

# **BHARAT HEAVY ELECTRICALS LIMITED**

**ESTATE OFFICE BHEL TOWNSHIP, SECTOR-17 NOIDA- 201301**



**Maharatna Company**

## **TENDER DOCUMENT FOR**

**HIRING OF CONSULTANCY SERVICES FOR CONCEPTUAL  
LAYOUT & PLAN OF PROPOSED BOARD/CONFERENCE ROOM  
AT ESTATE OFFICE IN BHEL TOWNSHIP, SECTOR-17, NOIDA.**

NIT No. 24: AA: NOI: ADMN: Board Room: 112: 2016-17  
Dated 27.09.2016

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- Notice Inviting Single Tender  
(Single Part Bid)

**Last date for Submission : 28.09.2016 at 1500 hrs.**

**Date for Opening of Tender : 28.09.2016 at 1530 hrs.**



*Ujjwal Tomar*  
उज्ज्वल तमर  
नॉर-अभियंता (मा. सं.- टीएएक्स)

**Ujjwal Tomar**

Sr.Engineer (HR-TAX)

भारत हेवी इलेक्ट्रिकल्स लिमिटेड, सम्पदा कार्यालय, सेक्टर-17, नोएडा  
Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

**Bharat Heavy Electricals Ltd.**

सम्पदा कार्यालय, सेक्टर-१७, नोएडा-२०१ ३०१ (उ.प्र.), भारत

BHEL Township: Estate Office, Sector-17, Noida-201 301 (UP) INDIA  
फोन (का.) 6740993, 6740988 फैक्स- 6740994 Tel: 6740993, 6740988 (Fax) 6740994

**TENDER DOCUMENT**

NIT No. 24: AA: NOI: ADMN: Board Room: 112: 2016-17 Dated 27.09.2016

Last date of Submission of Sealed Tender: 28.09.2016 at 1500 hrs.

Date of opening of Tender: 28.09.2016 at 1530 hrs.

**TO**

**M/S BACHITTER SINGH ASSOCIATES**

#1514, Sector 7

Chandigarh (UT) - 160019 (India)

**Subject. :** Hiring of Consultancy services for Conceptual Layout & Plan of Proposed Board/Conference Room at Estate Office in BHEL Township, Sector-17, Noida.

Dear Sir,

With reference to your offer dated 23.09.2016 & consequent meeting, we are pleased to invite your most competitive offer for the subject work/services in BHEL Township, Sector-17, Noida as per following terms & conditions:

**PRICE BID**

S.N.	Description of Item	Rate	Amount (Rs.)
1.	Conceptual Layout & Plan of Proposed Board/Conference Room at Estate Office in BHEL Township, Sector-17, Noida including Structural Additions & Alterations required, Interior Renovation (Conceptual Drawings & Layout Plans to be submitted in both hardcopies (A-2 size paper) & Softcopies.	To be quoted Lump-Sum	
Service Tax (.....) Rs.			
Net Amount (inclusive of all) in Rs.			
Amount in Words:.....			

**Note:**

- The quoted rate/amount should be inclusive of all taxes and duties, except Service tax, which will be payable extra at applicable rate.
- The rates quoted by you should remain valid during the contract period. Increase in rates/amount due to any reason shall not be permissible during the period.



उज्ज्वल तमर  
वरि. अभियंता (मा. सं.- टीएएक्स)

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## **A. INSTRUCTIONS FOR TENDERER:**

1. The offer shall be submitted as per the instructions of tender document. Only one set of tender document duly signed by authorized representative of tender and signed & stamped on each page shall be submitted as detailed further. Tenderer should note specifically that all pages of tender document, including the NIT 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. No overwriting / correction in tender documents by tenderer shall be allowed. However if correction is unavoidable, the same must be signed by authorized signatory.
3. Tender must be submitted in single part. The cover envelope should be super scribed with NIT no. & due date of opening.
4. Rates must be quoted in figures as well as in words.
5. BHEL reserves the right to accept or reject the offer without assigning any reason thereof. Also BHEL shall not entertain any correspondence from bidder in this matter.
6. 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, else, BHEL's interpretation shall prevail & shall be binding on the tenderer.
7. Any queries regarding this tender may be clarified from Sr. Engineer (HR-TAX) on mobile no. 9953866199/ email: [ujjwal@bhel.in](mailto:ujjwal@bhel.in) .
8. The tenderer or their representative may attend the opening of bids if they desire to do so.
9. In case you are not submitting your offer against this enquiry, we request you to send a regret letter.
10. **Fax/ E-Mail/ Internet/ EDI offers received in time shall be considered only when such offers are complete in all respects. E-mail offers may be sent to [ujjwal@bhel.in](mailto:ujjwal@bhel.in) on or before 28.09.2016 latest by 1500 hrs.**

