



PART-A: TECHNO-COMMERCIAL BID

Annexure – I

PRE-QUALIFYING REQUIREMENTS (PQR)

Bidders have to submit the following documents as part of their techno-commercial bid in support of Pre-Qualifying Requirements (PQR) as stated below: -

- 1) Tender document duly filled, signed & stamped on each and every page as a token of acceptance of all the terms and conditions of tender.
- 2) The bidder's average annual financial turnover during the last three financial years ending 31st March 2018 should be at least Rs 0.72 lakhs. The bidder has to submit self-attested copies of Audited Balance Sheet and Profits & Loss Account statements of last three financial years ending 31st March 2018 i.e. FYs 2015-2016, 2016-17 & 2017-18. In case audited Balance Sheet and Profit & Loss Account statements of one or more year are not available with the bidder, a certificate confirming Annual Turnover(s) of respective year(s) duly certified by a CA has to be submitted.
- 3) The bidder has to submit self-attested copies of acknowledgements of IT returns (ITR) of last three financial years ending 31st March 2018 i.e. FYs 2015-2016, 2016-17 & 2017-18.
- 4) The bidder has to submit self-attested copies of PAN & GST Registration.
- 5) The bidder should have experience of having successfully completed similar events for Public Sector Undertakings/Central Govt./State Govt./Listed Companies (Similar event shall mean Annual General Meeting, Annual Day, Jubilee Celebration or any other event/program involving branding, signages, AV, LED etc.) during last 7 years ending on 31.05.2019 should be either of the following: -

a) Three similar completed jobs/ events costing not less than Rs. **0.96 Lakhs** each.

Or

b) Two similar completed jobs/ events costing not less than Rs. **1.20 Lakhs** each.

Or

c) One similar completed jobs/ events costing not less than Rs. **1.91 Lakhs**.

Self-attested copies of Work Orders/Award letters along with certificates of completion in support of proof of experience for similar events (as mentioned above) executed by the bidders during last 7 years ending on 31.05.2019. BHEL reserves the right to cross check the documents from the issuing department/company.

- 6) The bidder has to submit a signed & stamped copy of No Deviation Certificate as enclosed at Annexure–III.
- 7) The bidder has to submit a signed & stamped copy of Declaration Certificate (Infrastructure and Manpower) as enclosed at Annexure–V.
- 8) The bidder has to submit a signed & stamped copy of Company profile/presentation along with photographs of events organised in the past.



PART-A: TECHNO-COMMERCIAL BID

TERMS AND CONDITIONS

A. INSTRUCTIONS FOR THE BIDDERS:

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. Bidder 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. Price shall not be mentioned by them anywhere in the techno-commercial portion of offer, except in the relevant price bid and submitted in separate sealed envelope. In case of any clarification, bidder may contact this office.
2. The bidders are advised to inspect & examine the venue and obtain all the necessary information related to the scope of work/ specifications before submitting their offers. Any queries regarding this tender may be clarified from the Sr. Engineer (Corp. Comm.) on landline no. 011-66337399 or e-mail: ujjwal@bhel.in.
3. Tender documents are also available on BHEL web site (www.bhel.com) & on CPP Portal (<http://eprocure.gov.in/cppp/>) which can be downloaded and used as tender document for submitting the bid.
4. No overwriting / correction in tender documents by bidder shall be allowed. However, if correction is unavoidable, the same must be signed.
5. Tender must be submitted in two parts, i.e., (i) Techno-Commercial Bid(ii) Price Bid.
6. The bidder must submit their tenders in two separate sealed envelopes super scribed as Part – A 'Techno- commercial bid' and Part-B 'Price Bid' along with NIT No. & due date written on each of the envelope. These two separate envelopes shall together be kept in third envelope super scribed with name of Work, NIT No. & due date of opening.
7. Techno-commercial bid should contain all the documents in proof of Pre- Qualifying Requirement (PQR) and signed & stamped tender documents including all the annexures.
8. The bidder shall submit the bank details as per Annexure-VI along with a cancelled cheque for payment through NEFT/RTGS.
9. Price Bid should contain only the "Part-B, Price Bid – Annexure-VII" after quoting the rates/amounts as specified in the Price bid format.
10. On the date of opening of tender, only Techno-Commercial Bid shall alone be opened.
11. 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.
12. In case any typing error/other clerical errors is noticed by the bidder, 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 bidder.
13. The Bidder should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions are likely to be rejected.
14. The bidders or their representative may attend the opening of techno-commercial bid (Part-A) and the technically qualified bidders or their representative may attend the opening of Price bid (Part B), if they so desire. The tenders (both the parts) shall be opened on schedule date & time even if the bidders or their representative are not present.
15. Tenders received late /in open condition/not meeting the tender condition / incomplete in any respect are likely to be rejected.
16. BHEL will not be responsible for the postal delay under any circumstances for non-receipt of Tenders by due date & time.
17. If any information/documents submitted by the bidder are found false/fake at any stage, the tender will be cancelled and necessary legal action shall be taken against the bidder.

