will be ensured by the caterer that all eatables are of best quality, fresh and hygienic. Raw material like Olive Oil, Ghee, Milk, Atta, Masalas, Dals will have to be procured of excellent quality bearing Agmark / ISI mark only. Only fresh vegetable shall be used.
9. The eatables / snack items shall be of standard size. Vegetables and other food items should be cooked and prepared properly with right amount of ingredients.
10. The Spoons and other cutlery/ Dongas/ Paper plates/ Napkins / Ban marry etc. of good quality shall be arranged by the caterer.
11. None of the items of Single Use Plastic (SUP) shall be used during the function.
12. Sufficient number of waiters are to be there for prompt service. The waiters deployed for serving the food & water shall be well dressed, in uniform, neat & clean. If any waiter is found not good in appearance, he will not be allowed to be deployed.
13. Washing of utensils and reusing them will not be permitted during the same service time.

On behalf of "BHEL"

*Mayank*  
23/12/23

**(Mayank Gupta)**  
Manager (CAG)

**ANNEXURE-I**

**DECLARATION**

I / We, do hereby declare that I/We have not been suspended / delisted / blacklisted by any other Govt. Ministry / Department/Public Sector Undertaking/ Autonomous Body/Financial institution/Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

**(Signature & seal of the contractor)**

Place:

Date:

**ANNEXURE-II**

**No Deviation Certificate**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender and there is no deviation in the terms & conditions of tender. We confirm that the offer submitted by is confirming to all the terms and conditions mentioned in the tender document. We hereby undertake and confirm that we have understood the scope of services properly and shall carry out the job as mentioned in this tender.

**(Signature & seal of the contractor)**

**ANNEXURE- III****BIDDER'S DETAILS**

Name of the Contractor /Party/ Firm	
Present status of Party, whether Individual/ HUF/ Partnership firm/ AOP/ Public Ltd. Company/ Private Ltd. Company	
Name of Representative	
Postal Address	
Phone/ Landline Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address ( If Any)	
Bank details for payment through NEFT/RTGS	Name of Bank: Branch: Account No.: IFSC No.: MICR No.:

**Note:** Submit a cancelled cheque for verification of above bank details.

**(Signature & seal of the contractor)**