## **B. SPECIAL TERMS & CONDITIONS:**

### **1. DETAILED SCOPE OF WORK:**

*Introduction:* The existing meeting hall (8.50 m X 5.00 m) is situated at First Floor, Estate Office Building. It is proposed to upgrade & transform this existing hall into a Board/Conference Room with capacity of 16-18 persons for Central Seating + 8-10 persons for Second Row seating including all the suitable amenities & features viz. Projector System, Wi-Fi & LAN, Computer System, Waiting Room, VIP Lounge, VIP Washroom/Toilets, General Toilets (Men & Women), Wall Cladding, Flooring, False Ceiling, Board Room Table & furniture, Electrical fittings and others miscellaneous features.

*Scope:* The architectural firm has to prepare a Conceptual Layout & Plan of Proposed Board/Conference Room at Estate Office in BHEL Township, Sector-17, Noida. The Layout should include all the details of any Structural Additions & Alterations required and specific details of Interior Renovation of the space. The Conceptual Drawings & Layout Plan has to be submitted as per suitable scale in both hardcopies (A-2 size paper) & Softcopies.



*Ujjwal Tomar*  
उज्ज्वल तोमर  
वी.ए.एस. (सा. अ. न. विभाग)

**Ujjwal Tomar**

Sr. Engineer (HR-TAX)

भारत हेवी इलेक्ट्रिकल्स लिमिटेड, सम्पदा कार्यालय, सेक्टर-17, नोएडा  
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2. **LOCATION** : First Floor, Estate Office, BHEL Township, Sector-17, Noida – 201301
3. **EXISTING PLAN**: Ground Floor & First Floor Plan as per enclosed Annexure – C.
4. **DELIVERABLES**: Conceptual Drawings & Layout Plan of the proposed Board/Conference Room at Estate Office in BHEL Township, Sector-17, Noida.
5. **COMPLETION TIME/CONTRACT PERIOD**: The completion time for the subject work (as per scope of work) would be 15 days from the date of award i.e. Work Order. The Layout Plan has to be submitted by the firm in both hardcopies (A-2 size paper) & Softcopies (pdf form) within this 15 days period.
6. 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 <http://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.
7. Contractor/Firm/Agency must provide necessary tools and tackles required for completion of subject work.
8. No other person except contractor's/Firm's/Agency's authorized representative shall be allowed to enter BHEL's premises/ office.
9. Contractor/Firm/Agency shall be directly responsible for all disputes arising between him and his personnel/workers and keep BHEL, indemnified against all losses, damages and claims arising thereof.
10. Contractor/Firm/Agency shall solely responsible for payments of wages / salaries and allowances to his personnel that might become applicable under any new act or order of Government and BHEL shall have no liability whatsoever in this regard.
11. The amount quoted should be firm and valid till contract period.
12. Under the workman's compensations Act 1948 Contractor/Firm/Agency shall arrange necessary insurance cover for all the workmen deployed under this contract. BHEL shall not entertain any claim arises at any stage due to any reason.
13. **PENALTY**: In case of unsatisfactory / inferior quality of job performed by the contractor/Firm/Agency due to lack of manpower or any other reason, BHEL reserves the right to deduct suitable penalty from the bill submitted by the party.
14. **RISK CLAUSE**: BHEL reserves the right to terminate the contract due to any failure on the part of the contractor/Firm/Agency in discharging his obligations as per terms & conditions of the contract or for poor quality of services or in the event of his becoming insolvent or going into liquidation. The decision of BHEL about the failure on the part of the contractor/Firm/Agency shall be final and binding on the contractor. In the eventuality of action under this clause
15. BHEL reserves the right to terminate the contract either in part or in full. BHEL shall in such an event give one week notice in writing to the contractor/Firm/Agency of his decision to do so. Contractor/Firm/Agency on receipt of such notice shall discontinue the work. In the event of such termination, contractor shall be paid for the actual work performed.
16. The contractor/Firm/Agency shall be required to ensure payment of minimum wages and other statutory dues as per the laws prevailing.
17. All jobs / duties and any other items specifically not mentioned but which are usual and functional requirement shall be deemed to be included in the scope of work and for such work no extra claim shall be entertained.
18. The contractor/Firm/Agency shall not appoint any sub - contractor/Firm/Agency to carry out any obligation under the contract.
19. **L. D. Clause**: Extension of work may be granted by BHEL where delay is not