14) **VENDORS FOR ACTIVITIES/ ITEMS TO BE OUTSOURCED**

- a) Successful bidder has to deploy only technically sound vendors for any or all activities or items to be outsourced, in case applicable.
- b) However, based on output/ performance of the existing vendor(s), in case not found up to the mark, BHEL may intervene and seek appropriate substitution for due consideration of the bidder and bidder has to make alternative arrangements.

15) **QUALITY**

Each & every item and service to conform to International Standards of Quality and as per mentioned specifications or else liable for penalty/rejection at no costs thereon.

16) **LIQUIDATED DAMAGES/PENALTY – QUALITY**

If the final product does not match the quality and specifications mentioned, BHEL will not be obliged to accept the particular item(s) or service(s) as applicable. If at all the goods are accepted, penalty shall be imposed at a rate to be decided by BHEL.

17) **LIQUIDATED DAMAGES/PENALTY – DELAY**

As the venue is managed by Army personnel and has strict time guidelines, all the setup/installations has to be completed by 21:00 Hrs on the day before AGM including mock run of AV/ sound system. Any delay attributable to the vendor in completion of the job beyond given deadline, no charges would be payable irrespective of portion of work completed.

- 18) **CARE OF INFRASTRUCTURE:** Due care shall be taken by the vendor to avoid damage to the existing infrastructure & buildings at the venue during execution of work/setting-up. The vendor shall be responsible for repairing all the damages and restoring the same to their original finish at his cost.

- 19) **INSPECTION OF MATERIALS:** All the materials/equipments delivered by the vendor at site shall be inspected and verified by Engineer-in-charge before use.

20) **INSURANCE OF GOODS & MANPOWER**

To insure all goods and manpower connected with this job, during transit or execution of work at site or in your factory, etc., should be the responsibility of the bidder.

21) **CONTRACT LAW, NOTICE AND ARBITRATION**

21.1 **ARBITRATION**

- a) In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the 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 arbitration shall be at New Delhi.
- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable: -

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.



21.2) LAWS GOVERNING THE CONTRACT

The Order/Contract shall be executed and governed by the laws of India and the courts of Delhi/New Delhi, India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

22) CANCEL/SCRAP OF TENDER

BHEL also reserves the right to cancel/ scrap the tender without assigning any reason whatsoever.

23) DEFAULT/ BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

- a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the services thereof within the period(s) fixed for such delivery of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply services covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order /Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the Performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.
- b) Cost of the purchases/service made by the Purchaser/Service taker at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of services so hired.

24) CONTRACT TERMINATION:

BHEL reserves the right to terminate the contract any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to.

25) CONTACT PERSONS: For any clarification, bidders may contact the following officials: -

| | |
|---|---|
| Ujjwal Tomar- Sr. Engineer (Corp. Comm.) Tel: 011-66337399 Email: ujjwal@bhel.in | M. Mukundan – AGM (Corp. Comm.) Tel.: 011-66337373 Email: mmukundan@bhel.in |
|---|---|


उज्ज्वल तोमर / Ujjwal Tomar
जीनियर (कॉर्पोरेट कम्युनिकेशन) / Sr. Engineer
कॉर्पोरेट कम्युनिकेशन / Corporate Communication
भारत भारती इलेक्ट्रिकल लिमिटेड / Bharat Heavy Electrical Limited
बी.एच.ई. हाउस, सिरी फोर्ट, नई दिल्ली-110049
BHEL House, Siri Fort, New Delhi-110049

