



Bharat Heavy Electricals Limited
(A Govt. Of India Undertaking)
Corporate Learning and Development,
Human Resource Development Institute, Noida
Purchase Department

Tender Enquiry Ref. no. AA/CLD/PUR/2017-18/AMP/009

Dtd. 04/08/2017

M/s

PRE-BID MEETING: 11/08/2017 (11.00 AM)
TENDER SUBMISSION DATE UPTO: 25/08/2017 (3.00 PM)
TENDER OPENING DATE (PART – I): 25/08/2017 (3.30 PM)

Sub: Five Numbers of Advanced Management Programme (AMP) for BHEL during Financial Year 2017-18

Dear Sir,

Most competitive rates are invited from reputed institutions for organizing Five Numbers of Advanced Management Programme (AMP) for BHEL during Financial Year 2017-18 as and when required. You are requested to submit your sealed quotation so as to reach this office on or before **25/08/2017 (3.00 PM)** in the manner explained below. Quotations received late are likely to be ignored. Part – I of the Tender will be opened in this office **on 25/08/2017 (3.30 PM)** in the presence of the representatives of the bidders who may choose to be present.

Pre-Bid meeting has been scheduled at **11.00 AM on 11/08/2017** in our office to clarify issues, if any with regard to the tender. All bidders are requested to attend this meeting.

Procedure for submission of sealed tender:

The bidder must submit their Tender as required in separate covers prominently superscribed as:

Part-I/ Cover-I: Techno Commercial Bid and

Part-II/ Cover II: Price-Bid.

Each cover should also indicate the Tender No., Due date & Time as mentioned above and each cover should be properly sealed.

Part-I/ Cover-I: Techno Commercial Bid:

Please submit all documents as per Pre - Qualifying Requirements in **Annexure –1** of the Tender document, Copies of documentary evidence (duly signed & stamped) as asked for, copy of tender document duly signed & stamped on each page as token of your acceptance to the tender's Terms & Conditions. The cover to be properly sealed.

Part-II/ Cover-II: Price-Bid:

Only price bid in the prescribed Price-Format as per **Annexure – 2** should be enclosed in Part-II/ Cover-II, duly sealed.

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Tender Enquiry Ref. no. AA/CLD/PUR/2017-18/AMP/009 Dtd. 04/08/2017

These two separate covers (Cover I & II) shall together be enclosed in a third envelope and this sealed cover shall be superscribed with Tender name, Tender No., Due date & Time and submitted as per Sl. No. 3 of Annexure-5 of the NIT at the following address:

Room no. 102

Bharat Heavy Electricals Limited (BHEL)

Corporate Learning and Development, Human Resource Development Institute (HRDI)

HRD & ESI Building, Plot No. 25, Sector – 16A,

NOIDA – 201301 (U.P.)

Your quotation should reach this office latest by **3.00 PM on 25/08/2017**. Part-I/Cover-I Techno - Commercial Bid will be opened first at **03:30PM on 25/08/2017** in presence of the representatives of the tenderers who choose to be present. Quotations received late or not received in line with the above procedure or are not in the prescribed formats are liable to be rejected. Part-II /Cover-II Price-Bids of only those parties whose bids are found technically acceptable will be opened later, for which separate intimation will be sent in due course of time.

However, BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

Offers of the bidders, who are on the banned list, as also the offers of the bidders who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com

"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."

BHEL reserves the right to accept or reject any tender without assigning any reason thereof.

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**Dy. Manager (TTC & Purchase),
CLD-HRDI, BHEL, Noida**

Enclosures:

1. Pre-Qualifying Criteria: **Annexure- 1**
2. Price Format: **Annexure- 2**
3. Scope of Contract: **Annexure- 3**
4. Special Terms & Conditions of the Contract: **Annexure- 4**
5. General Terms & Conditions: **Annexure- 5**
6. Reverse Auction's Terms & Conditions: **Annexure- 6**
7. No Deviation Certificate: **Annexure- 7**
8. Check List of Documents: **Annexure-8**

2/12

ANNEXURE-1

PRE - QUALIFYING REQUIREMENTS (PQR)

Sl. No.	Details of PQR	Evidence
1.	The institute should have a score of 60 and above in National Institute Ranking Framework (NIRF-2017) for management education, Ministry of Human Resource Development	As per Score from National Institute Ranking Framework (NIRF-2017), Ministry of Human Resource Development, for management education.
2.	The institute should also possess European Quality Improvement System Accreditation (EQUIS)	Documentary evidence of receipt of EQUIS certification.
3.	The institute should have conducted at least one similar programme (broad content and coverage) for one of the Schedule-A CPSEs in last five years.	Details of the programmes conducted for one of the Schedule-A CPSEs in last five years in the prescribed format given below. Confirmatory letter / offer letter for conducting programme by the concerned organization.
4.	Institute to provide residential accommodation to participants on single room basis at its campus premises.	Evidence of existence of 31 Number rooms in hostel block of its Campus

If required, BHEL will call bidders for presentations.