उज्ज्वल  
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Sr. Engineer (HR-TAX)

(Signature of Party with seal)

attributable to the contractor/Firm/Agency. In case of work is not complete within scheduled completion time of 15 days, a penalty of ½ % per day of delay subject to maximum 10% of contract value will be deducted as L.D.

20. **TERMS OF PAYMENT:** 100% payment will be made within 15 days' time after completion of work and submission of bill to our office. No late fee & advance payment shall be paid by BHEL.

**C. GENERAL TERMS AND CONDITIONS:**

1. The NIT No. & due date must be legibly super scribed on the envelopes.
2. The quoted rate should be inclusive of all.
3. Late tenders or delayed Tenders (received after Due Date & time) will be rejected.
4. Price quoted shall be valid for **30 days** from the date of opening bid.
5. 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.
6. **Documents required along with offer: Self-attested copies of the PAN card & and Service Tax Registration No.**
7. **Fax/ E-Mail/ Internet/ EDI offers received in time shall be considered only when such offers are complete in all respects. E-mail offers may be sent to [ujjwal@bhel.in](mailto:ujjwal@bhel.in) on or before 28.09.2016 latest by 1500 hrs.**
8. The bidder shall sign the **Declaration Certificate** as enclosed at Annexure-A.
9. The bidder shall sign the **No Deviation Certificate** as enclosed at Annexure-B.
10. **EVALUATION CRITERIA:** The order will be placed on your offer subjected to the reasonability of rates. Evaluation of bid will be on total cost to 'BHEL'.
11. If any information/documents submitted by the contractor are found false/fake at any stage, the tender will be cancelled.
12. **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 any bidder does not accept the correction of errors, their bids will be disqualified.
13. Any type of accommodation will not be given to the workmen deployed by the contractor.
14. No party shall be permitted to tender for work in BHEL in which any of their near relatives is an employee connected with the award and execution of the contract. They shall also intimate the names of persons who are working with them in any capacity or subsequently employed by them and who are near relatives of any employee of the BHEL. Any violation of this condition which comes to the Notice of the BHEL after the contract is awarded will entitle the BHEL to treat the contractors as having committed a breach of contract and to exercise all the rights and remedies available to the BHEL on account thereof.
15. **POST TECHNICAL AUDIT OF SUPPLY AND BILLS:** BHEL reserves the right to carry out a post payment audit and technical examination of the services and the bills 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



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(Signature of Party with seal)




sub-paragraph provided however, that no such recovery shall be enforced after three years of passing the final bill.

16. **ARBITRATION / CONCILIATION:** In the event of any dispute arising between the parties hereafter referred as BHEL and contractor/Firm/Agency in respect of or connected with this contract, General 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.

You are requested to return this tender document duly filled (quote rates in Price Bid Format), signed and stamped as a token of acceptance of above mentioned T &Cs.

For & on behalf of "BHEL"

  
(Ujjwal Tomar)  
Sr. Engineer (HR-TAX)



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वरिष्ठ अभियंता (मा. सं.- टीएएक्स)  
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Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida

**ESTATE OFFICE: BHEL TOWNSHIP: NOIDA**

NIT No. 24: AA: NOI: ADMN: Board Room: 112: 2016-17  
Dated 27.09.2016

**DECLARATION**

I / We hereby declare that no case is pending with the police/ court against the bidder/ firm/ company (Agency). Also I /We have not been suspended / blacklisted by any PSU / Government Department / Financial Institution / Court etc.

