



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

Tender Enquiry Ref. no. AA/CLD/PUR/2018-19/AMP/01

Dtd. 03.07.2018

M/s

PRE-BID MEETING: 10.07.2018 (11.00 AM)
TENDER SUBMISSION DATE UPTO: 24.07.2018 (3.00 PM)
TENDER OPENING DATE (PART – I): 24.07.2018 (3.30 PM)

Sub: Seven (07) Numbers of Programmes on Talent Management & Career Progression for BHEL during Financial Year 2018-19

Dear Sir,

Most competitive rates are invited from reputed institutions for organizing seven Numbers of Programmes on Talent Management & Career Progression for BHEL during Financial Year 2018-19. You are requested to submit your sealed quotation so as to reach this office on or before **24.07.2018 (3.00 PM)** in the manner explained below. Quotations received late shall be ignored. Part – I of the Tender will be opened in this office **on 24.07.2018 (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 10.07.2018** 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 Enquiry Ref. 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. All documents submitted by the bidder shall be duly signed and stamped by Competent Authority of the Bidder.

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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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 Enquiry Ref. No., Due date & Time and submitted as per Sl. No. 3 of Annexure-5 of the NIT at the following address:

**Tender Box, Room no. 102, First Floor,
Human Resource Development Institute (HRDI),
Corporate Learning and Development (CLD),
Bharat Heavy Electricals Limited (BHEL)
HRD & ESI Building, Plot No. 25, Sector – 16A,
NOIDA – 201301 (U.P.)**

Your quotation should reach this office latest by **3.00 PM on 24.07.2018**. Part-I/Cover-I Techno - Commercial Bid will be opened first at **03:30PM on 24.07.2018** 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.

Tender documents can also be downloaded from BHEL Website www.bhel.com and e-CPP Portal www.eprocure.gov.in. Any future addendum/corrigendum to the tender will be uploaded on BHEL website and e-CPP portal only. All bidders are requested to refer above websites periodically for latest information about the tenders before submission of their bid.

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 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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July 03.18

**Manager (Tech. Training & Purchase)
Human Resource Development Institute (HRDI),
Corporate Learning and Development,
Bharat Heavy Electricals Limited (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. No Deviation Certificate: **Annexure- 6**
7. Check List of Documents: **Annexure-7**

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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-2018) for management education awarded by Ministry of Human Resource Development	Documentary Evidence of the score from National Institute Ranking Framework (NIRF-2018), 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 also have a ranking within top 50 of QS Business Master Rankings (global) 2018	Documentary evidence of ranking
4.	The institute should possess the capability to accommodate 30 participants and one coordinator (complimentary) on single occupancy basis.	Certificate of availability of 31 Number rooms in the Campus.
5.	The institute should have conducted at least one similar programme in terms of content of programme for one of the Schedule-A CPSEs in last five years	Certificate to be issued by the Bidder.

If required, BHEL will call bidders for presentations.

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ANNEXURE- 2

PRICE FORMAT

Sl. No.	Activity	Duration: 10 days each batch
		Rate (Rs.) in Figures
1.	Conducting Talent Management & Career Progression Programmes for DGMs and above: Total cost for conducting seven programmes Batch size: Minimum 30 Sr. Executives per batch & One Coordinator complementary for- 7 Batches in the year (2018-19) for 10-days Objectives and Coverage as specified in NIT (that Includes arranging ONE interaction with professional in ONE core Business area of BHEL and carrying out an outbound module with night stay which will be at the Venue of the Outbound away from the Institute)	
2.	Applicable Taxes	
3.	Total Cost for 7 programmes including Applicable Taxes (In figures & words)	
4.	Cost per programme	
5.	Total cost per participant	

Inclusions:

- Accommodation for participants at the Institute 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 venue- Single basis for One night; as per availability)
- Transport for to-and-fro Outbound venue from the Campus during the programme.
- One Coordinator complementary in each batch.

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:

- ✓ **Name & Number of Programmes:** Total Seven (07) Programs
 - **Advanced Management Programme** for General Manager (GM) & above – 02 programmes
 - **Leadership Management Programme** for Additional General Managers (AGM) – 03 programmes
 - **Excellence Management Programme** for Senior Deputy General Managers (SDGM) & Deputy General Managers (DGM)- 02 programmes

- ✓ **Batch size per Programme:** 30 Participants per programme plus one coordinator as complimentary.

- ✓ **Duration of the Programme:** 10 days (Including Outbound with night stay)

- ✓ **Venue of the Programme:** The program shall be at the premises of the Institute except the Outbound with night stay which will be at the Venue of the Outbound away from the Institute. Residential in nature on single occupancy basis for participants plus one coordinator complimentary.

- ✓ **Broad Objectives & Coverage:** As mentioned below Programme-wise:

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1. Excellence Management Programme (for Sr. DGMs & DGMs)

Objectives of the Programme:

At the end of the program, the participant will be able to: -

- Transform themselves into exceptional cross-functional leaders who can integrate different disciplines
- Build strong teams which can align all activities to achieve the organization's long-range strategic goals
- Reflect on their personal leadership processes
- Assume as change manager's role.