Details of Executive Programmes held

Name of the Schedule-A CPSE for whom Executive Programme done	Year in which the programme was conducted	Name of the programme	Dates of conductance of the Programme	Content and Coverage

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ANNEXURE- 2

PRICE FORMAT

Sl. No.	Activity	Duration: 10 days each batch	
		Rate (Rs.) in Figures	Rate (Rs.) in Words
1.	Conducting Advanced Management Programmes: Total cost for conducting five programmes Batch size: Minimum 30 Sr. Executives per batch, 5 Batches in a year (2017-18) for 10-days (Including Carrying out an outbound module at an outstation for 1 Night stay including travel time)		
2.	Applicable Taxes		
3.	Total Cost for 5 programmes including Applicable Taxes		
4.	Cost per programme		
5.	Total cost per participant		

Inclusions:

- Accommodation for participants at Management Development Centre (MDC) on Single-Occupancy basis with full-board during the programme days. Tea/ Coffee and light snacks will be arranged during breaks on all programme days as per schedule.
- All relevant Study material and programme kit for participants.
- Cost of Outbound programme (Programme facilitator cost + Accommodation at site- Single basis for One night; as per availability).
- Transport for to-and-fro Outbound site from the Campus during the programme.

Note:

- Evaluation shall be on the basis of delivered cost (i.e. "total cost to BHEL"), i.e. Sl. No.-3 above.
- The price quoted in the sl. No. 1 of the PRICE FORMAT in Annexure-2 of the NIT, will remain firm (fixed) for the entire contract duration.

Date :

Signatures :

Place:

Name & Designation :

Stamp of the Firm/Institute :

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ANNEXURE- 3

SCOPE OF THE CONTRACT:

- ✓ **No. of Programmes:** Total Five Programs
- ✓ **Batch size per Programme:** 30 Participants each
- ✓ **Location of the Programme:** The program shall be residential in nature (on single room basis for each participant, plus one coordinator(complimentary)), which shall be conducted in the campus of the Institute.
- ✓ **Broad Objectives & Coverage:** As mentioned below:

Objectives of the Programme:

- Acquiring new leadership skills to influence and inspire.
- Assertively manage the increasingly volatile global environment.
- Develop high performance cross functional team work.

Broad Coverage and Content of the Programme:

1. **Developing a Strategic Business Focus:**
 - Perceiving global and national economy, Awareness of Sustainable Development Goals (SDGs) and its impact on Business
 - Developing Effective Strategies for Business Growth
 - Executing Strategy Effectively:
 - Planning and Decision Making Tools
 - Building competitive advantage through operations and productivity
 - Managing Projects in VUCA World
 - Digital transformation for Value creation in business
 - Identifying Risks and its Mitigation Measures
2. **Developing Financial Focus and Value Creation**
 - Having Knowledge of Financial Analytical Skills
 - Measuring and Creating Shareholder and Customer Value
 - Identifying and Managing Risk
3. **Developing Assertive Leadership:**
 - Assertive Communication
 - Skills of a Change Agent
 - Leader as a Coach
 - Developing Team and Building High Performance Culture (through outbound module)
4. **Learning from others:**
 - Interaction with an eminent business leader
 - Benchmarking viz., other organizations
5. **Leading a quality life:**
 - Universal spiritual values.
 - Work life balance (Healthy lifestyle-rest, recreation, nutrition, rejuvenation, nurturing creative pursuits and leisure, Cultivating love for nature)

The final content will be decided based on the mutual discussions with the management institution selected.