(Signature of Party with seal)

Place:

Date:



*Ujjwal Tomar*  
उज्ज्वल तोमर  
वरिष्ठ अभियंता (मा. सं.- टीएएक्स)  
**Ujjwal Tomar**

Sr.Engineer (HR-TAX)

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Bharat Heavy Electricals Ltd., Estate Office, Sector-17, Noida

(Signature of Party with seal)

**Annexure – B**

**ESTATE OFFICE: BHEL TOWNSHIP: NOIDA**

NIT No. 24: AA: NOI: ADMN: Board Room: 112: 2016-17

Dated 27.09.2016

**No Deviation Certificate**

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender. 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 Party with seal)

Place:

Date:



*Ujjwal Tomar*  
उज्ज्वल तोमर  
परि अभियंता (मा. सं.- टीएएक्स)

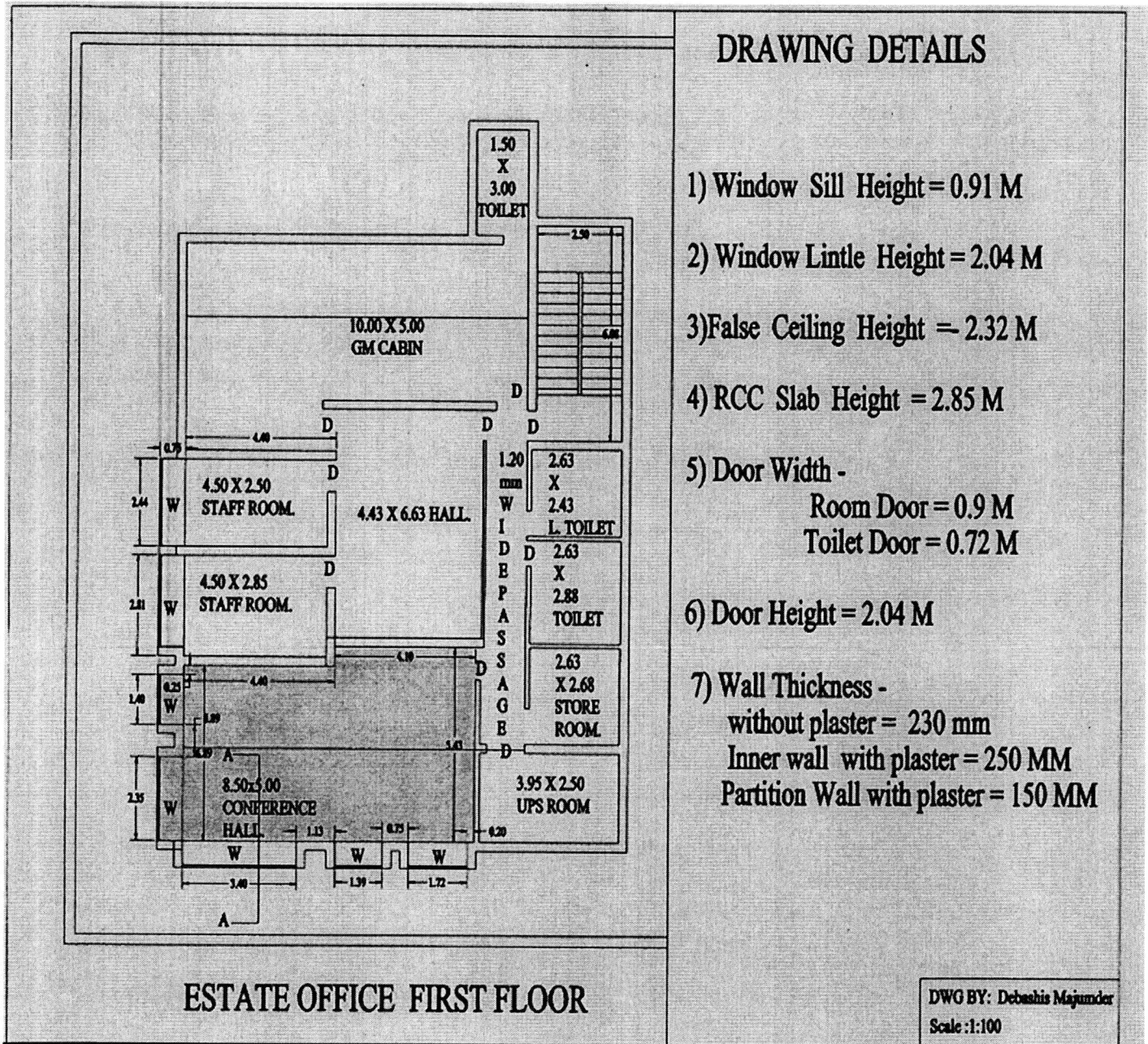
**Ujjwal Tomar**  
SY Engineer (HR-TAX)