Sl No	Topic / Broad Description	No of Hrs (approx.)	No. of Session (1 ½ hour each)
1	Inauguration and Ice-breaking	1 ½	1
2	Overview of the Technological and Business environment	3	2
3	Digital Transformation in Manufacturing Sector- case study	4 ½	3
4	Discovery of Self(Situational leadership)	6	4
5	Assertive Communication in different business situations (Role Play)	6	4
6(a)	Understanding financial statement / financial reporting	6	4
6(b)	Understanding business analytics	3	2
7	Building a Customer-Centric Organization-focus on tools	4 ½	3
8	Operational strategy - focus on execution skills	6	4
9	Developing Strategic Thinking	3	2
10	Syndicate Project Sessions	6	4
12	Holistic living and Universal spiritual values	3	2
13	Managing Change	3	2
14	Outbound Programme (Managing Teams)	9	6
15	Interaction with Business Leader (External Speaker)	1 ½	1
16	Valediction	1	1
	Total	67	45

Note:

On all Programme days:

1. Each session will be of approx. one and half hours.
2. There will be 4 to 5 sessions in a day from 9am to 6.30pm with three tea breaks of 15 minutes each and Lunch break of one hour.
3. Yoga (6.30 to 7.30 am)

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2. Leadership Management Programme (for AGMs)

Objectives of the Programme

At the end of the program, the participant will be able to:

- Acquire transformational leadership skills to influence and inspire
- Develop a strategic, high-performance, customer-centric approach
- Develop Value Creating Team

Note:

Sl. No	Topic / Broad Description	No of Hrs. (approx.)	No. of Session (1 ½ hour)
1	Inauguration and Ice-Breaking	1	1
2	Overview of the Technological and Business environment	3	2
3	Driving Digital Transformation in your Organization	3	2
4	Transformational Leadership	6	4
5	Negotiation Skills (Role Play)	6	4
6	Understanding Financial Statements	3	2
7	Risk Management	4 ½	3
8	Building a Customer-Centric Organization	4 ½	3
9	Assertive Communication	6	4
10	Understanding emerging opportunities	4 ½	3
11	Management Control Systems-leading through periods of growth & turbulence	4 ½	3
12	Interaction with Business Leader (External Speaker)	1 ½	1
13	Holistic living and Universal spiritual values	1 ½	1
14	Book presentation	3	2
15	Learning from others (Art of appreciating one another)	3	2
16	Outbound Programme (Managing and motivating Teams)	9	6
17	Valediction	1	1
	Total	65	44

On all Programme days:

1. Each session will be of approx. one and half hours.
2. There will be 4 to 5 sessions in a day from 9am to 6.30pm with three tea breaks of 15 minutes each and Lunch break of one hour.
3. Yoga (6.30 to 7.30 am)

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3. Advanced Management Programme (For GMs, GM-Is & EDs)

Objectives of the Programme:

At the end of the program, the participant will be able to:

- Develop visionary leadership capabilities
- Shape the future of the organization through fostering innovation
- Manage the volatile global environment and implement change for competitive advantage

Sl. No	Topic / Broad Description	No of Hrs (approx.)	No. of Session (1 ½ hour each)
1	Inauguration and Ice-Breaking	1 ½	1
2	Overview of the Technological and Business environment-identifying new sources of revenue	4 ½	3
3	Leveraging Digital Transformation	3	2
4	Leader as a Coach	6	4
5	Negotiation Skills-addressing current operational challenges	6	4
6	Developing a Financial Focus	3	2
7	Managing Investment Decisions	6	4
8	Optimizing current strategies & innovating for future	4 ½	3
9	Assertive Communication in business negotiations	3	2
10	Embarking on Corporate Vision Planning	4 ½	3
11	Interaction with Business Leader (External Speaker)	3	2
12	Holistic living and Universal spiritual values	3	2
13	Syndicate Project Sessions	6	4
14	Outbound Programme-(focus on ethical, motivational leadership)	9	6
15	Valediction	1	1
	Total	64	43

Note:

On all Programme days:

1. Each session will be of approx. one and half hours.
2. There will be 4 to 5 sessions in a day from 9am to 6.30pm with three tea breaks of 15 minutes each and Lunch break of one hour.
3. Yoga (6.30 to 7.30 am)

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 programme will cater to 30 Deputy General Managers and above from BHEL as mentioned in the Scope of the Contract.
2. Apart from 30 (thirty) participants per batch, one coordinator will be complimentary.
3. **Duration:** 10 days (Including Outbound with Night Stay).
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 till **31st March 2019**.
6. **Deliverables:** The Institute must ensure holding of the programmes within the specified time frame and all seven programmes to be conducted till **mid-January 2019**.
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-6
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 shall 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") as mentioned in the Price Format.

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 ANY NON COMPLIANCE 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 TO THE ACCOUNT OF Institute's/Bidder.

(iv) 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. 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.

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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

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/Institute Seal**

Name:

Company's name:

Address:

Date:

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ANNEXURE -7**CHECK LIST OF DOCUMENTS****SUMMARY 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 -6 duly signed and stamped.	
4.	QUOTED SEALED PRICE BID duly signed and stamped as per Annexure -2	

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