C. CONTRACTUAL OBLIGATIONS

- 1) **FRAUD PREVENTION POLICY** : 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.
- 2) BHEL will have no liability whatsoever concerning the persons deployed by the vendor/contractor for the subject work. The vendor/contractor shall keep the company (BHEL) indemnified against all losses or damages or liability arising out of or imposed in the course of employment of persons by the vendor/contractor.
- 3) The vendor/contractor will be solely responsible for any unlawful act of their workforce while on duty. In case of theft or loss of Company's property take place due to the negligence or carelessness of workforce, the vendor/contractor will be responsible and shall make good of the same.
- 4) The Vendor/contractor shall duly comply with all acts, laws, or other statutory rules, regulations, bye-laws applicable or which might be applicable to with regard to the performance of the contract included herein or concerning this Agreement but not limited to Minimum Wages Act- 1948, Contract Labour (Regulation & Abolition) Act, 1970, Industrial Dispute Act, 1947, Workmen's Compensation Act 1923, Employees' State Insurance Act 1948 (to the extent as may be applicable, if any), Employees' Provident Fund and Misc. Provisions Act, 1952 and the amendments made thereafter to these Acts / Laws and from time to time take such steps as may be deemed necessary in this regard. The Vendor/contractor shall keep the Company Indemnified against all penalties, claims and liabilities of every kind under or for any violation of such acts, laws or regulations etc. by him or his workers.
- 5) In case, while on duty and during the course of engagement in work premises of the Company under this Agreement, if any of the Vendor/contractor's workforce suffers with any injury / indisposition due to accident or other natural calamities, the Vendor/contractor shall ensure that immediate and adequate medical aid viz., first -aid and subsequent treatment facilities are provided to the person(s) concerned free of cost without fail.
- 6) The Vendor/contractor shall be held responsible for any damage / loss to the work premises /or the properties of the Company (i.e. missing or broken fittings, equipments, furniture etc. and loss of such things) caused due to the negligence of his work force and shall have to replace the same at his own cost. The decision of the Engineer-in-charge shall be final and binding on the Vendor/contractor.
- 7) The vendor/contractor shall abide by all the rules / regulations / status imposed by the Govt. or other concerned authorities.
- 8) Vendor/contractor has to ensure that all precautions are taken for safety of his employees and equipments.
- 9) The vendor/contractor/successful bidder must comply to all statutory labour law regulations applicable to this contract like minimum wages act, timely payment of wages etc. including taking of insurance cover etc. for workers employed for this contract. Any obligation on account of the above will be the liability of the vendor/contractor. In case of any objection from any statutory / local authority, the vendor/contractor has to liaison with them for smooth progress of work.
- 10) The vendor/contractor shall ensure proper conduct and behavior of the workforce engaged by him on the site and shall remove with immediate effect, the engagement of such person(s) who does/do not conduct himself / themselves properly or misbehave(s) with BHEL Officials or staff at venue.
- 11) The workforce deployed by the vendor/contractor shall be healthy and should not be suffering from any communicable diseases.



Annexure – III

NO DEVIATION CERTIFICATE

It is certified that we have read and understood all the terms and conditions of the Tender No. CC/55THAGM/2019-20 dated 19.06.2019.

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of the above tender. We confirm that the offer submitted by us 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.

Date:

(Signature & Seal of the bidder)

Place:


उज्ज्वल तोमर / Ujjwal Tomar
जीएच ईएल लिमिटेड / Sr. Engineer
कॉर्पोरेट बिल्डिंग / Corporate Communication
एच ई एल लिमिटेड / BHEL Heavy Electrical Limited
बी एच ई एल, इलाहाबाद, सीरी फोर्ट, नई दिल्ली-110049
BHEL House, Siri Fort, New Delhi-110049



Annexure-IV

DECLARATION CERTIFICATE
(Infrastructure and Manpower)

I/We, do hereby declare that we possess the required Infrastructure and competent manpower to carry out the job as per the scope of work of the Tender Enquiry. Further, we have no objection in case BHEL desires to inspect and physically verify the same and shall provide the required assistance for the same.

Date:

(Signature & Seal of the bidder)

Place:


उज्ज्वल तोमर / Ujjwal Tomar
जीएच ईएल / Sr. Engineer
कोरपोरेट बिल्डिंग / Corporate Communication
एचएल हेवी इलेक्ट्रिकल लिमिटेड / BHEL Heavy Electrical Limited
बी.एच.ई.एल. हाउस, सीरी फोर्ट, नई दिल्ली-110049
BHEL House, Siri Fort, New Delhi-110049



Annexure – VI

NEFT Details Format

| | |
|--|--|
| Name of the Party | |
| 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 and for release of EMD* | Name of Bank: Branch: Account No.: IFSC No.: MICR No.: |

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


उज्ज्वल तोमर / Ujjwal Tomar
श्रीधर अभियंता / Sr. Engineer
मॉड्यूलर कम्युनिकेशन / Modular Communication
एन एच ई एल लिमिटेड / BHEL Heavy Electrical Limited
बी एच ई एल, हाउस, सीरी फोर्ट, नई दिल्ली-110049
BHEL House, Siri Fort, New Delhi-110049