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ANNEXURE- 4

SPECIAL TERMS & CONDITIONS OF THE CONTRACT

1. **Target group of the program:** Each program will cater to 30 Additional General Managers and above from BHEL.
2. Apart from 30 (thirty) participants per batch, one coordinator will be complimentary.
3. **Duration:** 10 working days with one day outbound.
4. **Terms:** After the Completion of the first Programme, further confirmation will be at the discretion of BHEL.
5. **Duration of validity of the contract:** The contract will be valid up to **March 31st, 2018**.
6. **Deliverables:** The Institute must ensure holding of the programmes within the specified time frame which will not be later than one month from the award of the contract and all programmes be conducted till mid-March 2018.
7. The price quoted in the sl. No. 1 of the PRICE FORMAT in Annexure-2 of the NIT, will remain firm (fixed) for the entire contract duration.
8. Institute/Bidder to submit "**No Deviation certificate**" as specified in Annexure-7
9. **Payment Schedule:** Full payment except GST portion, shall be released within 30 days from the date of invoice after successful completion of each programme as per the LOA/ Work Order duly verified by the executing department/user group. However, GST/taxes & duties (if any) shall be paid as per clause 14 of General terms & conditions (Annexure-5) of the NIT.

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ANNEXURE- 5**GENERAL TERMS & CONDITIONS.**

1. Tenderers are advised to study all the tender documents carefully. Any submission of tender by the tenderer shall be deemed to have been done after careful study and examination of the tender documents and with full understanding of the implications thereof.
2. This tender specification as a whole, furnishing all the details and other documents as required in the following pages, shall be **duly signed & stamped** and sent in a sealed cover super scribing the name of Tender as a given in the tender notice.
3. Tenders can either be deposited in tender room in person or sent by Courier/ Registered or Speed Post to the address mentioned in NIT. It shall be Institute's/bidders' responsibility to ensure that tenders are delivered in time. Tenders submitted by post shall be sent as "REGISTERED POST ACKNOWLEDGEMENT DUE". The tenders received after the due date and time of opening is liable to be rejected. Offers received by any other mode as mentioned above, may not be considered.
4. Name of Institute's/Bidder's dealing person with Contact No(s), Email ID and Address of correspondence shall be provided in the bid.
5. Tenders shall be opened at the time and date as specified in the tender notice in the presence of such of those tenderers or their authorized representatives who may be present.
6. No correspondence shall be entertained from the tenderers after opening of Part-II (Price bid), except clarifications (if any) asked by BHEL in writing.
7. Only one representative of the Institute/bidder will be permitted to be present for tender opening. The representative to be present for tender opening should have proper authentication/Photo Identity Proof which needs to be produced on demand by BHEL.
8. The tenderers shall closely peruse all the clauses & specifications indicated in the tender documents before quoting. Should the tenderer have any doubt about the meaning of any portion of the Tender Specifications or find discrepancies / omission of the tender documents issued are incomplete or shall require clarification on any of the aspect. Scope of work etc., he/she shall at once contact the authority inviting the tender for clarification before the submission of the tender.
9. Tenderer must fill up all the schedules and furnish all the required information as per the instructions given in various sections of the Tender Specification. **Each and every page of the Tender Specification must be SIGNED, STAMPED AND SUBMITTED along with THE OFFER BY the Tenderer in token of complete acceptance thereof.** The information furnished shall be complete by itself.
10. **ACCEPTANCE OF ORDER:** Institute/Bidder should acknowledge and accept the LOA/ Work Order issued by BHEL within 7 days of its receipt. Seller/ Institute should examine the LOA/ Work Order immediately upon receipt and bring to the notice of BHEL, within 7 days of receipt, any discrepancy with regard to scope of work, rates, taxes & duties, agreed terms & conditions

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etc. for due rectification. If the Institute/Bidder fails to give such intimation/acceptance within seven days, the Institute/Bidder shall be deemed to have agreed to all terms & conditions as per LOA/ Work Order.

