



भारत हेवी इलेक्ट्रिकल्स लिमिटेड  
**Bharat Heavy Electricals Limited**  
BHEL House, Siri Fort, Khelgaon, New Delhi – 110049

Ref no.: AA:GAX:19:MA:003

Date: 20/05/2019

Due date for submission of bid: 11:00 AM on 22/05/2019

Due date for opening of bid: 11:15 AM on 22/05/2019

**M/s Old World Hospitality Pvt. Ltd.**

India Habitat Centre, New Delhi - 110003

Email: harpreet.singh@oldworldhospitality.com,

travel@oldworldhospitality.com

Kind attention: Mr. Harpreet Singh

Sub: NIT for organising "Strategic Managers Conference" on 23rd & 24th May 2019 at Silver Oak hall in India Habitat Centre

BHEL invites your most economical bid for organising BHEL conference on 23rd & 24th May 2019 at Silver Oak hall in India Habitat Centre. Scope of work, terms & conditions are placed below. Detailed scope of work & Price Bid Format is placed at Annexure-II.

**Scope of Work:**

1. During meeting, mouth freshener, mineral water, packed juice, soft drinks & snacks shall be provided in the hall for the participants, as per BHEL requirements.
2. You have to arrange exclusive buffet lunch for all present officials as per menu decided by BHEL (vegetarian & non-vegetarian). Payment shall be as per actual utilization of services.
3. For detailed scope of work, please refer Annexure-II.
4. Though, detailed scope of work is mentioned in Annexure-II yet there may be some variations at last moment. To meet such unforeseen and urgent requirements arising at the venue, you will have to provide the requisite support to meet those requirements and payment for the same shall be made on actual utilisation of services, duly verified by the BHEL representative, present at the venue.
5. 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 to not pay for unsatisfactory service/ suitably levy penalty. In this regard, BHEL's decision shall be final and binding.
6. 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 Contractor shall raise GST compliant invoice affixing GSTIN of BHEL's unit availing the services.

I have read & agreed with the terms & conditions of the tender.

(Sign & Stamp of the bidder)



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- 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.
  - vi. Applicable GST shall also be recoverable from the Contractor in case of LD recovery/penalty on account of breach of terms of contract.
  - vii. 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.
  - viii. 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.
7. Payment Terms:
- i) Payment shall be made after successful conduct of event.
  - ii) No advance payment or the payment for mobilization of work will be made to your office.
  - iii) 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 agency's part. No claim will be entertained after signing the final bill.
  - iv) Bills raised by the agency shall be certified by the official in-charge of BHEL and the payments will be made against final bill, within 30 days by NEFT/RTGS from the date of receipt of in discrepant bill subject to 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.
8. **Penalty/ LD Clause:** It is expected that the service provider will provide the best services during entire event food and snacks etc. Complaint in any of the services/ arrangements shall lead to penalty of 2% minimum & 10% maximum of the contract value. Decision of BHEL shall be final in this respect. In case of penalty/ LD recovery, the applicable GST shall also be recoverable.
9. **Correction of arithmetic errors:** Provided that the bid is substantially responsive, BHEL shall correct arithmetical errors on the following basis:

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- a. 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.
  - b. 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.
  - c. 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.
10. If any bidder does not accept the correction of errors, their bids will be disqualified.
  11. No advance shall be given by BHEL.
  12. BHEL also reserves the right to reject the offer without assigning any reason.
  13. The quoted prices shall remain firm till the conclusion of the event.
  14. Any clarification on the scope of work to be obtained from the undersigned.
  15. You are requested to kindly quote your best rates in the enclosed price bid format only (Annexure-II) and signed & stamped copy of the NIT (as a token of acceptance of all terms & conditions) may be given in the sealed envelope/ email / by hand by 11:00 AM on or before 22/05/2019.

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

Thanks & Regards.



For & on behalf of

(Netramohan Kakati)

Sr. Engineer (HR-GAX & ISMG)

BHEL Corporate Office

Asiad, Siri Fort, New Delhi 110049

(Phone: 011 66337042; Mobile: 9229229879)

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Annexure "II"

Price bid for BHEL Strategic Managers Conference on 23rd & 24th May 2019 in India Habitat Centre						
Sl. No.	Description of Service	Qty	Rate excluding taxes	Service Charge, if any, %	Applicable GST, %	Amount (Rs.)
1	a.) Conference Non Veg. Lunch (Min. Guarantee – 135 pax) with additional items i.e. 01 Veg Snack + 01 veg soup + 01 Plain Rice + 02 tea/ coffee with assorted cookies + 01 Plain curd + 01 Cut fruits + 01 Boiled/ fried vegetables + 01 assorted pakoda & mini pastry  b.) Hall rental of Silver Oak c.) Two high tea on both days as per menu decided by BHEL  * Charges beyond 135 pax shall be payable additionally as per actual consumption.	135				
2	<b>Audio / Visual requirements:</b>					
	1. Good quality Sound system with 4 speakers & 2 Podium mike	1				
	2. Collar mike	1				
	3. Cordless mike	13				
	4. Plasma TV - 50"	2				
	5. VGA splitter	1				
3	6. LCD Projector - 4500 Lumens	2				
	<b>Backdrop Requirements</b>					
	a. Backdrop - 8'x8' on flex	1				
	b. Standi - 3'x6' on flex	2				
	c. Masking Screen on flex - 10'x10' with front projection	2				
	d. Podium pannel 2'x4'	1				
4	Flower handi on both days	14				
5	<b>Total expenditure for 01 day (Rs.)</b>					
6	<b>Total expenditure for 02 days (Rs.)</b>					
7	*Mineral water, Soft drinks/ juices/ mouth freshener etc if demanded will be paid additionally on actual basis					
8	<b>Grand total expenditure for 02 days (Rs.)</b>					

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*Handwritten signature and date 20/05/2019*

*Handwritten '4/5' and 'PTO' in a circle*



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- Note: 1. Any additional requirement of BHEL shall also be catered. The same shall be payable as per actual utilization of services / items, duly certified by BHEL.
2. There should not be any overwriting in price bid. However, any overwriting/cutting if any shall need to be verified by the authorised person of the bidder.
3. Evaluation of tender shall be on the basis of overall cost to company.



*WAA*  
*20/05/2019*

(Signature, Designation & Company Seal)

*S/S*

I have read & agreed with the terms & conditions of the tender.

(Sign & Stamp of the bidder)