PART-B: PRICE BID

| S. N. | Item Description | Unit of Measurement (UoM) | Total Quantity | Unit Rate in Rs. | Total Amount in Rs. |
|-------|--|---------------------------|----------------|------------------|---------------------|
| | | | (A) | (B) | C = (A) X (B) |
| 1 | Printing and display of 2 nos. Welcome Signage in metal frame in sizes 8'X8' (64 sq.ft.) at the main entrance of Manekshaw centre including its installation - one each outside and inside the main entrance to Manekshaw centre. | sq.ft. | 128 | | |
| 2 | Printing of indicators for indicating seating arrangements inside the hall for different categories of stakeholders in 1.5 ft.(width) and 1 ft. (height) approx., in digital print, with mounting on 3mm sun board, to be affixed on a self-sustaining stand for display at eye level. Arrow shape to be cut in vinyl separately and pasted at site on the sun board for direction indication. Each indicator stands will have 2 sides with digital prints and indicating arrows - i.e. 8 stands and 16 prints of 1.5 sq.ft. each. | sq.ft. | 24 | | |
| 3 | Printing of podium branding (1 No.) on photo media paper with mounting on 3mm sun board in size ~ 3' x 3' and fixing appropriately on the podium. | sq.ft. | 9 | | |
| 4 | Printing and display of Branding (2 nos.) on Left & Right Side Wings (Velvet Panels) in the Auditorium in metal frame in size 5' by 16' including stands/clamps for installation as required. | sq.ft. | 160 | | |
| 5 | Direction indicators on standee in metal frame in size 3'(width) and 6'(height) including printing flex (3'X6') for placing directly on ground for display at eye-level. Arrows in vinyl for direction indication to be cut and pasted at site. | XXXXXX | XXXXXX | XXXXXX | XXXXXXXXXX |
| (a) | Double sided printed indicators of size (3'X6') | nos. | 10 | | |
| (b) | Single sided printed indicators of size (3'X6') | nos. | 12 | | |
| 6 | Acrylic name plate holders with names printed in blue colour on both sides on 300 GSM art card/ivory paper for the head table, around 16"-18" width and 3"-4" height. | nos. | 16 | | |
| 7 | 42" Plasma TV for viewing of proceedings in front of the head table by dignitaries on the head table along with appropriate box/stand with required tilt for housing plasma TV (exterior finish of both TV and the stand should be of excellent quality). | nos. | 2 | | |

| | | | | | |
|----|---|--------|-----|--|--|
| 8 | LED Wall Screen Indoor Display (P3 or equivalent) (total size 30'X12' with three split screens of approx. size 4'x 12', 22'x 12' & 4'x 12') placed in C-shape/arc with 3~4 ft masked riser, console, operator & all accessories. | sq.ft. | 360 | | |
| 9 | Parcans multicolour LED lights for Stage at Zorawar Hall. (12 nos. each on left & right side) with stands, cables & accessories. | nos. | 24 | | |
| 10 | Video splitter, scan converter for LED Display & switching to film playback, video camera & ppt. through laptop. Ports for Audio & Video output for connecting with the video camera for screening live proceeds of the event including field cabling. Note: Camera for live proceedings of AGM will be arranged by BHEL separately. Cables brought by the Cameraman to be connected to the system by the vendor/contractor. BHEL will create interface between the two vendors for compatibility for cable connectors. Note2: Console to be setup below the stage on the right hand side with wooden panels duly masked in black cloth both sides of 4' height to block view from behind. | set | 1 | | |
| 11 | JBL Sound VRX with minimum 4 speakers on stand of adequate wattage (suitable for Manekshaw Centre, Zorawar Auditorium), along with sound controller, amplifier, audio mixer & required field cabling. | set | 1 | | |
| 12 | Mikes for the Head table of excellent quality of Shure or equivalent make. | nos. | 15 | | |
| 13 | Mike for the Podium of excellent quality of Shure or equivalent make. | nos. | 1 | | |
| 14 | Cordless Collar mike of professional quality of Shure or equivalent make. | nos. | 2 | | |
| 15 | Cordless Hand mike of professional quality of Shure or equivalent make. | nos. | 3 | | |
| 16 | Laptop loaded with latest configuration with Window 10 & Office 2016, VLC player & other software power point presentation/video. | nos. | 1 | | |
| 17 | Total Amount including all installation, transportation etc. but excluding GST | | | | |
| 18 | GST @ ____% in Rs. | | | | |
| 19 | Total Amount inclusive of GST in Rs. | | | | |

Note:

- It is mandatory to quote for the entire scope of work for the job. Incomplete offers shall not be considered for evaluation purpose at all.
- All the print ready design files for brandings/content (ppt./audio/visuals) for LED/Displays shall be provided by BHEL to the successful bidder.
- Size or quantities may vary, which will be intimated well in advance. Variation in size or quantities will be governed by the unit rates quoted or pro rata basis, as applicable.