11. The tenderer shall quote the rates in English Language and international numerals. Those rates shall be entered in figures as well as in words. In case of difference in rates between words and figures THE LESSER of the two will be treated as valid rate. For the purpose of tender, the metric system of units shall be used.
12. All entries in the tender shall either be typed or be written in ink. Erasers and over writing are not permitted and may render such tenders liable to rejection. All cancellations and insertions shall be duly attested by the tenderer.
13. Evaluation Criteria: Evaluation shall be on the basis of delivered cost (i.e. "total cost to BHEL")
14. **Taxes and Duties:**
 - (i) To enable BHEL to avail GST Input tax credit, Institute/Bidder shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit of one month in the name of respective unit/region/office of BHEL as instructed by BHEL and must contain the address and GSTIN of respective unit/region/office of BHEL.
 - (ii) Payment shall be made to Institute/Bidder only after submission of GST compliant Tax invoice as mentioned above and other relevant documents. However, to protect BHEL's interest for GST input tax credit, GST portion amount along with notional interest on GST credit for 2 months' period (presently rate of interest is @ 24%) shall be withheld and the same shall be released only after confirmation from GST website/portal that such invoice has been declared in GSTR-1 return filed by Institute/Bidder within the stipulated time for the relevant period and tax amount thereon has been paid by Institute/Bidder to Govt. within the stipulated time period as per GST Law.
 - (iii) In case GST credit is delayed/denied to BHEL or subsequently recovered from BHEL due to non/delay in filing of GSTR-1 Return or delay in/non-payment of tax to Govt. by Institute/Bidder or for any other reasons not attributable to BHEL, in such case any financial implication on BHEL on account of delay/loss/recovery from BHEL of such GST Credit along with interest levied/leviable on BHEL till the time GST credit is available to BHEL, shall be recovered from the Institute's/Bidder's bill and/or adjusted against GST amount not paid as indicated under (ii) above.
 - (iv) Irrespective of refund of GST Credit and interest thereon to BHEL by GST portal upon subsequent declaration of such invoice by Institute in his GSTR-1 for any period after due date of such return and/or payment of GST thereon by Institute/Bidder on GST portal, the notional interest for delayed period of GST credit (i.e. delay for the period when GST credit is actually allowed and the period when GST credit should have been allowed had Institute/Bidder declared such invoice in his GSTR-1 and paid tax thereon in the relevant month as per GST law) shall be recovered from Institute/Bidder.
 - (v) The Institute/Bidder has to submit their GST registration certificate to BHEL within 30 days from the acceptance of work order. GSTIN of BHEL will be provided to the Institute/Bidder by respective unit/region/office of BHEL within 30 days from the placement of work order.

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15. **VALIDITY OF OFFER:** The offer/quotation/bid shall be kept open for acceptance for a minimum period of three (3) months from the date of opening of tenders. In case BHEL calls for negotiations such negotiations shall not amount to cancellation or withdrawal of the original offer, which shall be binding, on the tenderers.
16. **TERMINATION OF CONTRACT:** BHEL shall have the right to terminate the Order/Contract, wholly or in part, in case they are obliged to do so on account of any deviation, decline, diminution, curtailment or stoppage of any terms & conditions of the Contract, with due information to the Institute/Bidder.
17. **SETTLEMENT OF DISPUTES:** Any dispute or difference shall be, to the extent possible, settled amicably between BHEL & Institute/Bidder, failing which the disputed issues shall be settled through arbitration. Institute/Bidder shall continue to perform the order/contract, pending settlement of dispute(s).
18. **ARBITRATION:** In the event of any dispute or difference arising out of execution of order/contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision by Institute/Bidder in any manner touching upon order/contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of the arbitration shall be the place from which the contract is issued or such other place as the arbitrator at his discretion may determine.

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ANNEXURE-6**REVERSE AUCTION'S TERMS & CONDITIONS:**

BHEL reserves the right to go for Reverse Auction (RA) (Guidelines as available on www.bhel.com) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. Bidders to give their acceptance with the offer for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit 'Process compliance form' (to the designated service provider) as well as 'Online sealed bid' in the Reverse Auction. Non-submission of 'Process compliance form' or 'Online sealed bid' by the agreed bidder(s) will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ Institute/Bidders (as available on www.bhel.com).

The bidders have to necessarily submit online sealed bid less than or equal to their envelope sealed price bid already submitted to BHEL along with the offer. **The envelope sealed price bid of successful L1 bidder in RA, if conducted, shall also be opened after RA and the order will be placed on lower of the two bids (RA closing price envelope sealed price) thus obtained. The bidder having submitted this offer specifically agrees to this condition and undertakes to execute the contract on thus awarded rates.**

If it is found that L1 bidder has quoted higher in online sealed bid in comparison to envelope sealed bid for any item(s), the bidder will be issued a warning letter to this effect. However, if the same bidder again defaults on this count in any subsequent tender in the unit, it will be considered as fraud and will invite action by BHEL as per extant guidelines for suspension of business dealings with suppliers/ Institute/Bidders (as available on www.bhel.com).

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ANNEXURE- 7

NO DEVIATION CERTIFICATE

THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATIONS OF YOUR TENDER AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER. 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 the bidder
With Company Seal**

Name:

Company's name:

Address:

Date:

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ANNEXURE -8

CHECK LIST OF DOCUMENTSSUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Required Document	If Submitted, then Tick (v)
1.	Documents as per PQR (Annexure-1)	
2.	Duly signed and stamped complete set of tender documents (NIT)	
3.	No Deviation Certificate as per Annexure -7 duly signed and stamped.	
4.	QUOTED SEALED PRICE BID duly signed and stamped as per Annexure -2	

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