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(Signature of Party with seal)



**Annexure- C**



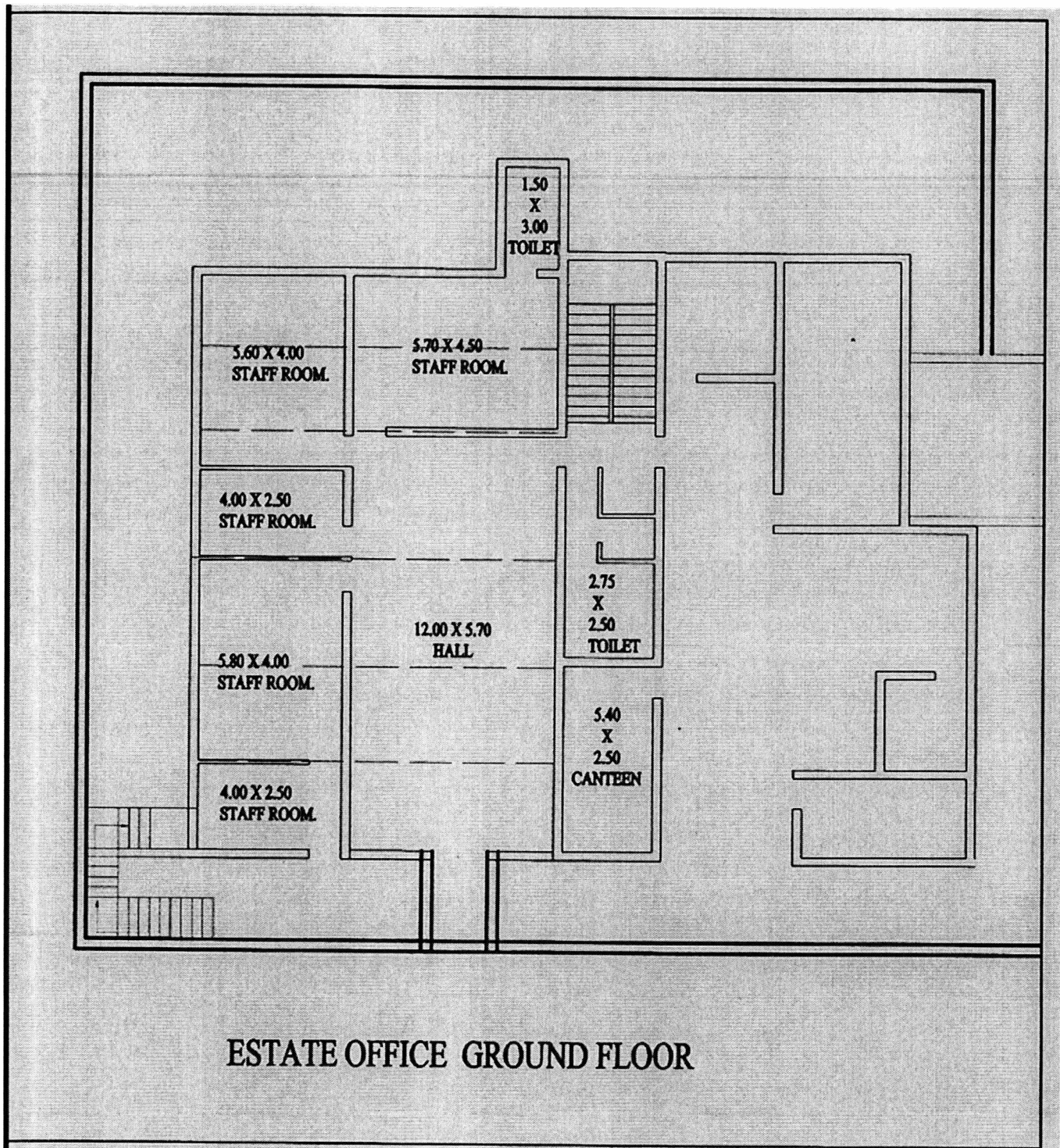
*Ujjwal Tomar*  
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**Ujjwal Tomar**

Str.Engineer (HR-TAX)

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**Annexure-C**



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